

# Research Workday Town Hall

## June 27, 2024

# Research Workday Town Hall Agenda

June 27, 2024

---



- Effort Update
- PI Landing Page
- PI Resource Page
- IT support for research equipment purchase (or build) review
- Q&A

# Effort Update

# Timing & Support

## Effort Reporting and Certification in Workday

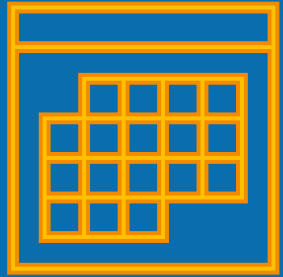
---

Certification initiated on May 30, 2024 for the 6-month period of October 1, 2023 – March 31, 2024

Future Effort Certification periods will occur once a quarter

Here we go again! Take a deep breath... for this effort certification period we will:

- Work toward the deadline of ~~June 30~~ **JULY 31** for changes, certifications, and any associated PAAs to complete all approval workflows.
- Provide daily support and assist with changes as needed
- Recognize the importance of reviewing and ensuring effort is correct prior to certification
- **Evaluate our processes and timeline as we go, document challenges and obstacles**
  - Identified errors in some system-generated Payroll Accounting Adjustments from **changed** Effort Certifications
  - This issue has been reported to Workday and their product team is analyzing to determine an appropriate fix for the unexpected system behavior.
  - There is no estimated timeframe for resolution, so in the interim we have created a plan to reduce risk of payroll accounting adjustments being submitted that do not align with certified effort.



**GOAL:**

Successful,  
Compliant, and  
Not Traumatic!

# Streamlined Effort Process & Status Update

---

## Effort Certification Reviewers – Thank you for making tremendous progress in spite of the Workday issue!

- Only 44% of the effort certifications were canceled last week and will be reissued after 5pm on Friday, June 28.
- If PAAs are in workflow for those cancelled effort certifications, the certification can not be reissued until the PAA is complete.

## Streamlined effort certifications will be issued after 5pm on June 28

- “Streamlined” means the effort certification with changes does not auto-generate a PAA
- Deadline for completion of effort certification is extended to **July 31, 2024**
- If you are an Effort Certification Reviewer, check the Teams Channel daily for updates and ask your questions in the channel (this is your space to have timely, up to date communication)!

If you are attempting to expedite a PAA review, please email [vumc.effort@vumc.org](mailto:vumc.effort@vumc.org)



Effort Cert Status as of 6-27-24	% of Cert
COMPLETE - CERTIFIED, NO CHANGES	41%
CERTIFIED - REQUIRES PAA REVIEW	6%
NOT Canceled - CURRENTLY IN WORKFLOW	9%
Canceled	44%
<b>Grand Total</b>	<b>100%</b>

# Effort Certification Reviewer Responsibilities

- 1) Know what is assigned to you for Administrative Review – run **Effort Certification Status Report** to find certifications in workflow, check your **Effort Certification Work Area**, search your Workday inbox for “Effort Certification”
- 2) Follow the **Administrative Review Checklist** every time, every step
- 3) Prepare your Certifiers for what they are receiving. Share the [Effort Certification for Certifiers Quick Guide](#) and enter **comments** as recommended:

---If **no change** – comment that you have reviewed and no change is needed. Help your certifiers understand what they are receiving.

---If **change** – Include attachment that clearly reflects what has changed and for what periods and a comment that mentions the attachment with a brief description of the changes. This attachment continues on in workflow attached to the PAA.

**PAUSED process at this step forward on Thursday, June 20, 2024 and Cancelled 1,417 “not certified” effort certifications for 10/1/23-3/31/24 period**

- 4) If corrections are made as part of the effort certification process, you (the Effort Certification Reviewer) will receive an inbox item AFTER the grant manager(s) approve and certifier certifies. This inbox item is the PAA.
- 5) The Effort Certification Reviewer OPENS the pre-filled PAA and **reviews** it to ensure the changes are what they were expecting and compares it to the supporting documentation to make sure the dollars agree. Then it goes through normal PAA steps, complete the questionnaire, grant manager, cost center manager approvals, Finance approvals. **DO NOT CANCEL THE PAA**
- 6) If you change effort to this period after certification is complete, the person's effort will need to go through the review process and be **recertified**.



# Effort Certification Reviewer Responsibilities

Revised process as of June 28, 2024

---

## **System-generated PAA will NOT be created for an effort certification with changes**

- 4) If corrections are made as part of the effort certification process, ensure documentation is complete, concise, and make sense to an independent party. Review and approvals will apply to the associated PAA entered centrally to align certified effort with the changes. No additional approvals on PAAs originating from **approved and certified changes in the effort certification**.
- 5) If you change effort to this period after certification is complete, the person's effort will need to go through the review process and be **recertified**. Your certifier may be required to provide justification for what extenuating circumstance led to their original certification. Cost Transfer questions and responses are now included for view by all in workflow in the effort certification record.



## Effort Cert Reviewer

-**Effort Certification Status Report** to find certifications in workflow.

-Follow the **Administrative Review Checklist**

-Prepare your Certifiers for what they are receiving. Share the [Effort Certification for Certifiers Quick Guide](#) and enter **comments** as recommended:

---If **no change** – comment that you have reviewed and no change is needed. Help your certifiers understand what they are receiving.

---If **change** – Include attachment that clearly reflects what has changed and for what periods and a comment that mentions the attachment with a brief description of the changes. This attachment continues on in workflow attached to the PAA.

## Grant Manager

-**Any required changes should have already been communicated to the Effort Certification Reviewer during the Administrative Review step.**

-Look for **comments** and attachments that will guide you in understanding what changes have been made in the certification record.

-If you identify that the Effort is incorrect, please communicate the needed changes to the Effort Certification Reviewer. You will be required to **“Send Back”** to the Effort Certification Reviewer.



# Administrative Review Checklist for Effort Certification

- Is effort correct for each period?
  - Look at the Aggregate Tab
  - Run the Effort Trend Report
  
- Is your PCA current and correct?
  - Please stop and look at the PCA
  - Run RPT144 and see what is the current payroll costing allocation, check the end dates. If you can't see all the GR end dates, use the Current PCA file saved in Drive.
  
- Is the person over the Salary Cap?
  - Run the effort trend - Is the effort reflected correctly with the cap for each period?
  - Check the worktags. Salary over the Cap should have at least two different lines – the dollars that can be charged to the award and separately the dollars that are over the cap that should include the GR, the funding source, and the salary cap worktag.
  
- Are all pay components (e.g. reg, PTO, Sick, etc.) correct and appropriate?
  - If the Details tab is difficult to follow, run **CR Fin - Labor Detail by Fiscal Period** for the month you are reviewing.
  
- If cost share (e.g. k- award), confirm correct cost share worktag and Fund 5.

- If Faculty, confirm not 100% on Sponsored Projects in total unless they have an exception to the 98% sponsored funding cap.
- Did you add effort back to an expired grant worktag?
  - You must include comment as to why you are adding effort back to the expired grant worktag (what makes it appropriate, are you working with OSP to extend, etc.)
- Terminated employees?
  - Will route to all PIs for person's effort. Add Comment that mentions which PI is certifying for specific awards/GRs to expedite the review process.
- Did you enter a comment?
  - **If no change – include comment that specifies that you have reviewed and no change is necessary. Help your certifiers understand what they are receiving.**
  - **If change – You must include attachment that clearly reflects what has changed and for what periods AND a comment that mentions the attachment and a brief description of the changes with details. This information continues on in workflow to the PAA.**

## Certifier

-Look for **comments** and attachments for understanding how your effort appears in Workday.

[-Effort Certification for Certifiers Quick Guide](#)

-If your effort is not correct, reach out to your department administrator to discuss.

-You have the ability to **“Send Back”** your certification to your Effort Certification Reviewer in Workday for **corrections.**

## Effort Cert Reviewer

**TEMPORARY PROCESS CHANGE** for the remainder of 10.1.23 to 3.31.24 effort certifications

If changes are entered in the effort certification, a PAA will be created centrally. It is critically important that you have appropriate documentation in the effort certification record in order to complete these.

# Personal Effort Reporting – Getting to **100%**

One major concern of both PIs and Administrators was the inability for PIs to run the Effort Reports and see 100% of their own effort. This is called out as a major milestone for future phases of the PI Landing Page.

Security on Effort Trending reports was successfully updated to include access for the “Employee as Self” – the same role that grants employees access to tasks like viewing their own paycheck or updating personal information. This allows all PIs to run the **Effort Trend**, **Salary Effort Trend**, or **Effort Trend for Principal Investigators** and return 100% of their calculated effort, *without the need to manually assign and maintain security roles on funding worktags!*



# Running Effort Trends for Yourself

To run an Effort Trend report for 100% of your own effort, you should select yourself in the Worker prompt.

On behalf of: John Gore (0045813)

MENU W

princi invest

### Principal Investigators

Grant Portfolio Detail by Grant Detail for VU Grants

Principal Investigator John Gore (0045813) Period FY24 - Jun

Status Summary by PI for Direct Costs - Work Version

Award	Grant	Purpose Code	Principal Investigator	Grant From	Grant To Date	Project End Date	Budget	Actuals	Remaining Balance	Comments
-------	-------	--------------	------------------------	------------	---------------	------------------	--------	---------	-------------------	----------

The Principal Investigators landing page will automatically default to the PI themselves upon opening.

### Effort Trend for Principal Investigators

Effort Trend for Principal Investigators

Period \* FY24 - Jun

Time Period \* Last 12 Periods

Cost Center/ Cost Center Hierarchy

Grant

Journal Source

Supervisory Organization

**Worker** \* John Gore (0045813)

Program

Gift

Filter Name

Manage Filters Save

0 Saved Filters

Cancel OK



# Payroll Costing Allocation

Each employee can view their own costing allocations in Workday by navigating to the **Pay** tab under their personal profile

The screenshot displays the Workday interface for an 'Asst Professor'. The left sidebar is visible, with the 'Pay' tab selected. The main content area shows the 'Costing Allocations' page, which includes a 'Maintain' button and a section for 'Default Organizational Assignments'. Below this, there is a table titled 'Current and Future Costing Allocations' with 3 items. The table has columns for Start Date, End Date, Costing Allocation Level, Position Restrictions, Costing Company, Costing (As of Start Date), Distribution Percent, Costing Company, Costing, and Distribution Percent. The table contains three rows of data, each representing a different costing allocation.

Start Date	End Date	Costing Allocation Level	Position Restrictions	Costing Company	Costing (As of Start Date)	Distribution Percent	Costing Company	Costing	Distribution Percent
02/01/2023		Position Restrictions	POC - Asst Professor -	Vanderbilt University Medical Center	Assignee: ASG CARTS: CTAAC Administrative - Administrative - Academic Cost Center: CCO Function Code: FC18018 Instruction and Departmental Research Fund: F0001 General Fund Operating Entity: OEClin_RA Clinical Department Research and Administration Program: PGO Less (2)	15.00%			
				Vanderbilt University Medical Center	Assignee: ASG CARTS: CTCOC Clinical - Clinical RVU Generating - Clinical RVU Generating Cost Center: CCO Function Code: FC20545 VMG Fund: F0001 General Fund Operating Entity: OEClin_VMG Clinical Department VMG Program: PGO Less (2)	75.00%			
				Vanderbilt University Medical Center	CARTS: CTRFC Research - Federal - Contract Cost Center: CCO Function Code: FC19019 Sponsored Research Fund: F0004 Sponsored Program Fund Grant: GRI Operating Entity: OEAcad_GG Academic Grants and Gifts	10.00%	Vanderbilt University Medical Center	CARTS: CTCOC Clinical - Clinical RVU Generating - Clinical RVU Generating Cost Center: CCO Function Code: FC20545 VMG Fund: F0001 General Fund Operating Entity: OEClin_VMG Clinical Department VMG	100.00%

The screenshot shows the Workday mobile app interface. The top navigation bar includes a home icon, a notification bell with '14', and an email icon with '21'. Below the navigation bar is a profile icon. A hand cursor is pointing at the 'View Profile' button, which is highlighted in blue. Other navigation options include Home, My Account, Sitemap, Favorites, Drive, My Reports, and Documentation. A 'Sign Out' button is located at the bottom of the menu.



# PI Landing Page

# PI Landing Page- Primary Reports

## Portfolio Tab

- **PI Status Summary for Direct Costs – workbook version ; VU Grant - workbook version**
  - Displays budget vs. actual data by total award line (also includes commitments and obligations)
  - Includes award lines with lifecycle status- pending, active, internal closeout needed, closeout in progress
- **Effort Trend for Principal Investigators**
  - Displays the Effort Trend for 100% of the PIs calculated effort (when run as the PI)

## Grant Detail and VU Grant Detail Tabs

- **CR Fin - Budget vs Actual for Grant or Award; CR Fin - Budget vs Actual for VU Grant**
  - Displays budget vs. actual data by object class (budget category)
  - Includes award lines with lifecycle status- pending, active, internal closeout needed, closeout in progress
  - Reporting shows both direct and indirect cost
- **Effort Trend for Principal Investigators**
  - Displays all effort for workers on the grant selected



*The Principal Investigator landing page, is a dashboard view of summarized grant data. All reports available on this dashboard are also available as standalone reports that can be run within the system.*

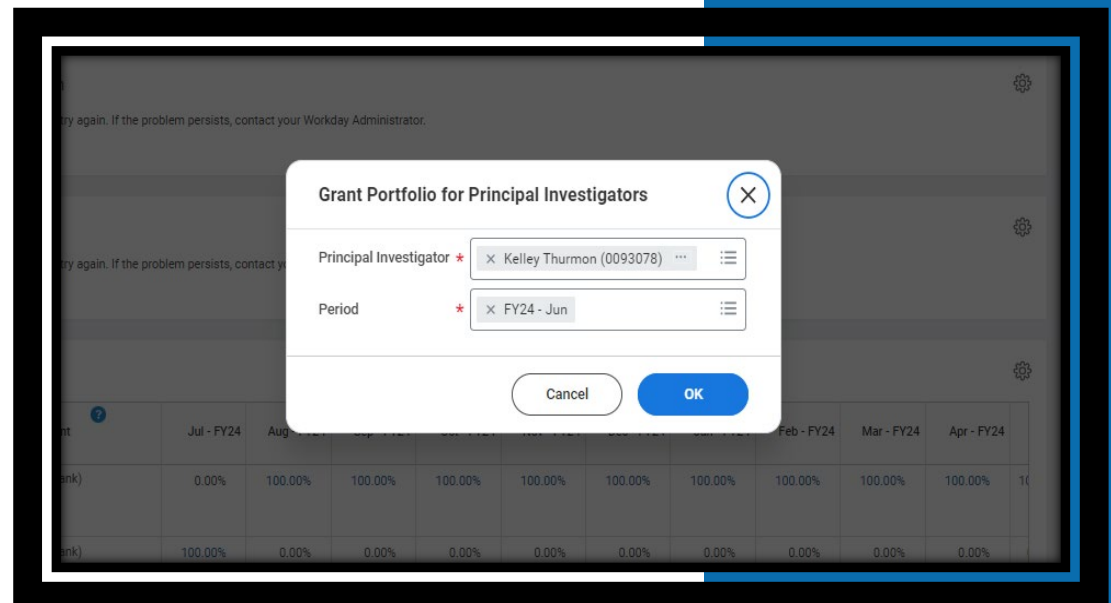
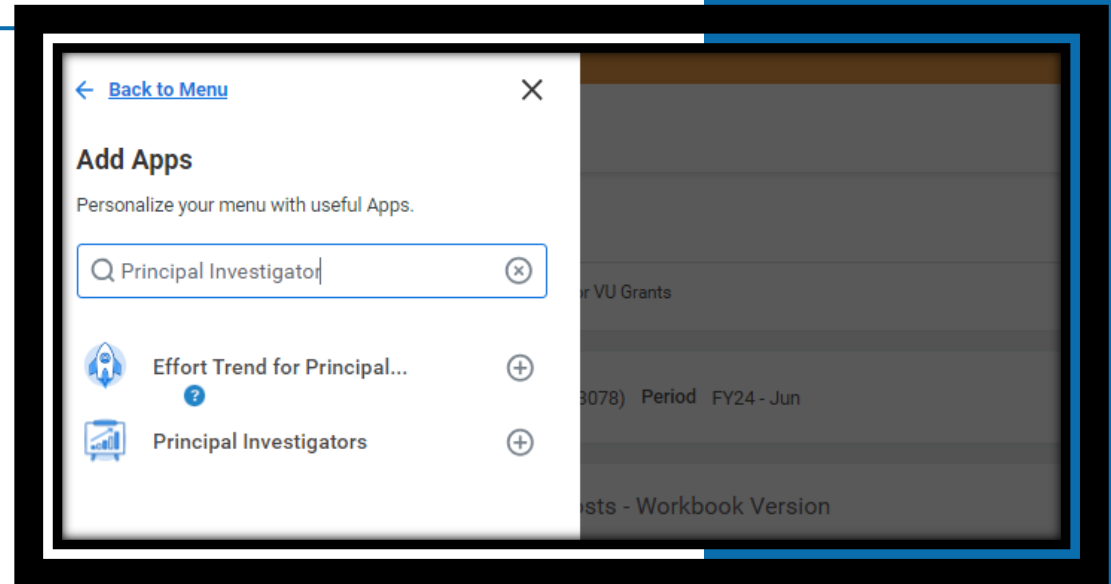


# PI Landing Page- Access

This page is available to all users with grant roles: Grant Manager, Grant Financial Analyst, and Principal Investigator

For quick access, add to the landing page to your apps

Default view is based upon your own security. If you are a grant manager or grant financial analyst, you can run the dashboard for PI specific data by changing the principal investigator name in the prompt





# PI Landing Page- Release Information

---

The Principal Investigators landing page in Workday will be available following the completion of obligation rollovers for FY25, which is expected to be complete by July 8<sup>th</sup>.

---

Grant Managers & Grant Financial Analysts (Workday security roles) should become familiar with the layout of this page before August 1<sup>st</sup>. All reports presented within the landing page are already published and accessible for our users with grants security roles.

---

Communication will be delayed to PIs until the week of August 1st to allow grant managers/grant financial analysts time to become familiar with the dashboard layout

---

After August 1<sup>st</sup>, communication about the release of this page will be send directly to all Principal Investigators in Workday.



# PI Resource Page


## TRAINING HUB



Town Halls & Workshops



Security Roles & Guides



Quick Reference Guides



WalkMe



Adaptive Planning  
(Forecast, Budget, LRP)



Additional Resources

<https://www.vumc.org/myworkday/traininghub>

### Training Quick Links

#### Town Halls and Workshops

- [Upcoming Town Halls](#)
- [Research Town Hall Recordings](#)
- [Upcoming Workshops](#)
- [Workshop Recordings](#)
- [HR Town Hall Recordings](#)

#### Security Roles & Guides

#### Quick Reference Guides

- [Adaptive Planning \(Forecast, Budget, LRP\)](#)
- [Getting Started in Workday](#)
- [Human Resources \(HCM\)](#)
- [Finance \(FIN\)](#)
- [Supply Chain \(SCM\)](#)
- [Tecsys](#)
- [Capital Planning](#)
- [Research and Grants](#)
- [Post Go-Live Support \(Pegasus\)](#)

#### Additional Resources

[PI Resources](#)

# PI Resource Page

Landing Page Overview



MyWorkday

Welcome Training Hub Workday Word Change Network Communications New Releases

## PRINCIPAL INVESTIGATORS

The **Principal Investigators Dashboard** in Workday provides PIs with comprehensive reporting for their awards. PIs can view their Grant Portfolio and their detail reports by Grant. Smart Tips within the report are available with WalkMe.

To access the Dashboard, log into Workday [here](#). Type and select **Principal Investigators** in the Workday search bar.

Report Name	Prompts	Description
<b>Grant Portfolio Tab</b>		
Status Summary by PI for Direct Costs - Workbook Version	None required for PI. Report defaults to Awards for current PI and current Fiscal Period.	Summary of direct costs per grant or award. Includes budget entered in Workday, actual spend, and remaining balance.
VU Grant - Workbook Version	None required for PI. Report defaults to VU Grants for current PI and current Fiscal Period.	Summary of direct costs by VU grant. Includes budget entered in Workday, actual spend, and remaining balance.
Effort Trend for Principal Investigators	None required for PI. Report defaults to Awards for current PI and current Fiscal Period.	Displays 100% of the PI's effort for the last 12 periods. Note that the last period displayed is the last closed period.
<b>Detail by Grant Tab</b>		
CR Fin - Budget vs Actual for Grant or Award	Grant number or name, and fiscal period (defaults to current)	Budgeted costs compared to actual spend per grant or award, displayed by direct cost category. Report also displays total direct and indirect costs for grant or award.
Effort Trend for Principal Investigators	Grant number or name, and fiscal period (defaults to current)	This report displays the effort for staff and faculty charging effort to the grant(s) selected in the report prompt. The effort percentage displayed is summarized by fiscal period. Biweekly payrolls will be averaged.

### Additional PI Resources

- [PI Resource Page](#)
- [WalkMe](#)
- [Workday Glossary](#)
- [Quick Reference Guides](#)
- [Reports in Workday](#)
- [Security Roles](#)
- [Workday Presentations](#)
  - [Research Town Hall Recordings](#)
  - [HR Town Hall Recordings](#)
- [Additional Resources](#)
  - [Research & Grants Resources](#)
  - [Workday Training Hub](#)
  - [Cost Center Translator](#)

Navigation Menu



# PI Resource Page

## Helpful Guides

### Relevant Reports

MyWorkday

Welcome Training Hub Workday Word Change Network Communications New Releases

### RESEARCH-RELATED REPORTS IN WORKDAY

To run a report in Workday, enter and select the report name in the Workday search bar.





Report Name	Description	Workday Security Role
Principal Investigators	Custom report landing page for PIs. See <a href="#">PI Resource page</a> for more information.	Principal Investigator Grant Manager Grant Financial Analyst
Fund Balance by Worktags - Activity	Displays fund balances associated with individual grants, gifts, programs, or assignees. <a href="#">Guide</a> .	Grant Manager Grant Financial Analyst
My Expense Reports	Displays all expense reports and current status for user.	All

### MyWorkday

Welcome Training Hub Workday Word Change Network Communications New Releases

### QUICK REFERENCE GUIDES

Guides are available for the following research-related Workday business processes. More information about specific security roles within Workday is available using the security roles link in the side task panel.

Business Process	Description	Audience	QRG Link
Effort Certification	How individuals with federal effort certify in Workday.	Faculty or staff with federally funded effort.	
Effort Review & Approval	How to complete the administrative review of an employee's effort distribution by the Effort Certification Reviewer before an employee certifies their effort in Workday.	Supervisors of staff with federally funded effort.	
Outgoing Subaward Process	Outline of each Step for setting up an outgoing subaward and receiving payment for an outgoing subaward in Workday.	Faculty or Staff involved in the administration of outgoing subawards.	
Grant Notifications in Workday	How to view and act on grant-related notifications in Workday.	Faculty or staff with financial responsibilities on a sponsored project.	



# IT support for research equipment purchase (or build) review



# Health IT Research Portfolio – IT Product Assessments

Presented by Health IT Research Informatics



# Meet Your Navigators!



Marc Beller

[marc.beller@vumc.org](mailto:marc.beller@vumc.org)



Hannah Simonds

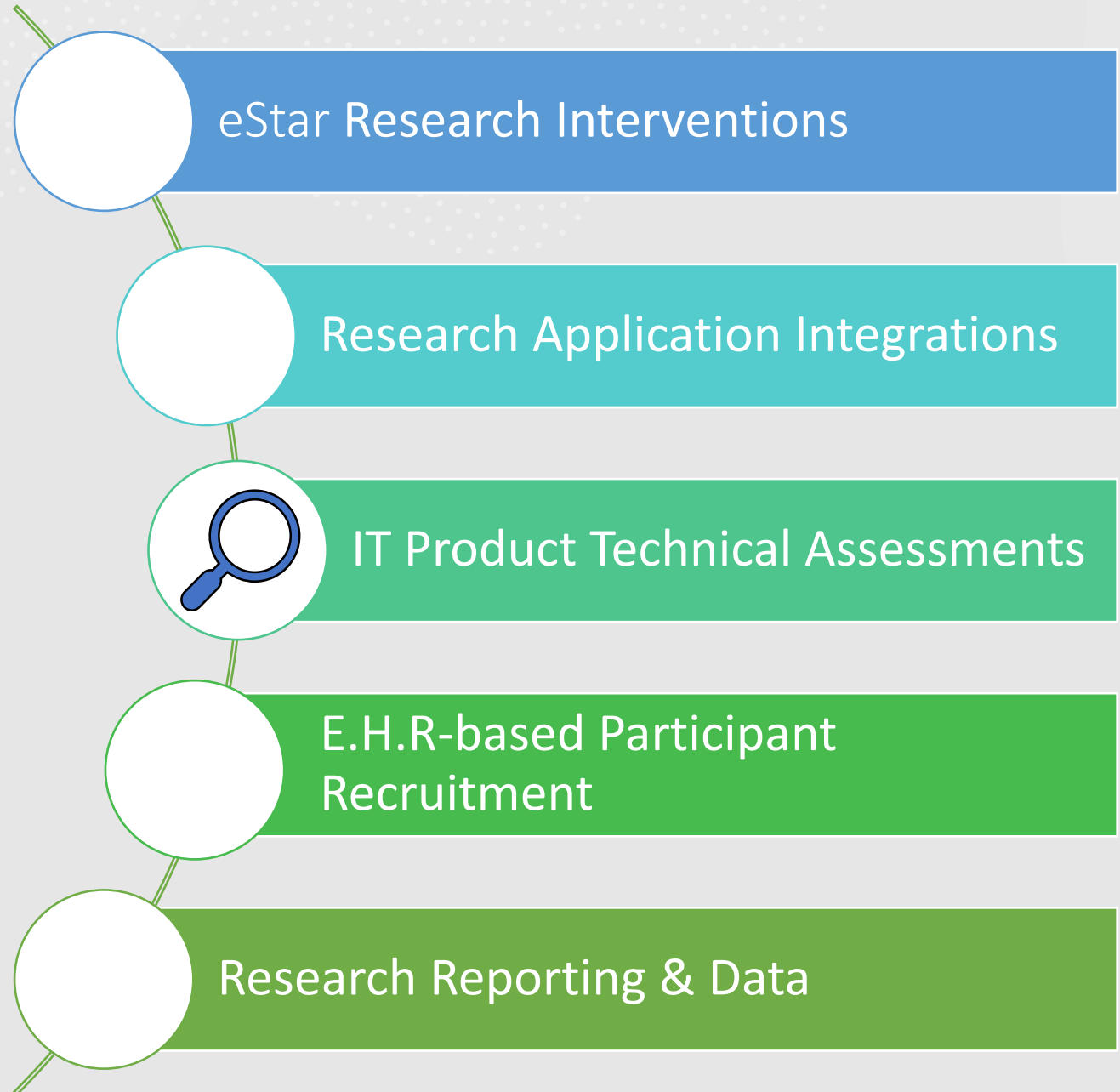
[Hannah.simonds@vumc.org](mailto:Hannah.simonds@vumc.org)



Zorah Taplin

[zorah.taplin@vumc.org](mailto:zorah.taplin@vumc.org)

# Health IT Research Portfolio Scope





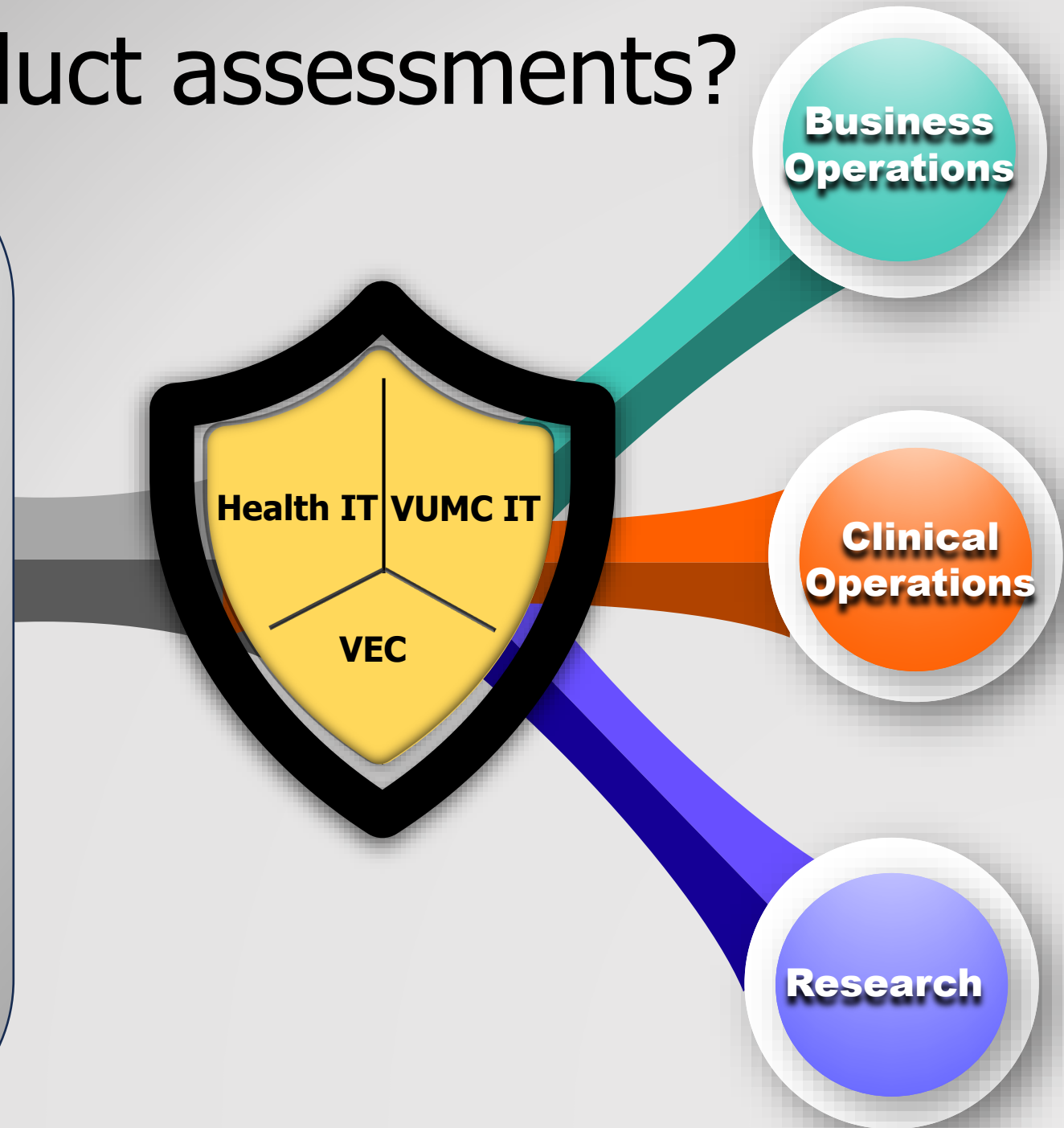
# What are IT Product Technical Assessments?

- IT approval is necessary to use external IT products, make technology related purchases, enter legal agreements involving technology or access central IT resources. (details to follow)
- Part of managing institutional risks including cybersecurity, data privacy, business resiliency, & support
- VUMC's central IT teams review requests to ensure risks are identified and sufficiently managed



# Why do we do IT product assessments?

- Any IT product introduced into VUMC's IT environment represents both opportunities and risks.
- VUMC policy requires IT products to be assessed for what (if any) reviews it may need.
- Ensure that IT products meet the IT and security standards set by VUMC.
- Help mitigate the risks introduced by potentially insecure IT products, such as exposure of protected data, data theft and ransomware.
- Ensure IT products are available for use and data are recoverable according to business expectations.
- **IT assessments are required to obtain a VEC Release Memo for purchase.**



# Why is it important?

## VUMC Reporter

VU, VUMC research funding surpasses \$1 billion

Apr. 6, 2022, 2:29 PM

FORBES > INNOVATION > CYBERSECURITY

## Ransomware Attack Takes 100 Hospitals Offline

Davey Winder Senior Contributor

## Parents struggle to get care after cyberattack on Chicago children's hospital

Hospital systems have been affected for more than a week.



TECH

## Outages from cyberattack at UnitedHealth's Change Healthcare extend to seventh day as pharmacies deploy workarounds

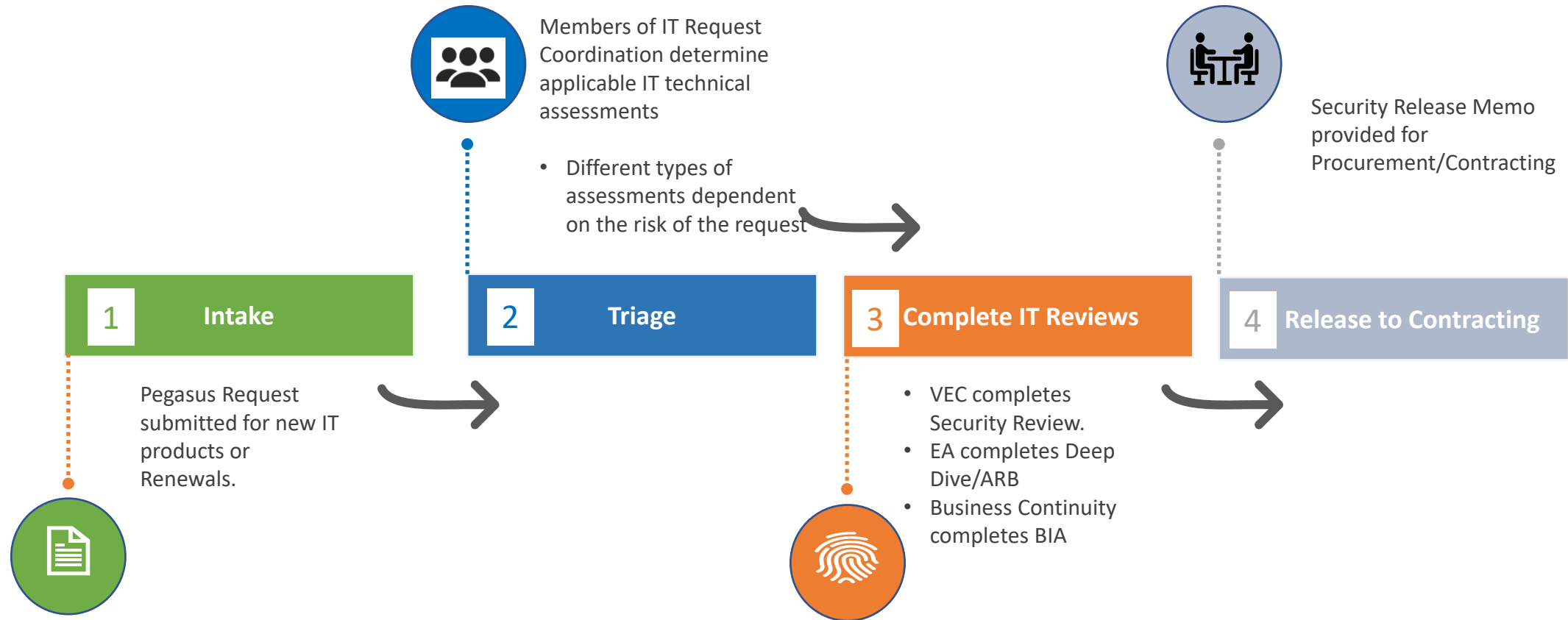
PUBLISHED TUE, FEB 27 2024 10:13 AM EST | UPDATED TUE, FEB 27 2024 3:47 PM EST

Ashley Capoot

SHARE [f](#) [t](#) [in](#) [✉](#)

# IT Request Coordination

## High Level Process



Collaboration between Health IT, VUMC IT and Cybersecurity to determine the appropriate technical reviews needed for new equipment and software.

# General guidelines for submitting a request to IT Request Coordination



Any purchase involving IT systems, equipment/devices, or services whether new or existing.



Devices that are VUMC networked, either wireless or hard wired



Anything that stores, processes, transmits or receives Protected Health Information (PHI), Research Health Information (RHI) Payment Card Information (PCI)



Device or Software that is integrated or interfaced



VUMC Hosted or Vendor Hosted (cloud or servers in the VUMC data center)



Data sent outside our Systems for regulatory reporting or registries

**Questions about whether a request should be submitted? Submit the Request!**

# Things to consider

**Any device connected to the VUMC or VUMC guest network is subject to review and must comply with all VUMC standard policies**



## Lab Instruments

- Microscopes, scanners, analyzers
- Process automation, robotics



## Software Applications

- Data collection, registries, analysis, workflow
- Sponsor, vendor, open-source, VUMC-developed
- Mobile apps



## Hosting

- Application servers, databases, file storage
- VUMC-hosted hardware, virtual machines



## Cloud

- Microsoft Azure, Amazon Web Services, Google Cloud Platform
- VUMC cloud or vendor cloud



## Legal Agreements

- Data Use, Lab Service, Professional Service, Business Associate, Software License, Master Service Agreements, & other IT related contracts\*

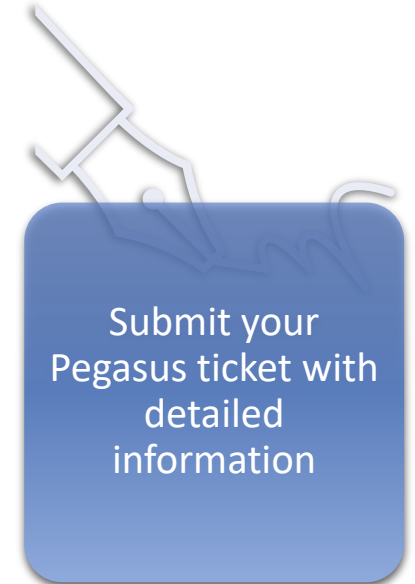


# Set your request up for success

## Identify these roles before submitting a request to ensure expediency:

- **Business Owner (VUMC Contact)**
  - Manages the relationship with the vendor
  - Assigns the technical owner
  - Often the requestor of the product
- **Technical Owner (VUMC Contact)**
  - Supports and manages the product
  - Point of contact for security related events
  - Adheres to responsibilities outlined in Dept form
- **Executive Sponsor (VUMC Contact)**
  - Executive Leadership for the business owner and/or technical owner
- **Vendor Contact**
  - Provides technical details about the product
  - Assists with completion of required product assessments

# Set your request up for success



- For help email [Marc.Beller@vumc.org](mailto:Marc.Beller@vumc.org), [Zorah.Taplin@vumc.org](mailto:Zorah.Taplin@vumc.org), or [Hannah.Simonds@vumc.org](mailto:Hannah.Simonds@vumc.org)
- Submit your IT Request: <https://pegasus.vumc.org/request/start/4742>



Questions?



Please  
complete  
our Survey

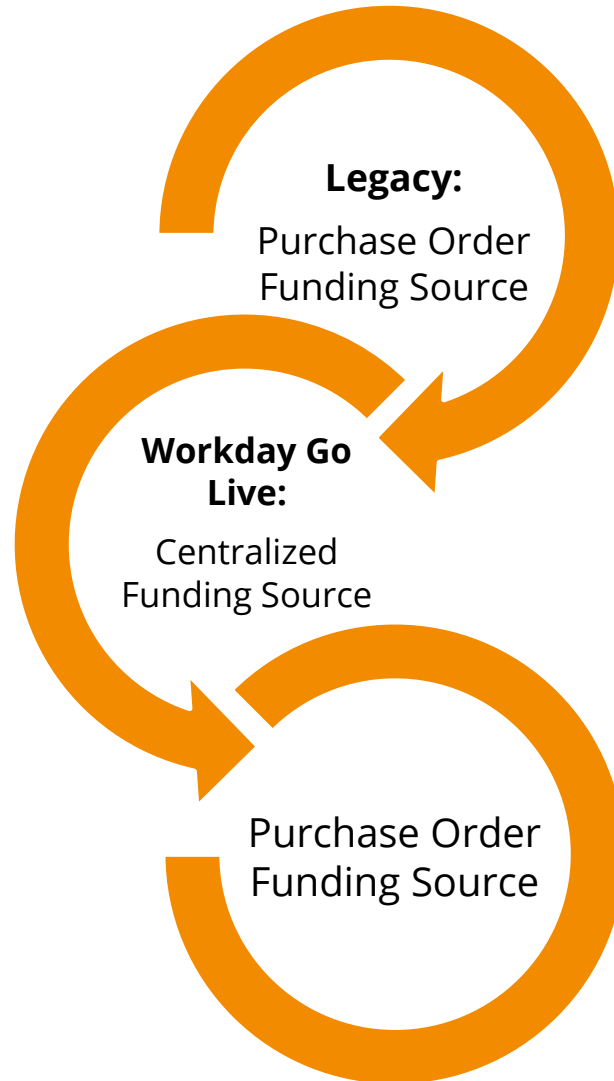
## Research IT Product Assessments Presentation



# Freight Allocation/Charges

# Freight Allocation/Charges

---



- Freight/Shipping Cost from Suppliers will be charged to the funding source on the purchase order
- Similar process as pre-Workday

**Next Research Town Hall: July 18, 2024**



Questions?