

# SKYVU

## Change Agent Readiness Checklist



Determine your area's specific **financial unit** by going to <https://www.vanderbilt.edu/skyvu/local-resources.php>



**Identify the individuals filling roles in your area:**

Financial Unit Manager (FUM)

HCM Specialists

BU Entity Approver

Procurement Requesters



Ask your Business Office how the **Chart of Accounts Program and Activity** are being used for your area. If applicable, find out the Project Numbers that are being used in your area for grants, faculty funds, Cores, capital projects, and gifts



**Clean up data** for your area's cost centers, including grants (*as applicable*)



Update **C2HR** personal information, including **AlertVU** info by 12/1\*

*\*All C2HR changes after 12/1 will not be reflected in the new Oracle Cloud system.*



Enroll & complete the **SkyVU Employee Curriculum** in the Learning Exchange



Attend an **Expense Report Workshop**



Come to the **December 7<sup>th</sup> Town Hall** at 3pm in Sarratt Cinema



Hang the **Change Agent poster** in your cubicle or door



Remember to **take a deep breath!**

**For more resources**, please visit [www.Vanderbilt.edu/skyvu](http://www.Vanderbilt.edu/skyvu)

**Questions?** Contact us at [skyvu@Vanderbilt.edu](mailto:skyvu@Vanderbilt.edu)

