

HR Workday Town Hall

May 15, 2024

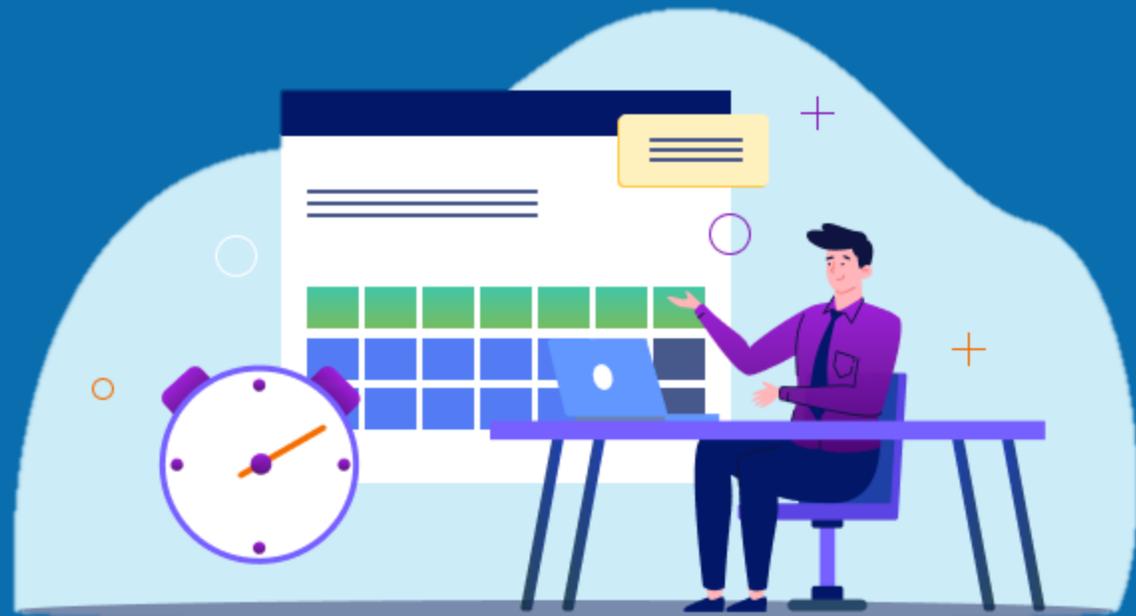
HR Workday Town Hall Agenda

May 15, 2024

- Welcome
- Compensation Topics
- Time Off Requests
- Workday Insights
- Next Steps/Q&A



Compensation



Job History – Experience Level

Add/Edit Worker Additional Data

- Replaces relevant experience data from CATS
 - Must select Related, Partially Related or Not Related
- Data used by HRBP, Talent Acquisition, Comp and leaders
 - Market review recommendations and maintain equity
- Only one role should be marked as relevant/partially relevant during the same timeframe (avoids double counting experience)
- Quick Reference Guides - Training Hub | MyWorkday Implementation (vumc.org)

3 Job History

8 items



Job Title	Industry	Experience Category	Relevant Experience to Current Role	Start Date	End Date	Company
Chicken Sandwich Maker	Hospitality	Diet/Food Service, Non-Licensed	Not Related	05/01/2003	07/01/2005	Chick Fil A
Compensation Analyst	Health Care		Related	04/01/2013	07/26/2017	Vanderbilt University Medical Center
Compensation Analyst	Health Care		Related	08/11/2018	07/24/2019	East Tennessee Children's Hospital
Compensation Specialist	Manufacturing		Related	07/24/2019	02/06/2023	Kimberly-Clark Corporation
HR Rep III	Health Care		Partially Related	09/26/2011	04/01/2013	Vanderbilt University Medical Center
Lumber And Buidling Materials Associate	Other	Supply/MtIs/Purchasing:Other	Not Related	07/01/2005	10/01/2007	West Knoxville Home Depot
Process Specialist II - Total Rewards	Manufacturing		Related	07/26/2017	08/11/2019	Bridgestone North America's
Sr Compensation Consultant	Health Care		Related	02/06/2023		Vanderbilt University Medical Center

Job Descriptions and Manager Reports

Job Profile - Report

- Ability to view as of specific effective date
- Search by job family, job profile or job code
- Contains job description and other helpful elements
- Currently only available to manager

Manager Hub Compensation Reports

- Compensation Summary – pay data and ranges for direct reports
 - Also able to run for subordinate organizations
- Relevant Years of Experience – Manager Hub CR
 - Calculates relevant experience/experience level
 - Continuous years of service
 - Other helpful data elements

Allowance Plan and One-time Payments

Allowance Plans

- Recurring payment assigned to an eligible employee with begin and end date
- Examples are admin supplement, exempt evening pay, etc.
- Expected End Date vs. Actual End Date

One-time Payments

- Ad hoc payment to an eligible employee
- Examples are referral, sign-on, exempt additional shift, etc.
- Effective Date – must be within the pay period of payment date
- Scheduled Payment Date – review the additional line below to see the day the payment will be made

Process for employee payments in Workday

- Quick Reference Guides - [Training Hub | MyWorkday Implementation \(vumc.org\)](#)

Demo

Review of Time Off Process



Time Off Topics

- Time Off overview
 - Workforce Management, Workday, Kronos
- Timing of Approvals
- Making changes to time off
- Time Off Balance Reports

Important Stuff

- Items updated in Kronos will feed back to Workday, but as a best practice, you should update Workday prior to the end of the pay period if possible.
 - Workday updates Kronos every hour.
 - Information updated in Kronos does not feed back to Workday until the end of the pay period.

- If an individual has future time off for this fiscal year in Workday and the time entered in Kronos will take the balance more than – 40 hours, the future PTO requests will be removed from Workday to accommodate the current hours.
 - Both the employee and manager should consider future time requests that are already approved in Workday when reporting or approving PTO time.

Timing of Approvals

- When reporting time off, you should enter the request for the actual date of the PTO being requested/taken.
- Workforce Management (WFM), formerly known as VandyWorks, approved time off will feed to Workday the FOLLOWING morning.
 - Must be approved by Friday to make it into Kronos for current pay period
- Workday approved time off will feed to Kronos hourly
 - Non-exempt staff only
 - Must be approved by Saturday at 11:45pm to make it into Kronos for the current pay period
- Only hours that are shown as approved in Workday will flow to Kronos for non-exempt staff

Making Changes to Time off for current pay period

- Ideally should make changes in the same pay period in the original source system it was entered. (Keep deadlines in mind)
- If you are correcting time in Workday, select the approved request from the time off calendar, make the edit and submit.
 - Employee or manager can make the update
- Kronos timekeepers can make changes to time off in Kronos before the payroll period is closed if necessary.

Making Changes to Time off for prior period

- Prior period adjustments for:
 - Exempt employees – Should be made in Workday
 - Non-exempt/hourly employees – Should be made in Kronos as a historical correction

- Time off adjustments made for a prior period will be adjusted on the next on-cycle payroll.
 - Prior adjustments can have an impact on the amount of pay an individual receives on their next check.
 - Prior adjustments impact the effort certification, as it changes the type of pay from a prior period and will need to be recertified.

Time Off Balance Reports

- Manager Hub
 - My Team's Time off Balance CR
 - As of prompt; multiple sup orgs
 - My Team's Upcoming Time Off
 - Start and End Date; Ability to enter multiple sup orgs
- Menu – Team Absence
 - Time Off Calendar
 - Can select sup orgs reporting to you and/or select workers
 - Time Off & Leave Calendar
 - Calendar for direct reports
 - Time Off Liability
 - Shows time off balances and the amount of liability

Key Reminders regarding Time Off

- Only submit time off in ONE system
 - Workforce Management (VandyWorks), Workday or Kronos
 - Workday is the source of truth for time off balances
- Timely reporting and approval of Time Off is extremely important
 - Can impact pay; balance availability; effort certification
- Do not leave unapproved time in the system
- Up to 40 hours of remaining PTO will be moved to Sick time at the end of the fiscal year. The amount of sick time allowed is capped at 160 hours.

Workday Insights



New HCM View Roles

- New Roles are available to request
 - HCM Leader Viewer (For leadership roles only)
 - HCM Viewer with Comp
 - HCM Viewer without Comp
- Available to request via Pegasus
 - Please remember to include which supervisory organizations you are requesting access to.
- Quick Reference Guides (QRGs) are available online to help with understanding each role.

License/Certification Reminders

- Manager Hub Reports:
 - Licenses that expire with 90 days or less
 - All Certifications and License Tracking
 - Note: Based on information that has been entered in Workday for worker
- Will be doing some cleanup of certifications/license requests that are incomplete, pending approval, or action.

Reminders

- Performance Evaluations will begin in June
 - Upcoming Workshops:
 - June 4 – Employee Self Evaluations
 - June 25 – Manager Evaluation of Team

- Compliance Training should be completed by June 17

Next HR Town Hall:

Wednesday, June 19, 10:00 am





Questions?