Research Workday Town Hall
November 16, 2023

Research Workday Town Hall Agenda

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- Welcome

- Workday Issue Resolution Workgroup

- Payroll Obligations

- Mitigating Payroll Costing Allocations

- Effort Certification Update

- Q&A

Workday Issue Resolution Workgroup

New **Workgroup** to address research administration concerns around Workday and related activities

Project Sponsors: Chief Financial Officer Cecelia Moore and Chief Scientific & Strategy Officer Jennifer Pietenpol

Executive Steering Committee

First meeting: November 13

Workgroup

Kickoff Meeting: November 17

| Finance | + | Research | + | Legal | + | Human Resources | + | Supply Chain | + | Information Technology |

Workgroup **Common Themes**

Unclear processes

- not well-defined; staff are unsure of what to submit & to whom

Lack of transparency in the process

- inability to see workflow - to efficiently and quickly resolve delays independently; requires engagement of others which contributed to delays

Delays in the process

- inability to directly resolve issue without assistance; contributing factors include new staff, new system to maneuver

Lack of communications throughout the process

- delays in return of inquiries contributes to user frustrations; self-service option is not optimal presently
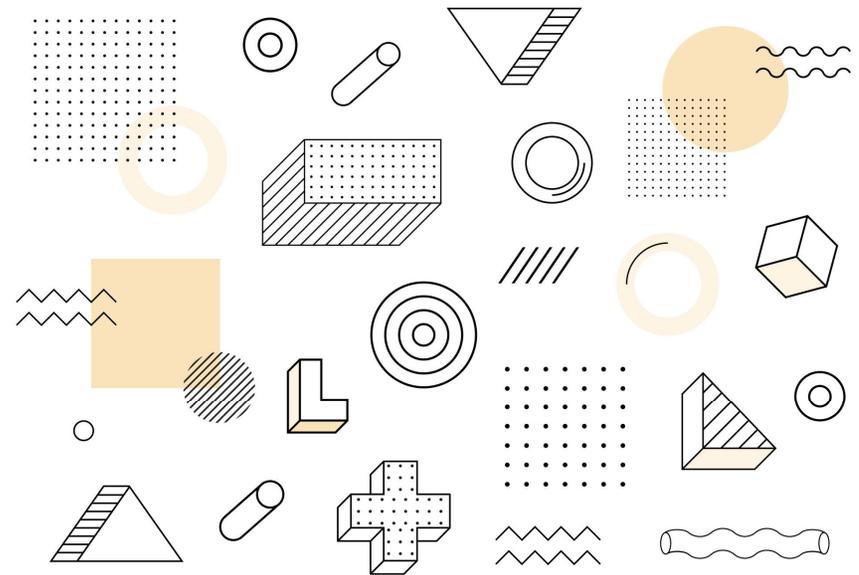
Workgroup **Goals**

Document concerns

Determine solutions
- Improve transparency of timing for request fulfillment
- Provide regular updates on when requests can be fulfilled
- Shrink turnaround times for requests
- Ensure appropriate handling of VUMC collaborators
- Ensure appropriate grant close out activities

Identify additional support needed to address concerns, e.g.:
- Reporting from Workday or other systems
- System modifications
- Process modifications
- Training
- Additional resources to fulfill requests

Track and follow solutions to conclusion

Payroll Obligations

Obligations and Commitments

Within Workday, options are available to create Obligations and Commitments in the General Ledger based on supply chain or payroll data. Within accounting, an obligation is a commitment to pay a third party based on a business contract, for example Purchase Orders.

Supply Chain	Payroll
• Approved Purchase requisitions create Commitments • Approved Purchase Orders result in an Obligation • Obligations are relieved as Invoices are paid on Purchase Orders, or by closing the Purchase Orders	• Obligations are built based on information within the job record such as Standard Working Hours, Salary, pay group, hire and termination dates, and payroll costing allocation* • Obligations will build for one fiscal year on cost centers, and up to 3 fiscal years on sponsored research funding • Obligations are relieved by the actual payroll run

*Payroll Costing Allocations would be Earnings Distributions in our legacy environment

Understanding Research Payroll Obligations

On Sponsored Research, payroll obligations will build out until the Award Line End Date, or the end of 3 future fiscal years, whichever is sooner.

Obligations will update for HCM transactions such as new hires, terminations, payroll costing allocation changes, and compensation changes on a bi-weekly schedule aligned with the bi-weekly payroll cycle. Obligations will update the first week of the pay period (i.e. week of 11/6, 11/20)

Obligation Adjustment Entries

When Workday recognizes a change on an HCM record (compensation change, PCA change, termination etc) it reverses the original obligation entries completely, and then rebuilds the obligations based on the current HCM record. It does not book an adjustment to the net effect of the change. This means that each update process has the potential to triple the number of obligation journal lines in total for an employee.

The obligation update process on 11/6 generated 697,236 journal lines.
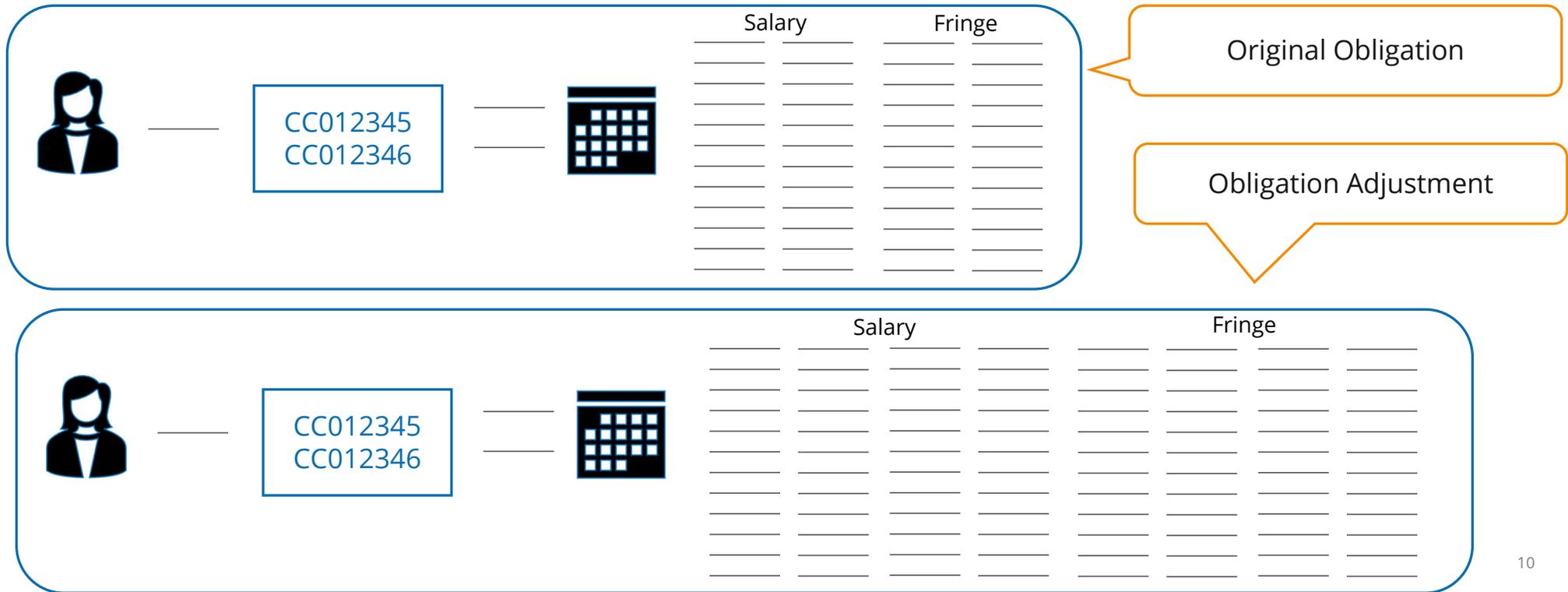
Mitigating Payroll Costing Allocations

Payroll Costing Allocations

What can you do now to make these work for you?

Review Payroll Costing Allocations now:

- Is the plan as expected?
- Is the Salary Cap funding source correct?
- Know what you are doing
    - Is it a PCA? A WCA? What is a WCA?

⫷⫷⫷ Please reference the PCA Guide (we are still learning everyday)

On an ongoing basis, proactively communicate and update the individual's Payroll Costing Allocation when changes occur:

- New awards begin
- Existing awards close
- Work increases, decreases across various awards

Edit New Costing Allocation and Submit

1. The **Current Allocation** section will display with the new **Start Date** (6/01/23 in this example).
2. **Do not enter an end date**.
3. Use the **+** or **-** to **add** or **remove** rows. Note that adding a row will load with the default Cost Center information.

Important: If you are adding a new funding source, add a new line. Do not make changes within an existing line for the new source. This will minimize the possibility of unintentional mismatching worktags. Starting with a new line and adding a driver worktag ensures that the related worktags populate correctly.

Payroll Costing Allocations

Responsibilities and Best Practices

If you are responsible for entering the Payroll Costing Allocation,

➡ *you are responsible for verifying that 100% of the costing allocation is correct—no expired grants, no mismatched worktag combinations, no errors—AND*

➡ *you are responsible for including a comment of what you are doing and for attaching documentation that agrees with and supports the PCA.*

The PCA Guide provides step by step best practices.

4. Changing any Driver Worktag (Grant, Gift, etc.) will update any Related Worktags.

Important: If you select an expired worktag, that % will charge to the employees default org assignment when payroll is processed and have to be corrected with a Payroll Accounting Adjustment.

5. Change any % allocations. Total must be 100%.

6. Double check that you have included all necessary worktags on each line. A grant must have a grant worktag, a program must have a program worktag, etc.

7. Include attachments and comments to clearly explain the change and to ensure it is not returned.

Important: If you are unsure about what you are changing, stop to get more information to ensure it is correct. The goal is to successfully submit the PCA the first time so that it moves through the workflow without additional delays and work for you!

8. Click **Submit** to send for approval workflow.

CR FIN Workflow Aging Report

- Shows finance related items that are in workflow from a specific initiator or awaiting action by a specific approver.

- Only shows items in Progress.

- Includes the number of days since assignment was made and the business process step that is awaiting action.

Run it now – with the pre-filled prompts and see almost everything you have been looking for...

myworkday

CR FIN Workflow Aging Report ⋯

| Initiating Worker | ✕ Tesha Garcia-Taylor (0066409) ⋯ ☰ |

| Awaiting Persons (Workers) | ✕ Tesha Garcia-Taylor (0066409) ⋯ ☰ |

Business Processes
- ✕ Accounting Adjustment Event
- ✕ Accounting Journal Event
- ✕ Accounting Journal Intercompany Event
- ✕ Accounting Journal Unpost Intercompany Event
- ✕ Accounting Journal Unpost-Reverse Event

MORE (56)

Start Date   MM/DD/YYYY 📅

End Date   MM/DD/YYYY 📅

Filter Name

Manage Filters   Save
0 Saved Filters

OK   Cancel

CR FIN Workflow Aging Report DEMO

Effort Certification Work Area and Process Update

EFFORT CERTIFICATION ROLES*
AND RESPONSIBILITIES

EFFORT CERTIFICATION REVIEWER

EFFORT CERTIFIER

GRANT MANAGER*

PAYROLL COSTING INITIATOR

Perform Administrative Review of Effort Certification

Submit with no changes

Change Effort

Changes Needed, Return to Reviewer

Certify Certification Complete

Certify

Changes Needed, Return to Reviewer

Approve

Changes Needed, Return to Reviewer

Complete PAA
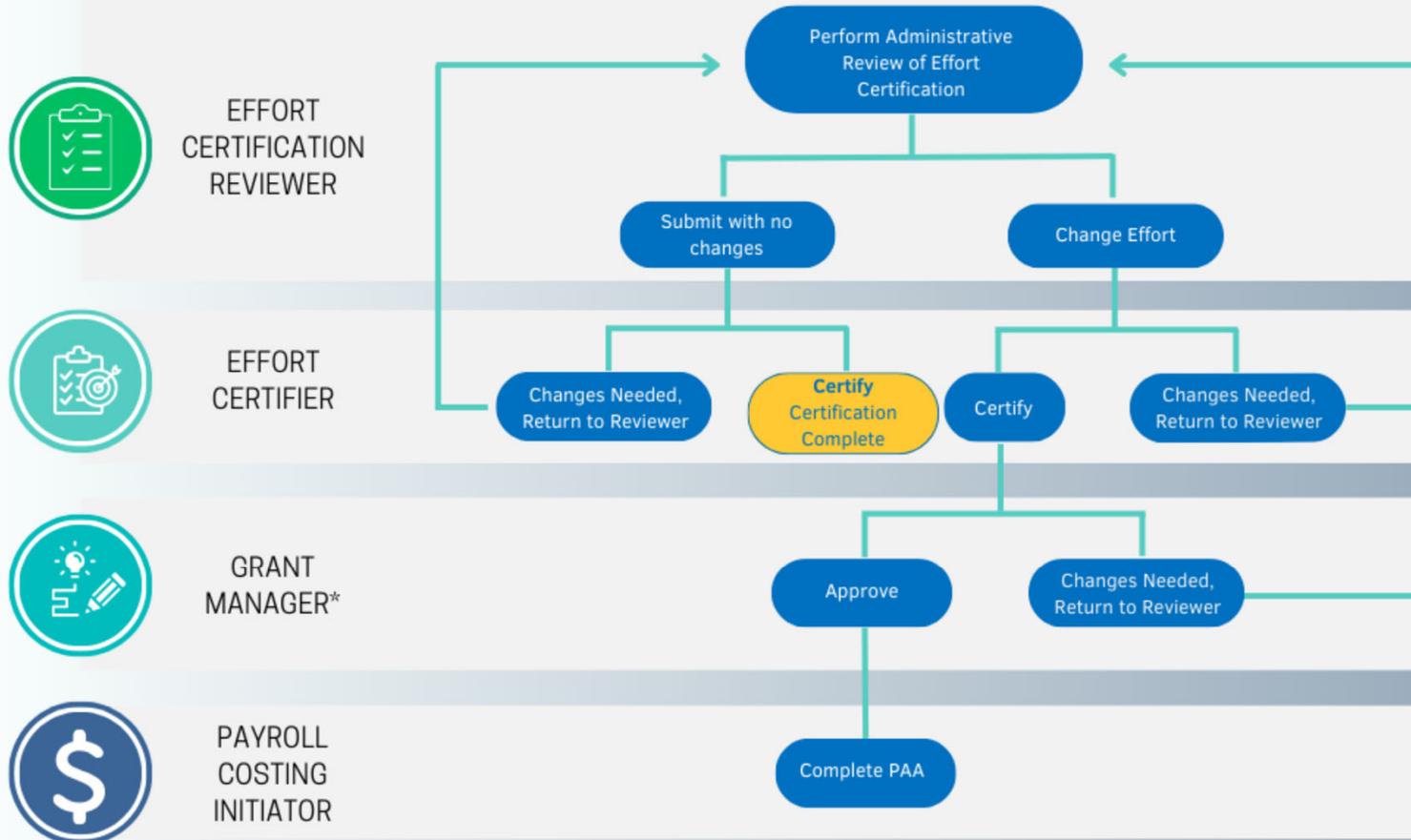
*These are Workday Roles, not job titles/descriptions.

Effort Certification Reviewers

- Currently in the Administrative Review.

- Please drop in to daily office hours if you have questions.

- Visit the Effort Certification Reviewers Teams Channel for resources and constant support.

    - Effort Certification Reviewer: Effort Administrative Review in Workday

- Follow the Administrative Review Checklist.

- Use your Effort Certification Work Area to keep up with your worklist.

- Use the Effort Certification Status Report to determine where certifications are in workflow.

- If you have not attended a launch session, please watch the entire video for Launch Meeting #5 today and get started.

- Contact your Payroll Costing Initiators and make sure they are aware of the effort certification process and how it works.

Effort Certifiers

- Review your certification timely when it arrives in your inbox.
- Look for comments and attachments that will guide you in understanding how your effort appears in Workday.
- A one-page overview and a quick reference guide for Certifiers are available in the Training Hub.
    - [Effort Certification for Certifiers Quick Guide](#)
    - [Effort Certification for Certifiers Detailed Guide](#)
- If your effort is not correct, please reach out to your department administrator to discuss. You have the ability to "Send Back" your certification to your Effort Certification Reviewer in Workday for corrections.

Grant Managers (Workday role, not job title)

- If changes are made in the Effort Certification, these changes will route to the responsible grant manager(s) (Workday role) for approval.

- Any required changes for this individual should have already been communicated to the Effort Certification Reviewer during the Administrative Review step.

- Look for comments and attachments that will guide you in understanding what changes have been made in the certification record.

- If you identify that the Effort is incorrect, please communicate the needed changes to the Effort Certification Reviewer. You will be required to "Send Back" to the Effort Certification Reviewer.

- A quick reference guide for Grant Managers will be available in the Training Hub by the end of this week.

Payroll Costing Initiators

- PAAs cannot be submitted outside of a change in the effort certification for individuals with federally funded effort until their certification is complete.

- Any changes that you are aware of should be communicated to the Effort Certification Reviewer to update those as effort corrections during this review.

- PLEASE do not enter a help desk ticket because you can not initiate a PAA.

- But why can't you initiate a PAA? Effort can't be changed outside of the effort certification process for an individual because the effort changes should be incorporated in the review process.

- If corrections are made as part of the effort certification process, all of the Payroll Costing Initiators (security role on cost center) will receive an inbox item AFTER the certifier certifies and the grant manager(s) approve. This inbox item is the PAA. The Payroll Costing Initiator OPENS the pre-filled PAA and reviews it to ensure the changes are what they were expecting and compares it to the supporting documentation to make sure the dollars agree. Then it goes through normal PAA steps, complete the questionnaire, grant manager, cost center manager approvals, Finance approvals.

- If you change effort to this period after certification is complete, the person's effort will need to go through the review process and be recertified.

Rounding in the Effort Certification

Research Admin Newsletter distributed Wednesday, November 15, 2023

- Dollar amounts are charging correctly according to the planned effort distribution; however, we have encountered several instances where rounding in the effort percentages in the Effort Certification Aggregate view presents a percentage that varies by 0.1% over or under what would be calculated when dividing the dollar amount of the effort charge by the individual's base pay for the period.

Summary   Aggregate   Details   Pos

5 items

Award	Sponsor Award Reference Number	Sponsor	Grant	Fund	04/01/2023 - 04/30/2023 (US Monthly)		05/01/2023 - 05/31/2023 (US Monthly)		06/01/2023 - 06/30/2023 (US Monthly)		07/01/2023 - 07/31/2023 (US Monthly)	
					Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated	Effort Certification Percent Estimated	Effort Certification Amount Estimated
				red	10.00%	735.58	10.00%	735.58	9.90%	735.57	10.00%	735.57
				red	89.00%	6,546.64	89.00%	6,546.64	89.00%	6,546.67	89.00%	6,546.67
				red	0.00%		0.00%		0.00%		0.00%	
(Blank)					1.00%	73.56	1.00%	73.56	1.10%	73.56	1.00%	73.56
Total					100.00%	7,355.78	100.00%	7,355.78	100.00%	7,355.80	100.00%	7,355.80

Example for pay period that had changes amongst pay components in the month of June.

The changes did not create a dollar discrepancy but the rounded amounts from the changes created a variance in the percentage presented.

MW 22

Add Approvers does not do what we expected.

It is 'approval only' reassignment.

Summary | Aggregate | Details | Positions | Organizations | Process History

9 i

A...	Sponsor Award Reference Number	Sponsor	Grant	Fund									
0...												
A S IN P 0 0 ...ion	GE_1023	Vanderbilt University									4,0..70	...6.05%	...,224.17
A s G M 0 0) ...ad-...ion	R01 AI13217!	University of North Carolina-Chapel Hill				823.49	16.00%	4,823.49	16.00%	14,470.47
A D El S C ...2020 (v	VUMC88 438(000 005852 1)	Emory University				507.34	5.00%	1,507.34	5.00%	4,522.02
AWD006495: Rapidly Emerging Antiviral Drug Discovery ...22	VUMC10 3994(U1 9AI1712 92)	University of North Carolina	GR011197 4046060593 UAI171292-01:RAPIDLY EMERGING ANTIVIRAL DRUG DISCOVERY INITI	FD004 Sponsored Program Fund	10.00%	3,014.68	10.00%	3,014.68	0.00%		6.67%	6,029.36
			(Blank)		6.50%	1,959.54	6.50%	1,959.54	18.50%	5,577.16	10.50%	9,496.24
					100.00%	30,146.83	100.00%	30,146.83	100.00%	30,146.83	100.00%	90,440.49

Add Approvers

The next step in the process will not happen until the additional approvals are done.

Additional Approvers * | Search
Effort Certification Reviewer >
Grant Manager >

Comment

Approve and Send to Approvers | Cancel

Submit | Change Effort | Add Approvers | Save for Later

? WalkMe Menu

DO NOT USE 'Add Approvers' button in Effort Certification

Instead please use the **Reassign** option under the gear symbol from the effort certification record in your inbox or by clicking the related actions three dots in the View Event screen as shown below:

INSTEAD USE Reassign option to Effort Certification Reviewer

1) Enter the person's name even if they are not available in the drop-down view of the Effort Certification Reviewer choices

2) Enter the reason that this reassignment is appropriate

3) This routes to the Effort Certification Manager (WD role) for approval of reassignment – it is not instantaneous and will not be approved if a reason is not provided.

Next Research Town Hall: December 7th