



*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, Tecsys and Workday, for most of our key business tasks. Cutover requires moving data – so there will be some limitations on using our retiring systems and performing some activities. These limitations will help us minimize errors that would require “clean-up” after our Go Live date or having to do difficult manual processes to help us catch up on transactions.

**What does that mean for me?** Closely review the information below. To make the cutover process smoother, we are reducing or limiting some activity in many of our retiring systems. For example, you might want to delay hiring a non-critical new employee until after April 2023 or avoid ordering new supplies in March if they are not essential for patient care. As a health system, we will pause opening new departments/clinics during periods where systems that support those types of activities are unavailable.

Keep familiarizing yourself with what’s ahead in terms of freeze dates. Focus on what transactions you can do now. For each freeze date, you may want to set deadlines within your department asking them to provide requests for the future that we are able to process now.

The information below highlights the most immediate impacts (newer items have been added to the top). **Note: all items below apply to every employee in the organization and are not specific to a single department.** For a comprehensive overview of cutover-related information, please refer to [vumc.org/myworkday/cutover](http://vumc.org/myworkday/cutover).

| System or Business Process | Date of Impact               | Activity  | Notes  |
|----------------------------|------------------------------|---|--|
| Finance                    | 2/19/23                      | No new GL allocations/pro-rates or changes to allocations/pro-rates   | Sponsored project F&A allocations will be added/updated for March month-end close as needed  |
| Finance                    | 3/15/23                      | No new operational, grant or capital cost centers created   |  |
| Research & Grants          | 1/1/23 – 2/10/23             | Modify earnings distributions (EDCs) by 2/10/23 to account for <b>increased</b> NIH salary cap  | Effective date cannot predate 1/1/23 but must be no later than 2/1/23  |
| Research & Grants          | 4/1/23                       | Final federal effort certification in ePac must be completed by 4/15/23   | Final effort certification will be kicked off in ePac on 4/1/23  |
| Supply Chain               | 2/28/23                      | Ordering critical or perishable medical supplies, including compressed gas  | <ul style="list-style-type: none"> <li>▪ Medical supply purchases may continue through 3/27/23 in PMM</li> <li>▪ Lab animals may be purchased with Pcards</li> <li>▪ Ordering compressed gas:               <ul style="list-style-type: none"> <li>○ Departments will call in their orders to AL Gas with their account number</li> <li>○ Once this information is provided, AL Gas will apply order to the current blanket PO that is on file</li> <li>○ AL Gas is willing to follow this process through the month of March</li> </ul> </li> </ul> |
| Health System              | Late January – End of August | Some business activities slow down or stop during this period: <ul style="list-style-type: none"> <li>▪ Clinical practice openings or acquisitions (changes that require Epic build)</li> <li>▪ Acquisitions/upgrades requiring IT support</li> </ul> | New locations/departments may tentatively resume in early summer 2023 <sup>1</sup> (testing to begin in mid-May)   |
| Supply Chain/Tecsys        | 1/19/23                      | MEOC regular scheduled meeting will move to electronic vote   | <ul style="list-style-type: none"> <li>▪ Request approved in January will not be available for use until 4/17/23</li> <li>▪ MEOC 3/16/23 meeting will be delayed until 5/18/23</li> <li>▪ MEOC submission request portal will remain open during freeze period</li> </ul>  |
| Supply Chain/Tecsys        | 1/20/23                      | Hold on creation of new locations or changes to existing locations  | Includes hold on openings/moves, new inventory/PAR locations for clinical areas, new ship to/deliver locations for POs   |
| Supply Chain/Tecsys        | 1/27/23                      | Hold on establishment of new suppliers  | No new suppliers created from 1/27 – 4/17/23   |
| Supply Chain/Tecsys        | 2/3/23                       | Hold on supply/ implant item creation   | New supply/implant item adds will not be created or available for use after 2/3/23   |
| Supply Chain/Tecsys        | 2/28/23                      | Last day to enter requisitions in eProcurement  | <ul style="list-style-type: none"> <li>▪ Payment cards will remain open and can be utilized</li> <li>▪ Blanket POs can continue to be utilized during this period. Please follow the standard approval process if these POs require an increase</li> </ul>   |
| Supply Chain/Tecsys        | 3/4/23                       | Last day for departmental approvals of eProcurement requisitions  |  |
| Supply Chain/Tecsys        | 3/15/2023                    | Last day to submit check request and invoices for processing in PeopleSoft  | PO Invoices received after this date will be held for processing in Workday<br>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   | 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   | New expense reports may be entered into Workday beginning 4/3/23   |
| Supply Chain/Tecsys        | 3/24/23                      | Last day for payments to suppliers from PeopleSoft  | Payments to suppliers will begin on 4/1/23 in Workday  |
| Supply Chain/Tecsys        | 3/27/23                      | Last day to approve Concur reports  | Unapproved reports will be auto approved and processed. Expense reports will be approved in Workday post go-live   |
| Supply Chain/Tecsys        | 3/31/23                      | Pcards for February cycle (2/28 – 3/27/23) must be reallocated and final approved by 3/31/23  |  |
| HR                         | 2/1/23                       | No new job codes, departments, earnings codes created   | <ul style="list-style-type: none"> <li>▪ No core table changes in PeopleSoft, Taleo, or CATS after this date</li> <li>▪ No new supervisory organizations (departments)</li> </ul>  |

For more information (including the latest list of cutover-related dates), visit [vumc.org/myworkday/cutover](http://vumc.org/myworkday/cutover).

Questions about the information above? Email us at [myworkday@vumc.org](mailto:myworkday@vumc.org)

| System or Business Process  | Date of Impact                            | Activity   | Notes  |
|---|---|--|--|
| HR  | 2/10/23                                   | Restrict changes for existing employees  | No pay rate changes, job code changes, or department changes for individuals not currently going through recruitment process   |
| HR  | 2/10/23                                   | Last day to create new position in PeopleSoft  |  |
| HR  | 2/10/23                                   | Last day for departments to create a job requisition in Taleo  |  |
| HR  | 2/10/23                                   | Restrict future dated transactions within PeopleSoft with an effective date after 3/26/23  | Any transactions entered in PeopleSoft with a date after 3/26/23 will be removed from PeopleSoft and must be manually entered by department into Workday after 4/1/23 go live  |
| Finance   | 1/31/23                                   | No new ledger accounts after 1/31/23   |  |
| Epic (eStar)  | 2/20/23 through mid-May 2023 <sup>2</sup> | Certain Epic master files cannot be updated during this period, limiting a set of changes from being made in the production Epic environment | <ul style="list-style-type: none"> <li>▪ Billing Areas for Department and Provider records cannot be created or modified</li> <li>▪ Facility and Department records cannot be created</li> <li>▪ Existing Facility and Department-linked groupers related to general ledger cannot be modified</li> <li>▪ Cost Centers cannot be created or modified</li> <li>▪ Hospital Billing: no new payment or adjustment transaction codes (EAP) can be created or modified</li> <li>▪ Professional Billing: no new charges, payments, or adjustments</li> </ul> |
| <p>1. Date will depend on stability of implemented systems</p> <p>2. After 4/1/23, certain changes may move forward (based on necessity for health system); all changes between 4/1/23 and mid-May 2023 require approval from Chief Operating Officer of VUMC</p> |   |  |  |

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