workday. | VUMC BUSINESS EDUCATION

Wage Index Reporting

When adding a requisition for non–VUMC staff paid on an Invoice for their labor in Workday, follow the steps below to capture hospital wage index information for the Medicare Cost Report.

CREATE NON-CATALOG REQUISITION

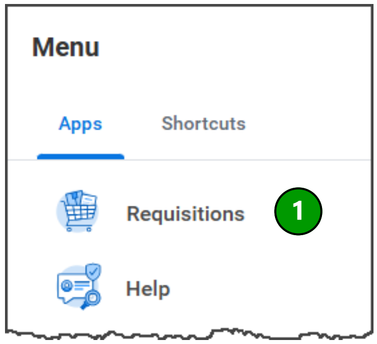
1. From your Workday **Menu**, select the **Requisitions** application.

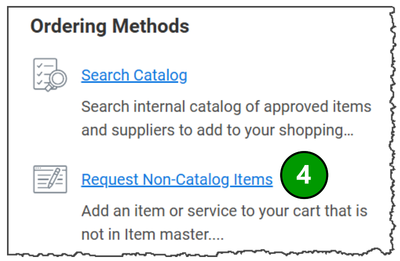
2. In the **Requisition Details** card, select the **Edit Details** button.

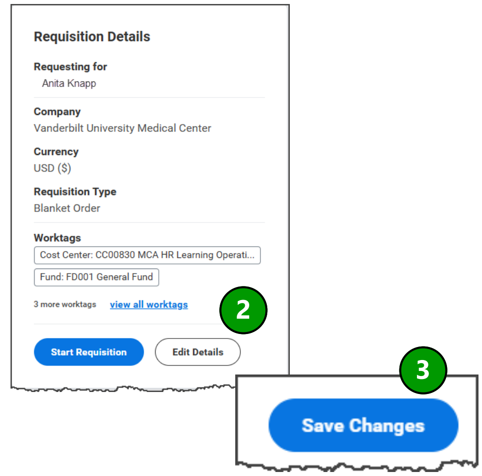
Note: From Requisition Details, select Blanket order as the Requisition Type.

3. After you have entered your requisition details, select **Save Changes** to save details.

4. In the Ordering Methods card, select **Request Non-Catalog Items**.







Wage Reporting

1. Select **Goods** for Request Type.

2. Search for and select the name of the **Supplier** providing the contract work.

3. Enter the individual's name, role and rate, per the Agreement as the **Request Description**.

4. **Verify** the correct spend category has populated.

5. Enter the total number of hours, per the contract, that the individual will work as the **Quantity**.

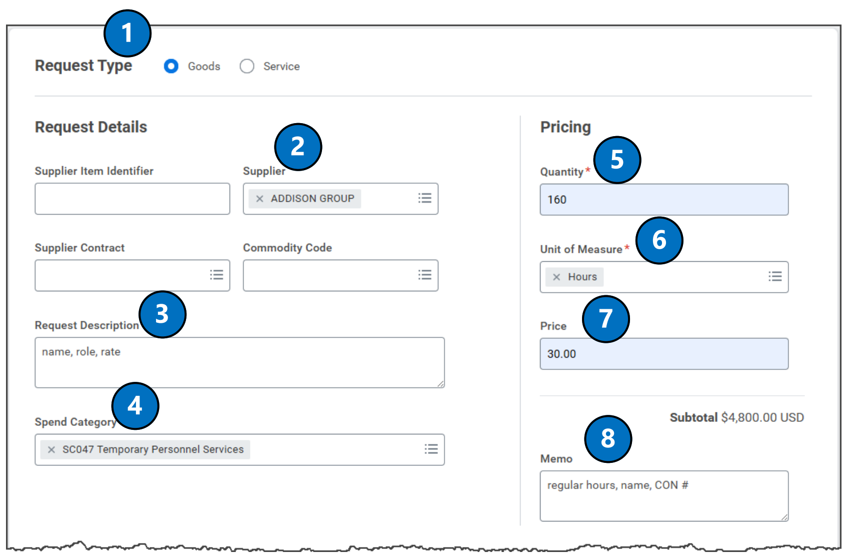
6. **Unit of Measure** is hours.

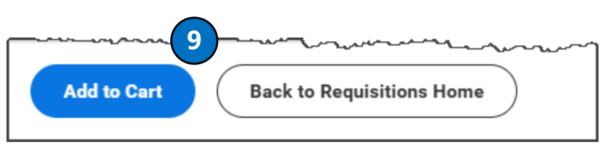
Note: Hours and rate must agree with Agreement/ Statement of Work (SOW).

7. **Price** is the Individual's hourly rate, per the SOW.

8. Populate the line **Memo** field with Individual's name, hourly reimbursement, and Contract Number.

9. Select **Add to Cart** and continue to Checkout.





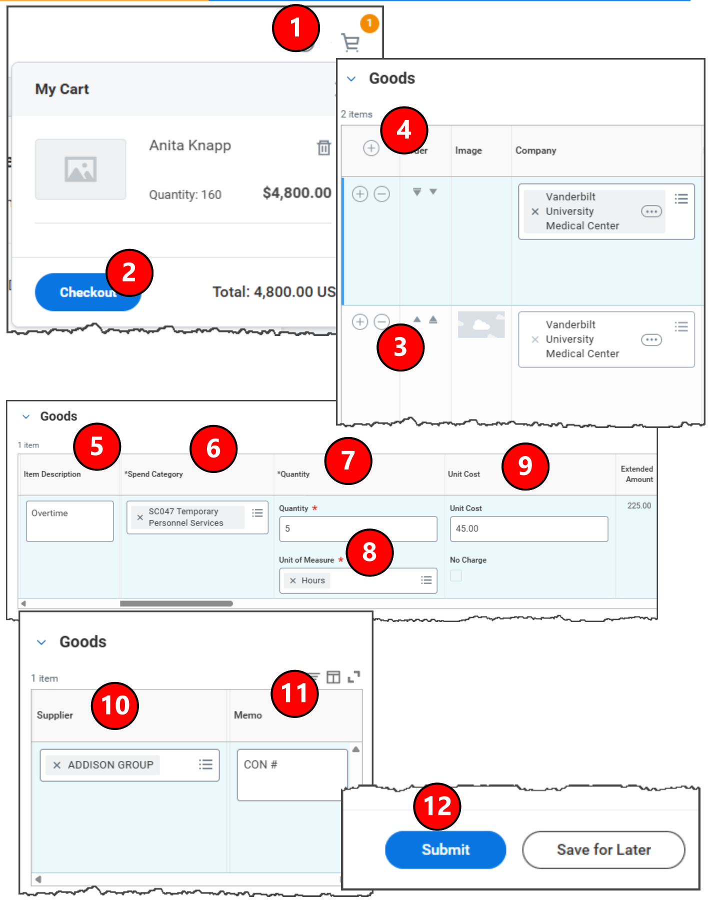
Note: If the invoice includes overtime and/or additional expenses, see page 2.

Wage Index Reporting

Overtime

If you are also paying OT, repeat steps 1-9 above with the appropriate OT rates. Or, add a line for OT from the checkout screen by following the steps below:

1. Select your cart in the upper-right corner.
2. Select **Checkout.**
3. In the **Goods** section you will see the line you just entered.
4. Click the plus icon to add a row.
5. Enter overtime in the **Description.**
6. Enter the correct **Spend Category.**
7. Enter the total number of hours, per the SOW, that the individual will work OT as the **Quantity**.
8. **Unit of Measure** is hours.
9. **Unit Cost** is the Individual's OT rate, per the SOW.
10. Enter the Supplier providing the contract work.
11. Enter the Contract number in the **Memo** field.
12. Continue to add Expenses, or Select **Submit.**



Expense Reporting

Expenses are added in the same way, but should be on a Service req. Add them as above, or follow the steps below to add an expense line at checkout:

1. From the Checkout page, scroll down to the **Service Section**.
2. In the Service section Click the plus icon to add a row.
3. Enter the description of the expense in the **Description**.
4. Enter the appropriate **Spend Category.**
5. **Extended Amount** is the <u>total</u> cost of the expense.
6. Enter the Supplier.
7. Enter the Contract number in the **Memo** field.
8. **Select** Submit.