

Change Network Department Presentation: May



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May 2022

MyWorkday Quick Reference



Watch This Video

- Link to What's Happening? [Supervisory Organization](#)



Visit the MyWorkday Website

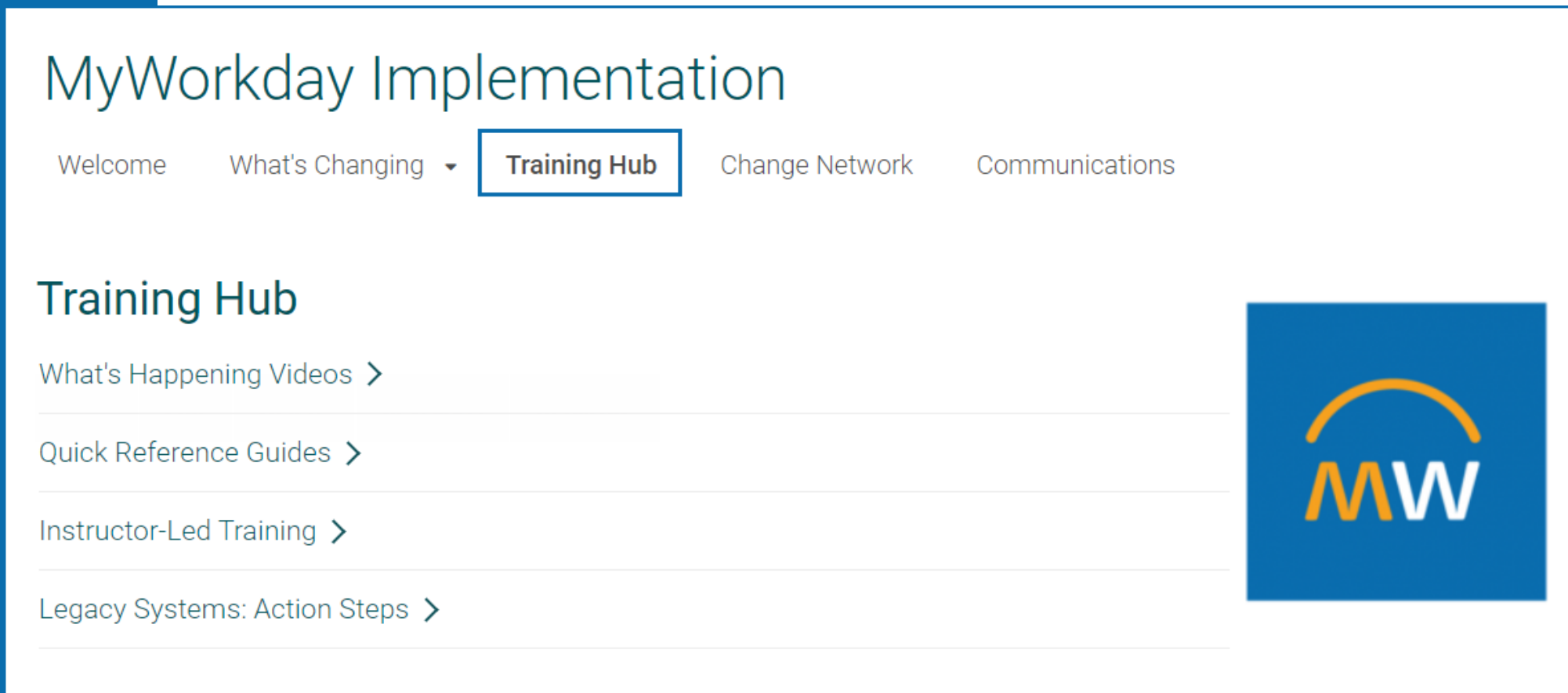
- vumc.org/myworkday
- What's Changing
 - Systems Impacted
- Project Timeline
- Training Hub



Questions?

Email myworkday@vumc.org with questions

Training: What's happening? Videos



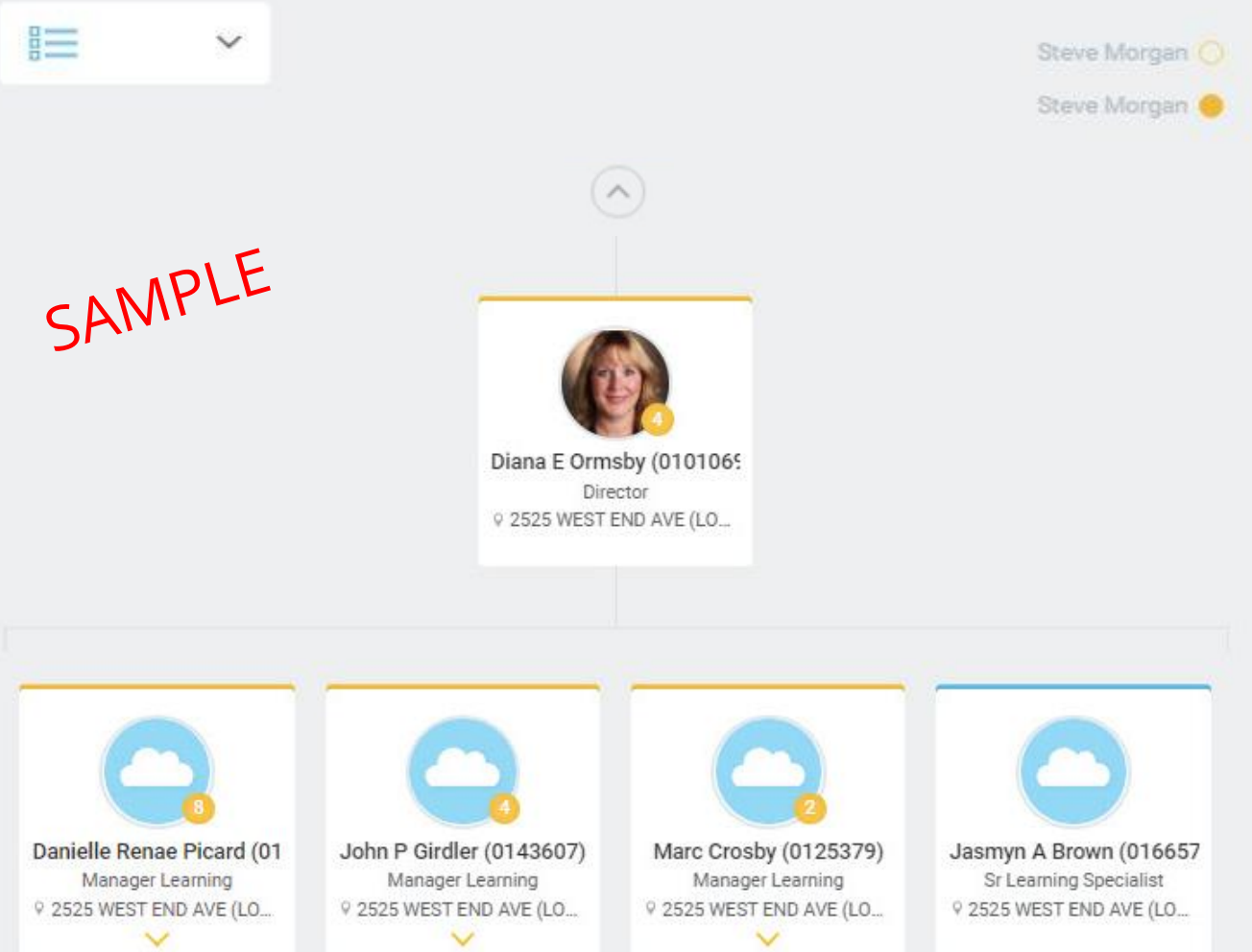
The screenshot shows the 'MyWorkday Implementation' website. At the top, there is a navigation bar with the following items: 'Welcome', 'What's Changing' (with a dropdown arrow), 'Training Hub' (highlighted with a blue border), 'Change Network', and 'Communications'. Below the navigation bar, the main heading is 'Training Hub'. Underneath, there are four menu items, each with a right-pointing chevron: 'What's Happening Videos', 'Quick Reference Guides', 'Instructor-Led Training', and 'Legacy Systems: Action Steps'. On the right side of the page, there is a large blue square containing the MyWorkday logo, which consists of an orange arch over the letters 'MW' in white.

- Location www.vumc.org/myworkday/training-hub
- What's Happening? [Supervisory Organization](#)

Supervisory Organizations

Org Chart

SAMPLE



- Supervisory Organizations define a management hierarchy
- All workers in Workday are onboarded into a Supervisory Organization
- Workers are grouped into a management hierarchy to specify **who reports to whom**

Roles

When linked with organizations, roles determine:

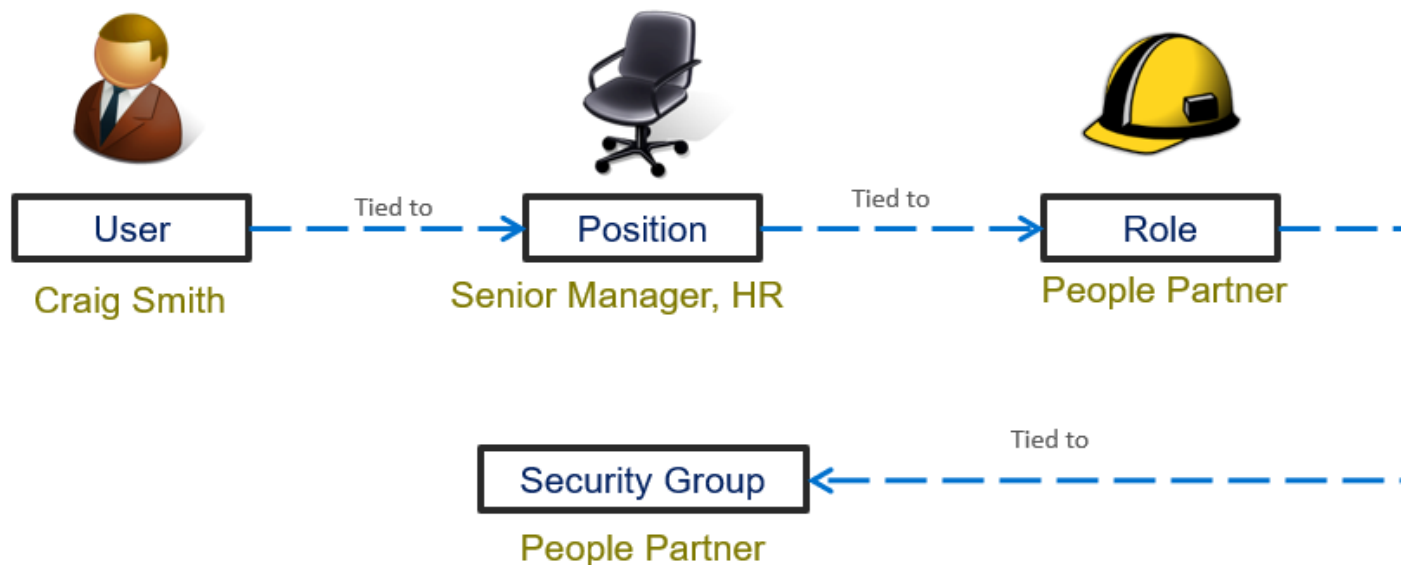
What you can see & what you can do

- **See:** provide access to appropriate data within the assigned organizational structure
- **Do:** determine functional responsibilities and routing of actions in a business process



Role-Based Security

Configuration for Role-Based Security Groups



- Users are made members of a security group based on their position
- When a worker leaves a position and is replaced, the new incumbent assumes their predecessor's role and membership
- Organizational-based roles give access to the employees in the organization that they support.

What is Delegation in Workday?



Delegation is the temporary assignment of another person to act on your behalf to carry out specific activities.

Delegation Approach for VUMC



Delegation is **temporary**, not a permanent transfer of responsibilities.



Employees may **delegate** their Workday inbox or ability to initiate processes to **peers or superiors** with no approval required.



Employees who wish to delegate their Workday inbox or ability to initiate processes to subordinates will be required to go through an **approval** process within Workday.

Change Network & Cutover Resources

Expectations & Guidance

- The Change Network is an extension of the project team charged with preparing their areas for Workday and Tecsys
- Extensive preparations for cutover planning underway
- As expected, cutover will be intensive, hands-on process requiring support & focus from around VUMC
 - Will last September – early November



Change Network & Cutover Resources

Expectations & Guidance

- Requests for extended PTO around cutover by members of change network should be carefully managed
- Communication resources will be provided later this summer to guide discussions and provide more information
- Resource expectations (descending priority)
 - Department Readiness Leads (DRLs)
 - Super Users (to be identified)
 - Change Agents

Current action: DRLs should begin conversations with current/likely resources to help manage expectations



Thank You