

WFM Integrations Overview

This document outlines the key integrations between Workday, WFM, and related systems to ensure accurate employee data, scheduling, and compliance.

1. Workday Integrations

HR Refresh

- Frequency: Daily overnight feed from Workday to WFM.
- Purpose: Updates WFM with changes to an employee's Workday record.
- Data Included:
 - Job & HR Information: Job code, calculation group, pay group, base rate, hire date, VUMC seniority date, birth date, employment type (full-time/part-time), FLSA status, regular/temporary, reporting position, shift differentials, Workday status code, FTE, home department code (Supervisory Organization number), and cost center.
 - Personal Information: Contact details, emergency contacts, legal name, preferred name, and address.
- Important: Approved time off in Workday does not sync to WFM.

Weekly Reconciliation

- Frequency: Weekly (currently on Wednesdays).
- Purpose: Updates benefited balances from Kronos → Workday → WFM.

Credentials Integration

- Frequency: Daily overnight feed from Workday to WFM.
- Purpose: Updates licensure and certification information.

Time Off Integration

- Frequency: Daily overnight feed from WFM to Workday.
- Details:
 - Approved time off in WFM is reflected in Workday.
 - Time off is applied in Kronos when the pay period becomes active.
 - Example: If a PTO day for June 26 is approved today, it appears in Workday tomorrow and in Kronos when that pay period is active.
- Holiday Handling:
 - The “Closed for Holidays” checkbox in WFM Team setup prevents employees from scheduling all flexPTO without accounting for VUMC-recognized holidays.
 - Scheduled shifts are booked off to HOL-PTO time code, deducting hours from flexPTO balance.

2. LMS Course Integration

- Frequency: Daily overnight feed from LMS to WFM.
- Purpose: Updates employee schedules for live LMS courses defined in WFM.
- Key Functions:
 - Books off scheduled time as in-service (ISV) based on LMS enrollment.
 - Adjusts schedules when employees withdraw, change sessions, or move off waitlists.
- Action Required:
If creating a new LMS course that should appear in WFM schedules, email WFM@vumc.org before enrollment begins.
- Benefit: Ensures accurate attendance tracking and timecard compliance.

3. Mobile Heartbeat (MHB) Integration

- Frequency: Daily overnight feed from MHB to WFM.
- Purpose: Displays employee profiles on the unit Assignment Sheet for easier on-shift communication.

4. Tableau Reporting

- Data Flow: WFM scheduling data is sent to a centralized data warehouse and compared against Kronos clock punches.
- Reports Available:
 - Early/Late clock-ins and clock-outs vs. scheduled times.
 - Scheduled but missing clock punches.
 - Clocked in but not scheduled.
 - Kronos-WFM reconciliation for cost center and time code accuracy.
- Access: Reports are available in WFM Schedule Admin under Time Mgmt Reports and Daily Time Mgmt Report.
- Purpose: Supports operational accuracy, payroll integrity, and compliance monitoring.

Resources

- [Book Off codes with Descriptions](#)
- Email: wfm@vumc.org
- Help/User Site: www.vumc.org/WFM