Department of Zoology Upcoming Deadlines

Based on the cutover schedule communicated by IRP, we are establishing deadlines to ensure enough time for applicable reviews by our office, as well as by the Dean’s office, FR and Central HR, before routing to Payroll for data entry into HRMS in time for the data transfer into Workday.

Please be mindful that there is already an increase in volume so where possible, submit your transactions ahead of these deadlines, and don’t submit transactions that are effective beyond Nov 15.

**Important Cut-Over Dates in Red**: Deadlines to complete actions in our current systems and dates for when specific systems will be unavailable. Please see below and mark them in your calendar. For more details, please check the IRP website https://irp.ubc.ca/news/preparing-workday.

**Human Resources**

- **Creating positions for faculty ads**
  - Faculty recruitment ads should be sent to Vanessa (cc Edythe) by **October 7th**.
  - Ads arriving after that will be need to be entered as Positions into Workday after Nov 2. This process may be updated.

- **Recruitment Postings**
  - Staff postings: Send to Edythe by **October 9th**
  - **Nov 1 12am**: All HRMS posting pages will be closed. Faculty postings on UBC Careers will remain active, provided they are linked from advertisements posted on the Faculty of Science website

- **Epaf Deadline** (Staff positions that don’t require posting)
  - **Oct 8**: Last day to send to Edythe for salaried epaf appointments which then go on to HR and Payroll in time for Oct 31 pay.

- **New appointments**
  - **Appointments with start dates of November 15 or later**: will not be forwarded to FOS or Faculty Relations, because they will send them back. These appointments will need to be entered in Workday after Nov 2.
  - **Between September 25 and October 21**, only transactions that affect payroll or benefits (primarily, these should be new hires, leaves or reappointments) will be entered into HRMS. Transactions that are not able to be fully processed by HR and Payroll by October 28th and those received late, will be entered into Workday after November 2.

- **Employee Self Service**: faculty and staff will have to wait to update their personal information in Workday at this point.

- **Absence Balances**: all supervisors should send all vacation and sick leave days taken by their CUPE lab members to Edythe by **October 19**.