Research Workday Town Hall
April 18, 2024

Research Workday Town Hall Agenda

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- Worktags
- Capital Update
- Effort Certification Update
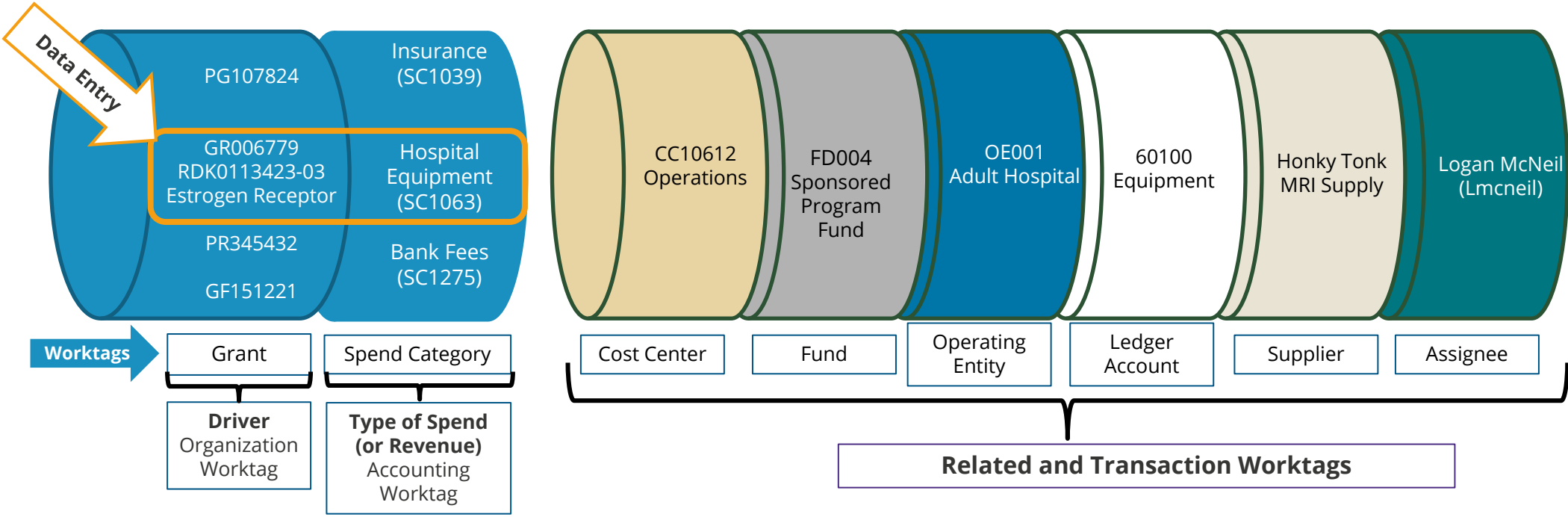- PI Dashboard Release
- WalkMe
- Q&A

Related Worktags

Driver Worktags

In this example of a supply chain transaction, the user entered the Grant ID and Spend Category. Other worktag fields are populated by default. If needed, default worktag values can be updated by the user.

Illustrative

Populated from the business document (e.g., supplier invoice)

Data Entry

PG107824	Insurance (SC1039)
GR006779 RDK0113423-03 Estrogen Receptor	Hospital Equipment (SC1063)
PR345432 GF151221	Bank Fees (SC1275)

Worktags

| Grant | Spend Category |

Driver Organization Worktag

Type of Spend (or Revenue) Accounting Worktag

| CC10612 Operations | FD004 Sponsored Program Fund | OE001 Adult Hospital | 60100 Equipment | Honky Tonk MRI Supply | Logan McNeil (Lmcneil) |

| Cost Center | Fund | Operating Entity | Ledger Account | Supplier | Assignee |

Related and Transaction Worktags

Related Worktags Report

Related Worktags is a workday delivered report that returns FDM values and any related default worktags for drivers (Grant, Gift, Program, Project, Cost Center). A QRG is now available that helps outline the FDM driver worktag usage, and also includes a section on running the Related Worktags report.

A security change enabled all finance users with the following roles to view and run the report for all *valid values*:

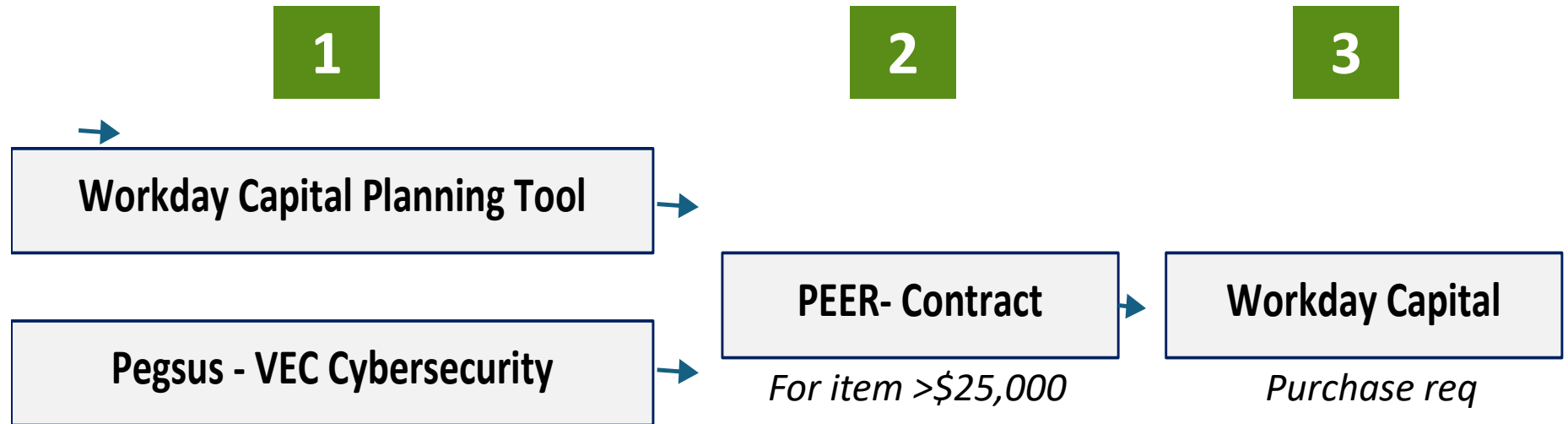|	
Cost Center Manager	Grant Manager
Cost Center Financial Analyst	Grant Financial Analyst
Cost Center Financial Analyst with Payroll Details	Program Manager
Finance Analyst	Program Financial Analyst
Gift Manager	Project Financial Analyst
Gift Financial Analyst	

Capital Update

Capital purchases – Review

Preliminary approvals may take weeks or months

Start as soon as possible to avoid delays

Workflow overview

1

2

3

| Workday Capital Planning Tool |

| Pegsus - VEC Cybersecurity |

| PEER- Contract |
For item >$25,000

| Workday Capital |
Purchase req

Capital purchases – Review

Capital refers to an item with purchase cost $5,000 or greater

Capital Planning

If capital purchase ($5k or more), enter a request into **WD capital planning tool**.

- 100% Grant/gift funded capital approved 2-3x weekly
- Other capital - executive approval every two weeks

Detailed guidance, SOP:

www.vumc.org/oor/research-administration

Cyber review can take several months to complete.

Start early!

VEC Cybersecurity Review

If there is a network component, a Pegasus request must be submitted for VEC clearance.

Key questions:
- Is software or connectivity to a VUMC system needed (will equipment be networked)?
- Will vendor or others have access to VUMC data or will VUMC data be sent outside?
- Is there PHI (Protected Health Information)?

Contact your department IT support for assistance

Capital purchases – Review

PEER Contract Review

If the item is over $25,000, a Supply Chain PEER request must be submitted. Items required to submit request:
- Quote plus vendor terms and conditions
- Capital planning approval

Contact your sourcing officer for guidance

Capital purchases – Review

Purchase requisition

Review QRG:

WDSC-501-Q1 How to Purchase - Requisition for Materials & Services (non-clinics)

In the capital purchase requisition:
- Enter unique capital planning Request ID in memo field
- Attach approval email to the requisition
- Use **Project Worktag PJ00017** for all Academic Enterprise capital purchases

www.vumc.org/oor/research-administration

Extract Assets - Department

Returns assets for each department based upon security to show relevant data such as cost, useful life, and worktags.

Written to filter results by cost center- based security roles

Effort Certification Updates

Effort Certification Looking Back and Looking Forward

Communications to Research Administration and Certifiers at the launch of Effort in Workday:

We are planning to have two effort certifications periods during fiscal year 2024 (July 2023 – June 2024):
- March 26, 2023 – September 30, 2023
- October 1, 2023 – March 31, 2024

As we get started with Effort Certification in Workday, we are going to:
- Extend our initial review period
- Allow for adequate time to learn the system and the review process
- Provide daily support and assist with changes as needed
- Recognize the importance of reviewing and ensuring effort is correct prior to certification
- Evaluate our processes and timeline as we go, document challenges and obstacles

Institutional practice and expectation:

Regular effort conversations on a monthly, no less than quarterly, basis for all individuals with federal funding sources.

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Effort Certification Looking Back and Looking Forward

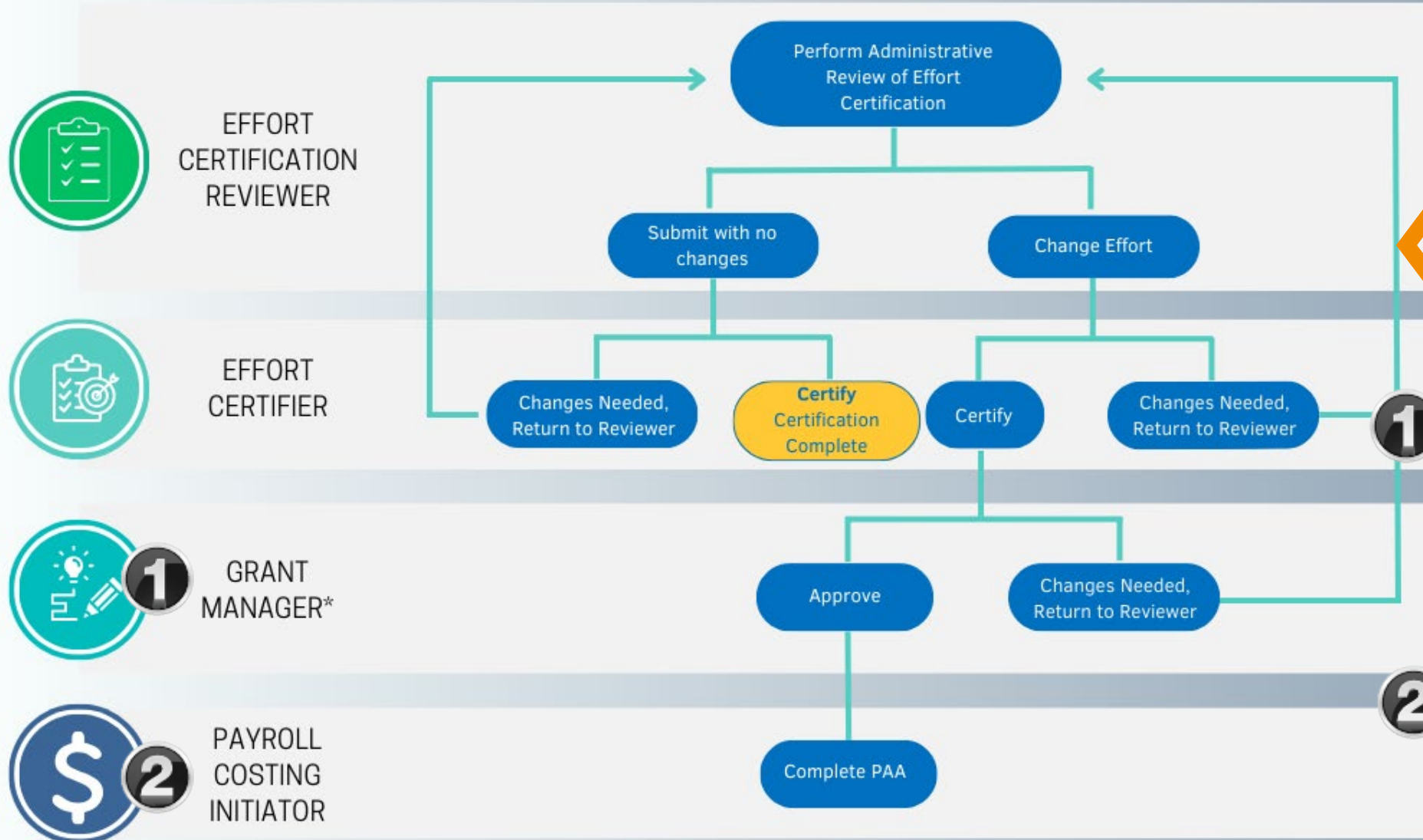**Upcoming Communications to Research Administration and Certifiers:**

- Next effort certification will cover October 1 – March 31, 2024 (likely in May 2024)

- We **heard** your feedback – and are actively working to resolve all pain points that can be resolved before the next launch!

- Scheduling "required" sessions with Effort Certification Reviewers and those with Grant Manager Role in Workday

- Process update is a result of your feedback as we work towards establishing best practices...

- Ability for employee to view Payroll Costing Allocation exists now

- Ability to view effort trend as self coming soon...

- Effort Review and Cost Transfer Documentation Compliance reminders and working session opportunities

Institutional practice and expectation:

Regular effort conversations on a monthly, no less than quarterly, basis for all individuals with federal funding sources.

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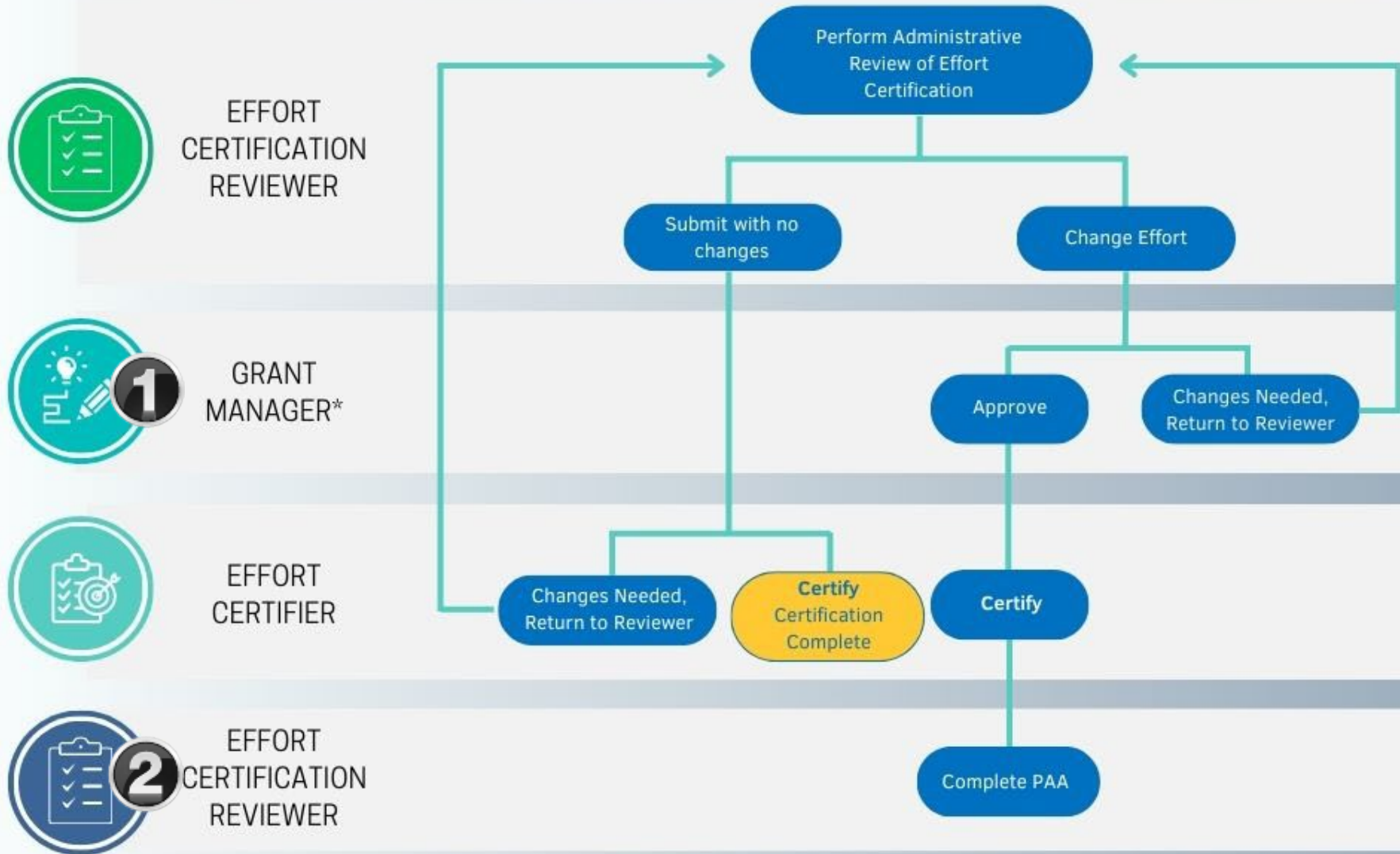
EFFORT CERTIFICATION ROLES* AND RESPONSIBILITIES

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.

Original process

Feedback received:

Lack of communication between Effort Cert Reviewer and Grant Manager resulted in unnecessary back and forth that included Effort Certifier

PAA routing to all Payroll Costing Initiators inbox created confusion when those not involved in the process submitted or canceled PAA

What is Recertification of Effort?

- When changes have been made to a previously certified effort period, recertification of that same effort period is required

  - Every effort should be made to ensure that the original certified Effort Report is correct

  - To minimize the need to recertify, the original Effort Report should be carefully reviewed before it is certified by the employee

  - Yes, that point was repeated twice…

- Recertifications, if required, will begin arriving in your Effort Certification Work Area and Inbox in the next few weeks

- You will see warning during PAA entry, "Effort has already been certified, recertification may be required if this change impacts a federal award."

Institutional practice and expectation:

Although it is sometimes necessary, making changes to previously certified effort periods is not a best practice.

Getting effort correct, actual effort worked and charged, the first time is the best practice.

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Effort Certification Reviewer Expectations

- Workday role assigned to the person in the effort certification process tasked with performing the administrative review of those employees required to certify their effort

- Responsible for **reviewing** and **entering changes**, if needed, directly to the employee's effort for the certification period prior to the certifier's review

- Must be comfortable and familiar with the regular monthly effort conversations that occur as part of our effort compliance institutional practices

- Person in the workflow that a certifier will "send back" their certification to if **changes** are necessary

- Required training will be provided for anyone in this role

Institutional practice and expectation:

Regular effort conversations on a monthly, no less than quarterly, basis for all individuals with federal funding sources.

Compliance – Federal Regulations and Institutional Practices

Effort Reporting and Certification in Workday

Although it feels like everything has changed, compliance remains the same...

In accepting a federally-sponsored grant or contract, VUMC agrees to abide by certain federal rules and regulations regarding the use of the funds.

VUMC Effort Reporting and Certification Policy excerpt:

VUMC maintains systems and procedures documenting the distribution of activity to individual sponsored agreements in compliance with federal regulations as defined by 2 CFR Part 200. <u>Any individual who performed work on a federally funded project or the project's principal investigator must certify their effort, unless in their absence, this task is reassigned to a designee who must have suitable means of verification of the distribution of effort.</u>

Acceptance of federal funding by VUMC requires the institution to adhere to the effort reporting requirements prescribed by UG Standards for Documentation of Personnel Expenses in 2 CFR Part 200.430 (i).

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Institutional practice and expectation:

Regular effort conversations on a monthly, no less than quarterly, basis for all individuals with federal funding sources.

Prepare for the next Effort Certification – Ongoing

Effort Reporting and Certification in Workday

Institutional practice and expectation:

Regular effort conversations on a monthly, no less than quarterly, basis for all individuals with federal funding sources.

- Review Payroll Costing Allocations on at least a monthly basis:
  - Is the plan as expected?
  - Are any grants expired or expiring soon?

- 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

Payroll Costing Allocation

Each employee can view their own costing allocations in Workday by navigating to the **Pay** tab under their personal profile

Reviewer Assignments based on Default Org Cost Center

EFFECTIVE DATE
must be October 1, 2023, or earlier for next Effort Cert to route to correct Effort Cert Reviewer

Payroll Costing Allocations and Payroll Accounting Adjustments

Responsibilities and Best Practices

If you are responsible for entering the PCA or PAA,

→ *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.*

Institutional practice and expectation:

Regular effort conversations on a monthly, no less than quarterly, basis for all individuals with federal funding sources.

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.

Cost Transfer Justification and Support

Best Practices

- Use good business communication etiquette:

  - State the facts

  - Cross-reference attachments or related documents (establishes that more information exists)

  - Not the time for blame or shame (remember, this is not a performance review or a system evaluation, this is a cost transfer)

  - If attaching an email, review the entire stream for relevance

  - Responses should be complete and not leave the reader asking who, what, when, why, or how

  - Responses should be written so that an ordinary person not familiar with the details of the project could understand the situation

PI Dashboard Release

Coming Soon- PI Dashboard
Target release date: May 15, 2024

Preparation for PI Dashboard Release
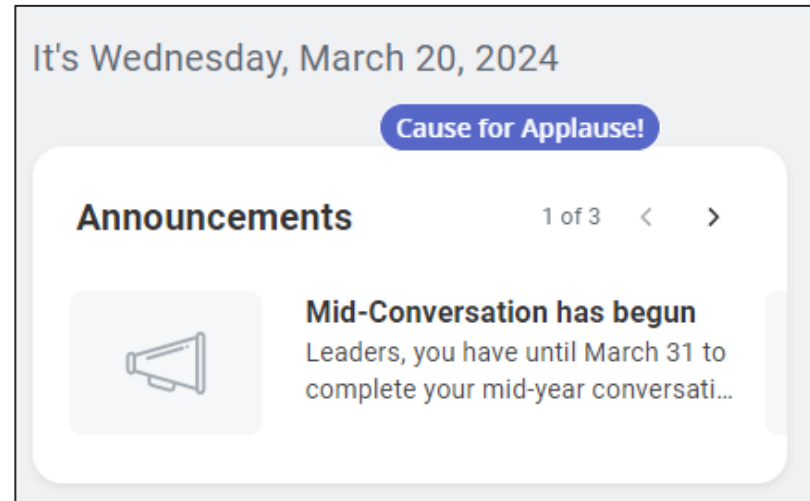*Target release date: May 15, 2024*

- Ensuring accurate budgets are entered into each active award is critical to a successful rollout of this dashboard.

- Ongoing budget monitoring and maintenance will ensure reports within this dashboard remain easy to understand for our PIs. (Reminder that the reports in the dashboard are already available to those of you with grant roles!)

- ***Helpful resources***

  - Refer to slides 25-33 of the slide deck linked below for helpful reminders on creating/amending budgets

    - Research Townhall #16 (2.15.24)

  - Refer to link below for access to the QRG that covers creating and amending award budgets in Workday.

    - Creating_and_Amending_Award_Budgets_QRG.pdf (vumc.org)

Meetings will be scheduled in the coming weeks with all departments to review budget variances and provide support in advance of our targeted release!

WalkMe

Do you see WalkMe on the Workday Home Page?

It's Wednesday, March 20, 2024

Cause for Applause!

Announcements   1 of 3   ‹   ›

Mid-Conversation has begun
Leaders, you have until March 31 to complete your mid-year conversati...

WalkMe Menu:

?

How to Get WalkMe

TRAINING HUB

Town Halls & Workshops

Security Roles & Guides

Quick Reference Guides

WalkMe

Adaptive Planning (Forecast, Budget, LRP)

Additional Resources

Install the WalkMe Plugin

To have the full experience of WalkMe while using Workday at VUMC, you must have the WalkMe add-in extension added to your computer. If you do not see the **WalkMe Menu** icon on your screen when you log into Workday, you do not have the extension installed.

If you do not have administrative rights to your machine, please contact the VUMC IT help desk for assistance installing the add-in to your machine.

PC / Windows Instructions

1. Navigate to the All-in-One Installer **here**.
2. Select Windows Installer 32-bit or 64-bit.
3. Select all Browsers and click Download.
4. Locate the MSI file and run the file on your local computer (you will need to have Admin privileges to install).
5. Restart browser and confirm you see the extension.

Macintosh - Chrome / Edge Instructions

1. Navigate to the Mass deployment guide **here**.
2. Select Mac; then select Chrome or Edge.
3. Select Deployment Method - Jamf.
4. Download the file from Step 1.
5. Find the .mobileconfig file on your computer and run the file on your local computer (you will need to have Admin privileges to install).
6. Restart browser and confirm you see the extension.

Macintosh - Safari / Firefox Instructions

1. Navigate to the All-in-One Installer **here**.
2. Select MacOS PKG; then select Safari or Firefox.
3. Select Downlaod for MacOS (a PKG file will be downloaded to your computer).
4. Locate the PKG file and run the file on your local computer (you will need to have Admin privileges to install).

WalkMe Tips Example: Workflow Aging Report*

This is one report example. Similar tips have been added to prompts and resulting reports for many reports already in Workday, including the soon-to-be-released PI Dashboard.

Next Research Town Hall: May 16, 2024