Preparation Guide for Timekeeper/Managers of MyTime

2/18/2017

Agenda

- Key Dates
- How to Access
- Time Clock Transition Plan
- Time Clock Features & Video
- System Features & Setup
- Job Aids & Training Guides
- Production Support
- Manager Expectations

Key Times & Dates

Activities	Time / Date
Weekend Cutover	Friday, March 3rd – 5th
MyTime Availability	Saturday, March 4th at 8am
Timesheet approval for pay 6 (moved up)	Saturday, March 18th at 12pm
Change manager & timekeeper access to view-only Kronos	Friday, March 10th at 12pm
Inactivate all Kronos time clocks	Saturday, March 4th at 8am
Activate MyTime time clocks	Friday, March 3rd at 10pm
View leave accrual balances in MyTime	Thursday, March 9th

How to Access

- Navigation Path on HR Portal: Human Resources > Current Employees > Resources & Links > Time & Attendance and Scheduling

- Login ID: Campus Key and Password

- Shortcuts: https://mytime.jefferson.edu (not active yet) and https://jefferson.edu/mytime

- Available remotely without RAP and accessible from mobile devices, iPads, tablets or personal computers

How to Access – Cont'd

Time Clock Transition Plan

- Time Clock Deployment Plan and Replacement Schedule is available on the HR Portal

- Time clock replacement schedule:
  - Pre-deployment (2/1 – 3/2) - *underway*
  - Go-live Weekend (3/3 – 3/5)
  - Post Go-Live (3/6 – 3/17)

- Employees can swipe at any Kronos time clock on Friday and Saturday morning prior to 8am

Time Clock Transition Plan

- Employees starting work prior to 10pm on Friday, March 3rd must use a Kronos time clock

- Employees starting work on or after 10pm on Friday, March 3rd must use the new Workforce time clock

- Employees who punched in using a Kronos time clock must punch out using a Kronos time clock. If a Kronos time clock is not available when punching out, then they must use a nearby Kronos clock or paper time sheet. If they are punching out on or after 8am on Saturday, then they must use a paper time sheet.

- Instructions are taped over new time clocks

New Time Clock Features

- <u>Decentralized Orientation</u>: Must select "Orientation" and then swipe in/out

- <u>Call Back Premium</u>: For employees scheduled for on call and are called back in, they must select "Called In" and then swipe in/out

- <u>Transfer</u>: For employees not working in their **home unit** must select "Transfer" and select the appropriate unit from the drop down and then swipe in/out

New Time Clock Features

Meal Breaks: For those departments that require employees to swipe in / out for meal breaks, they must select the "Start Meal" and then swipe out when leaving for lunch. When returning from lunch must select "End Meal" and then swipe in

Multiple Assignments: For employees with multiple non-exempt positions, they must select the appropriate assignment before swiping in

New Time Clock Features – Meal Attestations

- Meal Attestation will <u>not</u> be implemented at this time. Please continue to follow your same process for recording missed meal breaks.

New Time Clock Features

- Watch Video

System Features & Setup

- All employees can view their time sheets and schedules, submit time-off requests and view available leave balances

- Manager & timekeeper roles will be auto provisioned based on their role in PeopleSoft

- All managers and timekeepers will be timesheet approvers; approval setup will be based on supervisor and timekeeper of record in PeopleSoft

- MyTime will now be the system of record for all leave accruals. Note, leave accrual balances will no longer be displayed on the pay check or timeclock

- Logon to test

https://jefferson-test.workforcehosting.com/workforce/Desktop.do

- Go to page 7 of Manager Guide

System Features & Setup

- List of employees
  - Left hand side you should see your assignments timekeeper vs Manager

- View timesheet/schedule:
  - List
  - Table

- Delegation
  - Managers
  - Timekeepers

System Features & Setup

- Time off Request
    - Employees can project their leave balances in the future
    - Employees request time off via mobile/desktop
    - Manager approves/denies time via mobile/desktop

- Reports:
    - TimeClock Audit
    - Accrual Audit

Additional Resources

Available on HR Portal:

- Employee & Manager User Guides

- FAQ's

- Reference Guides for Time Clocks and Delegation

- Amendment and Offcycle Process

- Paycode List

- Exception Messages

Support & Weekend Coverage

- Kronos (MyTime) Help Line – ext. 3-8934

- Support Hours:
  - Saturday 7am – 1pm
  - Sunday 7am – 1pm

- KronosTimeKeeper@jefferson.edu or MyTimeSupport@jefferson.edu

- Computer Labs at Alumni Hall are reserved on Tues & Wed., March 7th and 8th to provide assistance to managers and timekeepers, if needed

Manager/Timekeeper Expectations

- Move future time-off requests from Kronos to MyTime

- Delegate access roles to additional reviewers or timekeepers

- Notify staff of time clock transition plan

- Schedules – the kronos schedules will be moved into the MyTime. Update if necessary

- Ensure employees are aware of where to go with questions