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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 8, 2023

Change Network Agenda

March 8, 2023



- Cutover
- Job Requisitions, Hiring & Onboarding
- Additional Pay
- Payroll Corrections
- Tecsys
- Historical Data
- Next Steps

Cutover

Cutover Connection



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 avoid 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 you can control.

The information below highlights the most immediate impacts (**newer items are in orange**). For a comprehensive overview of cutover-related information, please refer to vumc.org/myworkday/cutover.

New Activities & Key Dates

- New activities highlighted in orange
- Key dates: 3/17 Last day to make any changes in ePac related to individuals in recruitment process
- 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

System or Business Process	Date of Impact	Activity	Key Dates	Notes
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	3/17/23	All open POs with a remaining obligation of \$500 or less or with no activity since 10/1/2022 will be closed
Supply Chain/ Tecsys	2/28/23	Ordering critical or perishable medical supplies, including compressed gases		Place orders to AL Gas with their account number. If account information is provided, AL Gas will apply order to the current blanket PO that is on file. If no account information is provided, AL Gas will apply order to the current blanket PO that is on file. AL Gas is willing to follow this process through the month of March.
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.

Job Requisition/Hiring/Onboarding

Job Requisition Process

- Manager creates job requisition from a vacant (or soon to be vacant) position
 - If no existing position, should create a new position prior to starting the job requisition process
- Enter information needed for posting the job
 - If replacing working, enter the name of the person replacing, and remaining information will default
- Requires manager +1 approval (one up leader)
- Job requisition is routed through the Central Labor Committee process (CLC) with our executive leaders.
- Once all approvals received, requisition is routed back to the manager to assign the recruiter to the requisition
- Work with the recruiter to post the job



Hiring & Onboarding

Two ways an individual is hired as an employee in Workday

Requisition Hire:

All "staff" hires are required to go through the job requisition process. Once the requisition is filled with an accepted job offer, the manager receives a notification in their inbox to begin the "hire" process.

Direct Hire:

Limited to non-staff employee class, such as a Faculty or Housestaff, and are not initiated through the job requisition process.

- Note – Background process for faculty will be initiated through Workday in the future; no more separate email links



Hire Business Process

- Workflow requires manager to review and update details regarding the hire
- Details can include:
 - Compensation information
 - One-Time payment
 - Organizational Assignments
 - Costing Allocations
- Once submitted by manager, approval is required by Manager +1 (one up leader)
- Then transaction routed to HR Data Management Team for final review/approval.
 - Includes verifying background is complete
- Employee ID is assigned and the VUMC ID creation process is triggered.

Employee Onboarding

- Once hire process is complete, notifications are sent to the individual to complete the onboarding process
- An email notification with instructions to claim their VUMC ID is sent to the individual's personal email address.
- Once the VUMC ID is claimed, they will be able to access Workday to complete the onboarding tasks in their Workday inbox.
 - I-9 form
 - Federal & applicable state W-4
 - Direct Deposit
 - Benefits elections
 - Emergency contact



Additional Pay

Additional Pay – Allowance Plans

- Recurring payment assigned to an eligible employee with begin and end date
- Examples are Admin Supplement, Exempt Evening Pay, etc.

Plan	Eligibility Rule	PS Earnings Code
Administrative Supplement	Pay rate type = Salary (Exempt)	ADS
Exempt Evening Pay	Eligibility rule to apply to Pay Rate Type (Exempt) = Salary and Job Family Group to include Clinical, Nursing, Faculty, Temporary, TempForce	EEF
Housestaff Supplement	Employee Class = Housestaff and VMG = No	HSS



Plan Assignments 4 items



Effective Date	Plan Type	Compensation Plan	Assignment	End Date
01/01/2023	Salary	Salary Plan	159,856.80 USD Annual	
01/01/2023	Dynamic Calculated	STD / LTD Buy Up Calculation (Not Compensation)	135,856.80 USD Annual Calculated on 03/07/2023	
01/01/2023	Allowance	Exempt Evening Pay	993.58 USD Monthly: Individual Target	06/30/2023
01/01/2023	Merit	Staff Merit Plan	0.00% Annual	



Plan Assignments 4 items



Effective Date	Plan Type	Compensation Plan	Assignment	End Date
07/01/2022	Salary	Salary Plan	11,896.08 USD Annual	
01/01/2023	Dynamic Calculated	STD / LTD Buy Up Calculation (Not Compensation)	45,748.08 USD Annual Calculated on 03/07/2023	
01/01/2023	Allowance	House Staff Supplement	1,250.00 USD Monthly: Individual Target	06/30/2023
07/01/2022	Allowance	VA Compensation	57,852.00 USD Annual: Individual Target	



Additional Pay – One-time Payments

- Ad hoc payments to an eligible employee
- Examples are Referral, Sign-on, Exempt Additional Shift, etc.

Plan	Eligibility Rule	PS Earnings Code
Referral Bonus	Employee Class = Staff and Job Family Group NOT= Human Resources, Human Resources Tempforce, Human Resources Temporary	FFB
Exempt Additional Shift	Eligibility rule to apply to Pay Rate Type (Exempt) = Salary and Job Family Group to include Clinical, Nursing, Faculty, Temporary, TempForce	EOP
VMG Lump Sum Payment	Employee Class = Faculty and VMG = Yes	VLS

Service Free Stipend

Definition

Payment whereby the person is not required to do any kind of work (past, present, or future) as a condition of receiving the payment. Non-service stipends are given as a means of assisting an individual to pursue academic study or research.

How do I pay a Service Free Stipend?

- Payments to employees will be processed as an allowance plan
- Payments to non-employees will be process through Disbursements
 - Workday does not allow processing of payments through payroll for non-employees

Payroll Corrections – Kronos, PCA, & PAA

Historical Corrections in Kronos

- Edits for *non-exempt* **Time** only
 - Pay code
 - Punches
 - Transfers
- **No** edits for pay rate/job codes:
 - Job Change in Workday
 - Workday Payroll Accounting Adjustment
- Workday pay periods only
 - Beginning March 26th



Timekeeper – Historical Edit Steps

The screenshot displays the Timekeeper application interface. At the top, there is a header bar with the text 'Genies' and a settings icon. Below the header, there is a search bar labeled 'QuickFind' with the text '*12345' and a search icon. To the right of the search bar, there is a date range selector showing 'Loaded 8:09' and '3/26/2023 - 4/08/2023, S...'. Below the search bar and date range selector, there is a toolbar with several icons: 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Approval', 'Share', and 'Go To'. The 'Approval' icon is highlighted, and a dropdown menu is open, showing three options: 'Approve Timecard', 'Remove Timecard Approval', and 'Enable Edits'. The 'Enable Edits' option is highlighted with an orange box. Below the toolbar, there is a table with columns: 'Name', 'Emp ID', 'Primary Account', and 'On Premises'. The table is partially visible, showing the first row with the name 'Thomas Cook, Anita'.

1. Find and select timecard
2. Select Workday pay period (post March 26th)
3. Approval > Enable Edits

Timekeeper – Historical Edit Steps

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+ X		Sun 3/26											
+ X		Mon 3/27											
+ X		Tue 3/28											
+ X		Wed 3/29	• PNS	8.0								8.0	8.0
+ X		Thu 3/30											8.0
+ X		Fri 3/31											8.0

- Add or Edit
- pay codes
- punches
- transfers

Totals Accruals Audits **Historical Corrections**

Detail View Summary View

Pending	Historical Date	Type of Edit	Pay Code	Amount	Account
✓	12/07/2022	Correction	PNS	8.0	...341/P00043344/0/CC00101

Timekeeper – Timecard Summary

Manage My Department

Genies

Timecard Summary Loaded 9:22

Name	Emp ID	Dept	Pay Rule	Std PP Hrs	Totals Without Corrections	Totals With Corrections	Missed Punch	Short Meal	Employee Approval	Mgr Apprl
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Tecsyst

Tecsys ATE Readiness Sessions

	Inpatient Areas	OR/GI (CDUI)	Cath Lab/IR (CDUI)
Tuesday, 3/7	6:30 am	10 am	7 am
Wednesday, 3/8	12:30 pm	2 pm	11 am
Thursday, 3/9	6:30 pm	5 pm	3 pm
Monday, 3/13	--	--	9 am
Tuesday, 3/14	8 am	12 pm	--
Wednesday, 3/15	2 pm	6 am	12 pm
Thursday, 3/16	8 pm	--	5 pm
Friday, 3/17	--	6 am & 7 am	--

Tecsys: At-the-Elbow Support - Call to Action

What we need from you:

- Reminder: It's a Saturday go-live **(April 1)**!
- Engage Vanderbilt Tecsys At the Elbow Support:
 - Plan ahead
 - Identify how your team will work with ATE
 - Ensure Tecsys ATE are prepared for go-live
 - Encourage Tecsys ATE to complete training



Tecsys Super Users/At-the-Elbow Support

- Additional VUMC staff are needed for ATE/Super User support for the Tecsys go-live
- View sign-ups at <https://www.vumc.org/pou/training>
- To add additional ATE/Super Users email BusinessEducation@vumc.org



Historical Data in Workday

General Ledger & HR Data

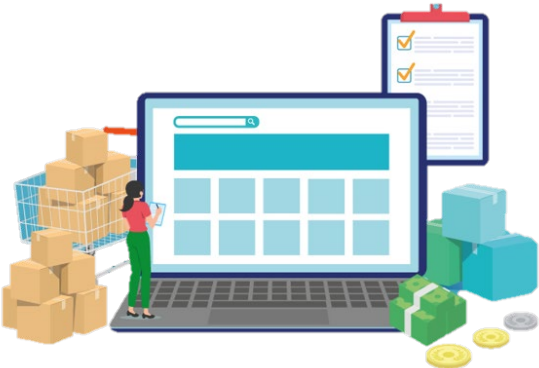


Data Description	Data brought into Workday	Notes
General Ledger (GL) Account-Level Summary Data	3 fiscal years of account-level summary for financial reporting (July 2020-June 2022)	
GL Transaction Detail Data	Fiscal year-to-date transaction-level data for financial reporting, July 2022 – February 2023	
GL Transaction Detail Data March 2023	March data will be brought into Workday after March close (~April 12th)	March month-end financial reviews and reconciliation should be completed in legacy systems
GL Account-Level Project-to-Date Summary Data for active Research Projects	Project-to-date account-level summary for financial reporting	Transaction-level detail prior to FY24 can be accessed through legacy systems
Performance Reviews	Previous 3 years for active employees	Overall rating, manager, and review dates
Job History	Data for active employees	Experience category, relevance, responsibilities, and period
Disciplinary Actions	Previous 3 years for active employees	Disciplinary action type, period, and manager
Candidate Experience & Education	All data for active candidates open requisitions	Work experience & education provided in the candidate profile in Taleo, includes internal and external experience.
Prospects	Active prospects from Taleo as of Jan 1, 2022	Includes contact information and prospect source.

Supply Chain Data: POs and Invoices

Data Description	Data Brought into Workday
Purchase Orders	Open PO line items will be brought into Workday
Invoices	Open invoices will be brought into Workday

Notice: Only the open PO/Invoice line items will be brought into Workday.



PO Nbr	Req Id	PO Dt	PO Status	Buyer Name	Buyer Phone	Shipto Person Name	Shipto Dept Name	Shipto Room Nbr
4023062659	E002360346	01/04/2023	Dispatched	Peace, Warren	615-867-5309	Anita Knapp	Finance	200

Line Nbr	Item Nbr	Item Description	Qty	UOM	Unit Price	Ext Amt	Dist	Center	Account	SLID	Account	Ext Amt
1	912037	Zebra F-301 Retractable Ballpoint Pen, Fine Point, Blue Ink, Dozen (27120)	1	DZN	\$26.74	\$26.74	1	1085100000	60040			\$26.74
2	2429579	Mind Reader Perch Monitor Stand, Black (MONSTA3D-BLK)	2	EA	\$20.49	\$40.98	1	1085100000	60040			\$40.98
3	24449392	PURELL Advanced Hand Sanitizer Refreshing Gel, Clean Scent, 8 oz Pump Bottle, 12/Pk (4040-12-S)	1	CT	\$47.88	\$44.58	1	1085100000	60040			\$44.58
4	369657	Clorox Disinfecting Wipes Value Pack, Fresh Scent and Crisp Lemon Scent, 35 Wipes/Canister, 3/Pack (CLO 30112)	5	PK	\$8.00	\$40.00	1	1085100000	60040			\$40.00

Center	Account	SLID	SLAC	Ext Amt
1085100000	60040			\$150.00
Total PO:				\$150.00

MyWorkday Outreach

MyWorkday Outreach

- MyWorkday swag will be available for DRLs to pick up in March
- The MyWorkday team will soon visit the plaza on March 15, 16, and 23 and regional locations March 14 and 17.
- Watch your email for details (more to come).



Workday Login

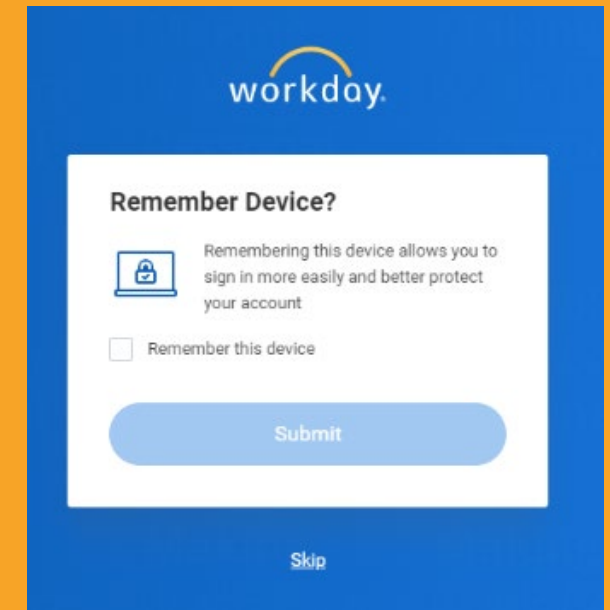
FYI on Security...

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

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

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



todo

Leader-led Actions March 8th

- ❑ **Share the March 8th *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.
- ❑ **Look ahead on the cutover plan. Communicate how these activities impact your team.** 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 your training** and encourage your team(s) to do the same.

recap

March 8th Change Network Meeting

- **Cutover Activities:** Cutover details and the need to communicate activities was discussed. New activities are highlighted in orange.
- **Hiring, onboarding, and additional projects** highlighted.
- **Training:** Historical corrections in Kronos demonstrated.
- **Historical Data:** An overview of historical data was provided.
- **Tecsys Update:** A list of At-the-Elbow support readiness sessions shared. Test ATE/Super Users were asked to complete training, plan ahead, and prepare for cutover.
- **MyWorkday Outreach:** MyWorkday support will be available for DRLs to pick up in March.

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

- March 8th Meeting Recording
- Change Network Department Presentation
- Previous Leader-led Actions

Send questions to: myworkday@vumc.org



Thank you!