Unit4 Home

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UNIT4 UPDATES & RELEASES

- October 21, 2021 - Changes to the Expense Module
- 12 October 2021 - Selkirk College Has Officially Launched Unit4 Schedule D Overload Form

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)

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- Finance FAQs
- Finance "How To" Articles

For additional assistance, contact accounting@selkirk.ca.

Timesheets (Payroll)	• Timesheet FAQs • Timesheets "How To" Articles For further assistance, contact the Payroll Department: • PPWC, TEC, Work Study: Payroll.timesheets@selkirk.ca • EXEMPT, SCFA, BCGEU: Payroll.Administration@selkirk.ca

Absences (Payroll)	• Absence FAQs
	• Absence "How To" Articles
	
	• **Training**
	  ○ Submitting An Absence Request - **Video Demo** (Employee)
	  ○ Setting-up People Planner (Supervisor)
	
	For further assistance, contact the Payroll Department:
	• PPWC, TEC, Work Study: Payroll.timesheets@selkirk.ca
	• EXEMPT, SCFA, BCGEU: Payroll.Administration@selkirk.ca

Supervisor Reports - NEW!	• FAQs - Supervisor Reports (Unit4) • Video Training & "How To" Articles For additional assistance, contact Lareena Rilkoff at lrilkoff@selkirk.ca.

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"	"STUDENT"

• Recruitment Process Management (HR)
• Applicant Resources
• Hiring Manager HR Resources
  ○ Hiring Manager Portal
• Hiring Committee HR Resources
• Integrated, updated Careers Website
  ○ Applicant Profiles
  ○ View Postings / Apply
	• Payroll Processing
	• Pay Advice (Payslip)
	• Timesheets
	• Absence Requests
	• On-boarding Resources for Managers
	• Resource Planning for Managers (People Planner)
	• Approval Workflows
		• Expense Claims
		• Mileage Claims
		• Travel Request, Advance and Expenses
		• Purchase Requisitions
		• Processing Invoices and Payment
		• Processing Student Payments
		• Budgeting & Reports
		• Approval Workflows
			• Admissions
			• Academic Programs, Curriculum Management
			• Financial Aid
			• Student Life
			• Client Relationship Manager (CRM)

UNIT4 IMPLEMENTATION SCHEDULE *

Unit4 Functionality	Release Date	Impacted User Groups
Release 1.0 • Hiring Manager Portal • Updated Careers Website ○ Applicant Profiles	November 18, 2019 - **LIVE!**	• Human Resources Department • Hiring Managers • Internal Applicants - all groups • External Applicants
Release 2.0 • Payroll Transition from Stargarden to Unit4 • Accessing Pay Advice ○ Mobile App (ios) • Vacation visibility on payslip (all groups)	January 2020 - **LIVE!**	• All Employees • Managers • Payroll Department • Human Resources Department
Release 3.0 • Absence Requests and Approval Workflows • People Planner	May 2020 - **LIVE!**	• Payroll Department • All Employees • Managers
Release 4.0 • Timesheet Submissions and Approval Workflows	June 2020 - **LIVE!**	• Payroll Department • PPWC Employees • PPWC Managers
Release 5.0 • Expense & Mileage claims • Purchase Requisitions • Budget/Reports	August 2020 - **LIVE!**	• All Employees • Managers • Finance Department
Release 6.0 • HR Resources for Managers: On-boarding & Off-boarding	Summer 2020	• All Employees • Managers • Payroll Department • Human Resources Department

Future Releases
• 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)
	2020/2021	• Students
		• Deans & Chairs
		• Managers
		• Student Support Services
		• Enrolment Officers
		• Financial Aid Office