

HR Workday Town Hall

March 20, 2024



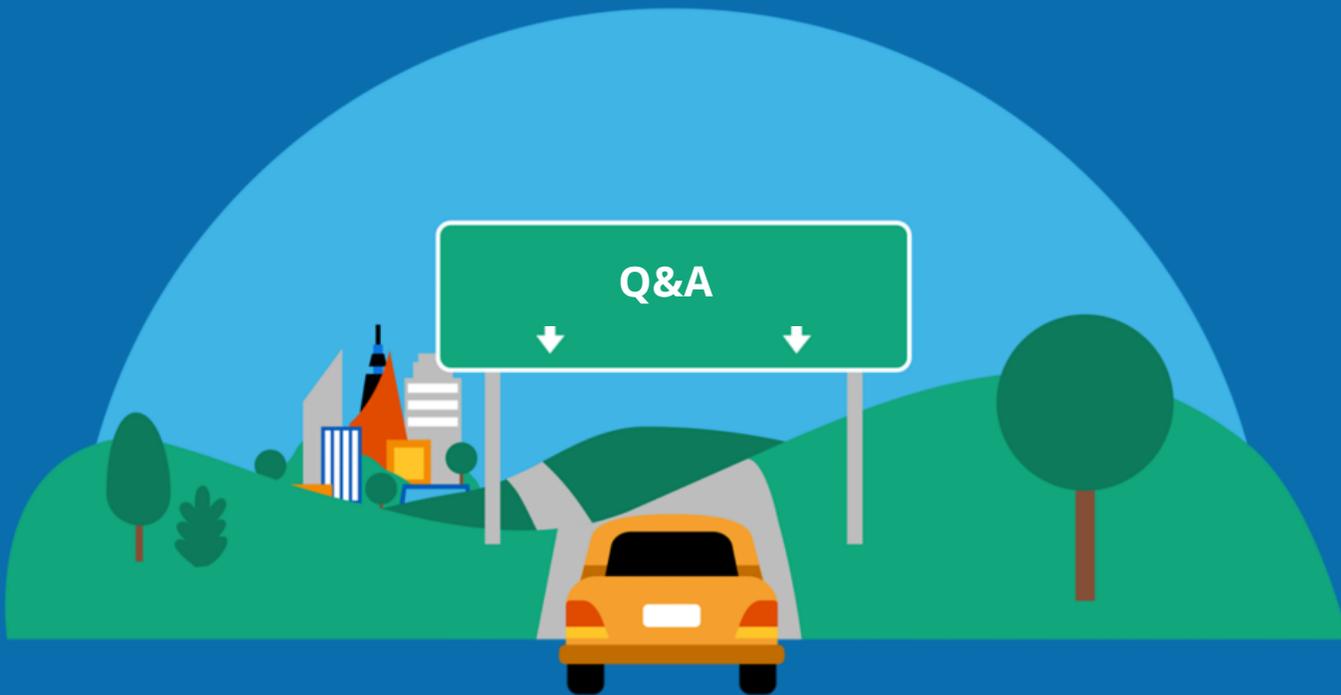
HR Workday Town Hall Agenda

March 20, 2024

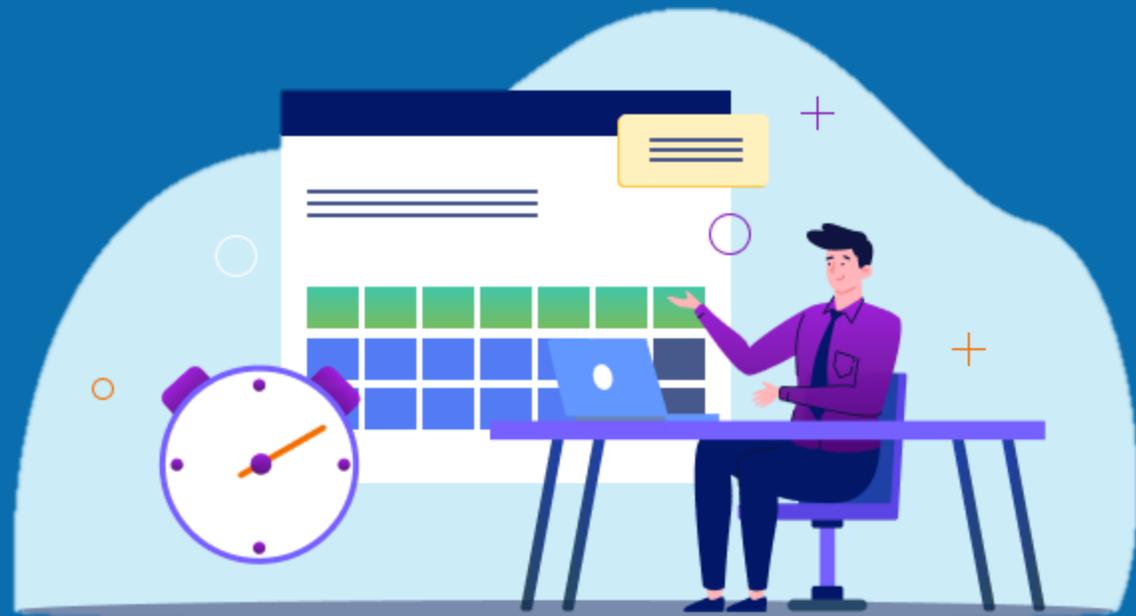
- Welcome
- Leaves of Absence and Short-Term Disability
- Contingent Workers
- Workday Insights
- Next Steps/Q&A



Rules of the road for today's Q&A



FMLA and Other Leaves



Difference between FMLA and STD



FMLA

(Family Medical Leave)

- Unpaid Job Protection Leave
- Federal Benefits
- Provides up to 12 weeks of leave for qualifying condition
- Administered by VUMC

STD

(Short-Term Disability)

- Income Replacement for your own condition
- VUMC Benefits
- Employee medical condition may continue <24 weeks
- Administered by Unum

Difference between FMLA and STD

- Eligibility for FMLA leave has no bearing on eligibility for STD benefits
- Eligibility for STD benefits has no bearing on eligibility for FMLA leave
- If employee needs leave for own condition, they may be eligible for STD and FMLA, in which case the two run concurrently

How Short-Term Disability Works

- All updates made at Unum are updated on Workday Absence in real time (within an hour)
- Workday “Absence tab” is where employees and managers can find initiated and approved STD and LTD claims information

Leave of Absence Requests 3 items

Leave of Absence	Last Day of Work	First Day of Leave	Actual Last Day of Leave	Estimated Last Day of Leave
FMLA	03/11/2024	03/12/2024		06/03/2024
New Claim Request	03/11/2024	03/12/2024		08/27/2024
TMLA	03/11/2024	03/12/2024		07/09/2024

How Short-Term Disability Works

- Workday absence displays:
 - Last day of work
 - First day of absence
 - Estimated last day of absence – auto generated for 60 days
 - Actual last day of leave – will be auto filled when confirmed by Unum

Leave of Absence Requests 3 items

Leave of Absence	Leave Return Event	Last Day of Work	First Day of Leave	Actual Last Day of Leave	Estimated Last Day of Leave
Short Term Disability		10/28/2023	11/19/2023		01/04/2024
14 Calendar Day waiting period for Short-Term Disability	Q	10/28/2023	11/01/2023	11/14/2023	11/14/2023
Non-FMLA		10/31/2023	11/01/2023		12/13/2023

Manager Communication



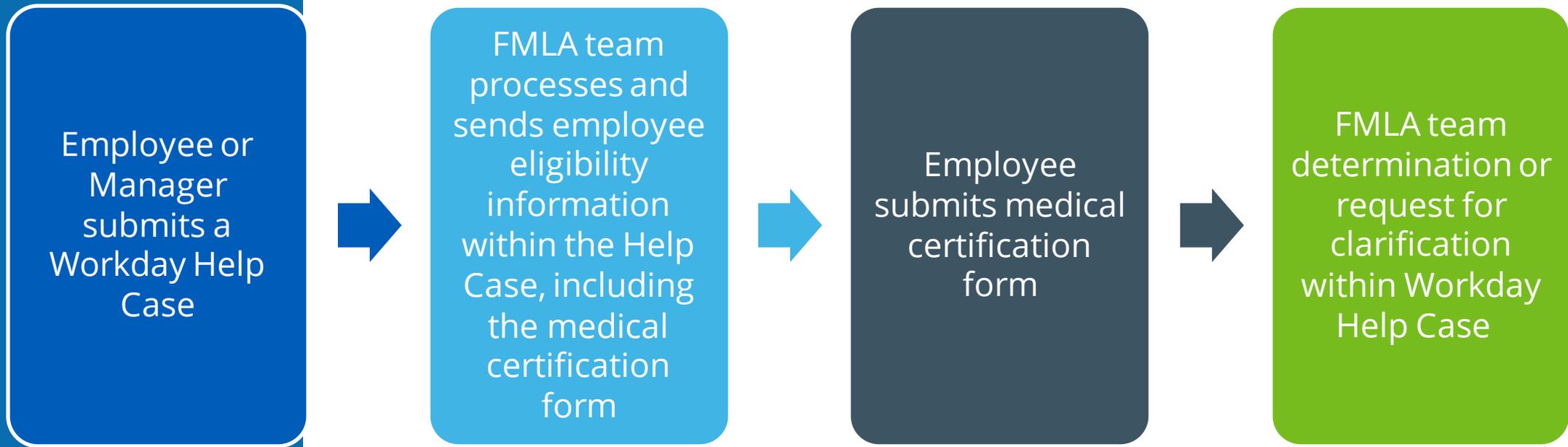
- Workday will send notifications to the leader within:
 - When STD leave start date is approved
 - When the STD leave end date is approved
 - One day before the STD end date and Scheduled RTW
- Leaders should talk to the employee about how to code time off for the 14-day elimination period
- Leaders should remove any PTO/Sick for the employee scheduled during the STD timeframe (includes holidays)

STD To-Do List for Managers

- ✓ Speak with employee to complete FMLA.
- ✓ Speak with the employee to determine how to code your 14-day waiting period. *Remove any FlexPTO during the STD approved timeframe.*
- ✓ If employee is not able to submit a STD claim, the manager can call Unum at 1-800-836-6900 to start the claim on behalf of the employee.
- ✓ Manager review “Absence Tab” and reports for updates on expected return to work.
- ✓ Manager ensure employee has contacted Unum with return-to-work date.



How FMLA Works



How FMLA Works: Continuous Leave

- Leader needs to review approval and leave of absence to ensure actual leave dates are accurate
 - If leave dates are not accurate, reach out to leave case manager regarding steps to adjust
 - Please note, earlier begin dates may require the employee to submit an update from the provider
 - While on leave, employees will not receive their normal salary
 - Appropriate paid time off needs to be entered by the employee/manager (Unless approved for STD)

The screenshot displays a user interface for 'KS Accountant (0216576)'. The left sidebar contains navigation options: Summary, Job, Absence (highlighted), Pay, Personal, and Feedback. The main content area is titled 'Absence Requests' and 'Absence Balance'. It features an 'Add Time Off' button and a table for 'Leave of Absence Requests' with 1 item. The table has columns for 'Leave of Absence', 'Last Day of Work', 'First Day of Leave', 'Actual Last Day of Leave', and 'Estimated Last Day of Leave'. Below this is a section for 'Time Off Requests' with 0 items, which is currently empty and displays the message 'No items available.'.

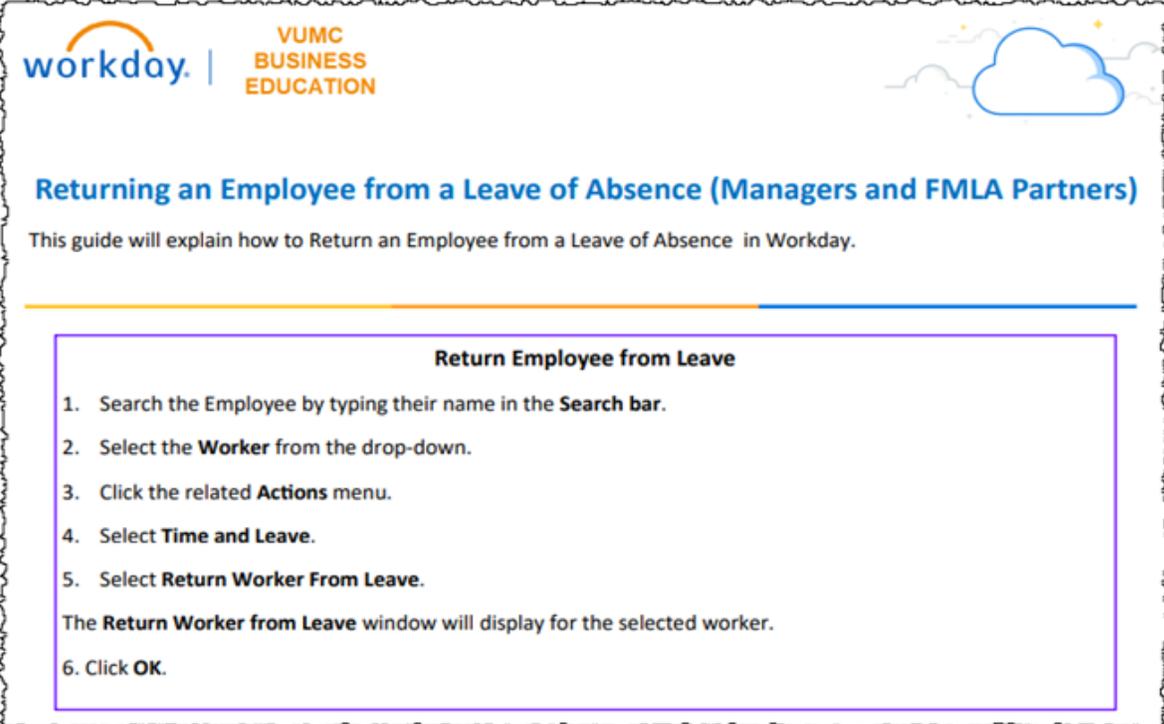
Leave of Absence	Last Day of Work	First Day of Leave	Actual Last Day of Leave	Estimated Last Day of Leave
Non-FMLA	04/13/2024	04/14/2024		05/15/2024

Time Off	Date	Day of the Week	Type	Requested	Unit of Time	Comment
No items available.						

Returning to Work: *From all Continuous FMLA*

When employee is ready to return to work:

- They should notify their leader at least 3 days prior
 - When notifying, they should discuss the intended return to work date
- The leader should return the employee to work within Workday



workday | **VUMC BUSINESS EDUCATION**

Returning an Employee from a Leave of Absence (Managers and FMLA Partners)

This guide will explain how to Return an Employee from a Leave of Absence in Workday.

Return Employee from Leave

1. Search the Employee by typing their name in the **Search bar**.
2. Select the **Worker** from the drop-down.
3. Click the related **Actions** menu.
4. Select **Time and Leave**.
5. Select **Return Worker From Leave**.

The **Return Worker from Leave** window will display for the selected worker.

6. Click **OK**.

Returning to Work:

From Continuous FMLA for own condition

- If on leave for own condition, the employee should provide a request to return to work
 - The employee should discuss any restrictions the return to work indicates when they reach out regarding returning to work

- If the leader is comfortable with the return-to-work and restrictions, they can allow the employee to return to work
 - The employee should provide the request to return to work when they return

- If the leader is not comfortable with the return-to-work and restrictions, the leader should reach out to their HR Business Partner to discuss next steps
 - The employee may need to go through the reasonable accommodation request process

Managers to do list for FMLA

Continuous FMLA Leave

- ✓ Confirm begin and estimated end dates of leave with employee and within Workday
- ✓ Ensure any needed paid time off, like flexPTO or Sick Time, are entered
- ✓ When employee is returning to work for a leave for their own condition
 - ✓ Ensure employee has a request to return to work
 - ✓ If concerned with any restrictions, reach out to HRBP
- ✓ Return employee to work within Workday
 - ✓ If employee still appears as “(on leave)” review profile regarding what type of leave and submit Workday help ticket to benefits (STD) or FMLA (FMLA, Non-FMLA, TMLA)
- ✓ If employee needs any additional leave, refer to FMLA team regarding updating their leave

Summary of Manager To-Do's

Short-Term Disability

- ✓ Speak with employee to complete FMLA.
- ✓ Speak with the employee to determine how to code 14-day waiting period. *Remove any FlexPTO during the STD approved timeframe.*
- ✓ If employee is not able to submit a STD claim, the manager can call to start to the claim on behalf of the employee
- ✓ Review "Absence Tab" and reports for updates on expected return to work.
- ✓ Ensure employee has contacted Unum with return-to-work date.

Continuous FMLA Leave

- ✓ If own condition, ensure they are aware of STD
- ✓ Confirm begin and estimated end dates of leave with employee and within Workday
- ✓ Ensure needed paid time off is entered
- ✓ When employee is returning to work for a leave for their own condition:
 - *Ensure employee has a request to return to work*
 - *If concerned with any restrictions, reach out to HRBP*
- ✓ Return employee to work within Workday
 - *Review profile, if employee still appears as "(on leave)" select absence to find out what type of leave*
- ✓ If employee needs additional leave, refer to FMLA team regarding updating their leave.

Leave of Absence Resources

Workday Reports

- [Leave Results for Worker](#)
- [Workers Returned from Leave](#)
- [Workers Returning from Leave](#)
- [Workers on Leave](#)

Quick Reference Guides

- Quick guides can be found on the MyWorkday Training Hub for the FMLA leave processes discussed today.
 - **Some examples are:**
 - WDHR-202-Q2 Return Employee from FMLA Leave (People Leaders)
 - WDHR-203 Time Off for Managers and Absence Partners in Workday (Central Office)

Learning Courses

- FMLA: A Manager's Guide



Contingent Workers





What is a Contingent Worker?

Contingent Worker Examples:

- ❖ Affiliate
- ❖ Agency Worker
- ❖ Allied Health Student
- ❖ Contractor
- ❖ Outsourced Leader
- ❖ Student Observer
- ❖ Visiting Professor
- ❖ Volunteer

- A Contingent Worker is an individual who is not a VUMC employee that requires a VUMC ID.
- A Contingent Worker is not paid wages through VUMC payroll and is not benefit eligible.
- Contingent workers do not onboard through a job requisition.
- An individual can only have one record in Workday.
 - Cannot be both a contingent worker and an employee

Onboarding a Contingent Worker

- Process should begin at least 7 days prior to the expected start date.
- Social Security number and Birthdate are required for an individual to receive a VUMC ID.
 - If a background check is completed through VUMC, this data is collected as part of the background check process.
 - If the background check is completed by the Contingent Worker's employer or school, then the Contingent Worker will receive an email notification with temporary limited access to Workday to provide their Social Security Number and Birthdate. This must be completed by the Contingent Worker prior to the effective start date.



Create or Use Existing Position

Supervisory Organization HR Operations Support Department (Suzanne Guye (0109314)) (S108220AA)

Position Request Reason

Job Posting Title * Intern

Number of Positions * 1

Hiring Restrictions Qualifications

Availability Date * 04/01/2024

Earliest Hire Date * 04/01/2024

No Job Restrictions

Job Family

Job Profiles for Job Family (empty)

Job Profile *

Job Description Summary

Job Description

Location *

Time Type *

Worker Type *

Worker Sub-Type *

- Job Profile must have employee class of “Non-Employee”
- Worker Type: Contingent Worker
- Worker Sub-Type: Choose type that best defines the Contingent Worker

Contract Contingent Worker

- Associate pre-hire to position:
 - ✓ Search for existing pre-hire record before creating a new pre-hire record. Search by First Name, Last Name, Email or Universal ID (VUMC ID).
 - ✓ If existing pre-hire does not exist, proceed with adding the new pre-hire.
- Enter Contract End Date in Contract Details, if known.
- Additional Information section provides a place to update the Job Title to a more descriptive title for the specific Contingent Worker.
- A background check is required.:
 - ✓ Contract or agreement may state the Contingent Worker's employer or school is responsible for completing the background check.
 - ✓ Utilize the comment section to reference the PEER identifier or upload the contract/agreement as an attachment. Also enter vendor/school name.

End Contingent Worker Contract

The screenshot shows a web form titled "End Contingent Worker Contract". The form contains the following fields and options:

- Contract End Date**: A date picker field with a red asterisk and a calendar icon.
- Reason**: A dropdown menu with a red asterisk and a list icon.
- Close Position**: A checkbox.
- Is this position available for overlap?**: A checked checkbox.
- Additional Information**: A section header with a dropdown arrow.
- Secondary Reasons**: A text input field with a list icon.
- Last Day of Work**: A date picker field with a red asterisk and a calendar icon.
- Notify Worker By**: A date picker field with a calendar icon.
- Regrettable**: A text input field with a list icon.
- enter your comment**: A text input field with a cloud icon on the left.

- Offboarding a Contingent Worker is required to deactivate the Workday account and VUMC ID.
- The manager will receive notifications in Workday 10 days prior to the Contract End Date provided on the initial set up of the Contingent Worker. This does not automatically deactivate the Contingent Worker.
- The “End Contingent Worker Contract” task within Workday is required to deactivate the Contingent Worker.

Converting Workers

- Contingent Worker to Employee
 - Active Contingent Workers onboarding through recruitment will be converted to an Employee as part of the employee hire process.
 - The contract end date for the Contingent Worker will be applied as the day prior to the employee hire effective date. This process will inactivate the Contingent Worker record as the individual becomes an active employee.
 - The manager of the Contingent Worker will receive a Workday notification to inform that the Contingent Worker will be converted to an employee.
 - If this is a direct hire, the manager of the contingent worker record must complete the end contingent worker contract task. The hiring manager can then hire through the direct hire process. Utilize the same pre-hire record when completing the hire.
- Employee to Contingent Worker
 - Must terminate the employee record and then process a contract contingent worker task. Utilize the same pre-hire record when contracting the contingent worker.



Contingent Worker References

Quick Reference Guides:

- [WDHR-506-Q1 Contract \(Add\) Contingent Worker](#)
- [WDHR-506-Q2 End Contingent Worker Contracts](#)
- [WDHR-506-Q3 Manage Contingent Worker Onboarding](#)
- [Extending Contingent Worker](#)
- [Convert Contingent Worker to Employee](#)
- [Convert Employee to Contingent Worker](#)
- [Transferring a Contingent Worker](#)
- [WDHR-502-Q1: Create New Position](#)

Workday Reports:

- [Contingent Workers in My Organization CR](#)
- [Contingent Worker - Job Profiles](#)

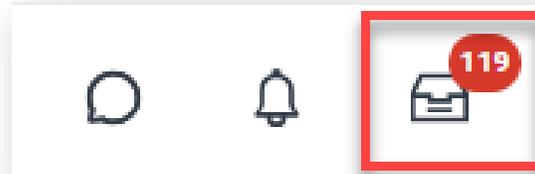


Workday Insights

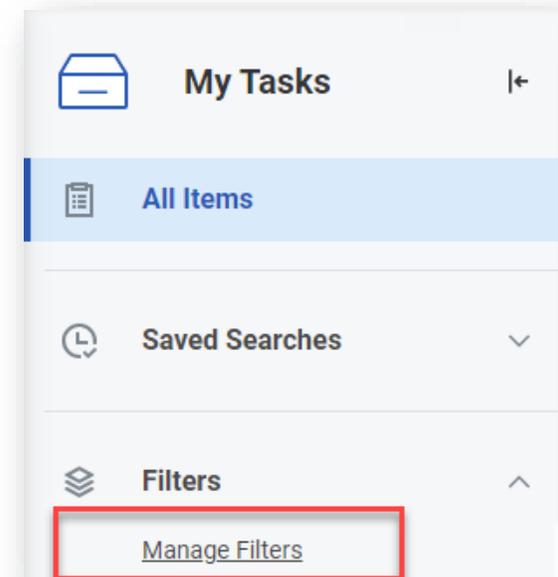


MyTasks Filter for Supervisory Org

1. Click on MyTasks:



2. Go To Filters and select "Manage Filters":



3. Scroll to the bottom and select "Create My Tasks Filter".

Create My Tasks Filter

MyTasks Filter for Supervisory Org (cont)

Create My Tasks Filter

My Tasks Filter (empty)

Description * a

Maximum Row Limit

View Definition

* For all Business Processes
 Business Process Type(s) b

Task(s) c

Conditions 0 items d

(+)	And/Or	(*Source External Field
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4. To create the Filter:

- Enter a description (Name)
- Either choose "For All Business Processes" or select which Business Process Types you want to include.
- Choose specific tasks to include, if applicable
- Enter conditions by clicking the "+"

MyTasks Filter for Supervisory Org (cont)

The screenshot shows a filter configuration window titled "Conditions 1 item". The interface is divided into several columns: "And/Or", "Source External Field", "Relational Operator", "Comparison Type", and "Comparison Value".

And/Or	Source External Field	Relational Operator	Comparison Type	Comparison Value
And	Worker's Supervisory Organization CF	in the selection list	Value specified in this filter	HR Operations Admin Department (Karen Rolling (0009432)) (S108219AA) HR Operations Support Department (Suzanne Guye (0109314)) (S108220AA)

At the bottom of the window, there are "OK" and "Cancel" buttons.

To create the condition after clicking the "+"

- i. Go to Source External Field and type in "Worker's Supervisory Organization CF".
- ii. Choose the relational Operator of "in the selection list".
- iii. Leave the comparison type as "value specified in this filter".
- iv. For comparison value, enter the supervisory organization(s) you want to include in this filter.

Once complete select OK to save your filter

Next HR Town Hall:
Wednesday, April 17, 10:00 am





Questions?