



Resident Reimbursements in Workday

Workday has been launched on November 2, 2020 and has replaced UBC's Finance (FMS) and HR (HRMS) systems and processes. More information on Workday and training is available online at <https://irp.ubc.ca/>

How will Workday affect resident reimbursements?

Changed: reimbursement through UBC

- **Expense reimbursements to be paid by UBC will go through Workday instead of being processed using Requisition Forms (QReqs or Travel Reqs)**
 - These include Resident Activity Fund (RAF) reimbursements
 - Any reimbursements that come from a Department/Program funding source

Unchanged: reimbursement through PGME or payroll

- Expense reimbursements to be paid by VCH/PGME are not affected by Workday. There is no change to the process for submitting resident reimbursement claims through the [Resident Reimbursement Site](#) (mandated travel and course reimbursements). The processes for submitting chief allowance stipends, stat holiday pay and call payments are not changed with the launch of Workday.

What do you need to know about submitting resident reimbursements in Workday?

Residents are considered "students" in the Workday system and will not have access to login themselves. Program staff will need to login to Workday and initiate student expense claims on behalf of residents. Instructions for creating expense reports are available at [https://ubc.service-](https://ubc.service-now.com/selfservice?id=kb_article&sys_id=b98323a91bb3e450ba8f539f034bcb3c&table=kb_knowledge)

[now.com/selfservice?id=kb_article&sys_id=b98323a91bb3e450ba8f539f034bcb3c&table=kb_knowledge](https://ubc.service-now.com/selfservice?id=kb_article&sys_id=b98323a91bb3e450ba8f539f034bcb3c&table=kb_knowledge)

There are two key pieces here:

- 1) **Residents will need to add/update their direct deposit information** into the [UBC Student Service Centre \(SSC\)](#) where residents go to pay their UBC registration fees every year.

Instructions for residents on how to add direct deposit information in the SSC are available at <https://students.ubc.ca/enrolment/finances/direct-deposit>

- 2) **Program staff who submit resident expense claims will need to trigger the transfer of resident data** from the SSC into Workday every time expense claims are submitted on behalf of residents to ensure the most up-to-date information is included in claims.
 - a. This transfer process will be completed within Workday and staff will not need to access the SSC.
 - b. Instructions for how to complete this process are available at https://ubc.service-now.com/selfservice?id=kb_article&sys_id=1dcbf69b1b26309045ad766f034bcb39