

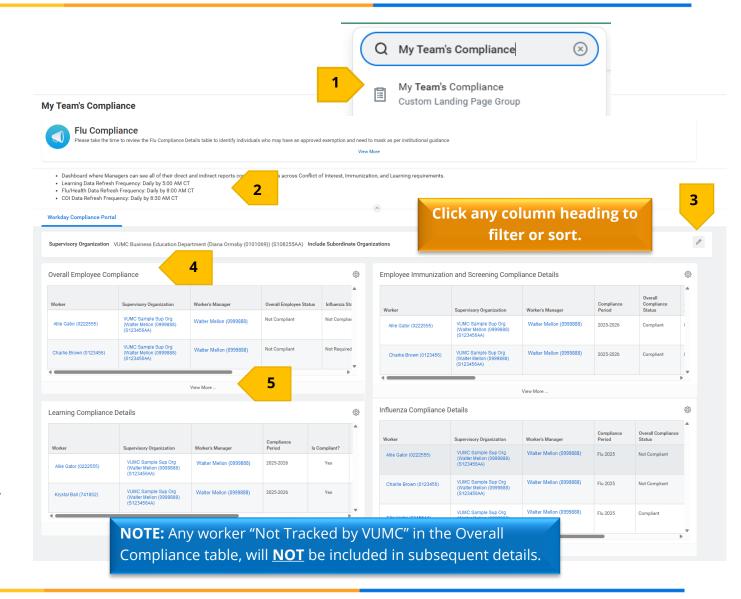


My Team's Compliance in Workday



Managers can view the compliance for their direct reports and subordinate organizations on the **My Team's Compliance** custom landing page. The custom page will display **Overall Employee Compliance**, along with details for Immunizations and Screening compliance, Influenza compliance, and Learning compliance. This information is updated once per day based on the indicated schedule.

- Search My Team's Compliance in the Workday search bar and select.
- 2. The **Refresh Frequency** of the included data is detailed at the top of the page.
- 3. **Select** the pencil icon to change the supervisory organization displayed or to select to include subordinate organizations on **ALL** displayed reports.
- 4. Overall Employee Compliance displays the worker's overall compliance status, and the status of their Influenza, Occupational Health, Learning, and Conflict of Interest compliance. Details for each worker's Occupational Health, Learning, and Influenza compliance can be found in the subsequent reports on the page.
- Click **View More** to change the Sup Org or compliance period(s) for just the selected report.



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My Team's Compliance in Workday



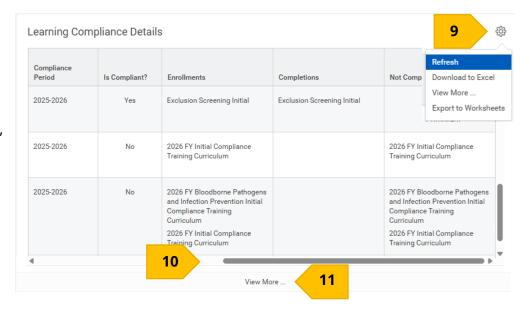
Employee Immunization and Screening Compliance Details

- 6. Click the **Gear Icon** to refresh, download to Excel, or export to Worksheets.
- 7. **Scroll** to view worker compliance details for various Occupational Health programs. The worker will display either "Compliant" or "Not Compliant" for required programs, and N/A for any that are not required for their current position at VUMC.
- 8. Click **View More** to change the Sup Org displayed or to change the compliance period. Note: this will leave the My Team's Compliance page and open a new report

Employee Immunization and Screening Compliance Details Overall Simian Download to Excel Compliance Compliance Animal Herpes Allergen **B Virus** View More Period Status Childcare Mumps Export to Worksheets 2025-2026 Compliant N/A N/A N/A Compliant 2025-2026 N/A N/A N/A N/A Compliant Compliant View More

Learning Compliance Details

- 9. Click the **Gear Icon** to refresh, download to Excel, or export to Worksheets.
- 10. **Scroll** to view worker compliance details for the compliance period. The details will display mandatory training enrollments, completions, and non-completed courses.
- 11. Click **View More** to change the Sup Org displayed or to change the compliance period. Note: this will leave the My Team's Compliance page and open a new report



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My Team's Compliance in Workday



Influenza Compliance Details

- 12. Click the **Gear Icon** to refresh, download to Excel, or export to Worksheets.
- 13. **Scroll** to view worker influenza compliance details for the flue compliance period displayed.
- 14. The **Overall Status** column for each worker will display either "Compliant" or "Not Compliant". Note that any worker listed as "Not Tracked by VUMC" in the Overall Compliance table, will not be displayed.
- 15. For workers who are compliant, their **Influenza** column will display "Compliant" for those who have been immunized, "Not Required" for remote workers, and "Compliant-Exempt" for those who have received approved exemptions.

16. Click **View More** to change the Sup Org displayed or to change the compliance period. Note: this will leave the My Team's Compliance page and open a new report

Vorker's Manager	Compliance Period	Overall Compliance Status	Influenza	Refresh Download to Excel View More
Walter Mellon (0999888)	Flu 2025	Compliant	Compliant	Export to Worksheets
Walter Mellon (0999888)	Flu 2025	Not Compliant	Not Compliant	11/05/2025
Walter Mellon (0999888)	Flu 2025	Compliant	Not Required	11/05/2025
Walter Mellon (0999888)	Flu 2025	Compliant	Compliant - Exempt	11/05/2025
Valter Mellon (0999888)	Flu 2025	Not Compliant	Not Compliant	11/05/2025

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