

Research Workday Town Hall

August 31, 2023

Research Workday Town Hall Agenda

August 31, 2023



- Welcome
- Weekly Conversion Update
- Fringe Corrections
- Close-out Updates
- PAA Training
- Reports
- Weekly Supply Chain Update
- Q&A

Conversion Update

Data Conversion Update

- Recap approach for conversion review
 - Analyzed identified conversion errors to determine root cause
 - Reviewed full population for root cause conditions
 - Identified adjustments that are needed to correct historical balances
- Recap key root cause issues identified
 - Legal split journals
 - Duplication of 6 accounts in an object class conversion table (e.g., advertising, gain/loss sale equip, professional liability insurance, temp help - non VTS, contract labor, med center expense credit)
 - Incorrect cost center start dates
- Remediation

Correction approach documented. Deloitte is currently testing correction process on sample set to include examples from each correction scenario. Goal is to complete testing next week. Goal is to complete production corrections by next reporting cycle but pending confirmation.



Fringe

Fringe Calculation Corrections

- Situation
 - Faculty Fringe Rate Assignment
 - All faculty with salary greater than \$170K were mapped per the Medical Center Faculty 2 group for fringe calculations at go-live (with fringe rate = 13.5%).
 - Special coding was added to recognize a custom VMG field in WD to move non-VMG faculty with salary greater than \$170K to the Medical Center Faculty 1 fringe rate of 24.1%.
 - Faculty Fringe Rate assignment was adjusted to include VA salary in total compensation calculations (ABBR).
 - Corrections for April-June are still pending and will be made centrally.
- Approach for review
 - Identified all faculty impacted by changes.
 - Classifying any faculty member with a grant payroll costing allocation as priority for review and calculating correction journal.
- Remediation
 - Working with Deloitte to confirm best approach for processing corrections.

PAA Training

Payroll Accounting Adjustment (PAA) Training

- Updated [PAA Guide](#) in the Training Hub (document date is 8-28-2023)
- WalkMe functionality
- PAAs were formerly known as Retroactive Distribution Changes (RDCs)
- Payroll Costing Initiators enter PAAs in Workday
- Comprehensive approach to entering PAA
 - Follow the Guide Exactly
 - Prepare for the Changes Required
 - Awareness of the Process and Familiarity with Sections
 - Comments and Attachments

- BE AWARE - Workday has a tremendous amount of flexibility!



Payroll Accounting Adjustment (PAA)

In Workday, payroll corrections, including adding or changing distributions of an employee for **past** (or completed) pay periods, is done using the **Payroll Accounting Adjustment (PAA)** process. This process is similar to VUMC's legacy RDC process previously completed in ePAC. You must have the security role of Payroll Costing Initiator to create a Payroll Accounting Adjustment in Workday.

Access Employee Information

1. Enter employee name or ID in the Search bar and click on employee record.
2. From the employee information screen, select **Pay**.
3. From the Pay tab, select the **Results** tab.

Select the Result to begin Payroll Adjustment

1. Find the **Payroll Result** in the list that needs to be adjusted.
2. Click the **Related Actions** button in the **Payroll Result** column.
3. Select **Pay Calculation > Payroll Accounting Adjustment**.

Note: If the Payroll Accounting Adjustment option is unavailable, payroll has not completed for the period, or a PAA is currently in workflow for the period.

Calculation Status	Calculation DateTime	Result Updated DateTime	Gross Pay
In Progress	02/22/2023 03:02:30 AM	02/22/2023 03:02:30 AM	\$0.00
Complete	02/08/2023 09:38:26 AM	02/08/2023 09:38:26 AM	\$1,008.21
Complete	01/19/2023 04:11:38 AM	01/19/2023 11:40:53 AM	\$0.00
Complete	10/25/2022 04:24:41 AM	10/24/2022 10:29:25 AM	\$1,618.62

Search on each of the two tabs below:

? WalkThroughs

? Resources/QRGs

Search Topic or Keyword

Costing Allocations

Hiring/Recruiting

Payroll Accounting Adjustments

Payroll Accounting Adjustment (PAA) W...

Purchasing and Receiving

Time Off

Performance Improvement

Search on each of the two tabs below:

? WalkThroughs

? Resources/QRGs

Search Topic or Keyword

Hiring/Recruiting

Journal Entries

Manual Accounting Journals

Accounting Journals are manual journals interfaced from other source systems (e.g. Workorders, iLab, eStar) and manually entered into Workday. End users will use the Journal Request Form.

Accounting Adjustments

This guide will explain how to initiate Accounting Adjustments in Workday. Accounting Adjustments are used to update or correct Worktags for certain operational transactions.

Payroll Accounting Adjustments (PAA)

Payroll Accounting Adjustments (PAA) are for adjusting past distributions. They can be initiated by the Cost Center Manager or the Payroll Costing Initiator role.

Medical Center Expense Credits

Transactions that would have been classified as 81010 Transfers in VUMC's legacy system (pre-Workday) should now utilize the appropriate Spend Category in Workday

powered by walkme

Your Top Apps



Department Fi



Grant Manager



Demo – PAA Entry – Part 1

- Know what changes are needed before getting started

	A	B	C	D	E
1		Prior Effort		Update for Actual Effort Worked	
2	Funding Source	06/01/2023 - 06/30/2023	07/01/2023 - 07/31/2023	June & July	
3	GR007012	20.00%	20.00%	25.00%	
4	GF00915	32.00%	32.00%	35.00%	
5	GR014006	30.00%	30.00%	30.00%	
6	PG000989	6.00%	4.00%	10.00%	
7	GR014677	9.00%	9.00%	0.00%	
8	GR006712	3.00%	5.00%	0.00%	
9		100.00%	100.00%	100.00%	
10					
11	Comment: Increased GR007012 to 25%, increased GF00915 to 35%, increased PG000989 to 10%,				
12	removed GR014677 and GR006712 that ended 5/31/23				
13					
14					
15					

PAA Changes



1. Click the + to add the employee's default position and cost center and worktag information. Enter the **Corrected** information by line.
2. All regular **Pay Component(s)** (Sick Time, PTO, Bereavement, Overtime, ect.) must be included in the adjustment unless there is a specific reason a component should stay on the original distribution.
3. Enter or choose the **Costing Company**.
4. Click the **X** to delete the existing Worktags. Enter the new **corrected** driver worktag.

NOTE: By selecting the driver worktag (i.e., Gift, Grant, Project, Program, Cost Center, etc.), the correct combination of additional worktags will automatically populate. DO NOT edit or delete the combination of worktags that populate once the correct driver worktag is selected. The only exception to this is if there is salary over the cap, in which case, refer to the [Salary Over the Cap guide](#).

5. Enter the **Distribution Percent** for each line entered. The total of all lines must be equal to 100%.

1 Item

Order	*Position	*Pay Component(s)	Costing Company	Worktags	*Distribution Percent
1	X P00098765 Core Research Anita Knapp (0123456)	<input type="checkbox"/> Overtime Pay (OTP) <input type="checkbox"/> Regular (Hourly) (REG)	X Vanderbilt University Medical Center	X CARTS... CC Research - ... Cores - Cores X Cost Center: CC01030 Ctr - Clinical Processing Core - Vanderbilt-Ingram Cancer Center - AE Acad Cores Contracts - CORE X Function Code: FC21033 Academic Support - Other Institutional Activities X Fund: FD001 General X Operating Entity: OEAcad_CC Academ Cores and Contracts	0

PAA Pointer – Common Error Messages

Errors

- 1. Grid Error (Row 1)**
The Distribution Percentage must add to 100 for each Position/Pay Component combination.
- 2. Grid Error (Row 2)**
The Distribution Percentage must add to 100 for each Position/Pay Component combination.
- 3. Grid Error (Row 3)**
The Distribution Percentage must add to 100 for each Position/Pay Component combination.
- 4. Grid Error (Row 4)**
The Distribution Percentage must add to 100 for each Position/Pay Component combination.
- 5. Grid Error (Row 5)**
The Distribution Percentage must add to 100 for each Position/Pay Component combination.
- 6. Grid Error (Row 6)**
The Distribution Percentage must add to 100 for each Position/Pay Component combination.
- 7. Grid Error (Row 7)**
The Distribution Percentage must add to 100 for each Position/Pay Component combination.
- 8. Grid Error (Row 8)**
The Distribution Percentage must add to 100 for each Position/Pay Component combination.
- 9. Grid Error (Row 9)**
The Distribution Percentage must add to 100 for each Position/Pay Component combination.
- 10. Grid Error (Row 10)**
The Distribution Percentage must add to 100 for each Position/Pay Component combination.
- 11. Grid Error (Row 11)**
The Distribution Percentage must add to 100 for each Position/Pay Component combination.
- 12. Grid Error (Row 12)**
The Distribution Percentage must add to 100 for each Position/Pay Component combination.



What do you do if you receive a grid error (Row 1 through Row 12)?

- Don't panic, you don't have an error on every line of the PAA.
- The total of the lines entered is not equal to 100.
- Take your calculator or Excel and add up the percentages you have entered. Likely you are at 99% or 99.7%.
- Make your correction, click submit, and celebrate no errors.

! Errors and Alerts Found ▲

Error - Pay Component(s) (Row 1 Column 4)
The field Pay Component(s) is required and must have a value.

1 item

+ ?	Order	*Position	*Pay Component(s) ?
+ -	▼ ▼	× P00005490 Assoc Professor - Harvey Murff (0045945) ⋮	<input type="text"/> ⋮



- Error – Pay Component(s)? You forgot to add any pay components.

A change reason is required when creating a payroll accounting adjustment. Please select Effort Adjustment as the change reason when the adjustment includes a change on a federally sponsored award. Please select Payroll Correction Non-Effort Adjustment for all other changes.

Employee Harvey Murff (0045945)

Pay Groups Medical Center Monthly




Company Vanderbilt University Medical Center

Harvey Murff (0045945): 06/30/2023 (Regular) - Complete

> **Attachments** 

∨ **Adjustments**

Pay Period 06/01/2023 - 06/30/2023 (US Monthly)

Payroll Result *  Harvey Murff (0045945): 06/30/2023 (Regular) - Complete  

Submit

Save for Later

Cancel



? WalkMe Menu:

Harvey Murff (0045945): 06/30/2023 (Regular) - Complete

Attachments

Drop files here

or

Select files

Adjustments

Pay Period 06/01/2023 - 06/30/2023 (US Monthly)

Payroll Result * Harvey Murff (0045945): 06/30/2023 (Regular) - Complete

Position(s) * P00005490 Assoc Professor - Harvey Murff (0045945)

Pay Component(s) * Regular (Salary) (REGSAL)

Change Reason * Effort Adjustment

Submit

Save for Later

Cancel



WalkMe Menu:



Harvey Murff (0045945): 06/30/2023 (Regular) - Complete

Attachments



PAA Changes Needed - Example.xlsx

Successfully Uploaded!



Comment

Upload

Adjustments

Pay Period 06/01/2023 - 06/30/2023 (US Monthly)

Payroll Result * Harvey Murff (0045945): 06/30/2023 (Regular) - Complete

Position(s) * P00005490 Assoc Professor - Harvey Murff (0045945)

Pay Component(s) * Regular (Salary) (REGSAL)

Change Reason * Effort Adjustment

Refresh Journal Lines

Submit

Save for Later

Cancel



WalkMe Menu:



Position(s) * ✕ P00005490 Assoc Professor ... - Harvey Murff (0045945)

Pay Component(s) * ✕ Regular (Salary) (REGSAL)

Change Reason * ✕ Effort Adjustment

The **Current Journal Lines** section displays the **original** payroll entry and allocations.

Current Journal Lines 8 items

	Debit Amount	Position	Pay Component	Costing Company	Worktags	Budget Date	Hours
⊖		P00005490 Assoc Professor - Harvey Murff (0045945)	Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	CARTS: CTRFG Research - Federal - Grant Cost Center: CC03176 VICTR - AE Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR014673 4042831461 UTR002243-07:HUB RES CAPACITY (005) + More (3)	06/30/2023	18.1984
⊖		P00005490 Assoc Professor - Harvey Murff (0045945)	Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	CARTS: CTRFG Research - Federal - Grant Cost Center: CC03176 VICTR - AE Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR014006 4042831151 OOD035404-0	06/30/2023	21.2432

Submit

Save for Later

Cancel

? WalkMe Menu:

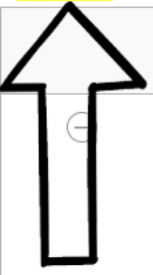


Current Journal Lines

8 items




The **Current Journal Lines** section displays the **original** payroll entry and allocations.













Debit A	Costing Company	Worktags	Budget Date	Hours	
P00005490 Assoc Professor - Harvey Murff (0045945)	Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	CARTS: CTRFG Research - Federal - Grant Cost Center: CC03176 VICTR - AE Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR014673 4042831461 UTR002243-07:HUB RES CAPACITY (005) + More (3)	06/30/2023	18.1984
P00005490 Assoc Professor - Harvey Murff (0045945)	Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	CARTS: CTRFG Research - Federal - Grant Cost Center: CC03176 VICTR - AE Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR014006 4042831151 OOD035404-01:A0 U_RESEARCH CORE_MILESTONE 3 + More (3)	06/30/2023	21.2432
P00005490 Assoc Professor - Harvey Murff (0045945)	Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	CARTS: CTRFG Research - Federal - Grant Cost Center: CC02868 Medicine - Geriatrics Div - CD Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR007012 4043280741 RHD098719-02 INVESTIGATING N-3 FATTY ACIDS TO PREVENT NEONAT + More (3)	06/30/2023	45.5136
P00005490 Assoc Professor - Harvey Murff (0045945)	Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	CARTS: CTREQ Research - Endowment - Quasi Cost Center: CC02880 Medicine - Medicine Admin Div - CD Acad Grants Gifts	06/30/2023	54.3312

WalkMe Menu:

The **Proposed Adjustments** section displays the Payroll Accounting Adjustment you have entered (new amounts and allocations)

Proposed Adjustments 4 ms

+	*Debit Amount	*Position	*Pay Component	Costing Company	*Worktags	Budget Date	Hours
-		x P00005490 Assoc Professor - Harvey Murff (0045945)  	x Regular (Salary) (REGSAL)  		x CARTS: CTRRD Research - Restricted - Department   x Cost Center: CC02868 Medicine - Geriatrics Div - CD Acad Grants Gifts  x Function Code: FC18018 Instruction and Departmental Research  x Fund: FD001 General Fund  x Gift: GF00915 GRANT R WILKINSON DIRECTORSHIP *NEW VUMC (4043688229) (6043688222) 	06/30/2023	61.6

Summary Totals

Pay Components

Worktags

Submit

Save for Later

Cancel



WalkMe Menu:



Proposed Adjustments

4 items

Toggle Fullscreen Viewing Mode

+	*Debit Amount	*Position	*Pay Component	Costing Company	*Worktags	Budget Date	Hours
-	[Redacted]	× P00005490 Assoc Professor - Harvey Murff (0045945)	× Regular (Salary) (REGSAL)	[Redacted]	<ul style="list-style-type: none"> × CARTS: CTRRD Research - Restricted - Department × Cost Center: CC02868 Medicine - Geriatrics Div - CD Acad Grants Gifts × Function Code: FC18018 Instruction and Departmental Research × Fund: FD001 General Fund × Gift: GF00915 GRANT R WILKINSON DIRECTORSHIP *NEW VUMC (4043688229) (6043688222) <p style="text-align: right; color: blue;">MORE (1)</p>	06/30/2023	61.6
-	[Redacted]	× P00005490 Assoc Professor - Harvey Murff (0045945)	× Regular (Salary) (REGSAL)	× Vanderbilt University Medical Center	<ul style="list-style-type: none"> × CARTS: CTRIM Research - Internal Funding - Miscellaneous Unrestricted × Cost Center: CC02882 Medicine - Medicine Admin Div - CD Clin Research Admin × Function Code: FC18018 Instruction and Departmental Research × Fund: FD001 General Fund 	06/30/2023	17.6

Proposed Adjustments

4 items



+	*Debit Amount	*Position	*Pay Component	Costing Company	*Worktags	Budget Date	Hours
		Professor - Harvey Murff (0045945)		Medical Center	Federal - Grant × Cost Center: CC02868 ... Medicine - Geriatrics Div - CD Acad Grants Gifts × Function Code: FC19019 ... Sponsored Research × Fund: FD004 Sponsored Program Fund × Grant: GR007012 ... 4043280741 RHD098719-02 INVESTIGATING N-3 FATTY ACIDS TO PREVENT NEONAT MORE (1)		
-	[REDACTED]	× P00005490 Assoc Professor - Harvey Murff (0045945) ... ☰	× Regular (Salary) (REGSAL) ... ☰	× Vanderbilt University Medical Center ... ☰	× CARTS: CTRFG Research - Federal - Grant ... ☰ × Cost Center: CC03176 ... VICTR - AE Acad Grants Gifts × Function Code: FC19019 ... Sponsored Research × Fund: FD004 Sponsored Program Fund × Grant: GR014006 4042831151 OOD035404-01:AOU_RESEARC H CORE_MILESTONE 3 MORE (1)	06/30/2023	52.8

Summary Totals

Pay Components

Worktags

Update Amounts

Current Total Amount 0.00 Proposed Total Amount 0.00 Difference 0.00 Percent of Proposed 0.00%

Remove

Harvey Murff (0045945): 07/31/2023 (Regular) - Complete

> Attachments

∨ Adjustments

Pay Period

07/01/2023 - 07/31/2023 (US Monthly)

Payroll Result

* Harvey Murff (0045945):
07/31/2023 (Regular) -
Complete

Position(s)

* P00005490 Assoc Professor ...
- Harvey Murff (0045945)

Submit

Save for Later

Cancel



WalkMe Menu:



- Harvey Murff (0045945)

Pay Component(s) *

× Regular (Salary) (REGSAL) ...

Change Reason *

× Effort Adjustment

Refresh Journal Lines

Current Journal Lines 8 items

	Debit Amount	Position	Pay Component	Costing Company	Worktags	Budget Date	Hours
⊖		P00005490 Assoc Professor - Harvey Murff (0045945)	Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	CARTS: CTRFG Research - Federal - Grant Cost Center: CC03176 VICTR - AE Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR014673 4042831461 UTR002243-07:HUB RES CAPACITY (005) + More (3)	07/31/2023	17.3712
⊖		P00005490 Assoc Professor - Harvey Murff (0045945)	Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	CARTS: CTRFG Research - Federal - Grant Cost Center: CC03176 VICTR - AE Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR014006 4042831151 OOD035404-0 1-AQU RESEARCH CORF MII ESTONF 3	07/31/2023	20.2776

Submit

Save for Later

Cancel

? WalkMe Menu:



Combine Identical Adjustments

Proposed Adjustments 4 items

+	*Debit Amount	*Position	*Pay Component	Costing Company	*Worktags	Budget Date	Hours
-		x P00005490 Assoc Professor - Harvey Murff (0045945)	x Regular (Salary) (REGSAL)		x CARTS: CTRRD Research - Restricted - Department x Cost Center: CC02868 Medicine - Geriatrics Div - CD Acad Grants Gifts x Function Code: FC18018 Instruction and Departmental Research x Fund: FD001 General Fund x Gift: GF00915 GRANT R WILKINSON DIRECTORSHIP *NEW VUMC (4043688229) (6043688222)	07/31/2023	58.8

Summary Totals

Pay Components

Worktags

Submit

Save for Later

Cancel



WalkMe Menu:



				<ul style="list-style-type: none"> × Cost Center: CC03176 VICTR - AE Acad Grants Gifts × Function Code: FC19019 Sponsored
--	--	--	--	---

Summary Totals

Pay Components Worktags

Update Amounts Current Total Amount 0.00 Proposed Total Amount 0.00 Difference 0.00 Percent of Proposed 0.00%

Remove

Add

A comment is **required** to help facilitate a timely review. Please provide a descriptive Comment and adequate documentation for the changes being made.

enter your comment

Submit Save for Later Cancel

					Grant × Cost Center: CC03176 VICTR - AE Acad Grants Gifts × Function Code: FC19019 Sponsored
--	--	--	--	--	---

Summary Totals

Pay Components Worktags

Current Total Amount 0.00 Proposed Total Amount 0.00 Difference 0.00 Percent of Proposed 0.00%

enter your comment

Harvey Murff (0045945)
 Assoc Professor

Actions

Email Team

- Summary
- Job
- Compensation
- Absence
- Pay**
- Contact
- Personal
- Performance

More (2)

Results Input

7 items


Pay Result	Result Type	Position	Company	Calculation			
?		08/01/2023 - 08/31/2023 (US Monthly)	09/01/2023	Medical Center Monthly (Regular)	P00005490 Assoc Professor - Harvey Murff (0045945)	Vanderbilt University Medical Center	In Progress
?		07/01/2023 - 07/31/2023 (US Monthly)	08/01/2023	Medical Center Monthly (Regular)	P00005490 Assoc Professor - Harvey Murff (0045945)	Vanderbilt University Medical Center	Complete
?		06/01/2023 - 06/30/2023 (US Monthly)	07/03/2023	Medical Center Monthly (Regular)	P00005490 Assoc Professor - Harvey Murff (0045945)	Vanderbilt University Medical Center	Complete
?		05/01/2023 - 05/31/2023 (US Monthly)	06/01/2023	Medical Center Monthly (Regular)	P00005490 Assoc Professor - Harvey Murff (0045945)	Vanderbilt University Medical Center	Complete
?		04/01/2023 - 04/30/2023 (US Monthly)	05/01/2023	Medical Center Monthly (Regular)	P00005490 Assoc Professor - Harvey Murff (0045945)	Vanderbilt University Medical Center	Complete
?	History	03/01/2023 - 03/31/2023 (US Monthly)	04/03/2023	Medical Center Monthly (Regular)	P00005490 Assoc Professor - Harvey Murff (0045945)	Vanderbilt University Medical Center	Complete

You have submitted

Up Next: Jamie McAdams | Complete Questionnaire

[View Details](#)

Complete Questionnaire

 **WalkMe Menu:**

Complete Questionnaire

'I certify that the cost transferred is an appropriate expenditure for the sponsored grant/contract charged and that the expenditure complies with the terms and restrictions governing that sponsored grant or contract.' for Payroll Accounting Adjustment: Harvey Murff (0045945) - 06/01/2023 - 07/31/2023

Cost Transfer Justification

Please provide cost transfer justification by providing response to the questions below.

Cost Transfer Justification ✕

The questions on this questionnaire must be answered in order to certify the cost transferred is an appropriate expenditure for the sponsored grant/project. Note that the answers to this questionnaire are subject to audit. Please read each question and answer appropriately.

Done

Step 1/1

Why were these expenses originally charged to the cost center from which they are

Why should the charge(s) be transferred to the proposed receiving project (How does the project benefit?) (Required)

Submit

Save for Later

Cancel

WalkMe Menu:



Why were these expenses originally charged to the cost center from which they are now being transferred? (Required)

Why should the charge(s) be transferred to the proposed receiving project (How does the project benefit)? (Required)

Why are the charges allowable and allocable based upon the terms and conditions of the receiving project? (Required)

What type of corrective action has been put into place to prevent future need for cost transfers of this type? (Required)

Are you complete with all changes for this reporting period? (Required)

Yes

Submit

Save for Later

Cancel



Wa

Payroll Accounting Adjustment (PAA) Training

- Inbox Notification – To Do: Update Costing Allocation for Change

Complete To Do Update Costing Allocation for Change ⋮

For Shirley Knott (0054654)

Overall Process Payroll Accounting Adjustment: Shirley Knott (0054654) - 06/01/2023 - 06/30/2023


Overall Status Successfully Completed

Due Date 07/23/2023

Instructions Please update costing allocation according to prevent future payroll accounting adjustments of this kind

[Assign Costing Allocation](#)

enter your comment

 The PCA related to this change was completed on 7/22/23.


[Submit](#) [Save for Later](#) [Close](#)

- PAA Pointers – recurring section in Research Admin Newsletter
 - [Pointers for Payroll Accounting Adjustments \(PAAs\)](#)
 - [Pointers for Payroll Accounting Adjustments \(PAAs\): Part 2](#)




Appendix with Examples added to PAA Guide

- Salary Over the Cap
- Voluntary Committed Cost Share
- K Awards



**VUMC
BUSINESS
EDUCATION**

Payroll Accounting Adjustment (PAA) - Appendix

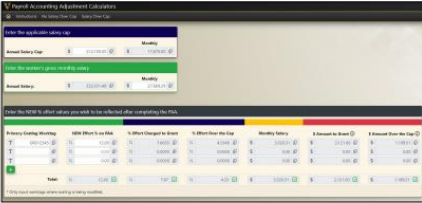


The images below show an example of the two lines necessary to properly calculate effort in the PAA for: 1) Salary over the cap on a grant that is subject to the NIH Salary Cap, 2) a K award, and 3) an award that has voluntary committed cost share. In each of these examples, two lines are required to correctly make the adjustments. Additional distribution lines are needed in the PAA to total to 100%. These examples represent the portion of effort charged to one award.

Salary Over the Cap


Position	*Pay Component(s)	Costing Company	Worktags	*Distribution Percent
PO008755 Professor - Anita Knapp (0123456)	Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	<ul style="list-style-type: none"> CARTS: CTBFG Research - Federal - Grant Cost Center: CC01111 Example - AE Acad Grants GIs Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR011223 Federal Grant Example subject to NIH Salary Cap Operating Entity: OEAcad_OG Academic Grants and Gifts <p style="text-align: right; color: blue;">(LESS (1))</p>	7.6655
PO008755 Professor - Anita Knapp (0123456)	Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	<ul style="list-style-type: none"> CARTS: CTBFG Research - Internal Funding - Department AFS Cost Center: CC09999 Example - CD Clin Research Admin Function Code: FC18018 Instruction and Departmental Research Fund: FD001 General Fund Grant: GR011223 Federal Grant Example subject to NIH Salary Cap Operating Entity: OEClin_RA Clinical Department Research and Administration Program: PG000112 CD - Clin Research Admin Example Salary Over the Cap Type: NIH Level II Salary Cap <p style="text-align: right; color: blue;">(LESS (2))</p>	4.3345

The automatic Salary Over the Cap functionality in Workday is not available on PAAs. Therefore, a PAA for an employee who exceeds the salary cap on an award that is subject to the NIH Salary Cap requires additional steps. The PAA [calculator tool](#) helps determine the percentages/amounts to charge to the grant and the salary over the cap funding source, respectively. These percentages are then manually entered into the PAA, which will calculate the dollar amounts to charge. Confirm that the dollar amounts calculated in the Proposed Adjustment section are correct and adjust pennies as needed.




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**VUMC
BUSINESS
EDUCATION**

Payroll Accounting Adjustment (PAA) - Appendix



Voluntary Committed Cost Share

Voluntary Committed Cost Share requires entry of two lines to capture the effort: line one goes to the grant worktag for the direct charge portion (in this example 4% to GR044455) and line two goes to the COST SHARE grant worktag for the cost shared portion (in this example 6% to GR015555) for voluntary committed cost share.

Position	*Pay Component(s)	Costing Company	Worktags	*Distribution Percent
PO007755 Professor - Sandy Beach (002319)	Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	<ul style="list-style-type: none"> CARTS: CTBFG Research - Federal - Grant Cost Center: CC01111 Example - AE Acad Grants GIs Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR044455 Grant EXAMPLE with Voluntary Committed Cost Share (direct charge portion) Operating Entity: OEAcad_OG Academic Grants and Gifts <p style="text-align: right; color: blue;">(LESS (1))</p>	4
PO007755 Professor - Sandy Beach (002319)	Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	<ul style="list-style-type: none"> CARTS: CTBFG Research - Federal - Grant Cost Center: CC01111 Example - AE Acad Grants GIs Function Code: FC19019 Sponsored Research Fund: FD005 Cost Share Fund Grant: GR015555 Bench Science Grant EXAMPLE with Voluntary Committed Cost Share (COST SHARE cost shared portion) Operating Entity: OEAcad_OG Academic Grants and Gifts <p style="text-align: right; color: blue;">(LESS (1))</p>	6

K Awards

K awards typically have salary limitations, most common is mandatory 75% effort with salary support up to 100K. For K-awards, OSP automatically creates a cost share award line with an accompanying grant worktag for use with "COST SHARE" in the name. This cost share grant worktag should be used when Institutional Base Salary (IBS) exceeds the sponsor's allotted annual direct cost salary budget for the PI based on the individual's effort commitment. This will allow effort to be applied as a distribution between a direct charge percentage and cost share percentage so not to exceed the salary allocation limit. Note, this is not a salary cap process but rather a sponsor imposed annual direct funding cap amount for PI salary.

Position	*Pay Component(s)	Costing Company	Worktags	*Distribution Percent
PO007643 Asst Professor - Walter Nelson (0098745)	Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	<ul style="list-style-type: none"> CARTS: CTBFG Research - Federal - Grant Cost Center: CC01111 Example - AE Acad Grants GIs Function Code: FC19001 Sponsored Research - Sponsored Research Training Fund: FD004 Sponsored Program Fund Grant: GR01000 Career Development-K-Award EXAMPLE Operating Entity: OEAcad_OG Academic Grants and Gifts <p style="text-align: right; color: blue;">(LESS (1))</p>	49.74
PO007643 Asst Professor - Walter Nelson (0098745)	Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	<ul style="list-style-type: none"> CARTS: CTBFG Research - Federal - Grant Cost Center: CC01111 Example - AE Acad Grants GIs Function Code: FC19001 Sponsored Research - Sponsored Research Training Fund: FD005 Cost Share Fund Grant: GR01444 Nelson-Walter Career Development Award COST SHARE award line EXAMPLE (COST SHARE) Operating Entity: OEAcad_OG Academic Grants and Gifts <p style="text-align: right; color: blue;">(LESS (1))</p>	35.26

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Reports

CR Fin – Labor Detail by Fiscal Period

Report
Update –
This report
now includes
Fringe as
requested!

- Who: Cost Center Manager, Cost Center Financial Analyst with Payroll Details, Grant Manager, Grant Financial Analyst
- What: Report shows data for hours and dollars paid for each worker.
- Why: This report is used in salary expense review
- When: At least monthly or as often as needed to manage labor expenses.
- Notes: Report can only be run for 1 period at a time and only includes salary expenses no fringe.

CR Fin – Budget vs Actual for Grant or Award

Who: Grants Managers and Grants Financial Analyst

What: This report provides the award to date budget, actuals, commitments, obligations and remaining balance.

Why: To manage spend on sponsored projects

When: Monthly or as needed to manage sponsored projects

Notes: This report is similar to the DMS Status Summary Report

Coming Soon!

CR Fin – Budget vs Actual for VU Grant

Who: Grants Managers and Grants Financial Analyst

What: This report provides FOR CURRENT FISCAL YEAR the award to date budget, actuals, commitments, obligations and remaining balance.

Why: To manage spend on VU Grants

When: Monthly or as needed to manage spend on VU Grants

Notes: This report is similar to the DMS Status Summary Report

Coming Soon!

CR Fin – Budget vs Actual for Grant or Award

CR Fin - Budget vs Actual for Grant or Award

Grant

Award

Period *

Budget Date

Filter Name

Manage Filters

0 Saved Filters



If award line end date extends beyond the current budget year, use this field to align the obligation end date and budget end date

field will filter the obligations by the budget date, which aligns to the period in which the expense is expected to hit

Coming Soon!

Grant **GRO**

Period **FY24 - Jul**

10 items



Object Class	Grant	Award	Grant From Date	Grant To Date	Budget	Actuals	Remaining Balance	Commitments	Obligations	Remaining Balance After Encumbrances	Percentage Remaining
Salaries			09/01/2021	08/31/2023	0.00	\$88,198.62	(\$88,198.62)	0.00	\$7,332.54	(\$95,531.16)	0.00%
Fringe Benefits			09/01/2021	08/31/2023	0.00	\$20,298.76	(\$20,298.76)	0.00	\$1,262.63	(\$21,561.39)	0.00%
Materials & Supplies			09/01/2021	08/31/2023	\$29,578.00	(\$53,943.70)	\$83,521.70	0.00	0.00	\$83,521.70	282.38%
Other Direct Costs			09/01/2021	08/31/2023	\$220,100.00	\$58,437.50	\$161,662.50	0.00	0.00	\$161,662.50	73.45%
Subject Participation			09/01/2021	08/31/2023	\$12,000.00	0.00	\$12,000.00	0.00	0.00	\$12,000.00	100.00%
Subaward Costs			09/01/2021	08/31/2023	\$11,606.00	\$0.00	\$11,606.00	0.00	0.00	\$11,606.00	100.00%
Domestic Travel			09/01/2021	08/31/2023	\$6,000.00	\$163.17	\$5,836.83	0.00	0.00	\$5,836.83	97.28%
Total Direct Costs					\$279,284.00	\$113,154.35	\$166,129.65	0.00	\$8,595.17	\$157,534.48	56.41%
Indirect Costs			09/01/2021	08/31/2023	\$203,877.00	\$83,783.28	\$120,093.72	0.00	0.00	\$120,093.72	58.91%
Total Direct & Indirect Costs					\$483,161.00	\$196,937.63	\$286,223.37	0.00	\$8,595.17	\$277,628.20	57.46%



Coming Soon!

Object Class	Grant	Award	Grant From Date	Grant To Date
Salaries	[REDACTED]	[REDACTED]	09/01/2021	08/31/2023
Fringe Benefits	[REDACTED]	[REDACTED]	09/01/2021	08/31/2023
Materials & Supplies	[REDACTED]	[REDACTED]	09/01/2021	08/31/2023
Other Direct Costs	[REDACTED]	[REDACTED]	09/01/2021	08/31/2023
Subject Participation	[REDACTED]	[REDACTED]	09/01/2021	08/31/2023
Subaward Costs	[REDACTED]	[REDACTED]	09/01/2021	08/31/2023
Domestic Travel	[REDACTED]	[REDACTED]	09/01/2021	08/31/2023
Total Direct Costs	[REDACTED]	[REDACTED]		
Indirect Costs	[REDACTED]	[REDACTED]	09/01/2021	08/31/2023
Total Direct & Indirect Costs	[REDACTED]	[REDACTED]		



Grant From Date	Grant To Date	Budget	Actuals	Remaining Balance	Commitments	Obligations	Remaining Balance After Encumbrances	Percentage Remaining
09/01/2021	08/31/2023	0.00	\$88,198.62	(\$88,198.62)	0.00	\$7,332.54	(\$95,531.16)	0.00%
09/01/2021	08/31/2023	0.00	\$20,298.76	(\$20,298.76)	0.00	\$1,262.63	(\$21,561.39)	0.00%
09/01/2021	08/31/2023	\$29,578.00	(\$53,943.70)	\$83,521.70	0.00	0.00	\$83,521.70	282.38%
09/01/2021	08/31/2023	\$220,100.00	\$58,437.50	\$161,662.50	0.00	0.00	\$161,662.50	73.45%
09/01/2021	08/31/2023	\$12,000.00	0.00	\$12,000.00	0.00	0.00	\$12,000.00	100.00%
09/01/2021	08/31/2023	\$11,606.00	\$0.00	\$11,606.00	0.00	0.00	\$11,606.00	100.00%
09/01/2021	08/31/2023	\$6,000.00	\$163.17	\$5,836.83	0.00	0.00	\$5,836.83	97.28%
		\$279,284.00	\$113,154.35	\$166,129.65	0.00	\$8,595.17	\$157,534.48	56.41%
09/01/2021	08/31/2023	\$203,877.00	\$83,783.28	\$120,093.72	0.00	0.00	\$120,093.72	58.91%
		\$483,161.00	\$196,937.63	\$286,223.37	0.00	\$8,595.17	\$277,628.20	57.46%

Weekly Supply Chain Update

Weekly Supply Chain Update: Ordering

- Changing receipt requirement threshold
- Ordering: Suppliers and Direct Delivery vs. Central Receiving (share supplier chart with EDI communications, direct delivery and which suppliers do not support it)



Receiving Requirement Changes in Workday

As we continue to evolve our Workday processes, with a focus on efficiency, simplicity, and controls, we have been listening intently to our customers. To that end, a review of our receiving process/requirements has been completed. As a result:

Example:

Requires receipt:

PO with 10 lines each
@\$9,000. Total PO value
\$90,000

Does not require receipt:

PO with 10 lines each
@\$900. Total PO value
\$9,000

- We are **eliminating** the requirement for a receipt of non-capital goods or services where the purchase order value is <\$10,000.
- The threshold **excludes** capital, Tecsys, and GraphiteRX. A confirmation receipt for these processes, regardless of PO value, remains required.
- Attaching packing slips is not required for <\$10,000.
- In cases where packages are delivered to Central Receiving, the package will be received in Workday and requesters will continue to be notified that the goods are available for pick up.
- In cases where the package has been identified to contain temp sensitive materials, Central Receiving will receive, in Workday, and deliver the package the same day

EDI Suppliers: Direct Delivery vs Central Delivery

Electronic Data Interchange -

- Electronic interchange of business information
- Utilizes a standardized format
- **GHX** (Global Healthcare Exchange) is the platform that enables the process
 - Purchase Order
 - Purchase Order Acknowledgement
 - Advance Ship Notices
 - Invoices

- VUMC Suppliers utilizing EDI = 1,475
- Locations supported = 5,000+
- Supplier Ship To Registration Models with GHX
 - Determines direct delivery or central delivery
 - VUMC is currently utilizing 5 different registration models

EDI Suppliers: Registration Models

- Research EDI Suppliers with Central delivery:
 - Roche Diagnostics
 - Qiagen
 - Agilent Technologies
 - Santa Cruz
 - Cell Signaling *

**As of 8/30, Life Technologies implemented model 3. They were previously on model 5

*Currently working with Cell Signaling to implement model 1

- **Registration Model 1**
 - Registered in GHX with general Ship To and Deliver To Combination
 - Multiple customer accounts
 - Supplier Example - Guy Brown
 - Maintains a table of all VUMC Ship To/Deliver To details
 - Enables desktop delivery
- **Registration Model 2**
 - Registered in GHX at the Sold To Account and Deliver To location level
 - Multiple customer accounts
 - Supplier Example – Medline
 - Enables delivery to a central area and specific room or suite
- **Registration Model 3**
 - Registered in GHX at the Organization level
 - 1 customer account number
 - Supplier Example – Fisher Scientific
 - Utilizes the Ship To details for shipping address
 - Enables delivery to a specific room or suite
- **Registration Model 4**
 - Registered in GHX with general Ship To address
 - Customer accounts vary based on Ship To addresses allowed
 - Supplier Example – Cell Signaling
 - Shipments are sent to a central dock
- **Registration Model 5**
 - Registered in GHX with general Ship To address
 - Customer accounts are based on products sold by division
 - Supplier Example – Johnson & Johnson Healthcare
 - Shipments are sent to a central dock



Questions?



workday



Demo



Next Session's Topics

Research Town Hall (prep session) Agenda

DRAFT

Topic	Description	Speaker/Time Allotted
Confirm Meeting time and whether invites have been sent		
Weekly Conversion Update	<ul style="list-style-type: none"> • Content • Demo? 	Donna
Fringe	<ul style="list-style-type: none"> • Content (Donna add description of issue) 	Scott
PAA Training	<ul style="list-style-type: none"> • Content • Demo? 	Tasha
Reports	<ul style="list-style-type: none"> • Content – In testing and targeting next week? • CR Fin - Budget vs Actual for Grant or Award • CR Fin – Budget vs Actual for VU Grant • Demo (Coming soon – email reports are live later) 	Tasha (Audrey to share reports)
Weekly Supply Chain Update	<ul style="list-style-type: none"> • Changing receipt requirement threshold (less than \$10k except for cap) effective immediately • Share supplier chart with EDI communications, direct delivery and which supplier do not support it 	Yolanda
Next Steps / Questions	<ul style="list-style-type: none"> • Q&A: Everyone monitors • Confirm and finalize next steps 	All/10