VandyWorks Advisory Meeting

Date:	4/19/2023	Next Meeting:	7/19/2023
Time:	09:00	Time:	09:00
Location:	Microsoft Teams	Location:	Microsoft Teams

Time	Presenter	Item and Outcomes	Goal Alignment	Summary/Decisions
9:00am	Elizabeth Vorholt	Introduction and Welcome	People	
9:05am	VandyWorks team	VandyWorks and Workday Integrations – status updates - HR Refresh – employee demographics - Credentials – licensure and certifications, job qualification - Leave Requests – approved leave flowing to Workday	Innovation	**INT132 – HR Refresh** Updates new hires, transfers, terminations, and other demographic information If you notice an employee on your VandyWorks team that shouldn't be there or are missing any employees who should be, please reach out to us and we'll confirm their Home Team. Home Teams are important for Leave Request workflow routing, appearance on Printed Schedules, and more. Reminder to please not manually update Home Teams in the Employee Teams section of Employees > Employee Known Issues: - There was an issue with re-hires not coming in through the integration. This was resolved as of Wednesday morning, so now everyone who is active in Workday should be available in VandyWorks! - There was an issue where employee profiles were duplicated in VandyWorks. This has also been resolved and the duplicates have been removed from both the Employees search screen and the ASV employee lookup! **INT213 – Credentials** CATS has been replaced by Workday, so all licensure and certification updates should be made in Workday. VandyWorks will receive the import from Workday overnight. So, any updates you make will reflect in VandyWorks the next day.

				INT263 – Leave Requests
				Approved Leave Requests in VandyWorks now flow to Workday and, for non-exempt employees, to Kronos! Hooray!
				No additional approvals are needed in Workday. If you are utilizing VandyWorks for leave requests, please do not also approve Time Off requests in Workday. This will cause a double deduction and error in the integration.
				Any changes in VandyWorks to approved leave (book offs, cancellations of book offs) must be made before the end of the pay period – Saturday at 11:59pm – to be received by the integration.
				Known Issues:
				• We reported in the meeting that Workday had a maximum of 12 hours time off per day, so teams that schedule shifts longer than 12 hours would not be accepted by Workday in the integration. ==We are happy to report that this has now been updated and tested, so that these teams will smoothly integrate with Workday and Kronos!== Workday now allows up to 24 hours of time off per day (this includes multiple leave types, like if you are booking off 12 hours of FML-ABS in VandyWorks and also entering 12 hours of Intermittent FMLA in Workday for FMLA tracking)
				• ABS book offs in VandyWorks are showing on Kronos timecards as PNS instead of PNU. The Kronos integration team has noted this and will be pursuing an enhancement. The VandyWorks side of the integration is functioning as expected and deducting from flexPTO balance for ABS
				• A small subset of teams with 60min meal breaks have an error which causes 1 hour of WRK to remain on the schedule after the rest of the shifts I booked off by Leave Request. We are working with our technical team to determine a solution for these teams. In the meantime, The VandyWorks Functional Team is manually correcting these shifts.

				• The integration sends book off information and deducts from flexPTO balance for all ABS and FML-ABS book offs. There integration does not have logic to discern whether the employee has otherwise met their FTE and would not need to draw PTO, so please have timekeepers review to check for and cancel unnecessary deductions in Kronos. We will be exploring options for adding book off codes to indicate that this is a call out (for attendance tracking) but is unpaid so that PTO is not deducted. More to come on this in optimization!
9:50am	Group	Open question & answer	Service	