March 2023 Core Managers Meeting: iLab & Workday Q & A	
Question	**Answer**
How will VUMC Workday worktags and cost centers be activated in VUMC iLab for use in a VUMC core?	All VUMC billing numbers will be imported into VUMC iLab automatically via a nightly feed. • Grant Worktags will be automatically assigned to the assigned PI's Lab Group • All other funds will be active in iLab. However, the PI/ Lab Manager or Department Administrator will need to claim the number into the PI's Lab Group.
Will VUMC Workday worktags and cost centers automatically import in VU iLab for use at a VU core?	No. VUMC and VU iLab systems are separate applications. VUMC worktags and cost centers will <u>not</u> automatically import into VU iLab. The Workday integration is specific to VUMC. VU users will need to manually add VUMC billing numbers for use at VU iLab. Contact: coresvu@vanderbilt.edu for assistance.
Will a file be available on the OOR website to view the VUMC billing numbers that are active in VUMC iLab?	The Office of Research team is working to determine the best file to make available. VUMCCores@vumc.org can advise cores on ways to verify billing number availability directly in iLab.
Will service rate workbook review and approvals follow a similar timeline as previous fiscal years?	Yes. The core rate workbook process will remain the same and follow a similar timeline. No delays or holds are expected due to the workday cutover.
Are there any planned integrations for billing numbers between REDCap and iLab?	No. There are no planned integrations between iLab and REDCap. The Office of Research does not manage the REDCap system. If you have any questions, contact: redcap@vumc.org.
Will iLab allow a user to schedule a reservation on an iLab calendar for a date after a billing number expires?	The iLab expected behavior limits the calendar reservations to a date on or before the billing number's expiration date. Users are not able to schedule beyond the billing number's expiration date. The billing number will not display as an option in the fund drop-down field when making a reservation. For funds close to the expiration date, the fund will display in a yellow fill with a warning notification.
Will iLab reporting still be available after Workday cutover?	Yes. All existing iLab reporting features will be available after the Workday cutover.
Will the backing grant name and number be available via iLab reports?	No. This data is not going to be stored in iLab. OSP will be managing the grants and billing number creation. We do expect to see more consistency in billing number descriptions that may prove useful for grant program reporting to those cores supported by specific sponsored projects (i.e., CCSG)
When will core customer know their new Workday billing numbers?	All Workday billing numbers are available now. Users should contact their department administration for assistance. Department of Finance has published a translator tool on the DOF website. The tool is also available here: https://finance.vumc.org/ebiz.
How can core managers support their users?	The Office of Research has made user guides and self-help resources available on the OOR website. We rely on the core managers and staff to be the first line of support in providing system instructions to their users. OOR will provide templated responses for common iLab questions (i.e., billing number management).
Who can I contact if I have questions?	Support Contacts include: • VUMC iLab: VUMCcores@vumc.org • VU iLab: CoresVU@vanderbilt.edu • Workday: Contact your department readiness lead or review the workday transition website (https://www.vumc.org/myworkday).