

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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2. Demo Videos:

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- [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>  For further assistance, contact the Payroll Department: <ul style="list-style-type: none"> • PPWC, TEC, Work Study: Payroll.timesheets@selkirk.ca • EXEMPT, SCFA, BCGEU: Payroll.Administration@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>  For further assistance, contact the Payroll Department: <ul style="list-style-type: none"> • PPWC, TEC, Work Study: Payroll.timesheets@selkirk.ca • EXEMPT, SCFA, BCGEU: Payroll.Administration@selkirk.ca </div>
Supervisor Reports - NEW!	<ul style="list-style-type: none"> • FAQs - Supervisor Reports (Unit4) • Video Training & "How To" Articles <div>  For additional assistance, contact Lareena Rilkoff at lrilkoff@selkirk.ca. </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"	"STUDENT"
<ul style="list-style-type: none"> • Recruitment Process Management (HR) • Applicant Resources • Hiring Manager HR Resources <ul style="list-style-type: none"> ◦ Hiring Manager Portal • Hiring Committee HR Resources • Integrated, updated Careers Website <ul style="list-style-type: none"> ◦ Applicant Profiles ◦ View Postings / Apply 	<ul style="list-style-type: none"> • Payroll Processing • Pay Advice (Payslip) • Timesheets • Absence Requests • On-boarding Resources for Managers • Resource Planning for Managers (People Planner) • Approval Workflows 	<ul style="list-style-type: none"> • Expense Claims • Mileage Claims • Travel Request, Advance and Expenses • Purchase Requisitions • Processing Invoices and Payment • Processing Student Payments • Budgeting & Reports • Approval Workflows 	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> Hiring Manager Portal Updated Careers Website <ul style="list-style-type: none"> Applicant Profiles 	November 18, 2019 - LIVE!	<ul style="list-style-type: none"> Human Resources Department Hiring Managers Internal Applicants - all groups External Applicants
Release 2.0 <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) 	January 2020 - LIVE!	<ul style="list-style-type: none"> All Employees Managers Payroll Department Human Resources Department
Release 3.0 <ul style="list-style-type: none"> Absence Requests and Approval Workflows People Planner 	May 2020 - LIVE!	<ul style="list-style-type: none"> Payroll Department All Employees Managers
Release 4.0 <ul style="list-style-type: none"> Timesheet Submissions and Approval Workflows 	June 2020 - LIVE!	<ul style="list-style-type: none"> Payroll Department PPWC Employees PPWC Managers
Release 5.0 <ul style="list-style-type: none"> Expense & Mileage claims Purchase Requisitions Budget/Reports 	August 2020 - LIVE!	<ul style="list-style-type: none"> All Employees Managers Finance Department
Release 6.0 <ul style="list-style-type: none"> HR Resources for Managers: On-boarding & Off-boarding 	Summer 2020	<ul style="list-style-type: none"> All Employees Managers Payroll Department Human Resources Department
Future Releases <ul style="list-style-type: none"> Student Module (U4SM) <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Students Deans & Chairs Managers Student Support Services Enrolment Officers Financial Aid Office