





# Training & Virtual Support (Unit4)

## Related Articles:

---

- [Submitting An Absence Request - Single Position \(Unit4\)](#)
- [Approving/Rejecting an Absence Request - Supervisor \(Unit4\)](#)
- [Supervisor Substitutes - Absence Module \(Unit4\)](#)
- [Approving/Rejecting An Employee's Timesheet Submission - Supervisor \(Unit4\)](#)
- [Submitting An Absence Request - Video Demo](#)
- [Adding Assignments In People Planner - Supervisor \(Unit4\)](#)
- [Setting-up People Planner - Supervisor \(Unit4\)](#)
- [Timesheet & Absence Codes - Summary and Definition \(Unit4\)](#)
- [Submitting An Absence Request - Partial Day \(Unit4\)](#)
- [Submitting An Absence Request - Multiple Positions \(Unit4\)](#)
- [Absence Request Screen - Understanding Balance Summaries \(Unit4\)](#)
- [Cancelling an Absence Request - Employee \(Unit4\)](#)
- [Timesheet FAQs](#)
- [Submitting a Timesheet On Behalf of Another Employee - Timekeepers \(Unit4\)](#)
- [Payroll FAQs](#)

**TRAINING & VIRTUAL SUPPORT**

<p><b>Finance - (Expenses, Travel &amp; Mileage)</b></p>	<p><b>Training:</b></p> <p>1. <b>Moodle Course:</b></p> <div style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <p><b>Unit4 Finance - All Employees - <a href="#">Click here to go directly to Moodle page.</a></b>  <i>Note: This training is a prerequisite for obtaining access to the Finance Module.</i></p> </div> <p>2. <b>Demo Videos:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">How to Submit an Expense Reimbursement</a></li> <li>• <a href="#">How to Upload a Receipt</a></li> <li>• <a href="#">How to Create a Travel Request</a></li> <li>• <a href="#">How to Submit a Travel Expense (Single Destination)</a></li> </ul> <hr/> <ul style="list-style-type: none"> <li>• <a href="#">Finance FAQs</a></li> <li>• <a href="#">Finance "How To" Articles</a></li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> For additional assistance, contact <a href="mailto:accounting@selkirk.ca">accounting@selkirk.ca</a>.</p> </div>
<p><b>Timesheets (Payroll)</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Timesheet FAQs</a></li> <li>• <a href="#">Timesheets "How To" Articles</a></li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> For further assistance, contact the Payroll Department:</p> <ul style="list-style-type: none"> <li>• PPWC, TEC, Work Study: <a href="mailto:awalters@selkirk.ca">awalters@selkirk.ca</a></li> <li>• EXEMPT, SCFA, BCGEU: <a href="mailto:dspoklie@selkirk.ca">dspoklie@selkirk.ca</a></li> </ul> </div>
<p><b>Absences (Payroll)</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Absence FAQs</a></li> <li>• <a href="#">Absence "How To" Articles</a></li> </ul> <hr/> <ul style="list-style-type: none"> <li>• <b>Training</b> <ul style="list-style-type: none"> <li>• <a href="#">Submitting An Absence Request - Video Demo</a> (Employee)</li> <li>• <a href="#">Setting-up People Planner</a> (Supervisor)</li> </ul> </li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> For further assistance, contact the Payroll Department:</p> <ul style="list-style-type: none"> <li>• PPWC, TEC, Work Study: <a href="mailto:awalters@selkirk.ca">awalters@selkirk.ca</a></li> <li>• EXEMPT, SCFA, BCGEU: <a href="mailto:dspoklie@selkirk.ca">dspoklie@selkirk.ca</a></li> </ul> </div>
<p><b>Supervisor Reports - NEW!</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">FAQs - Supervisor Reports (Unit4)</a></li> <li>• <a href="#">Video Training &amp; "How To" Articles</a></li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> For additional assistance, contact Lareena Rilkoﬀ at <a href="mailto:Lrilkoﬀ@selkirk.ca">Lrilkoﬀ@selkirk.ca</a>.</p> </div>