Timekeeping Project News (May 2016)

May 19, 2016

Project Summary

The campus timekeeping guidelines document received final approval from project sponsors. The previous lack of standard guidance represented a barrier to further adoption of electronic timekeeping.

The timekeeping support team is working with the ETS Service Center to offer expanded options for requesting support. Initial reaction to the transition has been positive.

The Project Management Office (PMO) shared the results of the Kronos/TRS assessment with the sponsors on April 21st. In addition to evaluating potential cost savings, the PMO considered business process impacts, training impacts, time clock replacements, as well as comparing the functionality between Kronos and TRS, the timekeeping solution developed by UC Irvine. The sponsors concurred that TRS and a dual solution of Kronos and TRS are not viable options at this time, and that Kronos V8 Cloud is the preferred solution.

Project Updates

Timekeeping Guidelines

The sponsors unanimously approved the timekeeping guidelines in late April. Next steps include working with the Steering Committee to announce the new guidelines and determining the form that this content will take as it is integrated into existing websites. Three Systems Speak information sessions scheduled in mid-June to socialize the guidelines will be announced shortly.

90-Day Planning Effort

In order to support the 90-Day Planning Effort for UCPath, the electronic timekeeping team has defined target objectives. Key among them are developing a plan for the Kronos Version 8 upgrade, and defining and getting agreement on deployment waves.

Enhancements

Change requests for removing line item overtime approval and for importing leave balances from PPS were socialized with the Strategic Advisory Committee and presented to the Steering Committee. In addition, paid overtime hours for all biweekly employees will automatically upload from Kronos to PPS starting with the pay period ending May 21, 2016. This will reduce manual effort for departments as well as ensure correct calculation of overtime pay.
Service Updates

Service Pack 7.0.10

Summary test results were reviewed with Jim Corkill on April 12th, and implementation was confirmed for Friday, April 29th. The production implementation went smoothly and no issues have been reported.

Transition to ETS Service Center

The process for requesting assistance related to Electronic Timekeeping changed on the evening of April 21st. Payroll Managers and Timekeepers may now submit help tickets via the ETSC Portal, and view the status of a request at any time.

Java Issue Migration

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.

Decisions

The sponsors concurred with the recommendation that TRS and/or a dual solution are not viable options at this time, and that Kronos V8 Cloud is the preferred solution. Moving to TRS would result in a loss of functionality, and a dual solution of Kronos and TRS would be more onerous for departments with shared employees. Moving Kronos to the cloud should reduce overall costs and in-house resources in the long run.