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/updated 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.**

System or Business Process	Date of Impact	Activity	Resumption of Process	Notes
Health System	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)
Supply Chain/ Tecsys	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
Supply Chain/ Tecsys	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
Supply Chain/ Tecsys	1/27/23	Hold on establishment of new suppliers	4/17/23	No new suppliers created from 1/27 – 4/17/23
Supply Chain/ Tecsys	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
Supply Chain/ Tecsys	2/3/23	New Item Number freeze for Pathways Materials Management	4/1/23[2]	
Supply Chain/ Tecsys	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
Supply Chain/ Tecsys	2/28/23	Last day to enter requisitions in eProcurement	4/1/23[2]	▪ Last day for PMM/HSS ordering is 3/27/23 ▪ 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 ▪ View the emergency protocols for purchasing while eProcurement is unavailable

Supply Chain/ Tecsys	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:
				  o Departments will call in their orders to AL Gas with their account number
				  o Once this information is provided, AL Gas will apply order to the current blanket PO that is on file
				  o AL Gas is willing to follow this process through the month of March

Supply Chain/ Tecsys	3/4/23	Last day for departmental approvals of eProcurement requisitions	4/1/23[2]	
Supply Chain/ Tecsys	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
Supply Chain/ Tecsys	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

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

Questions about the information above? Email us at **myworkday@vumc.org**

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Supply Chain/ Tecsys	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
Supply Chain/ Tecsys	3/24/23	Last day for payments to suppliers from PeopleSoft	4/1/23[2]	Payments to suppliers will begin on 4/1/23 in Workday
Supply Chain/ Tecsys	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
Supply Chain/ Tecsys	3/27/23	Last day to order medical supplies from PMM/HSS	4/1/23	
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	4/1/23[2]	
HR	2/1/23	No new job codes, departments, earnings codes created	4/1/23[2]	▪ No core table changes in PeopleSoft, Taleo, or CATS after this date ▪ No new supervisory organizations (departments)
HR	2/10/23	Restrict changes for existing employees	4/1/23[2]	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 positions in PeopleSoft	4/1/23[2]	
HR	2/10/23	Last day for departments to create a job requisition in Taleo	4/1/23[2]	▪ Any requisitions that need to be created 2/11 - 3/17/23 must be coordinated with Recruitment ▪ New requisitions may be entered by departments beginning April 2023
HR	2/10/23	Restrict future dated transactions within PeopleSoft with an effective date after 3/26/23	4/1/23[2]	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
HR	3/17/23	Last day to make any changes in ePac related to individuals in recruitment process	4/1/23[2]	▪ Includes transfers and earnings distribution changes ▪ All transactions will need to be in an approved status 3/17 ▪ ePAC will be taken offline for all transactions, except retroactive distribution corrections (RDCs)
HR	3/17/23	Last day to make any changes in C2HR	4/1/23[2]	▪ Includes W-4 and direct deposit information ▪ Any changes made to emergency contact information after 2/10 will need to be re-entered in Workday
HR	3/17/23	Last day to make additional pay requests	4/1/23[2]	Must be entered and approved before end of day via ePac
HR	3/17/23	Last day to make changes in My VUMC Benefits	4/1/23[2]	▪ Employees will not be able to enroll in new benefits, submit a life event, change dependents or beneficiaries, or file a flexible spending account (FSA) claim ▪ Employees with qualifying life event during cutover period will have enrollment period extended
Finance	1/31/23	No new ledger accounts after 1/31/23	4/1/23[2]	
Finance	2/19/23	No new GL allocations/pro-rates or changes to allocations/pro-rates	4/1/23[2]	▪ 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	4/1/23[2]	
Finance	March 2023	March Reconciliation will not occur in Workday	Mid-April 2023	March financial data will be available in Workday in mid-April, post-close and move to Workday
Epic (eStar)	2/20/23 through mid-May 2023[3]	Certain Epic master files cannot be updated during this period, limiting a set of changes from being made in the production Epic environment	Mid-May 2023[3]	▪ Billing Areas for Department and Provider records cannot be created or modified ▪ Facility and Department records cannot be created ▪ Existing Facility and Department-linked groupers related to general ledger cannot be modified ▪ Cost Centers cannot be created or modified ▪ Hospital Billing: no new payment or adjustment transaction codes (EAP) can be created or modified ▪ Professional Billing: no new charges, payments, or adjustments
Research & Grants	1/1/23 – 2/10/23	Modify earnings distributions (EDCs) by 2/10/23 to account for **increased** NIH salary cap	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				

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