



## VandyWorks Advisory Meeting

Date:	7/19/2023	Next Meeting:	8/18/2023
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	<p><b>Poll:</b> If you have an employee changing shifts within your department (ex: night shift to day shift), do you honor approved PTO time?</p> <p>If you have an employee transferring to your department from another internal VUMC team, do you typically honor approved PTO time from their previous department?</p>	Service	<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>CLOSED</b> Poll: Names not recorded   Results shared </p> <p><b>If you have an employee changing shifts within your department (ex: night shift to day shift), do you honor previously approved PTO time?</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 80%;"> <p>Yes, if it was approved for our unit, we honor it</p> <p>Not automatically, we review again and honor if numbers allow</p> </div> <div style="width: 15%; text-align: right;"> <p>73%</p> <p><b>Your...</b> 27%</p> </div> </div> </div>

				<div data-bbox="1220 203 1948 690"> <p><b>CLOSED</b> Poll: Names not recorded   Results shared </p> <p><b>If you have an employee transferring to your department from another VUMC team, do you typically honor approved PTO time from their previous department?</b></p> <p>Yes 41%</p> <p>Not automatically, we review and approve if numbers allow <b>Your...</b> 59%</p> </div> <p>Based on the feedback from these polls, we will continue our current process for Approved Leave when editing master rotations. If the employee is staying on their same team but changing schedules, their Approved Leave will be added back to their schedule. If they are transferring to a new team, we will not automatically add those PTO dates to their new schedule. We will send a report of all their Approved Leave and the employee can resubmit the dates for their new leaders to review.</p> <p>Thank you for your review of your teams' schedules. We are happy to make any updates necessary to ensure your schedules are accurate. We are experiencing a higher volume of master rotation changes lately. Master Rotation requests may take a few business days to complete, but we are working diligently to get them updated accurately and in a timely manner. If you are sending a spreadsheet that includes your whole team's schedule, please be sure to let us know which employees have changes.</p>
9:15am	VandyWorks team	Default Shift Reminder – now that time off is integrated with Workday, it's very important that default shifts are accurate in VandyWorks. We are happy to help update	People	Default Shift, Default Daily Minutes, Auto Meal Break Minutes, and Default Hours are all important configuration items, especially now that book offs are integrated with Workday and Kronos.

		<p>these, but it's best for leaders to add default shift upon hire Share the New Employee Checklist tip sheet</p>		<p><b>Default Shift:</b> Should be set for all new employees to your team. If they are new to VUMC, their Default Shift will show as CHANGE ME until it is updated by leader. Employees will not be able to enter a Leave Request with Default Shift of CHANGE ME. If an employee is requesting a day off that they are not yet scheduled (ex: self-scheduling teams requesting for a date in the future that is not yet scheduled), the Leave Request form uses their Default Shift to know what shift times to book off.</p> <p>The following items are configured at the team level but can be manually updated for an individual as needed. For example, if you are an inpatient team, your team's Default Daily Minutes are set to 720, Meal Break 30 min, Default Hours 12. However, if you have an employee who works a different schedule (ex: PFN), please manually update these items in their employee profile. Tip sheet attached.</p> <p><b>Default Daily Minutes and Auto Meal Break Minutes:</b> confirm that these items match the minutes for their default shift</p> <p><b>Default Hours:</b> round up to the nearest whole number. If the employee works shifts of varying lengths, enter the number of hours of the longest shift</p> <p>Tip sheets for how to edit these items in VandyWorks are <b>attached</b></p> <p>To check these items for your team, you can run the Verify Employee Information Report. This report can be found under the Reports section of the Schedule Admin home screen (screenshot below)</p>
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TO DOS

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PROJECTIONS

Day Shift	21-Jul	22-Jul	23-Jul	24-Jul	25-Jul	26-Jul	27-Jul	28-Jul	29-Jul	30-Jul	31-Jul	01-Aug	02-Aug	03-Aug
VUH 8E	1	1		-1	-3	-2	-1	-2	-1		-2	-2	-2	-2
On-Call		1	1		1		1		1	1				1
VUH 10S TRAUMA SD	-1	-1					-1	-1	-1	-2			-1	-1
On-Call										2				
Night Shift	21-Jul	22-Jul	23-Jul	24-Jul	25-Jul	26-Jul	27-Jul	28-Jul	29-Jul	30-Jul	31-Jul	01-Aug	02-Aug	03-Aug
VUH 8E	-3	-2	-1	-3	-2	-3	-1	-3		-1	-2	-3	-3	-4
On-Call		1	1	1					1		1	1		
VUH 10S TRAUMA SD	-1.95	-2	-1	-2	-2	-2		-1		-2	-2	-2	-2	-1
On-Call	1	1			1	1								

9:30am

VandyWorks Team

Kronos Historical Edits – work details feed

Innovation

VandyWorks receives feed of Kronos clock punches approximately every 10 minutes. This informs our Daily Time Management report and Orange Alert Dashboard.

New Kronos Historical Edits process sends negative durations to Vandyworks work details based on timecard adjustments  
Users are experiencing issues in VandyWorks where shifts aren't able to be edited for a full week due to these timesheet validation errors

VandyWorks technical team is working to change the VandyWorks Work Detail Import program to filter out Kronos Historical Edits and prevent these timesheet validation errors

If this happens to you where you aren't able to edit an employee schedule, please email [vandyworks@vumc.org](mailto:vandyworks@vumc.org) and we'll manually clear the error for you until the import program change is complete

9:35am	VandyWorks Team	Workday Wins	Innovation	<p>Employee Preferred Name is now displayed in VandyWorks if one is entered in Workday!</p> <p>Quick resolution of the limitation of shifts longer than 12 hours in Workday</p> <p>Employee Emergency Contact Information and Phone Numbers report is updated to pull info from Workday</p> <p>Cost Center and Employee Selection home department alignment</p>
9:40am	VandyWorks Team	Workday Items Still Under Construction	Innovation	<p>ABS as PNS on Kronos timecard – Jira ticket is in, Workday integrations team is working on prioritization of this issue</p> <p>Cancellation of Leave Requests/Time Off: There has been a technical issue with certain types of cancellations of time off in VandyWorks. The Workday integration team has completed a code fix for this issue that prevented time off cancellations from updating in Workday/Kronos. Testing begins this week!</p>
9:45am	VandyWorks Team	INT213 - Credentials	Service	<p>See PowerPoint for tips on how to troubleshoot in Workday if your employee is showing Job Expired in VandyWorks</p> <p>Tip Sheets from Workday on how to renew or add a license or certification are <b>attached</b> and also available on the Workday Training Hub website <a href="https://www.vumc.org/myworkday/training-hub">https://www.vumc.org/myworkday/training-hub</a> In the Supplemental Quick Reference Guides (incl Pegasus Ticket Guides) section &gt; Human Resources &gt; Talent</p>
9:50am	VandyWorks Team	Future State: VandyWorks Upgrade to the Cloud in 2024	Innovation	<p>Goal to upgrade to a cloud-based version of VandyWorks. Will include new features and development of current functionality in partnership with Infor to improve the system.</p>
9:50am	Group	Open question & answer	Service	