

Question	Answer
Do we need to attend all readiness sessions? Will they all be the same content?	They are all the same content
Will there be a training on the time off requests and the types of views that managers can see? Today, we have a calendar and can see all employees that are off at the same time. Will we have this same type of view?	There is a view for Managers within Workday to view the time off for their team.
I am going to be taking over for someone that has been doing Kronos. This info is good but could you recommend a beginners class?	The Kronos 8.1 Curriculum for Timekeepers is the main training for timekeepers. Note that these changes discussed will be updated in that training soon. There will also be new offerings of the classroom option after go-live.
Exempt Staff: We have always posted the absences in Kronos, are these needing to go to Vandyworks to complete in Workday?	No, exempt staff will enter their time off requests in Workday. Staff who use VandyWorks will continue to use VandyWorks, but new users do not need to change to VandyWorks.
If staff float to work OT at WIC, that WIC cc won't pay the OT? my cc will pay their OT?	Staff will Float at the clock. There will be an Accounting Adjustment done by Finance to move the OT.
If an exempt staff member requested PTO and then does not take the time off, can they correct or does the manager have to correct?	Exempt PTO will be corrected in Workday.
When the timekeeper makes the historical correction does that trigger it being paid out? Or will we still need to submit a paper PCR?	If entered in Kronos as a historical edit, no PCR will be needed. Note that Payroll will determine when the historical correction will be paid.
Can you demo how exempt staff enters time off (vacation time, for example)	This will be completed in Workday and training is available in the Learning Exchange.
If we make a historical edit, will the payments be corrected as well? Or will we be submitting additional paperwork to get the employee's pay corrected?	No, this will replace the PCR

What about FMLA Tracking?	This will be done in WorkDay using Workday Help and creating a case.
Diana just said that all staff will need to know these cost centers on March 26th. Will their Timestamp punches not be automatically charged to the Workday equivalent center when they timestamp in and out? In my division, they shouldn't be floating at all - only timestamping in and out.	a center is needed only when floating or transferring (in timestamp)
In the slide deck displaying the kronos hub, there was a message "do not scroll" when they were entering the cost center... I was curious of the consequences, in case a staff member does this by accident, and a solution to the issue that this will cause.	Staff should type the cost center. The list of cost centers is too large and may cause buffering errors if you try to scroll.
Will all of the PCards be automatically updated with the new cost centers?	Pcards will be moving to Workday Expense Reports. Please refer to the training for Expense Reports for more information
How is OT correctly located if you provide necessary coverage at another location that creates OT due to patient care?	Finance is currently working on a process to adjust after the fact with an Accounting Adjustment.
so if we have staff working overtime in another cost center,, how do we do that , since we don't want to pay the overtime	Finance is currently working on a process to adjust after the fact with an Accounting Adjustment.
will there be training for staff that float everyday to a different area	an email went out Monday 2/20 regarding the training.
If we don't have the "enable edits" button now will we get it?	The new changes to Kronos will be available March 26th
once My Workday starts we will still continue to edit and put in all PTO for non-exempt staff in Kronos correct?	effective 04/09, PTO should be entered into Workday. The only exception is if you use VandyWorks, continue to use VandyWorks.
If you do a historical correction, does it then pay them the difference? Is it added to their next paycheck?	Payroll will determine when it is paid.

Will VIP be using my Workday for requesting time off	Yes
Will any pre-go-live data be loaded into Workday? If so, how far back?	There was information provided around historical information being loaded into Workday in the Change Network meeting on 3/8. You can view the recording or presentation on the vumc.org/myworkday webpage.
Would we submit a RDC in the timecard edit? Sorry if i missed that piece...	RDC is not a thing in Kronos...the historical edits will be done for time. If you need to adjust pay, you will do that in Workday. RDCs in Workday are now Payroll Accounting Adjustments. Training is available on this new process in the Learning Exchange.
will old vandyworks vacation requests still be in effect (flow over)	They should be
So will there be no more Off Cycle Check Request?	For time, you are correct
How far back can Historical Corrections be done?	beginning the pay period 04/09 for payperiods back to 3/26/23
Managers of exempt staff no longer need to approve reports' recorded time off?	Correct, exempt's PTO will not be in Kronos
Will the cost centers transalte automatically in the first pay period if not floating?	Yes
Can you confirm that we can no longer float over time to other cost centers, and that overtime is charged to cost center worked when overtime is reached.	Correct
Did you say that March 26 is the last day for exempt staff to enter time in Kronos?	3/27/2023
Exempt AND non-exempt will be using Workday for PTO? I thought we had been told it was only Exempt staff.	In essence both will be using WD because WD is the source of truth.

I saw on a training slide that FMLA will not be in KRONOS? If not, how can I enter that for staff	that will be handled in WD through Workday Help by entering a case
Will the correct CC, GR, etc. populate automatically?	You will see DEFAULT based on your position in WD.
If your team is currently using Vandyworks but would like to use Workday going forward, is there anything to do?	email vandyworks@vumc.org
for my exempt staff, will i need to approve time in workday and kronos? or just workday?	Just Workday
Is it the managers responsibility to put in PTO for exempt staff in Workday or exempt staff	Generally speaking, this is the employees responsibility. Unforeseen circumstances may change this for case by case basis.
If our timekeeper is our admin supervisor will their role remain the same in workday?	Yes, timekeeper roles are separate from Workday roles
if they request time off in vandyworks, does it subtract from their bank if it is after 7/1 since the new bank of time gets entered then	The time off balances in Workday reflect as of the date taken.
will non exempt staff use workday to request time off?	Yes
Once I make an update in Kronos, is there an option to add a comment?	Yes, comments can be added to any edit by the timekeeper
So I just want to make sure i'm correct. Historical Correction replaces PCR Right?	For Workday time periods and for corrections to time
How do you handle employees floating from one facility to another facility to work?	The employee will select float at the clock and enter the cost center for the facility they are floating to. It is entered as a transfer in time stamp.

For staff members that float. Will the cost center automatically change or do I have to manually put it in for the first time after the change over	The new cost center will need to be added.
If the ANM/CSL approves vandywork leave requests currently, will they continue to routed to them when workday goes live?	Yes
For Exempt Employees is there anything I need to do in KRONOS after 3/26 or 4/1 for my staff?	No
Will historical corrections be reflected on the next paycheck?	This will be decided by payroll.
has training been pushed to non exempt employees already?	Workday training has been pushed to all employees
For leave (FMLA) is this entered by employee or manager?	Either can enter the request in Workday
So if we are using Kronos , this will still same for non-exempt plus adding extra feature. as a result of workday	Yes
Is there a way to see future time off for staff in workday? So we can plan for approval?	Yes
Did you state you no longer have to approve Exempt employees time in workday?	Exempt staff will no longer use Kronos for capturing time off; they will submit time off requests in Workday which will approved by their manager
What happens to previously approved time off that occurs after 4/1/23?	It will flow when it happens
will vandyworks be phased out?	Not that I am aware of...
Is the future state for everyone to use Workday instead of utilizing both systems? Or will we always use both for leaders who have staff exempt and non-exempt?	Kronos is the system we use for timecards. Workday is a system for all HR, Finance, and Supply Chain systems. They will always be different.

<p>If our dept of 4 people don't use VandyWorks for time off requests, will we have to use Workday?</p>	<p>Yes, if you do not use VandyWorks, Workday will be used for time off</p>
<p>Will the center that our staff are floating to still be responsible for the OT vs home department?</p>	<p>OT will be charged to the cost center where the OT is incurred at 40 hours. Finance is working on a process to move the charges with an accounting adjustment centrally.</p>
<p>Will non-exempt staff also request time off in Workday, but record itime off in Kronos?</p>	<p>Yes, non exempt staff who do not use VandyWorks, should request time off in WD and it will flow to Kronos during the current pay period.</p>
<p>I have Exempt staff who use VandyWorks. I have been told the time off from VW will feed Kronos for end of month reconciliation. If someone calls out sick, will a staff member have the ability to put in a day off retroactively to ensure the time is correctly tracked?</p>	<p>VandyWorks will feed Workday time off. The time may be in Analytics but not in the timekeeping (WFC) part of Kronos.</p>
<p>My Exempt staff are not requesting time in Workday. We are continuing to use VandyWorks for time off. Can you please advise on how to reconcile time off at the end of the month if the information doesn't flow from VW to WD?</p>	<p>Approved time off in VandyWorks will feed Workday time off.</p>
<p>For non exempt staff, do timekeepers approve time cards in Kronos or Workday?</p>	<p>Time off in Workday will be approved in Workday, then flow into Kronos. Timecards will need to be approved in Kronos. the timecard will remain in Kronos.</p>
<p>Will Vandyworks feed into Kronos or day off needs to be put in Kronos still?</p>	<p>After April 9, Approved time off from VandyWorks will feed Workday. Workday will feed Kronos.</p>
<p>If staff has PTO for after the WD go-live scheduled in Kronos today, do they need to re-enter in WD?</p>	<p>If it is in Kronos for Exempt staff, yes, they will need to enter the time off in Workday. For non-exempt staff, it will feed Workday when that pay period is processed.</p>

if we currently have a staff list in Kronos will we still be able to use that?	Yes, the staff list will still be active. Note that you will not need to approve any exempt staff.
What happen if the employee does not know the float code and how will OT be capture when floated to another center sisco	The employee should work with their manager or timekeeper to get the correct cost center when floating. If the wrong cost center is used, it will need to be corrected by the timekeeper before it is approved. OT will be adjusted to the correct cost center by finance with an Accounting Journal.
Should the historical correction be used to make corrections to PTO that was incorrectly entered? For example, 8 hours PTO entered in previous pay period, but find out the employee is using STD and should not have had PTO paid out.	Yes, that can be done via a historical correction.
Will we approve exempt staff's time in Kronos on March 31st or will that date be earlier?	You will approve on 03/27...an email will be going out in the next couple of days
Just to clarify, if a non exempt employee is NOT floating nor are they paid by a grant, are things just the same for them?	Yes, the process should be the same.
what happens if staff enters PTO request in Vandyworks but then cancels it at a later date?	It should feed to WD as long as all is done in the current pay period.
So we cant use names? Just employee ID numbers?	You can use names...but that has caused major issues lately.
Will all staff be able to enter pay codes in Kronos or will this only be for Timekeepers?	All can enter, just like today!
If staff are already set up for time off after 4/9/23 will we have to reenter?	If they are non-exempt and set up in VandyWorks or Kronos, no. If they are exempt, the time will need to be entered in Workday.
Once a day is approved in My Workday, will a staff member's PTO total update automatically or will there be a delay?	hourly update from WD to Kronos for the current pay period only!