



**Webinar:** Human Capital Management Updates & Change Agent Sharing Strategies  
**Date:** January 11, 10 a.m.  
**Guest Speakers:** Kristie Hall and Anna Letcher

## WEBINAR SUMMARY

### *SkyVU Human Capital Management updates from Kristie Hall and Anna Letcher:*

- **New timeclock vendor:**
  - Finalizing new vendor to replace Kronos timeclock system
  - At VU, Kronos is used by hourly employees who “clock in” and “clock out” for their daily job
  - Other Oracle Cloud functionality will replace eTimesheet and Exempt Time Off
- **Paperless Processing: Faster and Greener:**
  - Hiring, rehiring and employee transfers less paper-intensive
  - Will eliminate paper personnel action forms (PAF, ePAF, etc.)
  - Online transfer workflow
- **Better Reporting**
  - Incorporate job categories (JCAT) system to enhance existing job codes
  - Improve ways to analyze data
  - Utilize cross-campus information to support institutional decision making
- **Taleo Recruiting and Onboarding**
  - Re-implementing Taleo to focus on university needs
  - Streamline new hire onboarding process
  - Reduced duplicative data entry due to direct data feed to Oracle Cloud
  - Cleaner, easier-to-navigate user experience
- **A Consistent Benefits Experience**
  - Benefit Express will continue to be the benefits provider
  - Benefit elections and open enrollment experience will remain the same

### *Strategies for Distributing SkyVU Content:*

- 1. Organize a report-out meeting for your team
  - Use content from these webinars
    - For example: On the same day each month, organize a meeting in your area
- 2. Broadcast your Change Agent role!
  - Tell your colleagues that you are their SkyVU point-person
    - LinkedIn (see end of document for an example)
    - E-mail signature (see end of document for an example)
- 3. Distribute content electronically
  - Forward the [SkyVU blog](#) to your colleagues (posted on the SkyVU website under the “Blog” tab twice/month)
  - Use this document to summarize content and to populate content for an email or department newsletter

## ACTION ITEMS

- Share webinar content with your teams
  - Use the tips above, plus your own ideas
    - What methods are you using? How are YOU being a Change Agent? We want to know so we can recognize you and share best practices with other Change Agents! Please email us ([skyvu@vanderbilt.edu](mailto:skyvu@vanderbilt.edu)) and let us know!
- SkyVU posters
  - How many posters did you find and replace?
    - Please email us ([skyvu@vanderbilt.edu](mailto:skyvu@vanderbilt.edu)) to let us know how many posters you found and replaced so we can recognize you!
  - If you need additional posters, please pick up them up in the SkyVU Office, located in Suite 1010 on the 10<sup>th</sup> floor of the Loews Office Tower, M-F, 8 a.m.- 5 p.m.

### Sample LinkedIn role description:



#### SkyVU Change Agent

Vanderbilt University

Nov 2016 – Present • 3 mos • Greater Nashville Area, TN

By serving as a SkyVU Change Agent for (your department), I help educate the (your department) about SkyVU, a university-wide initiative to replace Vanderbilt University's financial, administrative and research support systems. The SkyVU project is transforming Vanderbilt's administrative processes and the underlying technology across financial, administrative and research support organizations by making each less complicated and more efficient, while consolidating system applications and mitigating risk.

As a SkyVU Change Agent, I represent (your department) by being the point-person for SkyVU in my area, helping my area stay-up-to-date and educated about SkyVU changes. My specific duties include:

- Engage in bi-weekly Change Agent webinars delivered by the SkyVU team. I concisely package the content I learn in these webinars and deliver this content to my colleagues to educate them about the upcoming SkyVU changes.
- Collaborate with the other Change Agents in my department to organize monthly report-out meetings to share SkyVU updates.
- Serve as the SkyVU point-person for my department by answering questions from individuals in my department. If answer is not immediately available, I organize questions from my department and direct them to the SkyVU team.
- Engage in SkyVU communication campaigns by distributing communication materials and ensuring all communication documents in my department are up-to-date.
- Invite my colleagues to SkyVU events, town hall meetings, presentations, etc.
- Learn about change management and corporate communicate best practices; initiate these best practices in my department.

Read more about SkyVU here: <https://www4.vanderbilt.edu/skyvu/>

### Sample email signature:

I'm a SkyVU Change Agent! Learn more about SkyVU at [www.vanderbilt.edu/skyvu](http://www.vanderbilt.edu/skyvu)

**SKYVU**