

Deloitte.

VANDERBILT  UNIVERSITY
MEDICAL CENTER

The logo for myworkday features the word "myworkday" in a lowercase, sans-serif font. The "my" is in orange, and "workday" is in blue. A thick orange arc is positioned above the "workday" portion of the text.

Change Network Meeting: March 21, 2023

Change Network Agenda

March 21, 2023



- Cutover
- Capital Planning
- Payroll Update
- Workday Help
- Change Network Resources
- Self-directed Support & Pegasus Tickets
- Training & Demo
- Employee Go Live Checklist
- Next Steps

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. These limitations will help us minimize errors that would require "clean-up" after our Go Live date.

What does that mean for me? Closely review the information below. To make the cutover process smoother, please consider ordering new supplies in March if they are not essential for patient care. As a health system, you will need to keep familiarizing yourself with what's ahead in terms of freeze dates. Focus on what transitions are most important to you.

The information below highlights the most immediate impacts (**newer items are in orange**). For more information, visit vumc.org/myworkday/cutover.

System or Business Process	Date of Impact	Activity		
Health System	Late January – End of August	Some business activities slow down or stop (e.g., Clinical practice openings or acquisitions, building, Acquisitions/upgrades requiring IT support)		
Supply Chain/ Tecsys	1/19/23	MEOC regular scheduled meeting will not occur		
Supply Chain/ Tecsys	1/20/23	Hold on creation of new locations or changes to existing locations		
Supply Chain/ Tecsys	1/27/23	Hold on establishment of new suppliers		
Supply Chain/ Tecsys	2/3/23	Hold on supply/ implant item creation		
Supply Chain/ Tecsys	2/3/23	New Item Number freeze for Pathways Materials		
Supply Chain/ Tecsys	2/10/23	Last day to add/delete any existing/new items to eProcurement location		
Supply Chain/ Tecsys	2/28/23	Last day to enter requisitions in eProcurement		
Supply Chain/ Tecsys	2/28/23	Ordering critical or perishable medical supplies, including compressed gases		
Supply Chain/ Tecsys	3/4/23	Last day for departmental approvals of eProcurement requisitions	4/1/23 ²	
Supply Chain/ Tecsys	3/15/2023	Last day to submit check request and invoices for processing in PeopleSoft	4/1/23 ²	PO Invoices received after this date will be held for processing in Workday. Check Request will be returned to the department for processing in Workday via the Supplier Invoice Request.
Supply Chain/ Tecsys	3/21/23	Last day for T&E card charges to post to Concur	4/1/23 ²	Any unsubmitted T&E card charges will have expense report automatically created and charged to default cost center (reports will be auto-approved and processed). Charges will post to Workday post-go live.
Supply Chain/ Tecsys	3/22/23	Last day to submit Concur expense reports	4/1/23 ²	New expense reports may be entered into Workday beginning 4/3/23

New Activities & Key Dates

- New activities highlighted in orange
- Key dates: 3/21 Last day for T&E card charges to post to Concur
- 3/22 Last day to submit Concur expense reports
- 3/27 Last day to approve Concur reports
- 3/27 Onboarding Portal is no longer available

Expense all Future-Date Travel in Concur by 3/22

March Close

- Follow existing procedures, journal entries, etc. when finalizing March transactions
- We will complete our March financial close in our legacy systems
- March data will be brought into Workday after close (mid-April)



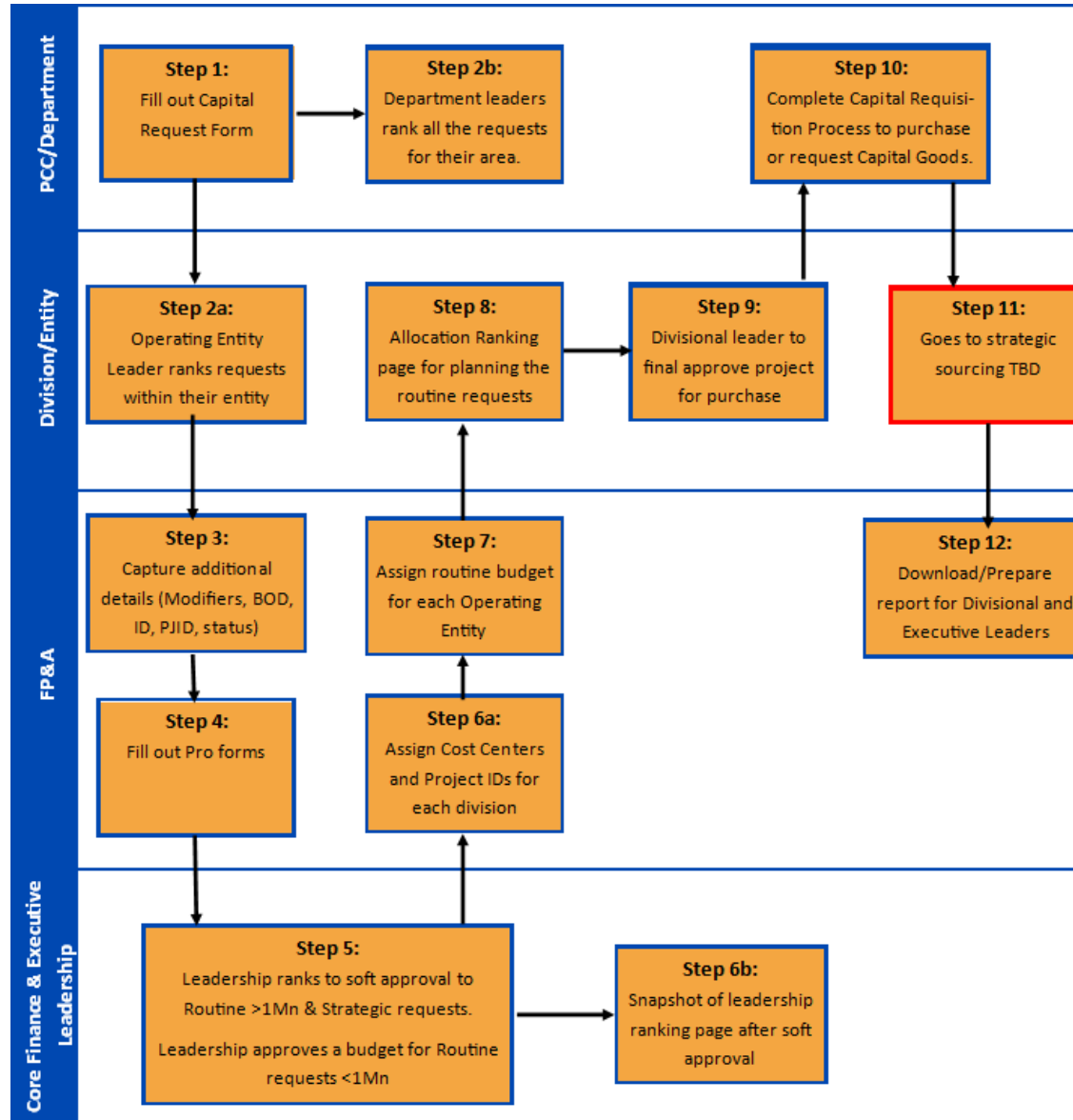
Capital Planning

Workday Capital Planning - Overview

- All Capital Requests will begin with a user submitting a Capital Request form.
- Users can review their own Capital Requests and the status of those requests.
- Capital Requests are reviewed, edited, and approved using the system.
- Budgeting and Checkbook tools are available.
- The user will complete Capital Requisitions once all approvals are complete.



Capital Planning - Process



This flow chart illustrates the process for Capital Planning at VUMC.

Please note the sections in blue on the left side of the table to understand your specific role in this process

Capital Planning - Landing Page

The screenshot displays a landing page titled "Capital Planning" with a dark blue header. Below the header is a grid of 12 white cards, each representing a different tool. Each card contains an icon of a document with a coin, a title, a brief description of the tool's function, and a "Click Here ->" link. The tools are arranged in four rows and three columns. A small blue circular icon with a white 'W' is located in the bottom right corner of the grid.

Tool Name	Description
Capital Request Form	Use this page to create a new Capital Request
PCC Rankings	Department/PCC leaders can rank Capital Requests from their respective Department/PCC
Operating Entity Rankings	Operating Entity leader can rank Capital Requests from their respective Operating Entity
Leadership Rankings	Leadership/Executive Team can rank Capital Requests across all entities and departments
Allocation Rankings	Operating Entity leader can rank routine Capital Requests from their respective Operating Entity against allocated budget
Operating Entity Approval	This page is used to grant the final approval for Capital Request purchases from the Operating Entity leader
Create Snapshot	Create snapshots of the current data to refer to at a later point of time.
View Snapshot	View the saved versions of snapshots that have been created
Review Snapshots	View and/or delete saved snapshots
FP&A - All Capital Requests	This page will show all capital requests, user can add additional details and proforma to each capital request. Master user can delete a capital request
My Capital Requests	This page will show all Capital Requests where you are listed as the primary contact
Check Book Report	View utilization of budget (includes breakdown of funds that has been planned, purchased etc.)

This image is the landing page for every Capital Request tool.

Based on specific roles, user will only see necessary tools for their role.

Payroll Update

Payroll Update

MENU

my payslips

My Payslips Report

Here's What's Happening

It's Wednesday, March 15, 2023

Awaiting Your Action ...

You're all caught up on your inbox items.

Quick Tasks

Request Time Off

My Payslips

Time Off Balance

- Search 'My Payslips' to view My Payslips report
- First Workday payslips:
 - Hourly = **April 14th** (viewable on April 13th)
 - Exempt = **May 1st** (viewable on April 28th)

Payslips for pay periods prior to go-live will be in C2HR

MENU

my payslips

My Payslips

Julianne Slick (0184807)

Payslip Printing Details 1 item

Company	Payslip Printing Details
Vanderbilt University Medical Center	You receive a paper copy of payslips.

Print Multiple Payslips

Payslips 1 item

Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	View	Print
08/01/2022	07/01/2022	07/31/2022	Vanderbilt University Medical Center	8.34	0.00	View	Print

Payslip Quick Reference Guide

workday | **VUMC BUSINESS EDUCATION**

How to Read Your Payslip in Workday

This guide will provide information and tips on how to read your payslip in Workday. For information on how to find your payslip in Workday, please see [WDHR 61 Q1: View Payroll Documents](#). Note that only pay periods paid from Workday will have Workday payslips. For exempt staff, that will begin with the May 1, 2023 pay date. For non-exempt staff, the first pay date in Workday is April 14, 2023.

Payslip Anita Knapp (0123456) : 07/31/2022 (Regular) - Complete

Return to My Payslips | Print Payslip Image | Print Multiple Payslips

Company Information 1 item

Name	Address
Vanderbilt University Medical Center	1161 21st Avenue South Nashville, TN 37203 United States of America

Payslip Information 1 item

Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
Anita Knapp	0123456	07/01/2022	07/31/2022	08/01/2022	

Current and YTD Totals 2 items

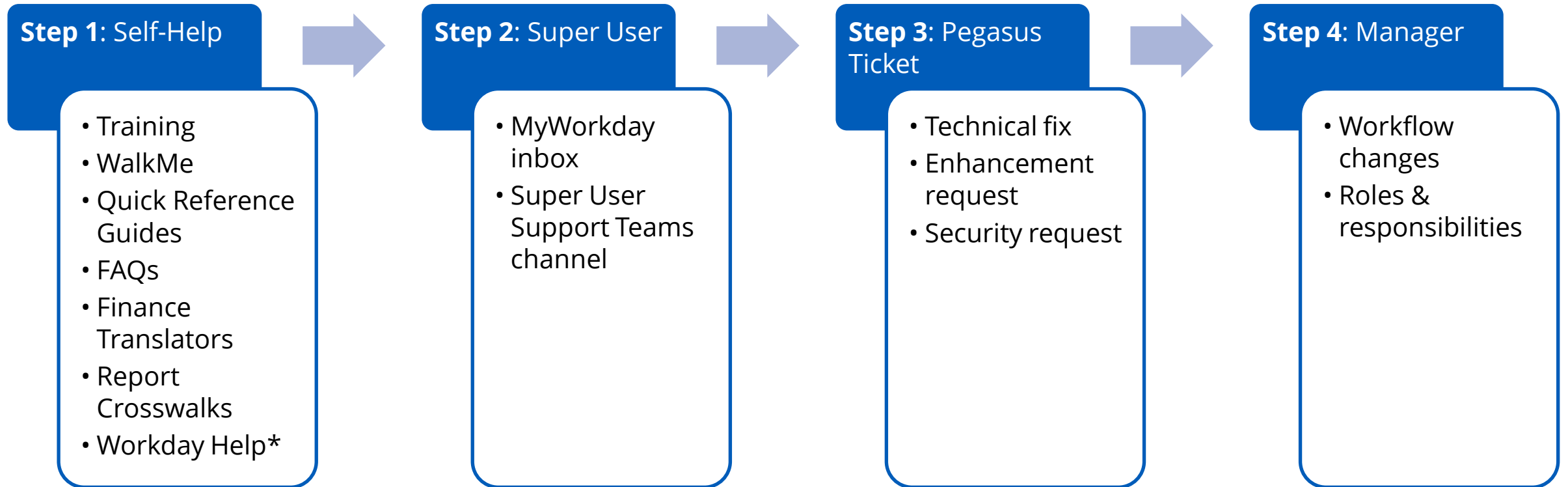
Balance Period	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current	8.34	0.67	0.84	2.62	4.41
YTD	8.34	0.67	0.84	2.62	4.41

1. Provides company / employer information including Name and Address.
2. Summary information of employee: Name, ID, Pay Period dates, and check date. Check number will only appear if you receive a paper check.
3. Summary totals including current pay period and year to date (YTD) for the current calendar year. Note that Gross Pay less deductions and taxes equals Net Pay.

Page 1 of 3 09/15/2023

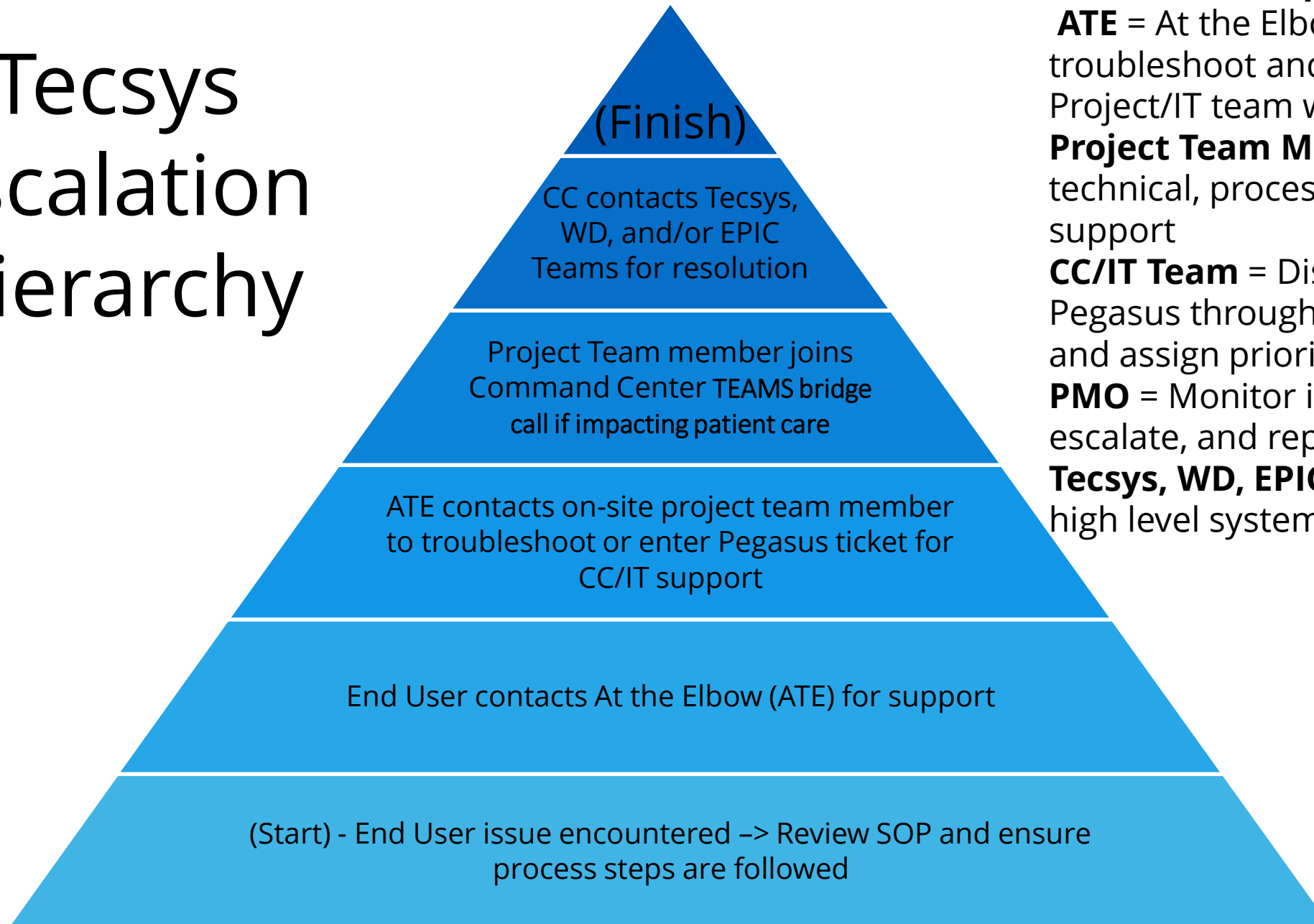
Self-directed Support Processes

Workday Self-Directed Support Model for End Users



**If your question/issue would previously have been answered by the Employee Service Center, you can submit a case via Workday Help.*

Tecsys Escalation Hierarchy



Roles and Responsibilities

ATE = At the Elbow support to troubleshoot and expedite issues to Project/IT team with priority level

Project Team Members = On-site technical, process, and hardware support

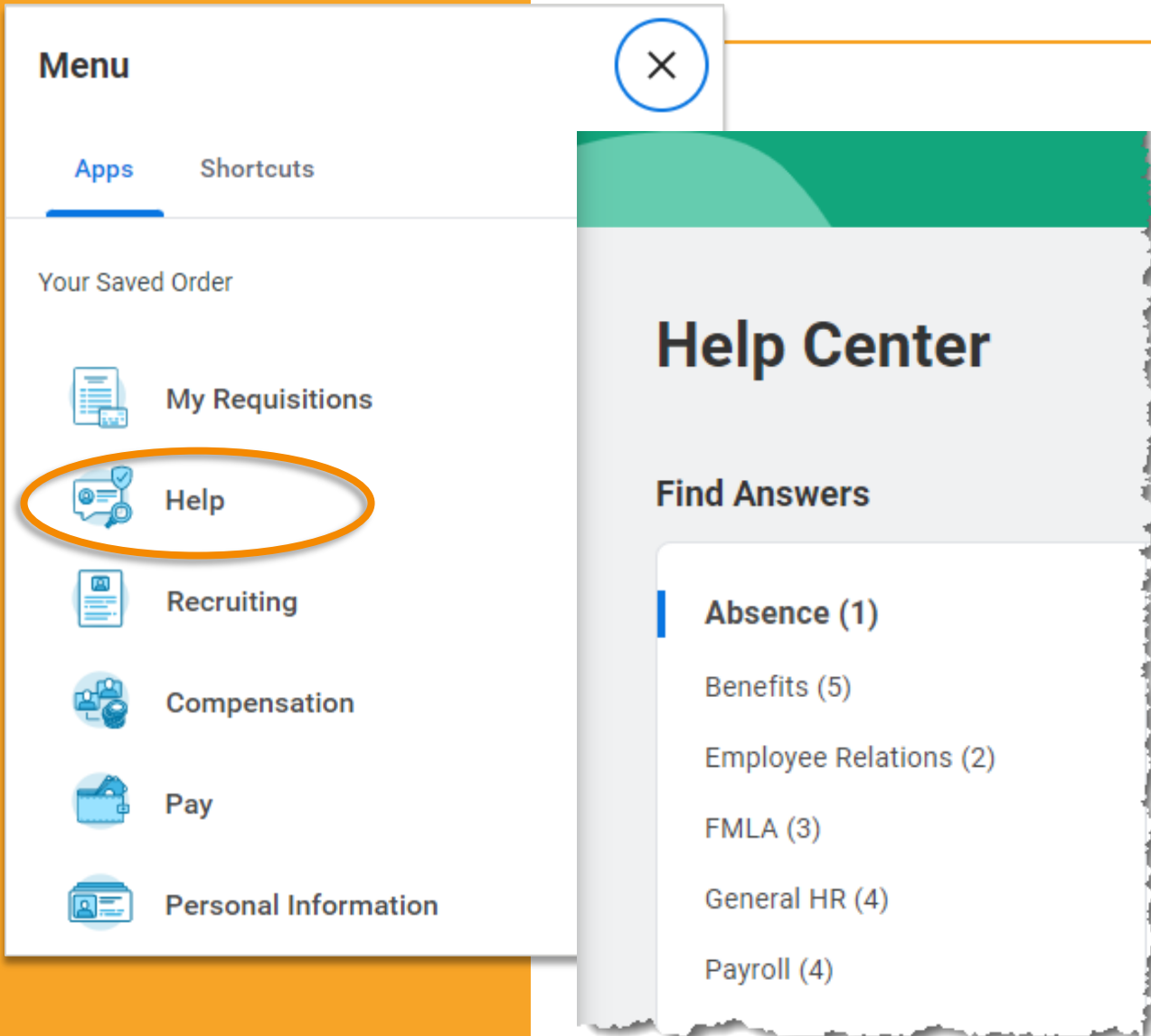
CC/IT Team = Dispatch the issues w/ Pegasus through hierarchy of support and assign priority

PMO = Monitor issues, document, escalate, and report resolution timeline

Tecsys, WD, EPIC Team = Resolve high level system and integration issues

Workday Help

Workday Help for HR Questions & Issues



Workday Help to replace Human.Resources.VUMC@VUMC.org for general HR inquiries and service requests

Workday Help includes a Case Management Tool with:

- Case tracking
- Response time tracking
- Case Escalation
- Resources/Knowledge Articles

MyWorkday Online Resources

Online MyWorkday Resources

MyWorkday Implementation

Welcome Cutover Training Hub **Change Network** Communications

Change Network

Archives of change network presentations, materials, and Q&As can be found below. For more details about specific topics covered in each meeting, please see [this table](#).

Super User Resources >

Monthly Change Network Meeting Recordings >

Monthly Change Network Department Presentations >

Leader-led Actions & Tipsheets >

Q&A from Monthly Change Network Meetings >

MyWorkday Change Network Meeting Agenda Details

Change Network Meeting	Date	Topics Covered
February Change Network Meeting Slides Video	2/23/22	<ul style="list-style-type: none">• Workday Project/Program Overview• Change Network Structure/Purpose• Website & Resource Overview
March Change Network Meeting Slides Video	3/31/22	<ul style="list-style-type: none">• Tecsys Overview• Supply chain activities in Workday vs. Tecsys• Purchase order closeout/transitions
April Change Network Meeting Slides Video	4/28/22	<ul style="list-style-type: none">• Financial System consolidation• Foundational Data Model (FDM): New cost center structure & worktags
May Change Network Meeting Slides Video	5/23/22	<ul style="list-style-type: none">• Supervisory org structure• Role-based security• Delegation approach & expectations
June Change Network Meeting Slides Video	6/22/22	<ul style="list-style-type: none">• HR topics
July Change Network Meeting Slides Video	7/27/22	<ul style="list-style-type: none">• Cutover timeline• Hard vs. soft freeze• Absence, talent, and performance management in Workday (incl. Vandyworks processes)• Manager security role• Super User overview
August Research & Grants Meeting	8/17/22	<ul style="list-style-type: none">• Finance system consolidation

Pegasus Ticket Support Process

NEW Pegasus Self-Service Ticket Entry for all End Users

PEGASUS

SOMETHING IS BROKEN
! **REPORT AN ISSUE**
Report a service-affecting issue

I NEED WORK DONE
[Cubes] **SUBMIT A REQUEST**
Choose this to request IT services

SOMETHING IS BROKEN
[W] **REPORT AN ISSUE**

SOMETHING IS BROKEN
[Network] **REPORT AN ISSUE**

1

3

2

Ticket Submission Guidelines

Which type of ticket should I submit?

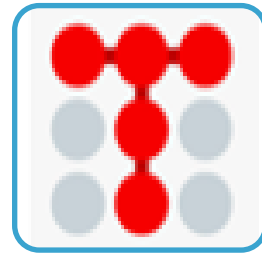
1



Something is Broken: Workday

- Error Messages
- Data Fixes
- Login Issues
- Report Timeout
- Function Issues

2



Something is Broken: Tecsys

- Error Messages
- Data Fixes
- Login Issues
- Report Timeout
- Function issues

3



I Need Work Done (Tecsys or Workday)

- New Cost Center or Program Request
- New Report Request
- Enhancement Request
- Delegation Exception Request
- Security Change Request

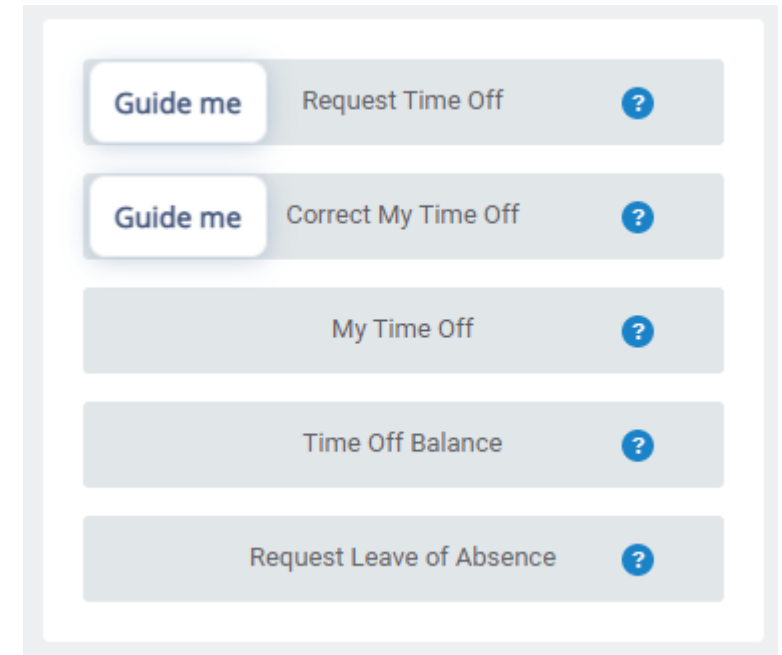
Training

Training Update

- Training has been assigned by security role
 - Weekly updates as edits to security roles are made
 - Role Guides are available on the MyWorkday website or LMS
 - New Hires are being enrolled weekly
- All MyWorkday training is open for self-enrollment
- Find additional training in the LMS using the keywords:
 - Tecsys
 - MyWD
 - [Workday Curriculum](#)

Training Update

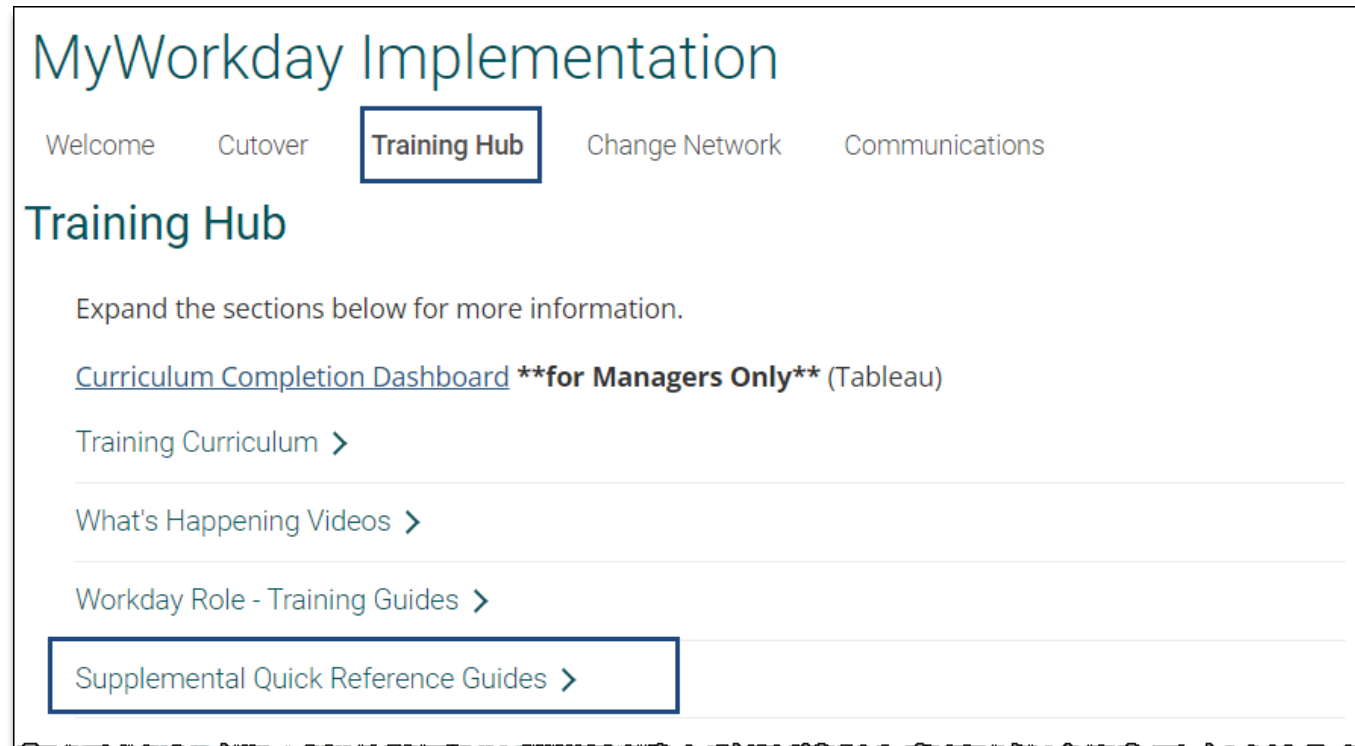
- WalkMe 'Guide Me' assistance is available for key workflows
 - Updating Personal Information
 - Purchasing
 - Receiving
 - Expense Reports
 - Delegation
 - Payroll Costing Allocations
 - PTO



- [WalkMe Add-in Manual Installation Guide for Macs](#)

Training Update

- Leaders should check the MyWorkday dashboard to ensure their teams have completed required training
 - [Workbook: MyWorkday Curriculum Dashboard](#)
- Quick Reference Guides can be found on the [MyWorkday Training Hub](#)



The screenshot shows the 'MyWorkday Implementation' page with a navigation menu. The 'Training Hub' tab is selected and highlighted with a blue border. Below the navigation, the 'Training Hub' section is titled, followed by the instruction 'Expand the sections below for more information.' A list of links is provided: 'Curriculum Completion Dashboard ****for Managers Only**** (Tableau)', 'Training Curriculum >', 'What's Happening Videos >', 'Workday Role - Training Guides >', and 'Supplemental Quick Reference Guides >', which is also highlighted with a blue border.



Replacing 40 systems
used for 40 years

Human Resources

Taleo
PeopleSoft
ePac
C2HR
Performance Central
Learning Exchange *
Kronos*

Benefits Express
Onboarding Portal
Waldo
BI Launch Pad

Supply Chain/ Procurement

eProcurement
Concur*
Check Requests*
Onmicell & PMM (Tecsyst)
USBank
Pcard
BI Launch pad

Budgeting/ Planning

eBudget
BudgetPro
Budget Forecasting Tool
BI launch pad

Research & Grants

Dept Mgt System (DMS)
Center Management
BI launch pad
Effort Certification
Cost Transfer (Admin
Justification)
COEUS*
IRIS
iLab*

Finance

General Ledger/ eDog
Hyperion
Narrative Chart of Accounts
(NCOA)
eStar/ Epic (cost center)*
Privilege Mgt
Journal Entries
BI launch pad

** Denotes system/ process impact. A
current list of systems impacted can be
found at vumc.org/myworkday*

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	CC00034	VUH Transitional Care Unit	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL039
2010795000	VUH NURSING EXPANSION	2010795000	CC00035	VUH Nursing Expansion	FD001	OEVUH	VUMC	FC43043	CTZZZ	SL039
2010796000	HOSPITAL AT HOME	2010796000	CC00036	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)
- Searches 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

Workday Ledger Account Translator

Workday Ledger Account Translator

Cost Center Translator Ledger Account Translator

List of Accounts Legacy Account: 6 Starts With

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			

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

- On-line tool to provide GL account conversion from current GL to new Workday ledger account, spend category, and revenue category worktags
- Searches 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



Reporting Crosswalks



VUMC
BUSINESS
EDUCATION



Workday Reporting Crosswalk

The following list of reports are available in Workday. Based on your role in Workday, you may have access to limited details within the report (for example, detailed payroll information may not be available to you).

Workday Report Name	Areas for Use	Report Description	Similar Legacy Report
Department Transaction Detail	All department users	Departmental report for reviewing transaction level GL detail	MD091 or Transaction Detail reports in BI LaunchPad
Department Transaction Summary	All department users	Departmental report for transaction review - data summarized for easy drilling, slicing and dicing	Transaction Summary report in BI LaunchPad
RPT144 CR Vanderbilt Effort	Grant Managers	Report to return all HCM allocation information by grant, person, supervisory org, or grant end date range	DMS Effort by Person, Vanderbilt Effort, Personnel on Ending Project Centers
RPT294 CR Tasks for My awards	Grant Managers	List of upcoming tasks and due dates for Awards	
Status Summary for Cost Center	All department users	Provides Budget, Actual Expenses, Commitments, Obligations, and Remaining Balance information for a cost center	DMS Status Summary by Account
Department Provider Level Income Statement	Academic Enterprise Clinical Departments	Department Report for tracking financial performance of AE Providers	
Budget vs. Actual by Revenue Category			MD340 - Hospital Responsibility Monthly Report
Find Purchase Orders/Find Supplier Invoices			Encumbrance Report (VUP0200)
RPT006 CR Department Reserves SOM - Drillable	Academic Enterprise users	Provides Academic department fund balances as of a point in time. Returns the Net Assets from Prior Year, Total Revenues, Total Expenses, and transfers to return the Total Reserves for a cost center or division	
RPT007 CR Clinical Department Statement of Operations - Trend	Academic Enterprise users	Provides statement of operations trend by month for Academic Enterprise departments	Hyperion Report - 01 Clin Dept Stmt Ops - Trend w Entity

[Workday_Report_Crosswalk.pdf \(vumc.org\)](http://vumc.org/Workday_Report_Crosswalk.pdf)

Reporting Crosswalks



VUMC
BUSINESS
EDUCATION



Workday HR Reporting Crosswalk


The following list of HR reports are available in Workday. Based on your role in Workday, you may not have access to the data available within these reports.

Current/Legacy Report Name	Report Description	Where in Workday?
Employee Job Detail	Report displays details by employee including <ul style="list-style-type: none">NameHire Date, Continuous Service DateJob code informationOrganization information (company, location, cost centers, worktags, etc.)Manager informationCompensation information	Current Worker Detail Report
Leave Accrual Report	The Manager Hub dashboard is available from the Menu>Apps for Managers. In the View section, you can view "My Team's Upcoming Time Off"	Manager Hub—Overview Tab
Employee Compensation Report	Click the Compensation tab of the Manager Hub to view your Team. Report displays Employee, Job profile, Management Level, FTE, Frequency, Total Base Pay, and Pay Range (Min, Mid, Max).	Manager Hub—Compensation Tab
Department Turnover (Retention)	This dashboard will display Current Fiscal Year data, Terminations, and Annual Trend.	Retention Dashboard for Managers
Employee Transactions with Compensation History	Report displays: <ul style="list-style-type: none">Employee IDLegal NameEffective DateBusiness Process Type & ReasonCurrent positionProposed PositionJob Code (current & proposed)Organizational Information (current & proposed)Base Pay amounts and changes	Worker Change History Report

[Workday_HR_Report_Crosswalk.pdf](#)

As we wrap up....

Employee Go-Live Checklist




workday.
Employee Go-Live Checklist

The MyWorkday project team is happy to share that we have gone live with Workday and Tecsys as of April 1.


To ensure the accuracy of your employee information, utilize this checklist to verify your information in Workday. For additional support and questions contact your departmental [Super User](#) or email MyWorkday@vumc.org.

1) Personal Information

 **Review:**

- Personal information
- Name, gender, race/ethnicity, marital status, etc.
- Contact information
- ...

3) Benefits

 **Review:**

- Benefit elections

ADD

- Dependents

4) Inbox

DRAFT

Stay connected...

- Review Cutover Connection communications
- Watch for MyWorkday Go-Live at a Glance beginning April 1
- Read MyVUMC MyWorkday articles
- Any late updates will be sent from MyWorkday
- Ensure that required training assigned to your team is completed by April 1
- Make sure your teams know your Workday Super Users and Tecsys At-the-Elbow support and how to reach them



Cutover Connection
February 8, 2023

VANDERBILT UNIVERSITY
MEDICAL CENTER

myworkday

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, Tecsys and Workday, for most of our key business tasks. Cutover requires 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. We are also ordering new supplies in March if they are not essential for patient care. As a health system, we will pause opening new departments/clinics during periods where systems that support patient care are down. Keep familiarizing yourself with what's ahead in terms of freeze dates. Focus on what transactions you can do now. For each freeze date, you may want to set deadlines within your system. The information below highlights the most immediate impacts (newer items are in orange). **Note: all items below apply to every employee in the organization and are not limited to VUMC.**

System or Business Process	Date of Impact	Resumption of
Health System	Late January - End of August	Some business processes (Clinical and Acquisition)
Supply Chain/ Tecsys	1/19/23	MEOC regulations
Supply Chain/ Tecsys	1/20/23	Hold on creation
Supply Chain/ Tecsys	1/27/23	Hold on establishment
Supply Chain/ Tecsys	2/3/23	Hold on supply
Supply Chain/ Tecsys	2/3/23	New Item Management
Supply Chain/ Tecsys	2/10/23	Last day to location
Supply Chain/ Tecsys	2/28/23	Last day to location
Supply Chain/ Tecsys	2/28/23	Ordering creation
Supply Chain/ Tecsys	3/4/23	Last day for location
Supply Chain/ Tecsys	3/15/2023	Last day for location
Supply Chain/ Tecsys	3/21/23	Last day for location
Supply Chain/ Tecsys	3/22/23	Last day for location

myworkday Go Live at a Glance
April 1, 2023
Issue 1

This daily update provides a snapshot of the implementation of Workday and Tecsys. Please read carefully, as we share news and information that may be critical to the performance of your jobs.

TOP ISSUES

Note: The issues below are not listed in any particular order. Some issues on earlier lists may have not yet been resolved, but no longer appear given prioritization.

1. Boreri dem nateneq tationsero con net etur mannos et, nulparibusam endae. Mollendae.
2. Explam is nemosam et lam estet ilignati cum apiet maio.
3. Uptam auda lum rerspe lacepel iunt es maion corissit que labo.
4. Esciduc ipsandi ditat doluptae nam harias quos doluptae pereped
5. Explandesequi aligeniam fugit, sinvellabore vel moluptaquo quiaepuda dolestia vella volorest, et landi dist, quo endel incimaos quam, aute minum reriis

MAJOR WINS & ISSUE RESOLUTIONS

- ResoAd quodidicis etur, sed ut enimusam raniendan discil modit, tendis nullum fuga.
- Ucil inumet autem sitatibus volupta sperovi taecate liquam dolorib usdande invels
- tibusantur sam ullab ipis aut am,
- sundunt fuga sincilis am, to que re rem imus nam, nobis verumqui re sum, conserum laborae.

MyWORKDAY SUPERSTAR

The following employees have gone the extra mile to support the IT transition and their co-workers:

- Data Analyst **Chad Hoffman** worked through the night to assist in transitioning the legacy network to the new VBCH network
- Physical Therapy Operations Coordinator **Kassi Miller** did an outstanding job leading her team to a successful go live
- All of the **VBCH directors and leaders** for their responsiveness and dedication to resolving issues as they have arisen

Thank you to all these Super eStars and the many others who are showing great CREDO!

OTHER NEWS

- **All team members:** please review the following Workflow Bulletins (will be loaded into Hubbl soon):
 - [Pre-Operative COVID Testing](#)
 - [Blood Transfusions](#)
 - [Loading Armband Printers](#)
- On-site Command Center will close this afternoon. Issues will continued to be tracked, triaged and remediated through the ticketing process. At-the-elbow support team members will remain on site. Thanks again to everyone for a successful Go Live!

Website: vumc.org/myworkday

VANDERBILT UNIVERSITY
MEDICAL CENTER

Workday Super Users

- Super User meetings are scheduled for tomorrow
- If your Super Users cannot attend tomorrow, make sure they watch the session recording
- Make sure your teams know your Workday Super Users (and Tecsys At-the-Elbow support)
- Access ending to practice environment EOD 3/26



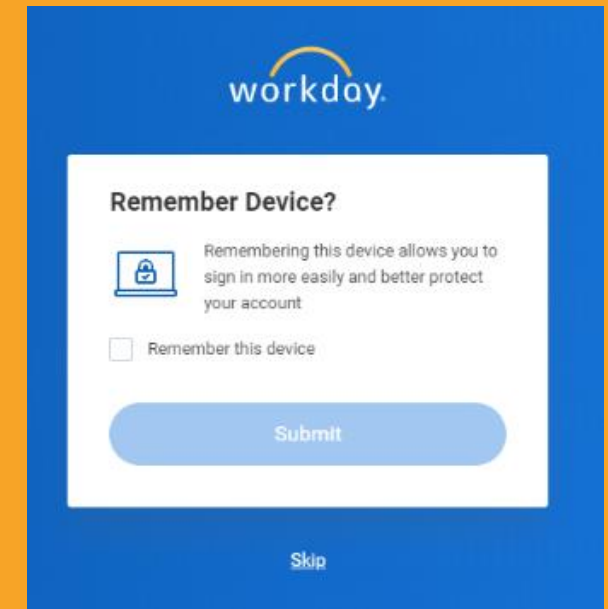
FYI on Security...

Access Workday on a VUMC network or through VPN to ensure:

- users will experience all the functionality of the Workday application
- users will have access to the WalkMe digital adoption tool
- the safety of our data/information

Allow Workday to remember your device:

- Better protects your Workday account
- You will receive follow-up emails
- Workday will remember your device(s) for 180 days



Key Dates

- **Last day** for DRLs to pick up MyWorkday swag: March 23rd (Light Hall 3/23 rm 306 A&B (7:30-9:30))
- Go Live **April 1st!**





March 21st Change Network

- **Cutover Activities:** Cutover details and need to communicate activities. New activities are highlighted in red.
- **Capital Planning Overview:** Archived and shared, and a deck will be available soon.
- **Workday Help:** Workday Help Center includes a case management template.
- **Workday Self-directed Support Tickets:** The MyWorkday self-directed process and a Pegasus guide will be available.
- **Employee Go Live Checklist:** Key items highlighted to complete the firm before accessing Workday.
- **MyWorkday Outreach:** March 21st day for DRLs to pick up MyWorkday. Hall room 306 A&B (12:30-2:30).

Meeting Materials Can Be Found in MyWorkday Change Network Website

- March 21st Meeting Recording
- Change Network Department Information
- Previous Leader-led Actions

Send questions to: myworkday@vumc.org

For more information visit vumc.org



Leader-led Actions March 21st

- ❑ **Share the March 21st *Change Network Department Presentation*** with your team and continue the conversation about the project change impacts and how they will affect the work of your team.
- ❑ **Review the Change Network Resources** including:
 - [Change Network | MyWorkday Implementation \(vumc.org\)](http://vumc.org)
 - [Change Network Mtgs and Topics.pdf \(vumc.org\)](http://vumc.org)
 - [Workday Super User Lookup](http://vumc.org)
 - [Workday Report Crosswalk.pdf \(vumc.org\)](http://vumc.org)
- ❑ **Continue to reach out to your Super Users** to ensure alignment and support for your team(s).
- ❑ **Complete your training** and encourage your team(s) to do the same.
- ❑ **Notify your team(s)** that you will share the Employee Go Live Checklist during the week of April 3rd.



Thank you!