

Research Workday Town Hall Agenda

June 19th, 2025



- Welcome
- Effort Update
- All Effort Tab on PI Landing Page
- Year End Updates
- Announcements
- Q&A

Effort Update

Effort Certification Status Update

Effort Certification Reviewers – Thank you for your persistence!

	7.1.24 to 9.30.24 (due 1/31/25)*	10.1.24 to 12.31.24 (due 4/15/25)	1.1.24 to 3.31.25 (due 6/15/25)
NOT IN WORKFLOW	33	43	135
ADMIN REVIEW	72	108	249
AWAITING CERTIFIER	24	54	108
% Uncertified	4%	7%	16%
Certifications Remaining to Complete	129	208	492
Total Certifications Required	3157	3117	3097

*Recertifications are included in these numbers (and are expected to be worked upon issuance)



If you need assistance (especially if it is urgent) or to expedite a PAA review, please email vumc.effort@vumc.org

Effort Certification Policy

IMPORTANT COMPLIANCE REMINDER

- [VUMC Effort Certification Policy](#) sets forth the escalation terms for non-compliance
- Effort certifications over 60 days outstanding are to be escalated to the Department Administrator and Department Chair/Director
- Past 75 days to VUMC Executive Leadership to determine next steps
- **CLARIFICATION ON STATUS UPDATES –**
 - For those “Not in Workflow” or in “Admin Review” status, it is the department **Effort Certification Reviewer’s responsibility** to ensure these get to the certifier in a timely manner.
 - For those “Awaiting Certifier”, it is the responsibility of the Certifier, the Effort Certification Reviewer, the Departmental Administrator, and the Department Chair/Director to ensure compliance with policy is met.



VANDERBILT UNIVERSITY MEDICAL CENTER

Policy Description: Finance Policy - Effort Reporting and Certification	Policy Number	FIN 12.2
Applicability: VUMC Employees	Effective Date	September 2023
Approved By: Finance and Revenue Cycle Policy Committee	Approval Date	September 2023

APPENDIX A: FOLLOW-UP PROCESS ON PAST DUE EFFORT CERTIFICATIONS

VUMC is committed to ensuring that effort certifications made in connection with federally sponsored programs are timely and comply with federal regulations.

Effort must be certified at the time the effort report is presented to the individual whose salary was paid, all or in part, by federally sponsored programs. Effort certifications that remain uncertified may result in audit findings and disallowances.

VUMC Finance will send notifications of uncertified effort based on the following timeframe:

Timeframe	Vanderbilt University Medical Center
30 days past due	Individual, Department Administrator
60 days past due	Individual, Department Administrator, Department Chair/Director
75 days past due	Individual, Department Administrator, Department Chair/Director

VUMC Executive Leadership will determine next steps if effort remains uncertified after the above notifications are communicated.

For further questions contact:

VUMC Finance, vumc.effort@vumc.org

Effort Certification Process Updates

PREPARE FOR THE NEXT EFFORT CERTIFICATION EVERY DAY

- Effort Certification for pay periods **January 1 to March 31, 2025** was issued April 26, 2025
- **Due Date: June 15, 2025**
- **In FY26, the quarterly effort certification will be issued on the 15th of the month following the quarter-end.**
 - For April 1 – June 30, 2025 – effort certification issued 7/15/2025
 - For July 1 – September 30, 2025 – effort certification issued 10/15/25
 - For October 1 – December 31, 2025 – effort certification issued 1/15/2026
 - For January 1 – March 31, 2026 – effort certification issued 4/15/2026



Previous deadlines, now significantly delinquent	4.1.24 to 6.30.24 (due 10/31/24)*	7.1.24 to 9.30.24 (due 1/31/25)*	10.1.24 to 12.31.24 (due 4/15/25)
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What is 'Recertification' of Effort?

- When changes have been made to a previously certified effort period, recertification of that same effort period is required
 - Every effort should be made to ensure that the original certified Effort Report is correct
 - To minimize the need to recertify, the original Effort Report should be carefully reviewed before it is certified by the employee
 - Yes, that point was repeated twice...
- You will see warning during PAA entry, "Effort has already been certified, recertification may be required if this change impacts a federal award."
- PAUSE – Recertifications will not be issued July 1 – July 11.



Institutional practice and expectation:

Although it is sometimes necessary, making changes to previously certified effort periods is not a best practice.

Getting effort correct, actual effort worked and charged, the first time is the best practice.

All Effort Tab on PI Landing Page

“All Effort” Addition to Principal Investigators Landing Page

Principal Investigators

Grant Portfolio

Gift Portfolio

Detail by Grant

Detail for VU Grants

All Effort

Worker

Grant

Gift

Effort Trend for Principal Investigators

Job Profile	Worker	Supervisory Organization	Grant	Gift	07/2024	08/2024	09/2024	10/2024	11/2024	12/2024
1005 - Asst Director			(Blank)	(Blank)	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%
1405 - Manager			(Blank)	(Blank)	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
1705 - Administrative Officer			(Blank)	(Blank)	80.00%	80.00%	80.00%	80.00%	51.00%	25.00%
1705 - Administrative Officer			(Blank)	(Blank)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2035 - Asst Professor			(Blank)	(Blank)	41.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2035 - Asst Professor			(Blank)	(Blank)	47.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2035 - Asst	Feng Wang		(Blank)	(Blank)	10.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Reporting and Tasks

Create Expense Report

CR FIN Workflow Aging Report

CR Find Purchase Orders by Organization with Balan...

More (2)

All Effort for Principal Investigators

Worker

Grant

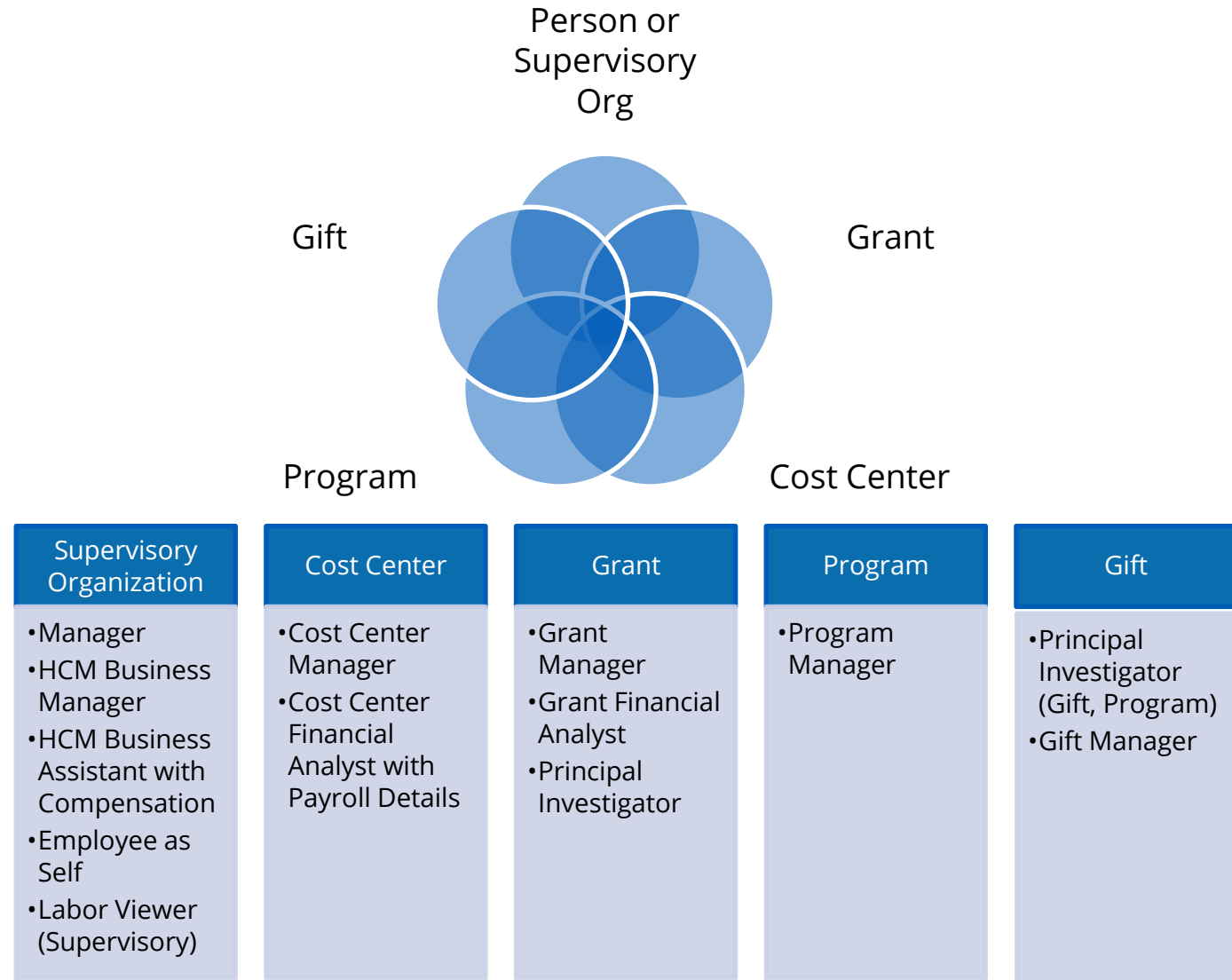
Gift

Cancel

OK

Expected release into Production on 7/7/25

Workday Labor Hours/Effort Reporting Security



Year End Updates



FY25 Deficit Clearing – KEY Reminders

A deficit in Workday exists when the expenditures at an individual grant tag level exceed the authorized line amount. These must be cleared FY25 close.

Resources	Deficit may remain IF	Deficit <u>MUST</u> be cleared IF	CRITICAL DATES
<ul style="list-style-type: none">•Run WD Report CR Fin Grant & Contract Deficits for your area•Utilize this QRG for assistance<ul style="list-style-type: none">•CR Fin Deficit Report Guide.pdf•Rerun the Deficit report DAILY throughout year-end close to monitor for any changes in balances•Remember to Monitor, Analyze, Correct, and Prevent additional transactions•Reach out to your OSP Award Specialist or Finance Sponsored Program Manager (SPM) with any questions	<ul style="list-style-type: none">•PRE-AWARD SPENDING has been approved by OSP<ul style="list-style-type: none">•Individual grant tags should have end date extended and award line status PENDING•CARRYFORWARD REQUESTED and awaiting response from agency•NOA PENDING or additional year of funding is anticipated•CONTRACT AMENDMENT in draft and funds anticipated when NOA received•Please work with your Finance SPM to update the note on the award header<ul style="list-style-type: none">•DO NOT remove expenses that you plan to place back on the award at a later date. DISCUSS any scenario you are unsure about with your SPM.•Remember - Department is at risk of covering these expenses if funding is not awarded	<ul style="list-style-type: none">•an AWARD has ended•an AWARD is ACTIVE, however;<ul style="list-style-type: none">•Individual grant tags are CLOSED and overspent•individual grant tags are ACTIVE and overspent•While an award may not be in deficit in TOTAL <u>EACH individual grant tag should be cleared</u>•Submit a reallocation request through a PEER ticket•Submit journals/PAA's to ensure available billing/draw down of funds can occur•You will need several days LEAD TIME for all requests to get through reviews/approvals so start early	<ul style="list-style-type: none">•June 30th - Accounts Payable closes at midnight•July 1st -<ul style="list-style-type: none">•Recurring journals processed•Receipt accrual and Supplier Invoice Exception Accrual processed•Allocation runs scheduled•July 2nd – Integrations, including EPIC, processed•July 9th – Journal Entry Request Tool closes at 5pm CST•July 11th:<ul style="list-style-type: none">•Payroll Accounting Adjustments (PAAs) and Accounting Adjustments (AAs) close.•MUST be in a fully "Approved" status by 5pm CST to be included in FY25

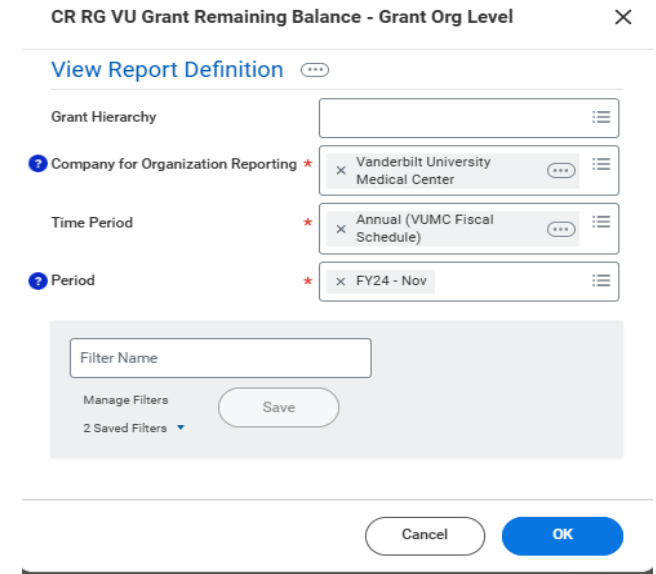
Reminder to SPEND VU Endowed Chairs and Funds (VU Grants)

Thank you for your continued support, ensuring we spend 100% of the available VU Endowed Chairs and Funds in compliance with donor requirements for FY25.

Current Spend = \$33M
Available to Spend = \$7M

Run Workday report CR RG VU Grant Remaining Balance – Grant Org Level

Below is an example email sent to the CBO and Department Chair monthly
❖ Contact Lynn Capps with any questions.



The screenshot shows the 'View Report Definition' interface for the report 'CR RG VU Grant Remaining Balance - Grant Org Level'. The 'Company for Organization Reporting' is set to 'Vanderbilt University Medical Center'. The 'Time Period' is set to 'Annual (VUMC Fiscal Schedule)'. The 'Period' is set to 'FY24 - Nov'. There is a 'Filter Name' field, a 'Manage Filters' button, and a 'Save' button. At the bottom, there are 'Cancel' and 'OK' buttons.

From: Capps, Lynn R
Subject: VU Endowed Chairs and Funds (VU Grants) - May 2025
Hello

ATTENTION - CURRENT NEED FOR JUNE: FINAL MONTH OF FY25!

Please see attached for the May 2025 VU Endowed Chairs and Funds (VU Grants) detailed usage report.

- This is the last regular monthly update, obtained from Workday report: CR RG VU Grant Remaining Balance – Grant Org Level
 - The orange highlighted columns (Adjusted % Used and FY25 Overall Spend Status) were added to assist with your review and are based on each award's actual expenses.
 - Responses or spending plans received so far are included, for your quick reference.
- Spending: To fully maximize these funds, please ensure that all additional eligible expenses are recorded by **Friday, July 11, 2025**.
 - Only expenses incurred on or after 7/1/2024 should be applied against these FY25 awarded funds.
 - Please be reminded that prior fiscal year expenses have been certified by leadership, audited by VU, and can't be adjusted in FY25. Prior years are closed!
 - **FINAL EXPENSE REVIEW - Please review all transaction details now and ensure that only allowable expenses for FY25 are charged to each awarded fund.**
 - If an expense doesn't belong, please make the correction by **Friday, July 11, 2025**.
 - If moving existing FY25 allowable expenses to a VU Grant, the original accounting attributes must be retained, to meet VU's requirement of keeping expenses in their natural class accounts.
 - Consistent with prior years, 100% usage of each awarded fund is expected.
- Deficits: Please ensure any deficits are cleared now. VU does not allow overspending on these awards.

As a reminder, June will be very busy with final year-end close procedures. Extra care should be taken with the submission of any accounting journals or adjustments, to ensure accuracy and completeness (which includes providing adequate supporting documentation). This will help to avoid last minute complications or errors.

COMING SOON: FINAL FY25 ANNUAL REPORTING AND AUDIT

- The FINAL FY25 update with June activity will occur after year-end close is complete in July.
 - Consistent with prior years, to meet VU's FY25 annual reporting deadline in July, your certification of the final expenditures will be required. Please expect a tight turnaround on this request, as Cecelia Moore and Dr. Balser will need time to review and approve, before final submission to VU.
- If spending was not 100%, explanations will be needed for why the funds weren't fully utilized and what changes will be made to ensure future usage.
- VU will audit the FY25 activity in August 2025.

Thank you again for your continued support, ensuring 100% usage of the available VU Endowed Chairs and Funds in compliance with donor requirements / VU Utilization Guidelines (attached).

Please let me know if I can assist further.

Thank you,
Lynn Capps

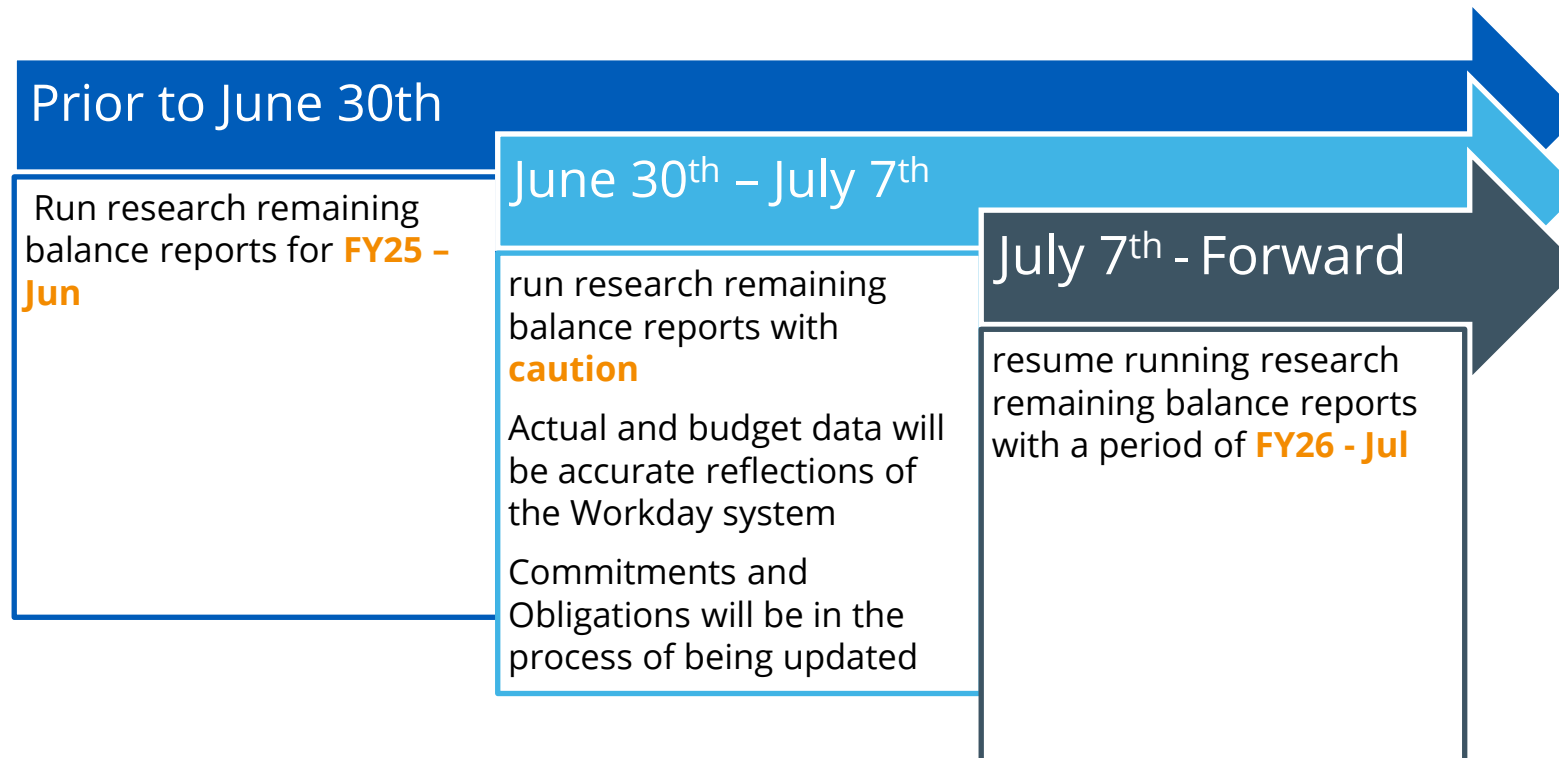
Remember - spending every dollar appropriate is expected on VU GRANTS; however, if a DEFICIT exists it MUST BE CLEARED FOR FY25



Fiscal Year End Consideration for Research Obligations

For fiscal year end, all open obligations (Procurement and Payroll obligations) will need to be liquidated in the current GL period before being rebuilt in the new fiscal year. These processes will be run in tandem with the closing of the associated sub ledgers. This upcoming fiscal year the obligation rollover process will begin on Tuesday July 1st, and will complete Monday July 7th by end of day.

For best results during fiscal year end:



Affected Reports:

- CR Fin - Budget vs Actual for Grant or Award
- CR Fin - Budget vs Actual for Grant or Award - Trended Actuals
- CR Fin - Budget vs Actual for Grant or Award - w Cost Reimbursable
- CR Fin - Budget vs Actual for Grant or Award with Spend Category
- CR Fin - Budget vs Actual for VU Grant
- CR Fin - Grant and Award Obligations
- Status Summary by PI for Direct Costs
- Status Summary by PI for Direct Costs - Workbook Version
- Status Summary by PI - VU Grant
- VU Grant - workbook version
- Future Salary Effort Trend

Accounting Journal Requests

When accounting journal requests are submitted, the initiator is expected to provide support for the transaction as an attachment to the request so these can be loaded into Workday along with the journal. Required support includes:

- GL support for the transaction that is being adjusted, i.e. GL transaction details
- Cost Transfer Memo (when required)
- Any other relevant support that captures the purpose of the adjustment.

Accounting journal requests that do not contain sufficient support will not be approved.

The initiator will be contacted by email to provide missing documentation before it can be approved.

***Important Reminder: Journal Entry Tool (JET)
closes for FY25 on July 9th at 5pm CST***

[WDFI-205_Q1_Accounting_Journal_Requests.pdf](#)

[Finance Policy - Cost Transfers on Federally Sponsored Projects v.2](#)

Key Deadlines for FY25 Year-End Close

Close Day	Date	Activity
Day -11, 5pm CST	June 13	Cut off for FY25 requests for guaranteed closure of Requisitions and Purchase Orders. Requests submitted after June 13 will be worked but may not be closed prior to June 30.
Day -1, 2pm CST	June 27	Final cut off for Expense Reports. Expense Reports must be in a fully 'Approved' status by 2pm CST on June 27 to be included in FY25.
Day -1, 2pm CST	June 27	Final cut off for Receipts against Purchase Orders. Receipts must be in a fully 'Approved' status by 2pm CST on June 27 to be included in FY25. <ul style="list-style-type: none"> Refer to the QRGs for additional information: Receiving in Workday and Departmental Receipt Accrual Dashboard If you have further questions about Receipts, please contact Supply Chain or Central Finance.
Day 0, Midnight	June 30	Accounts Payable will close at midnight on June 30. No invoices will be entered for FY25 past this date. To ensure expense is properly captured in FY25, verify that <u>Receipts</u> for goods and services incurred during FY25 are properly created and approved by June 27, 2pm CST.
Day 1	July 1	Recurring Journals processed.
Day 1	July 1	Receipt Accrual and Supplier Invoice Exception Accrual processed.
Day 1	July 1	Allocation Runs scheduled (pro forma status). <ul style="list-style-type: none"> Pro forma allocations will be processed beginning at 8pm CST the evening of each day during year-end close.
Day 2	July 2	Integrations, including EPIC, processed.
Day 6, 5pm CST	July 9	Journal Entry Request Tool closes. <ul style="list-style-type: none"> Refer to the QRG for additional information: Accounting Journal Requests
Day 8, 5pm CST	July 11	Payroll Accounting Adjustments (PAAs) close. PAAs must be in a fully 'Approved' status by 5pm CST to be included in FY25. <ul style="list-style-type: none"> PAAs created after Day 8 resulting from Effort Certification changes will post in FY26. Extenuating circumstances that require adjustment to June FY25 will be evaluated on an individual basis. Refer to the QRG for additional information: Payroll Accounting Adjustments
Day 8, 5pm CST	July 11	Accounting Adjustments (AAs) close. AAs must be in a fully 'Approved' status by 5pm CST to be included in FY25. <ul style="list-style-type: none"> Note, the Adjustment Date defaults to the current day's date for AAs. You must change the date to 6/30/2025 for the adjustment to be accounted for in the June FY25 period. Refer to the QRG for additional information: Accounting Adjustments
Day 9, 5pm CST	July 14	Ad Hoc Bank Transactions close.
Day 10, 5pm CST	July 15	Deadline to record adjustments. No more adjustments are to be recorded after this date, unless approved by the Controller's Office.
Day 12	July 17	Finalize Allocations.
Day 12	July 17	Period closed. A separate notification from Workday will be sent once results are final.

Next Research Town Hall: July 17th



Questions?