

# HCM Workday Town Hall

November 20<sup>th</sup>, 2024

# HCM Workday Town Hall Agenda

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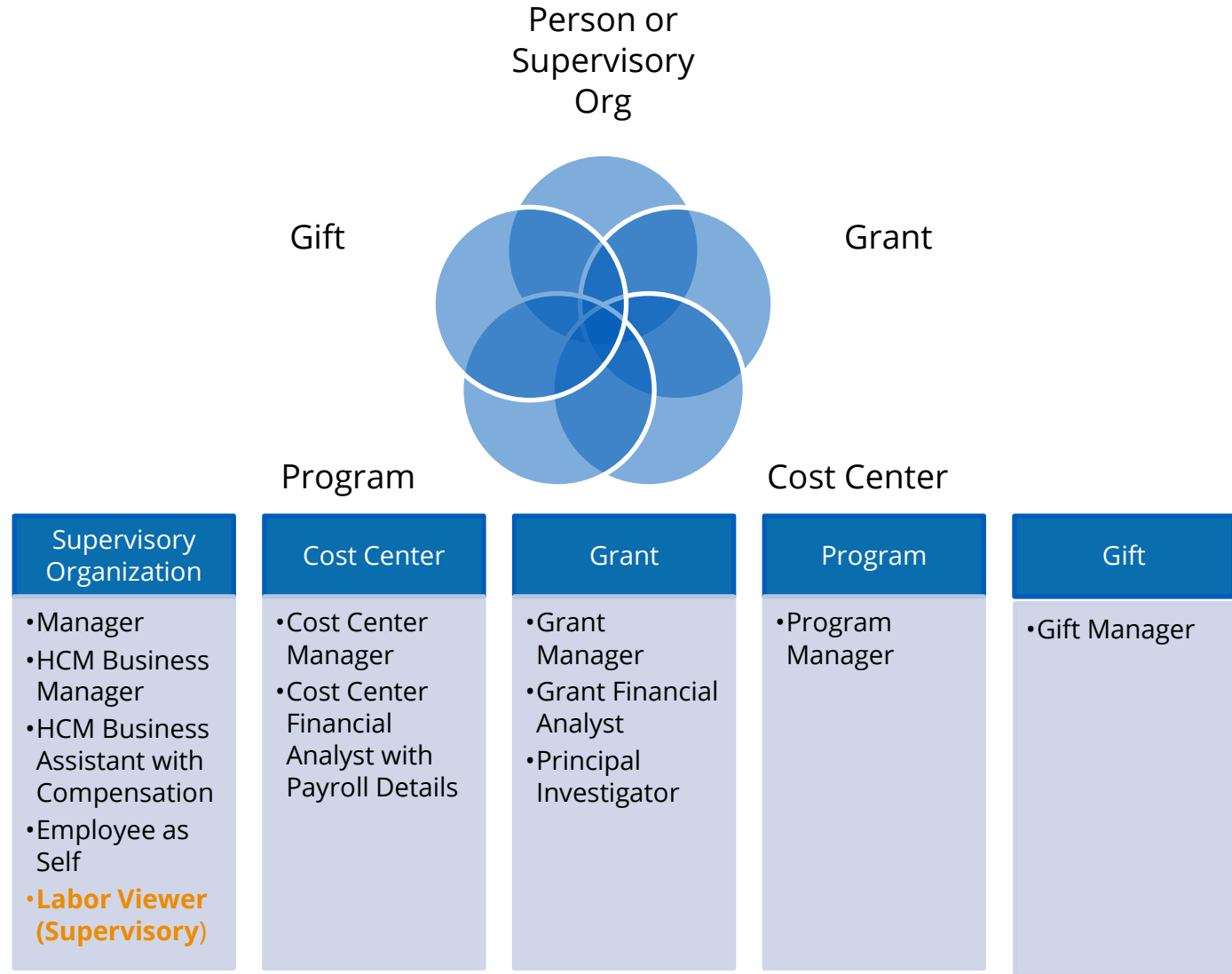
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- Welcome
- Labor Viewer Role
- Annual Increase Process
- Meritain Conversions
- Job Changes
- Next Steps/Q&A



# Labor Viewer Role

# Workday Labor Reporting Security



# Reporting Available for Labor Viewer (Supervisory)

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## Effort Reporting

- Effort Trend
- Effort Trend for Principal Investigators
- Salary Effort Trend
- Future Salary Effort Trend

## Labor Hours and Dollars

- CR - Center Account Detailed
- CR - Center Account Detailed - Tabular
- CR - Center Account Summary
- CR - Center Account Summary - Salaries and Wages Tabular
- CR - Hours and Dollars Data Extract
- CR - Labor Distribution by Earnings
- CR - Labor Distribution by Earnings Detailed
- CR - Labor Distribution by Hours
- CR - Labor Distribution by Hours Detailed

# Annual Increase

# Annual Increase – Key Dates

- **November 25** – leadership communications begin
  - Includes specific details and eligibility
- **December 5** – Workday Workshop
  - Reports, Workday help case, employee statements
- **December 9** – tool opens in Workday
  - Review data and submit help case with questions
- **December 19** – Statements available and communication begins
- **December 29** (biweekly) and **January 1** (monthly) - effective dates

# Meritain Conversions



# Maximize Your Benefits

## An essential checklist for 2025 health care coverage

Take a few moments to complete these tasks to ensure a smooth transition into the new year and to maintain uninterrupted access to your health benefits.

**Meritain Health**<sup>®</sup>  
an  **aetna**<sup>®</sup> company

# ID Cards for Doctor's Appointments



- Remember to **take your new Meritain ID card to all doctor's appointments** to ensure billing accuracy.
- Alternatively, you can **upload your new ID card in MyHealthatVanderbilt.**



# New Subscriber ID for Pharmacists



- **Contact your pharmacist** and provide them with your new Navitus subscriber ID to avoid any disruptions in your prescriptions.
- As a reminder, **your ID card doubles as both your Meritain health and Navitus pharmacy benefit card.**



# Website Registration

- If you haven't already, **register on the Meritain website at [meritain.com](https://www.meritain.com)**. You will need your Member ID and Group number located on the front left side of your Meritain benefit card.
- From the website, you can search for in-network providers, submit claims, review EOBs, view your Go for the Gold dollars, and request new ID cards.



# Dependent Coverage Information



- Meritain requires employees over the age of 65 and employees with **adult dependents** and spouses to inform them if your dependents have **additional coverage**.
- If your dependents live outside the state of Tennessee, make sure their address is correct in Workday.



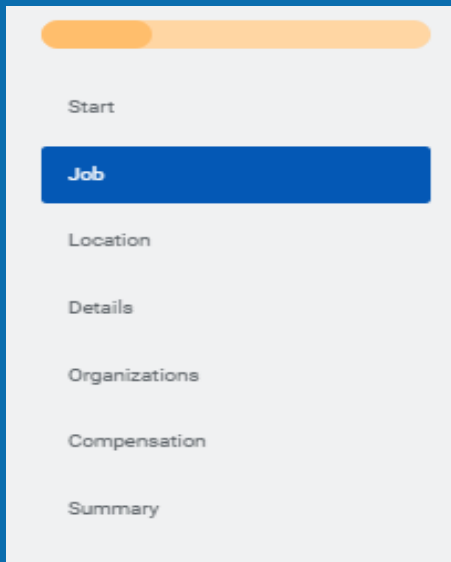
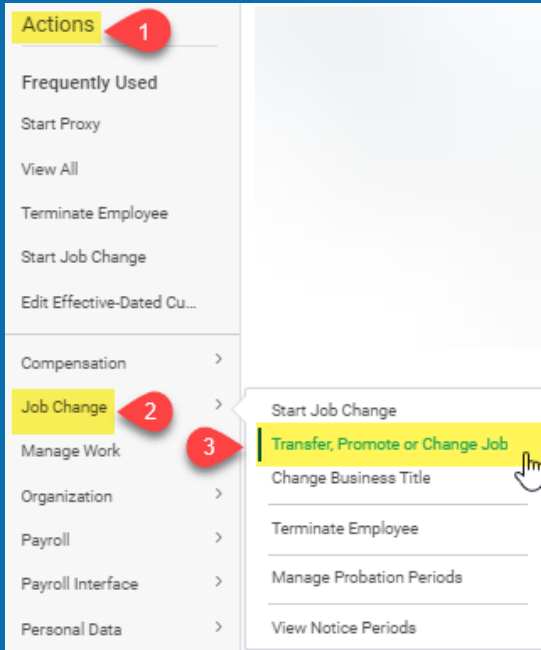
# Go for the Gold Dollars



- You will be able to view your **2025 Go for the Gold (GFG) dollars** on the Meritain website under the Wellness/Well-Being Program tab.
- Your 2024 GFG dollars will be available for view on the Aetna website and will be transferred to Meritain at the end of the first quarter in 2025.



# Job Changes



# Job Changes

## Start Details

Effective Date

Reason for change

### ➤ Data Changes

- Change Job Details
  - Change Scheduled Hours
  - Change Work Location
  - Position Reclassification

### ➤ Lateral Move

- Move to Another Position on My Team

### ➤ Promotion

- Promotion

### ➤ Transfer

- Transfer to New Supervisory Organization

Who will be the manager after this change?

Which Supervisory Organization after change?

Where will this person be located after this change?

## Job

- Position
- Job Profile
- Business Title

## Location

- Location
- Scheduled Weekly Hours

## Details

- Employee Type: Regular, Temporary, PRN, Fixed Term
- Time Type: Full Time or Part Time
- Pay Rate Type: Hourly or Salary
- FTE

## Organizational Assignments

- Company
- Cost Center
- Fund
- Service Line. Functional Code/ CARTS/ Operating Entity

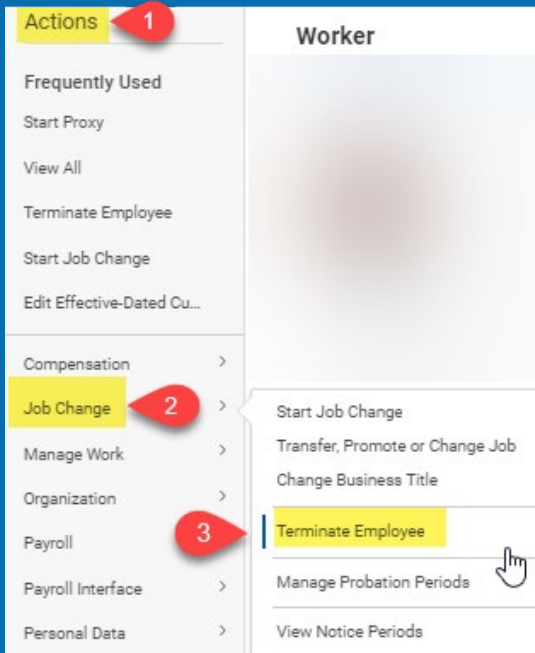
## Compensation

- Employee Visibility Date
- Pay Amount
- Frequency (Hourly or Annual)
- Allowance Plans



# Termination

## Navigation from worker



### Termination details include:

- Primary Reason
- Termination Date (Date following last day worked)
- Last Day Worked
- Pay Through Date




### Position Details:

- Close position – Select if position will not be backfilled
- Is this position available for overlap
  - Allows two employees in the position for up to 90 days.

# Termination (continued)

## Forfeit One Time Payments

If the terminating employee has a future dated One-Time Payment, the manager will be presented with task to review the One Time Payment(s) for forfeiture. If a payment is not forfeited, the payment will pay to the employee after termination.

Future-Dated Payments	Clawback Payments
<p>Forfeit </p> <p><b>Yes</b></p> <p>Scheduled Payment Date</p> <p>06/04/2025</p> <p>Payment Plan</p> <p>Sign On Bonus</p> <p>Payment Details</p> <p>5,000.00 USD</p>	<p>Clawback For </p> <p>Sign On Bonus: 5000 USD (09/03/2024)</p> <p>Recovery Method</p> <p><b>Recover Manually</b></p> <p>Clawback Amount</p> <p>(5,000.00)</p>
<p>Forfeit </p> <p><b>Yes</b></p> <p>Scheduled Payment Date</p> <p>12/05/2025</p> <p>Payment Plan</p> <p>Sign On Bonus</p> <p>Payment Details</p> <p>5,000.00 USD</p>	<p>Currency</p> <p>USD</p>

# Corrections to Job Changes

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When corrections are needed to employee transactions after all approvals have been submitted, submit a Workday Help ticket using case type “Correction to Worker Transactions”.

The Workday Help ticket should be submitted by the approver of the initial transaction needed to be corrected. Or, if submitted by the initiator of the transaction, approval by the approver can be attached within the ticket.

When creating the ticket, the submitter should be listed as the “create for” with the employee’s name in the “create about” field.

## Corrections may include:

- Effective date

- Details within the transaction

- Removal of transactions after all approvals have been submitted



Questions?

**Next HCM Town Hall:**

**Wednesday, January 15<sup>th</sup>, 10:00 am**

**No December Town Hall**

