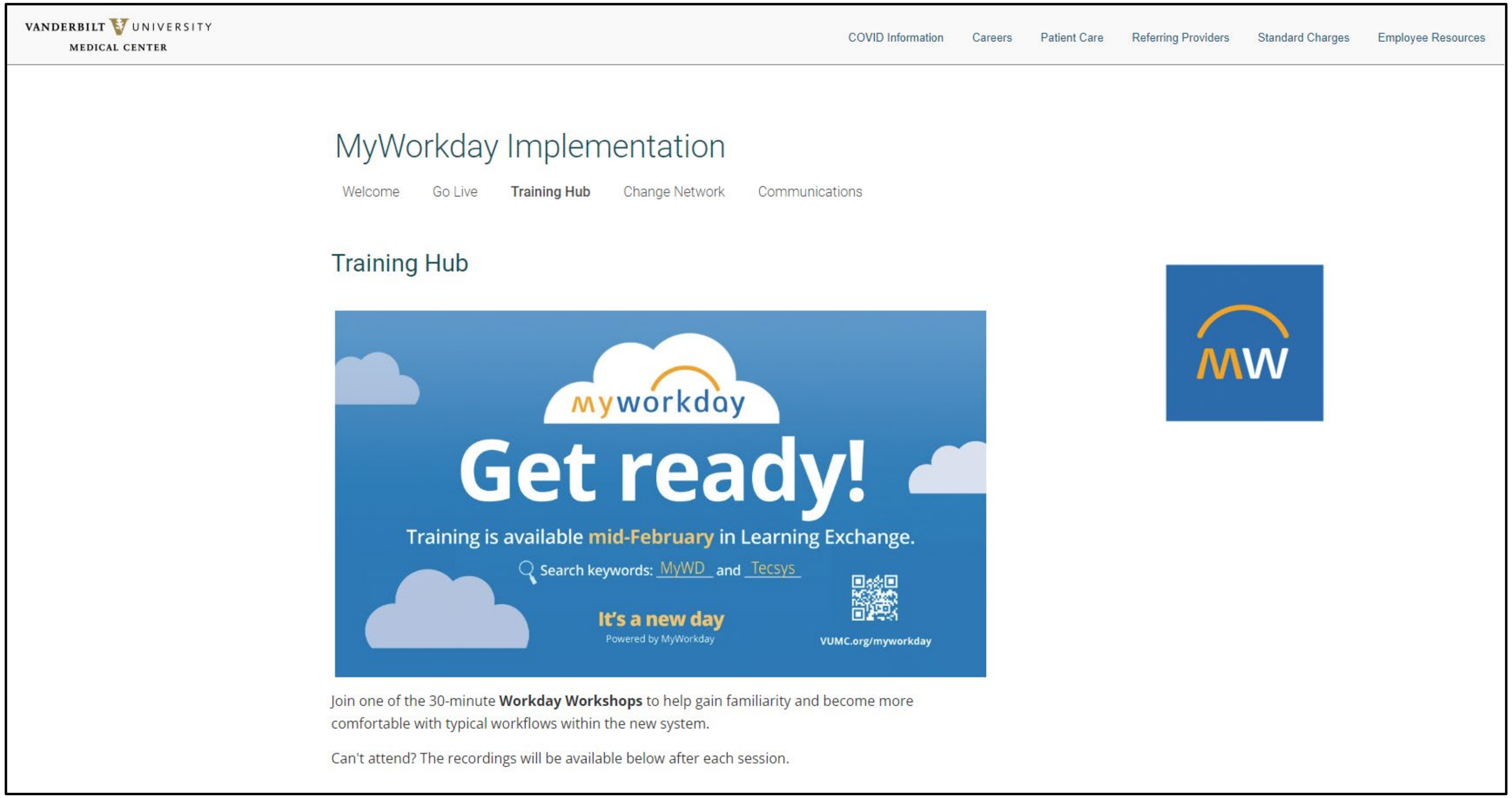
VUMC BUSINESS EDUCATION



WORKDAY WORKSHOP:

TRAINING RESOURCES

DURATION: 30 MINUTES

Topics for today's workshop include:

- Training Resources
  - Curriculum
  - LMS Modules
  - Quick Reference Guides (QRGs)
  - Change Network Resources
- Navigating MyWorkday Implementation Training Hub
  - Demo
- Support
  - WalkMe
  - WD Self-Directed Support

WORKSHOP TOPICS

WORKDAY TRAINING CURRICULUM

- Includes information about Workday Training Curriculum
  - Workstream
  - Course ID/Name
  - Additional Resources
  - Delivery Channel (Web Based Training, Quick Reference Guide, etc)
  - Topics
  - Applicable Security Roles

- Links to Training within LMS

Workstream	Course ID	Course Name	Supplemental Resources	Delivery Channel	Topics	Applicable Security Roles
HCM	WDES-100	Introduction to Workday	n/a	WBT	- Overview of Workday Homepage - Review search functionality - View Indiidual Role & Organization Hierarchy - Locate Inbox and Notifications - Using the searchbox	All
FIN	WDES-101	FDM	1 QRG	WBT	-Introduction to the Foundational Data Model -Center numbers and account numbers	All
ESS	WDES-102	Role-Based Security & Delegation	3 QRGs	WBT	- explanation of security roles - overview of availiable security roles - introduce concept of delegation - show steps to delegate responsibilities	All
ESS	WDES-103	Workday Mobile	1 QRG	SIM	- Downloading the App - Login Credentials (MFA if applicable) - Detail of available functionality on mobile App	All

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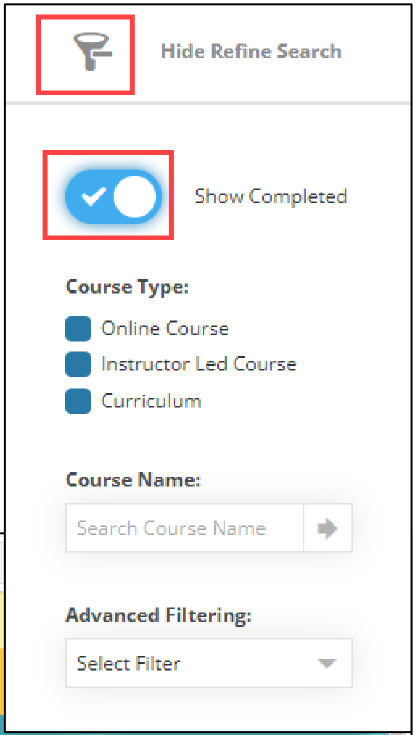
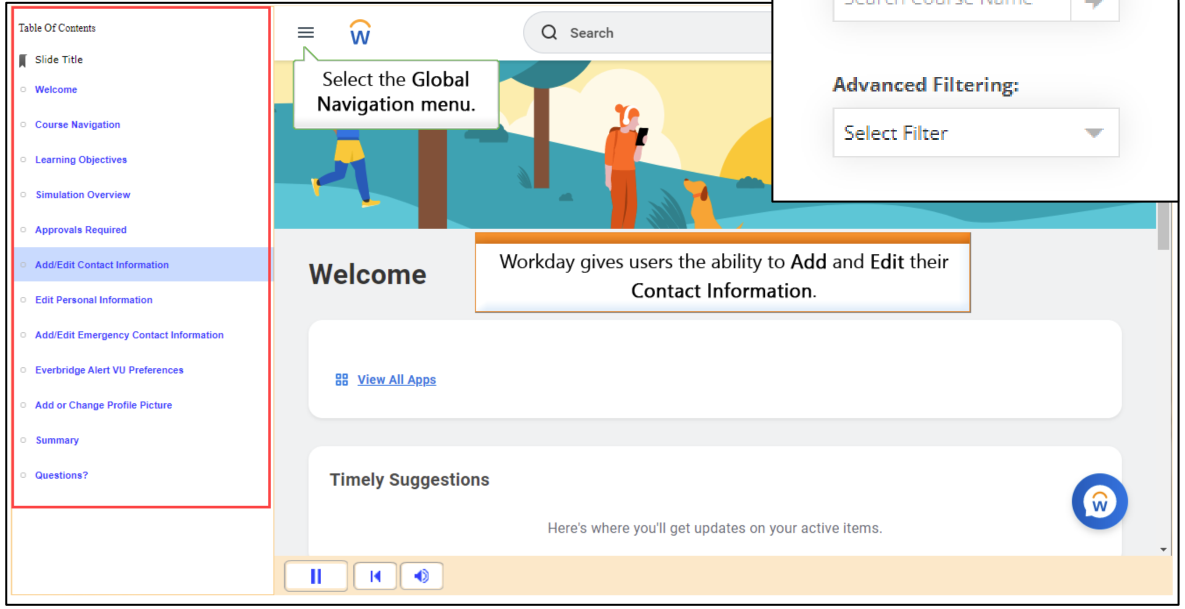
LMS TRAINING MODULES

- Finding Workday Modules
  - If you have completed a module, you are still able to go back and re-enroll to review it again.
  - Select the **Filter** and the **Show Completed** button to see completed modules.



- Navigating Modules
  - You can skip through a module to find the necessary content.



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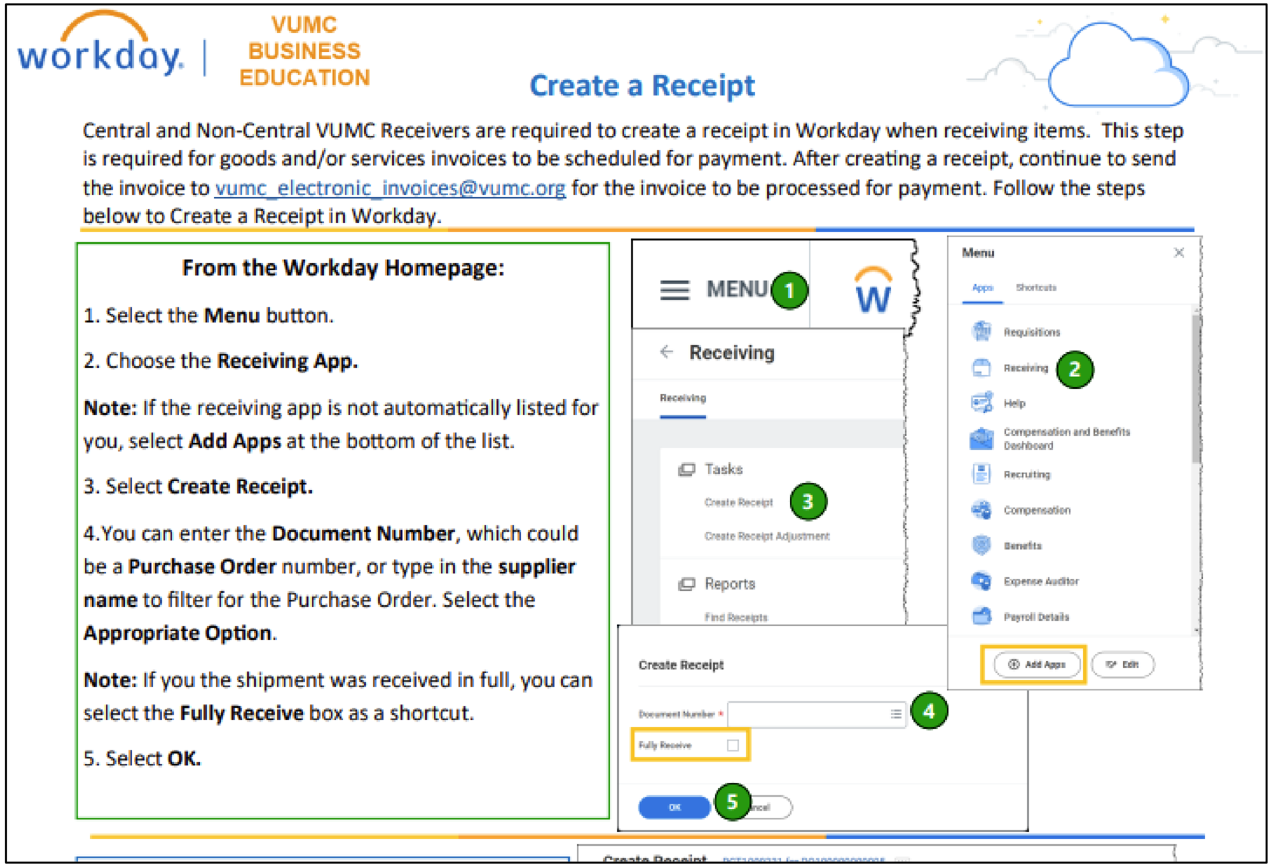
QUICK REFERENCE GUIDES (QRGS)

- Step by step guides
- Can be printed or saved to your computer for quick reference
- Can be found within the **MyWorkday Implementation Training Hub**
- Use **CTRL + F** to search for specific QRGs.



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Create a Receipt

Central and Non-Central VUMC Receivers are required to create a receipt in Workday when receiving items. This step is required for goods and/or services invoices to be scheduled for payment. After creating a receipt, continue to send the invoice to vumc_electronic_invoices@vumc.org for the invoice to be processed for payment. Follow the steps below to Create a Receipt in Workday.

From the Workday Homepage:

1. Select the **Menu** button.

2. Choose the **Receiving App.**

Note: If the receiving app is not automatically listed for you, select **Add Apps** at the bottom of the list.

3. Select **Create Receipt.**

4.You can enter the **Document Number**, which could be a **Purchase Order** number, or type in the **supplier name** to filter for the Purchase Order. Select the **Appropriate Option**.

Note: If you the shipment was received in full, you can select the **Fully Receive** box as a shortcut.

5. Select **OK.**

CHANGE NETWORK RESOURCES

- Under the Change Network tab of the MyWorkday Implementation webpage the following resources can be found:
  - Meeting recordings
  - Meeting presentations
  - Q&A's from meetings
  - Additional Tools and Resources
    - Change Impact Analysis

MyWorkday Implementation

Welcome Go Live Training Hub **Change Network** Communications

Change Network

Archives of change network presentations, materials, and Q&As can be found below. For more detail about specific topics covered in each meeting, please see this table.

Super Users >

Change Network Meeting Recordings >

Change Network Department Presentations >

Q&A from Change Network & Super User Meetings >

Research & Grants Resources >

Other Tools & Resources >

HUMAN RESOURCES

KEY CHANGES & IMPACTS BY TOPIC

Topic	Key Changes	Impact
Absences	All employees not using Vandyworks will follow a standard workflow in Workday to request time off.	
	Managers will have access to real-time leave status information, which minimizes amount of time managers spend checking with HR.	
	FMLA, TMLA requests will be processed via the case management tool in Workday. Absence partners and managers will receive various notifications related to absence requests.	
	If planned return-to- work date is entered in Workday, returning to work process after a leave of absence is more automated.	
	New hire allotments will be pro-rated based on hire date.	
	Time off balance updates due to job changes will be updated at least within the month in which the job change occurs (possibly on a weekly basis, exact SOP TBD). There will be a calculator created that will reduce the amount of human error.	
	Disability leave processing will be more automated and require less manual interaction between HR, employees, and managers.	
Benefits	Benefits functions currently conducted in Benefit Express portal will be conducted in Workday; no separate login is required. Options to enroll using Workday's mobile app will also be available.	
	Some benefits will be pro-rated based on hire date.	

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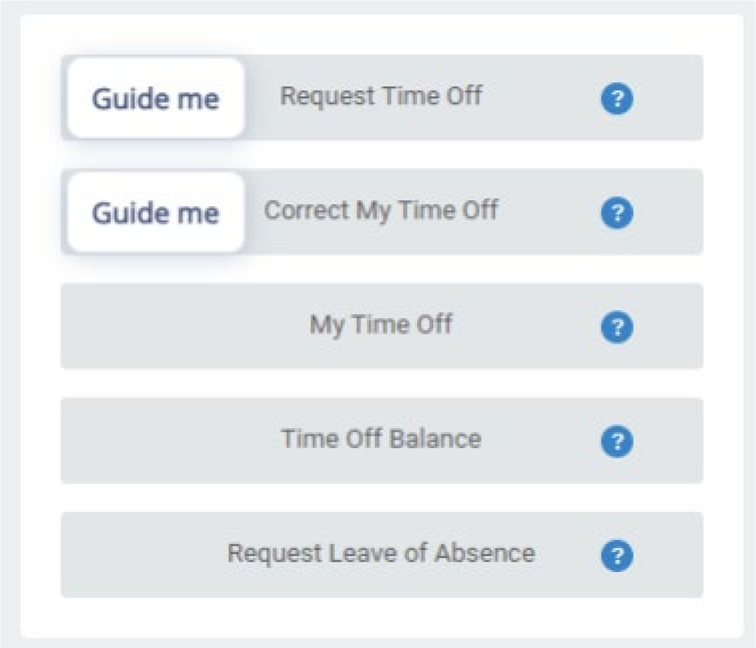
DEMO

WALKME EXTENSION

- WalkMe ‘Guide Me’ Assistance is available for key workflows
  - Updating Personal Information
  - Purchasing
  - Receiving
  - Expense Reports
  - Delegation
  - Payroll Costing Allocations
  - PTO



[WalkMe Add-in Manual Installation Guide for Macs]

WORKDAY SELF-DIRECTED SUPPORT MODEL

Step 1: Self-Help

- Training
- WalkMe
- Quick Reference Guides
- FAQs
- Finance Translators
- Report Crosswalks
- Workday Help*

Step 2: Super User

- MyWorkday inbox
- Super User Support Teams channel

Step 3: Pegasus Ticket

- Technical fix
- Enhancement request
- Security request

Step 4: Manager

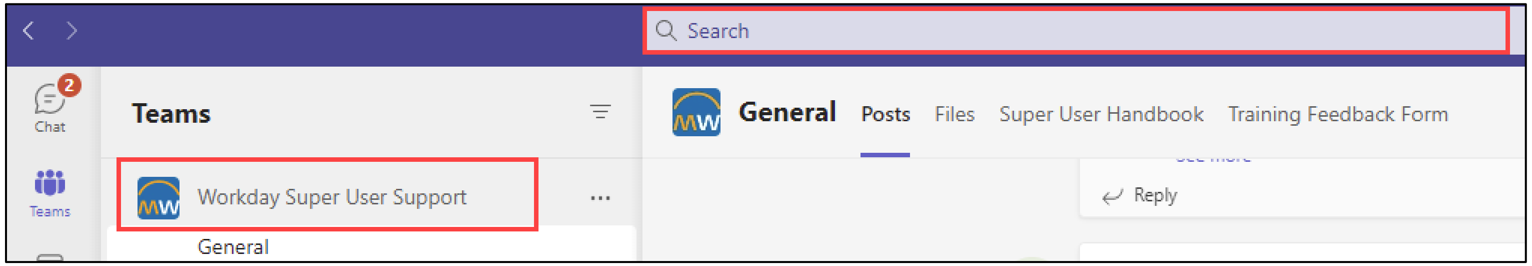
- Workflow changes
- Roles & responsibilities

**If your question/issue would previously have been answered by the Employee Service Center, you can submit a case via Workday Help.*

BUSINESS EDUCATION SUPPORT

- **Business Education Email Inbox**
  - Any Workday related questions can be submitted to our email.
  - Please add any necessary detail and a subject describing your issue.
  - BusinessEducation@VUMC.org

- **Workday Super User Support Teams Channel**
  - First search the channel to see if your question has already been answered
  - If there is no information available, you can ask the question within the forum.



FUTURE WORKDAY 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!