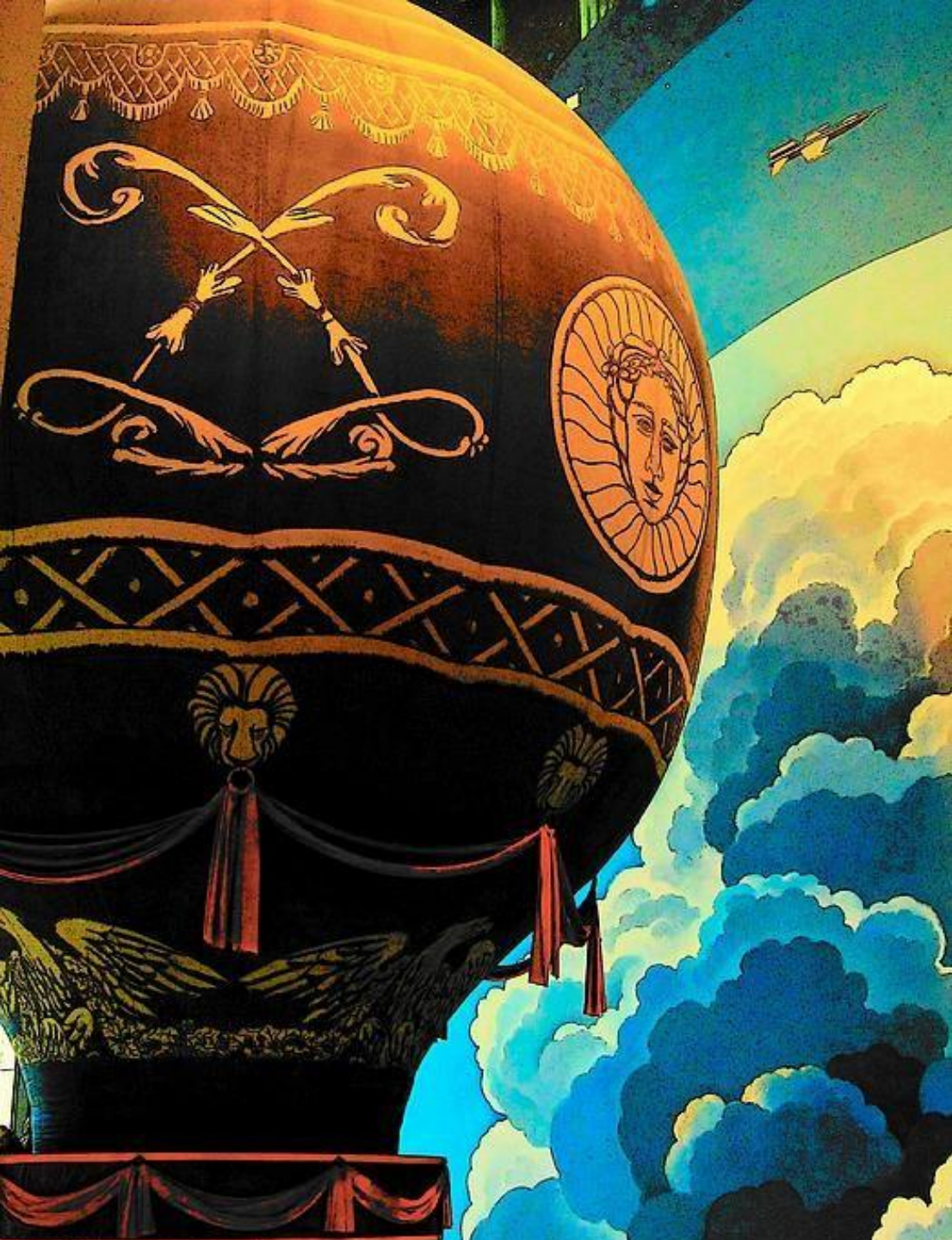


Change Network Department Presentation

January 11, 2023



Go-Live is April 1, 2023

**80 days &
counting!**

Change Network Agenda

January 11, 2022



- Super User Kickoff
- Cutover
- Workstream Topics: Finance
- Training Update
- Website Updates: New Resources
- Tecsys Update
- Leader-led Actions
- Q&A

Super User Kick-off

Super User Update

- Super User kick-off meetings held on 1/10
- Key Topics
 - Expectations
 - Security roles
 - Training access and feedback mechanism
 - Access to the practice environment
 - Limitations of the practice environment
 - Rules of the road
 - Support for Super Users
- Additional session scheduled for 1/19 and video to be assigned to Super Users in LMS



Cutover

Cutover Connection



VANDERBILT UNIVERSITY
MEDICAL CENTER

MyWorkday Cutover Connection will help prepare you for the process of cutover.

What is Cutover? During cutover, we will move away from multiple existing systems to two new systems, Tecsyes and Workday, for most of our key business tasks. Cutover requires moving data – so there will be some limitations on using our retiring systems and performing some activities. These limitations will help us minimize errors that would require “clean-up” after our Go Live date or having to do difficult manual processes to help us catch up on transactions.

What does that mean for me? Closely review the information below. To make the cutover process smoother, we are reducing or limiting some activity in many of our retiring systems. For example, you might want to delay hiring a non-critical new employee until after April 2023 or avoid ordering supplies from vendors during periods where systems that support those types of activities are unavailable.

The following pages provide a list of key dates for cutover.

System or Business Process	Date of Cutover
Health System	Late January - End of April
Supply Chain/Tecsyes	1/19/23
Supply Chain/Tecsyes	1/20/23
Supply Chain/Tecsyes	1/27/23
Supply Chain/Tecsyes	2/3/23
Supply Chain/Tecsyes	2/28/23
Supply Chain/Tecsyes	3/4/23
Supply Chain/Tecsyes	3/21/23
Supply Chain/Tecsyes	3/22/2023
Supply Chain/Tecsyes	3/24/2023
Supply Chain/Tecsyes	3/27/2023
Supply Chain/Tecsyes	3/31/2023
HR	2/1/2023
HR	2/10/2023
HR	2/10/2023
Finance	1/31/2023
Finance	3/15/2023
Finance	3/22/2023
Epic (eStar)	2/20/2023 through May 2023

* Date will depend on stability of implementation

You have received two editions of Cutover Connection

Please take the time to read it!

Consider how it will impact your area and plan around the freeze periods and downtime

Communicate the impacts to your teams

Notes

- ...ants may tentatively resume in early summer 2023* (testing to begin in mid-May)
- January will not be available for use until 4/17/23
- ...g will be delayed until 5/18/23
- ...uest portal will remain open during freeze period
- ...s/moves, new inventory/PAR locations for clinical areas, new ship to/deliver locations for POs
- ...d from 1/27 - 4/17/23
- ...adds will not be created or available for use after 2/3/23
- ...
- rd charges will have expense report automatically created and charged to default cost center (reviewed and processed)
- ...y be entered into Workday beginning 4/3/23
- ...ll begin on 4/1/23 in Workday
- ...be auto approved and processed
- ...
- in PeopleSoft, Taleo, or CATS after this date
- ...rganizations (departments)
- ...ob code changes or department changes for individuals not currently going through
- ...
- ...eed to be created 2/11 - 3/17/23 must be coordinated with Recruitment
- ...e entered by entered by departments beginning April 2023
- ...
- ...tment and Provider records cannot be created or modified
- ...nt records cannot be created
- ...epartment-linked groupers related to general ledger cannot be modified
- ...ot be created or modified
- ...no new payments or adjustments
- Billing: no new charges, payments, or adjustments



Finance: Translator Tools

Workday Ledger Account Translator

Workday Ledger Account Translator

Cost Center Translator Ledger Account Translator

List of Accounts Legacy Account: 6 Starts With X

Legacy Account #	Legacy Account Description	Ledger Account ID	Ledger Account Descr.	Spend Category ID
60000	DUPLICATING & XEROX	6400	Other services and expense	Multiple
60005	FAX EXPENSE	6400	Other services and expense	Multiple
60010	PUBLICATION COSTS	6250	Research and education	Multiple
60020	PRINTING	6400	Other services and expense	Multiple
60025	PRINTING DECAL/PERMITS	6400	Other services and expense	Multiple
60030	POSTAGE	6370	Postage and shipping	Multiple
60031	POSTAGE-BULK MAILING	6370	Postage and shipping	Multiple
60032	DIRECT MAIL	6370	Postage and shipping	Multiple
60040	OFFICE SUPPLIES	6010	Non-medical supplies	Multiple
60045	SELLING EXPENSE	6400	Other services and expense	Multiple
60050	FORMS	6400	Other services and expense	Multiple
60060	PHOTO & ILLUSTRATION	6400	Other services and expense	Multiple
60065	MUSIC/ARRANGEMENTS	6400	Other services and expense	Multiple
60070	COMPUTER SOFTWARE	6340	Technology	Multiple
60080	UNIFORMS			
60090	FILM & CHEMICALS			

- On-line tool to provide GL account conversion from current GL to new Workday ledger account, spend category, and revenue category worktags
- Managers can search based upon an “equal” account value as well as “starts with”, “contains”, and “ends with” criteria to view multiple worktag values where relevant
- Tool supports export to Excel for query results

Spend Category ID	Spend Category Descr.	Spend Category Hierarchy
SC270	SC270 Office Supplies	Non-Medical_Supplies_SCH



Workday Cost Center Translator

Workday Cost Center Translator

Cost Center Translator | Ledger Account Translator

List of Centers Legacy Center: 201079 Starts With

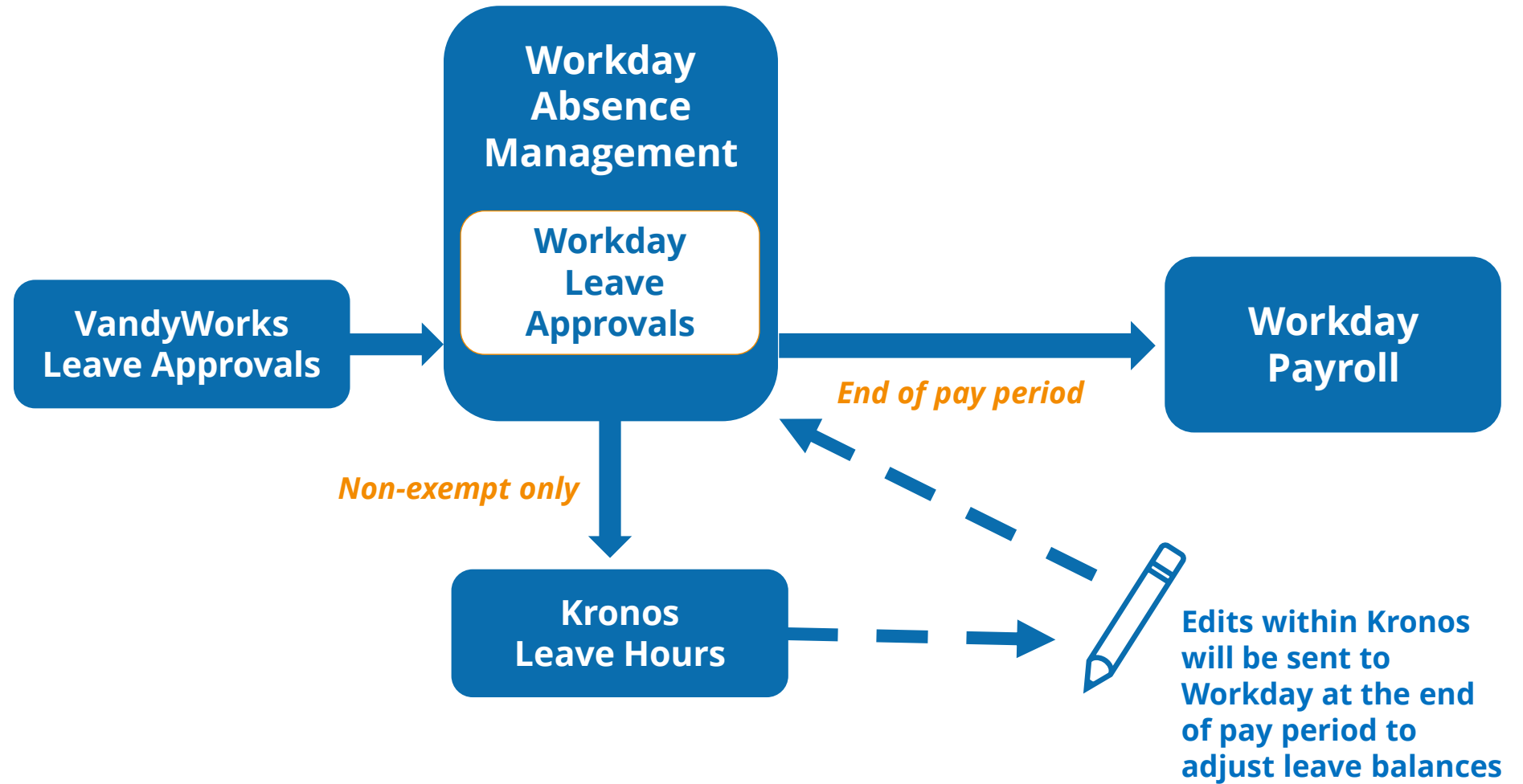
Legacy Center #	Legacy Center Description	Legacy Center #	Workday Center ID	Workday Center Description	Fund ID	Operating Entity ID	Company ID	Function Code ID	CARTS ID	Service Line ID
2010790000	8N PULMONARY MEDICINE STEPDOWN	2010790000	CC00111	VUH 8N Pulmonary Medicine Stepdown	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL055
2010791000	MCE 8TH FLOOR	2010791000	CC01079	VUH 8MCE	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL039
2010791100	VUH MCE COVID NP	2010791100	CC02593	VUH NP IP Critical Care Float Team	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL053
2010791200	11C ADULT MEDICINE	2010791200	CC00032	VUH 11C Adult Medicine	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL039
2010792000	10S TRAUMA	2010792000	CC00030	VUH 10S Trauma	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL065
2010793000	6RW MEDICINE	2010793000	CC00031	VUH 6RW Medicine	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL039
2010794000	TRANSITIONAL CARE UNIT	2010794000	CC00032	VUH Transitional Care Unit	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL039
2010795000	VUH NURSING EXPANSION	2010795000	CC00033	VUH Nursing Expansion	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL039
2010796000	HOSPITAL AT HOME	2010796000	CC00034	VUH Hospital at Home	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL039

- On-line tool to provide cost center conversion from current GL to new Workday cost center worktags and other funding worktags (grants, gifts, programs)
- Managers can search based upon an “equal” cost center value as well as cost center “starts with”, “contains, and “ends with” criteria to view multiple worktags where relevant
- Information returned provides funding source related worktags
- Tool supports export to Excel for query results



Kronos

Absence Management – Time Off Requests



Kronos and Workday

- Exempt staff
 - Will no longer use Kronos
 - Time off requests will be in Workday
 - Exempt staff rows will still be visible to Timekeepers, but only for analytics
- Non-Exempt Staff
 - Time Off – Workday will be Source of Truth
 - VandyWorks – approved time off will feed Workday
 - Edits made in Kronos will feed Workday on Kronos Monday



Kronos and Workday

Additional changes are coming to Kronos, including:

- Historical Edits
- Paycodes for Float and Call Back
- Cost Centers (FDM)

Timekeeper readiness sessions will be scheduled

- beginning in February
- Invitations will be sent to managers and timekeepers

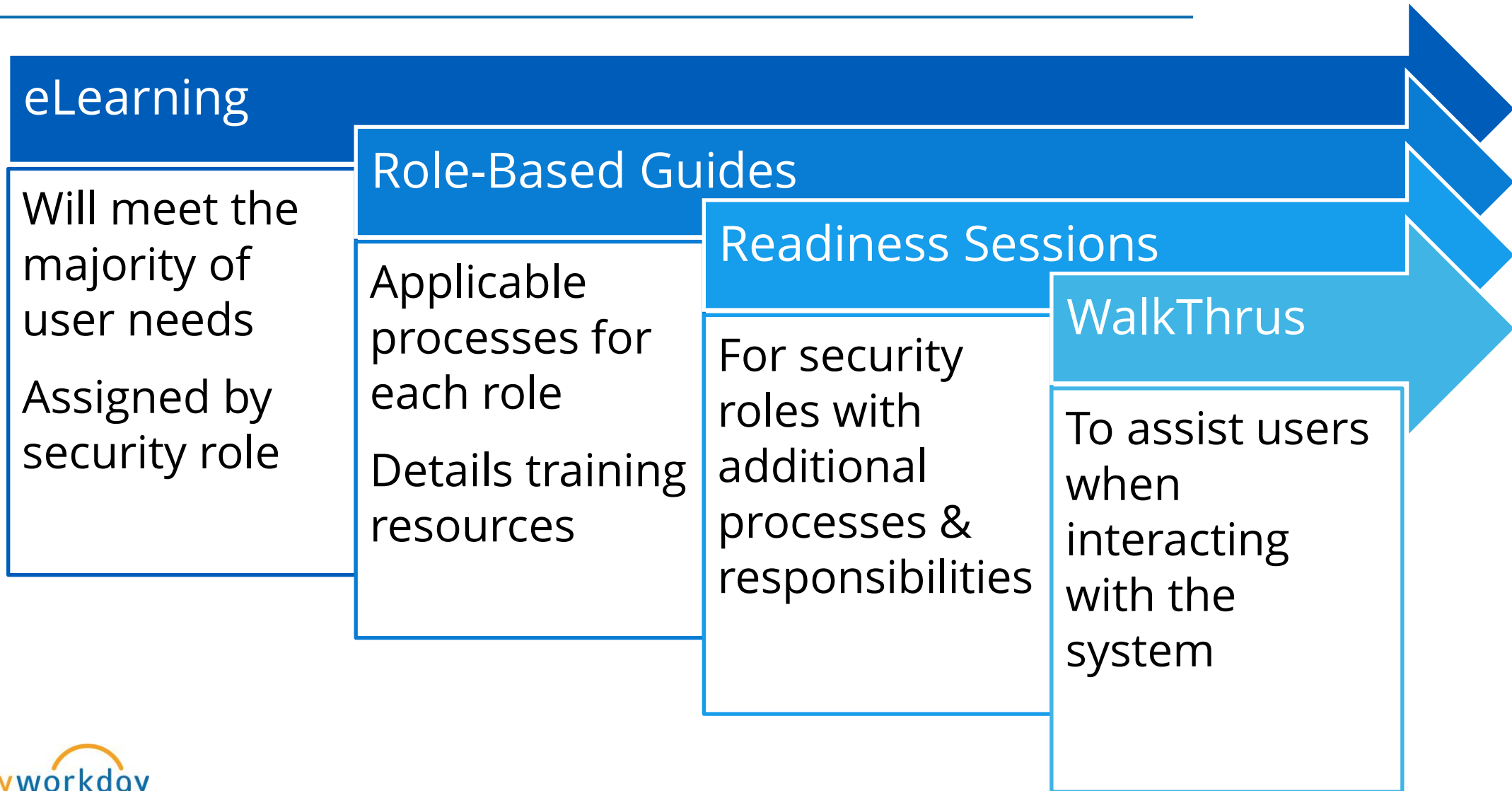


End User Training Approach for Go-Live

- LMS eLearning curriculum enrollments by security role
- Security Role-base guides and training curriculum available on the MyWorkday website
- Live, virtual Readiness Sessions planned for highly-impacted groups:
 - Kronos Timekeepers
 - Managers
 - Cost Center Manager
 - Research & Grants
 - Administrative professionals
 - Materials Management staff
- MyVUMC article planned for Feb and March to provide information and guidance on training
- WalkMe walk-thrus are planned for key workflows at go-live and will be developed as informed by Help Desk tickets



Workday Training Approach



You have been assigned the role of **Cost Center Manager (CCM)**. This document contains information specific to your role.

This role is the **cost center level approver** for the following business processes:

- Expense Reports
- Journal Entries
- Manual Journals
- Supplier Invoices
- Change Orders
- Miscellaneous Payments
- Payroll Costing Allocation
- Accounting Adjustments
- Purchase Requisitions
- Stipend Contract Events

Online Training is available in the Learning Exchange by clicking the links below:

- WDES-100: Introduction to Workday
- WDES-101: Workday FDM
- WDES-102: Role-Based Security and Delegation
- WDES-105: Workday Reporting
- WDSC-101: Supply Chain Overview
- WDSC-501: How to Purchase
- WDFI-206: Analyze and Review Expenses
- WDFI-207: Payroll Costing Allocations

Reports are available by typing the following report name* in the search field:

- Budget vs. Actual by Cost Center

Quick Reference Guides are available within the Resources tab of the respective online module or by clicking the links below:

- Glossary
- Foundational Data Model (FDM)
- Role-Based Security
- Delegation
- Mobile
- Reports
- Approving Expense Reports

Smart Walkthrus are available for the following business processes by clicking **Show Me How** within Workday:

- Delegate Inbox Items/Business Process
- Create Expense Report
- Approve Expense Report
- Payroll Costing Allocation
- Create Purchase Requisition
- Approve Purchase Requisition
- Create Supplier Invoice
- Approve Supplier Invoice
- Create Journal Entry
- Run Report

Change Impacts

Change Impact Overview

Change Impact Analysis

- includes changes in workflows and business processes
- identifies gaps between current and future states for end users
- helps leaders prepare for change and communicate changes to employees



MyWorkday Website Updates

Website Resources: Cutover, Change Impacts & Glossary

MyWorkday Implementation

[Welcome](#) [Cutover](#) [Training Hub](#) [Change Network](#) [Communications](#)

Cutover

[What is cutover? >](#)




[MyWorkday Cutover Connection >](#)

[System impacts >](#)

Table

Show entries

Search:

System or Business Process	Date of Impact	Activity
 Epic	2/20/2023 - mid-May 2023	Certain Epic master files cannot be updated during this period, limiting a set of changes from being made in the production environment
 Finance	1/31/2023	No new ledger accounts after 1/31/23
 Finance	3/15/2023	No new operational cost centers created after 3/15/23



Tecsys Update

Tecsys Day-in-the-Life Testing (DIL)

- Testing to validate functionality supports a typical day of usage
- Performed by end-users (VUMC Tecsys Super Users/Testers) using actual business processes

VUMC's DIL Schedule:

Date	Location	Participants
November 8, 2022 Complete	Adult: <i>Procedural Areas, OR, IP & Supply Chain</i> Children's: <i>Procedural Areas</i>	Super Users/Testers by Clinical Leaders
January 10, 2023	Wilson County: <i>Procedural Areas, OR, IP & Supply Chain</i>	Super Users/Testers by Clinical Leaders
January 24, 2023 Round 2	Adult: <i>Procedural Areas, OR, IP & Supply Chain</i> Children's: <i>Procedural Areas</i>	Super Users/Testers by Clinical Leaders
February 7, 2023	VTHH & VBCH: <i>Procedural Areas, OR, IP, & Supply Chain</i>	At-the-Elbow (ATE) support

At-The-Elbow Support

At-the-Elbow Support ▾



Areas affected by the Tecsys implementation will have designated At-the-Elbow Support who will act as system experts and provide peer-to-peer support.

Please update this list for your local At-the-Elbow Support:

[At-the-Elbow Support List \(Excel\)](#)

Description		Configuration													
Description		eStar Nursing Doc Support Needed	Room(s)	Cost Center	Count	RFID Through Kurbin	Pegs Tracked Item	Pegs	Case Cart Management	UJ	Sk	Notes	Super User	Super User 2	Super User 3
VUAHI PROC GI	Yes	1739		2011770000											
VUAHI PROC GI	Yes	1409;1410;1414;1419;1412;1415;1421		2011770000											
VUAHI PROC GI	Yes	1215		2011770000											
VUAHI PROC GI	Yes	1128;1129		2011770000											
VUH GI ENDOSCOPY SERVICES TRACKED ITEMS	No			2011770000			X	X			X				
VUAH3 OR PERFUSION	Yes	3635		2011800000	X						X				
VUAH4 OR	Yes			2011800000	X	X	X	X	X		X				
MCE3 OR	Yes	3023		2012250000	X	X	X	X	X		X				
VUAHI PROC CATH-CRMI	Yes	1764		2014790000	X	X	X				X				
VUAH5T PROC CATH	Yes	5601;CCL1-5		2014830000	X						X	X			
VUAH5T PROC CATH	Yes	5620; VCCDC; EPI-4		2014840000		X	X				X				
VUAHI PROC RADIOLOGY	Yes	1031;1096		2014910000											
VUAHI PROC RADIOLOGY	Yes	1140;1142		2014910000											
VUAHI PROC RADIOLOGY	Yes	1003C;1096		2014920000							X				
VUAHI PROC RADIOLOGY	Yes	909		2014940000											
VUAHI PROC RADIOLOGY	Yes	1258		2014950000	X						X				
VUAHI PROC RADIOLOGY	Yes	1009;1096		2014970000							X				

Note: Ensure all shifts are covered and please indicate

- Submissions were due last year
- All ATE Support have been enrolled in training
- Email any additions to BusinessEducation@vumc.org

Tecsys: Work to be completed

- Adding USBS scanner and holder to WOW carts for Tecsys application
- Labeling effort continues through go-live, support the materials management as they work in your areas
- Training for end users - February
 - Tecsys training assignments
 - OR, Procedural, IP areas
 - Workday
 - Outpatient clinics and areas currently using HSS/PMM



Thank You