

Workday Bulletin

All Employee Edition, No. 3

with Manager, Timekeeper, and Field Accountant Supplement

April 1, 2019

Do You Work Here? Apply for New Jobs from Inside Workday

College employees should log in to Workday to apply for new jobs at the College. Before Workday was introduced, everyone – internal employees and external candidates – applied for jobs through the Career Opportunities page on the Algonquin College website. The implementation of Workday has changed the process for existing Algonquin employees with the introduction of the internal career page.

You can find out what full-time and part-time positions are open by clicking on the Career application on the Workday homepage then selecting Find Jobs under the “Actions” section of the page. Click on the link to a position you are interested in to view the details. From there, use the Apply button to submit your application.

Ensure You Don't Accidentally Change Previously-Paid Time

Once you have been paid for approved time, **make sure you do not accidentally adjust the time entry as this could trigger a recalculation of your paid hours.** If, for example, you change the hours or time type (reason) in the already-approved and paid time block, you will be prompted to SUBMIT the changes for approval. The approval could trigger a recalculation of what was already paid and that adjustment will show on your next pay.

If you want to look at the details of the time entry, avoid altering the record by using the View Details button on the Time Entry pop-up window and selecting CANCEL to exit the record. Information you can see under View Details includes the history of the time entry transaction.

You know you've been paid for approved time when you see “Paid” on the time entry.

Alternate Supplier Address Enabled on Purchase Requisitions

If an alternate address for a supplier has been added to Workday by the Finance Department, you can now select that alternate address in order to have your item or items supplied from that location using the Order-From Connection field. The Order-From Connection field is found on both the Line Defaults page and the requisition line of the purchase requisition and is available once the Supplier field is completed. The selected address will populate on the purchase order sent to the supplier.

Introducing Office Hours

The Workday Support Team is introducing 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 or ext. 5555, 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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New Region Field Doesn't Always Auto-Populate

A Region field has been added to the Hire, Add Job, and Change Job processes in Workday to enable the maintenance of internal financial reporting standards. **If the region field is filled in, there's no action required on the field. If the Region field is blank, the cost centre needs to be deleted and re-entered**, after which the region field will auto-populate. The field also appears on the Create Position process used by the Human Resources Department.

Work with AC Way Team

The AC Way team is leading several initiatives to document the business processes the College is using with a view to identifying bottlenecks or pain points and helping address them. In addition to regular huddles with representatives from Finance, Payroll, Human Resources and Workday, the AC Way team led a session last week that offered Timekeepers, Budget Officers, and Business Administrators an opportunity to talk about the challenges they were facing. Vice-Presidents Doug Wotherspoon and Diane McCutcheon and Acting Vice-President Grant Perry followed up with an email last Friday to all who were invited detailing next steps. Be sure to take a few minutes to read through the email.