

# Unit4 Home

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Submit a Ticket**

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## UNIT4 UPDATES & RELEASES






- [25 Sept 2020 - Notice of Suspended Functionality: Unit4 Finance - Expenses](#)
- [22 August 2020 - Notice of Service Outage - Unit4](#)

[see more...](#)

## TRAINING & VIRTUAL SUPPORT

<b>Finance - (Expenses, Travel &amp; Mileage)</b>	<p><b>Training:</b></p> <ol style="list-style-type: none"><li><b>1. Moodle Course:</b><div data-bbox="1117 1035 1442 1213" style="border: 1px solid red; padding: 5px; margin: 10px 0;"><p><b>Unit4 Finance - All Employees - Click here to go directly to Moodle page.</b> <i>Note: This training is a prerequisite for obtaining access to the Finance Module.</i></p></div></li><li><b>2. Demo Videos:</b><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></li></ol> <ul style="list-style-type: none"><li>• <a href="#">Finance FAQs</a></li><li>• <a href="#">Finance "How To" Articles</a></li></ul> <div data-bbox="1011 1570 1463 1661" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"><p> For additional assistance, contact <a href="mailto:accounting@selkirk.ca">accounting@selkirk.ca</a>.</p></div>
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<b>Timesheets (Payroll)</b>	<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: 10px; 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>
<b>Absences (Payroll)</b>	<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: 10px; 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>
<b>Supervisor Reports - NEW!</b>	<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: 10px; margin-top: 10px;"> <p> For additional assistance, contact Lareena Rilkoﬀ at <a href="mailto:lrilkoff@selkirk.ca">lrilkoff@selkirk.ca</a>.</p> </div>

#### ABOUT UNIT4

Unit4 is an ERP software that will replace the College's legacy systems supporting Finance (FRS), Human Resources & Payroll (StarGarden), the Student System (SRS), and IT legacy systems.

The College is implementing four modules of the Unit4 software to manage our business:

## Unit4 Modules



Login to Unit4 - view [step-by-step instructions](#) here.

RECRUIT	"HR/ PAYROLL	" FINANCE	"STU
<ul style="list-style-type: none"> <li>Recruitment Processes Management (HR)</li> <li>Application Resources</li> <li>Hiring Manager HR Resources                             <ul style="list-style-type: none"> <li>Hiring Manager Portal</li> </ul> </li> <li>Hiring Committee HR Resources</li> <li>Integrated, updated Careers Website                             <ul style="list-style-type: none"> <li>Applicant Profiles</li> <li>View Postings / Apply</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Payroll Processing</li> <li>Pay Advice (Payslip)</li> <li>Timesheets</li> <li>Absence Requests</li> <li>Onboarding Resources for Managers</li> <li>Resource Planning for Managers (People Planner)</li> <li>Approval Workflows</li> </ul>	<ul style="list-style-type: none"> <li>Expense Claims</li> <li>Mileage Claims</li> <li>Travel Requests, Advance and Expenses</li> <li>Purchase Requisitions</li> <li>Processing Invoices and Payment</li> <li>Processing Student Payments</li> <li>Budgeting &amp; Reports</li> <li>Approval Workflows</li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>

### UNIT4 IMPLEMENTATION SCHEDULE \*

Unit4 Functionality	Release Date	Impacted User Groups
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<p><b>Release 1.0</b></p> <ul style="list-style-type: none"> <li>• Hiring Manager Portal</li> <li>• Updated Careers Website <ul style="list-style-type: none"> <li>• Applicant Profiles</li> </ul> </li> </ul>	<p>November 18, 2019 - <b>LIVE!</b></p>	<ul style="list-style-type: none"> <li>• Human Resources Department</li> <li>• Hiring Managers</li> <li>• Internal Applicants - all groups</li> <li>• External Applicants</li> </ul>
<p><b>Release 2.0</b></p> <ul style="list-style-type: none"> <li>• Payroll Transition from Stargarden to Unit4</li> <li>• Accessing Pay Advice <ul style="list-style-type: none"> <li>• Mobile App (ios)</li> </ul> </li> <li>• Vacation visibility on payslip (all groups)</li> </ul>	<p>January 2020 - <b>LIVE!</b></p>	<ul style="list-style-type: none"> <li>• All Employees</li> <li>• Managers</li> <li>• Payroll Department</li> <li>• Human Resources Department</li> </ul>
<p><b>Release 3.0</b></p> <ul style="list-style-type: none"> <li>• Absence Requests and Approval Workflows</li> <li>• People Planner</li> </ul>	<p>May 2020 - <b>LIVE!</b></p>	<ul style="list-style-type: none"> <li>• Payroll Department</li> <li>• All Employees</li> <li>• Managers</li> </ul>
<p><b>Release 4.0</b></p> <ul style="list-style-type: none"> <li>• Timesheet Submissions and Approval Workflows</li> </ul>	<p>June 2020 - <b>LIVE!</b></p>	<ul style="list-style-type: none"> <li>• Payroll Department</li> <li>• PPWC Employees</li> <li>• PPWC Managers</li> </ul>
<p><b>Release 5.0</b></p> <ul style="list-style-type: none"> <li>• Expense &amp; Mileage claims</li> <li>• Purchase Requisitions</li> <li>• Budget/Reports</li> </ul>	<p>August 2020 - <b>LIVE!</b></p>	<ul style="list-style-type: none"> <li>• All Employees</li> <li>• Managers</li> <li>• Finance Department</li> </ul>
<p><b>Release 6.0</b></p> <ul style="list-style-type: none"> <li>• HR Resources for Managers: On-boarding &amp; Off-boarding</li> </ul>	<p>Summer 2020</p>	<ul style="list-style-type: none"> <li>• All Employees</li> <li>• Managers</li> <li>• Payroll Department</li> <li>• Human Resources Department</li> </ul>

**Future Releases**

2020/2021

- Student Module (U4SM)
  - Admissions
  - Client Relationship Manager (CRM) Tools
  - Curriculum and Academic Calendar Management
  - Student Portal
- Expanded Budget and Planning Functionality
- HR Manager Support Tools (e.g. grievance tracking, health & safety tracking)

- Students
- Deans & Chairs
- Managers
- Student Support Services
- Enrolment Officers
- Financial Aid Office