UPDATE FOR STUDENT EMPLOYEES
What YOU Need to Know – Workday Go-Live on November 2

What is happening? UBC is implementing a new human resources and finance system called Workday. Workday will go-live November 2, 2020. This will mean some changes for student employees.

Pay Schedule Changes

Starting in November 2020, paydays for all hourly staff and students will change to the 15th and last day of each month to align with salaried employees.

- Paydays falling on a weekend or holiday will be moved to the day before the weekend or holiday.

- There is no change to your hourly pay rate or banking details; your pay will continue to be deposited into the bank account that Payroll currently has on file.

- There will be **three paydays in November** (see table below) to account for the transition.

Payday	Pay Period	Last Day to Submit Time	What This Means for You
November 6	October 16-31	**October 26 @ Noon**	In order to submit the timesheet by noon on October 26, **hourly workers will need to enter forecasted hours** for October 26-31
November 13	November 1-8 *Shorter pay period*	**November 6** (in Workday)	**Payment is one week earlier** than original schedule (November 23) and accounts for a shorter pay period. This is the **first payment from Workday** on the new pay schedule.
November 30	November 9-23	**November 20** (in Workday)	This is the **first full payment on the new schedule** (full semi-monthly pay).

If required, contact UBC Payroll (604-822-2187) for eligibility details to access one-time bridge funding available.

What You Need to Do to Prepare

1. **Submit your time *before* go-live**
   Following the current process, submit your timesheet by noon on October 26, including your forecasted hours for October 26-31.

2. **Submit your time *after* go-live in Workday**
   Starting November 2, submit your time in Workday to ensure you get paid accurately and on time:
   - The first-time entry deadline is November 6 for the November 13 payday
   - You will receive reminder emails to submit your time throughout each pay period.
   - Download the Workday App so you can enter your time anywhere, anytime.

3. **Complete your Workday training**
   Workday Basics & Workday HR 101 for Student and Hourly Employees

4. **Review your personal pre-authorized payment schedules** e.g. rent, phone bill. If required, make adjustments to accommodate the new pay schedule.

Helpful Links

Job Aids for Students:

- Entering time
- Requesting an absence
- Viewing and updating personal information
- Updating emergency contact
- Viewing and updating payment and tax elections

Integrated Renewal Program

Visit the IRP website to learn more.