**Go-Live Readiness Session
Research (Various Roles)**

March 28, 2023

# Agenda

- Research Roles and Terms
- FDM Review and Cost Center Translator
- Research Policies
- Peer, Coeus and Workday
- Effort
- Award Management
- Closeouts
- Reports and Grants Manager Dashboard
- Workday Self-Support Resources
- Training Updates
- MyWorkday Website Tour

# MyWorkday

# my workday

Replacing 40 systems used for 40 years

## Human Resources

Taleo
PeopleSoft
ePac
C2HR
Performance Central
Learning Exchange *
Kronos*

Benefits Express
Onboarding Portal
Waldo
BI Launch Pad

## Supply Chain/ Procurement

eProcurement
Concur*
Check Requests*
Onmicell & PMM (Tecsys)
USBank
Pcard
BI Launch pad

## Budgeting/ Planning

eBudget
BudgetPro
Budget Forecasting Tool
BI launch pad

## Research & Grants

Dept Mgt System (DMS)
Center Management
BI launch pad
Effort Certification
Cost Transfer (Admin Justification)
COEUS*
IRIS
iLab*

## Finance

General Ledger/ eDog
Hyperion
Narrative Chart of Accounts (NCOA)
eStar/ Epic (cost center)*
Privilege Mgt
Journal Entries
BI launch pad

*Denotes system/ process impact. A current list of systems impacted can be found at vumc.org/myworkday*

# Research Roles and Terms

# Roles and Viewing Rights for Sponsored Awards

## Grant Manager*

**Approve Grant Transactions**

**Complete Award Tasks**

**View grant reporting**

## Grant Financial Analyst*

**View grant/grant reporting**

## Grant Budget Specialist**

**Create award budgets**

**Amend award budgets**

- The grant manager/grant financial analyst roles are assigned at the grant hierarchy level
- The grant budget specialist role should be assigned in conjunction with the grant manager role

# Research and Grants Terminology in Workday

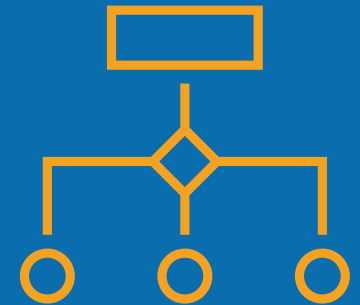| Workday Term | Definition |
|---|---|
| **Award** | A dimension in Workday that provides key post award attributes of the Grant/Contract from the sponsor. |
| **Award Line** | Links the Grant to the Award and specifies the costing (e.g. F&A rate and base) and reimbursable methods to be utilized. |
| **Grant Worktag** | Driver worktag assigned to each award line used to capture costs and record revenue for an award line; additional grant worktags can be created for the purpose of cost share, subawards, program income, and partitioning of an award for other purposes as required. |
| **Cost Center** | Worktag that provides a structure for departmental financial reporting. May represent financial department in legacy environment. |

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# Organization and Hierarchies

# Organizations & Hierarchies

**Organization** within Workday refers to a fundamental building block for managing information (financial and non-financial).
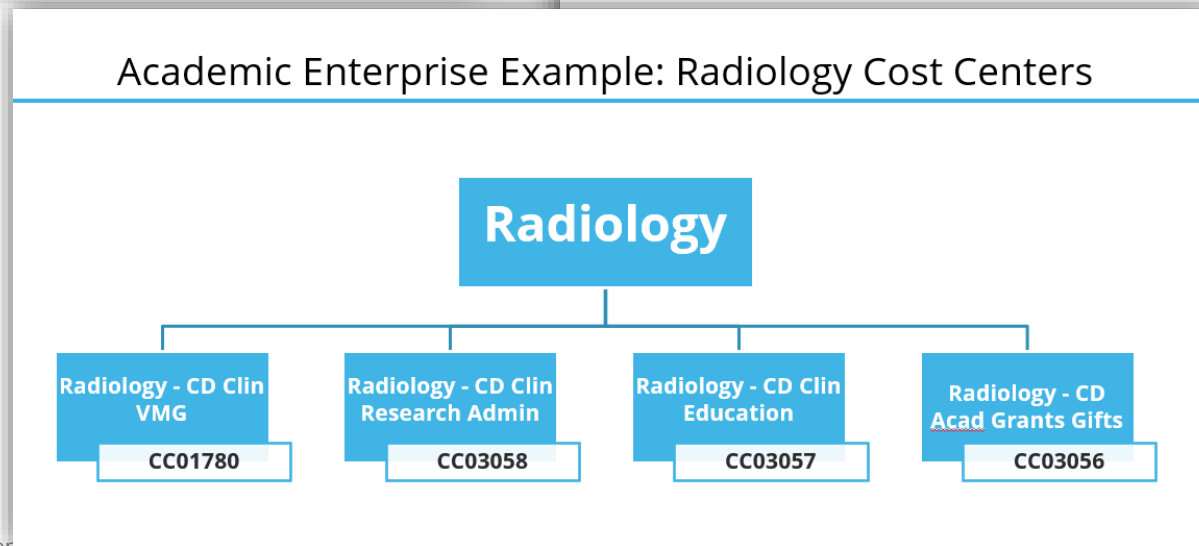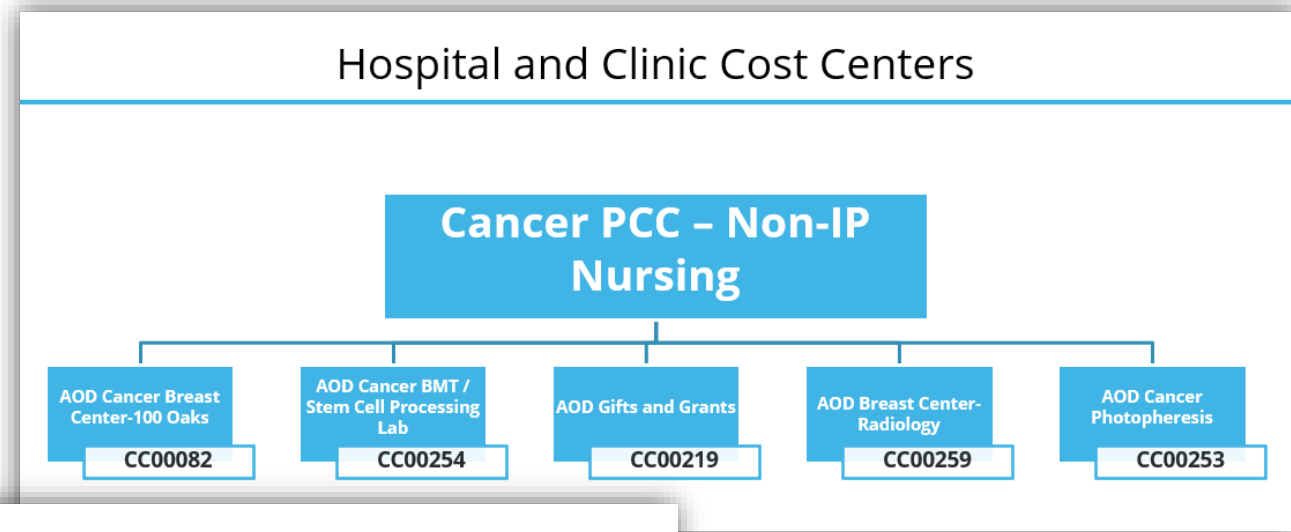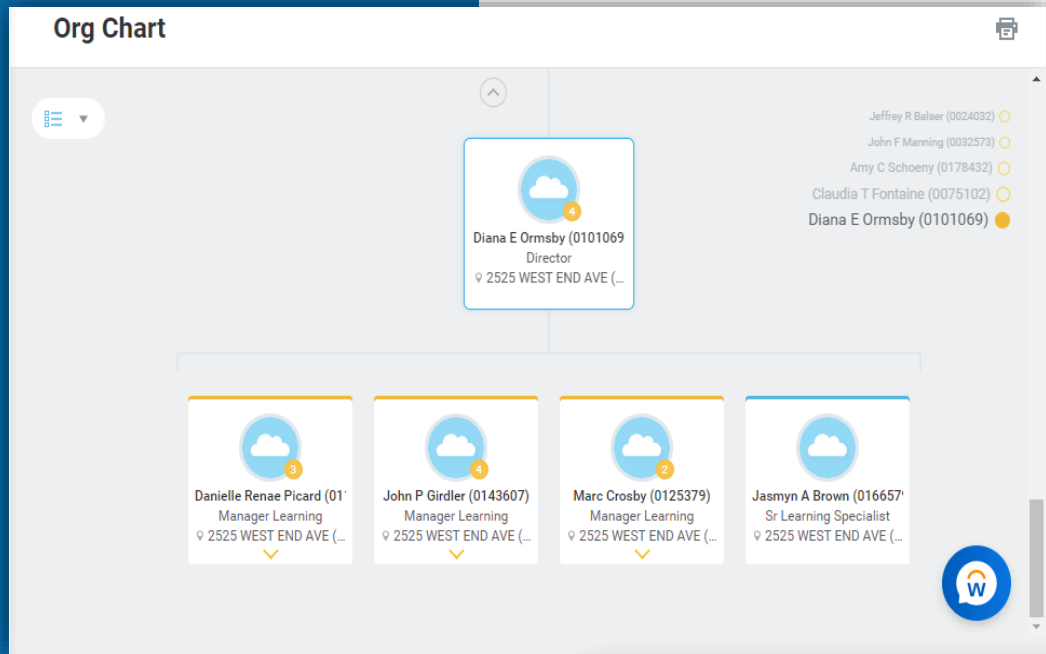
Supervisory and Cost Center organizations are examples of Workday delivered organizations.

Organizations are often arranged in **hierarchies** and enable reporting at various levels within the hierarchy.

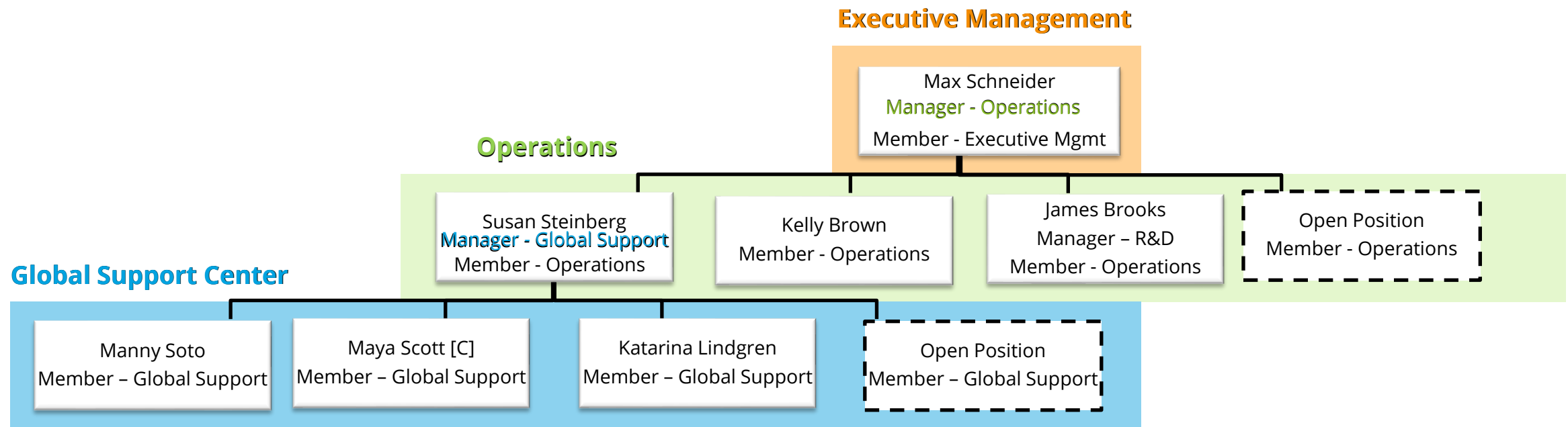Within organizational hierarchies, the **roles and security** are also allotted to any level.

# Organizations & Hierarchies



**Org Chart**

Jeffrey R Balser (0024032)
John F Manning (0032573)
Amy C Schoeny (0178432)
Claudia T Fontaine (0075102)
Diana E Ormsby (0101069)

Diana E Ormsby (0101069)
Director
2525 WEST END AVE (...

Danielle Renae Picard (01...
Manager Learning
2525 WEST END AVE (...

John P Girdler (0143607)
Manager Learning
2525 WEST END AVE (...

Marc Crosby (0125379)
Manager Learning
2525 WEST END AVE (...

Jasmyn A Brown (016657...
Sr Learning Specialist
2525 WEST END AVE (...

## Hospital and Clinic Cost Centers

**Cancer PCC – Non-IP Nursing**

| AOD Cancer Breast Center-100 Oaks | AOD Cancer BMT / Stem Cell Processing Lab | AOD Gifts and Grants | AOD Breast Center-Radiology | AOD Cancer Photopheresis |
|---|---|---|---|---|
| CC00082 | CC00254 | CC00219 | CC00259 | CC00253 |

## Academic Enterprise Example: Radiology Cost Centers

**Radiology**

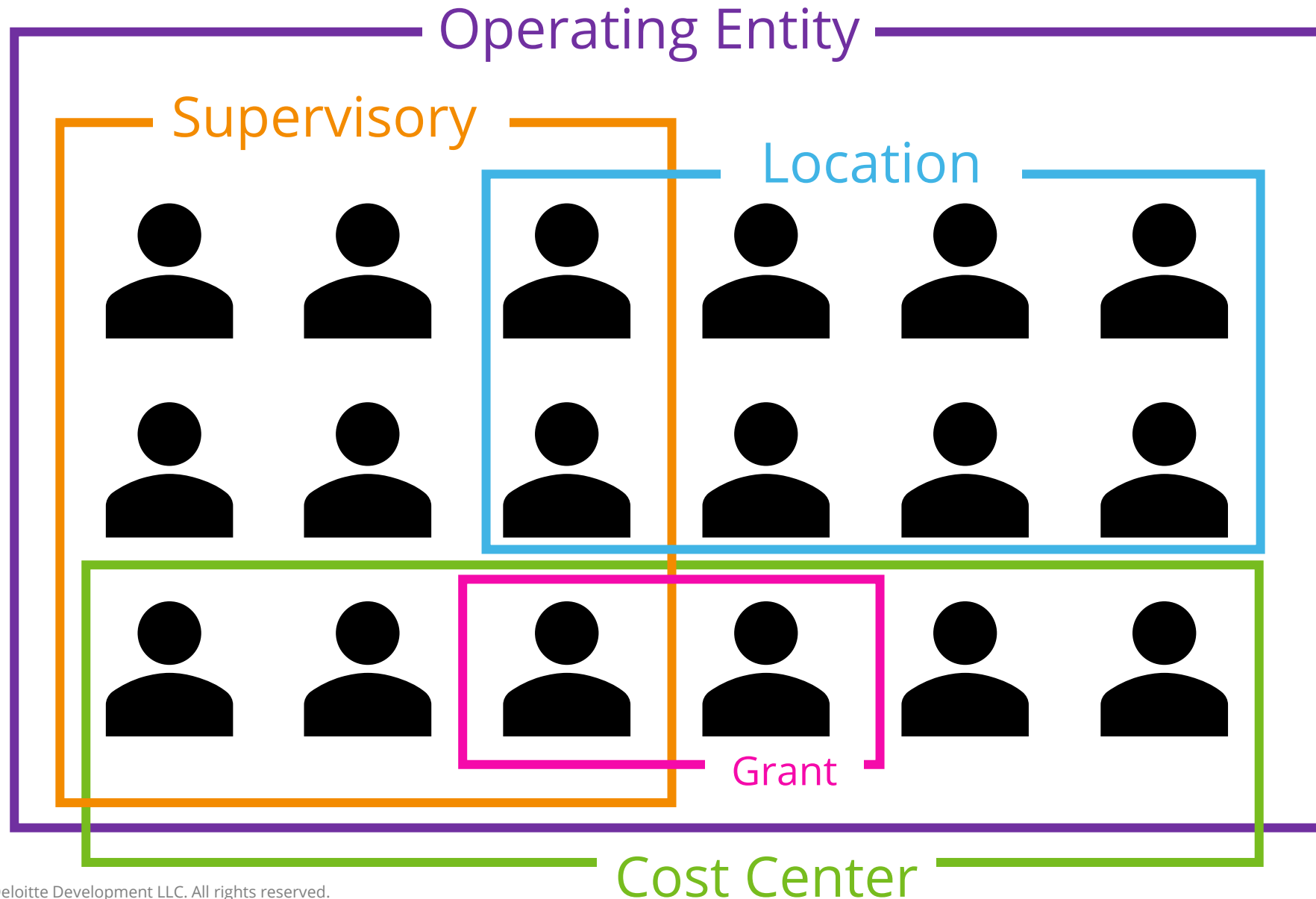| Radiology - CD Clin VMG | Radiology - CD Clin Research Admin | Radiology - CD Clin Education | Radiology - CD Acad Grants Gifts |
|---|---|---|---|
| CC01780 | CC03058 | CC03057 | CC03056 |

# Supervisory Organizations

- Each worker is a **Member** of a Supervisory Organization

- A **Manager** (role) is assigned to a Supervisory Organization

- A Manager is not a member of the organization(s) they manage

**Executive Management**

Max Schneider
Manager - Operations
Member - Executive Mgmt

**Operations**

Susan Steinberg
Manager - Global Support
Member - Operations

Kelly Brown
Member - Operations

James Brooks
Manager – R&D
Member - Operations

Open Position
Member - Operations

**Global Support Center**

Manny Soto
Member – Global Support

Maya Scott [C]
Member – Global Support

Katarina Lindgren
Member – Global Support

Open Position
Member – Global Support

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Organizations & Hierarchies – Example

# Workday Role Examples

| Roles | Description | Typical Access in Workday | Workday Delivered? | Typical Organizational Restriction |
|---|---|---|---|---|
| **Manager** | Role assigned to workers that are designated as Manager of a Supervisory Organization | • Access to worker data that report up to Manager<br>• Ability to initiate Manager Self-Service (MSS) transactions | Yes | • Supervisory Organization |
| **Cost Center Manager** | Role assigned to primary manager for assigned cost centers. Approval authority for financial business processes. | • View cost center analytics and approve financial transactions | Yes | • Cost Center |
| **Grant Manager** | Role assigned to the primary manager for assigned grants. | • View and manage assigned grants along with spend analytics. Approval authority for financial business processes | Yes | • Grant/<br>• Grant Hierarchy |
| **VUMC Requestor** | Role assigned to a position which can initiate purchase requisitions | • Initiates purchase transactions in Workday | Yes | • Cost Center |
| **VUMC Receiver** | Role assigned to a position which acknowledges receipt of goods | • Acknowledges receipt of goods purchased | Yes | • Cost Center |

# Foundational Data Model (FDM) Review and Cost Center Translator

# Foundational Data Model (FDM)
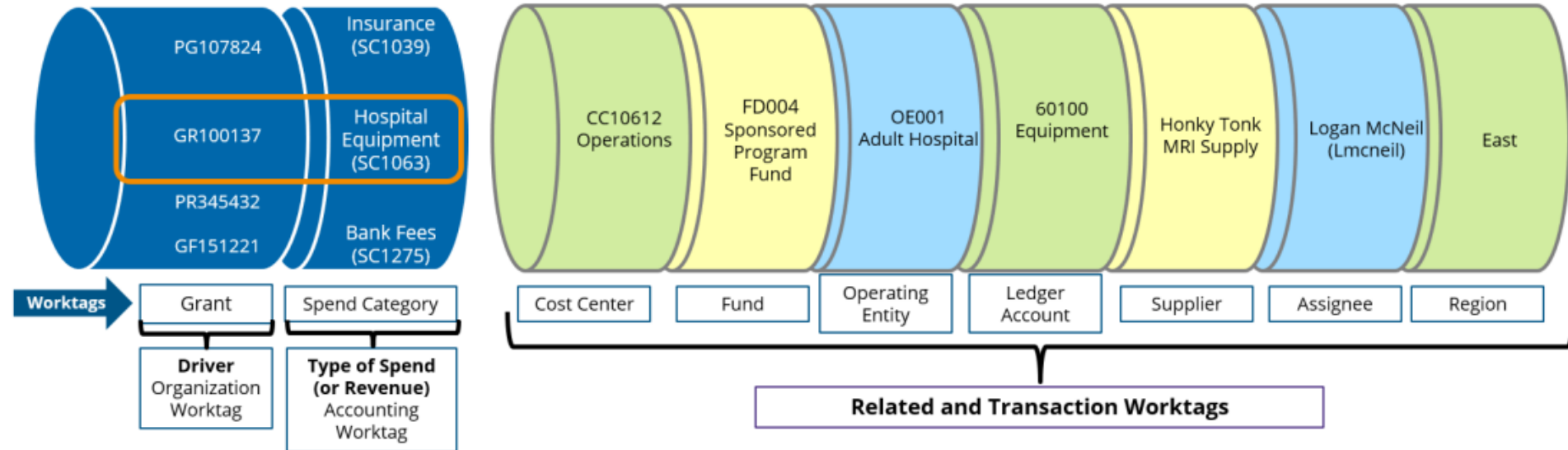
# Funding Source Worktags

Finance based organizational worktags that create distinct accounting and reporting for a variety of business purposes:

**Cost Center**
- Manage a book of business or portfolio of activity
- Provide a structure for department financial reporting
- House many different types of activity including Grants, Gifts, and Programs
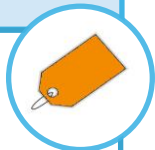
**Grants**
- Award IDs and Grant IDs facilitate research related business processes such as:
  - ✓ Salary Cap calculations
  - ✓ External Reporting and internal financial/ management reporting
  - ✓ Facilities and Admin expense calculation
  - ✓ Effort reporting
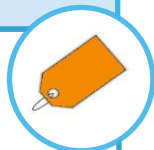
**Gifts**
- Gift IDs facilitate tracking of gifts received, pledges and spending on restricted, temporary restricted, and unrestricted gifts
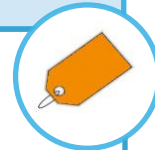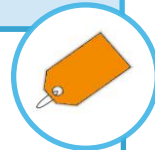
**Programs**
- Programs will be used to track revenue and/or expenses for ongoing business activities and departmental initiatives. Examples would include Research Faculty Funds, Teaching Faculty Funds and Fellow support.
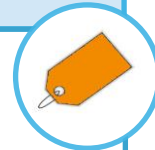
**Projects**
- Capital Projects will be assigned a Project ID which allows for assignment of budgets, funding, and tracking of spend, commitments, and obligations on major projects

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# Cost Center Translator Tool



https://finweb.app.vumc.org/apps/dofappworkdayconversiontools/

# Ledger Account Translator



https://finweb.app.vumc.org/apps/dofappworkdayconversiontools/

# Research Policies

# VUMC Policy Updates

## New/Updated Policies Coming including:

- Award Closeout
- Cost Sharing
- Cost Transfers
- Direct Costs
- Effort Reporting
- Gift and Sponsored Award Overdraft Monitoring and Clearing
- Pre-Award Spending
- Indirect Cost Waiver
- Salary Cap
- Sub Recipient Monitoring
- IDC Recover on Sponsored Projects
- Small Balance Write-off

https://vanderbilt.policytech.com/

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# Peer, Coeus, and Workday

# Review: Award Acceptance Overview

VUMC sponsored program awards managed within
the Workday Research & Grants Module:

**Sponsored Programs Grant Activity submitted via Coeus Proposal Development**

- Federal grant awards
- Incoming subawards
- TN state grant awards
- Foundation grant awards

**Sponsored Programs Contract Activity submitted via PEER**

- Industry contracts
- PEER-originated research service agreements

**VA IPAs**

- Per current process, enter VA IPAs via PEER's contract portal for review, approval, and execution
- IPAs will be awarded in Coeus by OSP for transmission to Workday

**VU Grants**

- Determined by schedule of projects provided by Finance on an annual basis
- VU Grants will be managed as part of the Workday Research & Grants Module.

**'Sponsored' activities not included in Workday's Research & Grants module include VUMC endowments, gifts, and residual balances from closed sponsored projects**

# Reminder: Pre to Post-Award Set-up

Continue utilizing OSP's current Coeus (proposal development) and PEER (grant log) process for review, approval, and submission of all grant-related application activity

Continue utilizing OCM's PEER (contract log) process for contracts-related review, negotiation, and execution

Continue utilizing PEER's workflow review process for grant/project-related prior approval activities such as equipment requests, effort changes, no-cost extensions, add-on subs, etc.

Continue OSP's function as award processing unit for grant awards (NGAs), as well as for fully executed sponsored agreements tied to OCM/PEER contract activity

**NEW**

Utilize **new** PEER tool to initiate/process pending grant and contract awards (with intent) from Coeus/PEER to Workday, including reallocating funds across grant tags
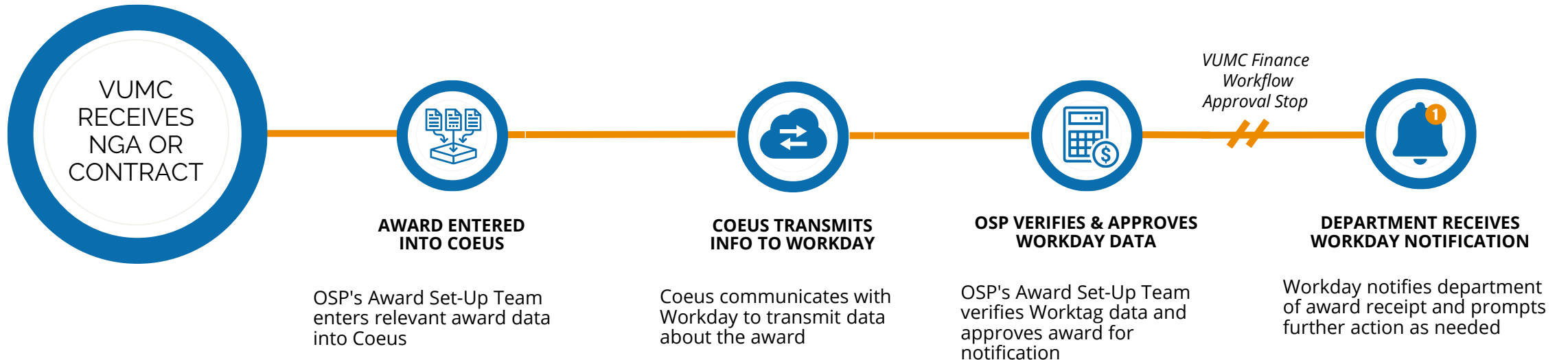
myworkday  ‹#›

I received a new grant award (NGA) or contract award. What happens next?

OSP sets up your Workday account(s)!

VUMC RECEIVES NGA OR CONTRACT

**AWARD ENTERED INTO COEUS**

OSP's Award Set-Up Team enters relevant award data into Coeus

**COEUS TRANSMITS INFO TO WORKDAY**

Coeus communicates with Workday to transmit data about the award

**OSP VERIFIES & APPROVES WORKDAY DATA**

OSP's Award Set-Up Team verifies Worktag data and approves award for notification

*VUMC Finance Workflow Approval Stop*

**DEPARTMENT RECEIVES WORKDAY NOTIFICATION**

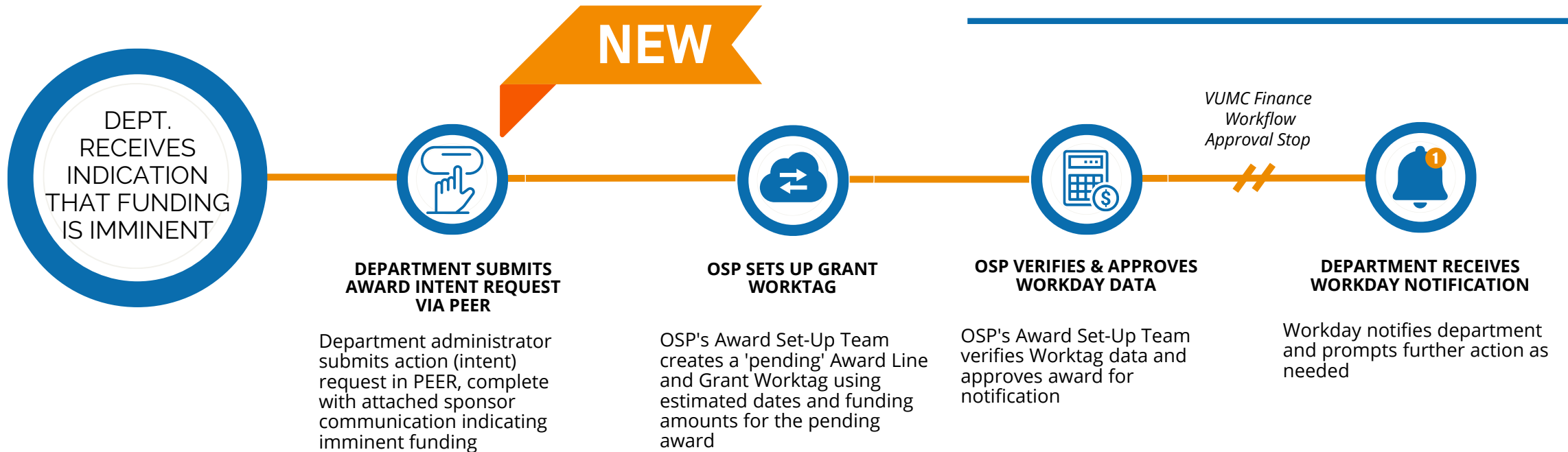Workday notifies department of award receipt and prompts further action as needed

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My grant has an outgoing subaward. How do I establish a new Grant Worktag for this activity?

OSP will setup your Subaward Worktag!

**OCM NEGOTIATES & EXECUTES SUBCONTRACT**

**PEER NOTIFIES OSP OF FULLY EXECUTED SUBCONTRACT**

**OUTGOING SUBAWARD DATA INTEGRATED WITH COEUS**

OSP's Award Set-Up Team enters relevant subcontract data in Coeus

**COEUS TRANSMITS INFO TO WORKDAY**

Coeus communicates with Workday to transmit data about the subcontract

*VUMC Finance Workflow Approval Stop*

**OSP VERIFIES & APPROVES WORKDAY DATA**

OSP's Award Set-Up Team verifies data, creates Grant Worktags for each sub, and approves subaward for notification

**DEPARTMENT RECEIVES WORKDAY NOTIFICATION**

Workday notifies department of subaward entry and prompts further action as needed

Note: the primary Grant Worktag will be reduced by the agreement amount of the subaward and the associated VUMC F&A.

**myworkday**

**Q** If I know an award or contract is imminent, can I request a Grant Worktag prior to an official NGA or fully executed contract?

Yes! Submit a request via PEER. **a**

**NEW**

**DEPT. RECEIVES INDICATION THAT FUNDING IS IMMINENT**

**DEPARTMENT SUBMITS AWARD INTENT REQUEST VIA PEER**

Department administrator submits action (intent) request in PEER, complete with attached sponsor communication indicating imminent funding

**OSP SETS UP GRANT WORKTAG**

OSP's Award Set-Up Team creates a 'pending' Award Line and Grant Worktag using estimated dates and funding amounts for the pending award

**OSP VERIFIES & APPROVES WORKDAY DATA**

OSP's Award Set-Up Team verifies Worktag data and approves award for notification

*VUMC Finance Workflow Approval Stop*

**DEPARTMENT RECEIVES WORKDAY NOTIFICATION**

Workday notifies department and prompts further action as needed

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Following current policy, should a "Pending Award" become "Unfunded", the grant/contract owner (i.e. home cost center) will be responsible for any charges incurred. Pre-award spending PEER request process remains unchanged. If Pre-award spending is approved, Workday record will be flagged/updated as required
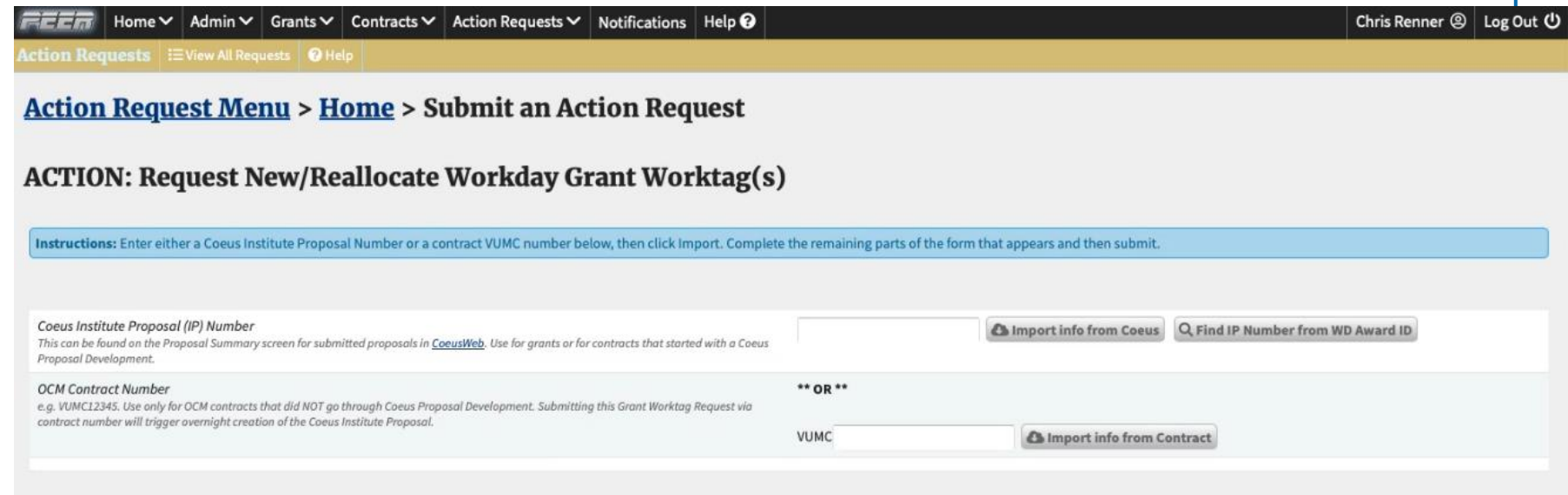
# How to Request Workday Award & Worktags
# Before Receipt of NGA or Fully Executed Contract

**Submit an action request in PEER:**

**For grants**: search by the Coeus Institute Proposal (IP) number that identifies the appropriate budget segment/year/supplement.

Note: the Coeus IP number is available (1) in CoeusWeb after successful submission or (2) in Workday by searching by Award ID (for projects already in Workday)

**For contracts:** search by VUMC contract number for an industry contract under negotiation. For contracts already associated with a Coeus record, search by IP



⚠️ **While Coeus or PEER data will complete the majority of the request, the department can edit or provide additional details (i.e., description or attachments).** VUMC/OSP Business Education Quick Guide for the Workday PEER Action Request coming soon

# How do I redistribute funding across multiple Grant Worktags on the same project?

## Submit a request via PEER.

**NEW**

**DEPARTMENT IDENTIFIES NEED FOR REDISTRIBUTION**

**DEPARTMENT SUBMITS ACTION REQUEST VIA PEER**

Department administrator submits action request in PEER that specifies the source Worktag and destination Worktag

⚠️ Note: authorized sponsor prior approval carryover operates similarly. Upon approval, funding is moved from one period to another

**OSP SETS UP GRANT WORKTAG**

OSP's Award Set-Up Team makes requested changes in Workday, in line with action request

**OSP VERIFIES & APPROVES WORKDAY DATA**

OSP's Award Set-Up Team verifies Worktag data and approves award for notification

*VUMC Finance Workflow Approval Stop*

**DEPARTMENT RECEIVES WORKDAY NOTIFICATION**

Workday notifies department of redistribution and prompts further action as needed

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# How to Request Additional Worktags or Redistribution Among Worktags

>>> While OSP initially creates the Worktag structure based on NGA or contract terms, department administrators can also request redistribution among Worktags (as permitted by project terms) by identifying source and destination Worktags within the Workday Award. Note:
- The sum of Award Lines/Worktags must match the overall Workday Award Header obligated funding
- Cost share Award Lines/Worktags will have $0 obligated (and flagged as cost share)

**Create Additionl Grant Worktags**

| Originating Grant Worktag | Description | Total Value (Direct + Indirect) | Investigator/Unit | Reason | |
|---|---|---|---|---|---|
| | | $ | Select One... | Select One... / explanation text (required for "other") | 🗑 |

⊕ Add a Row

**Reallocate Money Between Worktags**

| WD Grant Worktag $ is pulled from | WD Grant Worktag $ is put into | Amount being transferred | |
|---|---|---|---|
| | | $ 0 | 🗑 |

Reallocation Total: $

⊕ Add a Row

⚠ Departments should only need to request additional lines for investigators with distinct portions of budgets (MPI and Program Project Grants)

A PEER Action Request is utilized for the following scenarios related to Workday:

- Requesting a Worktag prior to NGA or fully executed contract **OR**
- Distributing funding when multiple investigators have distinct portions of the budget:
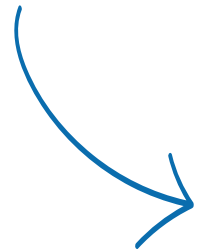
OSP will set up or adjust appropriate Worktags in accordance with the NGA or contract if/when available

Grant Worktags

WorkDay Awards can have multiple Grant Worktags where required by the terms of the agreement or where necessary for compliant management of the project. Office of Sponsored Programs (OSP) expects to create Grant Worktags without requests from the department for situations involving:

- Subsequent years where automatic carry-forward is not approved
- Supplements or funding that requires separate accounting
- Cost Share – either sponsor required or voluntary committed
- Outgoing subawards
- Program project cores as outlined in the award document
- Multiple CFDA Numbers
- Spend restrictions on certain parts of the budget
- Different F&A parameters
- Different billing or revenue recognition parameters

Contact your OSP Post-Award Specialist if you believe one of the above was not created appropriately for your project.

**Departments will need to submit a request in ONLY two situations:**

1. Research team requires a WorkDay Grant Worktag to begin spending ahead of receiving the signed contract or grant agreement
2. Research team needs additional Grant Worktags for project investigators to manage discrete portions of the budget (ex. Multi-PIs or Program Project Grants (PPGs))
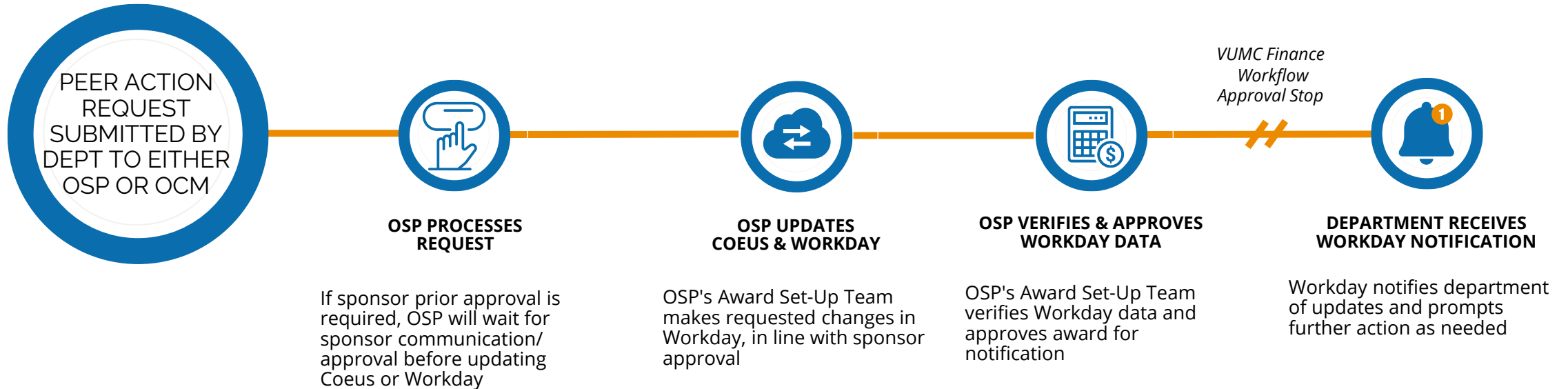
**NOTE:** Departments should not request additional Grant Worktags to manage separate budget years when automatic carry-forward is allowed by the sponsor or terms of the agreement.

**Q** How will updates be made to my Workday accounts, i.e., for PI changes or no-cost extensions?

**a.** OSP will make the requisite updates after formal approval.

**PEER ACTION REQUEST SUBMITTED BY DEPT TO EITHER OSP OR OCM**

**OSP PROCESSES REQUEST**

If sponsor prior approval is required, OSP will wait for sponsor communication/ approval before updating Coeus or Workday

**OSP UPDATES COEUS & WORKDAY**

OSP's Award Set-Up Team makes requested changes in Workday, in line with sponsor approval

**OSP VERIFIES & APPROVES WORKDAY DATA**

OSP's Award Set-Up Team verifies Workday data and approves award for notification

*VUMC Finance Workflow Approval Stop*

**DEPARTMENT RECEIVES WORKDAY NOTIFICATION**

Workday notifies department of updates and prompts further action as needed

PEER intake for review and approval remains unchanged. Once approval is granted by OSP and or Sponsor, Workday will be updated by the Award Set-Up rep

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**Q** What about variable budget (per-patient) contracts?

**a** These contracts require coordination among OCM, OSP, and VUMC research departments.

» As part of contract processing, PEER will ask departments to provide a best estimate for projects involving variable budgets, such as per-patient or per-sample expenses:

- Coeus must have an estimate for project award amount, and Workday must have an estimate for overall project obligated amount
- Estimates that are **too low** will need to be frequently modified as expenses or invoices exceed the obligated amount in Workday
- Estimates that are **too high** will skew reporting from OSP, including investigator Other Support, leadership metrics, internal/external award reporting, and trigger corrections later

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⚠️ For more information see OSP's blog post on March 2

**Q** Who can I contact with Workday set-up questions?

Contact your OSP Award Set-Up representative.

Contact your Finance representative.

**a.**

▸▸▸ OSP and Finance award representatives are assigned a diverse portfolio of VUMC academic departments/centers/institutes to support their Workday award creation, modification and post-award financial needs

- Department administrators will be introduced to their OSP award set-up Finance representative in coming weeks. A list of portfolio OSP and Finance assignments will be posted here: https://www.vumc.org/myworkday/change-network-0
- PEER Action Requests for Workday will be directed to OSP award set-up reps
- There will also be a new Pegasus ticket specifically for Workday award setup problems. See quick guides: https://www.vumc.org/myworkday/training-hub

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# Effort

# Final Effort Certification in EPAC

[MW_Effort on Vimeo](MW_Effort on Vimeo)

A final effort certification event will be kicked off in EPAC on April 1st to facilitate closing of the EPAC system and transition to Workday effort certification process.

Faculty and staff with federally funded effort will be prompted to certify a final time in EPAC for any uncertified periods through 3/31/23.

The deadline to complete the certification is 4/15/23.

The deadline to complete any retroactive changes tied to revised certifications is 4/29/23.

*Questions regarding this important certification responsibility or the use of the effort certification application should be directed to [vumc.effort@vumc.org](mailto:vumc.effort@vumc.org)*

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# Effort Certification in Workday

How often will Effort Certification take place in Workday?
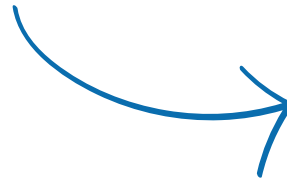
Effort Certification will be quarterly (for all pay periods in the quarter) for ALL employees with effort on federally-funded awards.

# Effort Certification in Workday

**Q** What if my effort is correct?
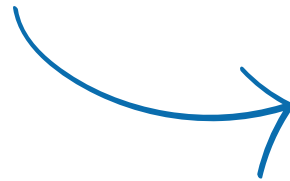
**a** **Submit** and your certification is complete.

**Q** If my effort is incorrect, how do I make changes?

**a** Work with your WD Grant Manager to **Change Effort** and **Submit.**

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# Effort Certification in Workday

**Q** As a Grants Manager, how do I know the status of my team members Effort Certification?

**Run** the **Effort Certification Status Report** in Workday.

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# Effort Certification in Workday

**Q** When will I be enrolled in Effort Workday training?

Mid-May, 2023 **a**

**Q** Will I still be required to complete Effort compliance training?

Yes. **a**

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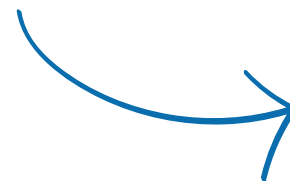
# Inbox & Notifications

# Workday Inbox and Notifications

**Action Alert Notifications**

**13** **11**

**Informational Notifications**
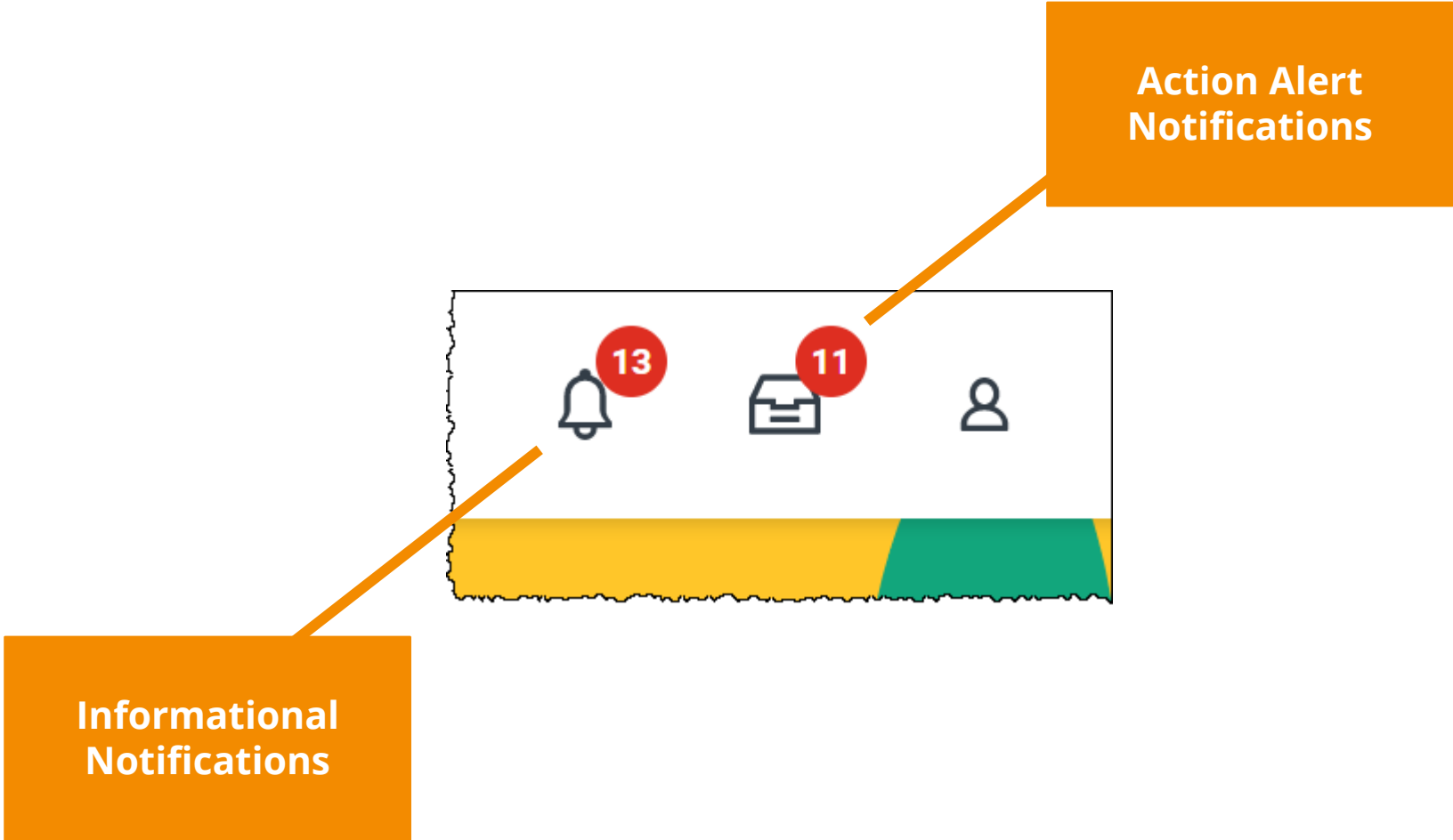
# Workday Notification Types

There are three types of Workday-generated email notifications:

| Informational Notifications | Informational in nature; do not require the user to perform an action |
|---|---|
| Action Alert Notifications | Generated when an action item appears for a user; requires the user to log into Workday to perform an action |
| Overdue Reminders | Generated when an action item has passed its due date; reminds the user to log into Workday to perform the action |

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# Workday Notifications

**Workday Inbox**
(real time)**:**
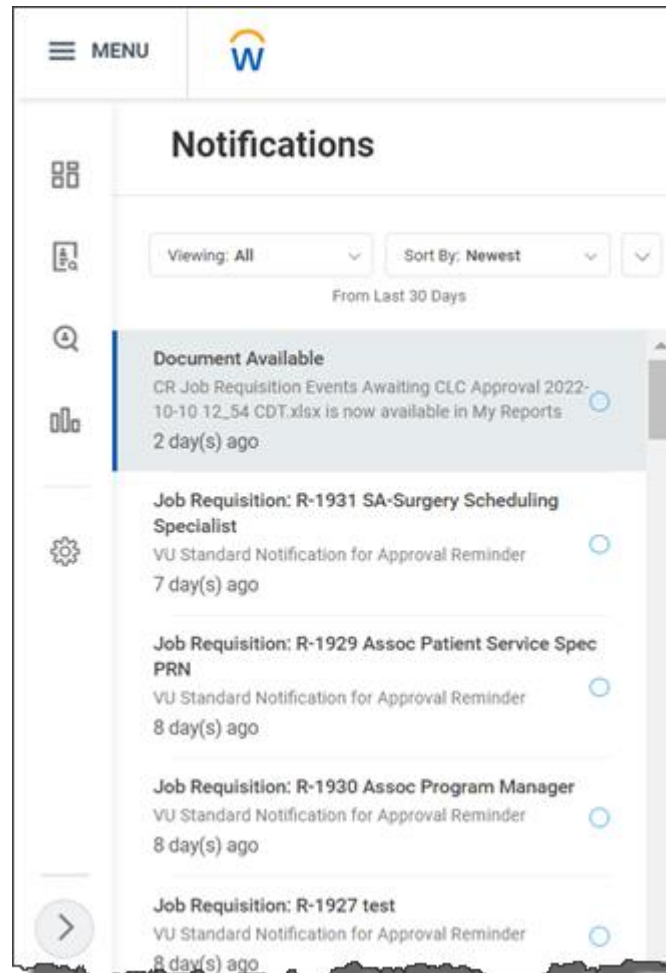
**Outlook email**
(Default, Daily Digest):
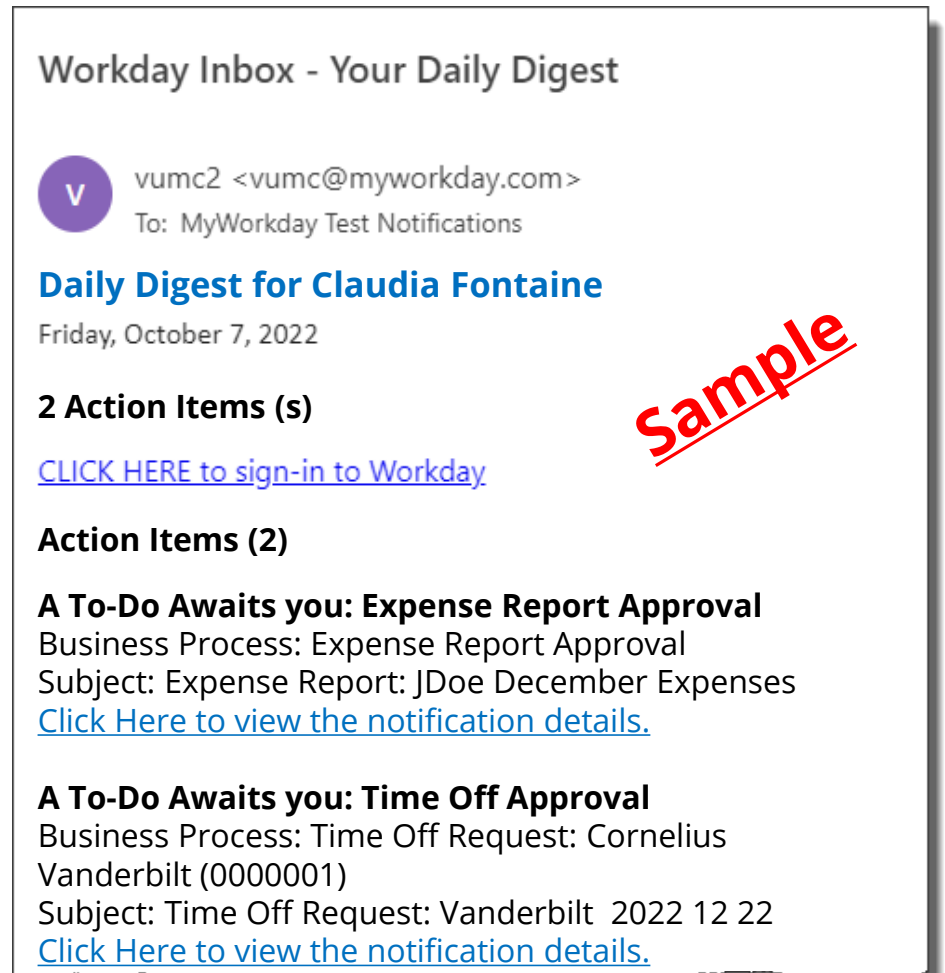
# Award Management

# Payment Cards and Research & Grants

- Expense report transactions will be routed automatically in Workday, based on the attributes of each expense

- After Manager approval, payment card transactions will be routed as applicable to a Cost Center Manager, Grant Manager, or for any additional approvals such as dollar amount

- This approval functionality means that with Workday, payment cards will be an approved form of payment for grant purchases after Workday go-live
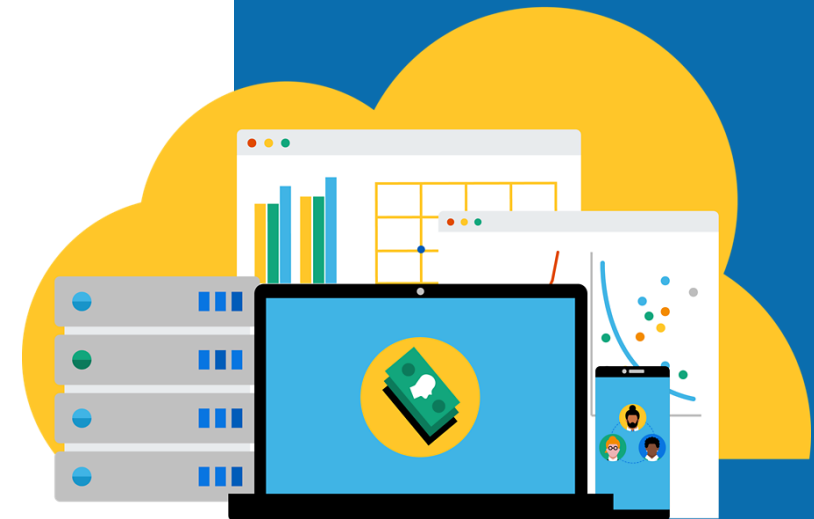
# Award - Spend Management

Here are the ways departments will manage their expenses and revenue in Workday:

## Review Transactions

- Grant Manager role will approve all Transactions in a proactive manner
- Transactions originating outside of WD, such as core charges, should be verified in source systems
- Transactions should only be approved if funding worktag is accurate
- Ex: Review Expense Report from Inbox

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# Award - Spend Management

Here are the ways departments will manage their expenses and revenue in Workday:

## Review Transactions
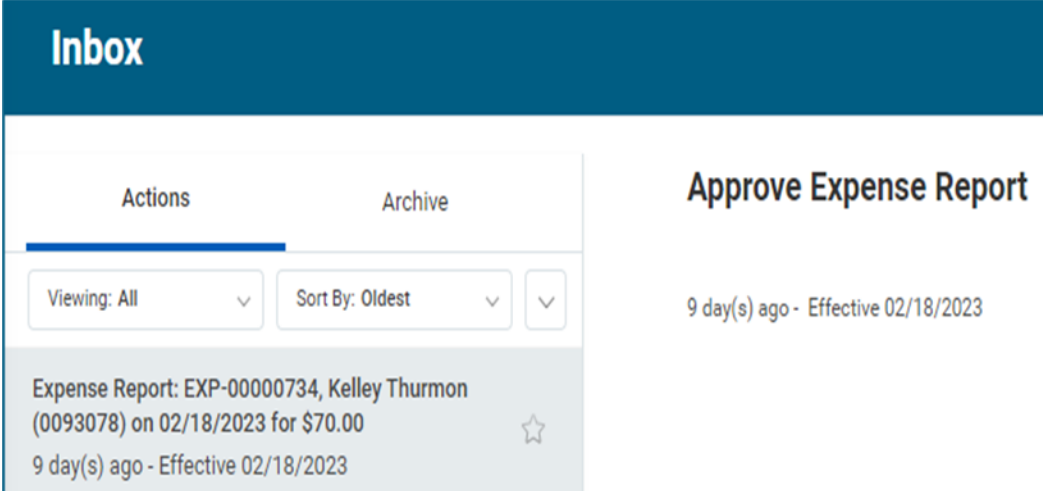
- Grant Manager role will approve all Transactions in a proactive manner
- Transactions originating outside of WD, such as core charges, should be verified in source systems
- Transactions should only be approved if funding worktag is accurate
- Ex: Review Expense Report from Inbox

# Award - Spend Management

Here are the ways departments will manage their expenses and revenue in Workday:

| Review Transactions |
| --- |
| • Grant Manager role will approve all Transactions in a proactive manner |
| • Transactions originating outside of WD, such as core charges, should be verified in source systems |
| • Transactions should only be approved if funding worktag is accurate |
| • Ex: Review Expense Report from Inbox |

| Award Tasks |
| --- |
| • Spend Management Award Tasks are assigned to Grant Manager role in Workday |
| • Ex: Award Task to run Budget to Actuals report to review spend rate by object class |

# Award - Spend Management

Here are the ways departments will manage their expenses and revenue in Workday:

## Review T...

- Grant Manage...
  all Transaction...
  manner
- Transactions ...
  of WD, such a...
  should be ver...
  systems
- Transactions ...
  approved if fu...
  accurate
- Ex: Review Exp...
  Inbox

## View Award Task

| | |
|---|---|
| Award Task | 🔍 |
| Award Task Type | Review Budget to Actuals - Spend Management |
| Award Contract Line | AWD888963 RC156 Federal Grant Revenue (Line 5) |
| Billing Milestone | No |
| Start Date | 02/15/2023 |
| End Date | 02/28/2023 |
| Due Date | 02/28/2023 |
| Completed On | (empty) |
| Security Group | Grant Manager |
| Comments | Completion of this task indicates a thorough review of transactions that have posted to your grant. To facil...<br>1. Run budget to actuals report to review spend rate and drill into columns for details.<br>2. The department transaction detail can also be run for to view all transactions for the specified period. |

MW

# Award - Spend Management

Here are the ways departments will manage their expenses and revenue in Workday:

| Review Transactions | Award Tasks | Invoicing |
|---|---|---|
| • Grant Manager role will approve all Transactions in a proactive manner<br>• Transactions originating outside of WD, such as core charges, should be verified in source systems<br>• Transactions should only be approved if funding worktag is accurate<br>• Ex: Review Expense Report from Inbox | • Spend Management Award Tasks are assigned to Grant Manager role in Workday<br>• Ex: Award Task to run Budget to Actuals report to review spend rate by object class | • Finance will be creating invoices centrally in Workday<br>• Departments will alert Finance Billing when billable milestones are met<br>• Clinical Trial invoices will be submitted in eSMART and uploaded to WD by Post Award Finance to create AR and generate revenue. This is the only exception to decentralized invoicing. |

MW

# Corrections

Within Workday, corrections will be made to expenses or payroll in the following ways:

| Expense Corrections | Payroll Corrections | Salary Over the Cap |
|---|---|---|
| • **Accounting Adjustment** - reassign an actual expense by changing the associated worktags on the expense<br><br>• Accounting Journal – manual adjustments not available with an accounting adjustment, such as splitting funding on a transaction. Also used to adjust transactions outside of Workday (iLab) | • **Payroll Costing Allocation (PCA)** – adjust an employee's current and future funding sources (formerly known as an EDC)<br><br>• **Payroll Accounting Adjustments (PAA)** – correct a payroll journal after payroll close (formerly known as a RDC) | • Salary Over the Cap – Is automatically calculated in Workday for employees over the Cap who are working on a Grant subject to the Cap.<br>• Workday does not currently support use of grant worktags to pay salary over the cap costs.<br>• Salary over the Cap functionality is not available on Payroll Accounting Adjustments.<br>• Payroll Accounting Adjustment Calculator<br>• Salary Over the Cap guide |

MW

# Closeouts

# Award Closeout
My award has ended. How will it be closed in Workday?

IRIS will be decommissioned and VUMC will use Workday Award Task functionality to manage award tasks, including closeout.

# Award Closeout

**Transition plan for award closeout**:

| Sponsor Due Date (*not award end date*) | IRIS | Workday |
|---|---|---|
| Apr-23 | ✔ | |
| May-23 | ✔ | |
| Jun-23 | | ✔ |

**Coordination with the post award team will be <span style="color:red">critical</span> during the transitional phase to ensure all applicable charges are accounted for in sponsor financial reports.**

MW

# Reporting

# Obligations and Commitments

Within Workday, options are available to create Obligations and Commitments in the General Ledger based on supply chain or payroll data. Within accounting, an obligation is a commitment to pay a third party based on a business contract, for example Purchase Orders.

## Supply Chain

- Approved Purchase requisitions create Commitments
- Approved Purchase Orders result in an Obligation
- Obligations are relieved as Invoices are paid on Purchase Orders, or by closing the Purchase Orders

## Payroll

- Obligations are built based on information within the job record such as Standard Working Hours, Salary, pay group, hire and termination dates, and payroll costing allocation*
- Obligations will build for one fiscal year on cost centers, and up to 3 fiscal years on sponsored research funding
- Obligations are relieved by the actual payroll run

*Payroll Costing Allocations would be Earnings Distributions in our legacy environment

MW

# Tools for managing budgets

## Budget to Actuals

- Monitor spend throughout award period
- Review spend by object class
- Transactions drillable
- Mirrors DMS Status Summary Report

## Transaction Summary

- Displays expense totals by Ledger Account

## Transaction Detail

- Displays transactions that make up expense totals from Transaction Summary
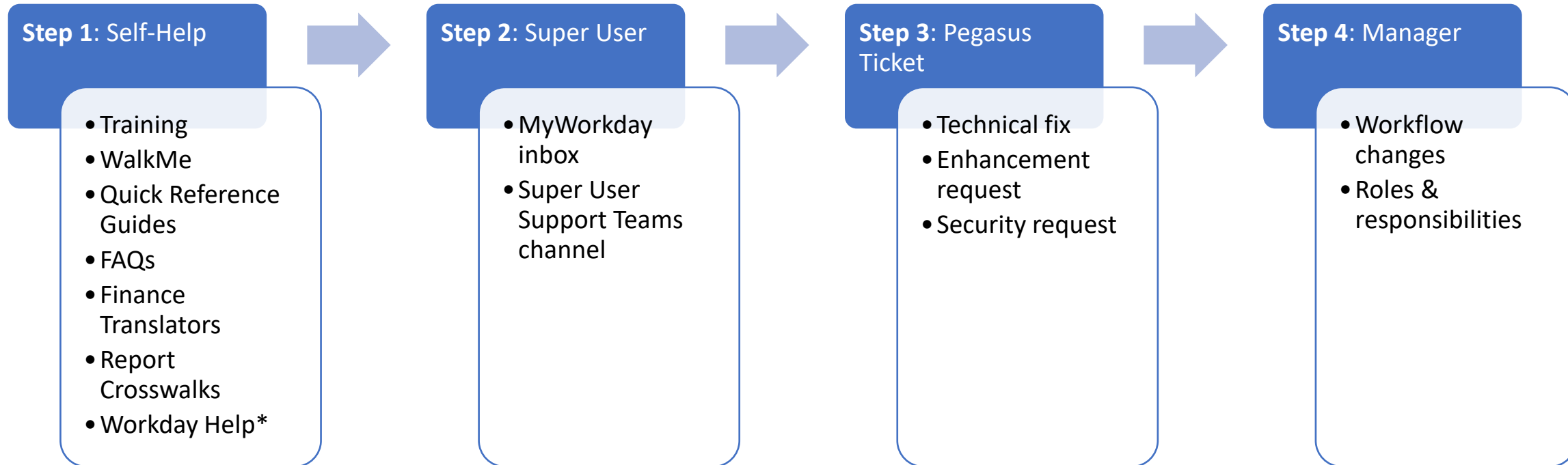
Note: New Grants Manager Dashboard available

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workday

Demo

# Workday Self-Support Resources

# Workday Self-Directed Support Model for End Users

**Step 1**: Self-Help

- Training
- WalkMe
- Quick Reference Guides
- FAQs
- Finance Translators
- Report Crosswalks
- Workday Help*

**Step 2**: Super User

- MyWorkday inbox
- Super User Support Teams channel

**Step 3**: Pegasus Ticket

- Technical fix
- Enhancement request
- Security request

**Step 4**: Manager

- Workflow changes
- Roles & responsibilities

*If your question/issue would previously have been answered by the Employee Service Center, you can submit a case via Workday Help.*

# NEW Pegasus Self-Service Ticket Entry for all End Users

# Ticket Submission Guidelines
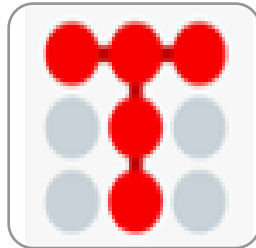
*Which type of ticket should I submit?*

**1**

### Something is Broken: Workday

- Error Messages
- Data Fixes
- Login Issues
- Report Timeout
- Function Issues

- Research and Grants- Award Setup
- Research and Grants – Effort Certification
- Research and Grants – Sponsor Financial Reporting

**2**

### Something is Broken: Tecsys

- Error Messages
- Data Fixes
- Login Issues
- Report Timeout
- Function issues

**3**

### I Need Work Done (Tecsys or Workday)

- New Cost Center or Program Request
- New Report Request
- Enhancement Request
- Delegation Exception Request
- Security Change Request

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# NEW Pegasus Requests

The following Requests have been created to collect Workday and Tecsys requests:

- Workday Location Request

- Workday Delegation Exception Request

- Workday Configuration Enhancement Request

- Workday Report Request

- Workday Cost Center Request

- Workday Program Request

- Workday Application Departmental Security Request

- Workday Application Central Office Security Request

- Tecsys General Request

- Add a Printer to the Tecsys Application

*Require Manager Approval*

*Require Secondary Approval*

# Training Update

# Training Update

| Workday Curriculum | Notes | Date Enrolled |
|---|---|---|
| Workday Curriculum: Grant Manager | Required Research Training that includes videos, system demos, and QRGs.  Note: This training is designed to be taken after completion of other Workday Curriculum. | 3/2/23 |
| Workday Curriculum: Grant Roles (various) | For employees with grant or contract related responsibilities.  Topics covered include: Workday Awards,  Security Roles, Award Tasks, Cost Transfers, Cost Share,  P-Cards, and more. | 3/2/23 |
| Workday Curriculum: Effort Certification in Workday | Assigned to all employees with Effort on Federal Awards and Grants Manager | Coming in May |

Note: New courses have been added as recently as 3/15/23

**NEW Grants Manager Dashboard QRG available

my**workday**

# MyWorkday Website Tour

# Questions?

# Thank You