



Wage Index Reporting

When adding a requisition for non-VUMC staff paid on an Invoice for their labor in Workday, follow the steps below to capture hospital wage index information for the Medicare Cost Report.

CREATE NON-CATALOG REQUISITION

1. From your Workday **Menu**, select the **Requisitions** application.

2. In the **Requisition Details** card, select the **Edit Details** button.

Note: From Requisition Details, select Blanket order as the Requisition Type.

3. After you have entered your requisition details, select **Save Changes** to save details.

4. In the Ordering Methods card, select **Request Non-Catalog Items**.

The screenshot shows the Workday interface. On the left is the 'Menu' with 'Requisitions' (1) and 'Help' buttons. Below it is the 'Ordering Methods' section with 'Request Non-Catalog Items' (4). On the right is the 'Requisition Details' form with 'Edit Details' (2) and 'Save Changes' (3) buttons.

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1. Select **Goods** for Request Type.

2. Search for and select the name of the **Supplier** providing the contract work.

3. Enter the individual's name and role, per the Agreement as the **Request Description**.

4. **Verify** the correct spend category has populated.

5. Enter the total number of hours, per the contract, that the individual will work as the **Quantity**.

6. **Unit of Measure** is hours.

Note: Hours and rate must agree with Agreement/Statement of Work (SOW).

7. **Price** is the Individual's hourly rate, per the SOW.

8. Populate line **Memo** field with Individual's name and Hourly/overtime/expense reimbursement.

9. Select **Add to Cart** and continue to Checkout.

The screenshot shows the 'Request Details' form. Callouts 1-9 point to: 1. Request Type (Goods selected), 2. Supplier dropdown, 3. Request Description field, 4. Spend Category dropdown, 5. Quantity field (160), 6. Unit of Measure dropdown (Hours), 7. Price field (30.00), 8. Memo field, and 9. Add to Cart button. A subtotal of \$4,800.00 USD is shown.

Note: If the invoice includes overtime and/or additional expenses, see page 2.



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Overtime

If you are also paying OT, repeat steps 1-9 above with the appropriate OT rates. Or, add a line for OT from the checkout screen by following the steps below:

1. Select your cart in the upper-right corner.
2. Select **Checkout**.
3. In the **Goods** section you will see the line you just entered.
4. Click the plus icon to add a row.
5. Enter the individual's name and role, per the Agreement in the **Description**.
6. Enter the correct **Spend Category**.
7. Enter the total number of hours, per the SOW, that the individual will work OT as the **Quantity**.
8. **Unit of Measure** is hours.
9. **Unit Cost** is the Individual's OT rate, per the SOW.
10. Continue to add Expenses, or Select **Submit**.

Expense Reporting

Expenses are added in the same way, but should be on a Service req. Add them as above, or follow the steps below to add an expense line at checkout:

1. From the Checkout page, scroll down to the **Service Section**.
2. In the Service section Click the plus icon to add a row.
3. Enter the description of the expense in the **Item Description**.
4. Enter the appropriate **Spend Category**.
5. **Quantity** is 1.
6. **Unit of Measure** is Lot.
7. **Unit Cost** is the total cost of the expense.
8. **Select** Submit.