

VANDERBILT WUNIVERSITY MEDICAL CENTER

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 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 <u>can</u> 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 are in orange). 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.

Date of Impact	Activity	Resumption of Process	Notes
Late January – End of August	 Some business activities slow down or stop during this period: Clinical practice openings or acquisitions (changes that require Epic build) Acquisitions/upgrades requiring IT support 	Early summer 2023 ¹ (testing to begin in mid-May)	New locations/departments may tentatively resume in early summer 2023 ¹ (testing to begin in mid-May)
1/19/23	MEOC regular scheduled meeting will move to electronic vote	4/1/23 ²	 Request approved in January will not be available for use until 4/17/23 MEOC 3/16/23 meeting will be delayed until 5/18/23 MEOC submission request portal will remain open during freeze period
1/20/23	Hold on creation of new locations or changes to existing locations	4/1/23 ²	Includes hold on openings/moves, new inventory/PAR locations for clinical areas, new ship to/deliver locations for POs
1/27/23	Hold on establishment of new suppliers	4/17/23	No new suppliers created from 1/27 – 4/17/23
2/3/23	Hold on supply/ implant item creation	4/1/23 ²	New supply/implant item adds will not be created or available for use after 2/3/23
2/3/23	New Item Number freeze for Pathways Materials Management	4/1/23 ²	
2/10/23	Last day to add/delete any existing/new items to any PMM or POU Optiflex location	4/1/23 ²	Materials team has until 2/10/23 to have the inventory locations updated with item information
2/28/23	Last day to enter requisitions in eProcurement	4/1/23 ²	 Payment cards will remain open and can be utilized Blanket POs can continue to be utilized during this period. Please follow the standard approval process if these POs require an increase
2/28/23	Ordering critical or perishable medical supplies, including compressed gas	4/1/23 ²	 Medical supply purchases may continue through 3/27/23 in PMM Lab animals may be purchased with Pcards Ordering compressed gas: Departments will call in their orders to AL Gas with their account number Once this information is provided, AL Gas will apply order to the current blanket PO that is on file AL Gas is willing to follow this process through the month of March
3/4/23	Last day for departmental approvals of eProcurement requisitions	4/1/23 ²	
3/15/23	Last day to submit check request and invoices for processing in PeopleSoft	4/1/23 ²	PO Invoices received after this date will be held for processing in Workday Check Request will be returned to the department for processing in Workday via the Supplier Invoice Request
3/21/23	Last day for T&E card charges to post to Concur	4/1/23 ²	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
3/22/23	Last day to submit Concur expense reports	4/1/23 ²	New expense reports may be entered into Workday beginning 4/3/23
	Impact Late January - End of August 1/19/23 1/20/23 1/27/23 2/3/23 2/10/23 2/28/23 2/28/23 3/4/23 3/15/23 3/21/23	Late January - End of August Neo C regular scheduled meeting will move to electronic vote 1/19/23 MEOC regular scheduled meeting will move to electronic vote 1/20/23 Hold on creation of new locations or changes to existing locations 1/27/23 Hold on establishment of new suppliers 1/23/23 Hold on supply/ implant item creation New Item Number freeze for Pathways Materials Management Last day to add/delete any existing/new items to any PMM or POU Optiflex location 2/28/23 Last day to enter requisitions in eProcurement 2/28/23 Ordering critical or perishable medical supplies, including compressed gas 3/4/23 Last day to submit check request and invoices for processing in PeopleSoft 3/21/23 Last day for T&E card charges to post to Concur	Late January - End of August - Clinical practice openings or acquisitions (changes that require Epic build) - Acquisitions/upgrades requiring IT support MEOC regular scheduled meeting will move to electronic vote 1/19/23 Hold on creation of new locations or changes to existing locations 4/1/23² 1/27/23 Hold on establishment of new suppliers 4/17/23 Hold on supply/ implant item creation 4/17/23 New Item Number freeze for Pathways Materials Management 4/17/23 Last day to add/delete any existing/new items to any PMM or POU Optiflex location 4/17/23² 2/28/23 Cordering critical or perishable medical supplies, including compressed gas 4/17/23² 3/15/23 Last day to submit check request and invoices for processing in PeopleSoft 4/1/23² 3/15/23 Last day for T&E card charges to post to Concur 4/11/23² 4/11/23²

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Trecty 17/12 approved by 3/31/23 approved by 3/31/23 by 16/32 approved by		3/27/23	Last day to approve Concur reports	4/1/23 ²	Unapproved reports will be auto approved and processed. Expense reports will be approved in Workday post go-live
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Research & Grants 4/1/23 Final federal effort certification in ePac must be completed by 4/15/23 4/1/23² • Final effort certification will be kicked off in ePac on 4/1/23	Research & Grants			4/1/23 ²	■ 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	4/1/23 ²	 Final effort certification will be kicked off in ePac on 4/1/23

^{1.} Date will depend on stability of implemented systems

^{2.} Workday and Tecsys are planned for availability on 4/1/23; however, employees are advised to wait until that Monday (4/3/23) to use these systems to allow for system stabilization over the weekend.

^{3.} 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