

Workday:
Kronos Timekeepers
Readiness Session
March 2023



Agenda

- Kronos and Workday
- Cost Center Changes
- Float and Call Back changes
- Pay Code Edits
- Historical Corrections

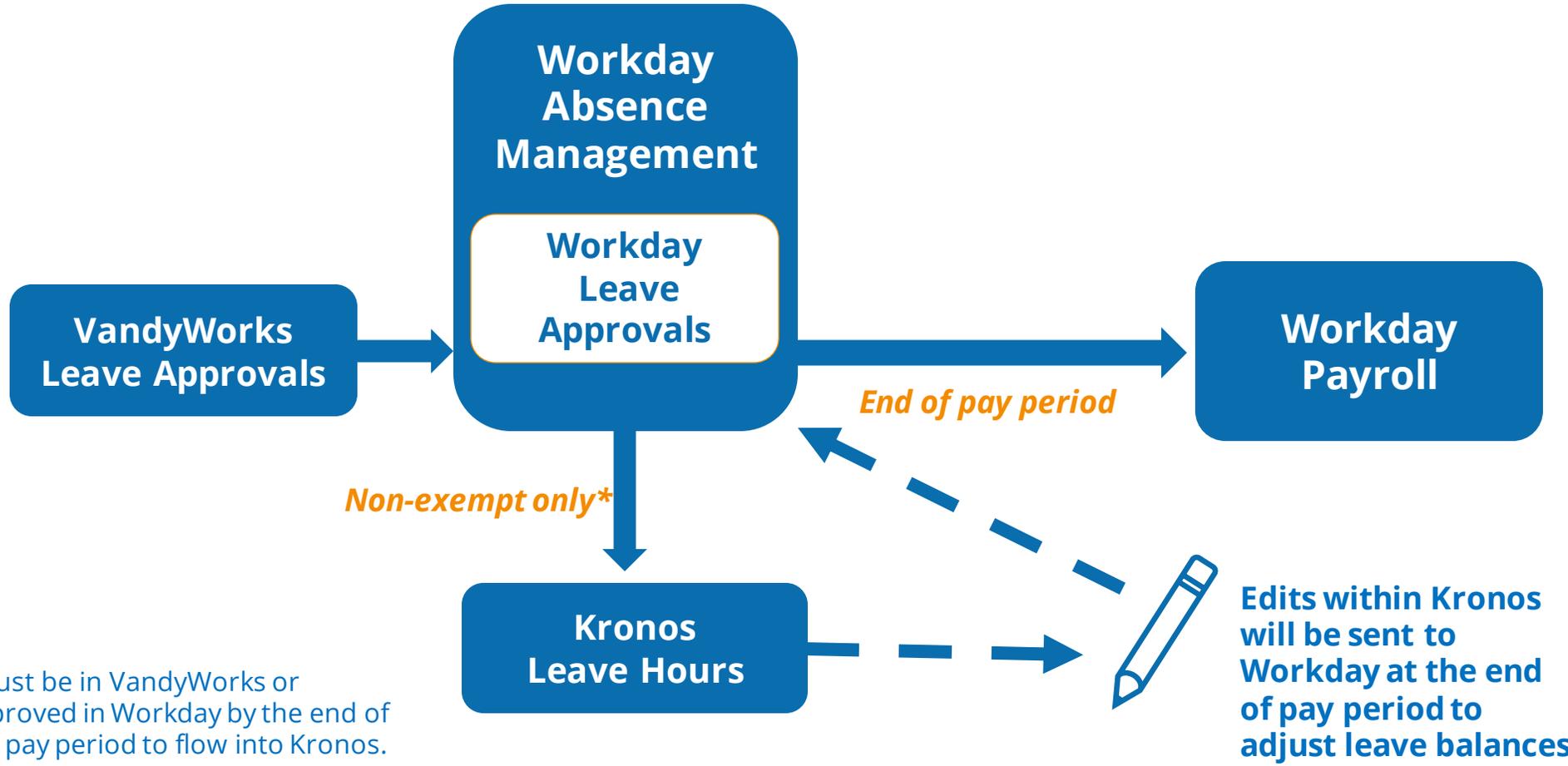


Kronos and Workday

- Exempt staff
 - Will no longer use Kronos
 - Time off requests will be in Workday
 - Exempt staff rows will still be visible to Timekeepers, but only for analytics
- Non-Exempt Staff
 - Time Off – Workday will be Source of Truth
 - VandyWorks – approved time off will feed Workday
 - Edits made in Kronos will feed Workday on Kronos Monday



Absence Management – Time Off Requests



*Must be in VandyWorks or approved in Workday by the end of the pay period to flow into Kronos.

Calendar Dates to Note

March 26: Kronos updates to reflect upcoming changes from Workday implementation.

April 1: Workday goes live.

Vandyworks and Non-Vandyworks Employees will continue to enter Time Off in Kronos through pay period ending April 8th.

April 9: Workday Time Off will begin feeding Kronos.

March 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

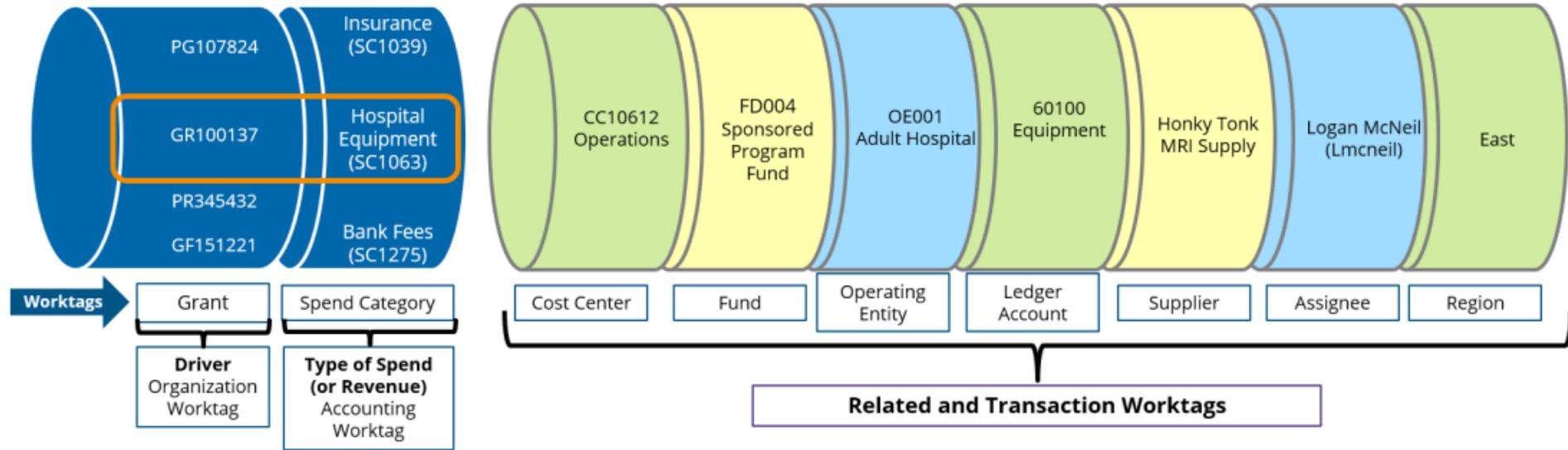
April 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29



Cost Center Changes

Foundational Data Model



Cost Center Translator Tool

Workday Cost Center Translator

Cost Center Translator Sign out

List of Centers Starts With Export

Show 200 records

Legacy Center #	Legacy Center Description	Workday Center ID	Workday Center Description	Fund ID	Operating Entity ID	Company ID	Function Code ID	CARTS ID
1082901240	FINANCIAL TRAINING	CC00692	MCA Financial Training	FD001	OEMCA	VUMC	FC23023	CTZZZ

Cost Center Translator Tool

Workday Cost Center Translator

Cost Center Translator Sign out

List of Centers Legacy Center: 404375 Starts With X Export

Show 200 records

Legacy Center #	Legacy Center Description	Gift ID	Grant ID	Program ID	Assignee ID	Workday Center ID	Workday Center Description	Fund ID	Operati Entity ID
4043750026	RHL136679-02:BLOOD PRESSURE AND KIDNEY FUNCTION - SPRINT VS		GR007095			CC02883	Medicine - Nephrology Div - CD Acad Grants Gifts	FD004	OEAc
4043750032	UDK100867-06:GDCN CLINICAL CENTER-ADVANCING CLINICAL RESEAR		GR003306			CC02883	Medicine - Nephrology Div - CD Acad Grants Gifts	FD004	OEAc

<https://finweb.app.vumc.org/apps/dofappworkdayconversiontools/>

Float and Call Back Changes

Clock Changes – Float & Call Back



Clock Changes – Float



Must use Keyboard – do NOT scroll

Clock Changes – Float



Pay Code Edits

Pay Code Edits

The screenshot displays the Kronos 'My Timestamp' interface. At the top, there is a navigation bar with 'My Information' and a refresh icon. Below this, the 'My Timestamp' section is active, showing a timestamp of '12/11/2019 1:51:43 AM (GMT -06:00) Central Time' and a 'Last Timestamp: 12/11/2019 12:00' notification. The main area contains four punch buttons: 'In Punch', 'Meal Departure', 'Meal Return', and 'Out Punch'. On the right side, a vertical menu is visible with options for 'My Timestamp', 'My Reports', and 'My Timecard'. The 'My Timecard' option is highlighted with an orange rectangular box.

Pay Code Edits

The screenshot shows the Kronos Timecards interface for user Kierste Johnson. The interface includes a navigation bar with 'Manage My Department' and 'Timecards' tabs. Below the navigation bar, there are controls for user selection (Johnson, Kierste...), a page indicator (1 of 1), and a search/refresh icon. There are also 'View' and 'Approve Timecard' buttons. The main content is a table of timecard entries with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Period. The entry for Tuesday 2/14 is highlighted with an orange box, showing a pay code of PNS and an amount of 2.5.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+	×	Sun 2/12											
+	×	Mon 2/13			7:02		11:35	12:02		15:36	8.05	8.05	8.05
+	×	Tue 2/14			8:35		13:55				5.5	5.5	13.55
+	×		PNS	2.5									
+	×	Wed 2/15											13.55
+	×	Thu 2/16											13.55

Pay Code Edits

The screenshot displays the Kronos Timecards interface for user Kierste Johnson. The interface includes a navigation bar with 'Manage My Department' and 'Timecards' tabs. Below the navigation, there are controls for viewing and approving the timecard. The main area contains a table of timecard entries for the dates Sun 2/12, Mon 2/13, Tue 2/14, and Wed 2/15. The entry for Tue 2/14 is highlighted with an orange border, indicating a pay code edit. The table columns include Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Period.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+	x	Sun 2/12											
+	x	Mon 2/13			7:02		11:35	12:02		15:36	8.05	8.05	8.05
+	x	Tue 2/14	PNS	2.5									
+	x				8:35		13:55				5.5	8.0	16.05
+	x	Wed 2/15											16.05

Historical Corrections in Kronos

Historical Corrections in Kronos

- Edits for **Time** *only*
 - Pay code
 - Punches
 - Transfers
- **No** edits for pay rate:
 - Job codes
- Workday pay periods only
 - Beginning March 26th



Timekeeper – Historical Edit Steps

The screenshot displays the Kronos Timekeeper interface. At the top, there is a header bar with the text 'Genies' and a settings icon. Below this, a search bar labeled 'QuickFind' contains the text '*12345'. To the right of the search bar, there is a date range selector showing 'Loaded 8:09' and '3/26/2023 - 4/08/2023, S...'. Below the search bar, there are several icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', and 'Approval'. The 'Approval' icon is highlighted, and a dropdown menu is open, showing three options: 'Approve Timecard', 'Remove Timecard Approval', and 'Enable Edits'. The 'Enable Edits' option is highlighted with an orange box. Below the menu, there is a table with columns for 'Name', 'Emp ID', 'Primary Account', and 'On Premises'. The table is partially obscured by the menu.

1. Find and select timecard
2. Select Workday pay period (post March 26th)
3. Approval > Enable Edits

Timekeeper – Historical Edit Steps

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+ X		Sun 3/26											
+ X		Mon 3/27											
+ X		Tue 3/28											
+ X		Wed 3/29	• PNS	8.0								8.0	8.0
+ X		Thu 3/30											8.0
+ X		Fri 3/31											8.0

- Add or Edit
- pay codes
- punches
- transfers

Totals Accruals Audits **Historical Corrections**

Detail View Summary View

Pending	Historical Date	Type of Edit	Pay Code	Amount	Account
✓	12/07/2022	Correction	PNS	8.0	...341/P00043344/0/CC00101

Timekeeper – Timecard Summary

Manage My Department

Genies

Timecard Summary Loaded 9:22

Select All Rows Column Selection Filter Timekeeping Approval Refresh Share Go To

Name	Emp ID	Dept	Pay Rule	Std PP Hrs	Totals Without Corrections	Totals With Corrections	Missed Punch	Short Meal	Employee Approval	Mgr Appl
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Key Take Aways

Key Take Aways

- Note dates from first slide
 - March 26th – changes take effect in Kronos
 - April 1st – Workday go-live
 - April 9 – Workday Time Off begins feeding Kronos
- Training enrollments week of 2/20
 - “Workday Changes to Kronos”
 - Timekeepers and Non-Exempt (hourly) staff
- Historical Edits Kronos Klue
 - Available [here](#)

Questions?

Appendix - Scenarios

Scenario #1

An employee called out today and I need to mark them absent.

VandyWorks

Book off the employee from the Assignment Sheet or Advanced Schedule View to the appropriate book off code (ABS, BRV, FMLA-ABS, etc) so that VandyWorks is an accurate reflection of the employee's schedule.

Workday

Workday will receive this Time Off from VandyWorks, update the employee's Time Off Balance in the Workday Absence Module and send to Kronos

Kronos

Kronos receives the Time Off from Workday and will load the time onto the employee's timecard. Employee and timekeeper will review and approve timecard prior to pay period close as they do today.

Scenario #2

An employee called out yesterday, but I forgot to book off in VandyWorks.

VandyWorks

Book off the employee from the Assignment Sheet or Advanced Schedule View to the appropriate book off code (ABS, BRV, FMLA-ABS, etc) so that VandyWorks is an accurate reflection of the employee's schedule.

Workday

As long as it is still within the current pay period, Workday will receive this Time Off from VandyWorks, update the employee's Time Off Balance in the Workday Absence Module, and send to Kronos. If it is not in the current pay period, the timekeeper will make a historical correction in Kronos.

Kronos

As long as it is still within the current pay period, Kronos receives the Time Off from Workday and will load that time onto the employee's timecard. Employee and timekeeper will review and approve timecard prior to pay period close as they do today.



Scenario #3

An employee had approved time off for today but decided to work. I need to cancel the time off.

VandyWorks

Cancel the book off from the Advanced Schedule View. If the employee had a scheduled shift prior to Leave Request approval, canceling the book off will add the scheduled shift back to the employee's schedule. If the employee did not have a scheduled shift, an ad-hoc shift can be added so that VandyWorks is an accurate reflection of the employee's schedule.

Workday

Workday will receive this updated cancellation from VandyWorks and will adjust the employee's balance to reflect the cancellation of the Time Off. If the adjustment is made after the end of the pay period, historical corrections will need to be made directly into Kronos. Once entered into Kronos, the time will correct the Workday balance.

Kronos

Kronos will receive this update from Workday and will not add Time Off to the employee's timecard. Employee and timekeeper will review and approve timecard prior to pay period close as they do today.

Scenario #4

An employee was a No Call, No Show two weeks ago and we were reviewing with HR so they were not yet booked off in VandyWorks.

VandyWorks

Book off the employee from the Assignment Sheet or Advanced Schedule View to the appropriate book off code (NO-SHW in this case) so that VandyWorks is an accurate reflection of the employee's schedule.

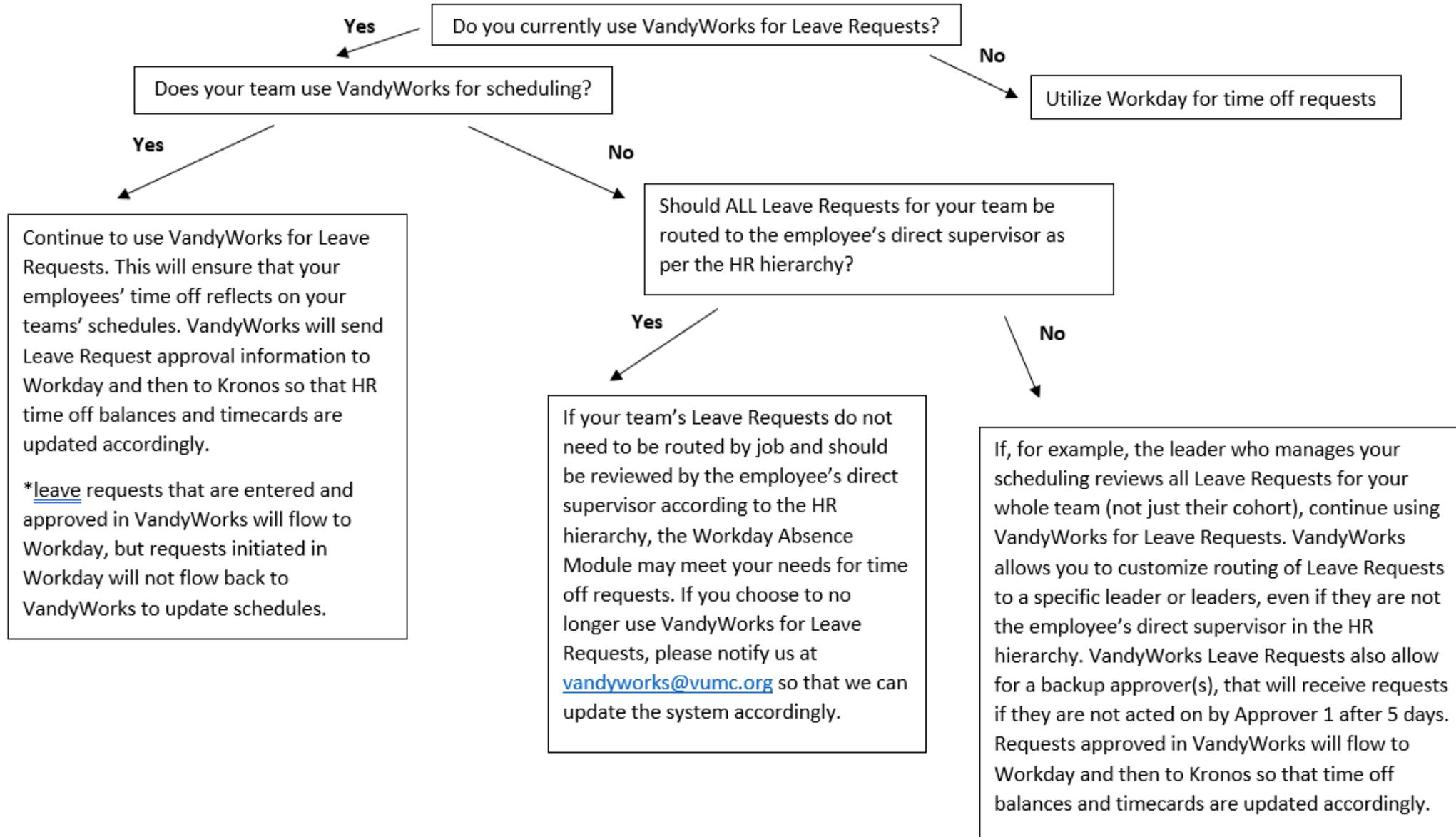
Workday

If the date in question is from a pay period that has already ended, Workday will not receive this update from VandyWorks and the timekeeper must enter a historical correction in Kronos.

Kronos

Edits after the last day of the pay period will need to be updated directly in Kronos by the timekeeper

VandyWorks vs Workday Leave Request Decision Aide



If you have further questions about your team's Leave Requests regarding VandyWorks, please reach out to us at vandyworks@vumc.org and we can set up a call to discuss!