

Unit4 Home

**Forgot your Unit4 password?? ?
Submit a Ticket**

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- Advancement (Employee Giving)

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

**Finance -
(Expenses,
Travel &
Mileage)**

Training:

1. Moodle Course:

Unit4 Finance - All Employees? - Click here to go directly to Moodle page.

Note: This training is a prerequisite for obtaining access to the Finance Module.




2. Demo Videos:

- How to Submit an Expense Reimbursement
- How to Upload a Receipt
- How to Create a Travel Request
- How to Submit a Travel Expense (Single Destination)

- Finance FAQs
- Finance "How To" Articles



For additional assistance, contact accounting@selkirk.ca.

Timesheets (Payroll)	<ul style="list-style-type: none"> • Timesheet FAQs • Timesheets "How To" Articles <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"> • PPWC, TEC, Work Study: ?awalters@selkirk.ca? • EXEMPT, SCFA, BCGEU: ?dspoklie@selkirk.ca? </div>
Absences? (Payroll)?	<ul style="list-style-type: none"> • Absence FAQs • Absence "How To" Articles <hr/> <ul style="list-style-type: none"> • Training <ul style="list-style-type: none"> • Submitting An Absence Request - Video Demo (Employee) • Setting-up People Planner (Supervisor) <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"> • PPWC, TEC, Work Study: ?awalters@selkirk.ca? • EXEMPT, SCFA, BCGEU: ?dspoklie@selkirk.ca? </div>
Supervisor Reports - NEW!	<ul style="list-style-type: none"> • FAQs - Supervisor Reports (Unit4) • Video Training & "How To" Articles <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> For additional assistance, contact Lareena Rilkoﬀ at ?lrilkoff@selkirk.ca.?</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"> • Recruit ment Process Manag ement (HR) • Applica nt Resour ces • Hiring Manag er HR Resour ces <ul style="list-style-type: none"> • Hi rin g Man ag er P or tal • Hiring Com mit tee HR Resour ces • Integrat ed, update d Careers Website <ul style="list-style-type: none"> • A pp lic an t Pr ofi les • Vi e w P os tin gs / A pp ly 	<ul style="list-style-type: none"> • Payroll Process ing • Pay Advice (Payslip) • Timeshe ets • Absence Requests • On- boarding Resour ces for Manag ers • Resour ce Planning for Manag ers (Peopl e Planner) • Approval Workflo ws 	<ul style="list-style-type: none"> • Expens e Claims • Mileage Claims • Travel Reques t, Advanc e and Expens es • Purcha se Requisi tions • Proces sing Invoice s and Payme nt • Proces sing Student Payme nts • Budget ing & Reports • Approv al Workflo ws 	<ul style="list-style-type: none"> • • • • • • • • • •

UNIT4 IMPLEMENTATION SCHEDULE *

Unit4 Functionality	Release Date	Impacted User Groups

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

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