VUMC BUSINESS EDUCATION

WORKDAY WORKSHOP:

JOB CHANGES

DURATION: 30 MINUTES

Topics for today's workshop include:

- Job Changes

  - Transfers

  - Promotions

  - Change Locations

- Attachments

- Approvals

WORKSHOP TOPICS

Always access Workday through the VUMC Network or VPN

To access all the features and functionality of Workday, you must be on a VUMC network – either by being onsite or by using VPN (BIG-IP Edge Client)

Workday timeout is 1 hour

JOB CHANGES

A job change in Workday can include:
- Promotion
- Transfer
- Data Changes
- Demotion
- Change Business Title
- Change Scheduled Hours
- Change from Full Time to Part Time
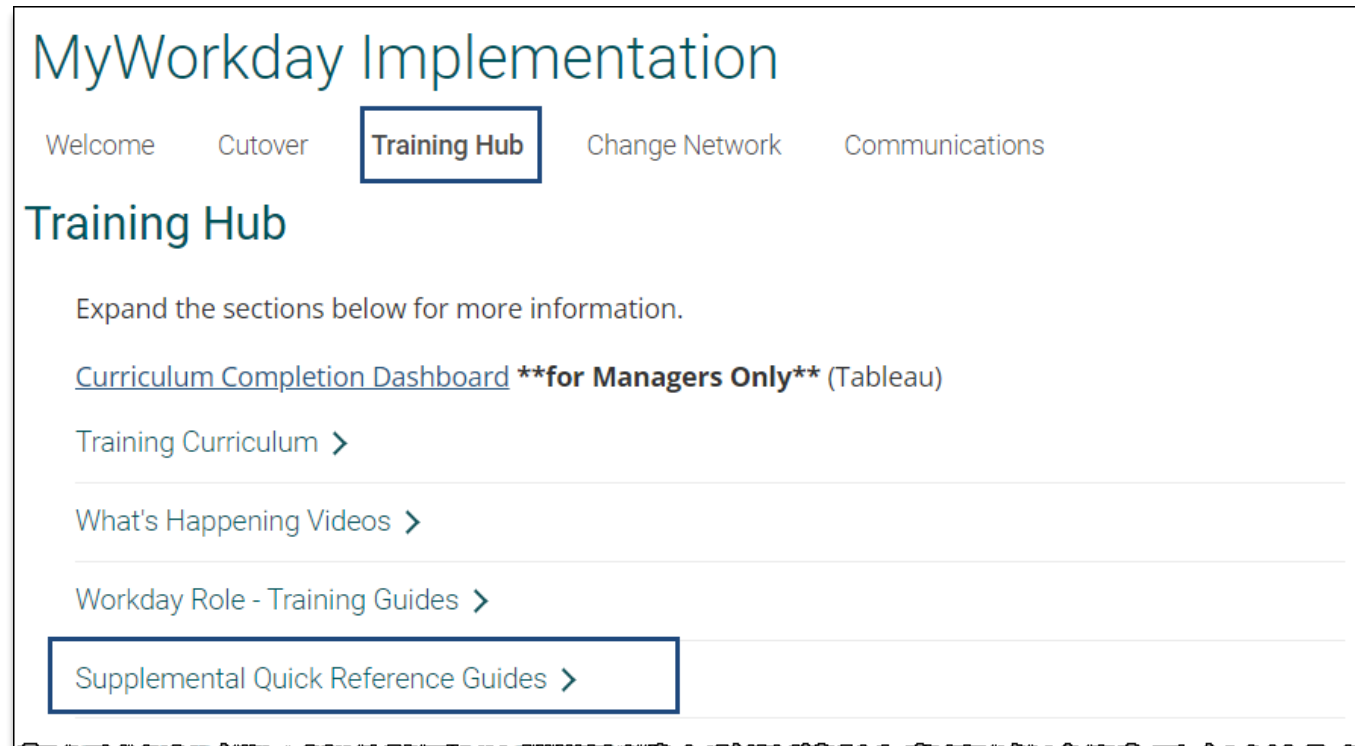- Change Location
- Termination

Job changes are initiated by the manager of the supervisory organization and require approval from manager +1. In some cases, if cost center is involved in the change, a Cost Center Manager must also approve.
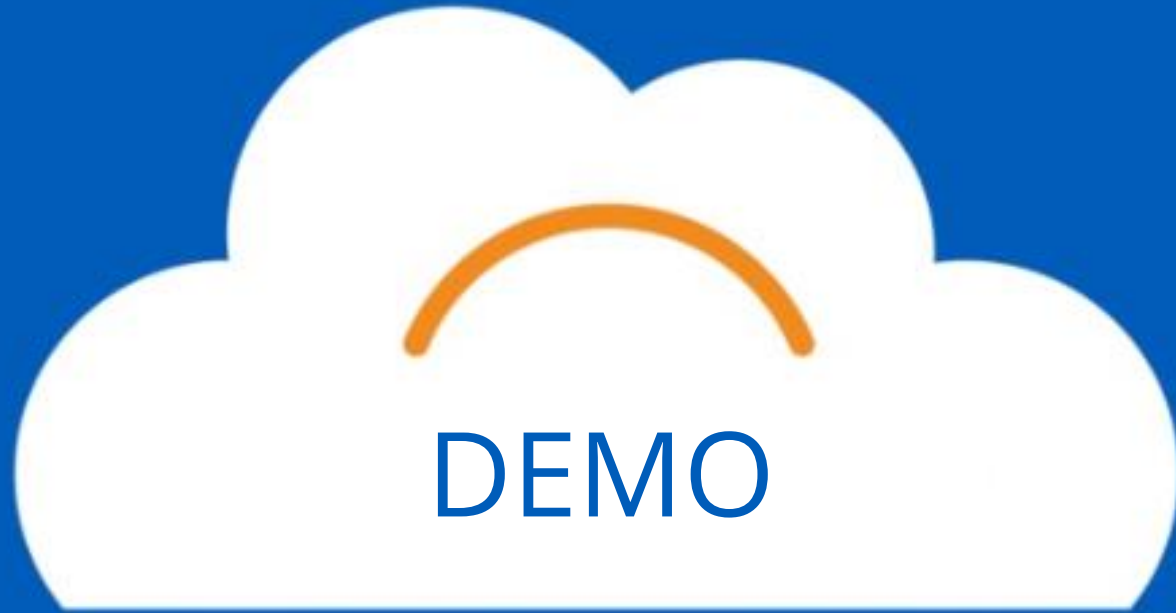
DEMO

Training Update

- Leaders should check the MyWorkday dashboard to ensure their teams have completed required training
  - Workbook: MyWorkday Curriculum Dashboard

- Quick Reference Guides can be found on the MyWorkday Training Hub

MyWorkday Implementation

Welcome   Cutover   **Training Hub**   Change Network   Communications

Training Hub

Expand the sections below for more information.

Curriculum Completion Dashboard **for Managers Only** (Tableau)

Training Curriculum >

What's Happening Videos >

Workday Role - Training Guides >

Supplemental Quick Reference Guides >

Future Workshops

Join one of the 30-minute **Workday Workshops** to help gain familiarity and become more comfortable with typical workflows within the new system.

Can't attend? The recordings will be available below after each session.

Topic	Date	Time (CDT)	Link	Recording	Q&A
Purchasing & Receiving	Thursday, 4/27	11-11:30am	Slides	View Here	
Journal Entries	Friday, 4/28	10-10:30am	Slides	View Here	
Expense Reports & Payment Cards	Tuesday, 5/2	10-10:30am	Slides		Q&A
Contingent Workers	Wednesday, 5/10	10-10:30am	Join Here		
Job Changes	TBD	TBD			
Stipends	TBD	TBD			
TBA	TBD	TBD			

Thank you!