

## WFM Integrations Overview

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

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### 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.
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## 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](mailto:WFM@vumc.org) before enrollment begins.
  - Benefit: Ensures accurate attendance tracking and timecard compliance.
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## 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.
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## 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.
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## Resources

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