Agenda

1. Project Overview
2. What’s Changing?
3. What Remains the Same?
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Project Overview – What is Timekeeping?

The process of tracking and reporting hours worked and leave time taken
Project Overview – The Electronic Timekeeping Project

<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>Housing &amp; Residential Services adopts Kronos as its departmental timekeeping system.</td>
</tr>
<tr>
<td>April 2011</td>
<td>UCSB Operational Effectiveness workgroup proposes implementing Kronos.</td>
</tr>
<tr>
<td>January 2012</td>
<td>EVC Gene Lucas announces Kronos is the official campus timekeeping system.</td>
</tr>
<tr>
<td>April 2017</td>
<td>Upgrade to Kronos version 8 &amp; migrate to the cloud. No more Java!</td>
</tr>
<tr>
<td>May 2018</td>
<td>All campus departments use Kronos.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Planned</th>
<th>Complete</th>
<th>Remaining</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departments Using Kronos</td>
<td>206</td>
<td>126</td>
<td>80</td>
<td>5/6/2018</td>
</tr>
</tbody>
</table>
Project Overview - Why are we switching to Kronos?

Case for Change

- Prepares campus for UCPath
- Reduces errors and re-work from manual entry
- Promotes accurate pay for employees
- Promotes compliance with state and federal pay and leave rules, university policies, and labor contracts

Benefits

- Allows tracking of time worked against multiple jobs
- Provides improved visibility of work time, leave usage, and leave balances to employees and supervisors/managers
- Automatically calculates accruals to avoid employee errors
- Saves most staff time and effort
Project Overview – The Electronic Timekeeping Project

Employees in your department will start using Kronos on these dates:

- Biweekly Go-Live: 7/30/2017
- Monthly Go-Live: 8/1/2017
- Monthly Positive Pay Go-Live: 8/16/2017
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What’s Changing?

<table>
<thead>
<tr>
<th>Process</th>
<th>Paper</th>
<th>Kronos</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do employees fill out a timecard?</td>
<td>Paper timecard</td>
<td>Kronos web interface</td>
</tr>
<tr>
<td>How do managers approve timecards?</td>
<td>Sign paper timecard</td>
<td>Approve timecard in Kronos</td>
</tr>
<tr>
<td>How is timecard data collected?</td>
<td>Payroll personnel collect paper timecards from employees</td>
<td>Payroll personnel view employee timecard data in Kronos</td>
</tr>
<tr>
<td>How are overtime and accruals calculated?</td>
<td>Payroll personnel manually calculate overtime and accruals</td>
<td>Kronos automatically calculates overtime and accruals</td>
</tr>
<tr>
<td>How is data entered into PPS?</td>
<td>Payroll personnel manually enter hours worked and leave taken into PPS.</td>
<td>Kronos automatically uploads hours worked and leave taken to PPS.</td>
</tr>
</tbody>
</table>
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What Remains the Same?

The Timekeeping Guidelines document is the source for timekeeping best practices.

Processing schedule (pay compute)

Biweekly, monthly, and monthly positive pay employee pay periods

Policies related to staff members, academic personnel, collective bargaining, and federal funding

PPS is the system of record
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Process Overview

**Departmental Meeting**
• Smaller meetings with department Business Officers and Financial Assistants to review the onboarding process and gather data.
• Departments identify Timekeepers and Payroll Managers.

**Timekeeper/Payroll Manager Training**
• ETS provides an in-depth training sessions to prepare department Timekeepers and Payroll Managers to use Kronos.

**Manager Training**
• ETS provides job aides, a user manual, and an online course to help staff managers and faculty supervisors review and approve employee timecards.

**Employee Training Documents**
• ETS provides user guides and job aids to assist employees in reporting hours worked and leave taken.
• Departments distribute user guides and job aids to employees.

**Go-Live**
• Following Go-Live, employees begin tracking hours worked and leave taken in Kronos.
• Timekeepers and Payroll Managers begin processing timecards via Kronos.
## Schedule

### Electronic Timekeeping May/June 2017

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
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- **26-28 May**: Announce Timekeeper & Payroll Manager Training
- **26-30 May**: Departmental Meetings
- **26-27 May**: Orientation
- **26-28 May**: Departmental Meetings
- **26-30 May**: Timekeeper & Payroll Manager Training Sessions
<table>
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<tr>
<th>Monday</th>
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<td>Announce Online Manager Training</td>
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<tr>
<td>Timekeeper &amp; Payroll Manager Training Sessions</td>
<td>Timekeeper &amp; Payroll Manager Training Sessions</td>
<td>Depts. Receive Employee User Guides</td>
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<td>Announce Walk-In Training</td>
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<td>Distribute Employee User Guides</td>
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<td>Online Manager Training Sessions</td>
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<tr>
<td>Walk-In Training Sessions for Timekeepers and Payroll Managers</td>
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</tbody>
</table>

- **Electronic Timekeeping July/Aug 2017**
- **Timekeeper & Payroll Manager Training Sessions**
- **Depts. Receive Employee User Guides**
- **Distribute Employee User Guides**
- **Online Manager Training Sessions**
- **Walk-In Training Sessions for Timekeepers and Payroll Managers**
- **BW Go-Live**
- **MO Go-Live**
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# Timekeeping Roles and Responsibilities: Is a Timecard Required?

<table>
<thead>
<tr>
<th>Common Appointments</th>
<th>Exemption Status</th>
<th>Appointment Type</th>
<th>Type of Time</th>
<th>Timecard Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variable hourly Staff and Student Assistants</td>
<td>Non-Exempt</td>
<td>Positive Pay (variable)</td>
<td>Hours worked and leave taken</td>
<td>Yes</td>
</tr>
<tr>
<td>Fixed hourly Staff appointments</td>
<td>Non-Exempt</td>
<td>Exception Pay (fixed)</td>
<td>Hours worked and leave taken</td>
<td>Yes</td>
</tr>
<tr>
<td>Readers and Tutors</td>
<td>Exempt</td>
<td>Positive Pay (variable)</td>
<td>Hours worked</td>
<td>Yes</td>
</tr>
<tr>
<td>Fixed non-hourly Staff and Academic titles paid on a fiscal-year basis at 50% or greater</td>
<td>Exempt</td>
<td>Exception Pay (fixed)</td>
<td>Leave taken</td>
<td>Yes</td>
</tr>
<tr>
<td>Graduate Student Researchers (GSRs) and Academic titles paid on a fiscal-year basis less than 50%</td>
<td>Exempt</td>
<td>Exception Pay (fixed)</td>
<td>Submits nothing</td>
<td>No</td>
</tr>
<tr>
<td>Faculty, Teaching Assistants, Teaching Associates, Lecturers and other Unit 18 employees, and By Agreement (BYA)</td>
<td>Exempt</td>
<td>Exception Pay (fixed)</td>
<td>Submits nothing</td>
<td>No</td>
</tr>
</tbody>
</table>
## Timekeeping Roles and Responsibilities

<table>
<thead>
<tr>
<th>All Employees</th>
<th>Non-Exempt Employees</th>
<th>Exempt Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Report hours worked and leave taken on their timecards.</td>
<td>• Record hours worked and/or leave taken to the nearest quarter hour increment.</td>
<td>• Record all absences in full-day increments, or in increments that are equivalent to a part-time, standard or alternate work schedule.</td>
</tr>
<tr>
<td>• Approve timecard by pay period end.</td>
<td></td>
<td>• Submit timecard even when no leave has been taken.</td>
</tr>
<tr>
<td>• Enter hours worked and/or leave taken on a daily or weekly basis.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Timekeeping Roles and Responsibilities

Managers/ Supervisors

• Review and approve employee hours worked and/or leave taken.

• Work with the employee and/or departmental payroll staff/payroll manager to correct errors.

• Approve timecards on a biweekly and/or monthly basis.
**Timekeeping Roles and Responsibilities**

**Timekeepers & Payroll Managers**

- Sign off on units’ timecards.
- For incomplete timecards or errors, work with the individuals to finalize timecards prior to payroll upload deadline.
- For shared employees, coordinate as necessary with other departmental payroll staff/payroll managers.
- Complete final review prior to the payroll upload deadline.
- Review post-audit reports to ensure hours were reported as expected to payroll system.
- Initiate corrections as necessary.
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Training

Timekeeper and Payroll Manager Training Sessions
Select one session. Sessions are from 8:30 a.m. to 4:30 p.m. with a break for lunch.

- Friday June 30, 2017 – SSMS 1303
- Thursday July 6, 2017 – Phelps 1525
- Friday July 7, 2017 – SSMS 1303
- Tuesday July 11, 2017 – Phelps 1525
- Wednesday July 12, 2017 – Phelps 1525

Employee User Guides Available for Distribution by Departments

- Monday July 17 – Friday July 21, 2017

Manager Online Training Available via LMS and timekeeping.ucsb.edu

- Monday July 24 – Friday July 28, 2017
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What to Expect

There will be some setup required to configure employees.

Work shifts from doing manual calculations to analyzing data in Kronos.

Payroll personnel lose an element of perceived control.

Payroll Managers will need to monitor and reconcile accruals between PPS & Kronos.
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Communicating with Your Department

Our role:
Provide guidance throughout the onboarding process:
- Inform relevant parties of upcoming meetings and training sessions
- Host training sessions
- Provide training materials to departments for distribution to employees and managers/supervisors.

Your role:
Actively communicate the following, especially around key dates:
- This is a collaborative process
- It will improve the accuracy of calculations
- All employees will receive some form of training or guidance based on their role within the department
- ETS streamlined and simplified the process as much as possible
- The Electronic Timekeeping project team is here to support them
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Action Items

• Review onboarding questions in advance of department meeting

• Complete employee reporting structure spreadsheet and email them to Katie Mankins prior to department meeting – Due June 9

• Attend department onboarding meeting

• Proactively communicate news about the transition to your department

• Ensure Payroll Managers & Timekeeper attend training

• Distribute employee and manager training materials and communications

• Proactively notify project team of questions or concerns
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Questions?