

# Info Sheet: Faculty



With the launch of SkyVU, faculty are expected to **experience minimal disruption** of their daily activities and should not anticipate any increased administrative burden in our new systems. However, there are a few areas where faculty may experience a change with Oracle Cloud, and these areas are outlined below.

## What's Changing?

### Expense Reports:

- Expense Reports will be prepared in Oracle Cloud **"Expenses"** module rather than Concur
- You can assign someone to prepare your expense reports in the system through a delegate function
- One Card transactions will load into Oracle Cloud Expenses as they did previously in Concur
- **Note:** faculty will still use Concur & World Travel to make travel reservations, but itineraries will not populate into Oracle Cloud from Concur

### Employee Self-Service:

- C2HR is being replaced by Oracle Cloud, but historical data will be available in C2HR
- You may go to the **"About Me"** module in Oracle Cloud to view your paycheck, change your address, etc.

### Faculty who Supervise Students/Staff will:

- Approve Time Off/Time Reported via email or in their Oracle Cloud work list
- Receive an FYI email when direct reports submit an expense report

### FYI: Students, Post Docs, & Fellows

- Will view any pay (including graduate stipends) in Oracle Cloud
- Will be able to submit an expense report in Oracle Cloud
- Can receive procurement permissions in Oracle Cloud (if applicable)

**Details Coming Soon on changes to Grants & Contracts, Gifts & Endowments, Faculty Funds, Reporting, and Effort Certification**

## Resources

- Access training information at <https://www.vanderbilt.edu/skyvu/training-resources.php>.
- Questions? Email [skyvu@vanderbilt.edu](mailto:skyvu@vanderbilt.edu)

