



# Workday

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[News](#) | [Views](#) | [FAQs](#)

## In this edition:

- **NEW Job Change Quick Reference Guide – page 2**
- **New Certification/License Expiration Flags – page 3**
- **Job Profile Abbreviations – page 4**
- **What's Up with My AskHR Case? – page 4**
- **Sign Up to Receive Your W-2 Electronically Today – page 5**
- **Avoid Unwanted Surprises at Tax Time – page 5**
- **Workday 101 for Managers Lunch & Learn – 2026 Benefits Open Enrollment – page 6-7**

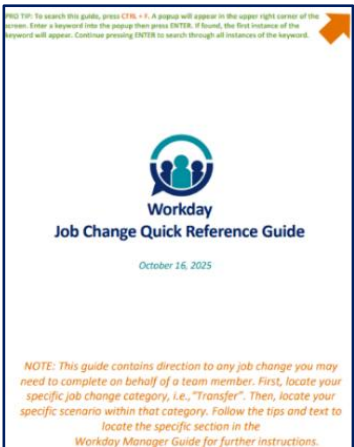
**Managers NEW Job Change Quick Reference Guide**

*You asked, We listened!* You loved the **Job Change Quick Reference** table but wished it was easier to access. So, you can now find the **Job Change Quick Reference** as a supplemental guide! The [Job Change Quick Reference Guide](#) is linked multiple places for easier access:

- In its own [Job Change Quick Reference Guide](#) how-to article
- In the [Workday Manager Guide](#) how-to article
- And in the *Workday Keys to Success Key #5* and *Job Changes* sections within the [Workday Manager Guide](#)

**PRO TIP:** Save the **Job Change Quick Reference Guide** as a [Shortcut](#) for quick access today!

All sections of the [Job Change Quick Reference](#) have links back to the [Workday Manager Guide](#) so you can quickly get to the directions you need.



**Job Change Quick Reference**

<b>(FULL TIME EQUIVALENT)</b>	<ul style="list-style-type: none"> <li>• Decrease <b>Hourly</b> employee's FTE down to any amount</li> </ul>	<ul style="list-style-type: none"> <li>• Decrease their FTE down to any amount (including PRN). See <i>Changing an Employee's FTE</i> in the <i>FTE (Full Time Equivalent)</i> section of the <a href="#">Workday Manager Guide</a>.</li> <li>• If decreasing to an employee PRN in their current position and you want to backfill their hourly position, see <i>Creating a Job Requisition to Backfill After Changing an Employee's FTE Down to PRN</i> in the <i>Job Requisitions</i> section of the <a href="#">Workday Manager Guide</a>.</li> </ul>
	<ul style="list-style-type: none"> <li>• Decrease <b>Salaried</b> employee's FTE down to any amount (except PRN)</li> </ul>	<ul style="list-style-type: none"> <li>• No approval is needed to decrease their FTE down to any amount (except PRN). See <i>Changing an Employee's FTE</i> in the <i>FTE (Full Time Equivalent)</i> section of the <a href="#">Workday Manager Guide</a>.</li> </ul>
	<ul style="list-style-type: none"> <li>• Decrease <b>Salaried</b> employee's FTE down to PRN</li> </ul>	<ul style="list-style-type: none"> <li>• For this specific scenario, follow the steps for <i>Changing an Employee's Job Profile</i> in the <i>Job Changes</i> section of <a href="#">Workday Manager Guide</a>.</li> <li>• If you want to backfill their salaried position, see <i>Creating a Job Requisition for an Existing Position – Replacement with Changes</i> in the <i>Job Requisitions</i> section of the <a href="#">Workday Manager Guide</a>.</li> </ul>

Check out the **Job Change Quick Reference Guide** before you begin any type of job change for a team member. This guide will direct you to specific tips and sections of the **Workday Manager Guide** on how to complete job changes such as:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>FTE Increase or Decrease</li> <li>Retirement</li> <li>Leave of Absence (LOA)</li> <li>Promotion/Demotion</li> <li>Transfer</li> <li>Additional Positions</li> <li>Pay Rate</li> <li>Location</li> <li>Work Shift</li> </ul> | <ul style="list-style-type: none"> <li>Termination</li> <li>Job Requisition</li> <li>Position</li> <li>Cost Center</li> <li>Internal Travel Program</li> <li>Weekend Option</li> <li>Float</li> <li>Special Commitment Agreement</li> <li>Contingent Worker Contract</li> </ul> |
|--|---|







My Team Management





## Managers New Certification/License Expiration Flags

Certification/License expiration flags have been updated to make it easier for you to monitor the status of certification and license expiration dates for your team members. NOTE: The **red flag** now indicates certification/license has **expired**. The new **orange flag** indicates the certification/license expiration date is **less than 60 days away**. See step 2 below for a description of each flag status indicator.

1. Click the **MENU** icon.
2. Under the **Apps tab**, click the **My Team Management** app.

The **My Team's Certification/Licenses** section displays your employees' certifications and licenses, along with expiration date and status indicators:

-  The expiration date for this Certification/License is **greater than 60 days**
-  The expiration date for this Certification/License is **less than 60 days**
-  The expiration date for this Certification/License is **less than 30 days**
-  The Certification/License is **expired**

Andrea T	<b>GREATER THAN 60 DAYS UNTIL EXPIRATION</b>		Registered Medical Assistant (RMA) - American Registry of Medical Assistants (ARMA)	12/31/2025
Joe S	<b>LESS THAN 60 DAYS UNTIL EXPIRATION</b>		Certified Clinical Medical Assistant (CCMA) - National Healthcareer Association (NHA)	12/15/2025
Joe S	<b>LESS THAN 30 DAYS UNTIL EXPIRATION</b>		FUTURE - Basic Life Support Healthcare Provider (BLS HCP) within 90 days - American Heart Association (AHA)	11/04/2025
Ashley Y	<b>EXPIRED</b>		Basic Life Support HealthCare Provider (BLS HCP) - American Heart Association (AHA)	03/31/2025

For details, see the *Certifications/Licenses > Monitoring Certifications/Licenses* section in the [Workday Manager Guide](#).

For help with certifications or licenses please enter an [AskHR](#) case or contact People Services at 1-844-776-6947.

## Managers Job Profile Abbreviations

Job Profile abbreviations have been added to the [Workday Manager Guide](#) in the *Understanding Job Profile Abbreviations* section. Review these abbreviations before you search in Workday to make sure you are selecting the correct job profile, especially when it comes to job requisitions and job changes.

- (F) = Float
- (H) = Hourly
- (S) = Salaried
- (WO) = Weekend Option
- (CO) = Contract
- (PB) = Production Based
- (SCO) = Salaried Contract
- (FAC) = Faculty



## What's Up with My AskHR Case?

You can submit an AskHR case at any time if you need help with HR-related tasks or questions. A People Services team member will respond within 48 hours. Monitor the progress of your case through:

1. **AskHR App** – Go to “Recent AskHR Cases” and “View My AskHR Cases” to see details for all AskHR cases you have ever submitted. This is a great place to refer back to cases you have submitted in the past!
2. **Outlook Email** – Notifications sent from [ssm@myworkday.com](mailto:ssm@myworkday.com)
3. **Workday App in Teams** – View case update highlights and link straight to Workday.
4. **Workday Notifications** – See when a case is created, has a reply, has a status change, or is completed.

1. **Recent AskHR Cases**

<a href="#">CASE00419775</a>	IN PROGRESS	10/28/2025
<a href="#">CASE00416771</a>	NEW	10/16/2025
<a href="#">CASE00366419</a>	ON HOLD	04/02/2025

[View My AskHR Cases](#)

2. This email was sent from an SSM Health-approved sender. Questions? Contact the TSC at 314-644-7345 or your local help desk.

Jamie Gardner replied to AskHR Case CASE00360112:Updates to Mass Upload Request Info:

Hi Nikki - Not sure if you saw all of this but wanted to follow up and see if you needed anything else from HCM for the guide updates?

[View AskHR Case](#)

SSM Health.

[SSM Health Workday Home](#)

3. **Workday** 2:35 PM

🌟 You've received a response to the following help case:  
CASE00419775

[View details](#)

4. **Notifications**

Viewing: All | Sort By: Newest | From Last 30 Days

- Eric Bratcher replied to AskHR Case CASE00419775.  
Eric Bratcher replied to AskHR Case CASE00419775. 6 hour(s) ago
- AskHR Case CASE00419775 is In Progress.  
AskHR Case CASE00419775 is In Progress. 1 day(s) ago
- Eric Bratcher replied to AskHR Case CASE00419775.  
Eric Bratcher replied to AskHR Case CASE00419775. 1 day(s) ago



## Sign Up to Receive Your W-2 Electronically Today

Switching to electronic W-2 delivery is a **smart, secure, and sustainable** choice. Here's why:

- **Supports Stewardship:** As part of our SSM Values, electronic delivery reduces costs related to paper, printing, and postage. It's also environmentally friendly, helping reduce paper use and waste.
- **Fast & Convenient:** Access your W-2 as soon as it's available – no waiting for mail or risk of it being lost or delayed.
- **Secure:** Your W-2 is delivered through a secure portal, protecting your personal information.

To **Enroll in Electronic-Only W-2 Delivery** in Workday:

1. Click the **MENU** icon.
2. Select the **Benefits and Pay** app.
3. Click **Pay**, then click **Tax**.
4. Under **Tax Forms Printing Elections** if your current setting shows *"You are currently receiving both electronic and paper copies of your Year End Tax Documents"*, click **Edit**.
5. Select **Receive electronic copy of my Year End Tax Documents**.
6. Click **OK** to save your changes.

### Additional Reminders

- If you've already elected to receive your W-2 electronically in Workday, **no action is needed**— unless you've transferred to a new company within SSM.
- **Be sure to make your selection by January 5, 2026** to receive your **W-2 electronically only**.
- Please ensure your **home address in Workday is current**, even if you opt for electronic delivery.



## Avoid Unwanted Surprises at Tax Time

Review your payslips regularly to ensure your expected amount of federal and state taxes are being withheld.

1. To prevent unexpected tax bills or refunds, it's important to **review your payslips at least once per quarter**. This helps ensure that the correct amount of **federal and state withholding** is being deducted from your paycheck.
2. If you find that adjustments are needed to your withholding, you can **update your Federal or State W-4 withholding elections anytime in Workday**. See the [Updating My Tax Elections](#) article for step-by-step instructions.
3. by-step instructions.
4. Need help deciding how much to withhold?
  - Use [Model My Pay](#) in Workday to explore different withholding scenarios. See the [Model My Pay - Tax Elections and Retirement Contributions](#) article for step-by-step instructions.
  - Use the [IRS Tax Withholding Estimator](#) for a personalized recommendation.

### Important Note for Employees Claiming Exempt from Withholding

If you are claiming **"Exempt" from federal withholding** for the 2025 tax year, please be aware that your exempt status will **expire on February 15, 2026**. To maintain your exempt status, you must submit a **new Federal Form W-4**. If a new form is not submitted by **February 15, 2026**, your withholding will automatically default to the **highest withholding rate**.

## Managers Workday 101 for Managers Lunch & Learn – 2026 Benefits Open Enrollment

Did you miss the Lunch & Learn? [Click here to view the video](#)

**Q: Do you have to sign up for the Health Plan to get the Discount?**

A: Yes. To be eligible for the Medical Plan Contribution Discount, you must be enrolled in the Medica Plus, Medica Base, or Medica Health Savings Plan. Discount eligibility guidelines also apply. Visit [ssmhealth.com/benefits](http://ssmhealth.com/benefits) for complete program details.

**Q: Does Dependent Day Care FSA cover private school tuition or only after care programs/daycare?**

A: No, private school tuition is not eligible. Only daycare and after care programs who can provide a tax ID number qualify. For more information on eligible providers visit [healthequity.com/learn/dcfsa](http://healthequity.com/learn/dcfsa).

**Q: For dependent day care can you get reimbursed after 12/31? In other words, the services must be provided prior to 12/31, but you can still get reimbursed?**

A: Correct, expenses must be incurred by 12/31 of the plan year. You then have until March 31<sup>st</sup> of the following year to submit your documentation for reimbursement.

**Q: Can I use my HSA funds for dependents not on my insurance plan?**

A: Yes, as long as they are considered your tax dependent.

**Q: How does the dependent daycare account work? Are we able to use it at any daycare?**

A: Yes. Any daycare should work as long as they provide you with a tax ID number. You select an annual amount that will be deducted in equal increments you're your paycheck on a pre-tax basis throughout the year. Once you submit the required receipts and documentation to HealthEquity, they reimburse the amount back to you (up to the amount you have deposited into your account). Visit [healthequity.com/learn/dcfsa](http://healthequity.com/learn/dcfsa) to learn more.

**Q: Can myhealthylifestyle account funds be converted to HSA dollars or vice versa?**

A: No. Due to IRS regulations, HSA funds cannot be combined with LSA funds; *myhealthylifestyle* account funds are considered LSA and cannot be combined with HSA/FSAs.

**Q: Are new employees required to re-enroll for benefits too?**

A: Yes, any new employee hired prior to 12/2/2025 will need to re-enroll for the 2026 plan year. New employees will be given 31 days from their date of hire to complete both their new hire enrollment and their 2026 enrollment. New hires are being instructed to complete their new hire benefit enrollment FIRST and then their benefits open enrollment event will open up for them in Workday.

**Q: Is there an explanation of the 2026 SSM Health Medica out of area coverage?**

A: Yes. There is an explanation of the 2026 out of area coverage in the Benefits Booklet available at the benefits website ([ssmhealth.com/benefits](http://ssmhealth.com/benefits)) and on the Medica website ([medica.com/ssmhealth](http://medica.com/ssmhealth)).

**Q: How and where do you enter a different address for a dependent who is working out of state?**

A: Addresses can be reviewed and updated in Workday. For detailed steps, see [Updating a Dependent's Personal and Contact Information](#). NOTE: If you are having trouble with updating your dependent's address in Workday, please enter an [AskHR](#) Case or contact People Services at 1-844-776-6947.

**Managers** **Workday 101 for Managers Lunch & Learn – 2026 Benefits Open Enrollment, *continued***

**Q: My dependent will turn 26 in May 2026. Will I be able to change my coverage at that time or does it change automatically as she will no longer qualify for coverage?**

A: Dependents aging out of coverage are dropped from the medical, dental, and/or vision plans automatically on the last day of the month in which they turn 26. If you want to convert your dependent to an LDA, you need to do so within 31 days of their birth date.

**Q: Will a PowerPoint of this webinar be available to share with staff?**

A: Yes. All benefit-eligible team members were invited to attend the 2026 Benefit Open Enrollment Informational webinar. Those webinars will be recorded and available at [ssmhealth.com/benefitvideos](https://ssmhealth.com/benefitvideos).

**Q: What is the ACA minimum affordability requirements? How would we know this in order to qualify for no surcharge?**

A: Your spouse or LDA's employer should be able to confirm if that plan meets ACA minimum affordability requirements. If their plan does not meet ACA minimum affordability requirements, you are encouraged to have them document that information so you have it for your records.

**Q: If spouse is on disability and Medicare do they qualify for the surcharge waiver?**

A: If your spouse is not employed, they do qualify to waive the surcharge. You must renew that waiver each year, during Benefits Open Enrollment, to ensure the waiver is on file before January 1 of the next plan year.

**Q: How do we find details about benefits such as Voluntary Accidental Death and Dismemberment?**

A: Please visit [ssmhealth.com/benefits](https://ssmhealth.com/benefits) for comprehensive benefit and plan information.

**Q: Where can employees covered by the NNOC or SEIU CBA see their benefits information?**

A: NNOC and SEIU-covered employees may also access [ssmhealth.com/benefits](https://ssmhealth.com/benefits). The website is programmed to direct them to their benefit-specific site. They also have their own benefit video channels at: [ssmhealth.com/benefitvideos-nnoc](https://ssmhealth.com/benefitvideos-nnoc) and [ssmhealth.com/benefitvideos-seiu](https://ssmhealth.com/benefitvideos-seiu).

# October 27, 2025

[News](#) | [Views](#) | [FAQs](#)

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## In this edition:

- **REMINDER: Annual Learning Assignments Due October 31st**
- **Workday 101 for Managers Lunch & Learn: Annual Required Learning FAQs**
- **Are You Changing Your Legal Name in Workday?**
- **Add Your Favorite Reports to Shortcuts**
- **Do You Have HR, Workday, or Technical Questions?**
- **NEW Streamlined Employee Center**
- **Ask The Workday Assistant**

# October 27, 2025 Workday News, Views & FAQs



## Learning

### REMINDER: Annual Learning Assignments Due October 31<sup>st</sup>

Assigned classes are due October 31, 2025. Don't wait - be sure to take time to complete classes before October 31<sup>st</sup>.

*NOTE: The annual due date has changed from November 30 to October 31, 2025*



To access classes in Workday Learning from Workday:

1. Click the **MENU** icon.
2. Under the **Apps** tab, locate and click the **Learning** app.
3. Your Workday Learning Home screen will appear displaying courses **Required for You** (see below).

Annual training furthers our commitment to exceptional care and performance, and ensures we are up-to-date and aware of critical information.

All questions related to Workday Learning should be directed to People Services.

**If you need assistance, simply submit an AskHR ticket or call People Services at 844-776-6947.**

NOTE: Google Chrome is the suggested browser for completing Learning assignments.

[Click here to view the \*Workday Learning for Learners job aid.\*](#)

The screenshot shows the Workday Learning interface. On the left is a sidebar with the following menu items: Learning Home (selected), My Learning, Discover, and a Links section containing: Manager Job Aid, Learner Job Aid, FlexPath Funded, Clinical Education, Culture & Team Member Ex..., and Nursing Professional Devel... The main content area is titled 'Required for You' and features three learning items, each with a 'DUE' date of 'Fri, Oct 31, 2025' and a 'View Course' or 'View Program' button. The items are: 1. 'Universal Protocol (CLN 2025)' - Course - 30 minutes. 2. 'Infection Prevention & Control for Safe Healthca...' - Course - 30 minutes. 3. 'WPVP Universal Precautions (CLN 2025)' - Program - 2 items.

## **Managers** Workday 101 for Managers Lunch & Learn - Annual Required Learning FAQs

Did you miss the Lunch & Learn? [Click here to view the video](#)

**Q: Why was the Annual Required Learning due date changed?**

A: The due date was adjusted to prevent overlap between managing compliance for annual required training and the flu vaccination campaign. This change ensures that both initiatives can be supported effectively without competing for time and resources.

**Q: Does the October 31<sup>st</sup> date apply to the skill competencies?**

A: Department level competencies (e.g., the Donna Wright Competency Model) remain due 11/30/25.

**Q: Does this include AVADE Training?**

A: The WPVP training (AVADE) eLearning is included in the due date of 10/31/25.

**Q: Courses for AVADE where there are no local training sites available - will this be held against employees who did not complete the course?**

A: There is work being done to reduce the amount of no shows to free up spots in the already scheduled classes along with more classes being added. There will be four leader webinars held in October to answer questions and share a new dashboard for tracking compliance and ensuring the right employees are in the training.

**Q: Will additional learning assignments be made before the end of the year?**

A: The last assignments for 2025 were made on August 29, 2025. Annual assignments that are due 10/31/25 were assigned in accordance with the Seasons of Learning assignment dates. Nothing new will be assigned this year.

**Q: I have a new nurse that started in September. The annual required learning due in October has not been added in LMS. When will it be assigned?**

A: Employees hired after 9/1/25 are exempt from annual training assignments.

**Q: If team members have assigned training they shouldn't be required to take, how can it be removed?**

A: Please submit an [AskHR](#) Case to request removal of that assignment.

**Q: If I have a question about learning assignments for my team, who should I ask?**

A: Please submit an AskHR case for questions on learning assignments.

**Q: One of my team members completed an online course, but it still appears in their assigned learning. How can this be corrected?**

A: Please have the team member submit an [AskHR](#) Case with details.

**Q: How will suspended team members be able to complete their online learning if their IHT access is revoked?**

A: Two separate email notifications will be sent by Workday to the team member's personal email address to be able to access Workday. They will need to review both emails and reset their password as prompted by Workday. This will allow team members to enter Workday to complete their coursework. Leaders are encouraged to contact their team members to check their personal email address on file and to review the courses together that show non-compliant for their team member.

The Workday Learning team will run reports daily for those on suspension at 2 p.m. to review those who completed all required courses. If fully compliant with required learning, team members will be unsuspended and able to work the following day at 6 a.m. Please note, that daily unsuspension efforts will only take place Monday through Friday.

## **Managers** Workday 101 for Managers Lunch & Learn - Annual Required Learning FAQs, *continued*

### **Q: Will there be a progressive approach for Corrective Action?**

A: Yes, it will be considered progressive. If a team member does not have active corrective action, a Level 2 will be issued for non-compliance for not completing required courses by 10/31/25 at 11:59 p.m. If a team member has a completed, active Level 2 on file, the next level of corrective action will be issued.

### **Q: Is the level 2 Corrective Action going to be done automatically on November 1<sup>st</sup>?**

A: No, corrective actions will be loaded later in the week of November 3<sup>rd</sup> after final reporting has been received. A memo will be sent notifying impacted leaders once the corrective actions are loaded. A Workday notification will also be sent to each leader notifying who received corrective action on their team to prompt the discussion with the team member. The team member will also receive a notification to contact their leader.

### **Q: If an employee is already in an escalated level, such as in a 2 or 3, would it bump them to the next level? If someone is a level 3, would that result in a possible termination?**

A: Yes, if a team member has an active, completed Level 2 corrective action on file, it would potentially move to the next level (i.e. Level 3 or 4). Please note that Market HR and the leader will be consulted proactively if non-compliance rises to a potential dismissal (Level 4).

### **Q: Will corrective action and suspensions be done automatically without managers having to do anything?**

A: Yes, the Workday team will load both suspensions and corrective actions. We recommend that leaders review “My Team’s Learning – Annual Compliance Unmet” report frequently to stay up to date on team members who remain non-compliant. An impacted leader memo will be sent to those with non-compliant team members on 11/3/25 with immediate steps to communicate with the team member. Leaders and team members will receive a notification that corrective action is on file. Please use this opportunity to present the corrective action uploaded into your team members’ Workday profile.



Employee  
Self-Service

## **Are You Changing Your Legal Name in Workday?**

You must upload a copy of your Social Security card with your new legal name OR an official letter from the Social Security Administration, documenting that your legal name change has been requested.

**NEW! Clinically licensed team members only:** Starting October 27, you must also upload a copy of your updated clinical license that reflects your new legal name.

[Click here](#) to review the *Updating My Legal Name* article.

*NOTE: This change in process ensures Workday data is aligned with IHT’s requirements for documenting in Epic.*

## Managers Add Your Favorite Reports to Shortcuts

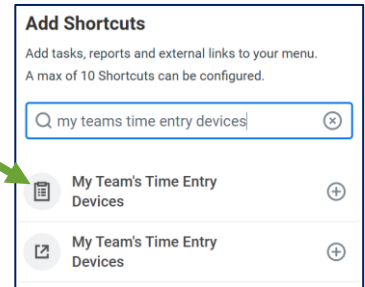
If you have reports you frequently access, you can set them up as shortcuts or “favorites”.

### Add a report to shortcuts:

1. Click the **MENU** icon.
2. Click the **Shortcuts** tab.
3. Click **Add Shortcuts**.
4. Search for report name.
5. Click **+** to add the shortcut.
6. Repeat steps 4 & 5 to add additional shortcuts (*up to 10 total*)

OR click **Back to Menu** to view your Shortcuts.

**PRO TIP:**  
Select the report with the clipboard icon for best functionality.



### Run a report saved as a shortcut:

1. Click the **MENU** icon.
2. Click the **Shortcuts** tab.
3. Click the report that you have saved as a shortcut.

### Edit your shortcuts:

1. Click the **MENU** icon.
2. Click the **Shortcuts** tab.
3. Click **Edit**.
4. Click **Save Changes**. Your updated list will appear.
  - Click and drag a shortcut to move it higher or lower in your list of shortcuts
  - Click **⊖** to remove a shortcut from your list

## SUGGESTED REPORT SHORTCUTS

FOR MANAGERS

**My Team's Time Entry Devices**

**My Team's Occurrences Report**

**Where's My Candidate – Hire In Process**

**Where is My Team Charging Their Time?**

**My Team's Learning – Upcoming Instructor-Led Classes**

**My Team's Learning – Annual Compliance Unmet**

**My Team's Open Job Requisitions**

**Where's My In-Progress Requisition?**

## Do You Have HR, Workday, or Technical Questions?

**HR and Workday-Related Questions?** Submit an **AskHR Case** or call People Services at 844-776-6947.

**Technology Questions?** For technology other than Workday, submit your question or request through the new **Employee Center**. To access the new **Employee Center**, from the SSM Health home page, click **IHT Tools**, then click **Employee Center**.

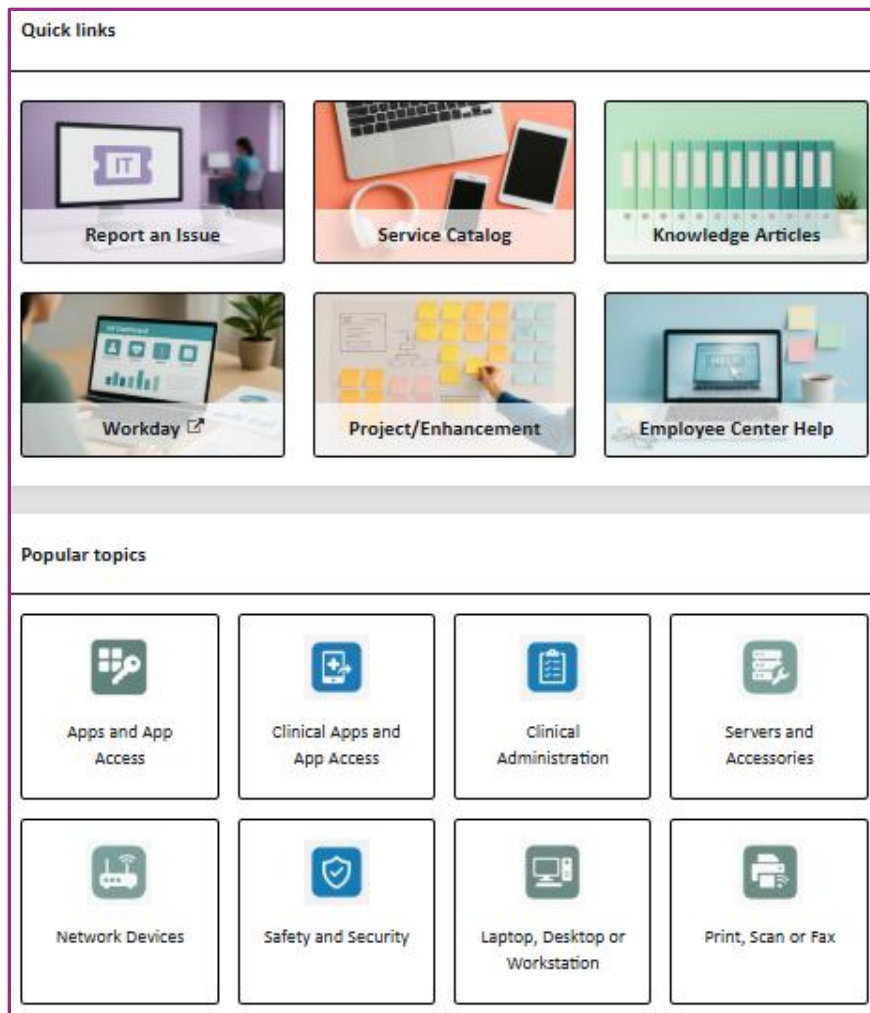


## NEW Streamlined Employee Center

On October 9<sup>th</sup>, SSM Health transitioned from Service Now/eHelp to **Employee Center**, designed to make it easier for you to get the support you need. Enhancements include:

- ✓ Simplified access to IHT support
- ✓ Smarter, faster search
- ✓ Virtual chat for real-time help
- ✓ One centralized place to find information, track tickets, and connect with support

To access from the SSM Health home page, click **IHT Tools**, then click **Employee Center**.



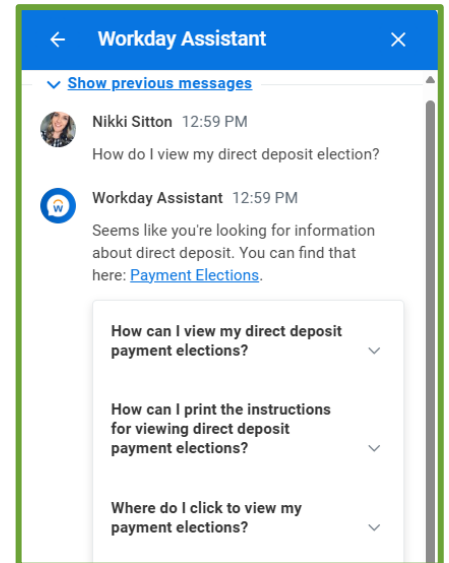
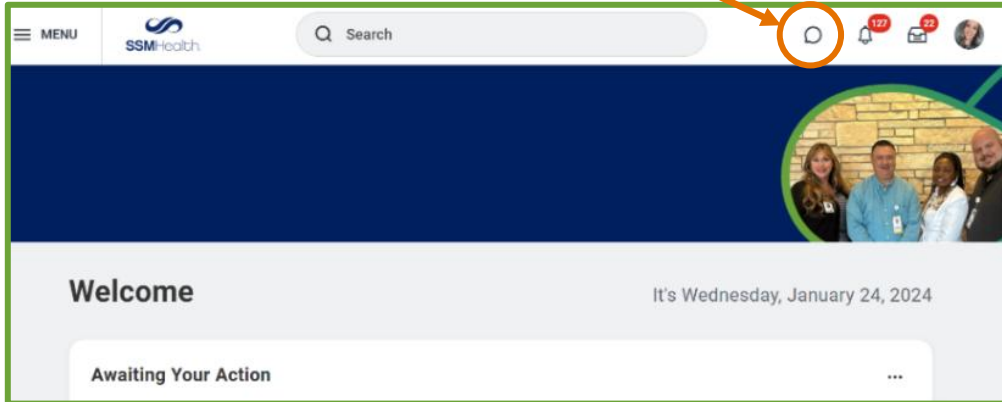
*For questions, contact the Technology Service Center (TSC) at 866-776-4357.*



## Ask the Workday Assistant

The **Workday Assistant** can provide you with links to Workday how-to articles or quick information about you or your team. Just type in your **keyword** or **question** for a quick response on topics such as:

**“How do I view my direct deposit election?”**. Click the link to view your [Payment Elections](#) or related how-to articles. **Click the chat bubble icon** to begin your search!



# October 13, 2025

[News](#) | [Views](#) | [FAQs](#)

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## In this edition:

- **Navigating Your Payslip**
- **New! Position Control Quick Answer Guide**
- **Workday 101 for Managers Lunch & Learn: Annual Required Learning FAQs**
- **REMINDER: Annual Learning Assignments Due October 31<sup>st</sup>**

# October 13, 2025 Workday News, Views & FAQs




## Navigating Your Payslip

Current and past payslips are available in Workday. A sample payslip is below for your reference. To view your payslip:

1. Click the **Profile** icon or your photo in the upper right corner.
2. Click **View Profile**, then click **Pay** on the left side of the screen.
3. Click the **Payslips** tab at the top of the screen to view or print your payslips.

Search Workday for [Viewing My Hourly Payslip](#) or [Viewing My Salaried Payslip](#) for details.



### Pay Practices

## Sample Payslip - Hourly (Non-exempt)

How your paycheck information will be displayed

Below is a generic **sample copy** of a payslip (not personalized with your information) and not inclusive of all possible earnings and deductions.

Name	Company	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
Susan Sample	SSM Health	123456	12/22/2019	01/04/2020	01/10/2020	12345678
		<b>2</b> Gross Pay	Post Tax Deductions	Taxes	Pre Tax Deductions	<b>3</b> Net Pay
Current		2,177.70	39.43	513.95	128.56	1,495.76
YTD		2,177.70	39.43	513.95	128.56	1,495.76
<b>4</b> Earnings				<b>5</b> Taxes		
Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Call Back (1.5x)	12/22/2019 - 1/4/2020	9.50	30.00	285.00	9.50	285.00
Call Back Guarantee	12/22/2019 - 1/4/2020	0.50	30.00	15.00	0.50	15.00
Charge Pay	12/22/2019 - 1/4/2020	10.00	1.25	12.50	10.00	12.50
Differential - 2nd Sh	12/22/2019 - 1/4/2020	10.00	1.25	12.50	10.00	12.50
Differential - 3rd Sh	12/22/2019 - 1/4/2020	10.00	1.50	15.00	10.00	15.00
Differential - Holiday	12/22/2019 - 1/4/2020	10.00	10.00	100.00	10.00	100.00
Differential - Weeke	12/22/2019 - 1/4/2020	10.00	1.25	12.50	10.00	12.50
Orientation	12/22/2019 - 1/4/2020	10.00	20.00	200.00	10.00	200.00
Meetings/Seminars	12/22/2019 - 1/4/2020	1.00	20.00	20.00	1.00	20.00
Overtime 1.5x	12/22/2019 - 1/4/2020	10.00	20.00	315.20	10.00	315.20
Regular	12/22/2019 - 1/4/2020	59.50	20.00	1,190.00	59.50	1,190.00
Earnings				2,177.70		2,177.70
<b>7</b> Post Tax Deductions				<b>8</b> Pre Tax Deductions		
Description	Amount	YTD	Description	Amount	YTD	
Cafeteria	29.97	29.97	403(b) EE (pretax)	65.33	65.33	
Voluntary Life	8.77	8.77	Dental EE (pretax)	11.77	11.77	
Spouse Life	0.69	0.69	Medical EE (pretax)	48.46	48.46	
			Vision EE (pretax)	3.00	3.00	
Post Tax Deductions	39.43	39.43	Pre Tax Deductions	128.56	128.56	
<b>9</b> Employer Paid Benefits			<b>11</b> Subject or Taxable Wages			
Description	Amount	YTD	Description	Amount	YTD	
Employer Match	32.66	32.66	OASDI - Taxable Wages	2,114.47	2,114.47	
Basic Life ER Cost	1.94	1.94	Medicare - Taxable Wages	2,114.47	2,114.47	
Dental ER	17.31	17.31	Federal Withholding - Taxable Wages	2,049.14	2,049.14	
Long Term Disability (ER)	7.20	7.20	State Tax Taxable Wages	2,049.14	2,049.14	
Medical ER	330.43	330.43				
Employer Paid Benefits	389.54	389.54				
<b>10</b> Federal			<b>11</b> Absence Plans			
Marital Status	Married	Married (Spouse does not work)	Description	Accrued	Reduced	Available
Allowances	1	1	Paid Time Off	7.38	0.00	121.08
Additional Withholding	0	0				
<b>12</b> Payment Information						
Bank	Account Name	Account Number	USD Amount	Amount		
ABC Community Bank	ABC Community Bank	*****1234		1,495.76	USD	

- 1 The pay period's beginning date, ending date (2 weeks later) and check date (following Friday) are displayed here.
- 2 "Gross pay" means earnings before taxes or other deductions.
- 3 "Net pay" means your take-home pay, after deductions.
- 4 This section displays any earnings for this pay period and year-to-date.
- 5 Your taxes withheld from your paycheck for this pay period and year-to-date are listed here, including Social Security (OASDI), Medicare, federal income, and state income taxes.
- 6 If your status is hourly, you are eligible for overtime pay for all hours worked over 40 in a workweek. The overtime rate is a blended rate of 1.5 times the weighted average of all non-overtime rates used during that workweek.
- 7 Your base rate of pay is shown here.
- 8 Pre tax deductions include your contributions to your 403(b) account, and your contributions toward your benefits such as dental, medical and vision coverage.
- 9 Your employer paid benefits (above and beyond your paycheck) include SSM Health employer match for the 403(b) plan, and SSM Health's contributions toward your basic life insurance; dental, medical and vision coverage; and long term disability insurance.
- 10 Your federal and state W4 allowance elections are listed here. You can make changes in Workday.
- 11 "Accrued" means how many PTO hours you earned this pay period. "Reduced" means how many PTO hours you used this pay period. "Available" means your PTO balance as of the end of this pay period.
- 12 Your direct-deposit bank information is shown here. You can make changes in Workday.

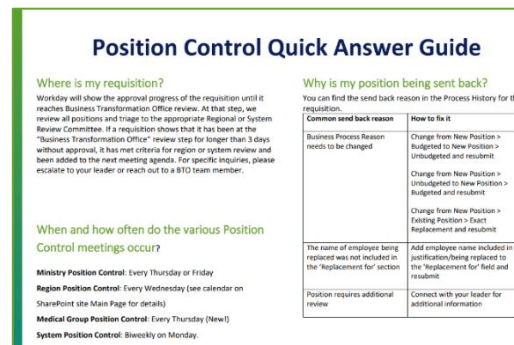


My Team Management

## Managers New! Position Control Quick Answer Guide

Check out the new *Position Control Quick Answer Guide* located in the **My Team Management** app under **Position Control Tools**. This guide includes answers to questions such as:

- Where is my requisition?
- Why is my position being sent back?
- What is the difference between a position being sent back or being denied?
- Tips for submitting an effective SBAR
- And more



## Managers Workday 101 for Managers Lunch & Learn - Annual Required Learning FAQs

Did you miss the Lunch & Learn? [Click here to view the video](#)

**Q: Why was the Annual Required Learning due date changed?**

A: The due date was adjusted to prevent overlap between managing compliance for annual required training and the flu vaccination campaign. This change ensures that both initiatives can be supported effectively without competing for time and resources.

**Q: Does the October 31<sup>st</sup> date apply to the skill competencies?**

A: Department level competencies (e.g., the Donna Wright Competency Model) remain due 11/30/25.

**Q: Does this include AVADE Training?**

A: The WPVP training (AVADE) eLearning is included in the due date of 10/31/25.

**Q: Courses for AVADE where there are no local training sites available - will this be held against employees who did not complete the course?**

A: There is work being done to reduce the amount of no shows to free up spots in the already scheduled classes along with more classes being added. There will be four leader webinars held in October to answer questions and share a new dashboard for tracking compliance and ensuring the right employees are in the training.

**Q: Will additional learning assignments be made before the end of the year?**

A: The last assignments for 2025 were made on August 29, 2025. Annual assignments that are due 10/31/25 were assigned in accordance with the Seasons of Learning assignment dates. Nothing new will be assigned this year.

**Q: I have a new nurse that started in September. The annual required learning due in October has not been added in LMS. When will it be assigned?**

A: Employees hired after 9/1/25 are exempt from annual training assignments.

**Q: If team members have assigned training they shouldn't be required to take, how can it be removed?**

A: Please submit an AskHR Case to request removal of that assignment.

## **Managers** Workday 101 for Managers Lunch & Learn - Annual Required Learning FAQs, *continued*

**Q: If I have a question about learning assignments for my team, who should I ask?**

A: Please submit an AskHR case for questions on learning assignments.

**Q: One of my team members completed an online course, but it still appears in their assigned learning. How can this be corrected?**

A: Please have the team member submit an AskHR Case with details.

**Q: How will suspended team members be able to complete their online learning if their IHT access is revoked?**

A: Two separate email notifications will be sent by Workday to the team member's personal email address to be able to access Workday. They will need to review both emails and reset their password as prompted by Workday. This will allow team members to enter Workday to complete their coursework. Leaders are encouraged to contact their team members to check their personal email address on file and to review the courses together that show non-compliant for their team member.

The Workday Learning team will run reports daily for those on suspension at 2 p.m. to review those who completed all required courses. If fully compliant with required learning, team members will be unsuspended and able to work the following day at 6 a.m. Please note, that daily unsuspension efforts will only take place Monday through Friday.

**Q: Will there be a progressive approach for Corrective Action?**

A: Yes, it will be considered progressive. If a team member does not have active corrective action, a Level 2 will be issued for non-compliance for not completing required courses by 10/31/25 at 11:59 p.m. If a team member has a completed, active Level 2 on file, the next level of corrective action will be issued.

**Q: Is the level 2 Corrective Action going to be done automatically on November 1<sup>st</sup>?**

A: No, corrective actions will be loaded later in the week of November 3<sup>rd</sup> after final reporting has been received. A memo will be sent notifying impacted leaders once the corrective actions are loaded. A Workday notification will also be sent to each leader notifying who received corrective action on their team to prompt the discussion with the team member. The team member will also receive a notification to contact their leader.

**Q: If an employee is already in an escalated level, such as in a 2 or 3, would it bump them to the next level? If someone is a level 3, would that result in a possible termination?**

A: Yes, if a team member has an active, completed Level 2 corrective action on file, it would potentially move to the next level (i.e. Level 3 or 4). Please note that Market HR and the leader will be consulted proactively if non-compliance rises to a potential dismissal (Level 4).

**Q: Will corrective action and suspensions be done automatically without managers having to do anything?**

A: Yes, the Workday team will load both suspensions and corrective actions. We recommend that leaders review "My Team's Learning – Annual Compliance Unmet" report frequently to stay up to date on team members who remain non-compliant. An impacted leader memo will be sent to those with non-compliant team members on 11/3/25 with immediate steps to communicate with the team member.

Leaders and team members will receive a notification that corrective action is on file. Please use this opportunity to present the corrective action uploaded into your team members' Workday profile.

# October 13, 2025 Workday News, Views & FAQs



## Learning

### REMINDER: Annual Learning Assignments Due October 31<sup>st</sup>

Assigned classes are due October 31, 2025. Don't wait - be sure to take time to complete classes before October 31<sup>st</sup>.

*NOTE: The annual due date has changed from November 30 to October 31, 2025*



To access classes in Workday Learning from Workday:

4. Click the **MENU** icon.
5. Under the **Apps** tab, locate and click the **Learning** app.
6. Your Workday Learning Home screen will appear displaying courses **Required for You** (see below).

Annual training furthers our commitment to exceptional care and performance, and ensures we are up-to-date and aware of critical information.

All questions related to Workday Learning should be directed to People Services.

**If you need assistance, simply submit an AskHR ticket or call People Services at 844-776-6947.**

NOTE: Google Chrome is the suggested browser for completing Learning assignments.

[Click here to view the Workday Learning for Learners job aid.](#)

The screenshot shows the Workday Learning interface. On the left is a sidebar with the following menu items: Learning Home (selected), My Learning, Discover, and a Links section containing: Manager Job Aid, Learner Job Aid, FlexPath Funded, Clinical Education, Culture & Team Member Ex..., and Nursing Professional Devel... The main content area is titled 'Required for You' and features three cards for learning items due on Friday, Oct 31, 2025. Each card has a 'DUE' icon and a graduation cap icon. The first card is 'Universal Protocol (CLN 2025)', a 30-minute course. The second is 'Infection Prevention & Control for Safe Healthca...', also a 30-minute course. The third is 'WPVP Universal Precautions (CLN 2025)', a 2-item program. Each card has a 'View Course' or 'View Program' button at the bottom.

# September 29, 2025

[News](#) | [Views](#) | [FAQs](#)

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## In this edition:

- [Access Reports from a Single App](#)
- [Where is the My Team Reports App?](#)
- [Workday 101 for Managers Lunch & Learn: Annual Required Learning](#)

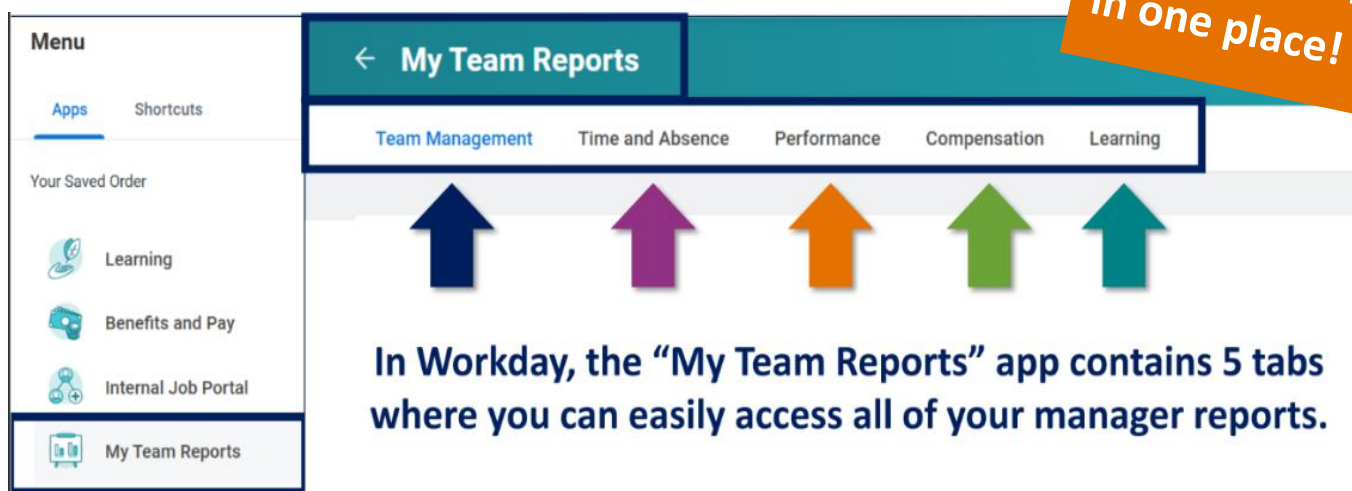


**My Team Reports**

## Managers Access Reports from a Single App

Did you know you can access manager reports from the **My Team Reports** app? Reports are organized within the **My Team Reports** app by category – **Team Management**, **Time and Absence**, **Performance**, **Compensation**, and **Learning**. Click one of the five tabs to view reports, then click a report name link to run a report.

To watch the “My Team Reports” video [click here](#).



**My Team Reports**

## Managers Where is the My Team Reports App?

If you are a Manager, then the **My Team Reports** app has been automatically added to your apps list. However, if it is not arranged in your top 20 apps, you may not see it yet. If you do not see it in your Apps Menu, you can rearrange your apps to move My Team Reports to the top. To rearrange your apps:

1. Click the **MENU** icon.
2. Click the **Apps** tab to view your apps.
3. Scroll down to the bottom of the apps list.
4. Click **Edit**.
5. Click and drag the **My Team Reports** app to the top of the list.
6. Click **Save Changes**.

The **My Team Reports** app will appear at the top of your apps!

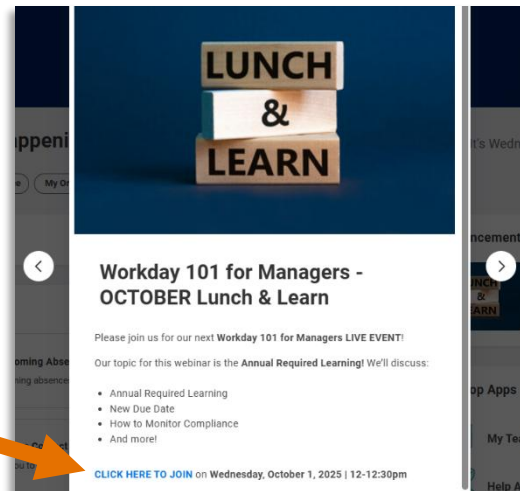
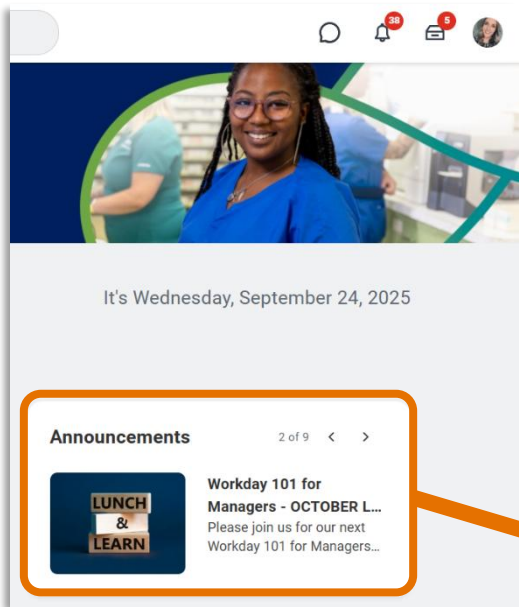
*NOTE: Only the first 20 apps appear in your list of apps. If needed, click **Edit** to reorder your apps.*

## Managers Workday 101 for Managers Lunch & Learn: Annual Required Learning

Please join us for our next Workday 101 for Managers LIVE EVENT! **Wednesday October 1<sup>st</sup> at Noon!**

We'll discuss:

- Annual Required Learning and Policy
- New Due Date for Seasons of Learning Courses
- How to Monitor Compliance
- Live Workday Demonstrations
- And more!



Need an invite? Click on the **Workday Announcement** to join the meeting!

# September 22, 2025

[News](#) | [Views](#) | [FAQs](#)

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## In this edition:

- **Absence App Enhanced**
- **NEW Team Absence Calendar Functionality**
- **NEW Time & Absence Tasks**
- **Timekeepers: NEW Time & Absence Task Simplified**
- **Quick Tasks Location New Feel**
- **Worker Profiles New Look**





**Absence**

## Absence App Enhanced

The Absence app has some new exciting features! The **Request Absence** task now allows you to view your Absence Calendar, time off balances, and Team absence events all in one spot.

View the status of your absence requests including any absences that have been approved, are pending approval, or have been sent back.

When you edit individual days on your Request Absence, you are now able to view your PTO balances before and after that specific request!

The **Manage Absence** task has replaced the **Correct My Absence** task. Now you can quickly create and review requests for time off, see your Absence Balances, and review your Requests from the past 6 months and for the next 12 months into the future! Click the **Balances** or **Requests** to view details.

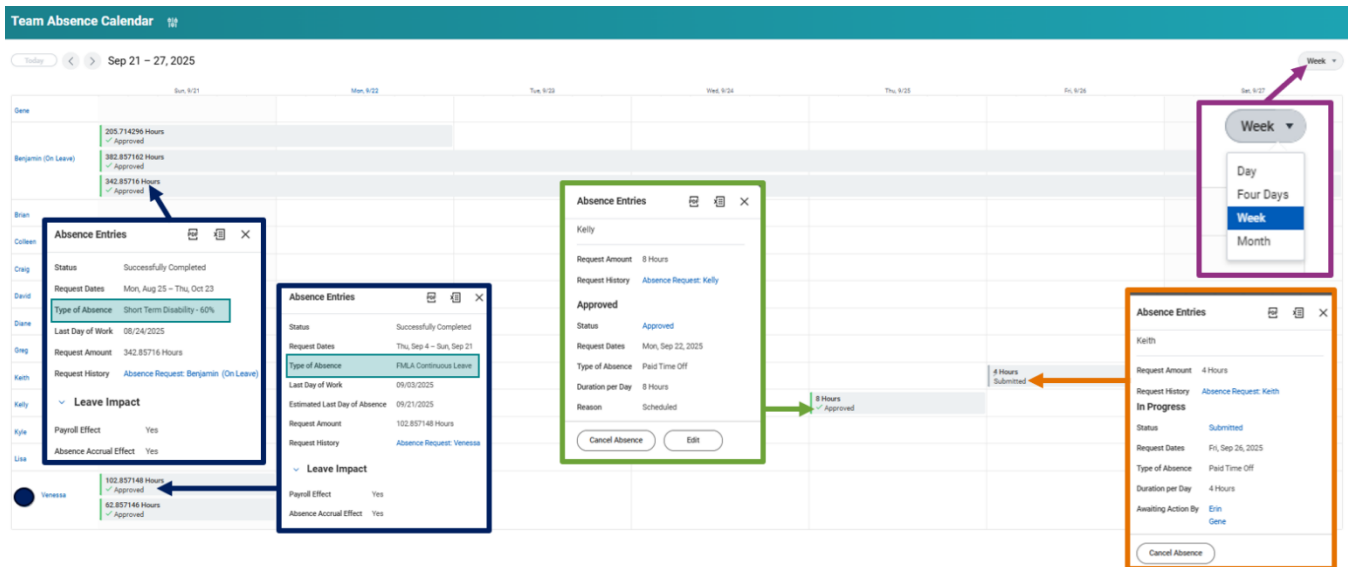


Time and Absence

## Managers NEW Team Absence Calendar Functionality

Managers can now edit time off events directly from the Team Absence Calendar! For more info, search for the *Absences* or *Time Entry Review and Approval* sections in the [Workday Manager Guide](#).

- View your entire team’s absences on one page.
- **View your team by Day, Four Days, Week, or Month.**
- **View Leave of Absence details when clicking on Absence Entries.**
- **Edit or Cancel approved absences.**
- **Cancel submitted absences.**

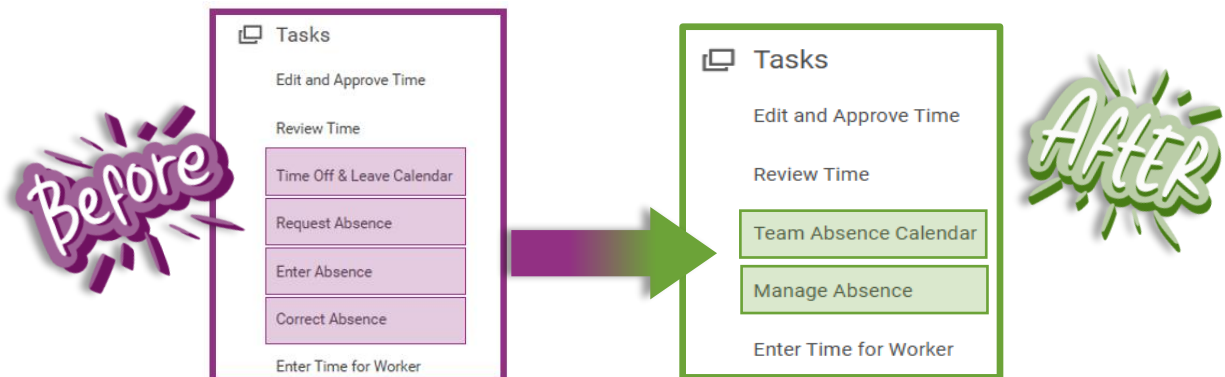


Time and Absence

## Managers NEW Time & Absence Tasks

The **Time and Absence** app tasks have been enhanced to make it easier to manage your team’s time and absences.

- **Time Off & Leave Calendar** has been replaced with the **Team Absence Calendar**.
  - **Request, Enter, and Correct Absence** tasks have been combined and renamed **Manage Absence**.
- For more info, search for the *Absences* or *Time Entry Review and Approval* sections in the [Workday Manager Guide](#).

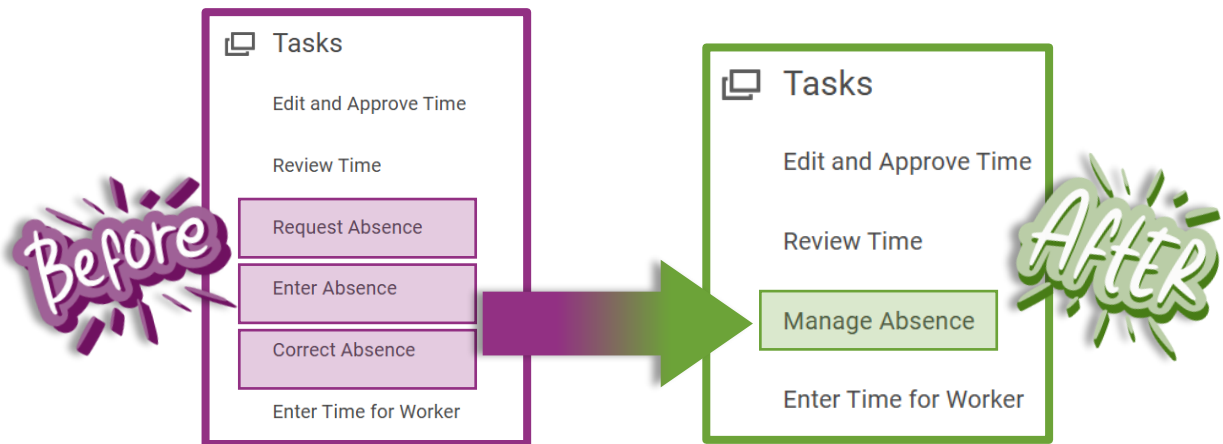




Time and Absence

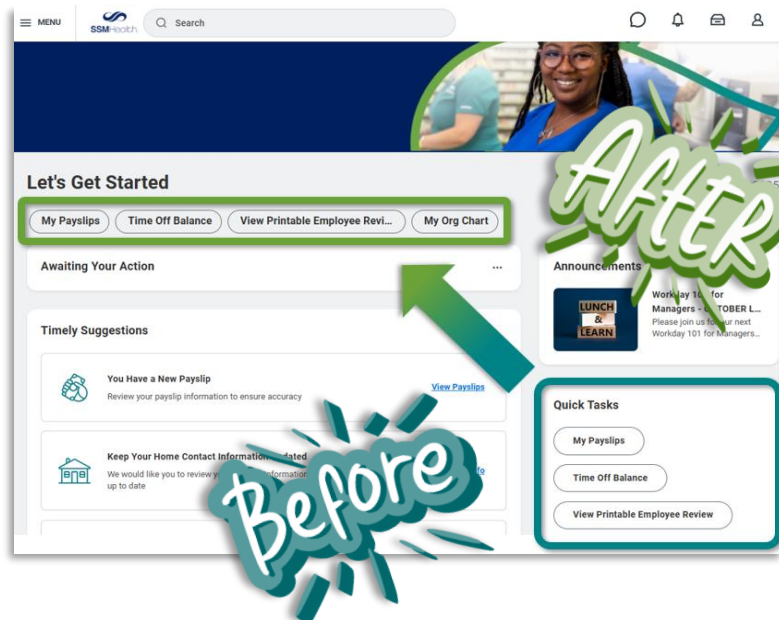
## Timekeepers NEW Time & Absence Task Simplified

The **Time and Absence** app tasks have been enhanced to make it easier to manage your team's time and absences. **Request**, **Enter**, and **Correct Absence** tasks have been combined and renamed **Manage Absence**. You can use Manage Absence to enter an employee's unscheduled absence, marking an absence as unscheduled, correct absences on behalf of the employee, and to remove either an approved or unapproved absence on behalf of the employee. [For more info, search for Absences in the Workday Timekeeper Guide.](#)



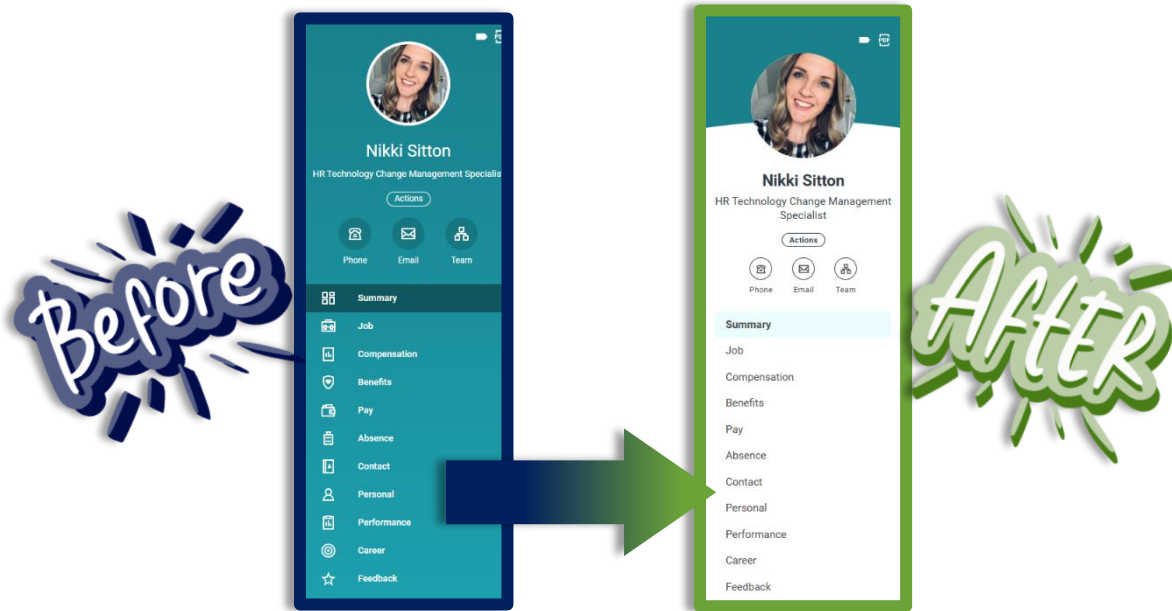
## Quick Tasks Location New Feel

Save time scrolling because your Quick Tasks have been relocated to the top of the Workday home page!



## Worker Profiles New Look

Your profile has a new look. Click around and explore. Check out the before and after!



# September 15, 2025

[News](#) | [Views](#) | [FAQs](#)

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## In this edition:

- [Annual Learning Assignments Due October 31<sup>st</sup>](#)
- [Workday Article Feedback](#)



**Learning**

**Annual Learning Assignments Due October 31<sup>st</sup>**

Assigned classes are due October 31, 2025. Don't wait - be sure to take time to complete classes before October 31<sup>st</sup>.

*NOTE: The annual due date has changed from November 30 to October 31, 2025*

To access classes in Workday Learning from Workday:

7. Click the **MENU** icon.
8. Under the **Apps** tab, locate and click the **Learning** app.
9. Your Workday Learning Home screen will appear displaying courses **Required for You** (see below).

Annual training furthers our commitment to exceptional care and performance, and ensures we are up-to-date and aware of critical information.

All questions related to Workday Learning should be directed to People Services.

**If you need assistance, simply submit an AskHR ticket or call People Services at 844-776-6947.**

NOTE: Google Chrome is the suggested browser for completing Learning assignments.

[Click here to view the Workday Learning for Learners job aid.](#)





## Workday Article Feedback

Notice a typo? Notice a change in a step? Is a link not working? Your feedback and suggestions can help improve how-to articles for all team members. Please let us know by providing feedback or even by giving us a “thumbs up” if an article was helpful.



To provide feedback, with the Workday how-to article on your screen:

1. Scroll to the bottom of the article to “Was this article helpful?”
2. Click **No**.

Was this article helpful?

Yes No

3. Type your suggestion/feedback in the “How can we improve this article?” field.
4. Click **Send**.

NOTE: We review all feedback received.

Thanks for your feedback.

How can we improve this article?

type your suggestion/feedback here.

Send

5. If the article was helpful, click **Yes** to give us a thumbs up.

Was this article helpful?

Yes No

Your Workday Change Management team monitors all article feedback. We are constantly looking to improve information available to you in Workday.

# September 2, 2025

[News](#) | [Views](#) | [FAQs](#)

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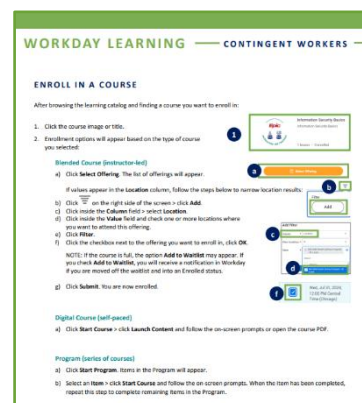
## In this edition:

- **New Job Aid for Contingent Worker Learners**
- **Workday Lunch & Learn: Medical Plan Contribution Discount Program FAQs**
- **Your Workday Apps, Your Way**

## Managers of Contingent Workers New Job Aid for Contingent Worker Learners

There is a new job aid available specifically for your contingent worker learners. You can preview the Workday article [here](#). Your contingent worker team members can find this job aid in the **AskHR** app in the **Learning** section. Learners can find steps to:

- Enroll in a Course
- View Their Learning Transcript
- View Their Learning Process
- Print/Export Transcript
- Drop Enrollment



## Managers Workday Lunch & Learn: Medical Plan Contribution Discount Program FAQs

Did you miss the Lunch & Learn? [Click here to view the video](#)

**Q: When will Medical Plan Contribution Discount applications be accepted?**

A: The 2026 Medical Plan Contribution Discount application is now open in the Workday **Requests** app. Applications for the 2026 plan year must be submitted by Thursday, November 13, 2025 at 11:59pm CST.

**Q: What if an employee didn't file their taxes for 2024? Can they just submit their W-2 that shows their earnings?**

A: The 2024 U.S. Federal Income Tax Return or Tax Return Transcript is the required and consistent standard used to determine household income and family size. W-2's only report an individual's earnings from a specific employer and do not include all income reported for a household and/or the number of dependents claimed for a specific tax year. Good news! An employee who has not yet submitted their 2024 tax return can still do so – as the IRS accepts returns that are up to three years old. Employees can [call the IRS or visit irs.gov](#) for more information and assistance. And remember, team members are encouraged to go ahead and apply for the discount by submitting a "placeholder" document if they anticipate any delay in obtaining the required tax documents.

**Q: Where can my team members view the Medical Plan Contribution Discount video?**

A: The video is available at [ssmhealth.com/benefitvideos](https://ssmhealth.com/benefitvideos).

**Q: The Medical Plan Contribution Discount is added back into an employee's earnings. Does that mean those earnings are taxable?**

A: Yes. We are not able to deduct the discount directly from the medical plan premium, it must be entered back in as earnings. However, because the **full medical premium is deducted on a pre-tax basis**, the actual taxation is the same as if the discount **were** deducted directly from the premium instead of being added back in as earnings.

**Q: Do you have a flyer I can use to promote this discount program? I would like to post the flyer in my employee break room and share it during an upcoming huddle.**

A: That is a great idea! Thank you for helping promote this valuable program to your team. If your team is based in **St. Louis University Hospital**, please use this [flyer](#). **All other ministries** may use this [flyer](#).


## Your Workday Apps, Your Way

When you click the **MENU** icon to view your **Apps**, you will only see the first 20 apps in your list – even if you have more than 20. Some apps are required while others are optional. You can add apps, remove optional apps and rearrange all of your apps so the ones you use most often are at the top of your list. Give it a try!

### Locating Apps

1. Click the **MENU** icon.
2. Click the **Apps** tab to view your apps.
3. Click **Edit**. If more than 20 apps are on your list, the total will appear at the top of the list.
4. Scroll down to the bottom of your list looking for your missing app.
  - If it appears below the 20<sup>th</sup> app in the list, follow the steps for **Rearranging Apps** below.
  - If it does not appear in the list, follow the steps for **Adding Apps**.



### Adding Apps

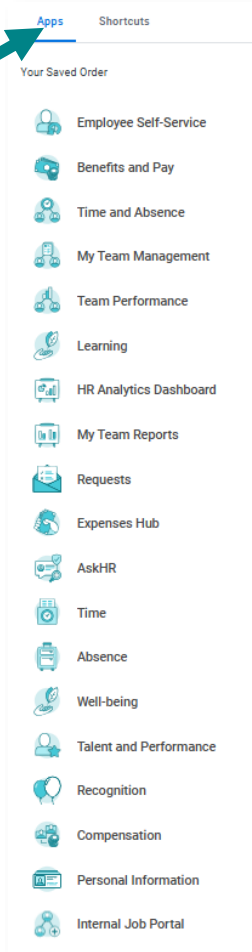
1. Click the **MENU** icon.
2. Click the **Apps** tab to view your apps.
3. Click **Add Apps**.
4. Type a keyword in the search bar. Apps will appear.
5. Click  to add an app. The app will appear at the top of the apps view. You can drag and drop the app into another location or leave it at the top of your list.
6. Click **Back to Menu**. Your apps will appear.
7. Follow the steps for **Rearranging Apps** below to reorder your apps.

### Rearranging Apps

1. Click the **MENU** icon.
2. Click the **Apps** tab to view your apps.
3. To reorder the way your apps are displayed, click **Edit**.
4. Drag and drop the apps to rearrange the order.
5. Click **Save Changes**.
6. Click **Back to Menu** to select apps.

### Removing Apps

- Some apps are required and can't be removed. However, optional apps marked with  can be.
1. Click the **MENU** icon.
  2. Click the **Apps** tab to view your apps.
  3. Click **Edit**.
  4. Click  to remove.
  5. Click **Save Changes**. The app will no longer appear.
  6. Click **Back to Menu** to select apps.



# August 18, 2025

[News](#) | [Views](#) | [FAQs](#)

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## In this edition:

- [Why Download When You Can Stream?](#)
- [NEW! Find Your PTO Balance Faster](#)
- [Navigating Workday Learning](#)



## Why Download When You Can Stream?

**Downloading, taking screen grabs, or emailing** Workday resources are the flip phone versions of digital access. Downloading, like flip phones, gives you limited functionality. **Downloading** resources like Workday articles or the Workday Manager Guide gives you limited information and does not update automatically when we update (which is frequently). If you screengrab an article, you can no longer click on hyperlinks or related resources. So let's **stream** smart instead. **Stream** your favorite resources right in Workday so you always have the most up-to-date, reliable, and helpful information!

Here are smart ways to **stream** and share resources:



- [Click here](#) to learn how to add shortcuts for quick access.
- [Click here](#) to learn how to share live article links and hyperlink articles.



## NEW! Find Your PTO Balance Faster


Check out the new feature to locate your PTO balance. It's easy! Just type **PTO balance** in the search bar and the **Your Absence Summary** card will appear. Available PTO will appear as of that date and additionally any upcoming scheduled absences.


Click **Company Holidays** to view a holiday calendar. Click **Request Absence** or **Manager Your Absence** to view your full Absence Calendar.

 **Your Absence Summary** 

**45 Hours**  
Available Paid Time Off as of today

**Friday, August 15, 2025**  
Upcoming scheduled absence

 Your personalized results

[Request Absence](#) [Manage Your Absence](#) [Company Holidays](#) 



## Learning

### Navigating Workday Learning

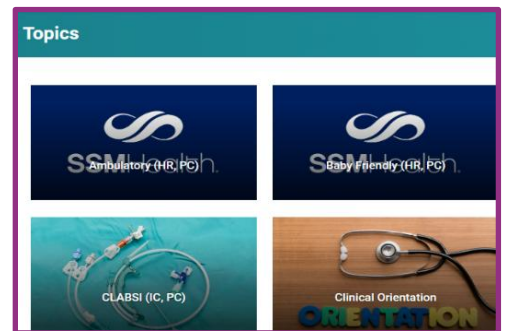
The **Workday Learning** app is the place to go for learning! You can:

- View Your assigned learning/messages from your Learning Team
- Enroll in digital (self-paced) courses and blended (instructor-led) courses
- View your completed learning history (transcript)
- Browse the catalog by course title or topic

#### To browse/search learning topics:

1. Click the **MENU** icon.
2. Under the **Apps** tab, locate and click the **Learning** app.
3. Click **Discover** on the left-hand side of the screen.
4. Click **Browse Learning Topics**. Click the topic name to view classes.
5. Click **Enroll** or **Start Course**.

*NOTE: Narrow search results by selecting filters.*



#### To browse/search the learning catalog:

1. Click the **MENU** icon.
2. Under the **Apps** tab, locate and click the **Learning** app.
3. Click **Discover** on the left-hand side of the screen.
4. Click **Browse SSM Health Learning Catalog**.
5. Enter key words in the search field and click **Search**. Learning content related to the key words will appear.
6. Click the course name to review content.
7. Click **Enroll** or **Start** or **Start Course**.

*NOTE: Narrow search results by selecting filters.*



[Click here to view the Learner Job Aid](#)

[Click here to view a brief demo](#)

# August 4, 2025

[News](#) | [Views](#) | [FAQs](#)

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## In this edition:

- [Job Change Enhancements](#)
- [Search Workday to Find Answers to Your Questions](#)
- [Workday Lunch & Learn: PTO Explained FAQs](#)

# August 4, 2025 Workday News, Views & FAQs



My Team Management

## Managers Job Change Enhancements

**You asked, we listened!** Effective August 10, 2025, the following job changes will get a makeover:

- Change FTE
- Change Location
- Decrease an employee's PRN level
- Change Job Profile
- Change Shift
- Move to Another Manager

Additionally, a **new** job change will be available for **Change Location & Organization Assignment**.

Job changes will have new, interactive templates that dynamically display only necessary fields that need to be completed based on the job change reason you select. This update will remove unnecessary fields and streamline most job changes to just one page!

To determine which job change is necessary for your situation, please refer to the [Workday Manager Guide](#) for the "Job Change Quick Reference".

Check out the **before** and **after** looks below!

**Start Job Change**

Follow the steps in the [Workday Manager Guide](#) for the Job Change process that meets your specific needs.

- Effective Dates **must** coincide with the beginning of a pay period.
- If initiating a Job Change to a different Job Profile – ensure the employee has the required license and certification for the new job.
- If changing FTE for employee at SLU-H you must submit a Job Requisition instead of decreasing FTE in their current position.

**Start**

Start Details

When do you want this change to take effect? \*

07/27/2025

Why are you making this change? \*

Change FTE

Do you want to use the next pay period?

**Change FTE**

For *Employee* changes, before you begin, [CLICK HERE](#) to search the Workday Manager Guide for the "Job Change Quick Reference". Then, follow the steps for the Job Change process that meets your specific needs.

- Effective Dates **must** coincide with the beginning of a pay period.
- If initiating a Job Change to a different Job Profile – ensure the employee has the required license and certification for the new job.
- If changing FTE for employee at SLU-H you must submit a Job Requisition instead of decreasing FTE in their current position.

For *Contingent Worker* changes, [CLICK HERE](#) to search the Contingent Worker Guide for the "Job Change Quick Reference". You can complete one or more changes using this process.

When do you want this change to take effect? \*

Next Pay Period (07/27/2025)

Select Date

MM/DD/YYYY

**Administrative Details**

Employee Type \*

Regular

**Worker Time**

What is the time type for this position? \*

Full time

Part time

Scheduled Weekly Hours

40

FTE %

100%

**Current Information**

Security Officer I

Administrative Details

Employee Type

Regular

Worker Time

Time Type

Full time

Scheduled Weekly Hours

40

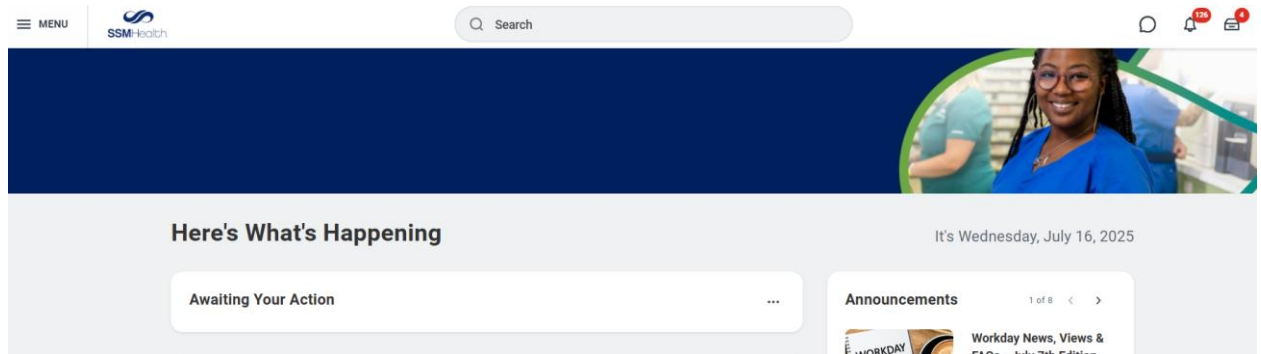
FTE %

100%

# August 4, 2025 Workday News, Views & FAQs

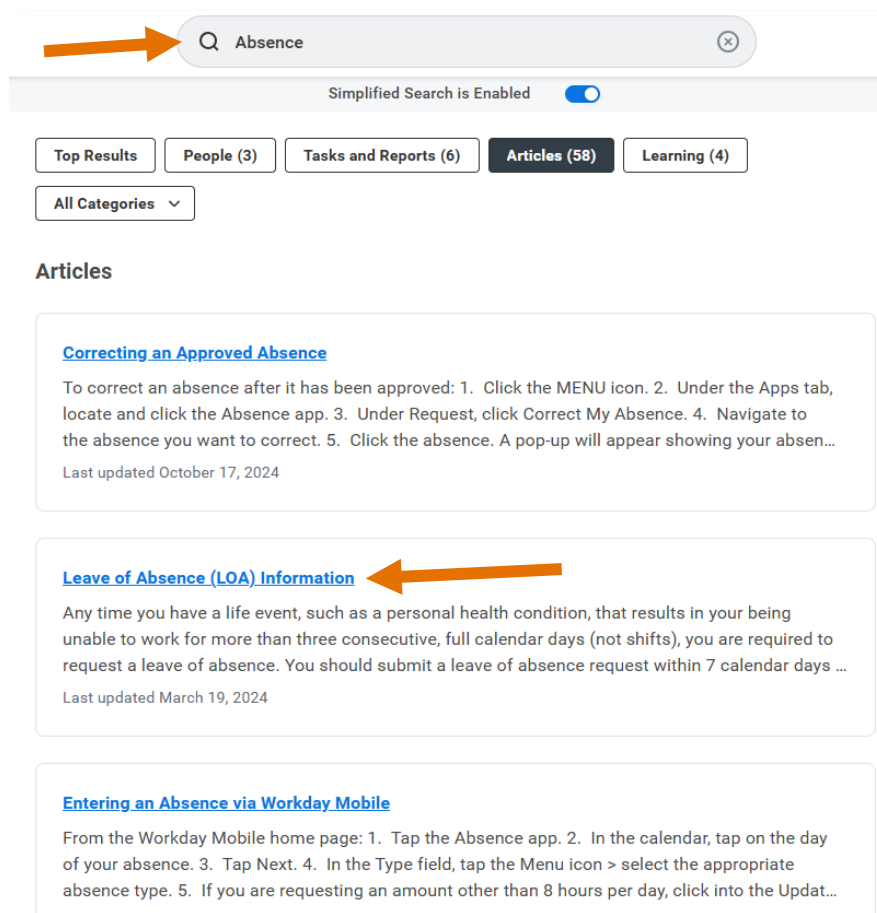


## Search Workday to Find Answers to Your Questions



In Workday, resources are available to employees to assist in answering general questions. By typing in keywords in the Search Bar, you will find articles and links to resources that may just answer your question. [Click here](#) to watch a brief *Searching Workday* video.

Type a keyword in the **Search Bar**, such as **Absence**, then press **ENTER**. All how-to articles related to absence will appear! Numerous article options will appear for your review, such as “Leave of Absence (LOA) Information” that has an FAQ and a link to the Leave of Absence Resource Guide!



## **Managers** Workday Lunch & Learn: PTO Explained FAQs

Did you miss the Lunch & Learn? [Click here to view the video](#)

### **Q: Why aren't PTO and sick leave in two separate banks?**

A: To give our team members the ultimate flexibility when choosing how to use their paid time off, sick time is built into the PTO accrual schedule. Instead of being restricted to only health-related absences, team members who do not use sick time are able to access and use those hours.

### **Q: If the operations for a holiday are 4 hours and team members are scheduled for 8 hours or 10 hours, can they go unpaid for the rest of the day, since operations are not running?**

A: When operations are closed for a holiday, team members who are regularly scheduled to work that day are expected to use PTO to ensure they meet the required hours worked/paid up to their FTE status. If a team member does not have any PTO available, then yes, they could go unpaid for the rest of the day or work with their leader to see if there is an option to work additional hours on another day that week.

### **Q: If a team member picks up an extra shift the same week and/or same pay period of a holiday, can they choose not to enter PTO if they meet their FTE for that pay period?**

A: Yes. Team members who meet their hours requirement, based on their FTE status, will not use PTO to cover the holiday.

### **Q: If a team member is getting close to max, yet have future dates approved for PTO, will the system consider those which will take you below the max and continue to accrue PTO, or is it at a real-time balance?**

A: If a team member is reaching the max this pay period, a future scheduled PTO will not keep them from maxing out. It will only make a difference in the same pay period.

### **Q: Is there a place where employees can see their PTO max?**

A: Unfortunately, Workday does not currently have that function. Team members should refer to the PTO Accrual chart available in the Employee Benefits Guide and/or [PTO Explained](#).

### **Q: Why is a (-) in the PTO balance? As a manager trying to check on how many absences a team member used, it can be confusing.**

A: We agree. We will share this feedback with Workday.

### **Q: Do sick days count toward the total days that a Weekend Option employee is allowed?**

A: Since employees use PTO to cover their sick days, there is nothing different for Weekend Option employees as far as PTO accrual. It is up to the department to manage their staffing needs.

### **Q: Are there any nuances to accrual for salaried employees for working extra shifts?**

A: Salaried employees accrue PTO based on their FTE and receive a set accrual each pay period (up to 80 hours per pay period). Leaders have some discretion with their salaried team members' PTO usage in a week where additional hours have been worked.

### **Q: Are Directors and above able to donate PTO?**

A: No. Director, Executive, and Physician PTO does not have cash value.

## **Managers** Workday Lunch & Learn: PTO Explained FAQs, *continued*

**Q: Can you talk through this situation? A part-time, salaried employee who works on weekdays but the days are not set (they vary). If a holiday falls on a weekday, does the employee have the option to submit PTO for that week?**

A: Since team members use their own PTO to cover holidays, they would have the option to submit PTO for any holiday hours that fell within their work week in lieu of working those hours. Team members cannot use PTO to exceed their FTE, but if they are short, they are required to submit PTO to cover the balance. Additionally, because their schedule varies, they would want to communicate with their leader to make sure there is appropriate coverage.

**Q: I have a team member that is planning to drop from 0.6 FTE to 0.45 FTE. I see they will no longer accrue PTO. Will they lose the PTO in their bank, or will they be able to keep the PTO in their bank?**

A: Since they will be moving to a position under .5 FTE, any PTO in the bank will be paid out at 100% value and is taxed at the supplemental rate. If they were to return to a benefit eligible position above .5 FTE, they would begin accruing PTO again.

**Q: If a team member works an overnight shift (11p-7a), should they split the PTO to reflect the day they started and the day their shift is completed?**

A: If a team member works 12-hour shifts (works 6 hours on Tuesday and the other 6 is on Wednesday), they should add the PTO the same when they have a day off (6 hours on one day and 6 hours on the next) to cover the 12 hours for that shift.

**Q: How should team members code PTO hours if they are adding PTO due to loss of hours on a paycheck due to time divide at midnight (last 6 hours of their shift is after midnight so goes to the next check, leaving them short for the pay period)?**

A: If they have PTO available to use, PTO needs to be added to meet FTE.

**Q: If you sell PTO, is it paid at 85%?**

A: Correct. Per IRS regulations, PTO hours sold will be paid at 85% of the base rate for the primary job held by the team member and are taxed at the supplemental rate.

**Q: Is supporting documentation required for Bereavement Leave?**

A: While not required per se, leaders and human resources do have the right to require supporting documentation to receive Bereavement Leave, such as documentation of death or loss of pregnancy (e.g. death certificate, obituary, documentation from funeral home, medical statement) and, when applicable, verification of LDA status.

**Q: Is Bereavement Leave for a miscarriage 3 or 5 days?**

A: Documented stillbirths and miscarriages are included in the definition of child for bereavement purposes. A team member who is the child's parent would receive the 5-day benefit. A team member who is the child's grandparent would receive the 3-day benefit. *NOTE: Team members who work in Illinois, should check with the leave team as they may also be eligible for up to 10 days of job protected leave after the death of a child.*

### **Managers** Workday Lunch & Learn: PTO Explained FAQs, *continued*

**Q: Bereavement Leave time type selection states a certain number of shifts. What if a team member works 12-hour shifts?**

A: Bereavement covers **shifts**, not hours. A team member in this situation would use Bereavement Leave to cover their 12-hour shifts (depending on the family member relationship and benefit amount).

**Q: How does Unpaid Time Off/True-Up to Budgeted FTE Time impact PTO accrual?**

A: The driver for the true-up to budgeted FTE is due to budget restrictions related to census. Unpaid Time Off does not accrue PTO, unless Unpaid Time Off is due to low census (on which PTO does accrue).

**Q: Under what circumstances would we enter or use Unpaid Time Off?**

A: There is only Unpaid Time Off and Unpaid Time Off (Low Census). If the employee's FTE is not met, and there is no PTO available, then one of these codes needs to be used. If there is PTO available, PTO is required; Unpaid Time Off cannot be voluntarily used. Also, the Unpaid Time Off (Low Census) can only be used in actual low census situations. See [PTO Explained](#) or the [Time and Absences: A Guide for Hourly Employees](#) for more details regarding Unpaid Time Off.

**Q: When is it appropriate to allow staff to utilize Unpaid Time Off? If staff had pre-approved time off prior to being hired, how are those submitted since there's not enough PTO in their bank?**

A: Team members should not enter Unpaid Time Off if they have PTO in their bank. Specifically, team members who have PTO and whose operations are closed on a recognized holiday, must use PTO to make sure they meet the required hours work for their FTE status.

**Q: Does Jury Duty get deducted from your bank of PTO hours or is this in addition to your PTO hours?**

A: No. Team members do not use PTO for Jury Duty.

**Q: If the employee has Jury Duty, are they paid for the time they have Jury Duty? Ex. They are only there for 7 hours, would they only get 7 hours of pay and would they then need to take 1 hour of PTO?**

A: Any shift missed due to Jury Duty would be covered in full. In the example above, a team member regularly scheduled to work 8 hours on a day when they served Jury Duty would report 8 hours of Jury Duty.

**Q: Can an employee request PTO within Termination/Resignation Notice period? For example, if an employee provides 2 weeks' notice of resignation, can an employee use 8 or 10 days of PTO.**

A: No. Per policy, following notice of resignation, employees may not use PTO for any time during the notice period or to extend the termination date.

**Q: How does the PTO accrual work for those who live in MO with the new PTO law, and if someone has used the new PTO category, and now the law has been repealed, how does that work?**

A: The Leave of Absence team has several resources to address this situation. See the *Missouri Paid Sick Leave* article in Workday. [Managers click here](#). For [Missouri team members click here](#).

**Q: I have some team members trying to submit their illness under the Missouri Paid Sick Leave, but keep getting errors that they cannot due to Unpaid Time Off. I'm not sure I understand what circumstances staff can NOT use Missouri Paid Sick Leave?**

A: Please refer to your **Leave of Absence Resource guide** available at [ssmhealth.com/benefits](https://ssmhealth.com/benefits). You may also contact People Services to get assistance from a member of the Leave of Absence team.

# July 21, 2025

[News](#) | [Views](#) | [FAQs](#)

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## In this edition:

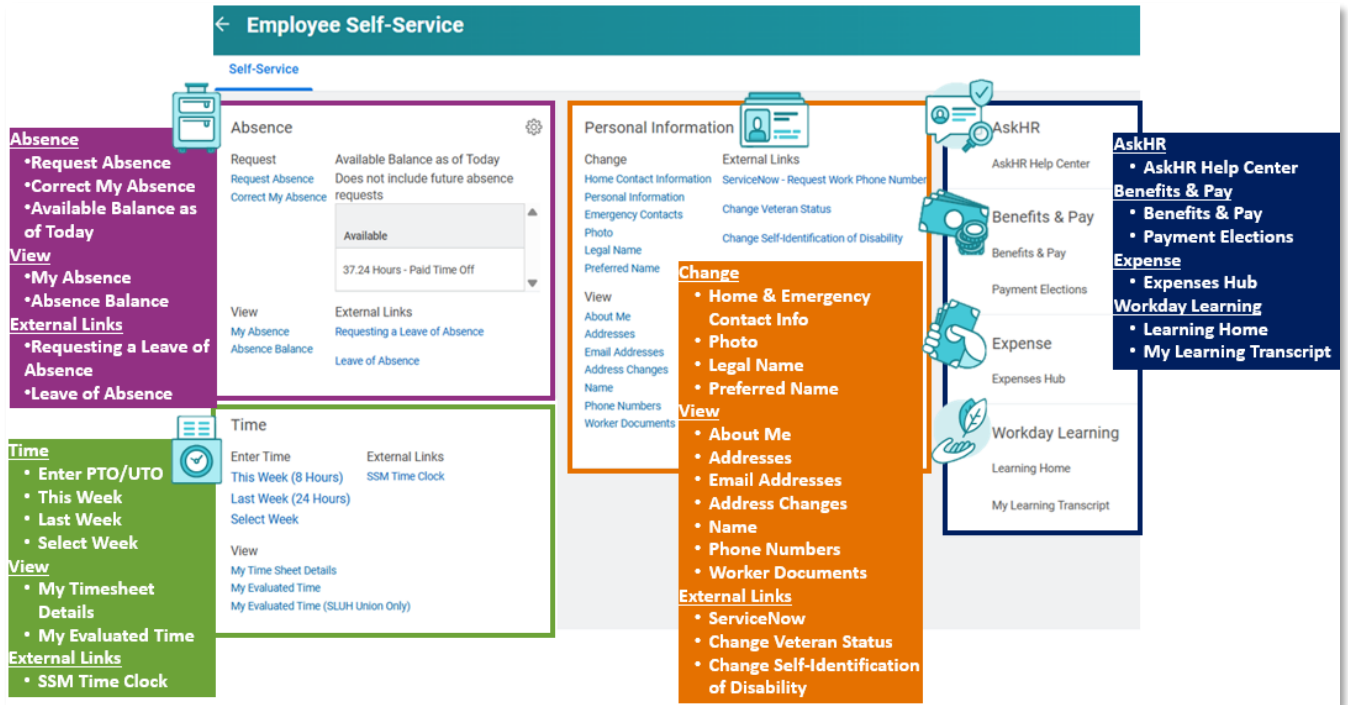
- [Employee Self-Service App](#)
- [Ask the Workday Assistant](#)

## Employee Self-Service App

The **Employee Self-Service** app acts as a single location for all your important tasks. Instead of searching Workday or within apps, you can find your tasks in one location!

To view the **Employee Self-Service** app:

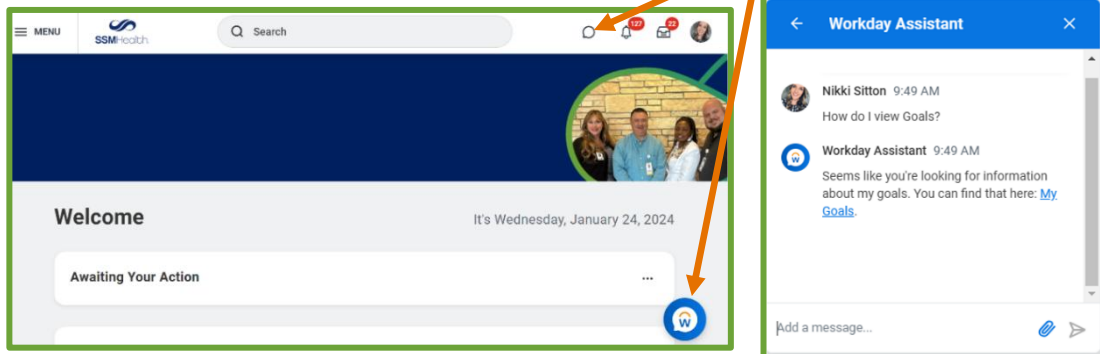
2. Click the **MENU** icon.
3. Click the **Apps** tab, then click the **Employee Self-Service** app.



## Ask the Workday Assistant

The Workday Assistant can provide you with links to Workday how-to articles or quick information about you or your team. Just type in your **keyword** or **question** for a quick response on topics such as: Time Off, Dependents, Find Jobs, Goals, Find a Co-Worker's Email, View your Benefits, View your Payslip, Change your Contact Info, View Birthdays, and MORE!

This month, we asked the Assistant **"How do I view my goals?"**. **Click either icon** to begin your search! Click the link to view your dependent information.



# July 7, 2025

[News](#) | [Views](#) | [FAQs](#)

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## In this edition:

- **Workday Learning Assignments**
- **NEW! Expanded Learning Tabs**
- **Workday Learning Reports**
- **View Your Absence Details**
- **Show Off Your Degree in Workday**
- **Workday Integrates with Outlook**



Learning

### Workday Learning Assignments – Summer Season of Learning

Classes for the summer “Season of Learning” will be added to Workday Learning plans on Friday, July 18th. We encourage you to complete assignments early over the summer.

To access classes in Workday Learning from Workday:

1. Click the **MENU** icon.
2. Under the **Apps** tab, locate and click the **Learning** app.
3. Your Workday Learning Home screen will appear displaying courses **Required for You** (see below).

Annual training furthers our commitment to exceptional care and performance, and ensures we are up-to-date and aware of critical information.

All questions related to Workday Learning should be directed to People Services.

**If you need assistance, simply submit an AskHR ticket or call People Services at 844-776-6947.**

NOTE: Google Chrome is the suggested browser for completing Learning assignments.

[Click here to view the Workday Learning for Learners job aid.](#)

# HELLO SUMMER



The screenshot shows the Workday Learning interface. On the left is a navigation sidebar with 'Learning Home', 'My Learning', and 'Discover'. Below these are 'Links' for various job aids and training modules. The main content area is titled 'Required for You' and displays two items:

- WPVP Universal Precautions (CLN 2025)**: A program with 2 items, due on Sun, Nov 30, 2025. It includes a 'View Program' link.
- CRP: Fraud, Waste and Abuse (CLN 2025)**: A course lasting 30 minutes, also due on Sun, Nov 30, 2025. It includes a 'View Course' link.

## NEW! Expanded Learning Tabs

[View Profile](#)

The **Learning** tab on your **Profile > Career** page has expanded into 3 separate tabs:

Learning - Completed      Learning - In Progress      Learning - Not Started

- **Learning – Completed:** Displays all learning activities you’ve successfully completed. This is your training transcript.
- **Learning – In Progress:** Displays all learning activities you’re enrolled in (whether self-enrolled or assigned) that has not yet been successfully completed.
- **Learning – Not Started:** Displays all learning activities you’ve been assigned but have not yet enrolled into. Once you enroll into a learning activity, the activity will move from this tab to the **Learning – In Progress** tab.

Review the [Workday Learning for Learners](#) job aid for details.



### My Team Reports

## Managers Workday Learning Reports

Before running a Workday Learning report in the My Team Reports app, it’s important to understand the difference between “assignment” and “enrollment” reports:

**ASSIGNMENT REPORTS:** Team members appear on “assignment” reports:

- When they receive an “assignment” via a “campaign” (ex: Seasons of Learning, Epic, Clinical, Non-Clinical, etc. ). *In this scenario, the team member will not appear on “enrollment” reports until they either start the activity (eLearning) or enroll in an offering (instructor-led or virtual).*
- When you (Manager) or an Educator enrolls the team member into a learning activity. *In this scenario, the team member will appear on both “assignment” and “enrollment” reports.*

### ASSIGNMENT REPORTS

**My Team’s Learning - Annual Compliance Unmet** only shows compliance courses assigned via Seasons of Learning for the current year that have NOT been completed.

**My Team’s Learning - Assignments** shows all courses assigned to your team (use the “Due Date” selection fields to specify a timeframe). *NOTE: This report does not show “enrollment” data.*

**ENROLLMENT REPORTS:** Team members appear on “enrollment” reports:

- When they self-enroll into a learning activity that has NOT been assigned to them. *In this scenario, the team member will not appear on “assignment” reports.*
- When you (Manager) or an Educator enrolls the team member into a learning activity. *In this scenario, the team member will appear on both “assignment” and “enrollment” reports.*

### ENROLLMENT REPORTS

**My Team’s Learning - Upcoming Instructor-Led Classes** shows upcoming classes your team is “enrolled” in.

**My Team’s Learning Transcript** shows your team’s completed learning activities. *NOTE: To view only one team members’ transcript, search for the team member by name > click **Career**, click the **Learning – Completed** tab.*

For more info, search for [Understanding Workday Learning Reports](#) in the [Workday Manager Guide](#).



## View Your Absence Details

You can view your PTO details and see which are marked scheduled or unscheduled in the **Absence** app.

1. Click **MENU**.
2. Under the **Apps** tab, locate and click the **Absence** app.
3. Under **View**, select **My Balance**. Your **Absence Requests** will appear.
4. Locate the appropriate absence request and click the magnifying glass icon in the **View More** box for details.

**My Absence** ⋮

Organization [SSM Health \(Laura Kaiser\) \(SSM Health\)>> 0024- Mgr-RN \(S\) \(John Jones\) \(SUP-ORG-5309\)](#)

Manager(s) [John Jones](#)

**Absence Requests**    Absence Balances as of Current Date

Absence Requests 99 items

Date	Day of the Week	Type	Requested	Unit of Time	Comment	Status	View More
06/12/2025	Thursday	Paid Time Off	12	Hours		Approved	

5. Look in the **Reason** column to see if your PTO was marked as Scheduled or Unscheduled.

**View Event**    Absence Request: ⋮

For [Alex Smith](#)

Overall Process [Absence Request: Alex Smith](#)

Overall Status [Successfully Completed](#)

Due Date [06/18/2025](#)

Calendars In Use [Consecutive Days \(No Calendars Selected\)](#)

**Details**    Process

Request Details 1 item

Date	Day of the Week	Type	Requested	Unit of Time	Reason
06/12/2025	Thursday	Paid Time Off	12	Hours	Unscheduled



Talent and Performance

## Hey New Graduates – Show Off Your Degree in Workday!

1. Click the **MENU** icon.
2. Under the **Apps** tab, locate and click the **Talent and Performance** app.
3. Under **Talent and Performance**, click **Skills and Experience**.
4. Click **Education**.
5. Click **Add** to manually add your education or degree details.
6. Click **Submit**.



## Workday Has Integrated with Microsoft Outlook

On June 24, Workday integrated with Microsoft Outlook. Once your PTO is approved in Workday, it automatically appears as a “busy” event on your Outlook Calendar at the top of the screen (purple calendar below). Your PTO is also automatically added to your leader’s Outlook Calendar as a “free” event (blue calendar below).

Employee Calendar	Leader Calendar
Calendar – Employee @ssmhealth.com	Calendar – Leader@ssmhealth.com
Friday	Friday
July 4	July 4
Independence Day	Independence Day
Employee Name-Time Off	Employee Name-Time Off

← APPROVED PTO →

To opt out of this feature, [click here](#) for details. *NOTE: Approved PTO events are not added to timekeeper calendars.*

**Questions about PTO or Workday?** Submit an AskHR Case in Workday or call 1-844-776-6947.

**Questions about Microsoft Outlook or the calendar?** Contact the Technology Service Center at 1-866-776-4357.

# June 23, 2025

[News](#) | [Views](#) | [FAQs](#)

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## In this edition:

- [Payroll Monday Timeline](#)
- [Browse Job Postings with the Internal Job Portal](#)
- [Contingent Worker Requests - Expected Graduation Date](#)



Time

## Payroll Monday Timeline

**IMPORTANT** Employees, managers, and/or timekeepers cannot make any adjustments to timesheet entries, or submit unsubmitted time, after 10:00 am on payroll Monday. Please see the [Payroll Calendar](#) for exact dates as the timesheet lock may vary occasionally, depending on banking holidays.

10:00 AM

### TIMESHEETS LOCKED

Employees/Managers/Timekeepers cannot ENTER or EDIT time after 10:00 am.



1:00 PM

### TIME APPROVAL DUE

Managers/Timekeepers must have all time APPROVED by 01:00 pm.

*On payroll processing Monday, before 1:00 pm, check to make sure all your employees' time and absences for the pay period have a status of approved.*



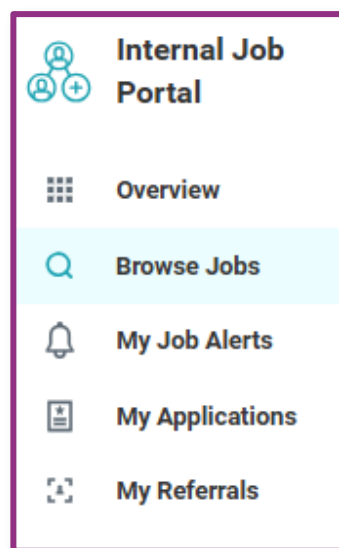
Internal Job Portal

## Browse Job Postings with the Internal Job Portal

Check out the **Internal Job Portal** where you can browse job postings, set job alerts, apply for jobs, check application status, and view your referrals. Get started by browsing jobs:

1. Click the **MENU** icon.
2. Under the **Apps** tab, locate and click the **Internal Job Portal** app.
3. Click **Browse Jobs**. All current job postings will appear. You can:
  - Search for a specific job title.
  - Use the filters on the left side of the screen to zero in on specific job criteria.
  - Scroll through the list of jobs.
  - Click a job title to view additional job details.

For details, search Workday for *Finding a Job and Applying*.



## Contingent Worker Requests – Expected Graduation Date

**LEADERS AND COORDINATORS OF STUDENTS:** In partnership with the Talent Acquisition & Clinical Education teams, a new field for expected graduation date has been added to student profiles in Workday. This date provides valuable information for Talent Acquisition when working with student populations on opportunities within SSM Health. We are actively working to add this information to each student's profile.

**Effective June 30<sup>th</sup>**, the Contingent Worker request template will include the expected graduation date as a required field.

To view the current Expected Graduation date:

1. Navigate to the student's Workday profile.
2. Click **Actions > Additional Data > View All**.

If an expected graduation date is entered, it will appear under **Student Data - Graduation Date**.



To update the Expected Graduation date:

1. Click **Edit** under **Student Data - Graduation Date**.
2. Click the **+** sign to add a new row.
3. Enter today's date in **As of Date**.
4. Enter the new **Expected Graduation Date**.
5. Click **OK**.

**NOTE:** The HCM team will not update the Expected Graduation date after the initial student's profile is created. This date will be managed by the Workday Manager or Talent Acquisition team.

# June 9, 2025

[News](#) | [Views](#) | [FAQs](#)

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## In this edition:

- **PRN Worker Changes – Effective June 30**
- **Workday Acknowledgement Task**
- **All About New Hires**
- **Need Help with Job Changes?**
- **NEW Scrub Information in Workday**
- **True-Up to Budgeted Hours Alert Enhanced**
- **On-Call (Scheduled) Process Change**
- **Drop Team Member Enrollments in Workday Learning**
- **Bookmark, Favorite, Shortcut...**
- **NEW Standardized Provider Definitions**

## Managers PRN Worker Changes – Effective June 30, 2025

Beginning June 30, a new system PRN process for hours worked will be implemented for all SSM PRN team members, *excluding PRN1-4, Providers, APPs, and those covered under the current collective bargaining agreement*. This process will be in addition to continued adherence to your documented department guidelines. **PRN team members will now be tracked through a report that manages individuals who have not worked at least one shift in six months.** Failure to meet these requirements can result in separation from employment, absent extenuating circumstances. This update supports better visibility into our active PRN workforce, ensuring team members remain current on training and are aligned with compliance initiatives. Effective PRN management helps maintain high standards of care, operational efficiency, and supports our Mission by keeping our flexible workforce engaged and up to date.

**EXPECTATION:** Managers – Please remind your PRN team members to complete the Workday Acknowledgement task. This acknowledgement is for informational purposes only about the upcoming change. If you have questions, please reach out to your HR Partner.

For additional information on this new process, review the [PRN Hours Worked Explained](#) and [Leader FAQs - PRN Hours Worked](#) located on the [Employee Relations SharePoint](#) site.

## PRN TEAM MEMBERS Workday Acknowledgement Task

On June 9, all current PRN team members (*excluding PRN1-4, Providers, APPs, and those covered under the current collective bargaining agreement*) will have an acknowledgement task in their My Tasks a. k. a Workday Inbox (see example below), to acknowledge the **New PRN Hours Worked Process** effective June 30, 2025:

- All PRN team members are **first** required to meet their department’s guidelines for scheduled shifts.
- Additionally, this new system process requires PRN team members to work a minimum of one (1) shift within a six-month period.

Failure to meet these requirements can result in separation from employment, absent extenuating circumstances. NOTE: This acknowledgement is for informational purposes only about the upcoming change. If you have questions, please reach out to your leader or HR Partner.

The screenshot shows a Workday task card titled "New PRN Hours Worked Process 2025" by Jane Doe, created on 05/23/2025. The task is titled "Review Distribution of Documents or Tasks". The document to be reviewed is "PRN Hours Worked Process". The instructions state: "Please review this document in its entirety and acknowledge below by checking the 'I Agree' box then clicking Submit on this task." The signature statement is "I acknowledge I have reviewed this document." There is an "I Agree" checkbox which is currently unchecked.

**Managers All About New Hires**

The **Where's My Candidate – Hire in Process** report found in the **My Team Management** app contains all kinds of information about your new hires.

**Did Your New Hire's Start Date Get Pushed Back?** You can easily find the new start date in the Projected State Date column (green box below).

**Why Did Your New Hire's Start Date Get Pushed Back?** You can see exactly why they were pushed back in the columns within the purple box below.

**Are You Looking For Your New Hire's Contact Information?** You can find your new hire's home email or home phone in the columns within the orange box below.

Employee ID (if available)	Candidate Name	Projected Start Date	Pre-Hire Compliance	Overall Pre-Hire Status	Background Check	Employee Health	State Check(s)	Licensure/Certification Verified	Candidate Home Email	Candidate Home Phone
Not Yet Assigned	Cathy Candidate	09/27/2021	Cannot Start Background Until Moved to Ready for Hire Candidate Stage	Pending	Pending	Pending	Pending	Pending	<a href="mailto:Cathy@aol.com">Cathy@aol.com</a>	314-555-8463
Not Yet Assigned	Caleb Contingent	Offer Letter not Generated	Cannot Start Background Until Moved to Ready for Hire Candidate Stage	Pending	Pending	Pending	Pending		<a href="mailto:BigSkyCaleb@gmail.com">BigSkyCaleb@gmail.com</a>	314-555-9152
220815	Tammy Transfer	10/11/2021	Cannot Start Background Until Moved to Ready for Hire Candidate Stage	Pending	Pending	Pending	Pending	Pending	<a href="mailto:TC1201@yahoo.com">TC1201@yahoo.com</a>	314-555-3347
85148	Tommy Transfer	11/01/2021	10/11/2021	Pending-Internal	Pending-Internal	Pending-Internal	Pending-Internal	Pending-Internal	<a href="mailto:Catwoman87@gmail.com">Catwoman87@gmail.com</a>	314-555-0050
266153	Robert Rehire	10/11/2021	08/27/2021	Clear	Clear	Clear	Clear	Clear	<a href="mailto:GoneFishin98@att.net">GoneFishin98@att.net</a>	314-555-1942



**How Do I Know If My New Hire Is Pushed Back?** Along with updates to the report above, you will receive the notification below.

**Hire: Mark Potter**

Mark Potter has an updated Hire Date of 10/8/2024. The hire date was updated because the new hire requested it OR because onboarding compliance is still in process (e.g. offer letter acceptance, background and/or Employee Health pre-employment checks). The Preboarding team will contact your new hire to ensure they are aware of the updated hire date. If you wish to view onboarding compliance details, please visit your My Team Management app in Workday, scroll down to the Preboarding Tools section, and select the Where's My Candidate – Hire In Process report.

Details Hire: Mark Potter

## Managers Need Help with Job Changes?

Any time you need to make a job change and you're not sure where to begin, review the **Job Change Quick Reference** in the Appendix of the [Workday Manager Guide](#) to learn exactly what to do when making various employee job changes, including:

- Increasing and decreasing FTEs
- Backfilling termed employees, employees on LOA, employees retiring but staying on as PRN
- Promotions and demotions
- Changing pay rate types, work locations, work shifts
- Swapping additional positions with primary positions
- Ending additional positions
- Extend and ending contingent worker contracts
- Adding and closing positions

### APPENDIX: Job Change Quick Reference

FTE (FULL TIME EQUIVALENT)	<ul style="list-style-type: none"> <li>• Decrease <b>Hourly</b> employee's FTE down to any amount</li> </ul>	<ul style="list-style-type: none"> <li>• Decrease their FTE down to any amount (including PRN). See <i>Changing an Employee's FTE in the FTE (Full Time Equivalent)</i> section of this guide.</li> <li>• If decreasing to PRN and you want to backfill their hourly position, see <i>Creating a Job Requisition for an Existing Position – Replacement with Changes in the Job Requisitions</i> section of this guide.</li> </ul>
	<ul style="list-style-type: none"> <li>• Decrease <b>Salaried</b> employee's FTE down to any amount (except PRN)</li> </ul>	<ul style="list-style-type: none"> <li>• No approval is needed to decrease their FTE down to any amount (except PRN). See <i>Changing an Employee's FTE in the FTE (Full Time Equivalent)</i> section of this guide.</li> </ul>
	<ul style="list-style-type: none"> <li>• Decrease <b>Salaried</b> employee's FTE down to PRN</li> </ul>	<ul style="list-style-type: none"> <li>• For this specific scenario, follow the steps for <i>Changing an Employee's Job Profile</i> in the <i>Job Changes</i> section of this guide.</li> <li>• If you want to backfill their salaried position, see <i>Creating a Job Requisition for an Existing Position – Replacement with Changes in the Job Requisitions</i> section of this guide.</li> </ul>
	<ul style="list-style-type: none"> <li>• Increase employee's FTE by .30 percent or less</li> </ul>	<ul style="list-style-type: none"> <li>• See <i>Changing an Employee's FTE in the FTE (Full Time Equivalent)</i> section of this guide.</li> </ul>

## NEW – Scrub Information in Workday

As part of our continued efforts to provide an exceptional patient experience and to ensure continuity across SSM Health, patient-facing team members will adhere to a color-coded uniform palette and all scrub uniform tops will be embroidered with the appropriate SSM approved logo. [Click here](#) to view more information including SSM's color-coded uniform palette.

**ONLINE STORE:** You may purchase uniforms online by visiting [ssmhealth.scrubin.com](http://ssmhealth.scrubin.com) and using the access code "SSM23".

**IN PERSON STORE:** You may purchase uniforms in person by visiting a Scrubs & Beyond retail store ([click here](#) to view locations).



NOTE: Information on ordering uniforms can be found in the Workday Help article [SSM Health Uniforms – Scrubin and Scrubs & Beyond](#) and in My Team Management's [Explore the New Hire Experience](#) deck. The **Scrubs & Uniform Style Guide** can be found in **My Team Management** under **Preboarding Tools**.

## True-Up to Budgeted Hours Alert Enhanced

**You Asked, We Listened!** The **True-Up To Budgeted Hours FTE** alert now appears for each **pay period**, rather than weekly. The alert includes the number of hours needed to true-up for the pay period FTE.

### Example Alert:

*For the Pay Period ending xx/xx/2025 you have reported 46 hours towards your 48 hour per pay period FTE. To clear this alert, first review and make certain that all Paid Time Off has been submitted and approved. Then, if you have completed your final shift for the pay period, you should make an entry for Unpaid Time Off (Time Off Reason = True Up to Budgeted Hours/FTE) for 2 hours on your Workday timesheet for the difference between your reported FTE hours and your period budgeted FTE hours.*

## On-Call (Scheduled) Process Change

The On-Call (Scheduled) time type generates an additional time block, On-Call (Paid), based on Call Back hours. These time blocks are system-generated, and default to the team member's home cost center. Cost center overrides are not recognized on system generated time blocks. You will notice that the cost center field has been removed since this time block will always default to the home cost center.



Enter Time

04/29/2025

Time Type \* x On-Call (Scheduled) ...

Hours \* 5

Comment

OK Cancel

**Cost Center field has been removed**

## Managers Drop Team Member Enrollments in Workday Learning

Effective June 10, managers will have the ability to drop team member enrollments in Workday Learning. This new feature provides greater flexibility in managing team participation in instructor-led and virtual instructor-led learning opportunities, such as in-person classes, virtual sessions, and webinars.

### What Does “Drop Enrollment” Mean?

Dropping an enrollment removes a team member’s registration from a specific offering. This is especially helpful when schedules change or priorities shift.

**IMPORTANT:** Dropping an enrollment does not remove the course assignment or requirement. The course will remain assigned and required. Dropping simply removes the learner from the current offering’s roster, allowing them to register for a different offering of the same course.

*Example: I am required to take an assigned course for my job. I enrolled in an offering for Monday at 3:00 PM being held at Mother Odelia Training Center. I can no longer make that day and time. My manager can ‘drop enrollment’ for me but they cannot drop the required course assignment, as it is mandatory for my job. My manager or I can now enroll in another offering on a different date and time that works for me.*

### What’s Next?

Step-by-step instructions for using this feature are available in the [Workday Manager Guide](#) under the *Dropping Enrollment for My Team* section. Leaders are encouraged to use this tool thoughtfully to support team development and learning goals.

- For **Clinical Education or Non-Clinical Education** questions, submit an **AskHR Case**.
- For **Epic Training Team** questions, submit a **ServiceNow eHelp ticket**.



## Managers Bookmark, Favorite, Shortcut...

...whatever you want to call it - just make sure you have the **Workday Manager Guide** added to your list in Workday. If you don’t know how to create a shortcut, [click here](#).

**Workday  
Manager Guide  
Updated  
Weekly**



## Managers **NEW Standardized Provider Definitions in Workday**

Effective June 1, the Provider Job Family Group has been defined as, “A clinically licensed person providing healthcare services” and primarily focuses on credentialed workers requiring a professional license or certification that can bill for services. The Provider Job Family Group is further defined below:

- **Provider – Physician:** Used in the traditional sense, any healthcare provider who has earned a medical degree and completed their post graduate education.
- **Provider – Advanced Practice:** A healthcare provider who is not a physician but has special training and is licensed to diagnose and/or treat and manage many common medical conditions. (i. e. , APRN, CRNA, Nurse Midwife, Clinical Nurse Specialist, and PA).
- **Provider – Allied Health Professional:** Healthcare providers that are not physicians or advanced practice providers but who help manage patients' health. (i. e. , Audiologists, technologists, dieticians, physical therapists). Note: The Provider – Allied Health Professional job profiles that originally setup under Non-Physician and Non-APP job families will be identified using a Job Classification to which will allow tracking as AHP Providers without creating a new Job Family Group & Job Families.

# May 27, 2025

[News](#) | [Views](#) | [FAQs](#)

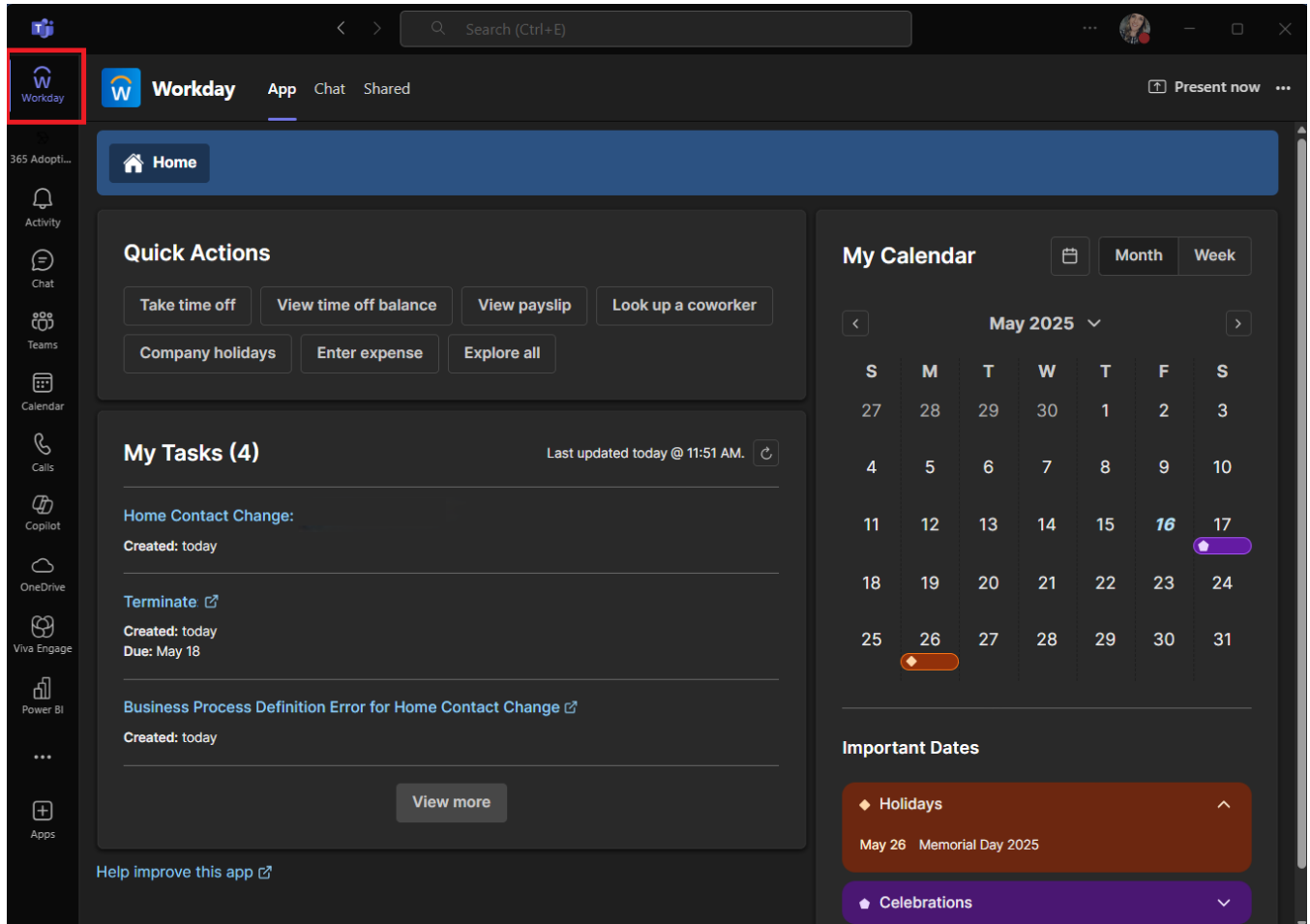
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## In this edition:

- [Workday App in Microsoft Teams](#)
- [Access Reports from a Single App](#)
- [Do You Have the My Team Reports App?](#)

## Workday App in Microsoft Teams

You can now use the Workday app from within Microsoft Teams to quickly access common Workday tasks. You can view time off balances, request PTO, view pay slips, change emergency contacts, and more! Managers can use the app as a shortcut into Workday-specific actions for their teams, like approving PTO, adding goals, and reviewing your inbox items. [Click here](#) for instructions to get started with the Workday app in Teams. And, if you need help, you can even submit an AskHR Case from within the Workday app. People Services will be happy to assist.



[CLICK HERE](#) to view a video of the exciting functionality of Workday and Microsoft Teams!



## Managers Access Reports from a Single App

Did you know you can access several manager reports from the **My Team Reports** app? Reports are organized within the **My Team Reports** app by category. Click one of the five tabs to view reports. Click the report name link to run a report.

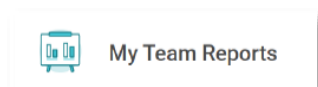
For details including reports located within the **My Team Reports** app, [click here](#).

To watch the “**My Team Reports**” video [click here](#).



## Managers Do You Have the My Team Reports App?

If the **My Team Reports** app does not appear under your Workday apps, follow the steps below.



7. Click the **MENU** icon.
8. Click the **Apps** tab to view your apps.
9. Click **Add Apps**.
10. Type **My Team Reports** in the search bar. The app will appear.
11. Click **PLUS** to add the app.
12. Click **Back to Menu**.

The **My Team Reports** app will be listed at the top of your apps!

*NOTE: Only the first 20 apps appear in your list of apps. If needed, click **Edit** to reorder your apps.*

# May 12, 2025

[News](#) | [Views](#) | [FAQs](#)

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## In this edition:

- **Workday Manager Guide UPDATES**
- **People Services Unavailable May 14<sup>th</sup> 12p-1p**
- **Inclusion & Belonging Learning**



## Managers Workday Manager Guide UPDATES

The steps to change an employee’s FTE, job profile, location, and transferring an employee to another manager have been updated in the Workday Manager Guide:

- **If you are decreasing a salaried employee from FTE to PRN:** For this specific scenario, follow the updated steps for *Changing an Employee’s Job Profile* in the *Job Changes* section in the [Workday Manager Guide](#).
- **If you are transferring an employee who is a manager:** The HCM team will reach out to the current manager to determine if the tasks sitting in the transferring employee’s Workday Inbox should go with the employee or be assigned to a different employee. Detailed instructions can be found by searching for *Part III Sending Manager Tasks in the Transferring an Employee to Another Manager* section in the [Workday Manager Guide](#).
- **If you are changing an employee’s cost center:** Updated instructions can be found by searching for *Changing an Employee’s Home Cost Center* in the [Workday Manager Guide](#).

The **APPENDIX: Job Change Quick Reference** has also been updated:

### APPENDIX: Job Change Quick Reference

FTE (FULL TIME EQUIVALENT)	<ul style="list-style-type: none"> <li>• Decrease <b>Hourly</b> employee’s FTE down to any amount</li> </ul>	<ul style="list-style-type: none"> <li>• Decrease their FTE down to any amount (including PRN). See <i>Changing an Employee’s FTE</i> in the <i>FTE (Full Time Equivalent)</i> section of this guide.</li> <li>• If decreasing to PRN and you want to backfill their hourly position, see <i>Creating a Job Requisition for an Existing Position – Replacement with Changes</i> in the <i>Job Requisitions</i> section of this guide.</li> </ul>
	<ul style="list-style-type: none"> <li>• Decrease <b>Salaried</b> employee’s FTE down to any amount (except PRN)</li> </ul>	<ul style="list-style-type: none"> <li>• No approval is needed to decrease their FTE down to any amount (except PRN). See <i>Changing an Employee’s FTE</i> in the <i>FTE (Full Time Equivalent)</i> section of this guide.</li> </ul>
	<ul style="list-style-type: none"> <li>• Decrease <b>Salaried</b> employee’s FTE down to PRN</li> </ul>	<ul style="list-style-type: none"> <li>• For this specific scenario, follow the steps for <i>Changing an Employee’s Job Profile</i> in the <i>Job Changes</i> section of this guide.</li> <li>• If you want to backfill their salaried position, see <i>Creating a Job Requisition for an Existing Position – Replacement with Changes</i> in the <i>Job Requisitions</i> section of this guide.</li> </ul>
RETIREMENT	<ul style="list-style-type: none"> <li>• FTE <b>Hourly</b> employee staying on as PRN until they fully term/retire and you want to backfill their FTE Hourly position now</li> </ul>	<ul style="list-style-type: none"> <li>• First, decrease their FTE down to PRN, allowing them to keep their current position number. See <i>Understanding FTE Changes</i> in the <i>FTE (Full Time Equivalent)</i> section of this guide.</li> <li>• Second, create a job requisition to backfill the hourly position. See <i>Creating a Job Requisition for an Existing Position – Replacement with Changes</i> in the <i>Job Requisitions</i> section of this guide.</li> </ul>
	<ul style="list-style-type: none"> <li>• FTE <b>Salaried</b> employee staying on as PRN until they fully term/retire and you want to backfill their FTE Salaried position now</li> </ul>	<ul style="list-style-type: none"> <li>• For this specific scenario, first follow the steps for <i>Changing an Employee’s Job Profile</i> in the <i>Job Changes</i> section of this guide. Then, to backfill their salaried position, see <i>Creating a Job Requisition for an Existing Position – Replacement with Changes</i> in the <i>Job Requisitions</i> section of this guide.</li> </ul>



AskHR

## People Services Unavailable May 14th 12pm-1pm

The People Services team will be unable to answer calls Wednesday, May 14 from 12-1pm as they will be attending a team meeting.

Don't worry – you can still ask a question or request assistance during that time by submitting an **AskHR** case. A People Services representative will follow up with you within 48 hours.

Search Workday how-to articles to find answers to your questions.



## Inclusion & Belonging Learning

At SSM Health, we're committed to creating a healthy culture that promotes the individual dignity and well-being of everyone we work with and serve. This is an integral part of who we are and a reflection of our Mission, Vision, and Values. The Culture and Team Member Experience Team provides a comprehensive Inclusion & Belonging catalog designed to meet you where you are. The courses are delivered through Micro-Learnings, E-Learnings, Leader Conversational Guides, and Facilitated Learnings. Educational offerings range from awareness building to skill enhancement.

[Click here](#) to access the full **Inclusion & Belonging Education Catalog**

Opportunities include the following:

### Breaking Ice

Breaking Ice is the award-winning program of Pillsbury House Theatre that for over 20 years has been "breaking the ice" for courageous and productive dialogue around issues of inclusion and belonging in the workplace.

A diverse company of professional actors portray real-life situations that are customized to meet the goals, needs, and culture of your unique organization. Breaking Ice performances blend drama, music, poetry, movement, and humor in a series of dynamic scenes to explore how systemic inequities, implicit bias and common misperceptions show up in relationships, creating uncomfortable interactions that inhibit innovation, motivation, and productivity in the workplace.

[Check out a sneak preview of the course](#)

### Session Dates and Times

- May 21, 9am-11am
- June 4, 10am-12pm
- June 17, 1pm-3pm

[Register Here](#)

# April 28, 2025

[News](#) | [Views](#) | [FAQs](#)

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## In this edition:

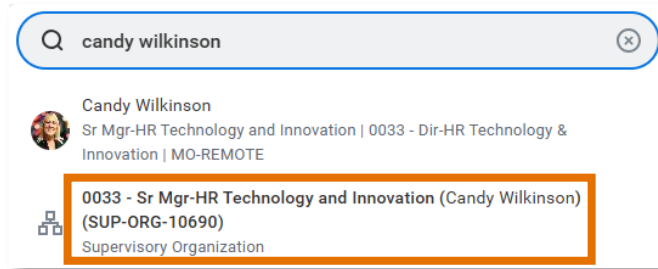
- [Finding a Requisition Approval Date](#)
- [Employee Relief Fund – How to Give](#)
- [Need to Start a Leave of Absence?](#)

## Managers Finding a Requisition Approval Date

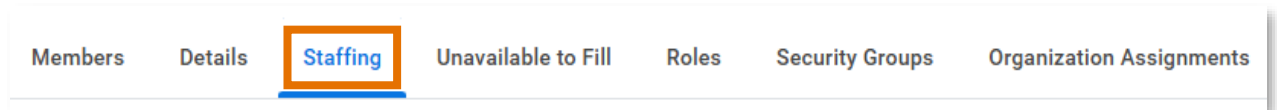
Looking for the completion (or approval) date for a requisition? It's easy!

To find a requisition's approval date in Workday:

1. Type **your name** in the Search Bar (do not click ENTER).
2. Click the **Supervisory Organization** with your name in parentheses. Ex: Sr Mgr (Candy Wilkinson).



3. Click the **Staffing** tab.



4. Under **Positions with Open Job Requisitions**, click the link in the **Effective Job Requisitions** column to view your Candidate Pipeline.
5. Click the **Details** tab.
6. Scroll down to the bottom of the screen and click **Business Process History**.
7. The approval date will appear in the **Completed On** column.

Effective Date	Business Process	Initiated On	Completed On	Status
10/23/2024	Job Requisition: R101000 Nurse	10/23/2024 02:54:10 PM	10/23/2024 02:54:10 PM	Successfully Completed



## Employee Relief Fund – How to Give

The Employee Relief Fund (ERF) provides financial assistance to SSM Health team members who have encountered a financial hardship due to a natural disaster, fire, personal illness, or a catastrophic or unforeseen event. Funds raised for the ERF come from generous donations given by SSM Health team members during the Employee Giving Campaign and throughout the year.

To make a donation, click **Benefits and Pay** > click the **Pay** drop down menu on the left side > click **Voluntary Deductions**.

Search Workday for *SSM Health Employee Relief Fund* to view the detailed how-to article.

### Need to Start a Leave of Absence?

If you need to start a leave of absence claim for short-term-disability, FMLA, parental leave, maternity leave, military leave, etc. start by calling Sedgwick at 1-855-253-0820.

To find out more information, search Workday for *Leave of Absence (LOA) Information* or [click here](#).



# April 14, 2025

[News](#) | [Views](#) | [FAQs](#)

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## In this edition:

- Payroll Calendar Updated
- Fixed Cost Allocation – Enhanced Instructions
- REMINDER: Stay Up to Date on Important Policies
- Workday Learning Assignments – Spring Season of Learning

## Managers Payroll Calendar Updated

The list of request types in **MASS UPLOAD / HR REQUESTS (COLUMN C)** have been updated to reflect which specific job changes can be completed through the Mass Upload Request process. [Click here to view the detailed Payroll Calendar](#). Please see the [Workday Manager Guide](#) for clarified steps on submitting Mass Upload Requests for these listed request types marked with an (M):

- Cost Allocations
- Move to Another Mgr (M)
- Change Location (M)
- Change Org Assignment (M)
- Change Job Profile
- Comp Changes
- One-Time Payments

Requests that can be initiated by Managers are marked with (M)

### SSM Health 2025 Payroll Calendar

COLUMN A	COLUMN B	COLUMN C	COLUMN D	COLUMN E	COLUMN F	COLUMN G	COLUMN H	COLUMN I	COLUMN J
		<b>MASS UPLOAD / HR REQUESTS</b> At 12:00 PM (NOON) on this date, the following requests must be submitted in Workday in order to be completed by the <b>FINAL APPROVAL DATE</b> in COLUMN E: - Mass Upload Requests ("free from errors") <ul style="list-style-type: none"> <li>o Cost Allocations</li> <li>o Move to Another Mgr (M)</li> <li>o Change Location (M)</li> <li>o Change Org Assignment (M)</li> <li>o Change Job Profile</li> <li>o Comp Changes</li> <li>o One-Time Payments</li> </ul> - Requests for Timekeepers - Requests for Delegates - Sign-On/Bonus/Retention Rescinds	<b>PAY PERIOD BEGINS</b>  USE THIS AS THE "EFFECTIVE DATE" IN WORKDAY	<b>FINAL APPROVAL DATE</b> At 5:00 PM on this date, <b>FINAL APPROVAL</b> for all transactions that impact payroll are due, in order to take effect in the pay period (COL B).  EXAMPLES: - Job Profile Change - Transfer - Compensation Change - Fixed Cost Allocation	<b>PAY PERIOD ENDS</b>	<b>TIMESHEETS</b> At 10:00 AM on the date listed in this column, timesheets are <b>LOCKED</b> for editing.  At 10:00 AM on the date listed in this column, employees must have their timesheets <b>SUBMITTED</b> to their mgr/timekeeper for approval.  At 1:00 PM on the date listed in this column, timesheets must be <b>APPROVED</b> by mgr/timekeeper.	<b>TIMESHEETS</b> At 1:00 AM on date listed in this column, timesheets are <b>UNLOCKED</b> for retroactive entries to the pay period listed in COLUMN B.	<b>PAY DATE</b>	<b>TIMESHEETS</b> At 10:00 AM on the date listed in this column, timesheets are <b>PERMANENTLY CLOSED</b> for retroactive entries to the pay period listed in COLUMN B.



My Team Management

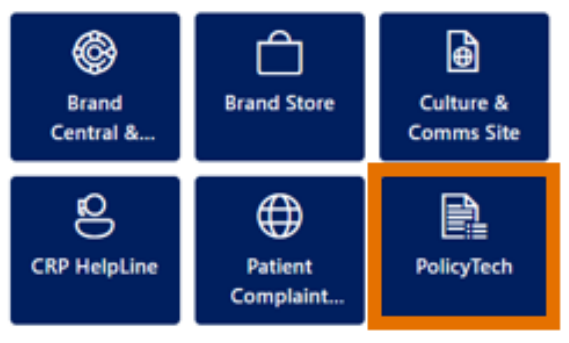
## Managers Fixed Cost Allocation – Enhanced Instructions

Do you need to set up fixed cost allocations for a team member? Detailed instructions can be found by searching for *Fixed Cost Allocations* in the [Workday Manager Guide](#).

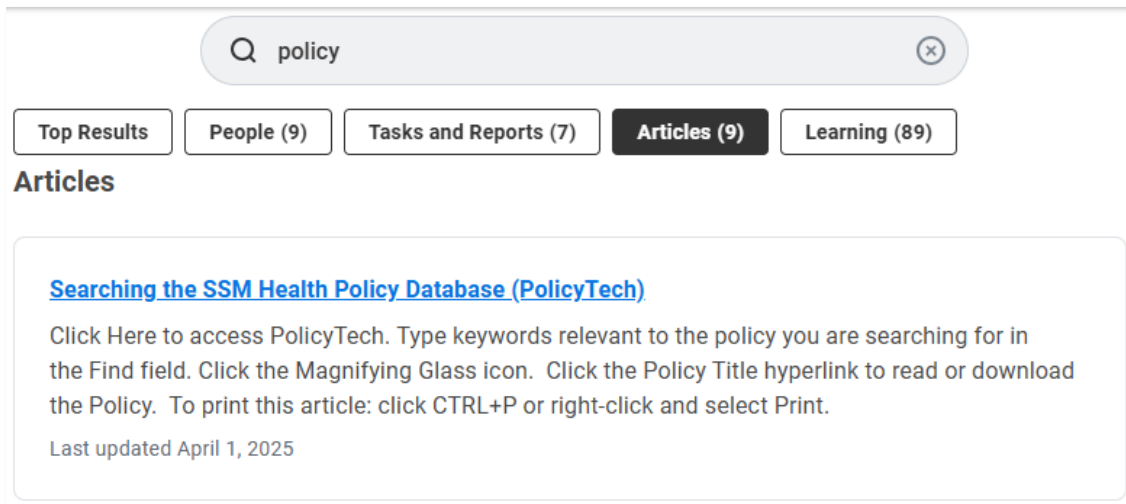
## REMINDER: Stay Up to Date on Important Policies

Stay up to date on important policies to avoid suspensions... just like the **NEW Motor Vehicle Policy**. You can access policies two ways:

- 1) From the SSM Health Intranet home page. On the right side of the page, click **PolicyTech**. Search for key words or a specific policy such as *motor vehicle*. Click the policy name under **Title** to view details.



- 2) You can also access **PolicyTech** from Workday by typing the keyword “**policy**” in the search bar.





## Learning

### Workday Learning Assignments – Spring Season of Learning

Classes for the spring “Season of Learning” will be added to Workday Learning plans on Friday, April 18th. Team members are encouraged to complete these classes this spring, but classes are due by November 30th, 2025.

To access classes in Workday Learning from Workday:

4. Click the **Menu** icon.
5. Under the **Apps** tab, locate and click the **Learning** app.
6. Your Workday Learning Home screen will appear displaying courses **Required for You**.

Annual training furthers our commitment to exceptional care and performance, and ensures we are up-to-date and aware of critical information.

All questions related to Workday Learning should be directed to People Services.

**If you need assistance, simply submit an AskHR ticket or call People Services at 844-776-6947.**

NOTE: Google Chrome is the suggested browser for completing Learning assignments.

[Click here to view the \*\*Workday Learning for Learners job aid\*\*.](#)

# March 31, 2025

[News](#) | [Views](#) | [FAQs](#)

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## In this edition:

- **NEW! View Your Completed Learning History in One Place**
- **New & Improved Report**
- **Check Your Outlook Email for Updates to AskHR Cases You Submit**
- **Requesting Employment or Income Verification**
- **Would You Like Your Team Photo Featured in Workday?**



Employee Self-Service

## NEW! View Your Completed Learning History in One Place

Your completed learning history is now available in the **My Learning Transcript** report. To view your transcript from Workday home page:

1. Click the **Employee Self-Service** app.
2. Under the Workday Learning section, click **My Learning Transcript**. Your detailed transcript will appear.

**My Learning Transcript** includes the learning activity name, completion date, score, grade, duration, education units (if applicable), content type and learning type. For detailed steps, see *View Your Learning Transcript* in the [Workday Learner Job Aid](#).



## Managers New & Improved Report

**You asked, we listened!** New easier to use reports have been created for managers. Each simplified report includes a clear description so you know exactly which report will meet your specific needs. For detailed instructions on running these reports, see the *Appendix: Team Management Reports* section of the [Workday Manager Guide](#).

## NEW! My Team’s Learning Transcript

Use this report to view your team’s learning activities completed in Workday Learning or prior LMS systems.

1. Click **MENU > Apps > My Team Management** app.
2. Under **Workday Learning Tools**, click **My Team’s Learning Transcript**.
3. Click **OK**. Your team’s learning transcript data will appear.



AskHR

## Check Your Outlook Email for Updates to AskHR Cases You Submit

You can submit an AskHR case at any time if you need help with HR-related items. A People Services team member will respond within 48 hours.

When you submit an AskHR case, you will receive a confirmation email. You can check your case for status updates at any time by going to AskHR and reviewing the “Your Recent AskHR Cases” section.

Be sure to check your Outlook email for notifications from [ssm@myworkday.com](mailto:ssm@myworkday.com). These emails will have important updates and messages regarding your case.

This email was sent from an SSM Health-approved sender. Questions? Contact the TSC at 314-644-7345 or your local help desk.

Jamie Gardner replied to AskHR Case CASE00360112: Updates to Mass Upload Request Info:

Hi Nikki - Not sure if you saw all of this but wanted to follow up and see if you needed anything else from HCM for the guide updates?

[View AskHR Case](#)



[SSM Health Workday Home](#)



## Requesting Employment or Income Verification

Did you know you can request employment or income verification on your own? It's easy! Just follow the steps below:

1. Go to **Vault Verify** or [click here](#).
2. Enter your username and password.
  - If logging in for the first time, click **Register Now**. Enter **Company Code: 66509**. You will be prompted to enter your social security number, 6-digit employee ID, and email address. Once your registration request is complete, you will receive an email with your username and password.
  - If you don't know your employee ID or if it is entered incorrectly, you will be prompted to contact HR to request the number or upload a pdf of your driver's license as an alternative to entering your 6-digit employee ID.

The Vault Verify employee portal allows you to view your employment and income verification report, generate an employment letter, or view a listing of vetted requesters who have received verification of your employment through Vault Verify over the course of the previous calendar year.

NOTE: If you need employment history prior to January 1, 2020, submit an AskHR Case.

*If you need additional assistance, contact Vault Verify Customer Service at (407) 378-6203.*



## Would You Like Your Team Photo Featured in Workday?

Submit your team photo for consideration by creating an AskHR case. Include in the subject "Change Management – Team Photo" and attach your team photo. Then, watch for your team photo in Workday on the landing page banner as well as in Workday News, Views & FAQs! Photos are updated quarterly!

### TEAM PHOTO REQUIREMENTS:

- Keep the photo background simple and not too busy
- Max of 5 people in the photo
- Have everyone stand close together

**THIS COULD BE  
YOUR TEAM!**



# March 17, 2025

[News](#) | [Views](#) | [FAQs](#)

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## In this edition:

- **NEW Sup Org View on Org Chart**
- **Contingent Worker Enhancements – Effective March 24**
- **Where is the Workday Assistant Icon?**
- **Add Your Workday Learning Enrollment to Your Outlook Calendar**
- **NEW Bereavement Resource**
- **New & Improved Report**

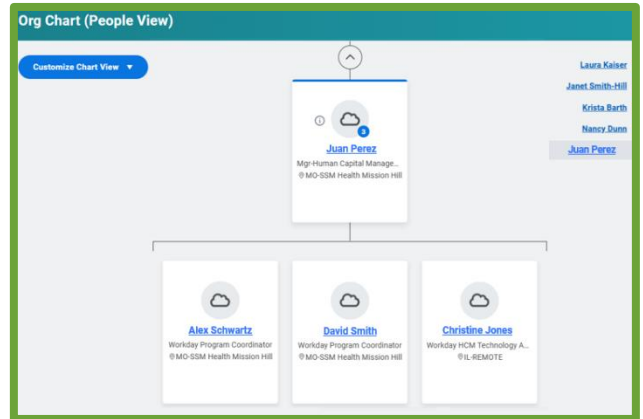
## Managers NEW Sup Org View on Org Chart



Now, managers of multiple supervisory organizations can view their teams right within their organization chart (org chart)!

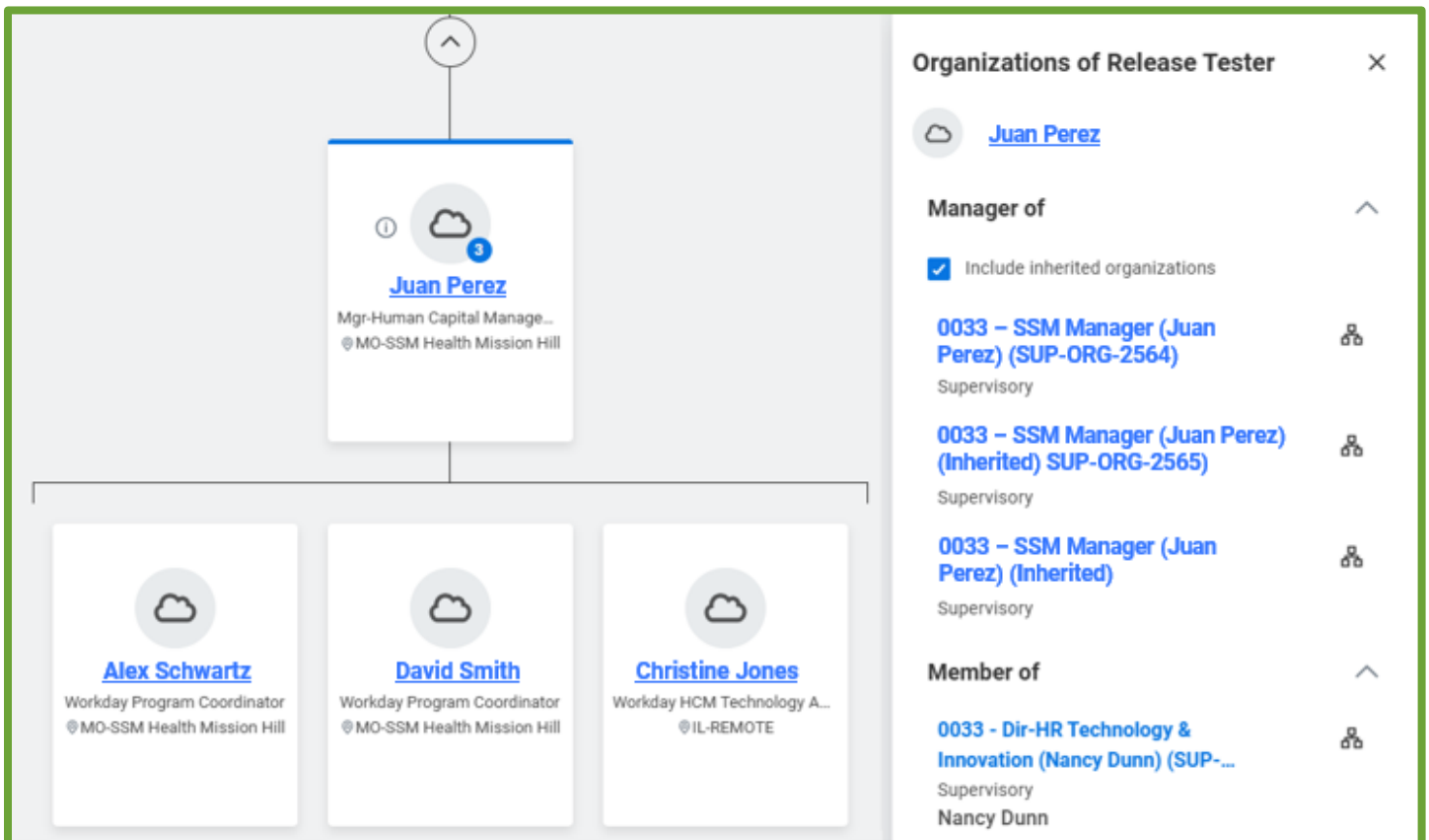
First, locate your organization chart:

1. Click the **Profile**  icon or profile photo.
2. Click [View Profile](#).
3. Click the  icon. Your org chart will appear.

Watch the [Viewing Your Org Chart](#) video!



If you have more than one supervisory organization, you will see an  icon on your name tile in your org chart. Click the  icon to view a list of your supervisory organizations. Click on the [blue hyperlink for each supervisory organization](#) to see team details.



## Managers Contingent Worker Enhancements – Effective March 24

As we continue focusing on workforce stability and financial stewardship, all contract extensions for Temporary Agency workers and 1099 Contractors must be approved in Workday prior to their Workday contract end date. Once the Workday contract end date has passed, extension requests will be blocked.

If a Contingent Worker’s contract is expired and no extension has been requested, an auto-termination process will begin 14 days after their current contract end date.

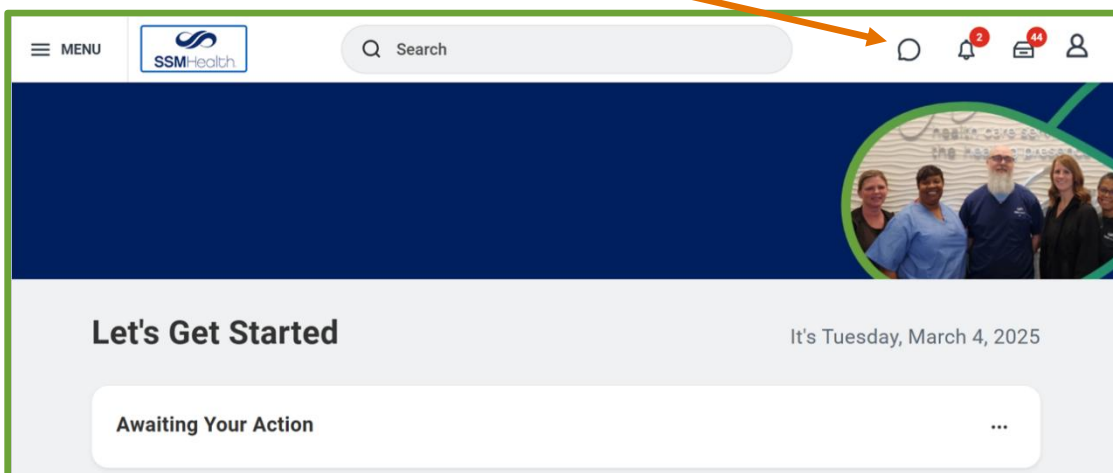
Effective March 31, if a contract extension request is in progress for 30 days or more, and the contract end date is at least 14 days expired and no approval is received, the extension request will be cancelled and the contingent worker will be automatically terminated.

To assist with managing Contingent Workers in Workday, a visual flag will be added to the *My Contingent Workers with Expiring Contracts* report in the **My Team Management** app, signaling when a Contingent Worker is nearing their contract end date.

Additional information and direction can be found in the [Contingent Worker Guidelines](#). Please submit an [AskHR Case](#) with questions.

## Where is the Workday Assistant Icon Located?

The Workday Assistant icon is located on the top right side of the home page. **NOTE: The Workday Assistant icon is no longer available at the bottom of the screen.** The Workday Assistant can provide you with links to Workday how-to articles or quick information about you or your team. Just type in your **keyword** or **question** for a quick response on topics such as: Time Off, Dependents, Find Jobs, Goals, Find a Co-Worker’s Email, View your Benefits, View your Payslip, Change your Contact Info, View Birthdays, and MORE! **Click the icon** to begin your search!





## Learning

## Add Your Workday Learning Enrollment to Your Outlook Calendar

When you enroll into a scheduled offering, be sure to click **Add to Calendar**. An invitation will be sent to your **Outlook Calendar**. For detailed steps, see “Enroll In a Course” in the [Workday Learner Job Aid](#).

**IMPORTANT!** Please do not forward the Outlook Calendar invite to other employees. A forwarded invite DOES NOT enroll the recipient in the class offering. If changes are made to the offering, the recipient will NOT receive the information. If you cancel your enrollment, the recipient will receive an email cancellation too, causing unnecessary confusion.

## Managers NEW Bereavement Resource

A new bereavement resource is now available for People Leaders to reference, in the unfortunate event that an SSM Health employee passes away. The beneficiary notification process and benefit transition information provided in the reference guide can assist both HR and People Leaders.

Search Workday for the how-to article “*Bereavement Resources*”. Click the link within the article to view the detailed resource.



## My Team Reports

## Managers New & Improved Report

**You asked, we listened!** New easier to use reports have been created for managers. Each simplified report includes a clear description so you know exactly which report will meet your specific needs. For detailed instructions on running these reports, see the *Appendix: Team Management Reports* section of the [Workday Manager Guide](#).

### NEW! My Team’s Preceptor Training

Use this report to view your team members who completed *preceptor* training. This report replaces *All Workers with Preceptor Training*.

# March 3, 2025

[News](#) | [Views](#) | [FAQs](#)

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## In this edition:



- NEW! Benefits and Pay App View
- Viewing Your Pay in Workday Mobile
- It's Time for Employee Performance Evaluations
- Where to Find Manager vs. Employee Resources
- Recognize Team Members with eCards

# March 3, 2025 Workday News, Views & FAQs






Benefits and Pay

## NEW! Benefits and Pay App View

Coming March 15th, you will notice that your **Most Recent Pay**, **Current Benefit Cost**, and **Deductions** amounts are hidden – asterisks will appear in place of the number. To see the numbers, simply click the  icon. Click  again to hide amount.

### Overview

<b>Most Recent Pay</b> Your next pay day is February 14, 2025.  *****  Take Home Pay	<b>Current Benefit Costs</b>  *****  Employee Cost (Biweekly)	<b>Deductions</b> Taxes and deductions from your most recent payslip.  *****  Total
---	---	--

**Withholding Elections** can be accessed from the Tasks and Reports section of the **Benefits and Pay** app.

### Tasks and Reports

[Withholding Elections](#) [Payment Elections](#) [Change Benefits](#) [My Tax Documents](#)



Benefits and Pay

## Viewing Your Pay in Workday Mobile

Starting March 15<sup>th</sup>, the **Pay** app will no longer appear in Workday mobile. To view your pay, click the **Benefits and Pay** app.



Talent and Performance

## Managers It's Time for Employee Performance Evaluations

The performance evaluation process at SSM Health provides a dedicated time for leaders to reflect on the accomplishments of their team members, align team performance with goals, and identify opportunities for improvement. More importantly, these conversations offer an opportunity to foster personal connections with the team.

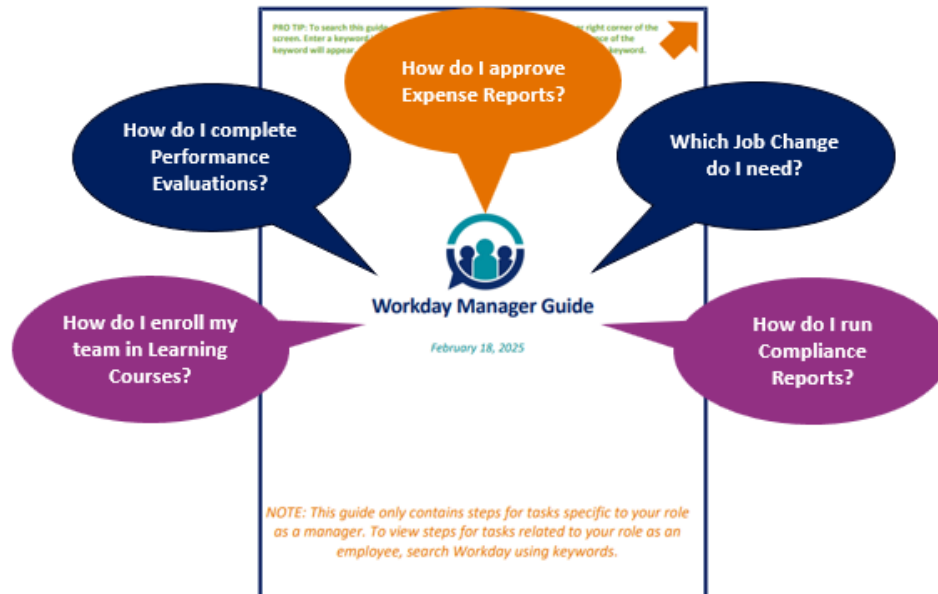
This year, the evaluation process in Workday is required for all team members hired on or before December 1, 2024. All eligible employees received a Workday Inbox task for their self-assessment, to be completed by February 6.

NOTE: All outstanding self-evaluations were moved to managers on February 21. The full evaluation process should be completed by March 31.

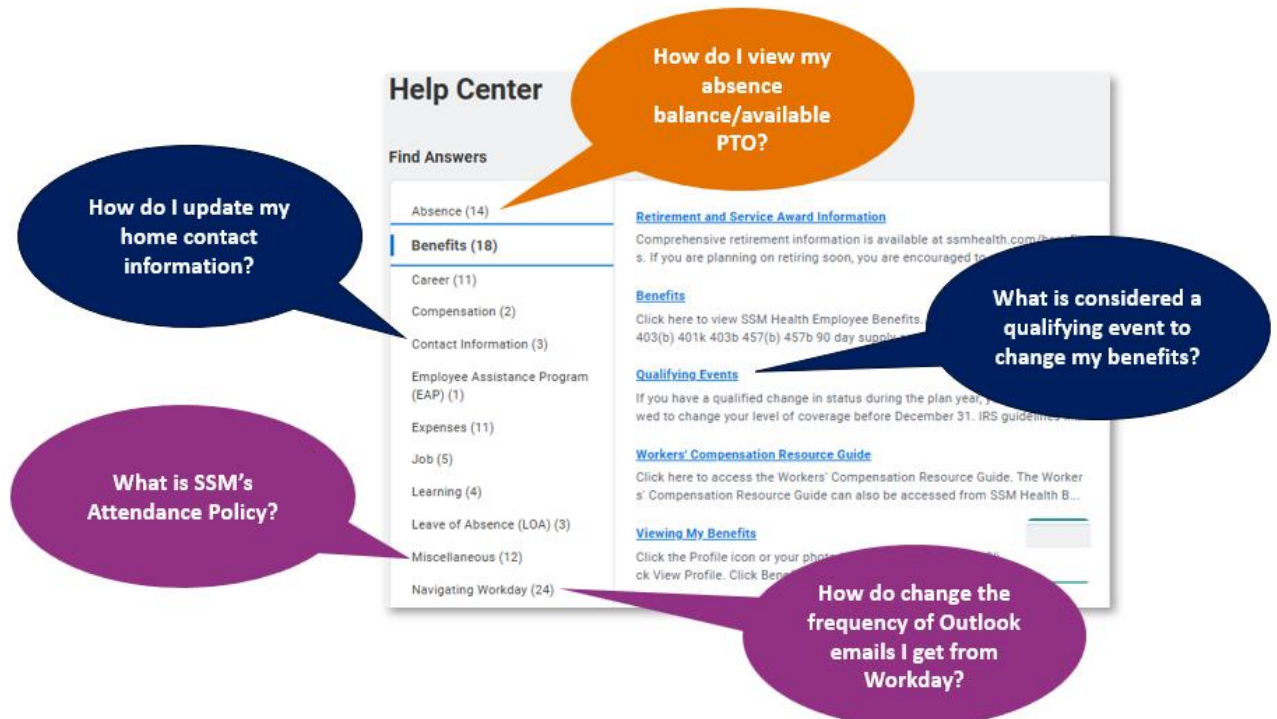
The [Employee Performance Resource Guide for Leaders](#) is available to answer any questions about the process. For step-by-step instructions, search for *Performance Reviews* in the [Workday Manager Guide](#).

## Managers Where to Find Manager vs. Employee Resources

Looking for answers to questions you have as a **Manager**? Check out the **Workday Manager Guide** for step-by-step instructions on how to do everything in Workday as a **Manager**.



Looking for answers to questions you have as an **Employee**? Check out the Help Center in the **AskHR** app. Several knowledge base articles are available, organized by topic.





## Recognition

### Managers Recognize Team Members with eCards

It is human nature to want to be recognized. Recognition creates a sense of purpose and satisfaction, allowing employees to feel understood, valued, and connected to the Mission and performance of the organization. Recognition is essential to employee engagement, performance, and growth. Effective recognition should be timely, specific, and personal. Within the **RecogNation** portal are a variety of options for you to recognize employees for accomplishments, milestones, holidays, and just because. We have included expanded reporting for birthdays and anniversaries directly in the **Recognition App**, saving you time running reports. Grow your team performance today by creating a regular habit of recognition. Select from more than 200 ecards in the **Recognition app!**

[Click here to watch the \*Everybody Loves Ecards\* video.](#)

**NOTE:** eCards can be sent with delayed delivery. Click the toggle to the right of Schedule for later. Select a date & time, then click **Send**.

Date of Birth (without Year)	Employee ID	Employee/Worker
02/28	1234	Amber Young
03/15	2277	Crystal Smith
04/10	1112	Michael Jordan
06/11	2710	Robert Guthrie
07/26	2223	Camille Kirby
10/09	1709	Dave Thomas

Service Anniversary Date	Years Of Service as of Anniversary	Employee ID	Employee/Worker
12/02/2024	7	2710	Robert Guthrie
03/12/2025	29	1234	Amber Young
03/29/2025	30	2277	Crystal Smith
04/01/2025	6	1112	Michael Jordan
05/21/2025	35	2099	Kelly Clarkson
05/24/2025	38	1709	Dave Thomas

To send an eCard:

1. Click the **MENU** icon.
2. Under the **Apps** tab, locate and click the **Recognition** app.
3. Under Send an eCard with RecogNation, click **RecogNation Portal**.
4. Type an employee's name in the **Search by Name** search box.
5. Click **Send eCard**. The list of ecards will appear.
6. Select a category such as All, Birthday, Thanks!, Welcome, etc.
7. Select an eCard. The recipient's name will appear. **NOTE:** If you would like the employee's manager to receive a copy of the eCard, click the toggle to the right of CC Manager.
8. Type something to the recipient in the Message field.
9. Click **Send**.

**NOTE:** eCards can be set with delayed delivery. Click the toggle to the right of **Schedule for later**. Select a date and time to deliver the eCard, then click **Send**.

# February 17, 2025

[News](#) | [Views](#) | [FAQs](#)

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## **In this edition:**

- Have You Checked Your Supervisory Organization Lately?
- Future-Dated Changes – Employee Visibility
- REMINDER: Mass Upload / HR Request Due Dates

## Managers Have You Checked Your Supervisory Organization Lately?

Since everything in Workday revolves around Sup Orgs, checking your Sup Org information regularly can help to keep you on track! Check out the **Members** tab to see all your occupied positions. The **Staffing** tab will show you vacant positions. View team members with Timekeeper access in the **Roles** tab.

Check out your **Sup Org Organization Assignments** – is the default cost center correct? Although Sup Orgs can be made up of employees from different areas, Sup Orgs are only allowed one default cost center. When a manager submits things like Job Changes or Requisitions, the default cost center will populate. This default cost center can be overridden during a process. Click [HERE](#) for a Supervisory Organization Tour by our own SSM Health Technology Analysts!

*NOTE: If a Sup Org should show a different default cost center, please submit an AskHR Case and provide the new cost center information.*

To view your sup org:

1. Type **your name** in the Workday Search Bar (**do not click ENTER**). Your employee profile AND Supervisory Organization will appear.
2. Click your **Supervisory Organization** to view details.

Effective Date	Business Process	Initiated On	Completed On	Status
10/23/2024	Job Requisition: 510100 Nurse	10/22/2024 10:54:10 PM	10/23/2024 10:54:10 PM	Successfully Completed

To locate the default cost center of a supervisory organization, click the **Organization Assignments** tab.  
NOTE: Each sup org can only be assigned one default, though positions existing in the sup org could belong to different cost centers.

Organization Type	Allowed Organizations	Default Organizations
Company		SSM Health Care Corporation
Cost Center		8713020033 HR Technology-Change Management
Region (Custom)		SSM Health Corporate
Ministry		0033 SSM Health Care Corporate

## Managers Future-Dated Changes – Employee Visibility

Depending on the type of Mass Upload/HR Request (see *Column C of the Payroll Calendar image below*) change you submit for an employee, their ability to see the change in Workday will vary:

- Compensation Changes (such as hourly/salary rates, one-time payments, bonuses, etc. )
  - If you submit the Compensation Change **with a specified visibility date**, the employee will be able to view the change in Workday on the **date you specified**.
  - If you submit a Compensation Change **without a specified visibility date**, the default visibility date will be the **effective date of the pay period** (see *date in Column D below*).
- Changes without compensation adjustments or new job description acknowledgements (such as FTE, location, or manager) will be visible to your employee as of the **effective date of the pay period** (see *date in Column D below*).
- Changes that require a new job description acknowledgement (such as Job Profile changes) will be visible to your employee **as soon as they receive the job description acknowledgement task**, before the effective date of the change. This ensures that there is time for you to have a conversation with your employee about the change in advance and receive their acknowledgment prior to working in the new job. The remaining changes or anything on the employee’s profile screen will be visible once the change takes effect (i. e. , future dated).

## Managers REMINDER: Mass Upload / HR Request Due Dates

The due date for all Mass Upload / HR Requests (*Column C*) is Noon on the Tuesday PRIOR to the Effective Date (*Column D*). This includes the following:

- Cost Allocations
- Job Changes
- Close Positions
- FTE Changes
- Comp Changes
- One-Time Payments
- Requests for Timekeepers
- Requests for Delegates
- Sign-On/Bonus/Retention
- Rescinds

COLUMN C	COLUMN D
<b>MASS UPLOAD / HR REQUESTS</b> At 12:00 PM (NOON) on this date, the following requests must be submitted in Workday in order to be completed by the <b>FINAL APPROVAL DATE</b> in COLUMN E: - Mass Upload Requests ("free from errors") <ul style="list-style-type: none"> <li>○ Cost Allocations</li> <li>○ Job Changes</li> <li>○ Close Positions</li> <li>○ FTE Changes</li> <li>○ Comp Changes</li> <li>○ One-Time Payments</li> </ul> - Requests for Timekeepers - Requests for Delegates - Sign-On/Bonus/Retention Rescinds	
<b>TUESDAY</b>	<b>PAY PERIOD BEGINS</b>
1/7/2025	1/12/2025
1/21/2025	1/26/2025
2/4/2025	2/9/2025
2/18/2025	2/23/2025

See the [2025 Payroll Calendar](#) for details.

# February 3, 2025

[News](#) | [Views](#) | [FAQs](#)

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## **In this edition:**

- HR Analytics Dashboard Upgrade Coming February 6<sup>th</sup>!
- “Worked Hours” Must Equal “Budgeted/FTE Hours”
- Need More Workday Training?
- NEW Process – Requesting PSLF (Public Service Loan Forgiveness)
- Access to Expert Workday Assistance at Your Fingertips 24/7!

**Managers** HR Analytics Dashboard Upgrade Coming February 6<sup>th</sup>!

*You asked, we listened...*



HR Analytics Dashboard

**HR Analytics Dashboard Enhancements** will empower and improve leader effectiveness. New metrics are coming to allow for wider trend analysis. The new filters will make navigation easier. Best of all, the addition of historical data will allow you to view current data in context. For a comprehensive list of all enhancements **coming Feb. 6<sup>th</sup>**, [CLICK HERE](#).



Time

**HOURLY EMPLOYEES “Worked Hours” Must Equal “Budgeted/FTE Hours”**

As of January 26, if the hours reported on your timesheet are less than your weekly budgeted/FTE hours, you will receive the following yellow alert in the Workday timesheet:

**Alert**

For the work week ending 02/01/2025 your reported FTE hours are 24, which is less than your weekly budgeted FTE hours of 36. To clear this alert, if you have completed your final shift for the workweek and are submitting your time, you should make an entry for Unpaid Time Off (Time Off Reason = True Up to Budgeted Hours/FTE) on your Workday timesheet for the difference between your reported FTE hours and weekly budgeted FTE hours.

**MANAGERS & TIMEKEEPERS:**

Please work with your hourly team members to ensure they understand how to true up their time.

To resolve, please enter the difference between the “FTE Hours Reported” and the weekly “Budgeted/FTE” hours using the time type **Unpaid Time Off** in the Workday timesheet. For details, see “Recording Unpaid Time Off – To Resolve Budgeted/FTE Alert” in the [Time and Absences – A Guide for Hourly Employees](#).

**Example:**

- **Image 1:** FTE Hours Reported = 36. 71667, which is less than the weekly budgeted FTE hours of 40. Subtract 36. 71667 FTE Hours Reported from 40 weekly budgeted FTE hours.  
Ex.  $40 - 36.71667 = 3.28333$  Then, round 3.28333 to the nearest tenth which is 3.28.
- **Image 2:** Enter a new time block on the timesheet for **Unpaid Time Off** in the amount of 3.28 hours and apply the **Time Off Reason: True Up to Budgeted Hours/FTE**.
- **Image 3:** FTE Hours Reported now equals 39.99667, which, when rounded to the nearest tenth, equals 40 weekly budgeted FTE hours.

**1**

**Summary**

Jan 26 – Feb 1, 2025

Productive Time	36.716667
Non-Productive Time	0
Paid Time Off	0
Unpaid Time Off	0
Overtime	0
Availability	0
On-Call (Paid)	0
Critical Shift	0
Extra Shift (\$)	0
FTE Hours Reported	36.716667

**2**

Enter Time

01/31/2025

Time Type \* Unpaid Time Off

Hours \*

**Details**

Time Off Reason True Up to Budgeted Hours/FTE

Comment

**3**

**Summary**

Jan 26 – Feb 1, 2025

Productive Time	36.716667
Non-Productive Time	0
Paid Time Off	0
Unpaid Time Off	3.28
Overtime	0
Availability	0
On-Call (Paid)	0
Critical Shift	0
Extra Shift (\$)	0
FTE Hours Reported	39.996667

## Need More Workday Training?

**Request Workday Training** is 1:1, customized and on-demand training for people leaders, timekeepers, and team members! This is great to learn about recent changes to processes in Workday, understand new reports, to assist new timekeepers, and help orient new team members to Workday.

To sign up, see the **Request Workday Training** announcement on your Workday home page. Email [Request.Workday.Training@SSMHealth.com](mailto:Request.Workday.Training@SSMHealth.com) with the specific course(s) you're interested in. Our team will reply within the next business day to schedule your class!



## NEW Process – Requesting PSLF (Public Service Loan Forgiveness)

Beginning January 28<sup>th</sup>, the process to submit your PSLF (Public Service Loan Forgiveness) request will be submitted through the *PSLF Help Tool* located on the [studentaid.gov](http://studentaid.gov) website. When prompted for employer's email, enter **PSLF@vaultverify.com**.

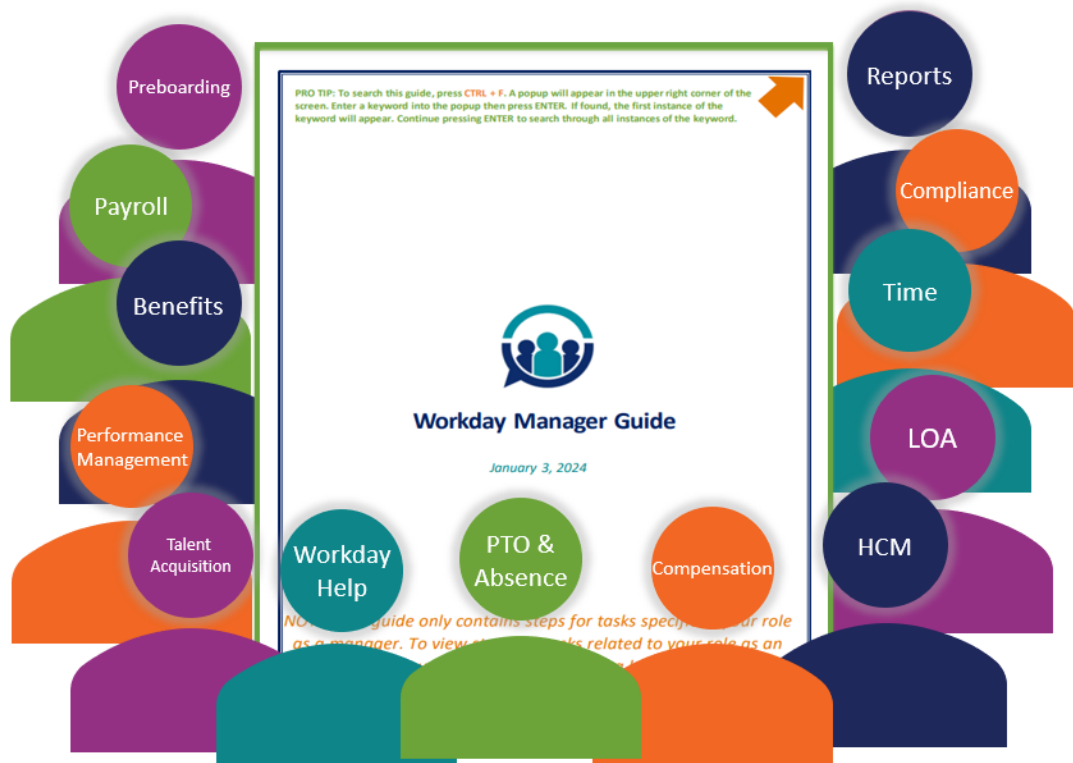
Search Workday for *Public Service Loan Forgiveness (PSLF) Form* or [click here](#) to view the detailed how-to article.

*For assistance, contact **Vault Verify Customer Service** at [cs@vaultverify.com](mailto:cs@vaultverify.com) or call (407) 378-6203, Option 1 (Monday – Friday 8:00 am – 8:00 pm EST).*

## Managers Access to Expert Workday Assistance at Your Fingertips 24/7!

The [Workday Manager Guide](#) is constantly updated by your **WORKDAY EXPERTS** from all the functional areas of HR, to ensure **YOU** have the **most up-to-date** and **most efficient steps** on how to complete **ALL** your manager tasks in Workday. This should be your **FIRST** and **MOST USED TOOL** in your Manager Toolbox!

**PRO TIP:** [Click here](#) to save the guide as a shortcut for quick reference!



### Guides Available in Workday:

- Workday Manager Guide
- Workday Manager Guide for Nursing Programs
- Workday Human Resources Guide
- Workday Timekeeper Guide
- Time – A Guide for Contingent Workers
- Time and Absences – A Guide for Hourly Employees

# January 20, 2025

[News](#) | [Views](#) | [FAQs](#)

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## In this edition:

- Timesheet & Absence Code Changes
- NEW Payroll Monday FAQs
- Sort Out Your Workday Apps
- New & Improved Reports



Time and  
Absence

## Managers & Timekeepers Timesheet and Absence Code Changes

### *You asked, we listened...*

Effective January 26<sup>th</sup>, the following changes will be made to the Workday timesheet:

- **Paid Time Off + Availability** and **Unpaid Time Off+ Availability** will only be available for Manager/Timekeeper entry, and will be moved from the Workday timesheet to the **Absence** app.
- **Low Census** absence types (using Paid Time Off or Unpaid Time Off) will be moved to the **Absence** app, where your employee can enter and submit the request.
- **Unpaid Time Off** will remain on the Workday timesheet and in the **Absence** app. Managers and Timekeepers will be expected to train their employees to true-up their budgeted hours for each workweek.

*Example: If your employee works 36 hours in week 1 of the pay period and they are budgeted at 40 hours per week, a 4-hour Unpaid Time Off time block should be entered to true-up week 1. This true-up is needed for additional reporting needs.*



Absence

## HOURLY EMPLOYEES Timesheet and Absence Code Changes

Effective January 26<sup>th</sup>, the following changes will be made to the Workday timesheet:

- **Paid Time Off (Low Census)** or **Unpaid Time Off (Low Census)** - Please submit a request in the **Absence** app. You will no longer be able to enter it directly into the Workday Timesheet. For details, see *Entering Absences in Workday* in [Time & Absence – A Guide for Hourly Employees](#). [Click here to watch a brief video, Entering an Absence.](#)
- **Availability + Paid Time Off** and **Availability + Unpaid Time Off** - Will only be available for Manager and Timekeeper entry into the **Absence** app.
- Please enter **Unpaid Time Off** on your Workday timesheet to true-up your budgeted hours for each workweek.

*Example: If you work 36 hours in week 1 of the pay period and you are budgeted at 40 hours per week, enter 4 hours of Unpaid Time Off in week 1. This true-up is needed for additional reporting.*

NOTE: Contact your Manager or Timekeeper if you are unsure of your budgeted hours per week.

## **HOURLY EMPLOYEES NEW Payroll Monday FAQs**

**Q: I received a notification “Reminder you have unsubmitted time and/or absence on your timesheet”. I already submitted my time.**

A: Workday checks timesheets for any unsubmitted time entries for the pay period that just ended at 4:00 am on the Monday of payroll processing week. If you have any unsubmitted time entries for that pay period, you will receive a notification. If you submitted your time after 4:00 am, no action is needed. If you are not sure, review your timesheet for the previous pay period to make sure all entries are either submitted or approved. Remove the notification by selecting the notification, then click the down-arrow to “Mark as Unread”.

**Q: Why can’t I make changes to my timesheet after 10:00 am on Monday, end of the pay period?**

A: Workday timesheets must be locked to prevent new entries and edits to provide managers and timekeepers time to review and approve your time entries for payroll processing. Employees, managers, and timekeepers are not able to add new or edit existing time entries after 10:00 am on the Monday following the end of the pay period. All team members are encouraged to manage and submit their time entries on a weekly basis to assure accurate payroll processing.

**Q: I’m unable to add missing shifts after 10:00 am on the Monday following the end of the pay period. How do I get paid for this time?**

A: Any missing time entries from the previous pay period will need to be added on Thursday, when timesheets for the previous period are reopened, and will be paid on the following paycheck, two weeks from the current paycheck. If missing time entries are equal to or greater than half of your bi-weekly scheduled hours, your manager can submit an AskHR Case to request a timesheet update. The AskHR Case for missed time must be submitted no later than 12:00 pm on Tuesday of payroll processing week. Exceptions will only be completed if time allows during payroll processing.

[Click here](#) to view the “Payroll Monday FAQs for Hourly Employees” how-to article.



**Managers & Timekeepers** NEW Payroll Monday FAQs

**Q: I received a notification in Workday that I have employees with unsubmitted time and/or absences. When I review their time, all of their time entries and absences have been submitted.**

A: On Mondays at 8:00 am, if employees have time/absences on their timesheet from the prior week that they have not yet submitted to you for approval, you will receive an “**Employees with Unsubmitted Time and/or Absence**” notification in Workday. This notification contains a list of employees with unsubmitted time entries and/or absences. When an employee submits their time after 8:00 am, the notification you receive does not update to reflect any changes made to an employee’s time submission status. Managers and timekeepers are encouraged to review their workers’ timesheets. This notification can be ignored if you have already reviewed and approved all timesheets of those you support.

**Q: I have an employee that is missing time from their timesheet. I am unable to enter or edit their time. Can I have their timesheet re-opened?**


A: On Payroll Mondays at 10:00 am, timesheets for hourly and salaried employees are locked for the prior pay period and can no longer be edited or submitted by employees, managers, or timekeepers. Any changes to an employee’s timesheet, including edits to existing time entries or the addition of new time entries, must be entered after the payroll lockout has been lifted. Changes made after the payroll lockout has been lifted will be reflected on the next paycheck, two weeks from the current week. If missing time entries are equal to or greater than half of the employee’s bi-weekly scheduled hours, the manager can submit an AskHR Case to request a timesheet update. These exceptions will only be completed if time allows during payroll processing. The manager must complete the **Timesheet-Missed Worked Time** spreadsheet template and attach to an AskHR Case no later than 12:00 pm on Tuesday of the current payroll week. NOTE: This request will be denied if submitted after 12:00 pm, or if the missing time entries are less than half of the employee’s bi-weekly scheduled hours.

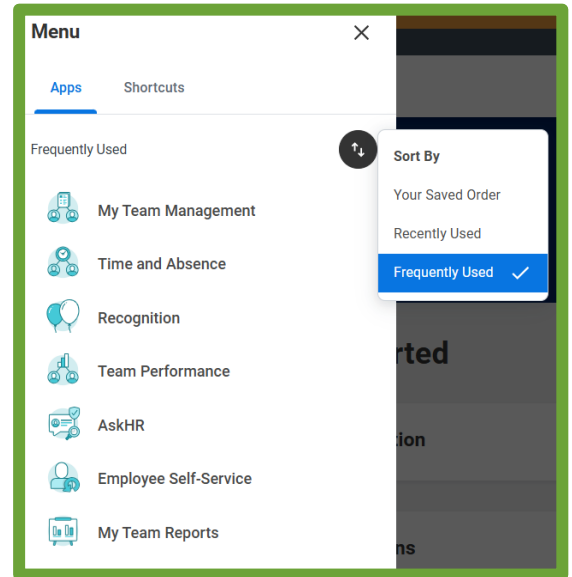
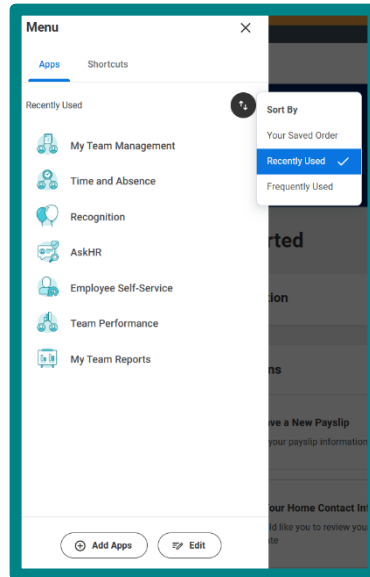
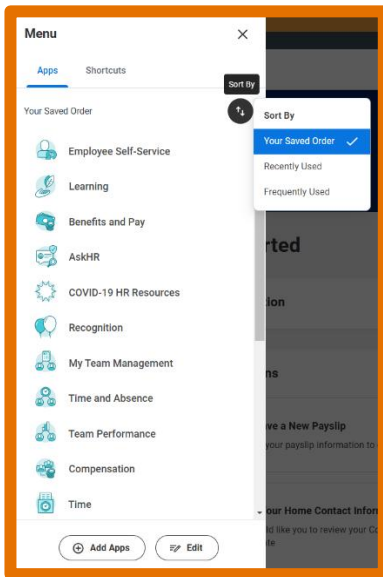
[Click here](#) to view the “Payroll Monday FAQs for Managers and Timekeepers” how-to article.



 MENU

## Sort Out Your Workday Apps

Did you know that you can not only rearrange your Workday apps but also set your preferences in how your apps are displayed? By selecting the **Sort By**  icon within your Apps menu, you can view apps in **Your Saved Order**, your most **Recently Used** apps, or your most **Frequently Used** apps. If your apps go “missing”, just check the “Sort By” setting!



My Team Reports

## Managers New & Improved Reports

**You asked, we listened!** New easier to use reports have been created for managers. Each simplified report includes a clear description so you know exactly which report will meet your specific needs. For detailed instructions on running these reports, see the *Appendix: Team Management Reports* section of the [Workday Manager Guide](#).

### NEW! My Active Employee & Contingent Worker Details

Use this report to view extensive details about your employees (and contingent workers, if applicable). This report replaces **Active File - EE & CW**.

### NEW! My Team's Learning - Annual Compliance Unmet Report

Use this report to view the status of courses assigned during Seasons of Learning, including due dates. This report replaces **My Team's - Unmet Annual Learning Compliance**.

### NEW! My Team's Learning - Assignments

Use this report to view courses assigned to your employees. This report replaces **My Team's Assigned Learning Status**.

### NEW! My Team's Learning - Upcoming Instructor-Led Classes

Use this report to view the details of your team's upcoming instructor-led classes. This report replaces **My Team's Upcoming Learning Course Offerings**.

# January 6, 2025

[News](#) | [Views](#) | [FAQs](#)

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## In this edition:

- Save Time With Shortcuts!
- 2024 Electronic W-2 Forms Coming Soon!
- Need to Start a Leave of Absence?
- Running Workday Reports Efficiently
- Ask the Workday Assistant

## Managers Save Time With Shortcuts!

Did you know you can create a shortcut in Workday to EASILY access the Workday Manager Guide and the Workday 101 for Managers Video Library? Have your resources right at your fingertips!

### Create a Shortcut

1. Click the **MENU** icon.
2. Click the **Shortcuts** tab.
3. Click **Add Shortcuts**.
4. Search for links, tasks, and reports in the search box.
5. Click the **PLUS SIGN** to add a shortcut.
6. Repeat for up to a maximum of 10 shortcuts.

#### SUGGESTED SHORTCUTS

- Workday Manager Guide
- Workday 101 Video Library
- 2025 Payroll Calendar – Detailed
- 2025 Payroll Calendar – Simple

### Using a Shortcut

1. Click the **MENU** icon.
2. Click the **Shortcuts** tab.
3. Click the shortcut to launch it.

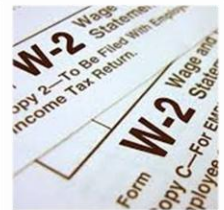
## 2024 Electronic W-2 Forms Coming Soon!



Benefits  
and Pay

Online W-2s will be available for viewing and printing in Workday on Monday, January 13<sup>th</sup>.

1. Click the **MENU** icon.
2. Under the **Apps** tab, click the **Benefits and Pay** app.
3. Under **View**, click **My Tax Documents**.
4. Click **View/Print**.



There will be multiple W-2s if you worked for more than one tax company in 2024.

[Click here](#) to view the “Understanding Your W-2 Statement” how-to article.

[Click here](#) to view the “Viewing Your W-2 Statement” video.

If you have questions after you compare this information, please call People Services at 844-776-6947.

## Need to Start a Leave of Absence?

If you need to start a leave of absence claim for short-term-disability, FMLA, parental leave, maternity leave, military leave, etc. start by calling Sedgwick at 1-855-253-0820.

To find out more information, search Workday for *Leave of Absence (LOA) Information* or [click here](#).



## Managers Running Workday Reports Efficiently

When running a report in Workday, if the message “Processing your request, please wait” appears, follow the steps below for success!

1. Click the **Notify Me Later** button. **NOTE:** *There is a heavier volume of usage on Monday mornings in Workday so to make the best use of your time, click Notify Me Later.*
2. Enter a unique report name to make it easy to locate in **Notifications**. For example, Birthday Report.

**Processing your request, please wait.**

Options

You can keep working while this runs in the background, and will be notified when it's ready. You can also view your completed requests by searching for the My Reports task or selecting My Reports from the main menu.

**Notify Me Later** Cancel

---

**Send to My Reports**

Choose a document format and name the file:

Request Name: \* Birthday 03-08

Format: \* Microsoft Excel

You can track the progress in the Process Monitor

**OK** Cancel

3. A notification will appear when the report is available for downloading. Click the **blue link** next to **Details** and view the downloaded report.

**Notifications**

Viewing: All Sort By: Newest From Last 30 Days

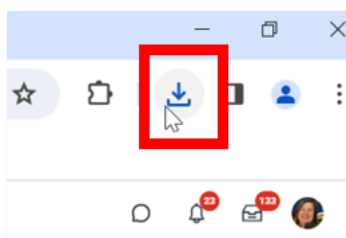
**Document Available**

Shiftmed SSM EE& CW report 2024-01-29 12\_21 CST.xlsx is now available in My Reports

11 minute(s) ago

Details Shiftmed SSM EE& CW report 2024-01-29 12\_21 CST.xlsx

4. Click the **download** icon in the upper right corner of the screen, and then click the report name to view your report.





### Ask the Workday Assistant

The Workday Assistant can provide you with links to Workday how-to articles or quick information about you or your team. Just type in your **keyword** or **question** for a quick response on topics such as: Time Off, Dependents, Find Jobs, Goals, Find a Co-Worker's Email, View your Benefits, View your Payslip, Change your Contact Info, View Birthdays, and MORE!

This month, we asked the Assistant **“How do I view my goals?”**. **Click either icon** to begin your search! Click the link to view your dependent information.

