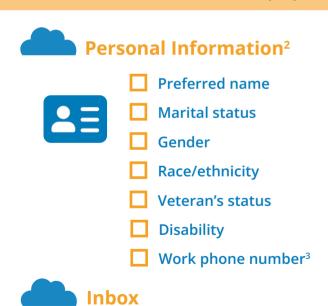








Employees should log into Workday and review the information below for accuracy.1



Action & inbox items



Emergency Information



Personal emergency contact & information⁴





Pay & Benefits



Bank deposit information⁶

Federal & state tax withholding information⁷

Benefits elections⁸

PTO balances & new requests⁹

¹Access Workday via the icon on a VUMC IT-managed workstation or from any web browser at www.myworkday.com/vumc/login.htmld. Most of this data can be updated by the employee within Workday. For additional support and questions, contact your department's Super User or email MyWorkday@vumc.org.

²Refer to the Ouick Reference Guide Maintaining Personal Information.

³The Work Phone Number is what will be provided to patients/family members upon request when calling the main VUMC phone number. Please ensure it is appropriate for external use. To update, follow the steps in Maintaining Personal Information and select "My Work Contact Information." Update may require manager approval.

⁴Refer to the Quick Reference Guide Updating Emergency Contacts.

⁵Refer to the Quick Reference Guide Updating Everbridge/AlertVU Emergency Contact.

⁶Refer to the Quick Reference Guide Worker Payment Elections.

⁷Refer to the Quick Reference Guide Update Employee Tax Elections.

⁸Inaccurate information regarding benefits elections will require a ticket within Workday Help.

⁹All non-VandyWorks users should request planned/known PTO. VandyWorks users should continue to follow their current process for requesting PTO.

Refer to the Quick Reference Guide Time Off (All Employees) for specific guidance. Inaccurate information regarding PTO balances
will require a ticket within Workday Help. PTO balance data for VandyWorks users will not be available in Workday until Apr. 11.