workday

WORKDAY WORKSHOP:

ONE-TIME PAYMENTS

DURATION: 30 MINUTES

Topics for today's workshop include:

- One-time Payments

    - Purpose

    - Date implications

    - Approvals

    - Demo

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

WHAT ARE ONE-TIME PAYMENTS IN WORKDAY?

- Non-recurring payment to an eligible employee
- Examples:
  - Referral
  - Sign-on
  - Exempt additional shift

- Quick Reference Guide
  - WDHR-401-Q1

DATES

- **Effective Date** – choose a date within the pay period you are expecting them to be paid

- **Scheduled Payment Date** – adjusts based on Effective Date chosen

- Date that payment will be paid is visible under Scheduled Payment Date

- New feature release will allow for 21-day retro
  - Communication will come out when available

Effective Date *

05/16/2023

One-Time Payment Plan *

☒ Sign On Bonus

Scheduled Payment Date *

05/17/2023 🗓

Based on the specified date the payment will be paid: 06/01/2023.

Coverage Start Date

MM/DD/YYYY 🗓

Coverage End Date

MM/DD/YYYY 🗓

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DATES

https://hr.vumc.org/payroll/payroll-calendar

- Be mindful of Workday deadlines on the payroll calendar
  - Approvals must be completed before these deadlines

June 2023 Payroll Calendar

Paycycle	Paygroup	Pay Period Begin Date	Pay Period End Date	Empl/Job/Comp/Costing Changes & Add'l Pymts - EOD **	Kronos - Current & Historical Edits - NOON	Paycheck Date
Home Health Biweekly	HBB	5/21/2023	6/3/2023			
Medical Center Biweekly	MCB	5/21/2023	6/3/2023			
VIP Biweekly	VPB	5/21/2023	6/3/2023	6/5/2023	6/5/2023	6/9/2023
VBH Biweekly	RHB	5/21/2023	6/3/2023			
Medical Center Union	MCU	5/22/2023	6/4/2023			
Home Health Biweekly	HBB	6/4/2023	6/17/2023			
Medical Center Biweekly	MCB	6/4/2023	6/17/2023			
VIP Biweekly	VPB	6/4/2023	6/17/2023	6/19/2023	6/19/2023	6/23/2023
VBH Biweekly	RHB	6/4/2023	6/17/2023			
Medical Center Union	MCU	6/5/2023	6/18/2023			
Home Health Monthly	HM1	6/1/2023	6/30/2023			
Medical Center Monthly	MCM	6/1/2023	6/30/2023			
VBH LLC	RHM	6/1/2023	6/30/2023	6/27/2023	N/A	7/3/2023
VIP Monthly	VPM	6/1/2023	6/30/2023			
Exec Monthly	EXM	6/1/2023	6/30/2023			

**Employee/Job/Compensation/Payroll Costing changes must be submitted and complete ALL approvals by the above deadline to be included with the regular payroll. Payroll cannot guarantee change will be processed on the regular payroll or off cycle payroll if deadline is missed.

ONE-TIME PAYMENT REMINDERS

- Different One-time options are available for different employees

One-Time Payment Plan *
Search ☰
← All Plans
- ● Bonus
- ○ Exempt Call Pay
- ○ Lump Sum Annual
- ○ Lump Sum Payment
- ○ Relocation
- ○ Sign On Bonus

Request One-Time Payment

Helpful Information:

- When initiating a One Time Payment all the asterisk * fields are required as well as the 'Additional Information' text box in the second box in the drop down.
- Multiple One Time Payments are not permitted. You must submit separate requests if multiple payments are required for this employee.

Effective Date * MM/DD/YYYY 🗓

Employee * ☰

OK Cancel

- If allocating expenses to different Cost Centers:
  - Create separate one-time payments for each Cost Center
  - Make sure the amount is allocated correctly (e.g. if allocating $1500 across three Cost Centers, make sure the three total $1500 between them)

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APPROVAL TIMELINESS

- Timeliness of approvals is crucial – many are caught up in workflow
- No guarantee for an off-cycle check
- Approvals based on one-up Manager within Supervisory Org.

ALLOWANCE PLANS AND STIPENDS

Allowance Plans

- Recurring payment assigned to an eligible employee with begin and end date
- Examples are admin supplement, exempt evening pay, etc.
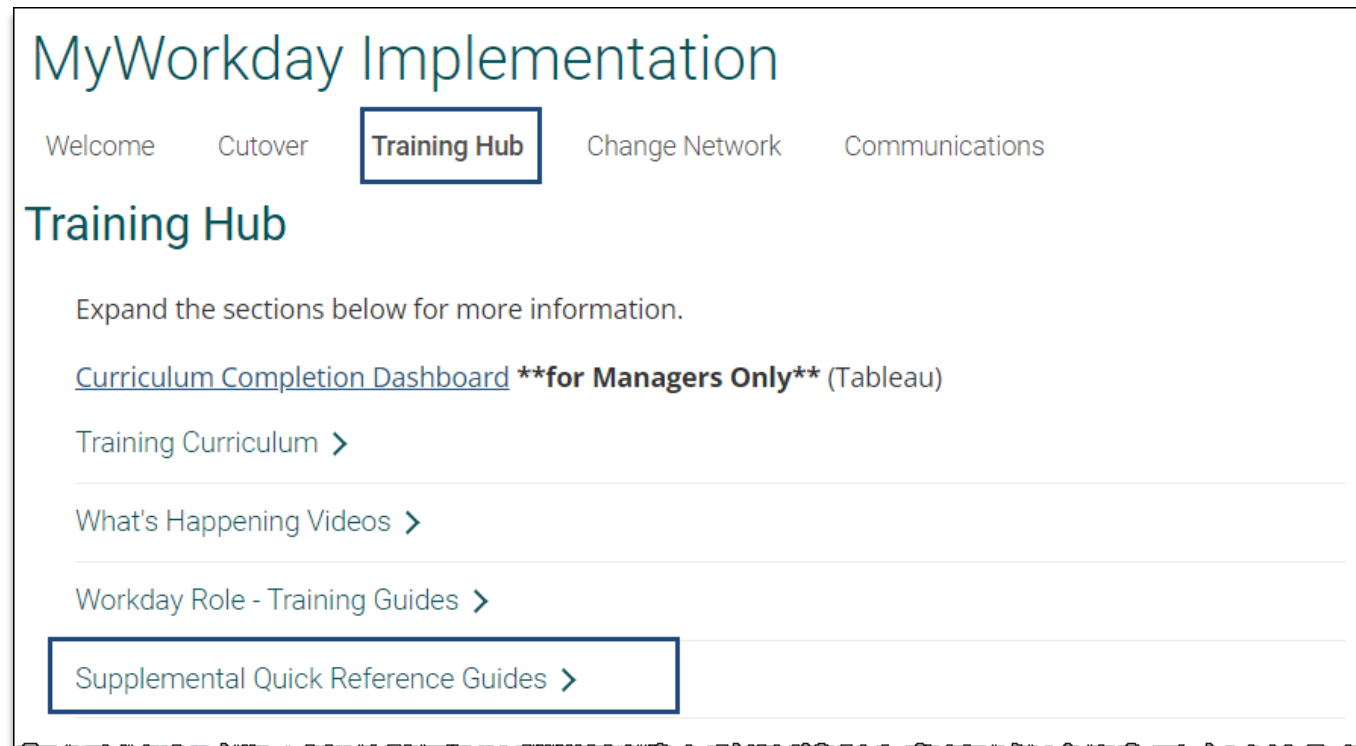
Stipends

- Stipends are not compensation, and cannot be paid, for services rendered. A stipend is distinct from wages or salaries because it is not intended to compensate a student for work performed.
- Payment whereby the person is not required to do any kind of work (past, present, or future) as a condition of receiving the payment. Non-service stipends are given as a means of assisting an individual to pursue academic study or research.
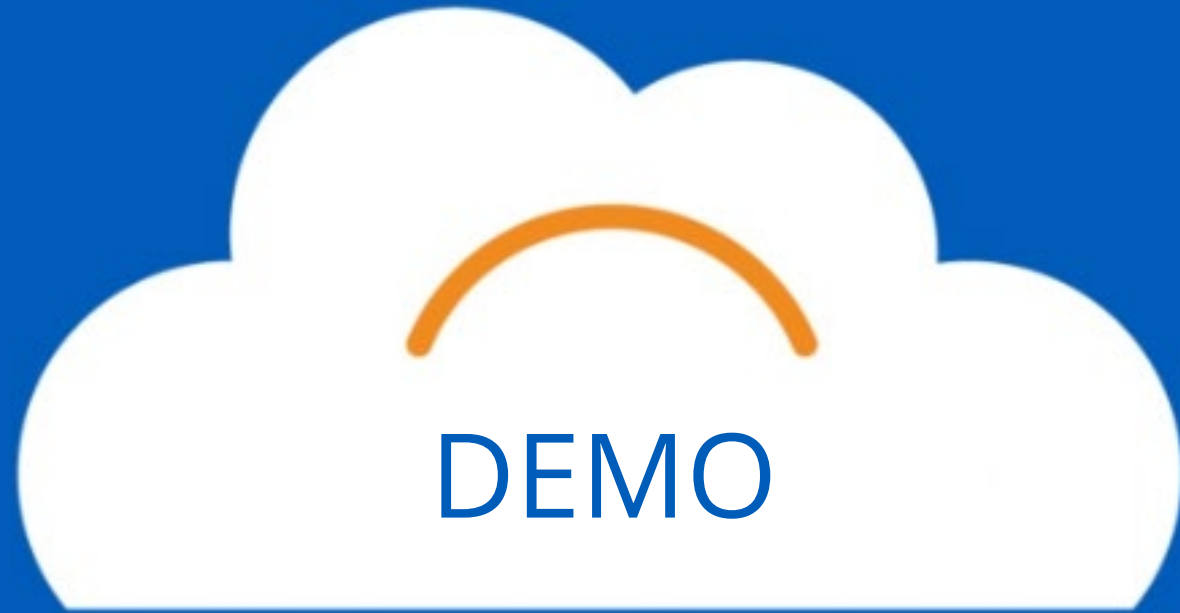
DEMO

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

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!