HCM Workday Town Hall

February 19th, 2025

HCM Workday Town Hall Agenda

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- Welcome

- HR Website Transition

- Position Reclassifications

- Leader Competency Model & Mid-Year Check In

- Workday Security

- Next Steps/Q&A

HR Website Transition

HR Website Transition: Employee-Driven Updates

Enhancing Our Digital Workspace

Scope of Work

- HR Communications Survey
    - Identified issues with current HR website
- VUMC Intranet Initiative
    - Decision to migrate HR content to new platform
- Intranet Pilot
    - Launched a protype to about 2,000 employees, including regional hospitals
- Focus Groups
    - Validated navigation and organizational improvements
- Migration
    - HR Communications worked with project team and consultants to combine, reorganize the re-platform HR content
- Go Live
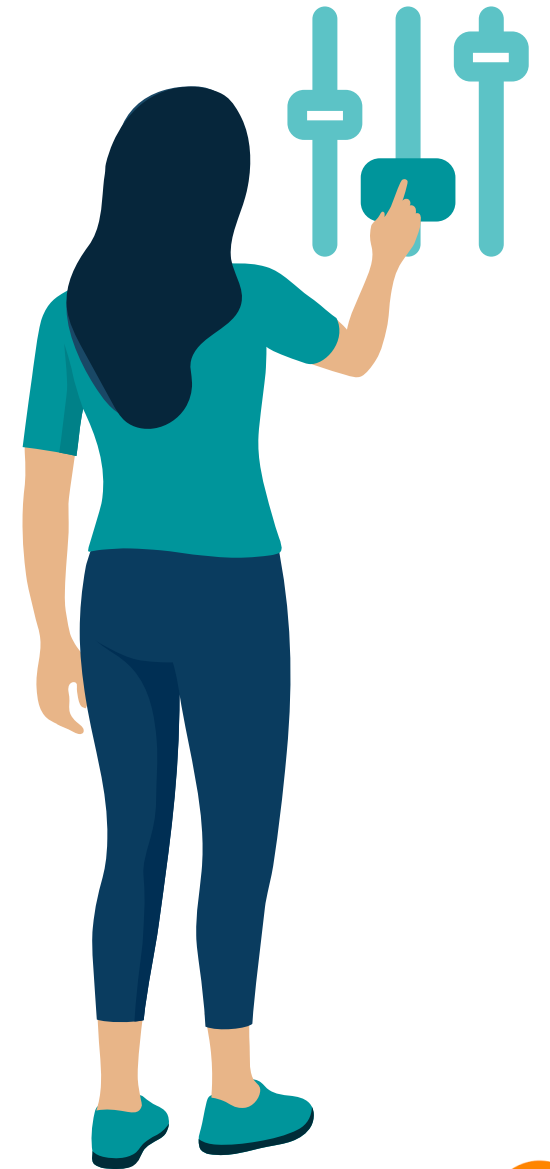
Survey Employee Feedback Highlights

- **Survey Insights:**
  - **Outdated/Incorrect Information:** Need for accuracy
  - **Frequent Updates:** More timely information
  - **Remove Broken Links:** Fix navigation issues
  - **Turn Off Outdated Pages:** Maintain relevance
  - **User-Centric Approach:** Focus on employee needs
  - **Streamline Information:** Reduce overload

- **Redesign Objectives:**
  - **Improve User Experience:** simplify navigation and content organization.
  - **User-Centric Approach:** Shift from an HR-centric structure to a user-centric design.
  - **Plain Language:** Minimize jargon and acronyms.
  - **Enhanced Visibility:** Make key HR information and resources more accessible.
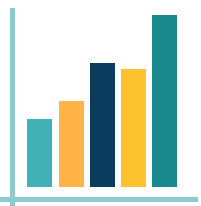
Focus Groups Key Findings and Recommendations

- ## Key Findings
  - **Terminology and Clarity:** Avoid HR jargon; use plain language.
  - **Focus on Content and Organization**
  - **Usability and User Experience:**
    - Need for effective search functionality.
    - Retain/improve chat bot. (Future)
  - **Specific Content Recommendations:**
    - Clearer information on leaves of absence.

- ## Recommendations for Moving Forward
  - **Prioritize Plain Language**: Conduct a content audit to eliminate complex language.
  - **Refine Category Titles**: Use plain-language alternatives.
  - **Emphasize User Journeys**: Ensure intuitive pathways to information.
  - **Invest in Search Functionality**: Implement a robust search feature.

Top 10
Improvements

Enhanced Navigation and Usability

- **Streamlined Navigation:** Easy access to frequently accessed information.
- **Easy-to-Navigate Home Page:** Featuring current event activities, up-to-date news, announcements, and curated lists of helpful links and department sites.
- **Smaller Footprint:** Reduced the number of pages from 840 to 102, making the site more concise and easier to navigate.

Enhanced Visuals and Design

Visual Appeal: Redesigned to be more visually appealing with new layouts and designs.

Grouped and Related Content
Similar topics are grouped together, such as Leave and Time Off and Family Services, for easier access to related information.
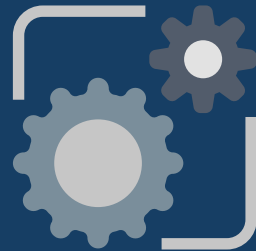
Dedicated Manager Resources

Replacing the Manager's Toolbox. Special section for managers with tools, tips, and resources to help them support their teams effectively. This will be a place supervisory organization and HCM business managers can turn to for information.

Familiar Technology

Built on SharePoint Online, a technology many of you are already familiar with, and it works well with tools you use daily, including Microsoft Outlook and Teams.

Improved Search Capabilities
More powerful search feature with filtered search options to quickly find specific information.

Advanced Security Features
Enhanced security features to protect your information and ensure a safe browsing experience.
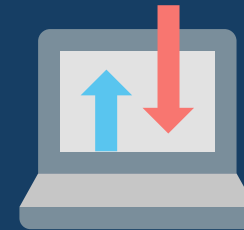
Simplified and Clearer Content

- **Plain Language:** Content simplified for clarity and ease of understanding.
- **User-Centric Design:** Organized based on user needs rather than departments, making it more intuitive and user-friendly.
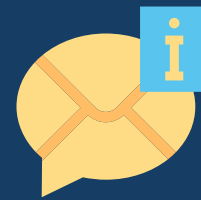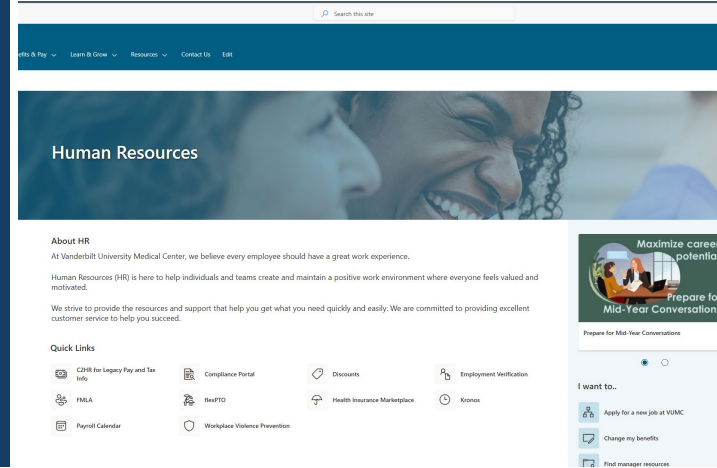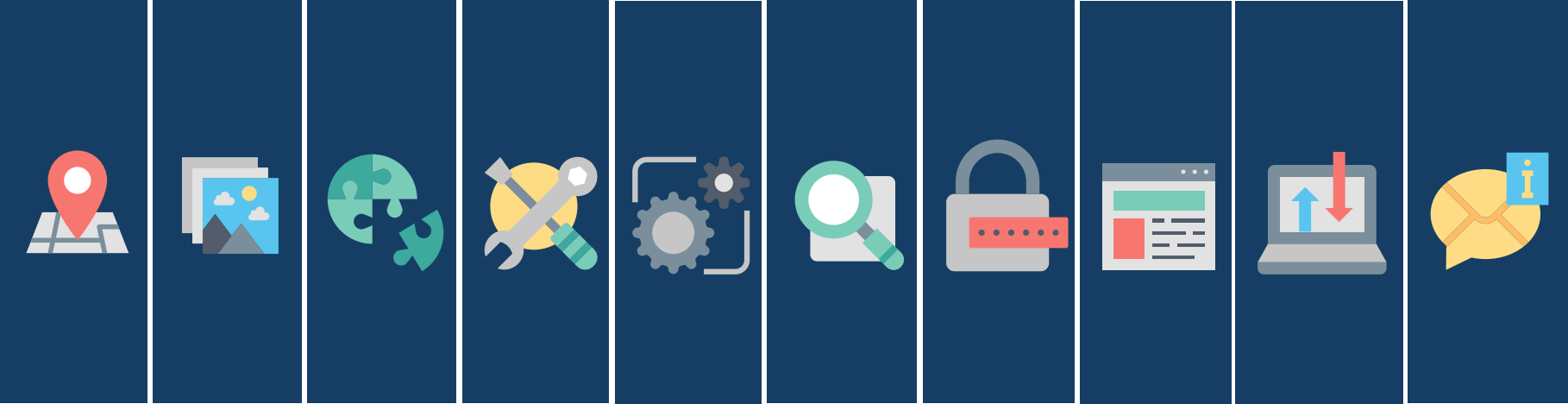
Future Growth and Updates

The new platform supports growth and improvements as new Microsoft features come online, ensuring the site stays current and continues to meet your needs.

Increased Visibility and Access
Important topics like news and events are now more visible and easier to find.

Enhanced Navigation and Usability
Improved Search Capabilities
Simplified and Clearer Content
Grouped and Related Content
Enhanced Visuals and Design: Visual Appeal

Increased Visibility and Access
Dedicated Manager Resources
Advanced Security Features
Better Connection and Collaboration
Future Growth and Updates

Take a tour of the NEW and IMPROVED HR website today!

Bookmark this link for easy access: **https://vumc365.sharepoint.com/sites/human-resources**

vumc365.sharepoint.com/sites/human-resources/

SharePoint

Search this site

MyVUMC   Get Help ⌄   Your Vanderbilt Health ⌄   Facilities & Services ⌄   Clinical Operations ⌄   Academic Enterprise ⌄

Human Resources

☆ Not following   ⚏ Site access

Home   Working at VUMC ⌄   Benefits & Pay ⌄   Learn & Grow ⌄   Resources ⌄   Contact Us   Edit

➕ New ⌄   ⚙ Page details   📊 Analytics

Published 1/21/2025   ↗ Share ⌄   ✏ Edit   ⤢

Human Resources

About HR

At Vanderbilt University Medical Center, we believe every employee should have a great work experience.

Human Resources (HR) is here to help individuals and teams create and maintain a positive work environment where everyone

VUMC Pulse Survey Has Begun!

23°F
Partly sunny

Search

11:04 AM
1/21/2025

Position Reclassifications

Position Reclassifications (Vacant Positions)

Edit Position Restrictions – Workday Task

Editing position restrictions is needed before creating a job requisition to reclassify position attributes.

Attributes that can be updated for a vacant position include

- Job Posting Title

- Reclassification from one job profile to another

- Updating the position from Part Time to Full Time

- Changing Scheduled Weekly Hours

- Work Location

- Availability for position overlap

Candidate Status

Candidate Status Tracking

The candidate status report is utilized to see a candidate's preboarding status after an offer has been accepted.

This report can be accessed within the Manager Hub under the Recruiting & Onboarding tab.
Or run by report names: <u>Candidate Status Tracking – Manager Hub CR</u> or <u>Contract Contingent Worker & Direct Hire Status</u>

Background check status
- Awaiting Candidate to Initiate
- In Progress
- HR Onboarding Approved
- Not Required (Internal candidates)

Staffing Transaction Overall Status
 – Hire transaction for New Hires or Job Change transaction for internal transfer/promotion.
- Blank – Has not yet been started
- In Progress
- Successfully Completed

Onboarding Steps in Progress
 - Onboarding steps that are ready and awaiting completion.

Onboarding Steps Completed
 - Onboarding steps that have are ready to be completed.

Leader Competency Model & Mid-Year Check In

The Mid-Year Conversation with Leaders

January 21, 2025 – March 31, 2025

This year, a new topic has been added to the mid-year conversation with Leaders:

❖ VUMC Leader Competency Model

FY2025 Performance Cycle Timeline

	Goal Setting End	Mid-Year Close	Self-Evaluations End	Manager Evaluations End
	Sept 30	**March 31, 2025**	**June 30, 2025**	**Aug 31, 2025**
Sept 9 Goal Setting Start		**Jan 21, 2025** Mid-Year Start	**June 2, 2025** Self-Evaluations Start	**July 1, 2025** Manager Evaluations Start

We are here.

Resources are provided within the Mid-Year Conversation Task to Assist Leaders

Mid-Year Conversation

For the mid-year, leaders have the flexibility to connect with employees on a variety of topics. Topics include development and career opportunities, goal progression, employee or newly transferred employee check-in, job pulse check-in, or a topic of the leader's choosing. Each topic comes with 3 guiding questions.

Directions:

- To access the mid-year topics and questions, reference the **Mid-year Topics and Questions Resource**.
- Please consider and select at least one topic from the list.
- Each topic has 3 questions (with follow up suggestions). These questions can be exchanged with questions more relevant to the employee's current work experience.
- If you choose topic 6 (Other), we recommend that you identify 3 questions for the mid-year.

Remember:

The mid-year conversation can be as brief as 15 minutes or as long as an hour. Time spent on the mid-year is dependent on the depth of conversation and a leader's span of control.

^

Question Summarize the entire Mid-Year Conversation in the one box below.

MyWorkday

Mid-Year Conversations with Leaders:
VUMC Leader Competency Model*

*Important Note: The Model has 3 levels of leadership*

- ❖ Applies strategic and innovative thinking
- ❖ Identifies and solves problems
- ❖ Structures work for high performance
- ❖ Operationalizes a culture of service
- ❖ Takes initiative and drives results
- ❖ Leads with inspiration and accountability
- ❖ Communicates with transparency and intent
- ❖ Anticipates and leads through change
- ❖ Upholds a resilient environment
- ❖ Advances a growth and development culture
- ❖ Maintains a learning mindset
- ❖ Fosters an inclusive and collaborative culture
- ❖ Builds network for self and others

Key Actions for Conversations with Leaders

1. Identify Leader Level that aligns to current role

2. Download the Model from the LCM Website

3. Prioritize top 5 competencies

4. Prepare for Mid-Year Conversation

5. Plan action on development priorities
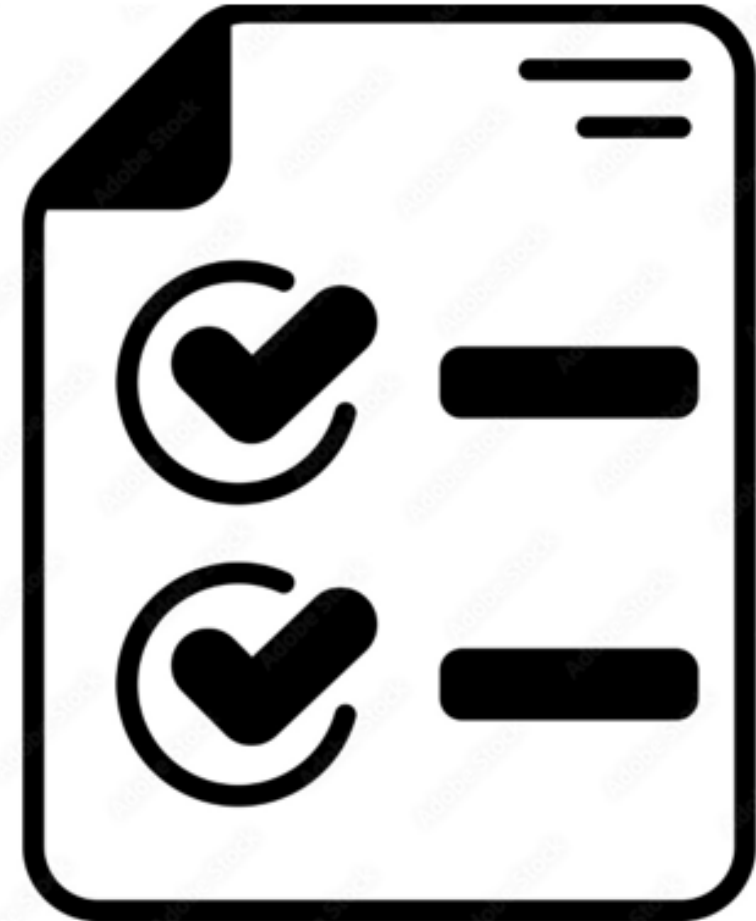
Workday Security Request Reminders

Job Change – Transfer Example

Assign Roles - Change Assignments for

Effective Date   03/01/2025

∨ Summary of Changes

Worker

Change Job Reason   Transfer > Transfer > Transfer to New Supervisory Organization

3 items

Field	Old Value	New Value
Position	P00015107 Sr Application Specialist (Unfilled)	P002293 Sr HR Systems Consultant -
Leader/Manager	Jim Ziemba (0161070)	PJ Deusenberry (0196129)
Supervisory Organization	HR System Prod Support Department (Jim Ziemba (0161070)) (S108216AA)	HR WD Sustainment Department (PJ Deusenberry (0

○ Transfer role assignments from old position to new position

○ Copy role assignments from old position to new position

○ Copy role assignments to new position from :   [☰]

○ Remove role assignments from old position

● None of the above

Job Change – Security Options & Recommendations

o Transfer role assignments from old position to new position
(Copies roles and removes them from the old position.)
Recommended when an employee changes positions but will retain most/all of their Workday-related responsibilities.

o Copy role assignments from old position to new position
(Copies roles and retains them on the old position.)
Recommended when an employee changes positions but needs to retain some of their responsibilities or will need to support, train or backup their replacement for a period of time. A subsequent WD security request is required to remove temporary access.

o Copy role assignments to new position from: [☰]
(Copies roles and retains them on the selected position.)
Rarely recommended, but available if there is a need to copy roles from an unrelated position.

o Remove role assignments from old position
Rarely used or recommended, but available if the old position is being repurposed.

o None of the above
Recommended, when an employee is changing positions and the replacement is assuming the same responsibilities as the incumbent.

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Questions?

Next HCM Town Hall:

Wednesday, March 19th, 10:00 am

Appendix

Identify Leader Level that aligns to current role	**Navigate to LCM Website:** https://vumc365.sharepoint.com/sites/human-resources/SitePages/Leader-Competency-Model.aspx	**Select from Helpful Links:** "Explore the Leader Competency Model" Complete LMS Course	**Make note of your Leader Level:** • Leader Level 1 • Leader Level 2 • Leader Level 3
Download the Model from the LCM Website	**Navigate to LCM Website:** https://vumc365.sharepoint.com/sites/human-resources/SitePages/Leader-Competency-Model.aspx	**Select from Leader Competency Model Quick Downloads:** Download Leader Level from previous step	Review leader competency model behavioral indicators
Prioritize top 5 competencies	**Navigate to LCM Website:** https://vumc365.sharepoint.com/sites/human-resources/SitePages/Leader-Competency-Model.aspx	**Select from Helpful Links:** "Complete the Prioritization Exercise" Complete LMS Course	✓ Take a screen shot of your prioritized competencies
Prepare for Mid-Year Conversation	**Navigate to HR Website** https://vumc365.sharepoint.com/sites/human-resources	Click on Learn and Grow and go to Performance to find the "Mid-year Topics and Questions Resource"	Prepare for Mid-year conversation by applying the 5 prioritized competencies to current role. What will success on these competencies look like in current job?
Take action on development priorities	**Navigate to LCM Website:** https://vumc365.sharepoint.com/sites/human-resources/SitePages/Leader-Competency-Model.aspx	**Select from Helpful Links:** "Competency-based Leadership Development Resources"	Select development resources for the 5 prioritized competencies