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APPENDIX A:

TEMPLATE PHYSICIAN RECRUITMENT SCRIPT



Template Physician Recruitment Script

Physician:

Hello [Patient's Name]. I wanted to talk to you about an opportunity here at [BC Children's/BC Women's Hospital] that I think would be a great match to your skillsets and interests.

I am working on a research project that [briefly describe research question/project]. The project is all about [describe goals – helping future patients, improving outcomes].

I feel that your unique perspectives and experiences would be very valuable to helping shape the research project, and I am wondering whether you might consider joining our study team as a Patient Partner?

A Patient Partner in research is different from being a research participant. As a research participant you typically follow a set of procedures as part of a study, for example, you may be asked to complete surveys and have your blood drawn, which would later be analyzed by the study team. As a Patient Partner you won't be a participant in the research project itself; your role is more about collaborating as an equal member of the research project team. A Patient Partner with this research project would expect to do tasks like [briefly describe role – co-create research question(s), co-create surveys/interview guides/documents for appropriateness, support final data interpretations and knowledge translation activities, etc]. We would invite you to attend regular team meetings and be an active part of our research team, and ultimately help shape the direction of the research.

If this is something you might be interested in, you would be paid for your time at [hourly rate/flat rate], and I would expect the time commitment to be approximately [hours per week/hours per month]. Importantly, this is entirely voluntary – I don't want you to feel any obligation to join the study team. Your health and wellbeing come first, and whether you join the project or not will in no way impact our relationship or the clinical care that you receive at [clinic/unit, at BC Children's/BC Women's Hospital]. Is there anything you would like to know or discuss about the project at this time?

I will give you some time to think about the opportunity, and if you have any questions please feel free to reach out to [me/research coordinator – contact information].

Thank you for considering this [Patient Name].

Please customize according to your specific research project, patient, and patient population.

APPENDIX B:

PLEDGE/WAIVER OF CONFIDENTIALITY



Pledge/Waiver of Confidentiality

[Insert relevant Research Institute + Hospital Logo(s)]

PLEDGE OF CONFIDENTIALITY

- I understand that BC Children’s & Women’s Health Centres respect and make privacy a priority to maintain confidentiality.
- I understand that all data, patient, patient partner members, and staff information that I may have access to through my participation with the [research program/project name] is confidential and not to be shared with anyone in any manner.
- I understand that all research ideas, objectives, or findings that I learn about through my role, including at meetings, are confidential and not to be shared with anyone in any manner, unless they are published in academic venues.
- I understand that any materials I may have access to are not to be taken, altered, copied, transmitted, interfered with or destroyed, except with permission from the [Research Manager, Research Director, and/or Principal Investigator] AND Children’s & Women’s Health Centre, as appropriate.
- I understand that compliance with confidentiality is a condition of my being involved with the [research program/project name] and that failure to comply may result in immediate termination of membership.
- I understand that this pledge is in effect throughout the duration of and after the performance of my role as a patient partner for the [research program/project name] at Children’s & Women’s Health Centre.
- I understand and agree to hold any information in complete confidence aligned with FIPPA (BC Freedom of Information and Protection of Privacy Act) and PHSA policy.

Date: _____

Signature of Patient Partner Member: _____

Print Name: _____

Witness: _____

This form will be kept on file and kept for reference by the [research program/project name].

APPENDIX C:

TEMPLATE CRC SCRIPT



Template CRC Script

Hello, [Patient's Name]. As part of the onboarding and training process for [project name] study, I wanted to talk to you about the request that all study members undergo a Criminal Record Check. As a patient partner, you are an equal member of our study team and a respected colleague, and as part of keeping everyone safe and well supported, all of our study team members who interact with patients or research participants at [BCCH/BCWH/community] are asked to complete a criminal record check.

If you have any concerns, please feel free to come to me to discuss them – your participation on the team is incredibly valuable and important to me and to the research project. It's important for you to know that if you do have any concerns, there are lots of things in a criminal record check that do not get flagged (for example, petty theft or crime), and if you have any concerns about the criminal record check please know that it is a very collaborative process, and we will work through any issues with our HR department together.

Thank you for considering this [Patient Name].

APPENDIX D:

RECEIPT OF PAYMENT TEMPLATE



[Project Name] Study

RECEIPT OF PAYMENT

Date	
Subject	Patient Partner honoraria for [project name] Study
Participant's Name	
Total Amount	[\$amount]

I acknowledge receipt of cash payment in the amount of [amount] for my participation in the [project name] study.

Patient Partner's signature

Date

Witness signature

Date

APPENDIX E:

INSTRUCTIONS FOR COMPENSATING RESEARCH PATIENT PARTNERS



Instructions for Compensating Research Patient Partners

Below are step-by-step instructions for paying patient partners from PHSA and UBC accounts. If you have any difficulties, questions, or need support with logistics related to processing payments, please contact the C&W Finance Coordinator at your applicable research institute:

Finance Contacts:

BCCHR:

- Name: Andy Lai
- Email: andy.lai@bcchr.ca

WHRI:

- Name: Soraya Utokaparch
- Email: soraya.utokaparch@cw.bc.ca

Payment from PHSA Accounts

PHSA: Cash/E-transfer honoraria

Please note that Investigators/research staff submitting requests must be PHSA employees

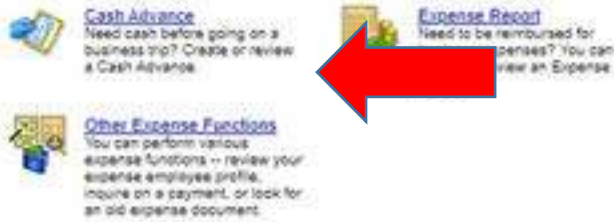
Log-into Peoplesoft at ps.phsa.ca

Select Expenses Homepage for Employees



Select Cash Advance

Travel and Expense Home



Select "Create/Update"



Select 'Add a New Value'
Your Employee ID should auto-populate
Select 'Add'



Complete the Cash Advance Request form

Cash Advance
Request Cash Advance
Shantea Gordon
Advance ID: NEXT

General Information

*Description:
*Business Purpose:
Reference:
*Comment:

Add Advance

Amount	Description	Amount	Currency
0.00	Travel Advance Payment	0.00	CAD

Cash Advance Total: 0.00 CAD

[Print Advance](#)
[Return to Transaction Start](#)

Description: enter project name & date (e.g. 'LDN: 15Nov23')

Business Purpose: Research

Comment: enter 'research patient partner honoraria for (project name & date)'

Amount: enter the dollar amount you require

Select Approver & Submit: select the appropriate approver with signing authority for your grant, and submit.

Save a screenshot of the approval for your records, including the "Advance ID" that should start with 'TA' and followed by several numbers

The funds will be deposited into your personal bank account associated with your PHSA employee ID within a few business days. Based on patient partner preference, you can then decide whether to make a withdrawal from your personal bank account to provide the patient partner with cash (if cash, see: Appendix D), or to send an e-transfer from your account to the patient partner (ensure a screenshot/photo of the e-transfer confirmation is kept on file). Please note that standard interac transactions may incur bank charges, so ideally the staff member submitting these requests should have an account without transaction fees, or should seek appropriate authorization for reimbursement prior to undertaking these processes.

Reconciling PHSA Cash Advance Requests: Option 1 (total cash advance is spent)

After you have withdrawn the funds from your personal bank account, you can pay the patient partner in cash.

Please have the patient partner complete a receipt of payment (see: Appendix D).

To reconcile your cash advance, there are two options. One is where the entire cash advance has been used, the second is if you have residual funds remaining.

In option one, if all of the honoraria withdrawn from your initial cash advance has been spent and you have all of the receipt(s) from the patient partner, you can now submit an Expense Report in PeopleSoft.

Select 'Expense Report'

Travel and Expense Home



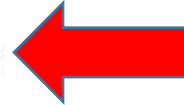
Cash Advance

Need cash before going on a business trip? Create or review a Cash Advance.



Expense Report

Need to be reimbursed for business expenses? You can create or review an Expense Report.



Other Expense Functions

You can perform various expense functions -- review your expense employee profile, inquire on a payment, or look for an old expense document.

Select 'Create/Update'

Travel and Expense
Expense Report

Create/Update
Create/Update an Expense Report and submit it for approval or save for further work.

View
View Expense Reports that have already been submitted.

Delete
Remove an Expense Report from the expense system.

Print
Print a hardcopy of an Expense Report.

[Return to Travel and Expense Home](#)

Select 'Add a New Value'

Your employee ID should auto-populate.

Select 'Add'

Expense Report
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search by: Report ID begins with

Search | Advanced Search

Find an Existing Value | Add a New Value

Select 'Open a Blank Expense Report'

Create Expense Report

Choose a Creation Method
Shanlea Gordon

Open a Blank Expense Report
 Copy From Existing Report

Report ID: NEXT

Continue

Report Description: enter 'Reconcile cash advance: ddmmmyy', with the date of the initial cash advance submission

Business Purpose: Research

Comment: Reconciling cash advance from (project name) on ddmmmyy, (AdvanceID#, beginning in **TA**)

Click on "Default Accounting for This Expense Report"

Continue

Go To: [Default Accounting For This Expense Report](#)

* Required Field

Enter the correct cost centre that the honoraria should be charged to. If you do not have access to the correct coding (PeopleSoft will give you an error), leave the coding to the default cost centre and continue entering your expense claim. **For WHRI staff:** PLEASE NOTE for this particular instance, when you are finished with entering the details and are ready to submit, DO NOT HIT SUBMIT. Click on SAVE FOR LATER and email Soraya with the generated expense claim number.

Create Expense Report



Default Accounting For This Expense Report

Soraya Utokaparch

Report ID: NEXT

Accounting Summary Set Personalizations | Find | First | of 1 | Last

GL ChartFields 1 TTTTA

Amount	GL Unit	Fund	DeptID	Site	Project	Sub-Proj	Affiliate	Fund Affl
100.00	00020	17	00000000	100	LRZ30418			

Expense Type: Select MISC: Sundry-Miscellaneous Expenses.
Select 'Add'

Expense Type	Description	Account
KM_08	Mileage-Excluded-(InProv)	EXCL
KM_09	PatRel Mileage - Callback	GBL
KM_10	Mileage-BCEHP	GBL
KM_25	Mileage-Excluded-(XProv)	EXCL
KM_38	Mileage-BOARD ONLY-(Local)	EXCL
KM_39	Mileage-BOARD ONLY-(InProv)	EXCL
KM_40	Mileage-BOARD ONLY-(XProv)	EXCL
MEAL_01	Meals-Actual Expense (Local)	GBL
MEAL_02	Meals-ActualExpense-(In Prov)	GBL
MEAL_03	Meals-ActualExpense-(XProv)	GBL
MEETING	Meeting Expense, Catering	GBL
MISC	Sundry-Miscellaneous Expenses	GBL
PARK_01	Parking (Local)	GBL
PARK_02	Parking-(InProv)	GBL
PARK_03	Parking-(XProv)	GBL
PARK_04	Parking-BCEHP	GBL
PATIENT	Patient/Fam Allownce(Food/Taxi)	GBL

Complete the Expense report

Please fill in the following fields for this expense transaction. You can then add additional expense items, if desired, at the bottom of this page or return to the main page by pressing 'Done'

About This Expense		Current Expenses		
Expense Date:	11/15/2023 <input type="text"/>	Date	Type	Amount
*Payment Type:	Expense Claim <input type="text"/>	11/15/23	Sundry-Miscellaneous Expenses	0.00
*Billing Type:	Internal <input type="text"/>	Total Employee Expenses: 0.00		
*Location:	Canada <input type="text"/>	Total Personal Expenses: 0.00		
*Description:	Patient Partner Honoraria <input type="text"/>	Total Employee Credits: 0.00		
		Total Advance Applied: 0.00		
*Amount Spent:	0.00 CAD <input type="text"/>	Total Due Employee: 0.00		
Conversion Rate:	1.00000000 <input type="text"/>			
Amount:	0.00 CAD <input type="text"/> <input type="button" value="Update"/>			
<input checked="" type="radio"/> Calculated VAT:	0.00 CAD <input type="text"/>	Expense EmpID: 358911 <input type="text"/>		
<input type="radio"/> Entered VAT:	<input type="text"/> CAD			

Add Another Expense

Expense

Type:

Go To: [Accounting For This Expense](#)

Expense Date: Date that the participant received the honoraria, matching their receipt

Payment Type: Expense Claim

Billing Type: Internal

Location: Canada

Description: Patient Partner Honoraria

Amount Spent: Enter total dollar amount given to the participant, matching their receipt
Select 'Update'.

If you are paying multiple patient partners (with more than 1 receipt) with funds from the original cash

advance, click "Add" and repeat the above steps to add additional patient partner honoraria.

The total of this expense report must match the total of your initial cash advance.

Click 'Done'.

Take a screenshot of the submitted Expense Report and save for your records.

Send an email to the individual with signing authority for this account including:

- 1) Screenshot of the original cash advance
- 2) Screenshot of the expense report
- 3) PDF containing all corresponding patient partner receipts

Reconciling PHSA Cash Advance Requests: Option 2 (remaining cash)

In option 2 where there is remaining cash, complete the steps as above but before you submit your expense report, you will need to click on “Apply Cash Advance”



- Go To: [Modify Report Information](#)
- [Apply Cash Advance\(s\)](#)
- [Explanation of Totals](#)
- [VAT Information](#)
- [Print Document](#)

[Return to Transaction Start](#)

Enter your advance ID (TAXxxxxxx) and the amount of funds used. Click Ok.

Create Expense Report

Apply Cash Advance(s)

Soraya Utokaparch

Report ID: NEXT

Advance ID	Advance Amount	Balance	Total Applied
<input type="text"/>	0.00	0.00	0.00 CAD

Add

Total Advance Applied: 0.00 CAD
Total Due Employee: 200.00 CAD

OK

[Return To Expense Report](#)

The employee expenses and cash advance number should equal each other making the Total Due Employee \$0.00.

Total Employee Expenses:	450.00 CAD
Total Personal Expenses:	0.00 CAD
Total Employee Credits:	0.00 CAD
Total Cash Advances:	450.00 CAD
Total Due Employee:	0.00 CAD

You can now submit your expense claim.

The unused remaining cash can be deposited to the on-site cashier. At the cashier’s office, give them a copy of your Expense Report and the cash. The coding for the deposit is 00030-07-0174010 and reference the TA number. Get a receipt from the cashier. Make a copy of all paperwork for your records.

Send a copy of the expense report and advance (along with all the original vouchers and cashier receipt) to PHSA Accounts Payable Employee Expenses.

If there are any issues with receiving the funds through the cash advance process or reconciling, please email PHSA Employee Expenses at employeeexpenses@phsa.ca

PHSA: Direct Deposit/Vendor

For patient partners who would prefer direct deposit, and/or are supporting your research more regularly, you can set your patient partner up as a PHSA Vendor to receive direct deposits.

You will need the following information from the patient partner:

- Direct Deposit Form filled out
 - Invoice from your patient partner OR email your WHRI/BCCHR Finance contact (Soraya or Andy) with the following template:

Subject line: Patient partner honorarium

Body of email:

Hi [Soraya/Andy],

The [PI/Director], Dr. [first name last name], would like to provide a **patient partner/student/etc [describe what honoraria is for]**, an honorarium of \$[XX].

Could you process a cheque request for **him/her. His/her** details are below:

Name

Address

Phone number

Email

Thank you,
[your name]
[your signature block]

Payment from UBC Accounts

The following steps are adapted from instructions on the UBC Workday Knowledge Base, found here: <https://finance.ubc.ca/finance-resources-workday>

UBC: Cash/E-transfer honoraria

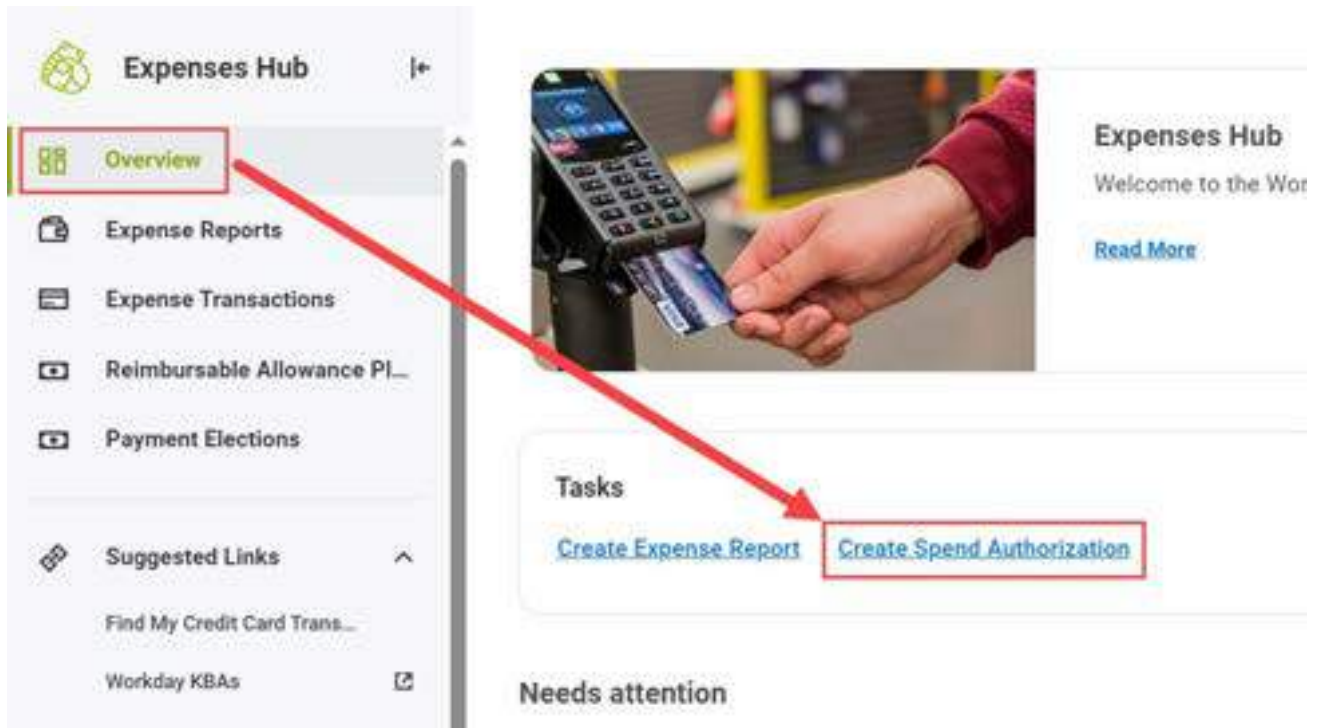
Please note that Investigators/research staff submitting requests must be UBC employees. Contingent Workers can be delegated the below tasks but cannot be the recipient of the funds.

1a. Open Workday. Click on the **Global Navigation Menu** in the top left corner of the screen, and select the **Expenses Hub** application.





1b. The Expenses Hub will open to the **Overview** page. Locate the Tasks card and select **Create Spend Authorization**.



Alternately, enter 'Create Spend Authorization' in the search bar and select the task from the results.



Step 2: Enter Details

2a. **Read the Instructions** and review the UBC Finance webpage of [Business Expense Rules](#).

Notes:

- o Employees should have a maximum of one outstanding Cash Advance request or Cash Advance at a time.
- o Cash Advances should be reconciled in a timely manner.
- o For information on how to reconcile a Cash Advance, refer to [Create an Expense Report to Reconcile Cash Advances](#).

Create Spend Authorization

For Employee	Cash Advance Requested 0.00 CAD	Spend Authorization Total 0.00 CAD
--------------	------------------------------------	---------------------------------------

SPEND AUTHORIZATION INSTRUCTIONS
Spend Authorization are used to request approval for spend before incurring the actual expenses. Spend authorization are optional except for cash advances.

Review UBC's rules and guidelines related to business expenses, visit the UBC Finance webpage [Business Expense Rules](#).

If a cash advance is requested, provide justification for why a cash advance is required in the **Justification** field.


An employee should have only one outstanding or in progress cash advance.

Submitting a spend authorization serves as the Claimant's certification that they understand all expenses for the University of British Columbia must comply with UBC policies and the sponsors or donor terms and conditions where applicable.

Please ensure the Company selected is "UBC The University of British Columbia".

2b. Complete the following fields under the Spend Authorization Information and Spend Authorization Details sections:

- Company: Select **UBC The University of British Columbia**.
- Start Date & End Date: Enter the **start and end dates** of the Cash Advance.

 The end date should indicate when all the actual expenses will be incurred related to the Cash Advance.

- Description: Enter the **details and purpose** of the Cash Advance. This provides additional information to reviewers.
- Reimbursement Payment Type: Confirm **Reimbursement Payment Type** (Direct Deposit is recommended).

The screenshot shows a web form for 'Spend Authorization'. It is divided into two main sections: 'Spend Authorization Information' and 'Spend Authorization Details'.
 In the 'Spend Authorization Information' section, there are fields for:

- Company: UBC The University of British Columbia
- Start Date: 2023-03-28
- End Date: 2023-03-28
- Description: For March 2023 event
- Currency: CAD

 In the 'Spend Authorization Details' section, there are fields for:

- Reimbursement Payment Type: Direct Deposit
- Justification: (An empty text area)

2c. Click **Add** to add a new Spend Authorization Line.

You can add multiple Spend Authorization lines to a Spend Authorization. This should be done if you are planning to use the Cash Advance for a variety of expenses and/or if the Cash Advance is to be charged to different Worktags.



- Expense Item: Select an **Expense Item** that best matches the expense this Spend Authorization line will be used for (e.g. “Token of Appreciation”).
- Total Amount: Enter the **Total Amount** of this Spend Authorization line.
 - Budget Date: This required field indicates the expected date of the expenditure or budget date of the line item and will auto-populate with the **Start Date**.
- Memo: Enter any **additional information** about this Spend Authorization line.

2d. Ensure that the **Cash Advance Request** field is checked.

Important Note: A Cash Advance payment is only issued for lines where this field has been checked. If you don't check the Cash Advance Request field you will not receive funds.

2e. Verify Worktags and make adjustments as required. Add additional Spend Authorizations lines as required.

2f. Refer to the Instructional Text prior to entering any Item Details. The information provided will vary depending on the Expense Type selected.

Spend Authorization Line Attachments

ADD

Food Services Supplies 200.00

Spend Authorization Line

Expense Item:

Quantity: 1

Per Unit Amount: 200.00

Total Amount:

Budget Date:

Invoice:

Billable:

Cash Advance Requested:

Worktags

Program:

Grant:

Project:

Job:

*Cost Center:

*Additional Worktags:

Instructional Text

To support the calculation of tax, indicate where the expense was consumed:

- If consumed in Canada, indicate the province/territory in the **Destination** field
- If consumed in the United States of America, indicate "United States" in the **Destination** field
- If consumed outside Canada and the United States of America, specify the country of consumption in the **Country** field

Attach the corresponding receipt. If a receipt cannot be provided, please check the **Missing Receipt** box.

- By checking the **Missing Receipt** box, the user is verifying that the receipt is unavailable and the expense has not and will not be claimed from any other source

Item Details

Originator:

Destination:

Country:

Step 3: Submit

3a. Click **Submit**.

*Additional Worktags

- Function: FN400 General Administration
- Fund: FD000 General Purpose Operating

Submit Save for Later Cancel

3b. Click **Done** to return to the homepage.

You have submitted
Spend Authorization: SA-0000000012, on 25-Feb-2020 for 350.00 CAD [Account](#)

Up Next
Approval by Manager

Do Another
Create Spend Authorization

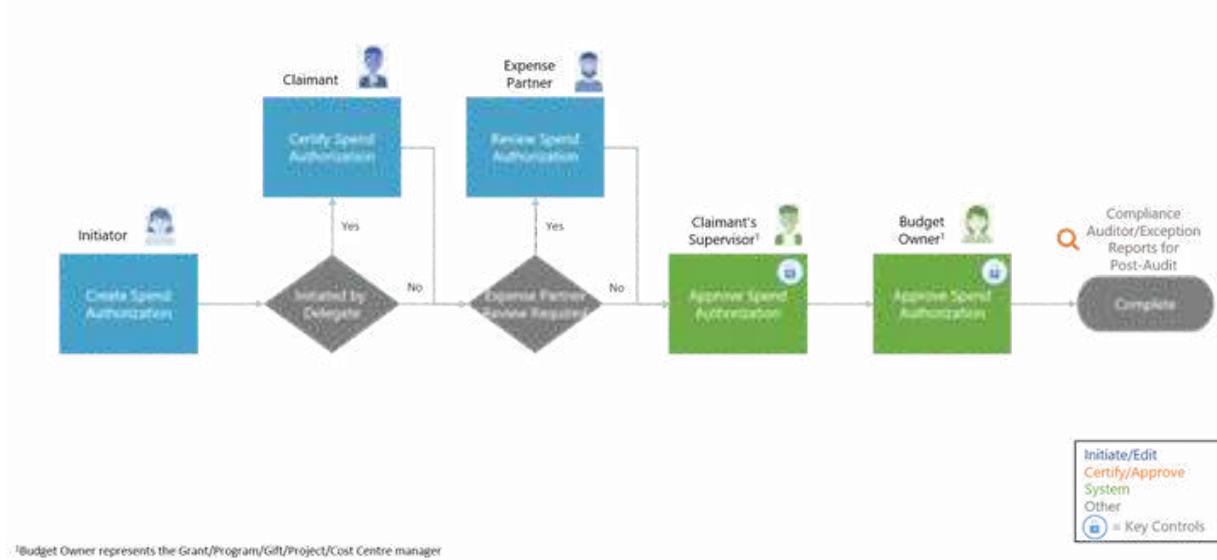
> **Details and Process**

Done

Next Steps

You have now completed your submission and this request will follow the Approval Workflow below.

Spend Authorization Process



The funds will be deposited into your personal bank account associated with your UBC employee ID within a few business days. Based on patient partner preference, you can then decide whether to make a withdrawal from your personal bank account to provide the patient partner with cash (if cash, see: Appendix D), or to send an e-transfer from your account to the patient partner (ensure a screenshot/photo of the e-transfer confirmation is kept on file). Please note that standard interac transactions may incur bank charges, so ideally the staff member submitting these requests should have an account without transaction fees, or should seek appropriate authorization for reimbursement prior to undertaking these processes.

Reconciling UBC Spend Authorization Requests:

Expense Reports are used to reconcile Cash Advances. Cash Advances should be reconciled in a timely manner. Generally, employees should not have more than one outstanding Cash Advance. A Single Expense Report should be used to fully reconcile a Cash Advance.

Workday Step-by-Step Instructions

Step 1: Open the Expenses Hub

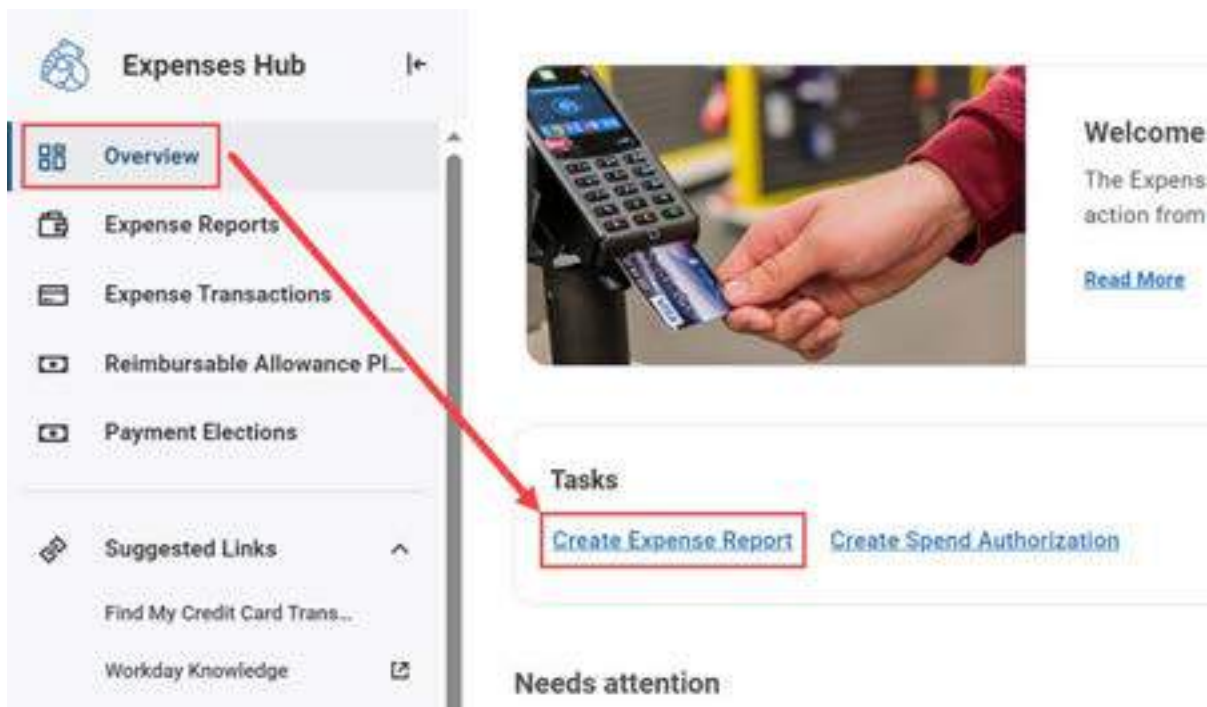
1a. Open Workday. Click on the **Global Navigation Menu** in the top left corner of the screen, and then select the **Expenses Hub** application.

👉 You may see both the Expenses Hub and the Expenses application in the menu. Use the Expenses Hub going forward, as the Expenses application will be retired in Fall 2023.



1b. The Expenses Hub will open. There are two ways to initiate an expense report from the hub:

Option A: From the **Overview** page, locate the **Tasks** card and select **Create Expense Report**.



Option B: Click on **Expense Reports** in the left-side menu, then select **Create Expense Report**.



💡 Alternately, enter **'Create Expense Report'** in the search bar and select the task from the results.



Step 2: Enter Expense Report Details

2a. The Create Expense Report page will open. **Read the Expense Report instruction on the right side of the page before proceeding.**

Required fields are indicated with a red asterisk; complete all required and additional fields as needed:

- **Creation Options:** Select **Create New Expense Report from the Spend Authorization** and then select the cash advance you would like to reconcile.

- **Final Expense Report for Spend Authorization:** Check this box if there will be no further Expense Reports created to reconcile against the Cash Advance.

- **Memo:** Enter a note here as needed.

- **Position:** This field will show for workers who have more than one position. One of your positions will auto-populate, ensure to confirm or select the position your expense pertains to.

- o This field will not appear for workers who only have one position.

- o The primary position will default in at first; if a non-primary position is selected when creating an expense report, that position will default in the next time you create a new expense report.

- o Ensure to select the correct position the expense pertains to; selecting the wrong position will cause the expense report to be sent back. The Position field cannot be edited when the expense report is sent back, and a new expense report will need to be made under the correct position.

- o The worktags will update depending on the position selected.

- o Do not combine expenses for multiple positions in one expense report; create separate expense reports for different positions.

- **Company:** This will default to UBC – The University of British Columbia.

- **Expense Report Date:** This will auto-populate with today's date.

- **Cost Centre & Additional Worktags:** Worktags will auto-populate based on your worktag assignment. Change default worktags as needed.

- o Find additional worktags with a keyword search using part of the Cost Centre or worktag description.

- o The worktags will update depending on the Position selected (if applicable).

- **Enable Tax:** Check this box.

Example without the Position Field

Create Expense Report

Expense Report Information

Expense Report For

Creation Options

* Employee: [Redacted]

- Create New Expense Report
- Copy Previous Expense Report

- Create New Expense Report from Spend Authorization

- 2023-02-09 Spend Authorization for special event 200.00 CAD

Final Expense Report for Spend Authorization



Memo

Spend Authorization for special event

Company

* UBC The University of British Columbia

Expense Report Date

* 2023-02-09

Program

Grant

Project

Gift

Cost Center

Additional Worktags

Enable Tax

OK

Cancel

Example with the Position Field

Create Expense Report

Expense Report Information

Expense Report For * Employee: [redacted]

Creation Options

- Create New Expense Report
- Copy Previous Expense Report
- Create New Expense Report from Spend Authorization

[redacted]

2023-02-09 Spend Authorization for special event 200.00 CAD

Final Expense Report for Spend Authorization

Memo [redacted]

Position * P0000 Analyst [redacted]

Company * UBC The University of British Columbia


Expense Report Date * 2023-02-09

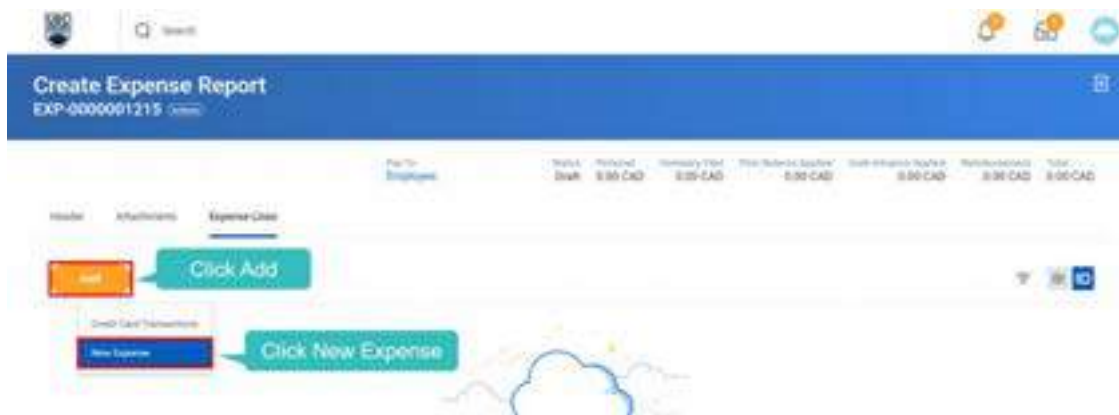
2b. Click **OK**.

Step 3: Enter required details to Create Expense Line Item

3a. On the next screen click Add to open a drop down menu to select the type of expense being created.

3b. Click New Expense

 It is possible to add multiple expense lines in an Expense Report by clicking Add. A combination of the different types of transactions is also possible (i.e. Credit Card Transactions, New Expenses, and/or Quick Expense).



3c. Select the Available Spend Authorization Lines and enter the following fields under Expense Line as per the Spend Authorization Line:

- **Date** – The date the expense was incurred
- **Expense Item** – Select a category that matches the expense
- **Total amount** – Amount incurred for the purchase
- **Currency** – Specify what currency the expense was incurred in – Reimbursement will only be in Canadian Dollars (CAD)

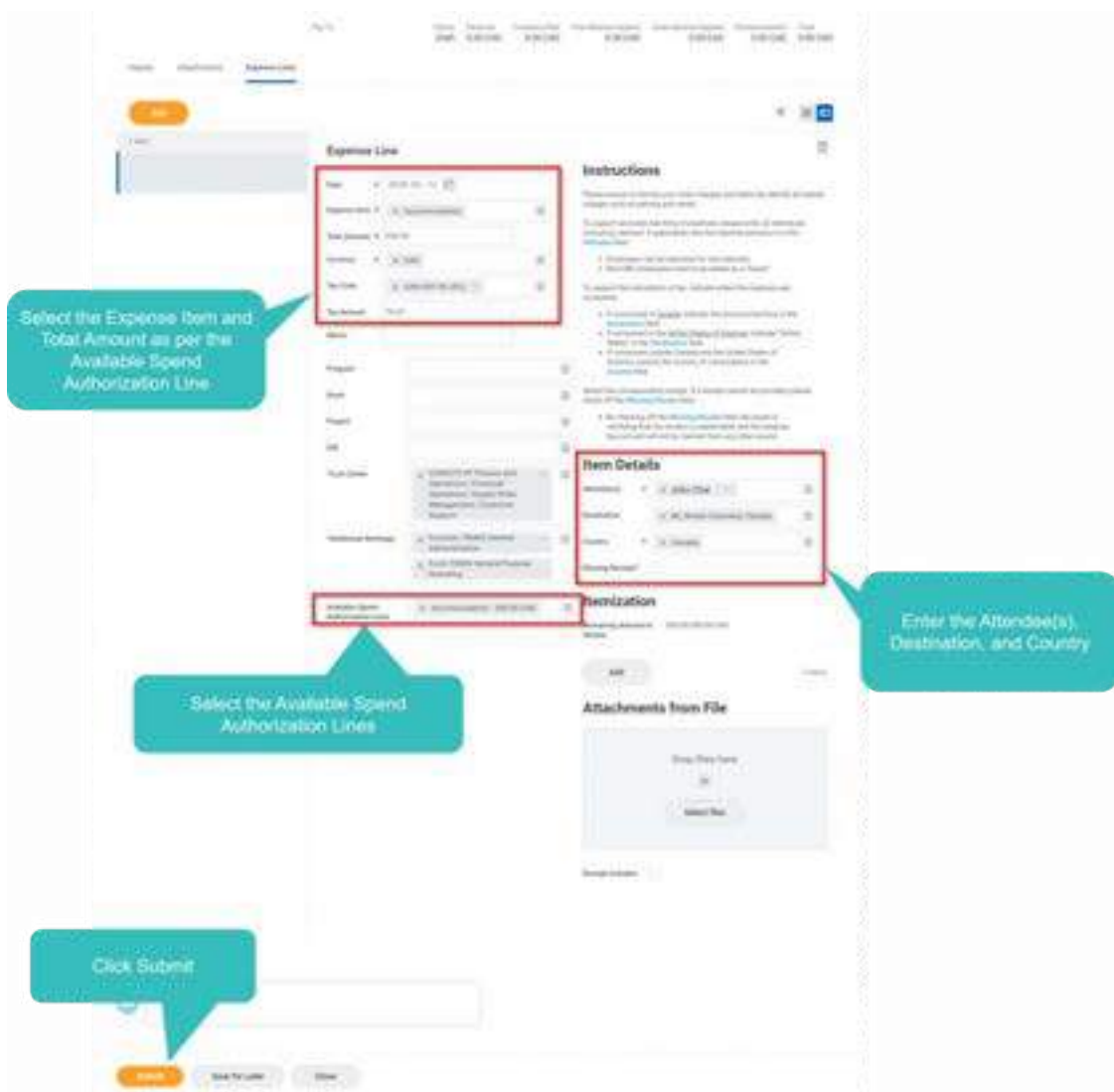


Available Spend Authorization Line field only appears when the Expense Report is NOT marked as the Final Expense Report for Spend Authorization. This field allows you to reconcile the expense to a specific Cash Advance Line.

3d. Review/Modify Worktag information if required.

3e. Read the Instructions before entering any Item Details. The instructions provided will vary depending on the Expense Type selected (select an option below for more details).

3f. Click Submit to submit for approvals



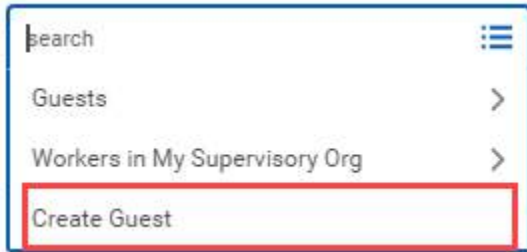
Attendees for Non-UBC Individuals

3g. For Non-UBC employee individuals (i.e. Patient Partners) they can be added as Guests under the following steps:

Expand the Attendee List by clicking on the Related Actions button.



Click on Create Guest for new individuals.



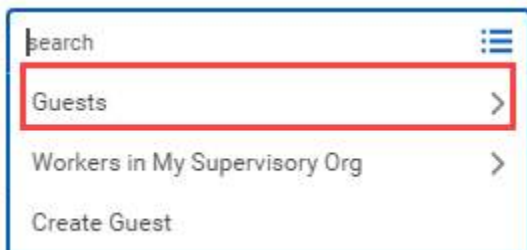
Enter the available information in the fields. For Non-UBC individuals, Company should be defined as Non-UBC, and click OK once completed.


Create Guest

Use this task to create guests for use on Expense Report Lines. Guests can be attendees, passengers, and gift recipients for a specified expense.

Name *	<input type="text"/>
Title	<input type="text"/>
Company	<input type="text"/>

The Guest will be saved and appear on the Guests list for selection.



 For Canadian or US destinations it is possible to enter the Province/major cities for Canada or State (US), where it will auto-populate the country. If outside of Canada/US, proceed in entering the field under Country.

Item Details

Origination

Destination: Vancouver

Country

Missing Receipt?

Example: Vancouver is entered under Destination

Item Details

Origination

Destination: X BC, British Columbia, Canada

Country: X Canada

Missing Receipt?

Workday will auto-populate the Destination to BC, British Columbia, Canada and Country to Canada

3h/i. Attach all the supportive receipts using either drag-and-drop or browse and upload the file.

Attachments from File

Drop files here

or

Select files

Drag and drop the supporting documents or click Select Files to browse and select files from your system

3j/k. Enter Attachment Comments if required. The Receipt Included box is automatically checked if an attachment is included. Ensure that this is checked and not modified when the attachment is added.

Attachments from File

Receipt.txt

Comment

Upload

Click Upload

Receipt included

Ensure Receipt is included

3l. To split an expense between a different Expense Item or other Worktag assignments, click Add under Itemization.

3m. Review or modify the Expense Item and enter the total amount to be allocated.

3n. Review or modify the Worktag assignments.

3o. Click Add to create a new distribution line.

3p. Click Done once the Remaining Amount to be Itemized is balanced and completed.

Itemization

Remaining Amount to Itemize 500.00/500.00 CAD

Add

Click Add

0 Items

Reviewing: 03/09/2024
Date: 2023-12-07

Expense Item: X Office Supplies
Total Amount: 100.00
Tax Code: X CAN/OT EN (NS)
Tax Amount: 25.00

Worktag assignments:
 - Account: X - Account Billing
 - Class of Service: X Economy
 - Employee: X - BC British Columbia, Canada
 - Distribution: X - DR Ontario, Canada
 - Country: X - Canada
 - Number of Days: 8
 - Workday: X - Canada
 - Missing Receipt?

Additional Worktag:
 - CC00113 Campus Wide Expenses - UOVI Central Benefits / HR Managed / HR Professional Development and Job Skills Program
 - Function 73400 General Administration
 - Fund 70000 General Purpose Operating

Buttons:
 - Add: Click Add to create a new distribution line
 - Done: Click Done

Step 4: Click Submit and Done

- 4a. The comment field can be used if there are any comments you would like the approvers and reviewers of the transaction to see.
- 4b. Click on Submit.

Attachments from File
 - Document: [input]
 - Comment: [input]
 - Upload
 - Receipt Included

Comment Field: Enter your comments
 - Enter Comments if any

Buttons:
 - Submit
 - Click Submit Done

If there are any issues with receiving the funds through the spend authorization process or reconciling, submit a UBC Workday Support Ticket at: https://ubc.servicenow.com/selfservice?id=sc_cat_item_v2&sys_id=755a0f911b0eb050b8c7ff3ecc4bcb27

UBC: Direct Deposit/Electronic Funds Transfer

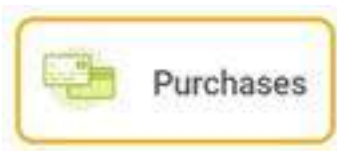
Patient partners must be set up as a “supplier” to receive a direct deposit

Workday Step-by-Step Instructions

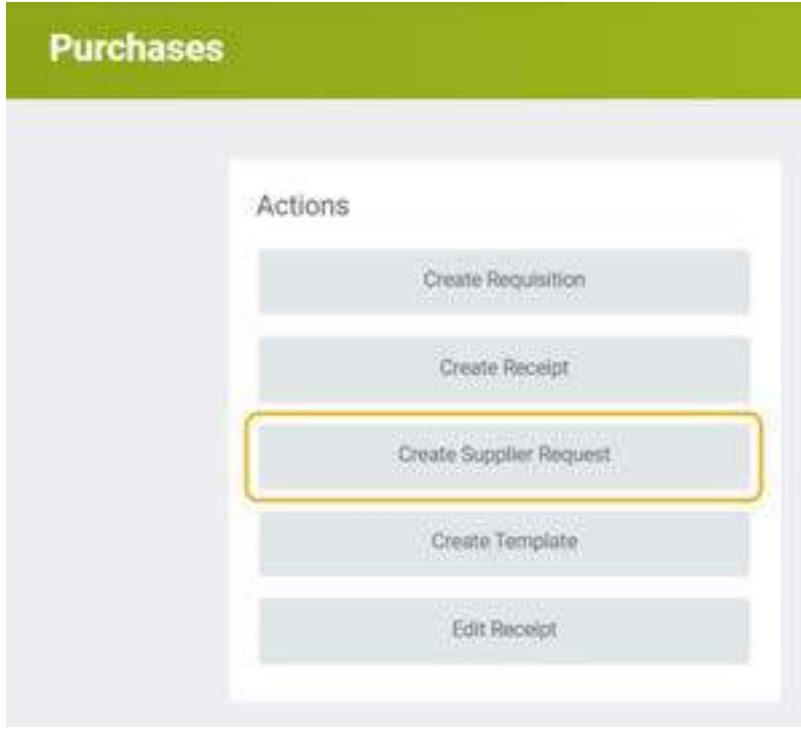
Step 1: Navigate to Create Supplier Request

1a. Open Workday. Click the **Global Navigation Menu** in the top left corner of the screen, and then select the **Purchases** application.

💡 Clicking View All Apps on the home page will also open the Global Navigation Menu.



1b. The Purchases page will open. Under the Actions section, select **Create Supplier Request**.



Step 2: Enter Supplier Details

2a. The Create Supplier Request pop-up window will open. Read the instructions at the top of the page which highlight the mandatory information required for supplier setup.

Create Supplier Request

• If the **Alert** message is "A similar supplier name or alternate name already exists and could be a duplicate for this supplier" Please search using [Find Suppliers](#) to see if the Supplier is already created before requesting a new one.

• If the **Alert** message is "The Business Entity Name entered has already been used", Supplier may exist in Workday, but is **inactive**. Please search using [Find Suppliers](#) to see if the Supplier exists, then create a [Supplier Change Request](#) to re-activate the supplier.

•

• Complete the following mandatory fields:

- **Supplier Name** (Provide as **Last Name, First Name** for Individuals)
- **Supplier Category** (Choose one)
- **Address** (Select **Add** to allow for multiple contact information)
- **Email** (Select **Add** to allow for multiple contact information)

• Once the fields are complete, click OK to proceed to the **Questionnaire**

• Add Supplier business info (e.g. **Tax ID, banking info**) and attach proof of banking details.

2b. Scroll down the page. Your name will auto-populate the **Worker** field. Enter the **Supplier Name** and select a **Supplier Category**.

Worker	<input type="text"/>
Supplier Name	<input type="text" value="Best Supplier Ever"/>
DUNS Number	<input type="text"/>
Unique Entity Identifier	<input type="text"/>
Restricted to Companies	<input type="text"/>
Supplier Category	<input type="text" value="Professional Services"/>
Parent	<input type="text"/>

2c. Scroll down to the **Address** section and click the **Add** button.

Contact Information
Classification
Attachments
Supplier Contact

Phone

Add

Address

Add

2d. Enter the **Supplier’s Address**.

- Complete all **required fields** (as marked with a red asterisk).
 - o Postal Code is case sensitive and should be in the format A1B 2C3.
- **Check the box** next to **Primary** (Suppliers are required to have one address identified as Primary).
- The **Use For** field indicates the nature of the address. It will auto-populate with Billing, Remit To and Shipping.

Address

Effective Date * 2022-09-07 

Country *

Address Line 1 *

Address Line 2

City

Province or Territory *

Postal Code *

Usage

Type * Business

Primary

Use For

Visibility Public

Comments

2e. Scroll down to the **Email** section and click the **Add** button.



2f. Enter the **Supplier's Email**.

- Complete the **required field** (as marked with a red asterisk).
- **Check the box** next to **Primary** (Suppliers are required to have one Email address identified as Primary).

- The **Use For** field indicates the nature of the email address. It will auto-populate with Billing, Remit To and Shipping.

⚠ The Email address entered must be correct as it is used to send remittance advices automatically and for general communications with the supplier.

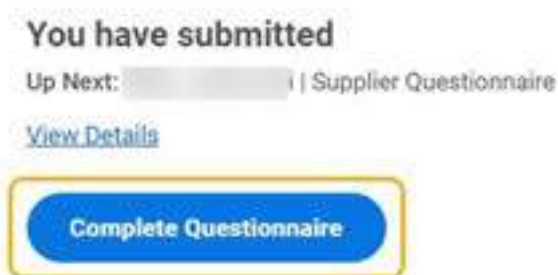
The screenshot shows an 'Email' configuration form with the following fields and values:

- Email Address:** name@business.com
- Type:** Business
- Primary:**
- Use For:** Billing, Remit To, Shipping
- Visibility:** Public
- Comments:** (empty text area)

2g. Once all required information has been entered, click **OK** to proceed.

Step 3: Complete the Questionnaire

3a. A pop-up window will open; click the **Complete Questionnaire** button to provide more details about the Supplier.



3b. The Complete Questionnaire page will open. Read the instructions at the top of the page.

Supplier Request 1

Additional questions that will assist the Supplier Specialists to complete the supplier record information. If questions are left blank then we will use the UBC standards.

3c. Scroll down the page and complete each question that is marked Required.

- Select the Supplier's **Type of Business**; this will then open a corresponding field for the Tax ID:
 - Individual/Sole Proprietor (Non-Incorporated): Enter their Social Insurance Number (SIN).
 - Use temporary number 000000000
 - Business/Organization (Incorporated): Enter the Business Number.

Use temporary number 111111111

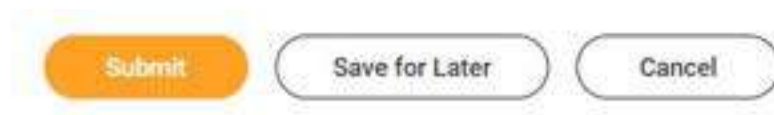
Note: Tax IDs are only required for Canadian Resident. For Non-Canadian Resident, UBC does not require a tax ID unless they have an ITN (Individual Tax Number) for Canada or a proper Canadian Business Number.

- **GST Registered**: Select no.
- **PST Registered**: Select no.
- Select the Supplier's **residency status**.
- Select the **EFT Payment Type**.

For supporting documents, one of the following three options is required to be attached with the completed and signed EFT/ACH Request form, and ensure that the supplier/payee name matches the bank account name.

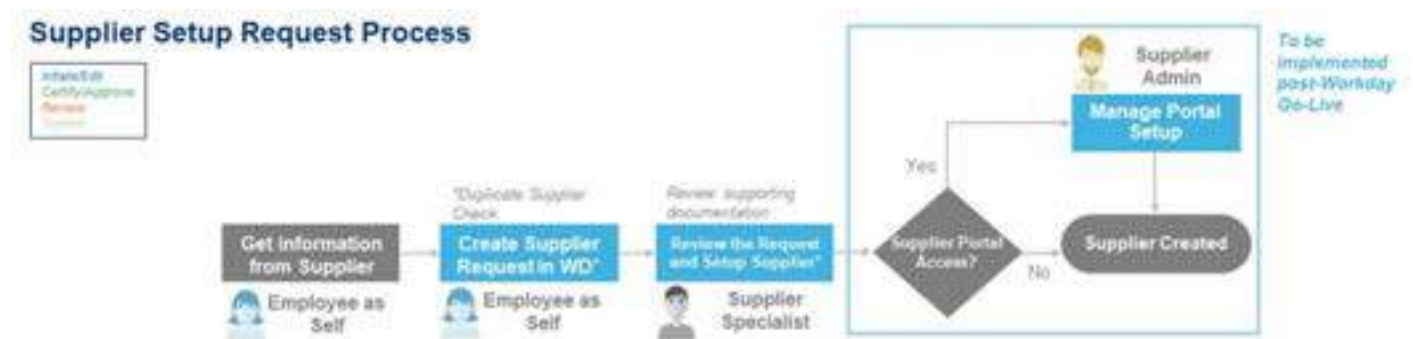
1. Attach a physical voided cheque to the EFT/ACH Request form. The account name on the cheque must show the name printed by the bank and must not be altered in any form.
2. Have the patient partner download a void cheque from their bank's online banking portal, have it stamped by their financial institution, and attach it to the EFT/ACH Request form.
3. Complete the banking details in the EFT/ACH Request form and have it stamped by their financial institution.
- 3d. Once all required information has been entered, click **Submit**.

- Selecting **Save for Later** will retain the request as a draft.
- Refer to [Internal – View, Edit or Cancel Supplier Request](#) for information on how to view the request status and resume creating the request at a later time.



Appendix

Business Process Workflow



Once the patient partner is set-up as a Supplier, you will need to create a Supplier Invoice Request:

Step 1: Navigate to Create Supplier Invoice Request

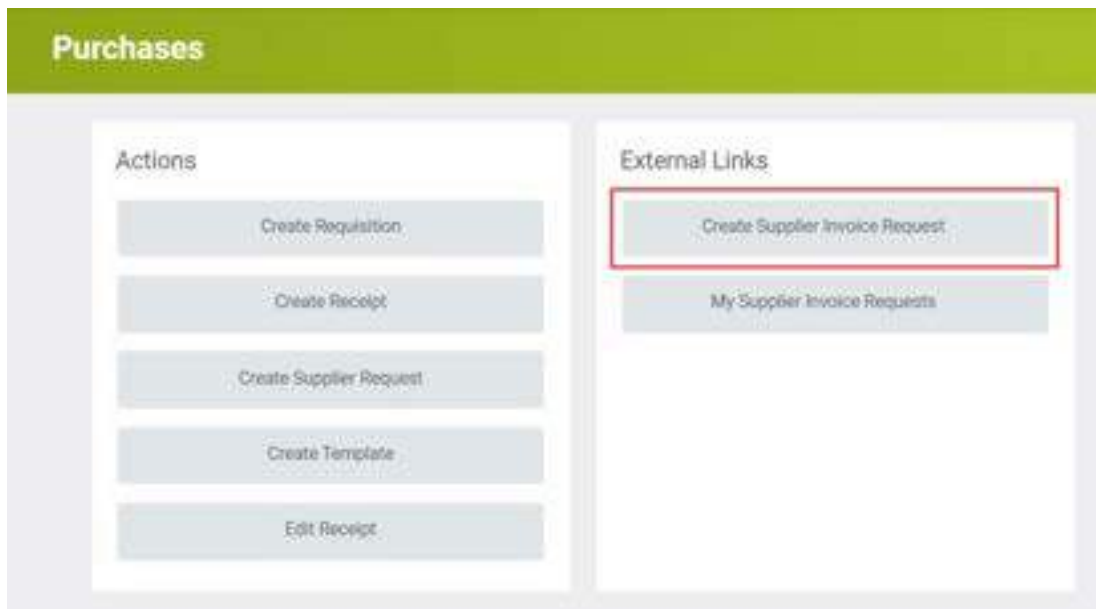
There are two ways to start the process:

Option A: Open Workday. Click the **Global Navigation Menu** and select the **Purchases** application.

💡 Clicking **View All Apps** on the home page will also open the **Global Navigation Menu**.



A2. The **Purchases** page will open. Under the **External Links** section, select **Create Supplier Invoice Request**. Proceed to Step 2.



Option B: Type 'Create Supplier Invoice Request' in the search bar and then select the **Create Supplier Invoice Request** task. Proceed to Step 2.



Step 2: Enter Primary and Additional Information

2a. The Create Supplier Invoice Request page will open. Read the instructions before proceeding.

Create Supplier Invoice Request

Total Amount
0

Submit a Supplier Invoice Request for:

- Expense reimbursement to Non-UBC individuals (e.g. Guest Speaker, Visiting Professor)
- Payment requests without an invoice (e.g. awards)
- Complete the following mandatory fields:
 - Invoice Date
 - Supplier Name
 - Estimated Total (invoice total)
 - Supplier Invoice Number
 - Line Information:
 - Spend Category
 - PO# or worktag
 - Extended Amount (inclusive of tax)

Additional information required for:

- **Meals Per Diem and Mileage Rate, add Goods Lines** - Quantity a Unit of Mileage (See Kilometer) & Unit Cost. UBC Financial Operations [website](#) for more information.
 - Unit Cost (Per Diem - Canada): **\$80 CAD per day** or partial day (\$18+Breakfast, \$30+Lunch, \$42+Dinner)
 - Unit Cost (Per Diem - USA & INT): **\$100 CAD per day** or partial day (\$24+Breakfast, \$26+Lunch, \$50+Dinner)
 - Unit Cost (Mileage): **\$0.48 per kilometer for first 5000km, \$0.82 per kilometer >5000km.**
- **Financial Information Act (FIA) and Additional Worktags for Employee or Contingent Worker**
 - Employee: enter name of employee
 - Contingent Worker: search "non-UBC worker" for visitors and non-UBC individuals
- **Special Handling**: specify the appropriate **Handling Code** and indicate instructions in the **Memo** under Additional Information in the header. Information in this field will be included on the check/email remittance advice to the supplier.
- Any relevant information to communicate to UBC Financial Operations, please use the **Comments** section of the **Memo** on each invoice line. Please do not use the Internal Memo field.
- **Withholding tax for Non-Resident of Canada providing services in Canada**, note in the Comments section total **Number of Days** in Canada, attach **CRA Waiver** if applicable, and indicate the total **Travel Expenses** covered by UBC.
- Supplier with missing banking info in Workday and has a Payment Type of Manual that need to be updated. Please submit a **Supplier Change Request** to update the supplier's banking info before submitting the invoice request.

2b. Under the Primary Information section, enter information in the following fields:

- **Invoice Date:** Select the invoice date.
- **Invoice Received Date:** Select the date UBC received the invoice.
- **Company:** Ensure that the Company is UBC – The University of British Columbia by default (do not change this).

- **Supplier:** Search for the name of the Patient Partner. If they have been properly registered as a supplier their name should appear. Once selected, Remit-To Connection, Currency, and Payment Terms will auto-populate based on the default setup for the supplier.
- **Remit-To Connection:** If the default address is not correct, then select the applicable address listed in the drop-down. If the required address is not available, submit a [Internal - Non-Contact Info Change \(Supplier Change Request Form\)](#).
- **Currency:** If the default Currency is not correct, select the available currencies for the supplier.

The screenshot shows the 'Supplier Invoice Request' form with the following fields and callouts:

- Invoice Date:** 2020-06-22. Callout: "Select the Invoice date on the invoice."
- Invoice Received Date:** 2020-06-15. Callout: "Select the date UBC received the invoice."
- Company:** UBC The University of British Columbia. Callout: "Ensure that the Company is UBC The University of British Columbia."
- Supplier:** 0912942 BC Ltd. Dlx Great Data Centre. Callout: "Search for the name of the supplier."
- Remit To Connection:** CAD-REF 6011 Walter Sage Resid Vancouver CAN.
- Currency:** CAD.
- Control Total Amount:** 136.00. Callout: "Enter the Total amount to be paid to the supplier."
- Supplier's Invoice Number:** 12345. Callout: "Enter the invoice number on the invoice."

2c. Under the Additional Information section, enter information in the following fields:

- **Ship-to Address:** Ensure that the Ship-To Address is 2329 West Mall Vancouver, BC V6T 1Z4 Canada.
- **Control Total Amount:** Total amount to be paid. Sum of the Extended Amounts of all the lines should be the Control Total Amount.
- **Supplier's Invoice Number:** Enter the invoice number. This number should be unique for each payment to the supplier.

- Memo: Enter special instructions; information entered into the Memo field will be printed on the cheque remittance advice, or included in the emailed remittance advice for electronic payments.

Additional Information

Ship-To Address

Payment Terms

Default Due Date 2020-07-22

Reference Type

Handling Code

Statutory Invoice Type

Freight Amount

Tax Amount

Memo

Ensure that the Ship-To Address is 2329 West Mall Vancouver, BC V6T 1Z4 Canada.

Select the appropriate Handling Code for any special handling of payments

Step 3: Enter Invoice Lines

3a. Click Add to add a line for the invoice and select goods or services depending on the nature of the spend.

💡 Click “Add” to add information for goods or services. An invoice can have multiple lines and mix of both goods and services.

Lines

Click Add

Click the bin to remove the Line

Select the Lines Category

Goods Line
 Service Line

Item

Item Description

Spend Category

3b. Enter the following fields under Lines for Services:

- Spend Category: Select a category that matches the expense

Item and Item Description are not required.

- Extended Amount: Total cost of the item on the line

The screenshot shows a 'Lines' form with the following fields and values:

- Name:** Project Management Services
- Item Description:** (empty)
- Spend Category:** Project Management Services (highlighted with a red box and callout: "Select the appropriate Spend Category")
- Quantity:** 1
- Unit Cost:** \$100
- Item Identifier:** (empty)
- Item Type:** (empty)
- Extended Amount:** \$100.00 (highlighted with a red box and callout: "Enter the total amount for the Service inclusive of tax")

3d. Enter the relevant Worktag (Program, Grant, Project, Gift, or Cost Center). Additional Worktag information will auto-populate.

A keyword search can be used if you know a part of the Worktag description.

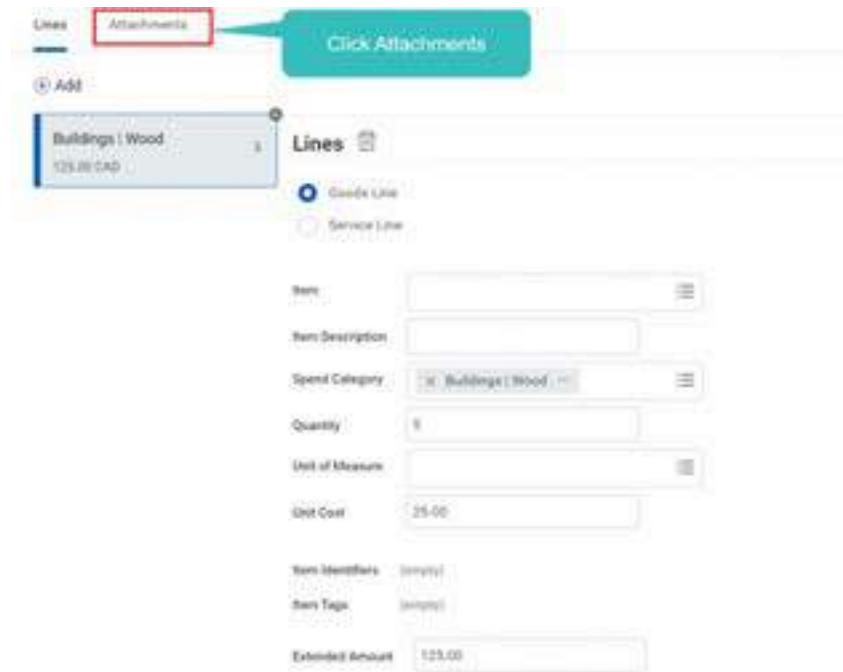


3e. Additional Worktags for Employees and Contingent Worker Worktags.

To support Financial Information Act (FIA) reporting on travel and personal related expenses, UBC employees can be searched and selected. For Non-UBC individuals, please search “Non-UBC” which is listed under Contingent Worker.



3f. Scroll to the top of the Lines section and Click Attachments.



Attach all the supportive documents using either of the below options:

- Drag and drop the file
- Browse and upload the file

 Notes:

- o Attach receipts if the invoice is for an expense reimbursement to Non-UBC individuals.
- o Enter Attachment Comments to provide information to the approvers and reviewers of the invoice.



3g. Enter any additional information in the Comments section to communicate with future approvers/reviewers of the invoice.



3h. Click Submit once all the line information is entered and supporting documents are attached.

The Save for Later button will retain all information entered and the request will be saved as a Draft. Refer to [Edit a Draft Request](#) in the Appendix for information on how to complete and submit the request at a later time.



Next Steps

The Create Supplier Invoice Request is sent to an Accounts Payable Entry Specialist in Financial Operations. The Accounts Payable Entry Specialist will review, add additional information (e.g., Tax) and approve the request. The request is then automatically sent to the Budget Owner for approval before processing payment.



If there are any issues with setting up a patient partner as a supplier or creating a supplier invoice request, submit a UBC Workday Support Ticket at: https://ubc.service-now.com/selfservice?id=sc_cat_item_v2&sys_id=755a0f911b0eb050b8c7ff3ecc4bcb27