Sponsorship Network Meeting

February 8th, 2017
AGENDA

1. Review of Sponsorship Network
2. WyoCloud Human Capital Management
3. Preparing Campus
4. Next Steps
Your primary responsibilities will be to ensure the following:

- Attend quarterly meeting
- Set WyoCloud as your unit’s priority by sharing provided communications
- Present as the WyoCloud active sponsor for your unit at existing departmental meetings
- Collaborate with Change Agents to track and manage unit readiness
To support you as a Sponsor, the WyoCloud team will provide you with the following tools throughout the next year to support you to lead change:

- **Monthly Distribution List** of assigned employees and emails to share WyoCloud information with

- **Email communications** to send important WyoCloud information to your distribution lists

- **Presentations and talking points** to spark discussion at your departmental meetings

- **Readiness Trackers**, coordinated by Business Managers, to confirm your communications are sent, provide accountability, and a channel for ongoing support and feedback
WyoCloud Human Capital Management (HCM) will replace UW’s current Human Resource Management System (HRMS) on October 8th, 2018 and will affect every UW employee in different ways.

- View Paycheck and W-2
- Enter Time
- Update Personal Information
- Hire New Employees
- View Benefits
- Request Leave
- Performance Evaluations
WyoCloud Human Capital Management (HCM) will **impact all employees**. The WyoCloud team is still determining the specific ways some groups will be effected including **student workers, work study, and graduate assistants**.
Your Key Role

For changes that impact their jobs, employees want to hear from their leadership not the project team.

Using preferred senders ensures that messages are received and that the change is taken seriously.

With WyoCloud HCM, every employee needs to know how they will be impacted.
These screenshots are from a test environment and are subject to change prior to system release.
These screenshots are from a test environment and are subject to change prior to system release.
These screenshots are from a test environment and are subject to change prior to system release.
Preparing campus to move from HRMS to WyoCloud HCM will **NOT** happen overnight. It will be an **ongoing process** that will require **consistent communication** and dialogue throughout the year **leading up to go-live on October 8th, 2018**.

An **email** on Monday…

for **training** on Tuesday…

for **go-live** on Wednesday…

will **not** make employees feel prepared to perform their jobs with a new system.

**Frequent and consistent communication is required.**
Preparing Campus: The Building Blocks of WyoCloud HCM

**PROJECT TEAM**
*Ongoing Development*

**February - March**
Document future state business processes

**February - June**
Design system, including workflow and security

**February - September**
Test and finalize system functionality

**Business Process Mapping**

**System Configuration**

**System Testing**

**CAMPUS**
*Available Information*

**March**
High-level business process maps

**June**
System functionality & external business processes

**August**
System demonstration
Hosted by President Laurie Nichols, the WyoCloud Human Capital Management Townhall will be campus’s first introduction to the WyoCloud HCM system that will replace HRMS.

At the townhall, UW leadership will:

• Share why the University is moving Human Resources data to WyoCloud,

• Deliver a preview of what the WyoCloud HCM system will look like, and

• Provide an opportunity for campus to ask questions.
Next Steps: Build Awareness for WyoCloud HCM

Following this meeting, we ask that you introduce yourself as a WyoCloud Sponsor to your assigned employees and invite them to the WyoCloud HCM Townhall.

On February 12th, the WyoCloud Team will send you:
- Updated Distribution List of your assigned employees
- Introduction Email/Townhall invitation for you to send to assigned employees before February 22nd

Our focus for the next two months:
- Establishing your role as a liaison between employees and the WyoCloud team
- Preparing for the townhall at the end of February to introduce campus to WyoCloud HCM
- Building awareness about why UW is moving to WyoCloud HCM
The Sponsorship Network will meet three times before WyoCloud HCM is released to campus in October. The WyoCloud team will provide updated distribution lists and communications for you to send between meetings as needed.
Next Steps: Key Takeaways

1) Send communication to distribution lists

2) Attend Townhall on February 27th

3) Attend next Sponsorship Network meeting on April 19th

Next Meeting:
Thursday, April 19th
11:00 AM – 12:00 PM
Union West Ballroom
Questions & Discussion