

# HCM Workday Town Hall

May 21, 2025

# HCM Workday Town Hall Agenda

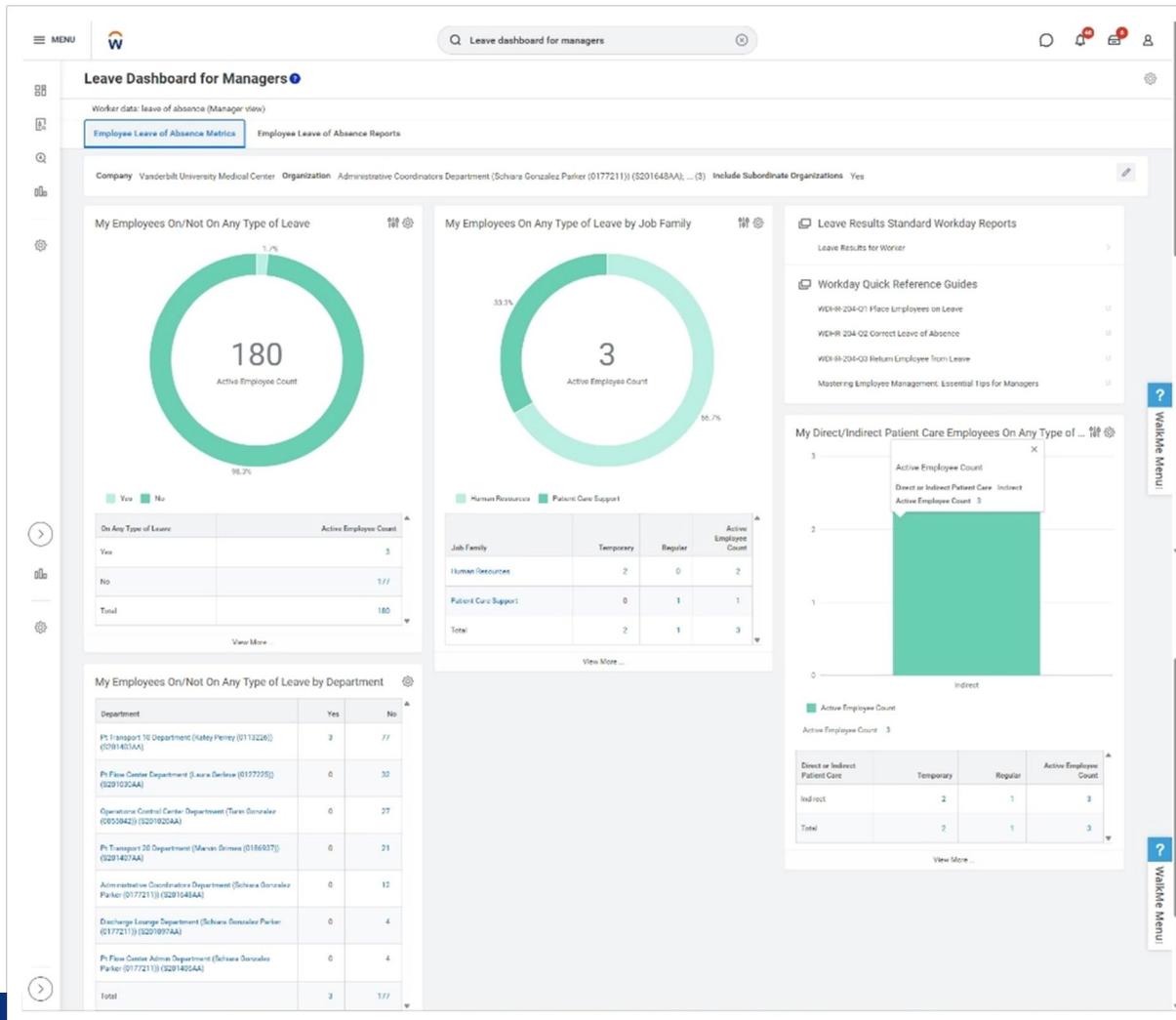
May 21, 2025

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- Welcome
- Leave Dashboard
- Workday Ticket Reminder
- Job Requisition Prerequisite
- Reminders
- Next Steps/Q&A



# Leave Dashboard



# New Employee Leave Management Dashboard

# Key Features and Benefits

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## Access and Navigation:

Available via the Manager Hub in Workday

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Accessible by supervisory organization managers, HCM business managers, and HCM business assistants

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## Interactive Design:

Includes prompts for detailed information

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"Walk me" prompts for special fields

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## Enhanced Planning:

Auto-populates department data

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Helps track FMLA utilization

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Aids in planning for future leave

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## Benefits:

Simplifies leave management

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Provides clear and comprehensive data

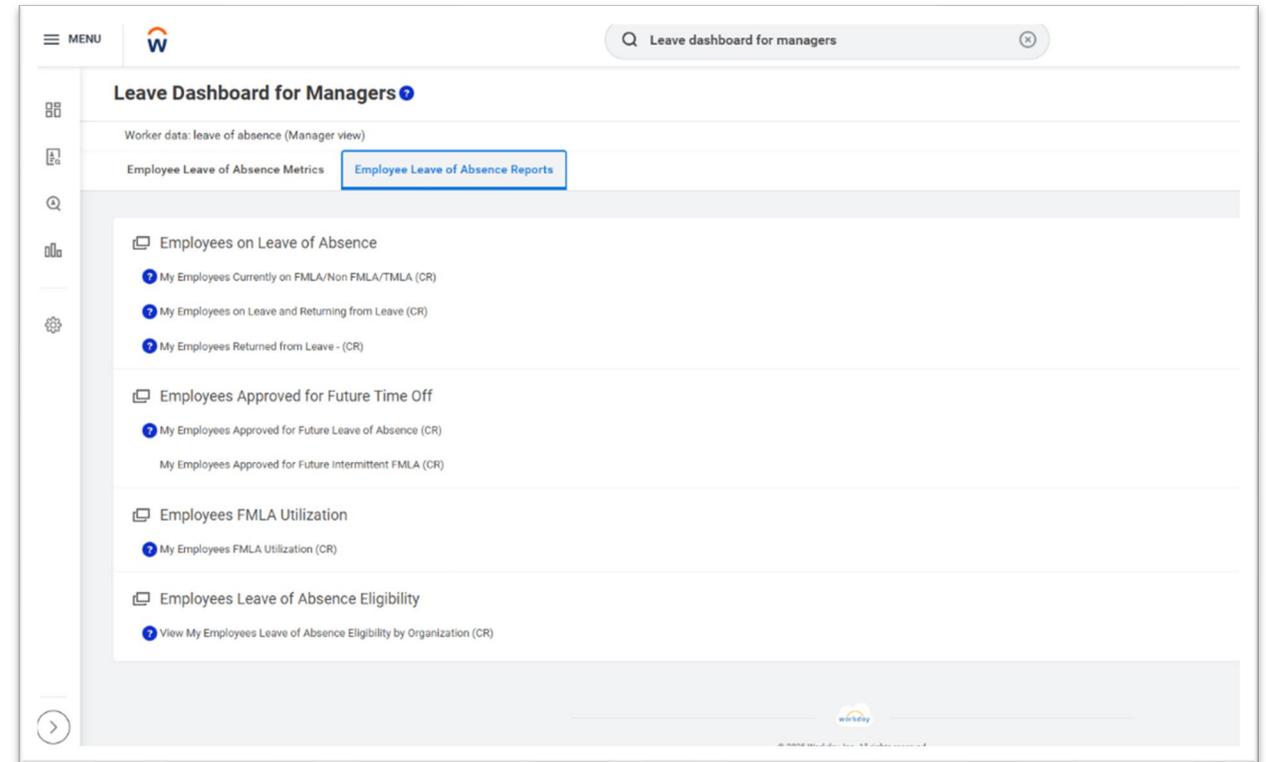
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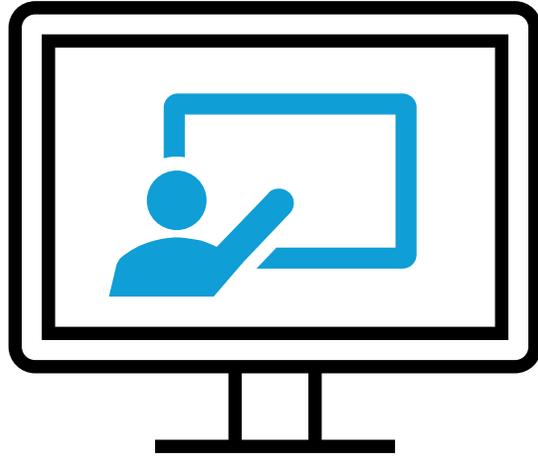
Improves decision-making and staffing levels

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# Comprehensive Report List

- **Employees on Leave of Absence:**
  - My Employees Currently on FMLA/Non FMLA/TMLA (CR)
  - My Employees on Leave and Returning from Leave (CR)
  - My Employees Returned from Leave (CR)
- **Employees Approved for Future Time Off:**
  - My Employees Approved for Future Leave of Absence (CR)
  - My Employees Approved for Future Intermittent FMLA (CR)
- **Employees FMLA Utilization:**
  - My Employees FMLA Utilization (CR)
- **Employees Leave of Absence Eligibility:**
  - View My Employees Leave of Absence Eligibility by Organization (CR)





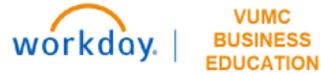
**Demonstration**



# Workday Ticket Reminder

# Workday Ticket Guide

[www.vumc.org/myworkday/sites/default/files/public\\_files/Training/WorkdayTicketGuide.pdf](http://www.vumc.org/myworkday/sites/default/files/public_files/Training/WorkdayTicketGuide.pdf)



## Workday Ticket Guide



### Pegasus and Workday Help Tickets

Area Need	Description	Link
<b>Certifications and Licenses for Worker</b>	<p><b>Workday Help Ticket:</b> Request assistance with certifications or licenses for a worker or request a new certification be added to the base list, please go to the Workday Menu and select Help.</p> <p>Select Create Case, then select <b>General HR Case Type Option</b>.</p>	<a href="#">Certification and Licenses Help Ticket</a>
<b>Expense Reports</b>	<p><b>Pegasus Ticket:</b> For assistance, please select <b>Ask a Workday Question</b> in the <i>What area are you having a problem with?</i> Field.</p>	<a href="#">Expense Reports Pegasus Ticket</a>
<b>Goals and Performance Review</b>	<p><b>Workday Help Ticket:</b> Request assistance with Goals or Performance Reviews.</p> <p>Select Create Case, then select <b>General HR Case Type Option</b>.</p>	<a href="#">Goals and Performance Review Help Ticket</a>
<b>HCM Report or Dashboard Request</b>	<p><b>Pegasus Ticket:</b> Submit and HCM Report or a Dashboard Request</p>	<a href="#">HCM Report or Dashboard Request Pegasus Ticket</a>
<b>Job Requisition Removal</b>	<p><b>Pegasus Ticket:</b> Request assistance in removing a job requisition that was created in error.</p> <p>Please select <b>HCM Recruiting</b> in the <i>What area are you having a problem with?</i> Field.</p>	<a href="#">Job Requisition Removal Pegasus Ticket</a>
<b>Ordering Supplies and Updating Location</b>	<p><b>Pegasus Ticket:</b> Request assistance in ordering supplies or updating your location.</p> <p>Please select <b>SCM Procurement</b> from the drop-down menu.</p>	<a href="#">Ordering Supplies or Updating Location Pegasus Ticket</a>
<b>PO Payments and Reimbursement Payments</b>	<p><b>Pegasus Ticket:</b> For assistance, please select <b>Ask a Workday Question</b> in the <i>What area are you having a problem with?</i> Field.</p>	<a href="#">PO Payments and Reimbursement Payments Pegasus Ticket</a>
<b>Security</b>	<p><b>Pegasus Ticket:</b> Request a Workday security change (i.e., HCM Business Assistant with Compensation, HCM Viewer, etc.) or role change for an employee.</p>	<a href="#">Security Pegasus Ticket</a>
<b>Supervisory Organization</b>	<p><b>Pegasus Ticket:</b> Request a supervisory organization</p>	<a href="#">Supervisory Organization Pegasus</a>



# Workday Ticket Guide – Link

pegasus.vumc.org/ess/workday

## WORKDAY ISSUE SUPPORT



Use this form to report an issue with Workday. If you are looking to **REQUEST** something for Workday, please navigate to the Workday Request forms located in the [Pegasus Service Catalog](#). If you are looking for training content or support, please navigate to the [myWorkday Training Hub](#). Please do not enter multiple tickets for the same issue. Need more help with your ticket? See the [WorkdayTicketGuide](#).

Provide some details about this issue.

What area are you having a problem with?:

\* Description:

Summary of the problem, services affected, impact to the business, etc.

\* Impact:

4 - Single User

\* Urgency:

Work Is Not Impaired

\* Can the technician resolve this issue without making contact with you?:



Chat with

# Workday Ticket Guide – Link

[www.myworkday.com/vumc/wdhelp/helpcenter](http://www.myworkday.com/vumc/wdhelp/helpcenter)

Q Search

## Help Center

Find Answers

- Absence (1)
- Benefits (10)
- Employee Relations (2)
- FMLA (4)
- General HR (6)
- Payroll (4)

[Time Off](#)

At VUMC, eligible staff members receive a variety of paid time off from work. Flexible paid time off (flexPTO) FlexPTO is VUMC's paid time off program fo...

[Click for Workday Ticket Guide](#)



# Job Requisition Prerequisite

# Prerequisites for creating a Job Requisition

## Position

### Existing position

- Vacant
  - Review position restrictions to confirm no changes are needed.
- Filled
  - Must be marked to allow for overlap
  - Current incumbent will need to have a vacating transaction completed before an offer can be made.

### New Position

- Create position task must be approved and have “P” number assigned.

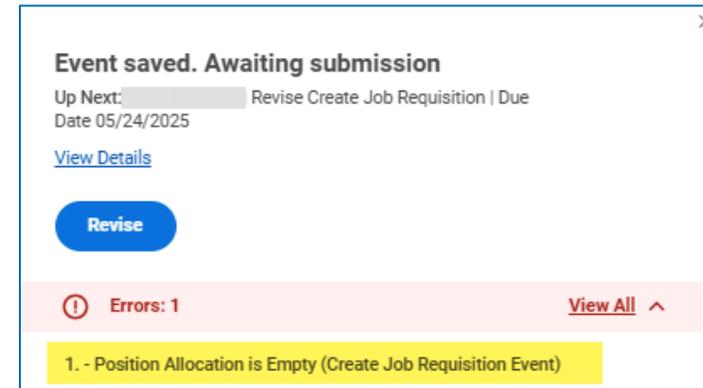
## Assign Costing Allocation

### Costing allocation complete

Position must have an assigned costing allocation

- If a new position is created, complete the assign costing allocation task that generates after the position creation.
- If an existing position, complete Assign Costing Allocation on the position.

Error received on job requisition when costing allocation is missing.



# Assign Costing Allocation for Create Position

Created: 05/20/2025 | Due: 05/22/2025

### Assign Costing Allocation for Create Position

Costing allocations must be entered. If default shown is correct, please enter the same as the costing allocation.  
You can expand the Assign Costing Allocation section (by clicking on the 'Add' button) to view the current default organization assignments on the position.  
A Payroll Costing Allocation (PCA) must be entered on the Position to open a Job Requisition. Please enter the costing allocation details based upon where anticipated work should be costed.

#### Event Details

Event Costing Allocation for Create Position: P00129451 Position for Demonstration  
Effective Date 05/18/2025

#### Costing Allocation Details

Costing Allocation Level \* Position Restriction

Include Existing Allocations  
From 05/18/2025 To MM/DD/YYYY Refresh Costing Allocation Data

Proposed Costing Allocations Existing Costing Allocations

+ Add

05/18/2025

Copy Costing Allocation

Start Date \* 05/18/2025

End Date MM/DD/YYYY

> Costing Allocation Attachments

> Salary Over the Cap Default Costing Allocations

#### Costing Allocations

Costing Allocation Details 1 item

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company	Grant	Gift	Project	Program	Cost Center
	Company: Vanderbilt University Medical Center Cost Center: CC00829 MCA HR Operations Function Code: FC28023 Institutional Support - General Administration Fund: FD001 General Fund Operating Entity: OEMCA Medical Center Administration							

enter your comment

Process History

Suzanne Guye (0109314) Assign Costing Allocation- Awaiting Action Due 05/22/2025

Submit Save for Later Cancel

WalkMe Menu

Costing details must be present.  
Multiple lines must equal 100% allocation.



# Reminders

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- ❖ Culture Survey extended to May 27<sup>th</sup>
- ❖ Employee Self Evals – June 2 to June 30
- ❖ Manager Evals – July 1 to August 31
- ❖ Annual Compliance – Due June 17<sup>th</sup>
- ❖ Conflict of Interest





Questions?

**Next Town Hall – TBD (likely July)**

**There will be no June meeting**

