




WORKDAY WORKSHOP: LOCATIONS

DURATION: 30 MINUTES



- —
- —
- —

Topics for today's workshop include:

- **Work Locations**

- Visibility
- How to change (Job Change)
- Remote Workers

- **Home Contact Information**

- Tax implications

- **Deliver-To / Ship-To Locations**

- VUMC SCM Extract Location Report
- Requesting a New Location

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 extended from 30 minutes to 1 hour

WORK LOCATIONS

- Philosophy of Locations: building level rather than the workspace level
- Pulled into Workday from PeopleSoft tables
- Note visibility of information (Public vs. Private)
 - Work phone number is Private by default
- If Work Contact information is incorrect:
 - Manager can update via the “Job Change” business process
 - Can only choose from certain locations that have been built in the system
- For larger departmental location changes:
 - Submit a Pegasus Ticket
 - Include Employee-level details in the request

John Girdler (0143607)
Manager Learning

Location
2525 WEST END AVE
(LOC00248)

Manager
Diana Ormsby (0101069)

Supervisory Organization
VUMC Business Education
Department (Diana Ormsby
(0101069)) (S108255AA)

Work Contact Information

Addresses 1 item

Address	Usage	Visibility	Effective Date
2525 WEST END AVE NASHVILLE, TN 37203 United States of America	Business (Primary) Billing Remit To Shipping	Public	03/15/2021

Email Addresses 1 item

Email Address	Usage	Visibility
john.p.girdler@vumc.org	Work (Primary)	Public

Phone

Primary
Yes

Phone
+1 (615) 9366286 (Mobile)

Visibility
Public

Add


JOB CHANGES

- If day-to-day work location is changing:
 - Manager initiates a “Job Change”
 - Choose “Change Work Location”
 - Take note of the effective date
 - Be mindful of the [Payroll Calendar](#)

Start Job Change

Worker *


Job * P00063183 Learning Consultant - Bethani Devish (0187610)

What do you want to do? * 

Used to change an individual's work location.
If an individual is working remote please choose the location titled "Remote" and the state. i.e. Remote - Texas.

Start

Start Details

When do you want this change to take effect? * 

06/01/2023 added

Why are you making this change? *

Change Work Location added

Where will this person be located after this change? *

added

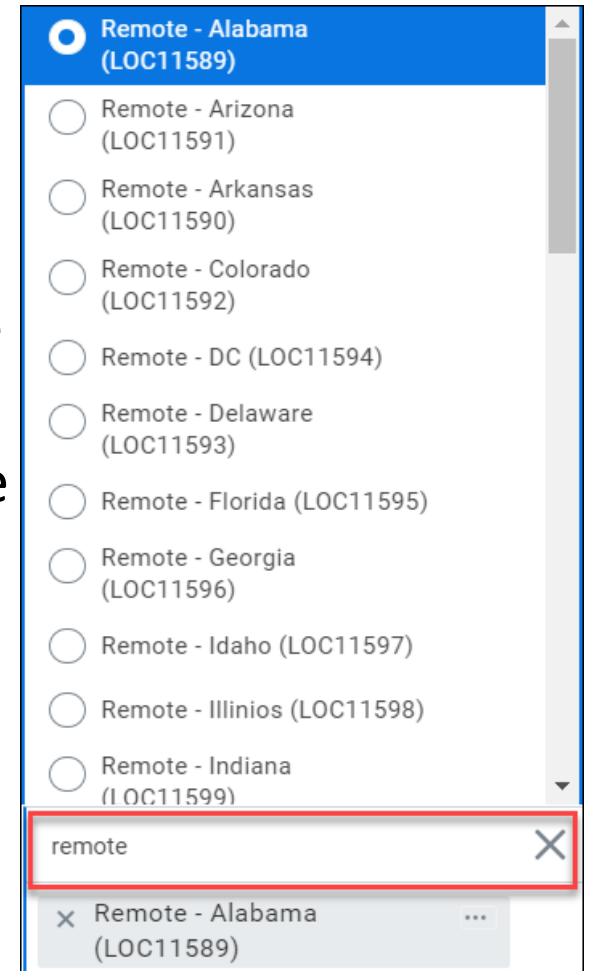
removed

Do you want to use the next pay period?

Yes added

REMOTE WORKERS

- For **new hires**:
 - Work with your Recruiter to get approval for your new hire's work location
- For **existing staff**:
 - Work with your HR Business Partner to get approval on remote work location
 - Managers change employee's work location via the Job Change process after approval
 - Choose from the "Remote" list of locations when selecting a new location



HOME CONTACT INFORMATION

- Defaults based on information provided to HR upon hiring
- Make sure your home state is up-to-date
 - Employees can update this on their own
- If you move to a state that collects state income taxes, changing your address will trigger a W-4 to be sent to you

John Girdler (0143607)

Manager Learning

Actions

Email Team

Summary

Contact

Personal

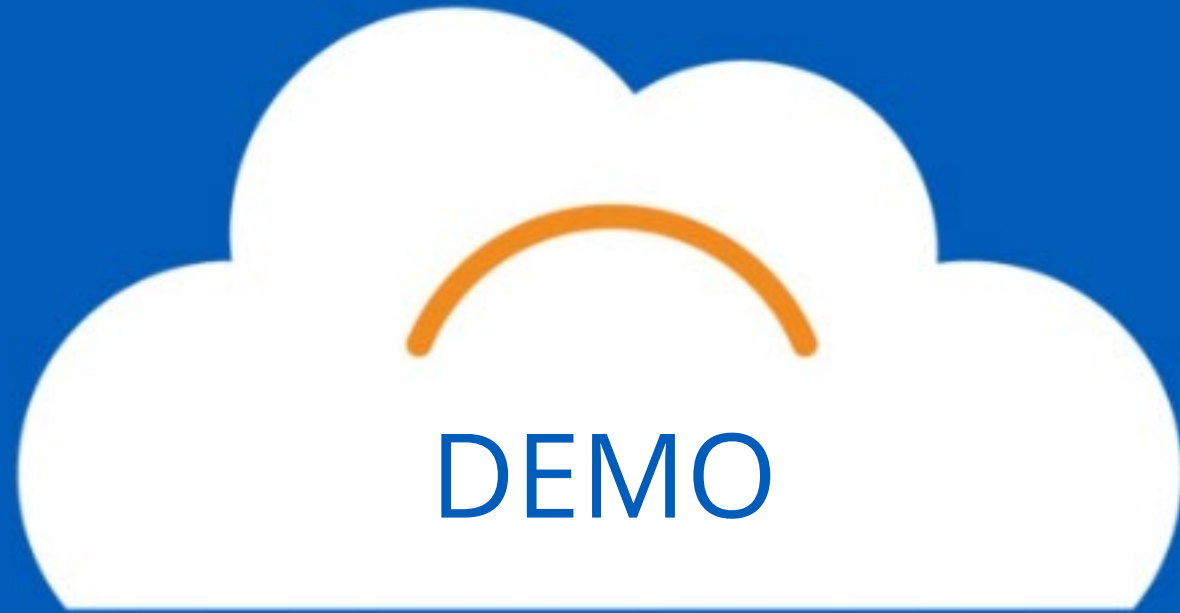
Contact Emergency Contacts

Edit

Change My Home Contact Information

Change My Work Contact Information

Address	Usage
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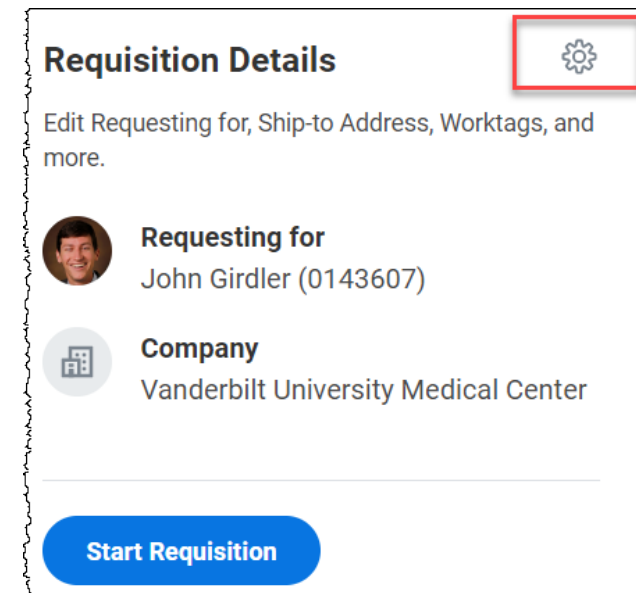


DEMO

DELIVER-TO / SHIP-TO

- **Deliver-To Address (choose first)** – The specific location within a building that an item will be delivered to. This will automatically populate the correct Ship-To Address linked to the Deliver-To Address.
- **Ship-To Address (do not change)** – The building that an item will be shipped to from a vendor. This will automatically populate based on the Deliver-To chosen.

Change your default Deliver-To using the gear icon before creating a requisition. This will apply the locations you save for new requisitions going forward.



The screenshot shows a 'Requisition Details' form. At the top right, there is a gear icon for settings, which is highlighted with a red box. Below the title, it says 'Edit Requesting for, Ship-to Address, Worktags, and more.' The form displays two fields: 'Requesting for' with a profile picture of John Girdler (0143607) and 'Company' with a building icon and the text 'Vanderbilt University Medical Center'. At the bottom, there is a blue button labeled 'Start Requisition'.

If a **Ship-To Address** is entered first and is the incorrect location to be partnered with the submitted **Deliver-To Address**, the order will not process correctly which will result in Workday errors and/or shipping issues.

DELIVER-TO / SHIP-TO HEADER

Requisition Details

Location

× Location: 2525 WEST END AVE
(LOC00248)

Additional Worktags

× Function Code: FC23023
Institutional Support - General
Administration

Deliver-To Location *

× 2525 WEST END AVE
(LOC00248) > 2525 WENS END
AVE STE 1430 (LOC91503)

Ship-To Address *

× 2525 WEST END AVE,
NASHVILLE, TN 37203, United
States of America

Currency *

× USD

Save

Cancel

Checkout

Company	Requester	Requisition	Status	Total Amount
Vanderbilt University Medical Center	John Girdler (0143607)	- new -	Draft	10.00 USD

Reminder:

1. For [Capital Requisitions](#), enter [Project ID](#) first.
2. Next, enter any applicable funding source worktags such as [Grant ID](#) or [Gift ID](#).
3. Confirm [Cost Center ID](#) is accurate.
4. [Capital Request ID Number](#) issued by the [Capital Planning](#) module is required in the [Memo](#) field if [Trackable Spend Category](#) or [Project ID](#) is used on a transaction.

Shipping Address

Deliver-To * 2525 WEST END AVE (LOC00248) > 2525 WENS END AVE STE 1430 (LOC91503)

Ship-To Address 2525 WEST END AVE
NASHVILLE, TN 37203
United States of America

Requisition Information

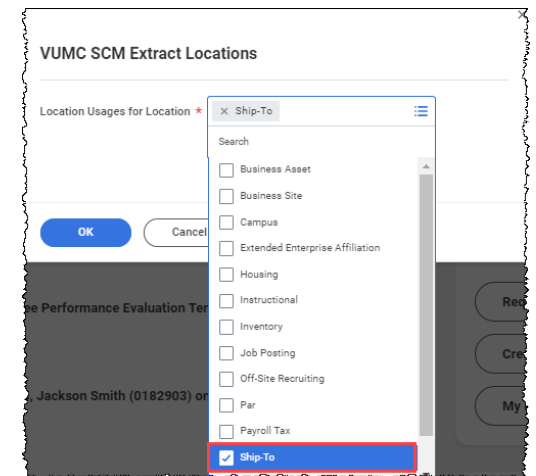
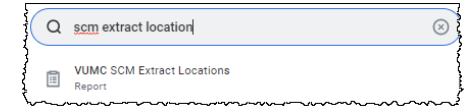
Request Date * 05/18/2023  



SCM EXTRACT LOCATION

- The **SCM Extract Location** report lists all available Deliver-To Locations and the Ship-To Locations they are attributed to.
- By selecting the **Ship-To** option in the Location Usages filter, all Ship-To locations will be included in the report.

Note: The filter button in the top righthand corner of the report will allow you to filter the results by a specific location.



Reference ID	Location	Location Usage	Location Type	Location Identifier	Location Hierarchies	Superior Location	Primary Address	Primary Address - Full	Ship-To Location	Deliver-To Location
LOC00681	100 W 4TH ST (LOC00681)	Business Asset Business Site Ship-To	Ship-To		Ship-To Locations Hierarchy		02443 Maple Lane	02443 Maple Lane COOKEVILLE, TN 38501		VANDERBILT CHILDREN'S CLINIC STE 320 (LOC12388)
LOC00606	1000 S 12TH ST (LOC00606)	Business Asset Ship-To	Ship-To		Ship-To Locations Hierarchy		14107 Maple Lane	14107 Maple Lane MURRAY, KY 42071		
LOC00648	1003 RESERVE BLVD (LOC00648)	Business Asset Business Site Ship-To	Ship-To		Ship-To Locations Hierarchy		64359 Maple Lane	64359 Maple Lane SPRING HILL, TN 37174		CL-VMG SPRING HILL COLORECTAL SURGERY STE 320 (LOC12696) MAURY REGIONAL AFTER HRS CLINIC SITE 415 (LOC15715) SPRING HILL PEDIATRIC STE 320 (LOC10714) VANDERBILT CHILDREN'S AFTER HRS CLINIC SPRING HILL SITE 1108 (LOC10712) VANDERBILT SPRING HILL ADULT UROLOGY STE 320 (LOC10703) More (6)



FILTER BY WORK SPACE TO SEE DELIVER-TO LOCATIONS

VUMC SCM Extract Locations

Location Usages for Location * **Work Space**

Search

- Campus
- Extended Enterprise Affiliation
- Housing
- Instructional
- Inventory
- Job Posting
- Off-Site Recruiting
- Par
- Payroll Tax
- Ship-To
- Training Room
- Work Space**

OK Cancel

A red arrow points from the 'Work Space' filter option to the 'Work Space' column header in the adjacent table.

VUMC SCM Extract Locations

Location Usages for Location Work Space

3428 items

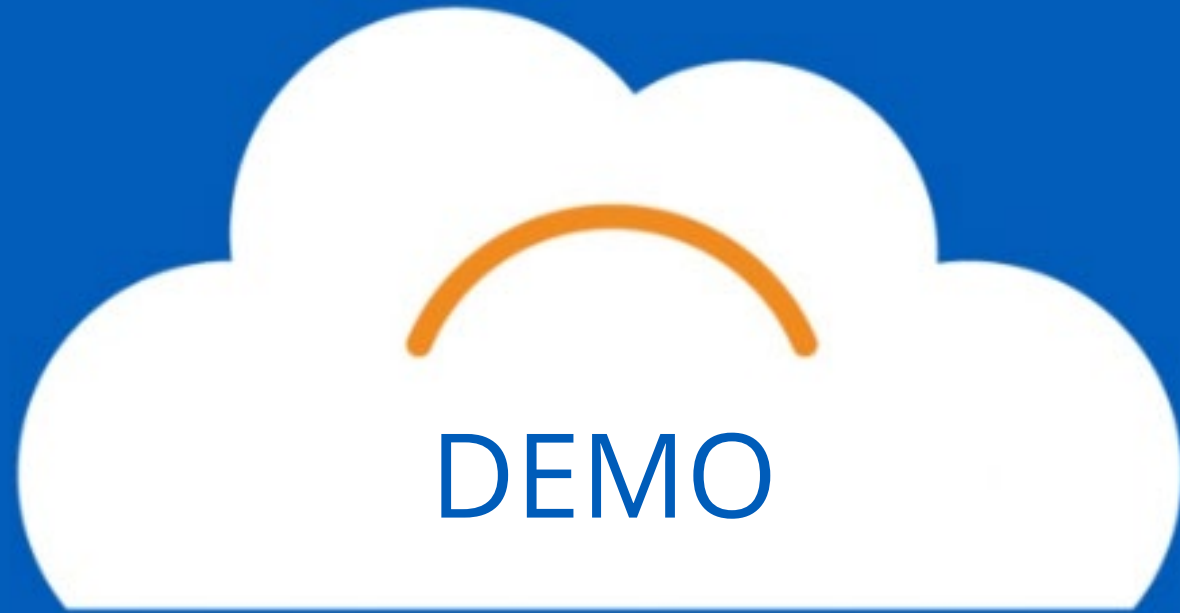
Ship-To Location	Deliver-To Location	Reference ID	Location
THE VANDERBILT CLINIC (LOC00130)		LOC10359	10 S AA10S-EULA 10232 VUAH (LOC10359)
THE VANDERBILT CLINIC (LOC00130)		LOC11962	11 BURN CTR - JOHN LAMPMAN VUAH11041 (LOC11962)
1409 W BADDOUR PKWY (LOC2007)		LOC10071	1409 W BADDOUR PKWY (LOC10071)
2120 BELCOURT AVE (LOC00230)		LOC12632	2120 BELCOURT AVE STE 139 (LOC12632)
2135 BLAKEMORE AVE (LOC00216)		LOC15518	2135 BLAKEMORE AVE STE 162 (LOC15518)
2135 BLAKEMORE AVE (LOC00216)		LOC15519	2135 BLAKEMORE AVE STE 163 (LOC15519)

A red box highlights the 'Location' column in the table.

Filter by address, room, suite, floor as needed

DELIVER-TO LOCATIONS: ADDITIONAL NOTES

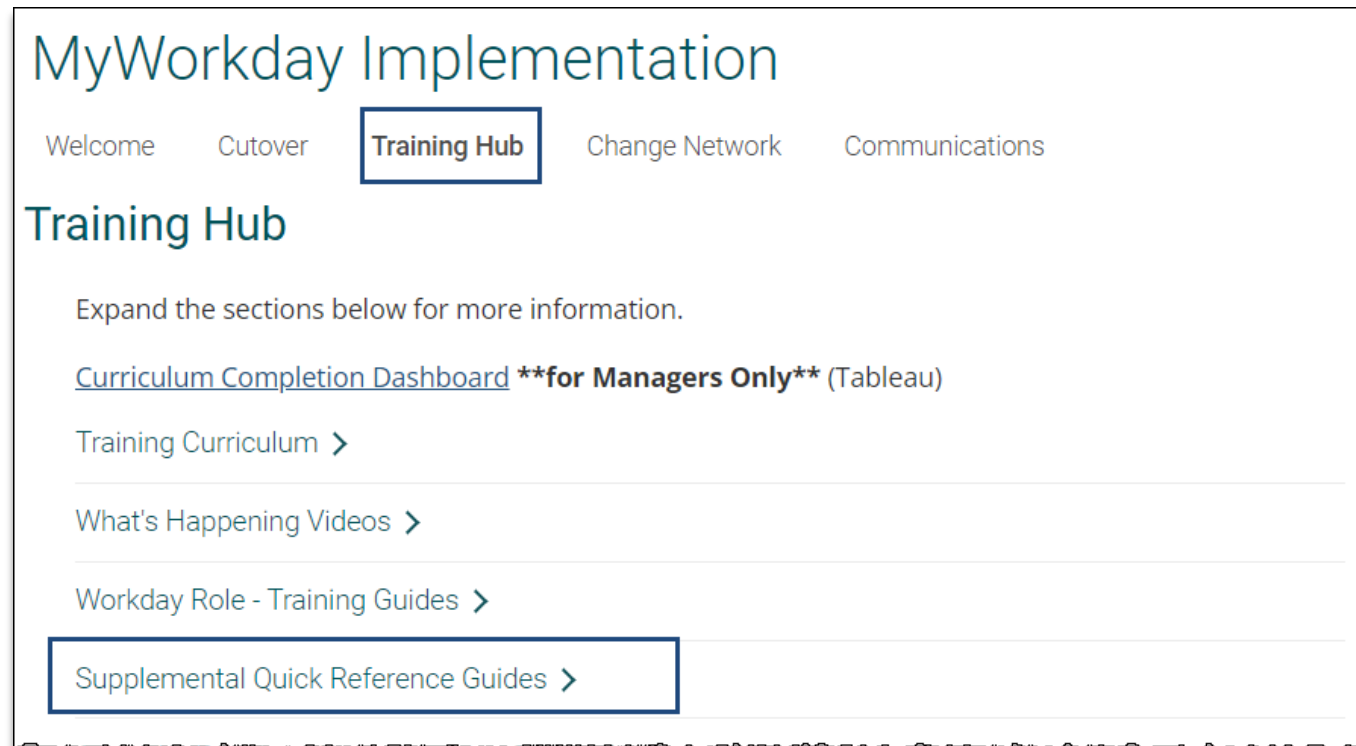
- If you need a new Deliver-To Location to be created in Workday, submit a [Pegasus Ticket](#)
- Lab Locations
 - Some Deliver-To Locations are likely changing soon, stay tuned for additional communication for these areas



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](#)



The screenshot shows the 'MyWorkday Implementation' dashboard. At the top, there are navigation tabs: 'Welcome', 'Cutover', 'Training Hub' (which is highlighted with a blue border), 'Change Network', and 'Communications'. Below the tabs, the 'Training Hub' section is titled. It contains the text 'Expand the sections below for more information.' followed by a list of links: 'Curriculum Completion Dashboard ****for Managers Only**** (Tableau)', 'Training Curriculum >', 'What's Happening Videos >', 'Workday Role - Training Guides >', and 'Supplemental Quick Reference Guides >' (which is also highlighted with a blue border).

Future Workshops

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	Slides	View Here	
One-time Payments	Tuesday, 5/16	9-9:30am	Join Here		
Transfers & Job Changes	Wednesday, 5/17	12-12:30pm	Join Here		
Locations	Tuesday, 5/23	2-2:30pm	Join Here		
Leaves of Absence Processing	Thursday, 5/25	2-2:30pm	Join Here		
Inbox Management	Tuesday, 5/30	9-9:30am	Join Here		
License & Certification			N/A	coming soon	
Performance Management (Annual Evaluations & End of Orientation)	Tuesday, 6/6	1-1:30pm	Join Here		
Recruitment & Onboarding	TBD	TBD			



Questions?

Thank you!