



# Capital One Onboarding



Vaco is a global talent solutions firm.

We understand that business needs come in all shapes and sizes. Vaco delivers the ideal solution, whether it is delivering managed services, augmenting staff, providing end-to-end project services, or placing a highly skilled professional.

**50%**  
of Fortune 500  
companies  
served

**3,500+**  
current clients; all  
industries and  
functional areas

**9,800+**  
professionals

**73k+**  
consultants and  
candidates  
successfully  
engaged



- Vaco is how organizations get the kind of help they really need –whether it’s bringing in a team to solve a specific business need or finding their next team member.
- We have a different approach to service. As a premier talent solutions firm, Vaco gives clients a head start, a fresh perspective, and a real commitment.
- Core areas of expertise include:
  - ✓ Technology
  - ✓ Accounting / Finance
  - ✓ Staffing
  - ✓ Contract
  - ✓ Direct Hire
  - ✓ Managed Services
- Vaco operates globally to serve you locally. With locations around the globe, Vaco serves clients, candidates and consultants across a multitude of industries and areas of expertise.

Clients	Revenue
3,500+	\$1B+ Yearly



## GLOBAL CONSULTING

- MorganFranklin Consulting is Vaco's **global consulting platform**
- The firm helps organizations address complex transformational Finance, Technology, and Business Objectives.
- MorganFranklin Consulting is a true end-to-end business solution for clients with service offerings that includes methodology-driven consulting and critical project resources
- Core areas of expertise include:
  - ✓ M&A Transaction Advisory
  - ✓ Enterprise & Cloud Applications
  - ✓ Optimizing the Close Cycle
  - ✓ Technical Account Solutions (TASC Program)
  - ✓ Cybersecurity

Clients	Revenue	Consultants
275+	\$110M+ Yearly	500+

# Vaco + MorganFranklin's Core Services

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MorganFranklin Consulting helps organizations address complex transformational finance, technology and business objectives.

## Technical Accounting & Financial Reporting

- Changing accounting standards
- Complex technical accounting
- SEC filings & financial restatements
- Audit readiness & remediation

## Finance Transformation

- Financial close & consolidation optimization
- Financial planning & analysis effectiveness
- Finance organization design & operating model

## Risk Advisory

- Enterprise risk management
- Internal audit outsourcing/co-sourcing
- Material weakness remediation
- Sarbanes-Oxley compliance & Internal controls optimization
- Information risk management

## Restructuring & Turnaround

- Financial triage
- Liquidity & financial management
- Planning & execution
- Restructuring advisory

## CIO Advisory

- IT due diligence & post-acquisition integration
- Transformation
- Transitional leadership

## Cybersecurity

- Strategy, Governance, Risk & Compliance (GRC)
- Identity & Access Management (IAM)
- Cybersecurity operations
- Application security
- Incident response & risk intelligence
- MSSP (Managed Security Service Provider)  
Cyber Fusion Center (SOC)

## Enterprise & Cloud Applications

- Enterprise Resource Planning (ERP)
- Corporate Performance Management (CPM)

## IPO Readiness

- Enabling timely IPO process
- Transitioning private to public

## M&A Lifecycle

- Sell-side readiness
- Buy-side diligence (financial & IT)
- Merger integration
- Execution on corporate growth strategy

## Business Transformation

- Evolving business model strategies
- Strategic growth enablement
- Digital technologies

## Data & Analytics

- Visualization & dashboarding
- Data management & governance
- Intelligent automation

# Pay Info + Time Entry

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- **Pay Cycle (bi-weekly on Fridays)**
  - Paper checks will be mailed to the address on file unless direct deposit information is entered into UKG/UltiPro by 5PM local time on the Friday before a pay week
- **UKG/UltiPro Access**
  - Direct Deposit
  - Personal Info (address, email address, etc.)
  - Update W-4
- **Time Entry**
  - You will enter time in BBO, Vaco's Timesheet portal
  - OT must be approved

# 2022 Vaco Holidays: Plus 5 Days!

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- For consultants working on this project, there are 5 additional paid holidays:

- ✓ President's Day
- ✓ Juneteenth
- ✓ Indigenous People's Day
- ✓ Veteran's Day
- ✓ Day After Thanksgiving

- These plus Vaco's 7 Standard Holidays results in 12 holidays (in addition to 10 days of PTO)

1. MLK Jr. Day (Monday, January 17, 2022)
2. **President's Day (Monday, February 21, 2022)**
3. Memorial Day (Monday, May 30, 2022)
4. **Juneteenth (Monday, June 20, 2022)**
5. Independence Day (Monday, July 4, 2022)
6. Labor Day (Monday, September 5, 2022)
7. **Indigenous People's Day (Monday, October 10, 2022)**
8. **Veterans Day (Friday, November 11, 2022)**
9. Thanksgiving Day (Thursday, November 24, 2022)
10. **Day After Thanksgiving (Friday, November 25, 2022)**
11. Christmas Day (Monday, December 26, 2022)
12. NYD (January 2, 2023)

# Paid Time Off

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- Everyone has up to 10 days a year up front to use (based on start date):
  - January-March – 10 Days
  - April-June – 7 days
  - July-September – 4 days
  - October-December – 2 days
- PTO requests must be submitted via the PTO Request Form
- All PTO must be approved by the team lead and site manager
- Blackout dates will be communicated in advance
- You will **only get paid for time actually taken**, PTO doesn't roll over year to year and does not get paid out
- PTO is all inclusive of any time taken off (bereavement, vacation, sick time, etc.)



# Wellness Benefits

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- Review the Vaco Benefit Guide sent in your Onboarding Guide
  - Be on the lookout for an email from the Vaco Benefits Teams for information on signing up for your health and wellness benefits
  - Benefits are effective the first of the month following 30 days
  - Premiums are taken out bi-weekly

# Email Credentials & Invites

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- Everyone has been issued MorganFranklin email credentials
  - Access webmail: <https://outlook.office.com/owa>
- Everyone has also been invited to LinkedIn Learning (invite sent to your MFC email). Once you have accepted the invite, you will be prompted to connect your existing personal LinkedIn account to the Learning platform
- Once you are logged in; you can access the assigned Learning Path titled "COF Onboarding"
- Be sure to reference the Week One Training Calendar to access each day's specific online training

# Client Onboarding

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- In addition to Vaco's onboarding process, everyone must also onboard with the client
- Capital One will provide laptops to everyone on this project
  - Do not use public Wi-Fi when working on your Capital One laptop

# Virtual Meetings and Client Interaction

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- Virtual Meetings will be a large part of this project
- Keep group chats professional
- Professionalism during meetings is extremely important, especially when meeting with the client
- Please review this [Virtual Meeting Tip Sheet](#)
- No use of personal emails for work-related communication or logging into teams/ zoom meetings
- Business Casual Attire ([here is an example](#))
- Camera on during meetings
  - Blurring or using backgrounds are encouraged
- We ask that you join meetings 5 minutes prior to the start time
- Reach out to your team lead or site manager with any questions or concerns

# Who To Contact

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- **Wellness Benefits (Health)**
  - [benefits@vaco.com](mailto:benefits@vaco.com)
- **Timesheets, PTO Approval**
  - Start with your timesheet approver first, they can escalate if needed
    - Jacksonville - Linda Iskenderian ([liskenderian@morganfranklin.com](mailto:liskenderian@morganfranklin.com))
    - San Antonio – Alecia Benites ([abenites@morgan-franklin.com](mailto:abenites@morgan-franklin.com))
- **UKG/UltiPro Portal**
  - To get your password reset email [sfultiproreset@vaco.com](mailto:sfultiproreset@vaco.com)
  - Use this portal to update your personal information (address, email, W4)
- **MorganFranklin Email Access**
  - [it@vaco.com](mailto:it@vaco.com)
- **Resources Page + Email**
  - <https://resources.vaco.com/cofonboardingresources>
  - [COFOnboarding@vaco.com](mailto:COFOnboarding@vaco.com)

## Group Activity

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- Name
- Where you're from
- Interesting/fun fact
- Professional background and what areas in which you most enjoy working