WyoCloud Sponsorship Network

April 19, 2018
Sponsorship Network Revisions

We have received recommendations to simplify how communications are shared with employees. Based on this feedback, we reduced the number of employees in the Change Agent Network and Sponsorship Network to streamline how WyoCloud communicates with campus.

If you did not receive an email indicating you are no longer required to send communications, then you will receive a distribution list and communication to send by the end of the week.

Please email wyocloud@uwyo.edu if you are unsure or have questions.
WyoCloud Feedback

Over the past months, the WyoCloud Team has collected feedback and recommendations through Change Agent Network surveys and the HCM Request Gathering Sessions.

How can the WyoCloud Team reach and engage your employees?
What do your employees like about current HR processes and system?

- “They can take care of most everything online.”
- “Access some information from home; can access your own PDQs, evaluations, leave balances, etc.; most departments have Business Managers to help with the process; access to online time clock for student employees”
- “Reports are easy to run (i.e. leave balances are easy to find, report of time entered is easy to run, etc.). W-2s are easy to find. Online job listings are easy once you know the process.”
- “They like that they do not have to go into another system to approve their time. They can approve everything in TimeClock Plus.”
What do your employees dislike about current HR processes and system?

- "Performance Evaluations are cumbersome. It's difficult to add additional reviewers and approvers (which is required by some units) and you have to get HR intervention if you need to change something after moving on to the next person."
- "Supervisors unable to access all parts of HRMS at home because some areas are locked down."
- "Having to hit 'Refresh' (kick the dog) over and over while waiting for reports gets tiresome."
- "The process for hiring a new employee seems to take a long time."
What do your employees dislike about current HR processes and system?

- "Too much paperwork. Many units require their own level of paperwork, then HR paperwork, and all the processes that have to occur in HRMS and sometimes the paperwork is lost."
- "It is hard for supervisors to track required training of their employees. Need to call HR to lookup basic information."
- "Time reporting is inaccurate for hourly employees who work non traditional shifts, especially when logging OT or Comp Time. Time reporting for holidays is a mess."
What do your employees dislike about current HR processes and system?

- "How much time it takes to complete almost anything in the system. The multitude of steps to complete items like annual reviews."
- "System is not intuitive--have to look at a guide each time you want to do something. Guides are not available within HRMS."
- "You can't view all the information you need on your employees. It would be nice to be able to access all the information regarding individual employees in one place."
What can the WyoCloud Team do to prepare employees for WyoCloud HCM?

“Provide the nuts and bolts instead of the glossy version.

“Business processes do matter and managers and supervisors need time to test and evaluate the necessary changes in order to help those to accept change.

“Provide timely information, we all understand there are kinks and problems, but if we are aware of them it is easier to deal with and work around while waiting for a fix.”

“Continue to randomly pick staff/faculty frequent users to participate in these discussions & training sessions”

“Provide documentation that can be shared with our units that compares the current system with the new system so our units can see where the specific changes will occur.”

They want to know how this will change their processes. HOW will this affect them?
Updated Change Management Approach

- Share **details** about process changes earlier
- Host "**Before and After** sessions" to compare current and future business processes
- Provide resources and support for units to reshape their internal business processes
- Conduct **practice trainings** to expand formal testing cycles
- Hold July WyoCloud Listening Sessions
Updated Change Management Approach

Incorporate employee perspective into system design

How?

HCM Request Gathering Sessions

WyoCloud Campus Engagement Survey
HCM Request Gathering Sessions
WyoCloud
Campus
Engagement
Survey
WyoCloud Sponsorship Network

April 19, 2018
**Taleo Learn**

**Introducing the Employee LearnCenter**

UW’s new Learning Management System for all Human Resources and WyoCloud Courses

**Now**

Manager calls campus trainers to confirm employee completed training

**Future**

Manager can log into the Employee LearnCenter and view employee’s complete/incomplete status for assigned trainings
Demo

In this system demonstration, we will cover...

**Employee Functionality**
- Enroll in training
- Complete online training courses
- View transcript

**Manager Functionality**
- Assign employee training
- Check employee progress and status
- Approve training requests

**Additional Tools**
*Training Coordinator, Business Manager, or designee*
- Run reports by department, division, and unit on:
  - Training completed
  - Incomplete Training
Taleo Learn Release Timeline

Phase 1
WyoCloud and HR trainings available for all employees. Manager tools available for benefited employees. All employee historical data available.

Phase 1
Late May 2018 Employee LearnCenter Training

Phase 2
WyoCloud HCM training available

Phase 2
June 4, 2018 LearnCenter Phase 1 Release

Phase 2.5
Manager tools available for nonbenefited employees

Phase 2.5
September 2018 LearnCenter Phase 2 Release

Future Phases
Training coordinated outside of HR added

October 8, 2018 WyoCloud HCM Go-Live

Ongoing LearnCenter Releases for Non-HR Training
Employee LearnCenter Phased Release

Benefits of phased release:

- All WyoCloud HCM training in **one location**
- Less **new functionality** for employees to learn with WyoCloud HCM in the fall
- Improved online training **user experience** eliminating pain points identified by campus feedback
- Improved training **reporting functionality** for departments
Training and Support

Training resources will be available for the Employee LearnCenter beginning in late May. Additional training resources focusing on future Business Processes will also be released leading up to the Employee LearnCenter Phase 2 Release and WyoCloud HCM go-live in October.

- Online Training
- Business Process Guides
- Open Labs and Practice Sessions

Did you know?

Employee LearnCenter will house all WyoCloud training for current and future systems. When fully implemented, it will become employee’s go-to location for all training.
Sponsor
Next Steps

This Week
• Receive updated distribution list and Campus Survey communication by 4/20

Next Week
• Send Campus Engagement survey communication to your distribution list by 4/26
Resource Reminders

**WyoCloud Human Capital Management**
- WyoCloud website Change Agent and Sponsor webpage
- WyoCloud HCM Leadership Network Guide

**WyoCloud Financial Management**
*Upgraded March 26th*
- New and updated Quick Reference Guides
- Updated Online Training
- Open Labs and in-Person support
- Procurement Deep Dive Recording
New WyoCloud Webpage

A new webpage is being added to the WyoCloud website for employees to identify their department's designated Change Agent and Sponsor
Resource Location

Available Now

- WyoCloud Website
- Knowledge Base
- WyoLearn
- WyoCourses
Next Meeting

WyoCloud Human Capital Management: Additional System Demonstrations

Wednesday, June 13
1:30 - 2:30 PM
Location TBA
WyoCloud Sponsorship Network

April 19, 2018
Taleo Recruiting & Onboarding

**Departments**
- Approve hire requisition

**Candidate**
- Apply to job posting with multiple attachments
- Accept and sign offer
- Access new hire checklist

**Hiring Manager**
- Create hire requisition
- Receive notifications when candidates apply to job posting
- Create/send offer and rejection letters

**Now:** Hiring manager must login to HRMS and locate the job opening to check for applicants

**WyoCloud:** Hiring manager will receive a notification when a candidate submits an application to their job posting
WyoCloud Sponsorship Network

April 19, 2018
Core HR

Employees
- Update personal information

Managers
- Update employee assignment information

Now: Manager completes and submits Job Data Change and Termination forms to HR

WyoCloud: With Manager Self-Service, select employee from team and submit action to HR through workflow
WyoCloud Sponsorship Network

April 19, 2018
**Payroll**

### Employees
- View payslip
- Update W-4
- View W-2

### Now:
Employees view payslip, W-4, and W-2 through HRMS

### WyoCloud:
Employees view payslip, W-4, and W-2 through WyoCloud HCM
WyoCloud Sponsorship Network

April 19, 2018
Time & Labor

Non-Exempt Employees
- Submit electronic time card

Managers
- Approve electronic time card

Now: Employee submits paper time card to manager for signature approval based on varied department processes

WyoCloud: Manager will approve employee time cards through WyoCloud HCM
**Absence Management**

**Benefitted Employees**
- View leave balance
- Request leave

**Managers**
- Approve leave request

**Now:** Employee requests leave and manager approves leave differently based on department process.

**WyoCloud:** Employee submits leave request through WyoCloud HCM routed to manager or HR for approval.
**Goal Management**

**Employees**
- Set goals and update progress year-round

**Managers**
- Assign goals to employee and/or team
- Track employee/team ongoing progress to goal

**Now:** Manager adds goals for employee during annual performance evaluations

**WyoCloud:** Manager can assign employee goals anytime and track ongoing progress. Employee can also set their own goals and update progress year-round.
Wyocloud Sponsorship Network

April 19, 2018
Performance Management

Employees
- Complete self-evaluation
- Comment on all evaluation areas

Managers
- Complete employee evaluation
- Add additional appropriate supervisors to evaluate employee

Now: Manager completes annual evaluation and shares completed form with employee

WyoCloud: Employee is able to complete self-evaluation before manager evaluates. Manager has option to add another appropriate supervisor to evaluate employee if employee recently transferred to new unit
Benefits

**Benefited Employees**
- Select and make changes to supplemental retirement plans
- View Benefits and submit changes online

**Now:** Employee views Benefit enrollments through employee self-service and submits form to change

**WyoCloud:** Employee logs into EGI website to view insurance and initiate changes
WyoCloud Sponsorship Network

April 19, 2018
Compensation

**Employees**
- View total compensation statement

**Managers**
- Submit employee salary retention request

**Now:** Manager submits Salary Authorization form to HR to retain employee with outside job offer

**WyoCloud:** With Manager Self-Service, select employee to retain and submit salary increase to HR for approval
WyoCloud
Sponsorship Network

April 19, 2018