HR Workday Town Hall

June 19, 2024

HR Workday Town Hall Agenda
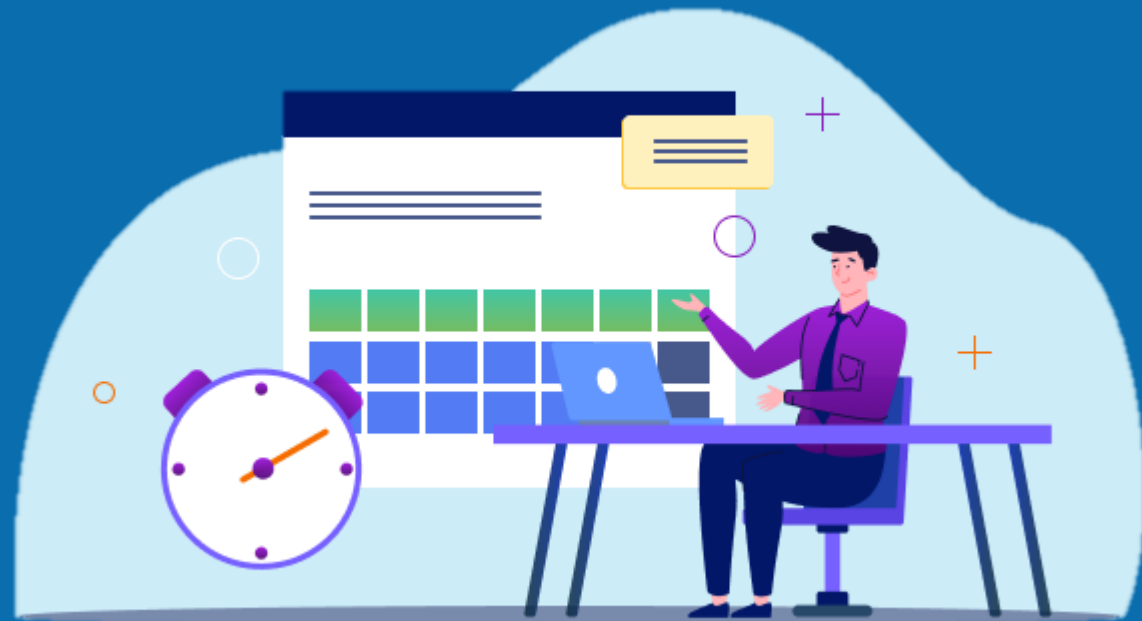
June 19, 2024

- Welcome

- Payroll Topics

- Pegasus vs WD Help

- Workday Insights

- Next Steps/Q&A

Payroll

Payroll Processing Calendars

- Where to find – Payroll Calendar | VUMC Human Resources - OR there is a quick link on HR home page
  - Calendar lists the payroll/paygroup for each pay period and the deadlines
    - Empl/Job/Comp/Costing changes & one-time payments
    - Kronos historical edits
    - Kronos
    - Paycheck date

July 2024 Payroll Calendar

Paycycle	Paygroup	Pay Period Begin Date	Pay Period End Date	Empl/Job/Comp/Costing Changes & Add'l Pymts - EOD **	Kronos Historical Edits - EOD	Kronos Current Period Edits- NOON	Paycheck Date
Home Health Biweekly	HBB	6/16/2024	6/29/2024				
Medical Center Biweekly	MCB	6/16/2024	6/29/2024				
VIP Biweekly	VPB	6/16/2024	6/29/2024	6/30/2024	6/29/2024	7/1/2024 9am	7/5/2024
VBH Biweekly	RHB	6/16/2024	6/29/2024				
Medical Center Union	MCU	6/17/2024	6/30/2024				

Please make sure you review the calendar weekly as revisions could be posted at any time. It is extremely important to meet the deadlines to ensure your employees are paid correctly on pay date.

Retros

Retros are created when payroll deadlines are missed or when a change/correction is made with a retroactive date from a previous pay period

 Examples
  Time off
  Historical edits
  Compensation changes
  One-time payments
  Benefits
  Leaves

These changes/corrections are picked up in the payroll process to be processed with the next regular payroll

Retros can add to an employee's pay and they can also reduce an employee's pay if recovering overpaid hours/wages.

If corrections are needed to the hours for a non-exempt employee, the timekeeper must enter as historical edits in Kronos. (Please refer to the Kronos Klue located on HR site) Payroll/Absence receive a file from Kronos every Monday. Historical edits are included on these files. If the deadline is missed, we will not receive the edits until the following week which could delay payment to the employee as they are added to the next regular paycheck.

Off Cycle Policy

The processing of off cycle payment is an exception and is not intended to be used as an alternative to submitting accurate employee payroll information in a timely manner.

Examples of **_acceptable_** off cycle payments
- Administrative error within the payroll process
- Employee received less than 75% of standard wages
- Reissuance of funds for returned direct deposit
- Union or DOL requirements
- Worker's Comp payments

Examples of **_unacceptable_** off cycle payments
- Retroactive pay
- Supplemental pay (bonuses, incentives, etc)
- Employee failure to correctly clock hours worked or submit time off
- Premium pay not reported on the timesheet
- One-time payment not approved by deadline

Process for off cycle payments
Missed hours for non-exempt employees must be loaded to Payroll as a historical edit from Kronos (historical edits are sent to Payroll every Monday afternoon). Missed additional pay must feed to Payroll from One-Time Payments within MyWorkday as a retroactive item.
If criteria is met for an off-cycle payment per the policy and the employee needs payment before the next regular payroll, send an email request to payroll.vumc@vumc.org. In the email request, include the employee ID, name and hours/payment needed with the required approvals from the manager and manager's manager. Offcycle payments will not be issued without receipt of the approved request. If criteria for an off-cycle payment is not met, hours and additional pay will be included on the employee's next regular paycheck.
Off cycles are processed weekly with a Friday pay date.

Reading Your Payslip

WDHR-601-Q4 How to Read Your Payslip - updated QRG can be found on Training Hub

QRG provides brief explanation of each section of the payslip

Vanderbilt University Medical Center   1161 21ST AVE S., SUITE D3300 MCN Nashville, TN 37232   +1 (615) 3437000

Name	Company	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
Anita Knapp	Vanderbilt University Medical Center	0123456	03/24/2024	04/06/2024	04/12/2024	

	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current	2,392.00	139.34	371.87	15.68	1,865.11
YTD	15,459.30	863.27	2,293.18	84.67	12,218.18

Earnings							Employee Taxes		
Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount	Description	Amount	YTD
Overtime Pay		0			0.53	19.65	OASDI	144.13	933.70
PTO - non-exempt		0			96	2,100.72	Medicare	33.70	218.36
Regular	03/24/2024 - 03/30/2024	40	27.3	1,092.00			Federal Withholding	194.04	1,141.12
Regular	03/31/2024 - 04/06/2024	40	27.3	1,092.00	543.5	13,338.93			
Regular	03/10/2024 - 03/16/2024	-40	24.7	-988.00					
Regular	03/10/2024 - 03/16/2024	40	27.3	1,092.00					
Regular	03/17/2024 - 03/23/2024	-40	24.7	-988.00					
Regular	03/17/2024 - 03/23/2024	40	27.3	1,092.00					
Earnings				2,392.00		15,459.30	Employee Taxes	371.87	2,293.18

Add'l notes
- Earnings
- Hours are listed for each work week for non-exempt employees
- This includes all hours/pay for retroactive pay periods
- Workday backs out hours/pay originally processed and processes the corrected retro hours/pay resulting in corrected pay

Reading Your Payslip

Pre Tax Deductions		
Description	Amount	YTD
403(b) Mandatory - Employee	71.76	463.21
Dental Pre-Tax Cigna	9.31	65.17
Eye Care PreTax	3.27	22.89
Medical Pre-Tax	55.00	312.00
Pre Tax Deductions	139.34	863.27

Post Tax Deductions		
Description	Amount	YTD
Long Term Disability	6.33	34.18
Short-term Disability	9.35	50.49
Post Tax Deductions	15.68	84.67

Employer Paid Benefits		
Description	Amount	YTD
403(b) Mandatory - Employer	71.76	463.21
Basic Group Term Life (ER)	2.30	14.19
Basic Group Taxable Life	0.27	0.39
Long Term Disability (ER)	2.63	18.41
Medical - Employer	291.53	2,083.16
Medical Tobacco Credit		10.00
Short Term Disability (ER)	5.81	46.48
Employer Paid Benefits	374.30	2,635.84

Subject or Taxable Wages		
Description	Amount	YTD
OASDI - Taxable Wages	2,324.69	15,059.63
Medicare - Taxable Wages	2,324.69	15,059.63
Federal Withholding - Taxable Wages	2,252.93	14,596.42

- Pre/Post Tax Deductions
  - List of deductions taken from pay

- Employer Paid Benefits
  - List of benefits paid by VUMC
  - These are NOT taken from employee's pay

- Subject or Taxable Wages
  - Wages used to calculate the taxes withheld on check

❖ Note – to view your payslip in WD, will need to select the "print" option which will open in pdf to view or print

MW

Payment in lieu of termination notice period

Payment to employees in lieu of termination notice should follow VUMC HR Policy: End of Employment

Correct entry of detailed dates within Workday are important to ensure correct payment.

- Exempt Employees: pay is automatically calculated based on termination details submitted in Workday

- Non-Exempt Employee:
  - Enter termination details within Workday
  - Timekeeper must also input PAL- Paid Administrative Leave hours in Kronos for days paid after last day worked.

Pegasus vs. Workday Help

Pegasus vs Workday Help

Pegasus vs Workday Help

Pegasus vs Workday Help

Pegasus vs Workday Help

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Workday Ticket Guide

Pegasus and Workday Help Tickets

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

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Pegasus vs Workday Help

Pegasus – Workday Issue

Pegasus - Submit a Request

Request Discovery

Do you need work or a service performed? This is a good place to start.

Search for a request:

workday security   🔍 **SEARCH**

Showing results for: **workday** **security** (162 found)

SUGGESTED REQUEST: (based on your search)

WORKDAY APPLICATION DEPARTMENTAL SECURITY REQUEST   👁 **INFORMATION**
Use this form to request departmental roles (security groups) be newly assigned or removed from
a worker in Workday. This request will require manager and Workday Security approval.   ⬆ **SUBMIT**
Fulfilled by: VUMC IT WORKDAY - APP SUPPORT

SEARCH RESULTS:

Pegasus vs Workday Help

https://www.vumc.org/myworkday/sites/default/files/public_files/Training/WorkdayTicketGuide.pdf

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Workday Insights

Performance Evaluation & Goals

- ➢ Self-evaluation deadline is July 1

- ➢ Manager evaluation starts July 2 and ends August 31

- ➢ Goal Housekeeping
  - FY23 goals that were not archived will appear in your FY24 self-evaluation form.
    - Refer to the quick reference guide on Managing Prior Year Goals.
  - Once the FY24 evaluation process is complete, you will be able to archive FY24 and any prior year goals in Workday.

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Reminders

- ➢ Expense Reports should be approved by ALL approvers no later than June 28 at 2pm to be charged against the FY24 budget.

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Next HR Town Hall:

Wednesday, August 21, 10:00 am

What topics would you like us to include in future HCM Town Halls?

Month	HR Topics Covered
January	Recruiting *(Process, Positions, Reqs,Interview, Offer, Onboarding Timeline)* Onboarding *(Background Checks, Manager & Employee Onboarding Tasks)*
February	Onboarding Worklet Certifications Mid-Year Evaluations
March	Leaves of Absence & Short-Term Disability Contingent Workers
April	Payroll Costing Allocations HR Security Roles in Workday
May	Compensation Topics Time Off Requests
June	Payroll Topics *(Calendars, Off-Cycles, Retros, Payslips, Pmt in Lieu of Notice)* Pegasus & Workday Help

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