



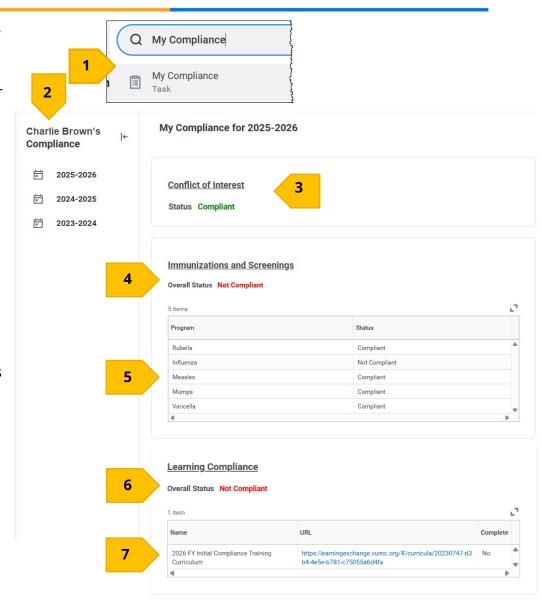
My Compliance in Workday



Employees can view their compliance for Conflict of Interest, Immunizations and Screenings, and Learning from the **My Compliance** task page in Workday. This information is updated once per day.

- 1. Search My Compliance in the Workday search bar and select.
- 2. **Select** the desired compliance time period. Note that the system defaults to display the most recent period.
- 3. The Approved **Conflict of Interest** (COI) **Status** displays either "Compliant" or "Not Compliant" based on fiscal-year compliance information from the COI system and is updated Monday Friday by 8:30 AM CT.
- 4. The **Immunizations and Screenings Overall Status** displays based on your Occupational Health record and is updated daily by 8:00 AM CT. This overall status is based on the immunizations and screenings required for your job at VUMC.
- 5. If your overall status is "Not Compliant", **details** within this section will display the status for each **Program** you are required to comply with. Note, if your overall status is "Compliant", no details will display.
- 6. The **Learning Compliance** section displays your **Overall Status** based on **mandatory** training you are enrolled in. This can include initial compliance, annual compliance, or any competency requirements based on your position. This information is updated from the Learning Exchange on a **nightly** basis and is available each morning by 5:00 AM CT.
- 7. **Mandatory** learning courses in which you are enrolled will display below your overall status.

Note that for the **current annual compliance period**, your status will display "Compliant" until any annual enrollment. The message displays, "You are not enrolled in any required learning at this time" until enrollment occurs.



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