Timekeeping Project News (April 2016)

April 19, 2016

**Project Summary**

The campus electronic timekeeping guidelines document is nearing completion, with final approval by executive sponsors targeted for April. The previous lack of such standard guidance represented a barrier to further adoption of electronic timekeeping.

The process for requesting assistance with Electronic Timekeeping is changing, effective April 21st. The timekeeping support team has been working with the ETS Service Center to offer improved services to timekeeping users as well as expanded options for requesting support.

The Project Management Office (PMO) is wrapping up the assessment of timekeeping solution options. In addition to evaluating potential cost savings, the PMO has considered business process impacts, the effort to retrain existing and new users, time clock replacements, as well as comparing the functionality between the Kronos product and TRS, the timekeeping solution developed by UC Irvine. The results of the assessment will be shared with the executive sponsors in an upcoming meeting. No matter what the eventual decision is, there will be some change to the timekeeping solution in the future, whether it is an upgrade to Kronos Version 8 or a migration to TRS.

**Project Updates**

**Timekeeping Guidelines**

The Solutions Committee has incorporated updates and feedback on the draft Timekeeping Guidelines, and is ready to socialize them with the Strategic Advisory Committee. After endorsement by the Strategic Advisory Committee, the guidelines document will be presented in April to the executive sponsors for their approval. Next steps after approval include determining the form that this content will take as it is integrated into existing websites.

**Deployment Planning**

During April meetings with the Kronos Academic and Research Advisory Committee (KARAC), we will review the proposed department groupings for future deployment waves. This review will address both departments that have never been deployed, as well as departments using electronic timekeeping on a limited pilot basis. Full deployment of electronic timekeeping must be completed in order to comply with requirements of UCPath.

**Enhancements**

A detailed change request for removing line item overtime approval is ready for Steering Committee review. Analysis and planning for removing leave accrual calculations from Kronos and importing leave balances from PPS is underway. This will eliminate the need to reconcile between Kronos and PPS.
Service Updates

Service Pack 7.0.10

User acceptance testing is complete, and no significant issues were encountered. Summary test results are being reviewed with Jim Corkill during the week of April 11th. Additional communication to Payroll Managers and Timekeepers will be sent by April 18th about the planned production implementation.

Transition to ETS Service Center

The process for requesting assistance related to Electronic Timekeeping is changing as of April 21st. New service offerings have been defined for electronic timekeeping which align with the types of support tickets encountered during the past year. Multiple training sessions are being held so that users can learn about the change and experience the different channels of communication.

Time Clock Inventory

The initial inventory of time clocks is complete. We have identified some time clocks which need to have their names adjusted and others which should be replaced due to age and/or compatibility with Kronos version 8. We have also created a Google map of the clock locations.

Java Issue Mitigation

We set up Azure RemoteApp accounts for active Timekeepers and Payroll Managers who do not already have an account provisioned. This will enable us to respond more quickly when users wish to on-board.

Training

Work is underway to improve the usability and effectiveness of the training material. The Solutions Committee is creating supplemental documents (job aids) that reflect timekeeping processes and best practices. We have also been discussing additional mechanisms for training and sharing information.