Research Workday Town Hall Agenda

April 17, 2025

- Welcome
- Budget
- Financial Transaction Monitoring & Deficits
- Effort Certification
- Payroll Retro Accounting
- PI Landing Page
- PCA for job requisitions
- Announcements
- Q&A

Budget

Financial Transaction Monitoring and Deficits

Research Administrator Responsibilities

Financial Transaction Monitoring and Deficits – *Monitor, Analyze, Correct and Prevent*

MONITOR all financial transactions within Workday timely

ANALYZE to ensure charges are appropriate to the award

CORRECT if the charge does not belong OR if the award is overspent

PREVENT future deficits

Address instances of overspending (deficits) in a timely manner

o Run WD Report *CR Fin Grant & Contract Deficits*

Why is Deficit monitoring on Grants and Contracts important?

Allowable

- All charges on sponsored awards should be allowable, allocable, reasonable and treated consistently as defined in VUMC's Direct Cost Policy

Billable

- When expenses are greater than the award line amount **billing the sponsor cannot occur within WD until resolved**

- If the deficit remains and the *time to bill the sponsor has expired*, **nonsponsored funds will need to cover**

Research Administrator Responsibilities

Monitoring award deficits in Workday

**workday.** | VUMC BUSINESS EDUCATION

CR Fin Grant & Contract Deficits Report

The CR Fin Grant & Contract Deficits report is to be utilized for regular, at least monthly, monitoring of award deficits in Workday. This report is accessible to all users with grant based roles in Workday, including Grant Managers and Grant Financial Analysts. The report presents a remaining balance calculation at the award line level. This calculation is the award line budget (set by OSP) less the actual expenditures for the grant worktag associated with the same award line. This report is used to monitor deficits for sponsored grants and contracts. It does not include VU grants or VA IPAs.

Open Report

1. Search for and select the **CR Fin Grant & Contract Deficits** Report.

Q cr fin grant   ⊗

1 CR Fin Grant & Contract Deficits Report

VIEW MORE
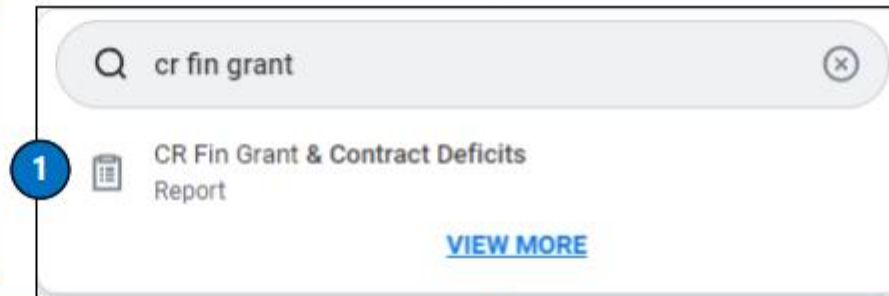
▪ **Utilize this report often between now and the end of the month to ensure all deficits are cleared.**

Research Administrator Responsibilities

CR Fin Grant & Contract Deficits – Report Prompts

REPORT PROMPTS

You may run this report without entering any prompts. If you do not select a prompt, the results will return all grants with deficits within your security purview.

In this example:

1. Search for your **Grant Hierarchy**.

Note: the Grant Hierarchy prompt contains many choices. You may select your Department/Division or scroll down to choose a Cost Center Grant Hierarchy.

2. Select the correct hierarchy.

3. Select **OK**.

Research Administrator Responsibilities

CR Fin Grant & Contract Deficits – Report Columns

REPORT COLUMNS

1. **Grant** worktag (GR) and name
2. **Grant Principal Investigator** (PI)
3. **Award Line** associated with the GR
4. **Inactive** is an award status indicator (**No** means the award is Active)
5. **Award Notes** (see more information below)
6. **Award** # and name the GR is associated with
7. **Cost Center** associated with the Award
8. **Workday Grant Managers** listed on GR or GR hierarchy
9. **Sponsored Programs Manager** (see below)

CR Fin Grant & Contract Deficits ⋯ ⚟

Grant_Hierarchies   Department of Training

28 items ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

Grant	Grant PI	Award Line	Inactive	Award Notes	Award	Cost Center	Grant Manager	Sponsored Programs Manager (Cost Center)
GR098765 4041234567 RCA251758-01A1:ADDRESSING RACIAL DISPARITIES IN LUNG CANCER	Carrie Oakey (0097893)	AWD012345 Federal Grant Revenue (Line 1)	No	REALLOCATE SM 7/11/24 Deficit on GR010603 is due to $265K in subcontract expenses and associated F&A. Sam to create journal to reallocate subcontract expenses.	AWD012345: Addressing racial disparities in lung cancer scree 04/05/2021 (version 0)	CC098989 – Department of Training	Holly Wood (0095123) Jack Pott (0014785)	Dinah Mite (0095014)
GR012345 4049876543 RDK129793-01:IMPACT OF METABOLIC ACIDOSIS ON MUSCLE MITOCHON	Walter Mellon (0088762)	AWD009875 Federal Grant Revenue (Line 1)	No	PENDING SM 7/2/24 Deficit of $155K on GR011905 is to be cleared when department works with OSP to increase budget upon receipt of new increment of funding for new year.	AWD009875: Impact of metabolic acidosis on muscle mitochondri 08/18/2021 (version 0)	CC098989 – Department of Training	Holly Wood (0095123) Jack Pott (0014785)	Dinah Mite (0095014)
GR0122445 4041478523 RAG076785-01:COMMON INFLAMMATION PATHWAYS BETWEEN	Anita Knapp (0098956)	AWD014789 Federal Grant Revenue (Line 1)	No	JULY EXPENSES SM 7/22/2024 No deficit as of	AWD014789: Common Inflammation Pathways between	CC098989 – Department of Training	Holly Wood (0095123)	Dinah Mite (0095014)

Award Notes are entered (and regularly maintained) by the **Sponsored Programs Manager**, or a department's primary contact in Post Award Finance. The award notes contain documentation about the award deficit during the life of the award. They may also contain reporting requirements. Award notes may be overwritten as new updates are made. Contact your Sponsor Programs Manager if additional notes should be added to the record.

Research Administrator Responsibilities

CR Fin Grant & Contract Deficits – Report Columns cont.

REPORT COLUMNS cont.

10. **Award Line Start Date**—Start Date as listed in Coeus and on the award in Workday.

11. **Award Line End Date**—End Date as listed in Coeus and on the award in Workday.

12. **Award Line Lifecycle Status** - Award is Active, Pending, Cancelled, Closed, etc.

13. **Award Line Amount**—Total award dollars as listed in Coeus and on the award line in Workday.

14. **Actuals**—Expenses that have posted to the GR worktag(s) associated with the award. This field is drillable.

15. **Remaining Balance**— Deficit amount, which is the difference between the Award Line Amount and Actuals.

16. **Remaining %** is the Remaining Balance as a percentage difference.

NEXT STEPS SUGGESTIONS

- Drill into the Actuals to view expenses by Ledger Account or Spend Transactions.

- Process PAAs, AAs or accounting journals immediately to remove expenses that do not belong on the grant worktag. Submit costing allocations and/or take appropriate action to ensure recurring non-labor charges are redirected to the updated funding source.

CR Fin Grant & Contract Deficits

Grant_Hierarchies   Department of Training

Award Line Start Date	Award Line End Date	Award Line Lifecycle Status	Award Line Amount	Actuals	Remaining Balance	% Remaining
04/05/2021	03/31/2025	Active	1,005,147.00	1,051,011.64	($45,864.64)	(4.56%)
08/18/2021	06/30/2025	Pending	811,611.00	965,228.95	($153,617.95)	(18.93%)
05/15/2022	01/31/2025	Active	1,540,645.00	1,544,096.21	($3,451.21)	(0.22%)

- Look at the Award Line End Date to see if the date is approaching soon. Determine if that is correct or an extension is needed.

- If the award line lifecycle status is incorrect, contact the appropriate central office:
  - If it shows as Pending, but the award has been executed, please work with OSP.
  - If it shows Active but should be closed, work with the post award Sponsored Program Manager.

Research Administrator Responsibilities

REMINDERS – *Monitor, Analyze, Correct and Prevent*

- Adjustments such as Payroll Accounting Adjustments **(PAAs) may also require you to process a PCA** to prevent future corrections

- **Cores corrections may also require you reach out** to lab personnel or others responsible for using those funding sources **to prevent future corrections**

- Follow each initiated correction to ensure <u>all approvals</u> **have been completed, and the deficit is cleared - by monitoring**

- Some deficits are not overspending on an award in total; however, if they are at the grant worktag level, you will need to **submit a PEER ticket for a reallocation** of the authorized amount at the line level. To ensure the reallocation occurs and billing can resume for the award, submit a ticket and inform your OSP contact of the timing **this week**

  - **Tip: if you request an award line amount be adjusted, you should also adjust your budgets**

- The *CR Fin Grant & Contract Deficits* **report guide can be found** [here](#).

- As we continue to build educational materials for spend management, you will become very familiar with the motto *Monitor, Analyze, Correct, and Prevent*

Research Administrator Responsibilities

Deficit Questions

For April close, ensure all PAAs, PCAs, Accounting Adjustments and JET items are **_approved_** **before May 5th** to be reflected in April financial statements.

The Post-Award Sponsored Programs Manager assigned to your area is available to help answer questions.

Effort Certification Status Update

Effort Certification Process Updates

PREPARE FOR THE NEXT EFFORT CERTIFICATION EVERY DAY

- Effort Certification for pay periods **October 1 to December 31, 2024** was issued February 28, 2025

- **Due Date: April 15, 2025**. Aim to have all Administrative Reviews complete by ==mid-January== in order to meet the deadline of all certifications complete by January 31, 2025,

- Effort Certification for pay periods **January 1 to March 31, 2025** will be issued next week

- **Due Date: June 15, 2025**

- **In FY26, the quarterly effort certification will be issued on the 15th of the month following the quarter-end.**

workday
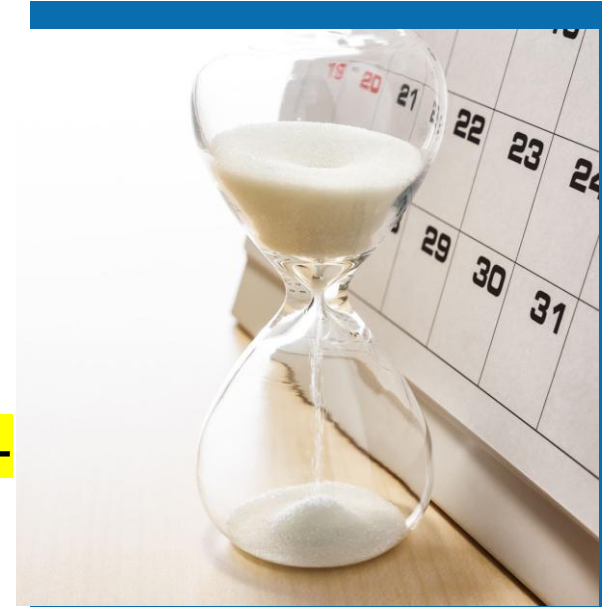
Effort Certification Status Update

Effort Certification Reviewers – Thank you for your persistence!

	4.1.24 to 6.30.24 (due 10/31/24)*	7.1.24 to 9.30.24 (due 1/31/25)*	10.1.24 to 12.31.24 (due 4/15/25)
NOT IN WORKFLOW	9	34	88
ADMIN REVIEW	25	118	274
AWAITING CERTIFIER	33	66	252
% Uncertified	2.1%	6.9%	20%
Certifications Remaining to Complete	67	218	614
Total Certifications Required	**3156**	**3157**	**3143**

*Recertifications are included in these numbers (and are expected to be worked upon issuance)

workday

If you need assistance (especially if it is urgent) or to expedite a PAA review, please email vumc.effort@vumc.org

Effort Certification Policy

IMPORTANT COMPLIANCE REMINDER

- [VUMC Effort Certification Policy](#) sets forth the escalation terms for non-compliance

- Effort certifications over 60 days outstanding are to be escalated to the Department Administrator and Department Chair/Director

- Past 75 days to VUMC Executive Leadership to determine next steps

- CLARIFICATION ON STATUS UPDATES –

  - For those "Not in Workflow" or in "Admin Review" status, it is the department **Effort Certification Reviewer's responsibility** to ensure these get to the certifier in a timely manner.

  - For those "Awaiting Certifier", it is the responsibility of the Certifier, the Effort Certification Reviewer, the Departmental Administrator, and the Department Chair/Director to ensure compliance with policy is met.

workday

VANDERBILT UNIVERSITY MEDICAL CENTER

Policy Description: Finance Policy - Effort Reporting and Certification	**Policy Number** FIN 12.2
Applicability: VUMC Employees	**Effective Date** September 2023
Approved By: Finance and Revenue Cycle Policy Committee	**Approval Date** September 2023

APPENDIX A: FOLLOW-UP PROCESS ON PAST DUE EFFORT CERTIFICATIONS

VUMC is committed to ensuring that effort certifications made in connection with federally sponsored programs are timely and comply with federal regulations.

Effort must be certified at the time the effort report is presented to the individual whose salary was paid, all or in part, by federally sponsored programs. Effort certifications that remain uncertified may result in audit findings and disallowances.

VUMC Finance will send notifications of uncertified effort based on the following timeframe:

Timeframe	Vanderbilt University Medical Center
30 days past due	Individual, Department Administrator
60 days past due	Individual, Department Administrator, Department Chair/Director
75 days past due	Individual, Department Administrator, Department Chair/Director

VUMC Executive Leadership will determine next steps if effort remains uncertified after the above notifications are communicated.

For further questions contact:

VUMC Finance, vumc.effort@vumc.org

Process Improvement--
Retro Costing for Payroll Accounting

Retro Costing for Payroll Accounting

PROCESS IMPROVEMENTS
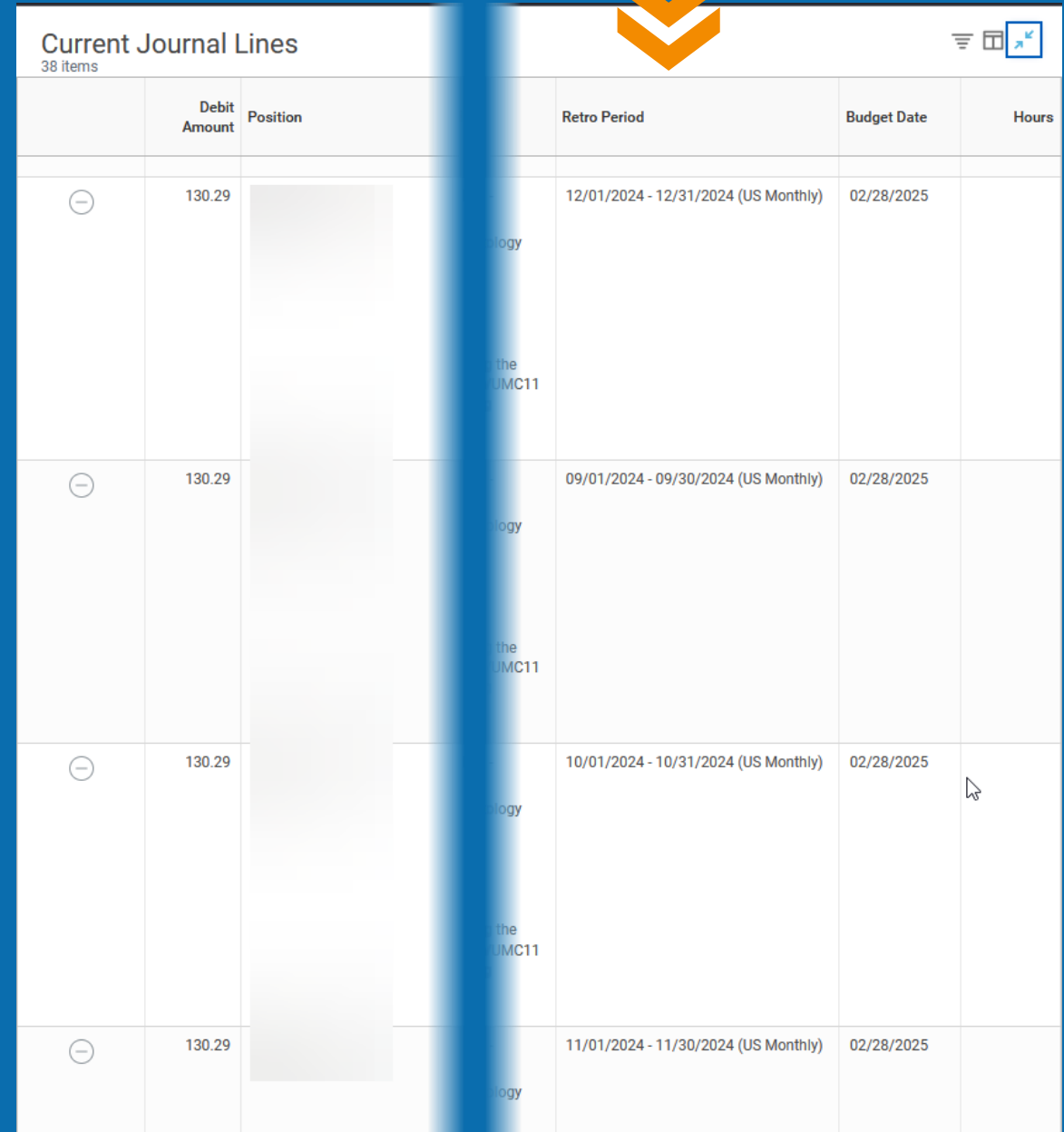
Challenge:
- Nearly impossible visibility to make changes when Retroactive Pay Increases and Retroactive Approvals (such as PTO approvals after the pay period) occur
- Presentation in effort certification required additional support and explanation

Solution:
- Workday enhancement for retroactive costing
- Visibility of Retro Periods in Payroll Accounting Adjustments
- Visibility of Retro Periods in Effort Certification Details tab

Actions Needed:
- Pay close attention when "Retro Periods" column is present
- Know if you are impacting a "Retro Period" in the Proposed Adjustments
- Check the Effort Certification Details tab for additional periods if something looks unusual (will be helpful for explanation or if corrective action is needed)

Adjustments

Pay Period   <mark>02/01/2025 - 02/28/2025 (US Monthly)</mark>

Payroll Result *

Position(s) *

Pay Component(s) *   ✕ Regular (Salary) (REGSAL) ⋯

Change Reason *   ✕ Effort Adjustment

Refresh Journal Lines ☐

Current Journal Lines   38 items

	Debit Amount	Position	Pay Component	Costing Company	Worktags	Retro Period	Budget Date	Hours
⊖	120.71		Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	CARTS: CTRFC Research - Federal - Contract Cost Center: CC02886 Medicine - Rheumatology Div - CD Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: C predicti C11893 Amend ⊕ More (3)	12/01/2024 - 12/31/2024 (US Monthly)	02/28/2025	
⊖	120.71		Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	CARTS: CTRFC Research - Federal - Contract Cost Center: CC02886 Medicine - Rheumatology Div - CD Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund	10/01/2024 - 10/31/2024 (US Monthly)	02/28/2025	

Submit   **Save for Later**   **Cancel**

As you scroll down to the Proposed Adjustments, notice new option to select Retro Period

The Retro Periods included in this period's Current Journal Lines

❯ **Details**

Effort Certification Status
In Progress

Changed Status
Unchanged

Aggregate | **Details** | Positions | Organizations | Process History

Viewing: ▤ ☰

Effort Certification Lines

Effort Period   09/01/2024 - 09/30/2024 (US Monthly)

Click here to sort

07/01/2024 - 07/31/2024 (US Monthly)

08/01/2024 - 08/31/2024 (US Monthly)

09/01/2024 - 09/30/2024 (US Monthly)

6 items

Effort Grant	Payroll Periods	Costing Company	Worktags Payroll	Costing	Original Amount	Original Percent	Change Reason	Certified Amount Estimated
				(2022-04-01)				
GR[ ]	02/01/2025 - 02/28/2025 (US Monthly)	Vanderbilt University Medical Center	Job Profile: 2035 - Asst Professor Position: [ ] Asst Professor Salary Over the Cap Type: NIH Level II Salary Cap	CARTS: CTRIM Research - Internal Funding - Miscellaneous Unrestricted Cost Center: CC02888 Medicine - Rheumatology Div - CD Clin Research Admin Fund: FD001 General Fund	130.29	0.7021%		130.29
GR[ ]	02/01/2025 - 02/28/2025 (US Monthly) 09/01/2024 - 09/30/2024 (US Monthly)	Vanderbilt University Medical Center	Job Profile: 2035 - Asst Professor Position [ ] Asst Professor	CARTS: CTRFC Research - Federal - Contract Cost Center: CC02886 Medicine - Rheumatology Div - CD Acad Grants Gifts Fund: FD004 Sponsored Program Fund	7,292.55	39.2979%		7,292.55

Principal Investigators Landing Page Enhancement: Gifts Portfolio

Principal Investigator (Gifts and Endowments) Role

Who
- Identifies the primary utilizer of the gift
- PI should not be the same as Gift Manager, or Gift Financial Analyst
- PI examples: researcher, directorship recipient (endowment), director of operational support, or educational program, etc.

How
- Submit a Pegasus ticket for [Departmental Security Request](#) change
- Include Gift ID and PI Employee ID
- Coordinate within department, and submit only one request

When
- Gift and Endowment section in the PI Landing Page goes live today, April 17th
- Currently, only ~15% of active Gift IDs have PI role populated
- PI will only see gifts where role assignment has been made

Need to inactivate a Gift ID? Submit a [Workday Issue Support](#) Pegasus ticket and choose **'FIN Gifts'**

Principal Investigators Landing Page Enhancement List

Personal Effort

- Expand access to Effort Trend to allow PIs to see 100% of their own effort

Gift Reporting

- Develop and enable PI security to financial reporting with payroll details on gifts
- Add Departmental Gifts reporting to the landing page

Programmatic and Residual Funds

- Security
- Reporting format
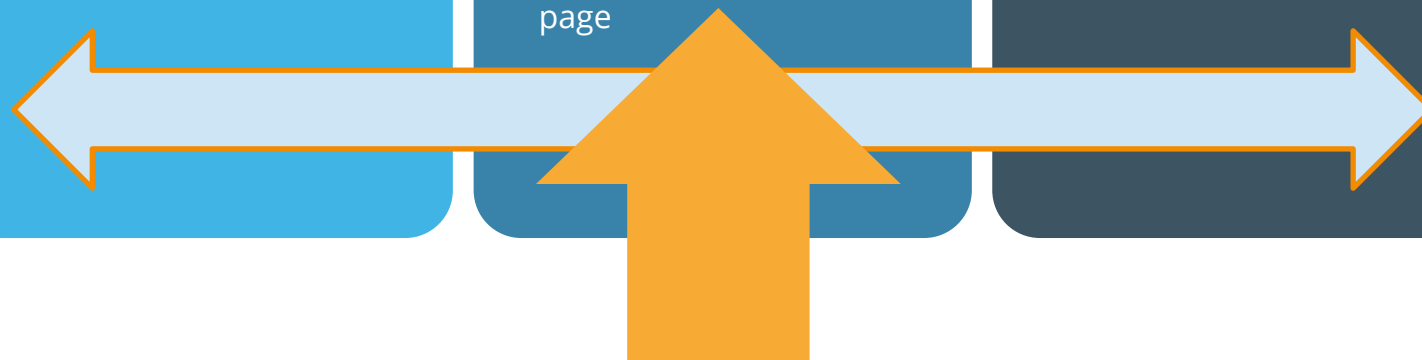
Principal Investigator Landing Page Enhancement

Custom Gift Reports

- CR Fin Spendable Gifts
- CR Fin Endowment Gifts
- Both reports now have new prompt for PI, so that Gift Managers or other roles can filter on PI

Payroll Costing Allocations (PCA): Required on Job Requisitions

Payroll Costing Allocations (PCA)

- Create New Position in Workday ([QRG](#))

Success! Event submitted
Up Next: HCM Business Manager | Create Position: New
Position - Approval by HCM Business Manager or Manager's...

View Details

- Approval by one-up Manager or
  HCM Business Manager

Success! Event approved
Up Next: Diana Ormsby (0101069) | Create Position: New
Position - Assign Costing Allocation for Create Position | Due...

View Details

Payroll Costing Allocations (PCA)

- My Tasks inbox: Assign Costing Allocation for Create Position

Payroll Costing Allocations (PCA)

Proposed Costing Allocations   Existing Costing Allocations

⊕ Add   Viewing: ▣ ☰

04/16/2025   🗑

Copy Costing Allocation ☐

Start Date * 04/16/2025 📅

End Date   MM/DD/YYYY 📅

> **Costing Allocation Attachments**

> **Salary Over the Cap Default Costing Allocations**

Costing Allocations

Costing Allocation Details 1 item   ⊞

⊕	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Costing Company	Grant	Gift	Project
⊕ ⊖	▼ ▼	Company: Vanderbilt University Medical Center					

Payroll Costing Adjustments *(Finance)*

✓ WDFI-207-Q1 Non-Research Payroll   Costing Allocation (PCA)

✓ **Research** PCA

✓ WDRG-300 Salary Over the Cap

Submit   Save for Later   Cancel

? WalkMe Menu

29

Payroll Costing Allocations (PCA)

- Job Requisition for new position without a costing allocation

    Cannot submit if PCA task not submitted

Event saved. Awaiting submission

Up Next: Hiring Manager | Revise Create Job Requisition | Due Date 04/20

View Details

Revise

⊘ Errors: 1   View All ⌄

Announcements

Join our account

amazon business

- **May 1st** – access Amazon Business with Business Prime through Workday

- Please do not use your Pcard for Amazon purchases after 5/1/2025. All Amazon purchases should be through Workday as of that date.

Next Steps

- Amazon Business will be accessible when creating a requisition from **Supplier Catalog**

- You will be prompted to setup your account using your **vumc.org** email address the first time you access the Amazon Business page.

- **Note**: There will be additional steps if you have used your *vumc.org* email for Amazon purchases

Training:	**Office Hours**
4/22 @ 2-3pm Join Here	5/6 @ 3-3:30pm Join Here
5/2 @ 10:30-11:30am Join Here	5/13 @ 11-11:30am Join Here

Next Research Town Hall: May 15th