Workday **Bulletin**

All Employee Edition, No. 5
with Manager, Timekeeper, and Field Accountant Supplement

April 18, 2019

All purchases, including Grand & Toy items, Must Go through Workday

The introduction of Workday has brought several changes to purchasing at the College. All orders for goods and services must now go through the purchase requisition process in Workday, including Grand & Toy orders. In addition, all employees are now able to make purchase requisitions themselves, subject to their departmental policies (check with your Manager for your department's rules).

In order to make purchases from Grand & Toy, employees need to connect to the Grand & Toy website through Workday. This is the standard College procurement method for Grand & Toy items and occurs at the Create Requisition step. A user guide called Grand & Toy Orders sets out the steps in the process, which includes selecting "Purchase Requisition" as the Requisition Type and "Connect to Supplier Website" on the Create Requisition page. Once you've put your items in the Grand & Toy cart and selected "Checkout," you will be brought back to Workday, where your items will appear and you can complete the order.

If you need to return an order, please contact the Grand & Toy customer support desk directly at 1-866-391-8111 and have your purchase requisition number available.

More: For instructions on creating other requisitions, consult the Create a Purchase Requisition and Create a Purchase Requisition with a T4A Purchase Item user guides on the AC Workday website.

Overtime Pay and Time Off in Lieu for Support Employees

Full-Time Support employees must use Workday to register any overtime hours they work. This is done through the Enter Time application on the Workday homepage.

For Overtime Pay: Select "Overtime" as the Time Type on the pop-up window that appears when you click on the day in the calendar. (Tip: If you have more than one position, be sure you've selected the correct position from the "Position" drop-down menu before proceeding.) Enter the hours in the "Hours" field, then click ok. You've now entered the overtime hours you want paid out. Don't forget that you still have to submit the hours so they flow to your manager for approval.

For Time Off in Lieu of Overtime Pay: Select "Time in Lieu" as the Time Type on the pop-up window that appears when you click on the day in the calendar. (Tip: If you have more than one position, be sure you've selected the correct position from the "Position" drop-down menu before proceeding.) Enter your overtime hours in the "Hours" field, then click ok. You've now entered the overtime hours you want banked. Don't forget that you still have to submit the hours so they flow to your manager for approval.

To use the banked time, request it using the Time Off application. Select “Time in Lieu” as the Type in the pop-up Request Time Off window.

For Time in Lieu to be Paid Out: To have the lieu time paid out, use the Time Off application and select “Pay Out My Time in Lieu” as the Type. Submit your request for it to be approved by your manager.

More: See the Enter Overtime and Time in Lieu user guides for step-by-step instructions.

Office Hours

The Workday Support Team is holding Office Hours for any employee who needs support using Workday. Office Hours will be held in the Workday office (C336) on **Tuesdays from 10 a.m. to noon** and **Thursdays from 1 p.m. to 3 p.m.** Employees in Perth and Pembroke who would like to access this support should send an email to workday@algonquincollege.com letting us know (**please put “Office Hours” in the subject line**). We will set up a WebEx and provide you with a meeting time.

Employees should continue to reach out to their partners in the Human Resources and Finance departments if they need help understanding or applying College policies and business processes.

How to Get More Help

Employees can contact ITS Client Care, at 5555@algonquincollege.com for help with common Workday tasks, such as logging in to Workday, entering time, requesting time off, and entering and updating personal information. Help with more complex tasks, such as those related to hiring and purchasing, can be accessed by submitting a support case ticket. Please use the form found here on the Workday website. Submitting a ticket will help the team identify and resolve recurring issues.

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Manager, Timekeeper, Field Accountant Supplement

Fully On Board: Monitoring Tools for Hiring Managers

It is important that new employees complete all of their onboarding tasks in Workday in order to ensure compliance with legislation and College policies and to ensure they are paid on time. It is during onboarding that new employees enter the banking and direct deposit information (known in Workday as Payment Elections) that Payroll needs to complete the employee’s pay deposit.

Managers and Timekeepers can monitor onboarding progress using Workday’s Onboarding Status Summary report (search “onboarding status summary” in the search bar). The summary shows the percentage of onboarding tasks completed by each hire who had onboarding tasks assigned to them in Workday, tasks in progress, tasks in progress for more than one day, and completed tasks.

Related: The New Hire Experience with Workday and Onboarding Overview presentation sets out the tasks employees must to complete according to their employee type.

Need to hire and don’t have an unfilled position? Use ‘Position Overlap’

Do you need to hire but you don’t have an unfilled position available? If you have an existing filled position with the same job profile that will be vacant soon, you can use Workday’s “position overlap” functionality for the future assignment. **“Position overlap” allows an employee whose assignment**

is ending and a different employee whose assignment is starting to be put into the same position.

For example, employee Zain Krause is in position P0023387 and his assignment ends April 30. Zain is not returning and you want to hire Yolanda Beattie into a position with the same job profile with a start date of May 6. The first step is to enter the termination information for Zain. Next, you will create a job requisition for Yolanda.

Manager steps to enable position overlap:

1 Search for the name of the employee whose position you need for overlap

2 Click on the Related Action button ( ) and navigate to Job Change>Terminate Employee

3 Complete the mandatory fields in the Reason, Details and ROE Details sections using the upcoming termination date for the current employee

4 In the Position Details section at the bottom of the screen, check the box replying to the question, “Is this position available for overlap?”

   Note that the Position Details section is only visible to Managers. If a Timekeeper initiates the termination, the Manager will receive a Workday Inbox item to approve the termination and **must complete the Position Details section** flagging the position as available for overlap before approving.

6 Create a new job requisition against the position with a **Recruitment Start Date and Target Hire Date before the departing employee’s Termination Date** i.e. if the Termination Date is April 30, 2019, then the Recruitment Start Date and Target Hire Date must be before April 30, 2019.

   Note that step 6 refers to the creation of the job requisition. When you add the job or hire the employee, you can use the actual Hire Date, which may be before or after the Termination Date.

Join Us for a Workday Learning Session!

What?	**Workday Learning Session: Academic Term Transition for Part-Time Employees**
Who?	Managers and Timekeepers
When?	Wednesday, April 24, 10 a.m. -11 a.m.
Where?	Ottawa, Room C346
	Pembroke, Room 200
	Perth, Dean’s Boardroom

This Learning Session will focus on how to proceed in Workday when a regular part-time employee is not returning for the next term and how to proceed when a regular part-time employee is returning for the next term. It will include a demonstration of the Termination process in Workday, using Workday’s “available for overlap” function, ending an additional job, adding a job, and switching positions.

Time will also be allotted for questions and answers with Workday Support Team, Human Resources and Finance/Payroll representatives.

Follow this link to register.