



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.

The screenshot shows the 'My Compliance' task page for Charlie Brown. It includes a search bar at the top, a list of compliance periods (2025-2026, 2024-2025, 2023-2024), and three main sections: Conflict of Interest, Immunizations and Screenings, and Learning Compliance. Each section displays an overall status and, if not compliant, a table of details.

Charlie Brown's Compliance

- 2025-2026
- 2024-2025
- 2023-2024

My Compliance for 2025-2026

Conflict of Interest
Status **Compliant**

Immunizations and Screenings
Overall Status **Not Compliant**

5 items

Program	Status
Rubella	Compliant
Influenza	Not Compliant
Measles	Compliant
Mumps	Compliant
Varicella	Compliant

Learning Compliance
Overall Status **Not Compliant**

1 item

Name	URL	Complete
2026 FY Initial Compliance Training Curriculum	https://learningexchange.vumc.org/#/curricula/20230747-d3b4-4e5e-b781-c75055a6d4fa	No