

VandyWorks Advisory Meeting

Date:	10/18/2023	Next Meeting:	1/17/2024
Time:	09:00	Time:	09:00
Location:	Microsoft Teams	Location:	Microsoft Teams

Time	Presenter	Item and Outcomes	Goal Alignment	
9:00am	Elizabeth Vorholt	Introduction and Welcome	People	
9:05am	Kaitlin Phillips	LMS Interface: book offs for 2-day courses	Service	<p>S: 2-day courses that have <i>different class times each day</i> (ex: PALS day 1 0800-1600, day 2 0800-1200) are no longer able to be automatically booked off as ISV shifts on employee schedules in VandyWorks.</p> <p>B: Due to a recent LMS update, multi-day courses are no longer able to be defined with individual day start/end times.</p> <p>A:</p> <ul style="list-style-type: none"> • 1-day courses and 2-day courses that have the same class times each day (ex: CCRN is 0800-1600 both days), will continue to book off via the LMS/VandyWorks interface effectively. • PALS and ACLS 2-day courses are most commonly self-enrolled by employees. <p>R:</p> <ul style="list-style-type: none"> • Upon enrollment in PALS or ACLS in LMS, employees should enter a Leave Request for ISV time in VandyWorks so that time can be approved by their leader and visible on the VandyWorks schedule. • If you have any questions about LMS courses, please reach out to the LearningExchange@vumc.org. • For questions about ISV shifts in VandyWorks, please reach out to vandyworks@vumc.org.

9:10am	Stephanie Staed	Master Rotation and Holiday Scheduling reminders	Service	<ul style="list-style-type: none"> • If your employee on a Master Rotation is transferring, terminating, or changing their schedule, please let us know! • If they terminate and go inactive in the system, they won't be visible on your Assignment Sheets or Printed Schedules anymore <ul style="list-style-type: none"> • Lingered inactive master rotation rows can impact the number of shifts you offer to your self-scheduling process. • If your team is marked Closed for Holidays in VandyWorks, VUMC HR Designated Holidays will automatically book off to HOL-PTO and send to Workday • Leave Request form designed not to allow requests for holidays • Recommend manually booking off to HOL-PTO for approved holiday leave requests <ul style="list-style-type: none"> • Tip sheet attached • Recommend pre-setting your holidays as published shifts prior to self-scheduling • RTSS Sessions will be held 11/2 and 11/8 if you'd like assistance setting up your self-scheduling process
9:20am	VandyWorks team	INT263 Time Off Integration to Workday and Kronos – review of frequently asked questions	Innovation	<p>Workday Workshop - Time Off is a great resource from the Workday education team. 30 min presentation that covers the integration between VandyWorks, Workday, and Kronos.</p> <ul style="list-style-type: none"> • Employees should only submit time off in one system • Approved hours (including unplanned book offs) are sent to Workday overnight and posted to Kronos timecard for nonexempt • See VandyWorks Time Code list for which codes are sent to Workday • Future-dated approved time off is not reflected in Kronos until that pay period • VandyWorks receives updated flexPTO and Sick Time balances from Workday weekly • FMLA tracking is all done within Workday • FML-PL timecode does not send to Workday • FML-ABS does send to Workday and deducts flexPTO hours

				<ul style="list-style-type: none"> Updating a shift to a different timecode (ex: ABS to FML-ABS) will result in three separate rows in Workday for each transaction – the initial book off, the cancellation of the initial book off behind the scenes, and the updated book off. The ultimate PTO deduction is accurate, but you will see all three separate transactions reflected in Workday
9:35am	VandyWorks team	System Updates and Bug Fixes	Innovation	<ul style="list-style-type: none"> 10/25/23 HR Refresh will be updated to include full SupOrg identifier, including letters at the end. This will allow for nuance in scheduling teams where it exists in Workday. 10/25/23 Workday integration time zones will be updated to hopefully correct the 1-day delay of employees coming into VandyWorks and Kronos 11/8/23 Hot Fix for “overlapping” shifts during self-scheduling. This bug has mostly affected procedural areas who schedule Late Stay and evening OCN shifts that are consecutive to WRK shifts. Ex: WRK 08:00-17:00, Late Stay 17:00-19:00. Workaround has been to manually adjust the shifts to start 1 minute later so as not to “overlap”
9:45am	VandyWorks team	Cloud Project update	Innovation	Validation testing has begun for our VandyWorks upgrade to the Cloud! We will continue with System Integration Testing in November and December, User Acceptance Testing in January and February, then Training, with a target of Go-Live in Spring/Summer 2024!
9:50am	VandyWorks team	VandyWorks HELP page refresh	Service	Goal: reorganize the HELP page to be user friendly and easier to navigate. We’d love to have input from the Advisory group, so if you are interested in being part of a focus group or have any thoughts about how to improve the HELP page, please email us at vandyworks@vumc.org
9:55am	Group	Open question & answer	Service	