



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.

1. 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.
5. Click **View More** to change the Sup Org or compliance period(s) for just the selected report.

My Team's Compliance
Custom Landing Page Group

Flu Compliance
Please take the time to review the Flu Compliance Details table to identify individuals who may have an approved exemption and need to mask as per institutional guidance.
[View More](#)

- Dashboard where Managers can see all of their direct and indirect reports across Conflict of Interest, Immunization, and Learning requirements.
- Learning Data Refresh Frequency: Daily by 5:00 AM CT
- Flu/Health Data Refresh Frequency: Daily by 8:00 AM CT
- COI Data Refresh Frequency: Daily by 8:30 AM CT

Workday Compliance Portal

Supervisory Organization: VUMC Business Education Department (Diana Ormsby (0101069)) (S108255AA) [Include Subordinate Organizations](#)

Overall Employee Compliance

Worker	Supervisory Organization	Worker's Manager	Overall Employee Status	Influenza Status
Allie Gator (0222555)	VUMC Sample Sup Org (Walter Mellon (0999888) (S123456AA))	Walter Mellon (0999888)	Not Compliant	Not Compliant
Charlie Brown (0123456)	VUMC Sample Sup Org (Walter Mellon (0999888) (S123456AA))	Walter Mellon (0999888)	Not Compliant	Not Required

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Employee Immunization and Screening Compliance Details

Worker	Supervisory Organization	Worker's Manager	Compliance Period	Overall Compliance Status
Allie Gator (0222555)	VUMC Sample Sup Org (Walter Mellon (0999888) (S123456AA))	Walter Mellon (0999888)	2025-2026	Compliant
Charlie Brown (0123456)	VUMC Sample Sup Org (Walter Mellon (0999888) (S123456AA))	Walter Mellon (0999888)	2025-2026	Compliant

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Learning Compliance Details

Worker	Supervisory Organization	Worker's Manager	Compliance Period	Is Compliant?
Allie Gator (0222555)	VUMC Sample Sup Org (Walter Mellon (0999888) (S123456AA))	Walter Mellon (0999888)	2025-2026	Yes
Krystal Ball (741852)	VUMC Sample Sup Org (Walter Mellon (0999888) (S123456AA))	Walter Mellon (0999888)	2025-2026	Yes

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Influenza Compliance Details

Worker	Supervisory Organization	Worker's Manager	Compliance Period	Overall Compliance Status
Allie Gator (0222555)	VUMC Sample Sup Org (Walter Mellon (0999888) (S123456AA))	Walter Mellon (0999888)	Flu 2025	Not Compliant
Charlie Brown (0123456)	VUMC Sample Sup Org (Walter Mellon (0999888) (S123456AA))	Walter Mellon (0999888)	Flu 2025	Not Compliant
Krystal Ball (741852)	VUMC Sample Sup Org (Walter Mellon (0999888) (S123456AA))	Walter Mellon (0999888)	Flu 2025	Compliant

NOTE: Any worker "Not Tracked by VUMC" in the Overall Compliance table, will **NOT** be included in subsequent details.



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

Compliance Period	Overall Compliance Status	Animal Allergen	Simian Herpes B Virus	Childcare	Mumps	
2025-2026	Compliant	N/A	N/A	N/A	Compliant	N/A
2025-2026	Compliant	N/A	N/A	N/A	Compliant	N/A

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Refresh
Download to Excel
View More ...
Export to Worksheets

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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

Learning Compliance Details

Compliance Period	Is Compliant?	Enrollments	Completions	Not Comp
2025-2026	Yes	Exclusion Screening Initial	Exclusion Screening Initial	
2025-2026	No	2026 FY Initial Compliance Training Curriculum		2026 FY Initial Compliance Training Curriculum
2025-2026	No	2026 FY Bloodborne Pathogens and Infection Prevention Initial Compliance Training Curriculum 2026 FY Initial Compliance Training Curriculum		2026 FY Bloodborne Pathogens and Infection Prevention Initial Compliance Training Curriculum 2026 FY Initial Compliance Training Curriculum

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Refresh
Download to Excel
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Export to Worksheets

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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

Influenza Compliance Details

Worker's Manager	Compliance Period	Overall Compliance Status	Influenza	
Walter Mellon (0999888)	Flu 2025	Compliant	Compliant	
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
Walter Mellon (0999888)	Flu 2025	Not Compliant	Not Compliant	11/05/2025

View More ...