Fiscal Year 2015
HR Initiatives

Timekeeping and rounding updates

- Nov. 16: Punch in and out times now rounded to nearest 15 minutes.
- Nov. 16: Meal break attestation question added to Kronos.
- All managers and staff need to complete training in LMS.

Performance evaluations

- By Dec. 31: Manager goal-setting in new performance evaluation tool, Performance Central.
- Jan. 6 – 16: Performance Central manager information sessions.
- March 31: Close mid-year manager comments and conversations.
- June 1: Official opening of annual self-evaluations.
- Sept. 1: Annual evaluations complete. Managers and leaders whose evaluations rely on fiscal year metrics will have a longer timeline.

Retirement plan transition

- February – April: Fidelity onsite and online workshops for current and former employees who are eligible to participate in or have balances in the Vanderbilt University 403(b) Retirement Plan.
- Feb. 2 – March 31: Investment election window for future Plan contributions.
- March 9: Brokerage setup required for in-kind transfer
- April: New contributions are directed only to new fund lineup; current mutual fund balances transfer.

Medical Center flexPTO

- July 31: Remaining FY14 flexPTO balance paid out at 50% to eligible non-exempt Medical Center staff.
- Aug. 31: Remaining FY14 flexPTO balance paid out at 50% to eligible exempt Medical Center staff.

Job Architecture Initiative/ Career Framework

- Spring: Website available, new job descriptions communicated for administrative, nursing, and clinical services staff.

Leader Central

- February: New portal launches with resources for managers.

Community Survey

- June: Engagement index pulse survey