

Change Network Department Presentation

January 24, 2023

Change Network Agenda

January 24 & 25, 2023



- Cutover
- HR Spotlight: Performance Evaluation
- Review: Organization Structure
- Update: Delegation
- Training Update/WalkMe
- Tecsys Update
- Leader-led Actions
- Q&A

Cutover

Cutover Connection



VANDERBILT UNIVERSITY
MEDICAL CENTER

MyWorkday Cutover Connection will help prepare you for the pr
What is Cutover? During cutover, we will move away from multiple and performing some activities. These limitations will help us minim
What does that mean for me? Closely review the information belo until after April 2023 or avoid ordering new supplies in March if they
 The following pages provide a list of key impact dates for your refer

You have received three 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

System or Business Process	Date of Impact	
Health System	Late January – End of August	Some business activ <ul style="list-style-type: none"> Clinical practice of Acquisitions/upgr
Supply Chain/Tecsys	1/19/23	MEOC regular sched
Supply Chain/Tecsys	1/20/23	Hold on creation of r
Supply Chain/Tecsys	1/27/23	Hold on establishme
Supply Chain/Tecsys	2/3/23	Hold on supply/ imp
Supply Chain/Tecsys	2/28/23	Last day to enter req
Supply Chain/Tecsys	3/4/23	Last day for departm
Supply Chain/Tecsys	3/21/23	Last day for T&E card
Supply Chain/Tecsys	3/22/2023	Last day to submit C
Supply Chain/Tecsys	3/24/2023	Last day for payment
Supply Chain/Tecsys	3/27/2023	Last day to approve (
Supply Chain/Tecsys	3/31/2023	Pcards for February
HR	2/1/2023	No new job codes, d
HR	2/10/2023	Restrict changes for
HR	2/10/2023	Last day for departm
Finance	1/31/2023	No new ledger accou
Finance	3/15/2023	No new operational
Finance	3/22/2023	No new grant or cap
Epic (eStar)	2/20/2023 through mid-May 2023	Certain Epic master f being made in the pr

* Date will depend on stability of implemented systems

– so there will be some limitations on using our retiring systems on transactions.
 ple, you might want to delay hiring a non-critical new employee systems that support those types of activities are unavailable.
 l list of dates on the MyWorkday project website in January.

Notes
early summer 2023* (testing to begin in mid-May)
use until 4/17/23
uring freeze period
ocations for clinical areas, new ship to/deliver locations for POs
available for use after 2/3/23
port automatically created and charged to default cost center
inning 4/3/23
ed
fter this date
t changes for individuals not currently going through
23 must be coordinated with Recruitment
ments beginning April 2023
er records cannot be created or modified
ot be created
ked groupers related to general ledger cannot be modified
or modified
<ul style="list-style-type: none"> Hospital Billing: no new payments or adjustments Professional Billing: no new charges, payments, or adjustments

For more information (including the latest list of cutover-related dates), visit vumc.org/myworkday/cutover.

Questions about the information above? Email us at myworkday@vumc.org



Cutover Process

April 1, 2023

Applications



Data Conversion



Security



Cutover Connection: What will impact your team?

- What items impact your team?
- How will you prepare them?



Cutover Connection Resources

MyWorkday Implementation

Welcome Cutover Training Hub Change Network Communications



Welcome

Welcome to the home page for VUMC's MyWorkday implementation, which encompasses the implementation of Workday and Tecsys. This website serves as the best source for information about VUMC's enterprise project to replace existing business systems and processes with Workday. For more specific information on the Tecsys implementation, please visit our website at www.vumc.org/pou.

Please navigate this site using the tabs above to learn more about how MyWorkday will be implemented in Finance, Human Resources, Research, and Supply Chain. Training information and links to communications will also be shared on this website.

Cutover Connection: Kronos

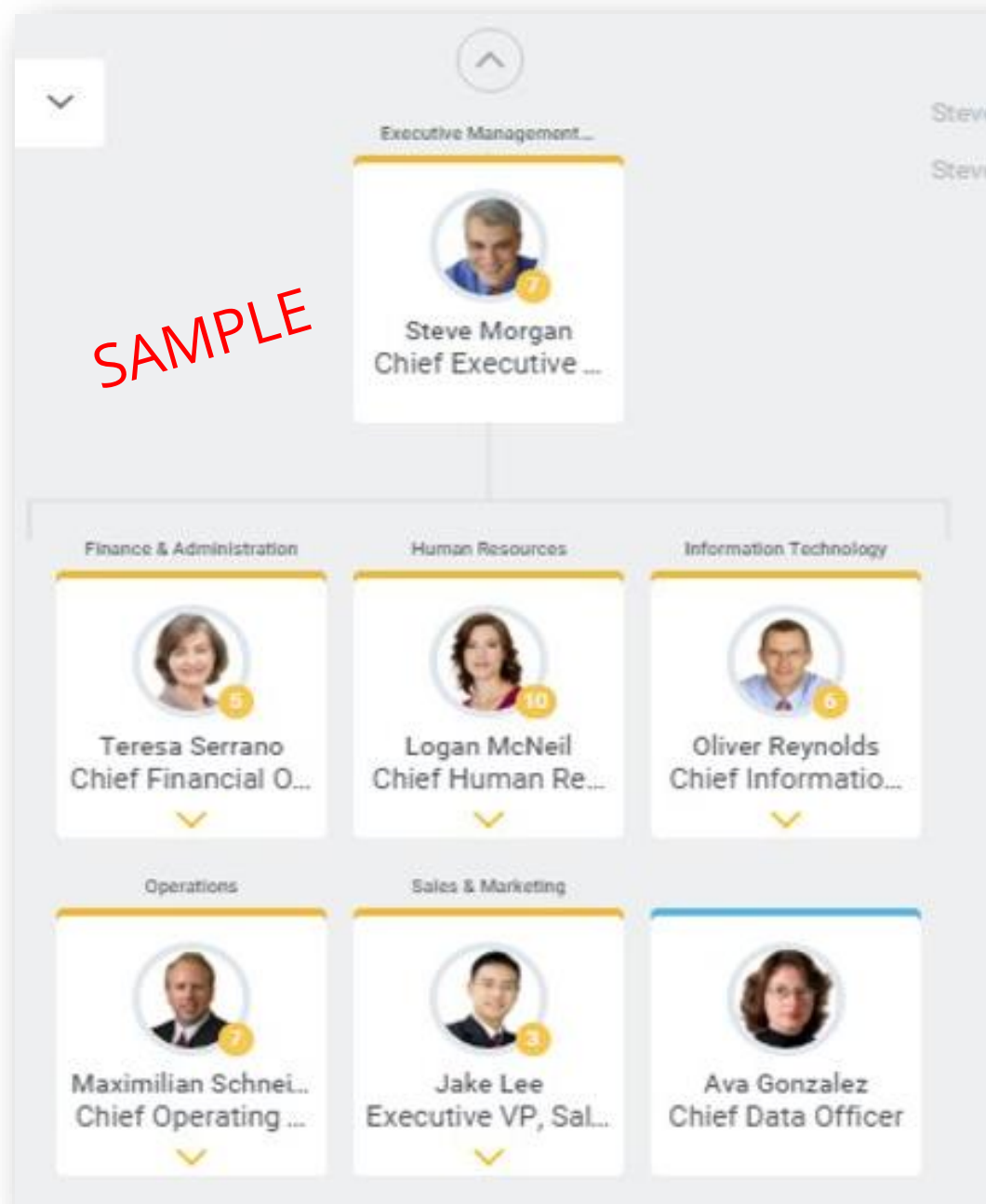
- **Non-Exempt Staff**
 - **Sunday, March 26th** – first pay period begins with new centers
 - New buttons for Float and Call Back
 - Updated training available in February
- **Exempt Staff**
 - Will no longer use Kronos with Workday
 - **Monday, March 27th** – last day to enter and approve final Kronos timecards (for March).
- **Timekeepers**
 - Readiness Sessions
 - 2/21 @ 3:00 pm
 - 3/1 @ 10:00 am
 - 3/7 @ 3:00 pm
 - 3/15 @ 10:00 am



Supervisory Organizations

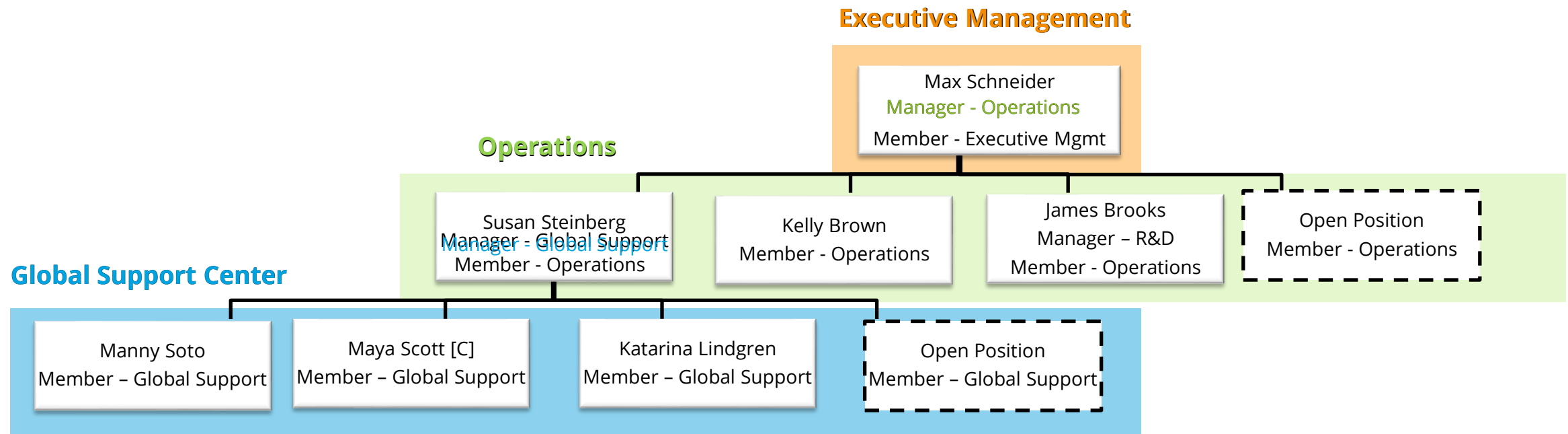
Supervisory Organizations

- Supervisory Organizations **report** to one another to form the Supervisory Organization Hierarchy
- Each Supervisory Organization has one and only one superior (parent) organization
- Provide the context for processing transactions



Supervisory Organizations

- Each worker is a **Member** of a Supervisory Organization
- A **Manager** (role) is assigned to a Supervisory Organization
- A Manager is not a member of the organization(s) they manage



Manager Role in Workday

- Managers will **initiate, own & complete** administrative supervisory tasks within Workday
- Limited/temporary delegation to others

Workday Manager Role Scope *(not all-inclusive list):*

- Viewing position information of direct reports
- Reviewing and approving time off requests*
- Initiating job requisitions
- Assessing candidates
- Initiating job changes
- Expense report approval
- Performance management

* Those currently approving time off requests in **VandyWorks** will continue the current process.



Manager Role in Workday

How will we prepare managers?

All managers receive user training

Why is this role beneficial?

- Managers have better control of the tasks & data that they “own”
 - Provides greater visibility into process & data
 - Can better help their team members
 - Better management of work & tasks in their areas



Delegation

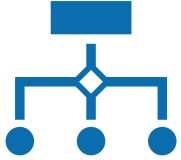
What is Delegation in Workday?

Delegation is the temporary assignment of another person to act on your behalf to carry out specific activities.

***Delegation** does not remove accountability (ownership) for the task from the user it was initially assigned to



Delegation Approach for VUMC



Delegation occurs within a **supervisory organization** and is not a permanent transfer of responsibilities



Delegation is **temporary (16 weeks)**



Employees may delegate to **peers or superiors** with *no approval required*

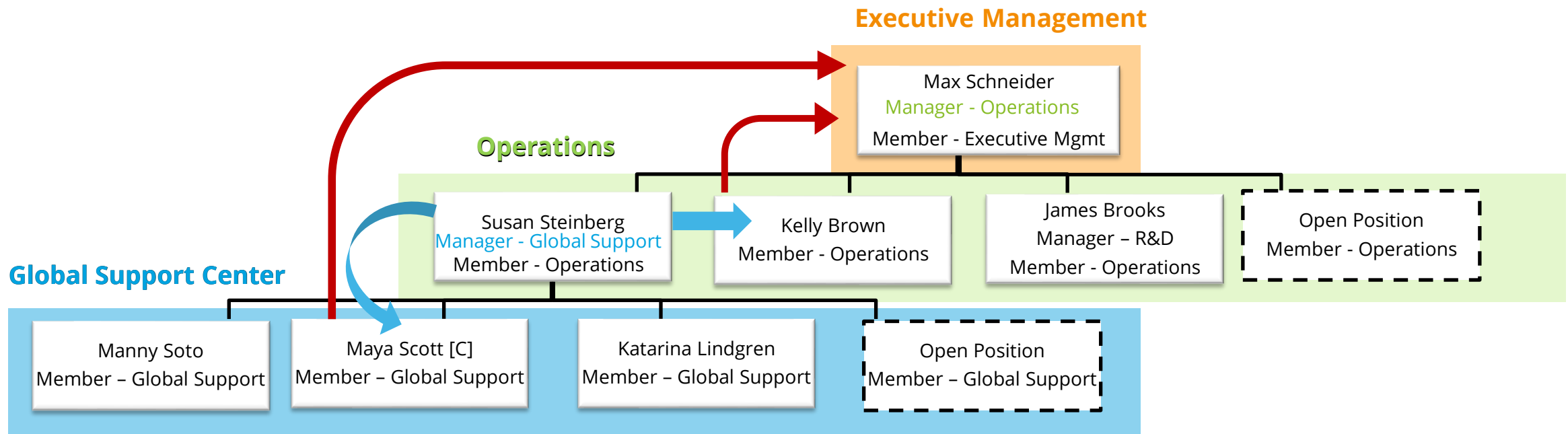


Delegation to **subordinates** will require an *approval process* within Workday

Delegation example

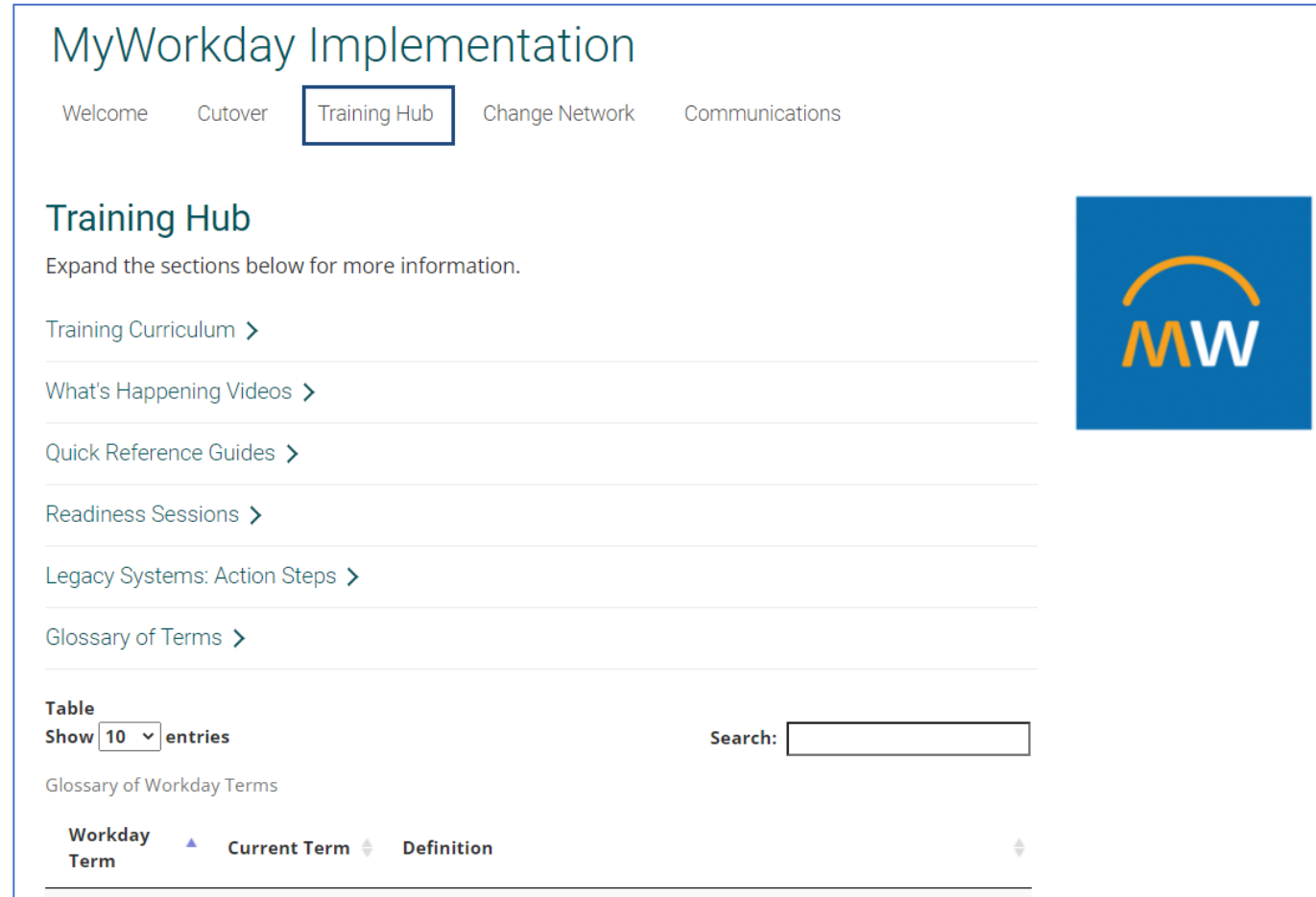
If Susan **delegates** a task/business process to Kelly (peer) or Maya (subordinate):

- Susan will be notified of their actions on her behalf in her inbox, Susan will not approve the delegated actions
- If a transaction initiated by a delegate requires 1-up **approval**, the approval will go to Max, because the task was performed on Susan's behalf



Training Update & WalkMe

Training: What's happening? Videos



MyWorkday Implementation

Welcome Cutover **Training Hub** Change Network Communications

Training Hub

Expand the sections below for more information.

- Training Curriculum >
- What's Happening Videos >
- Quick Reference Guides >
- Readiness Sessions >
- Legacy Systems: Action Steps >
- Glossary of Terms >

Table

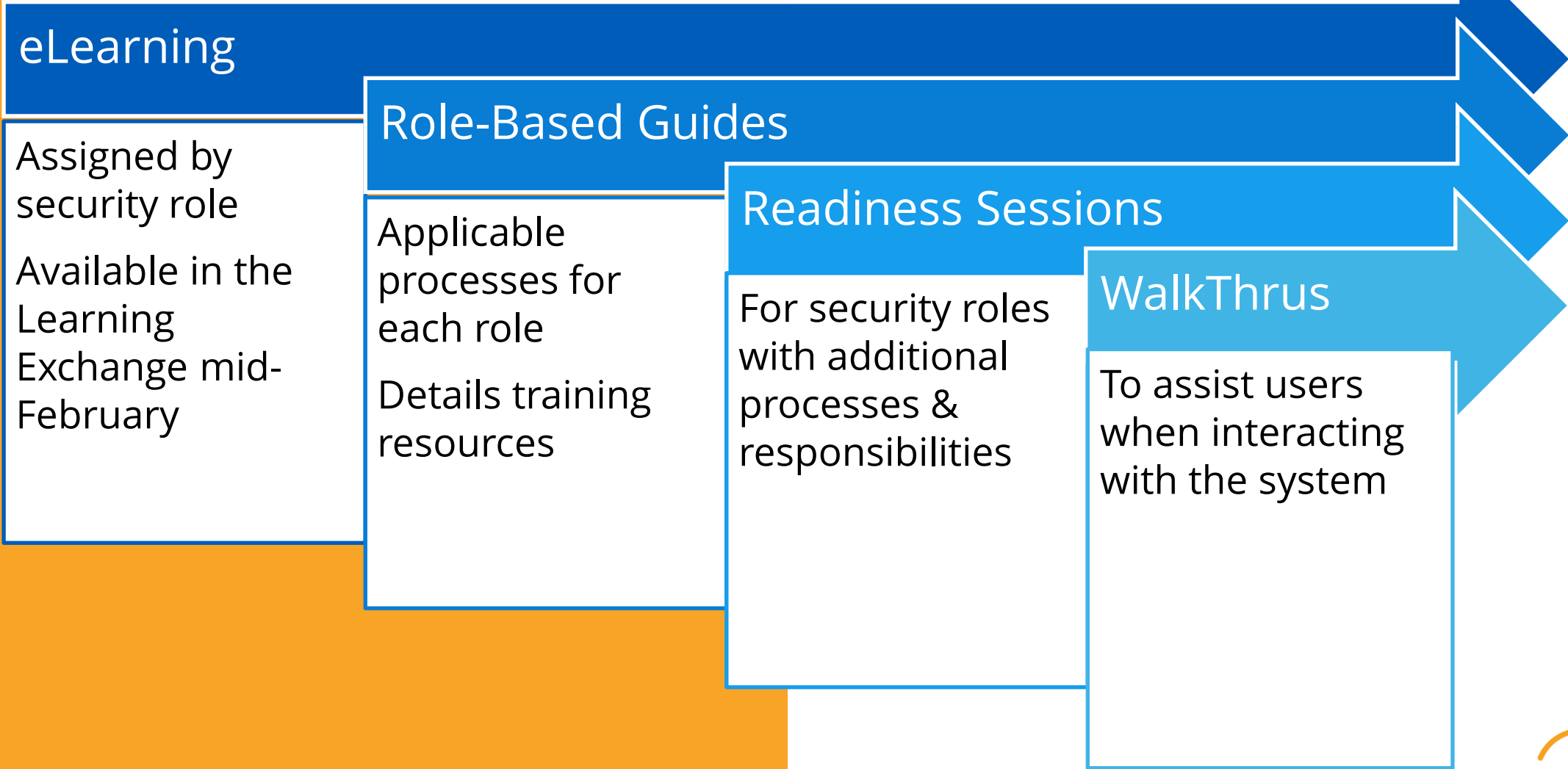
Show entries Search:

Glossary of Workday Terms

Workday Term	Current Term	Definition
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- Location www.vumc.org/myworkday/training-hub
- What's Happening? [Training](#)

Workday End User Training Approach for Go-Live



Learning Exchange Enrollments



My Courses

See courses you are enrolled in

- Training assigned mid-February
 - Employee as Self
 - Manager
 - Tecsys
 - Other Security roles
- Full Course listing available on Training Hub website
- Self-enrollment will be available by searching for
 - Tag: **MyWD** or **Tecsys**
 - Course number

WalkMe: Just-in-time process instructions

GUIDANCE

Drive action with **Walk-Thrus**, visual cues and content



ENGAGEMENT

Better identify where, when, and with whom to engage to offer support



Super User Update

Super User Update

- 1,650 Super Users attended the kick-off meetings 1/10 and 1/19
- Super Users who did not attend a live session (320) have been enrolled in an LMS recording
- Access is being granted to the practice environment to those who have completed the kick-off meeting
- Training completion is required to maintain access to the practice environment
- The Super User list is complete



Change Network meetings

Attendees:

- Departmental Readiness Leads
- Change Agents

Purpose:

- Inform leaders of the changes coming due to the MyWorkday project
- Provide materials and resources to operationalize changes within your area

Super User meetings

Attendees:

- Super Users

Purpose:

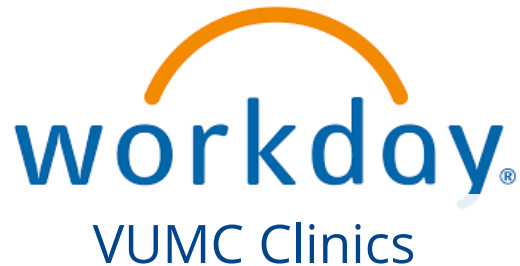
- Prepare Super Users to provide At-the-Elbow support for their areas



Tecsys Update

Medical Supplies

Pathways Materials Management
(PMM/HSS Allscripts/McKesson)



Learning Exchange Keyword Search:
WDSupplies (available after 2/9/23)

OptiFlex
(POU)



Inpatient
Emergency Department
Operating Rooms
Procedural Areas
Clinics (*only for instances that
involve trackable tissue*)



Learning Exchange Keyword Search:
Tecsyes (available after 2/9/23)

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

Leader-led Actions



January 24th Change Network Meeting Recap

- **Cutover Activities:** Cutover activities were highlighted, and the list was viewed on the website. Opportunities to identify and communicate changes that impact teams were emphasized.
- **Delegation was reviewed** as well as Supervisory Organizations. The manager roles in Workday was also highlighted.
- **Training Update:** The Workday End User training approach was shared including Learning Exchange enrollments. WalkMe was demonstrated, and will include just-in-time process instructions in Workday.
- **Super Users:** The Super User list is complete (**no new Super Users will be added**) and have been assigned training.
- **Tecsys Update:** Medical supply ordering was highlighted, and the Day-in-the-Life testing schedule was shared.

Meeting Materials Can Be Found on the MyWorkday Change Network [Webpage](#):

- January 24th Meeting Recording
- Change Network Department Presentation
- Previous Leader-led Actions

Send questions to: myworkday@vumc.org

For more information visit vumc.org/MyWorkday

Leader-led Actions for January 24th

- ☐ **Share** the January 24th *Change Network Department Presentation* with your team.
- ☐ **Look ahead on the cutover plan. Make any known org changes or purchases asap to avoid freeze periods [Cutover Plan!](#)**
- ☐ **Continue to reach out to your Super Users** to ensure alignment and support for your team(s).
- ☐ **Complete** outstanding Leader-led Actions:
 - **PO cleanup Continues:** Clean up purchase orders (POs) by closing older, inactive POs now to prepare for the transition to Workday. [PO Reference Guide](#).
 - **Keep current** on EDCs.
 - **Resolve aged non-Epic AR** by working with the appropriate finance support team for your area.





Questions?

Thank You