

To: Financial Operations A/P team

From: Faculty of Medicine payment initiators

Subject: Clinical faculty payments – supporting documentation

Date: 4 January, 2021

THIS MEMO IS ONLY TO BE USED AS SUPPORTING DOCUMENTATION FOR CLINICAL FACULTY PAYMENTS FOR TEACHING AND EDUCATIONAL LEADERSHIP PAYMENTS

- Clinical teaching payments are made by Faculty of medicine to clinical faculty members who are, in some cases, paid as vendors (suppliers). Other payments made to faculty members in Educational Leadership roles include standing committee payments, and non-DSSL payments. No invoices are sent to UBC by the vendor, UBC simply makes the payment without an invoice
- In most cases these payments are made through integrated batch processes that do not require any attached supporting documentation (TTPS integration, or vendor batch payment tool), but in cases where individual payments are being made through the 'supplier invoice payment' business process in Workday, Workday requires an attachment. Because the underlying support is variable in \$ amount and is dependent on spreadsheet records, it is agreed that this memo will serve as the supporting documentation, on the understanding that the originating FOM unit is still responsible for providing the detailed supporting calculations in the event of an audit or any other query.
- All amounts should be entered into Workday should be entered **without** GST. If the supplier is set up to charge GST in Workday, the Workday system will calculate and add GST to the amount payable to the supplier

Signatories:

Andrew Glynn

Andrew Glynn

Senior Finance Director, Faculty of Medicine

Thomas Straley

Thomas Straley

Processing notes for Accounts Payable

- For transactions over \$5,000.00 please add Andrew Glynn as an ad-hoc approver to the approval chain
- Per instructions of Faculty of Medicine HR, Clinical Faculty payments are not subject to the Employee/Contract review. Workday will prompt users for this information, but the answers may be disregarded for purposes of these payments.
- Per previous agreement with Procurement, for transactions over \$3,500 PO exemption 13 should be used.