

# Preparation Guide for MyTime Nurse Managers

3/1/2017

# Agenda

- Key Dates
- HR Portal & How to Access
- Job Aids & Training Guides
- Time Clock Transition Plan
- Time Clock Video & Other Features
- System Features & Demo
- Production Support

# Key Times & Dates



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

# 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

CURRENT EMPLOYEES

[HR Business Partners](#)

[Benefits Information](#)

[LiveWell@Jeff](#)

[Jefferson Honors](#)

[Learning & Development](#)

[Support Services](#)

Resources & Links

**Time, Attendance & Scheduling**

[Forms & Documents](#)

[For Internal Applicants](#)

[Performance Management](#)

[Service Provider Contacts](#)

[FAQs](#)

[Employee Self-Service](#)

[Commuter Services](#)

[Workers' Compensation](#)

[Community Service](#)

[Code of Conduct](#)

[News](#)

## Time, Attendance & Scheduling

The **MySchedule portal** is also accessible on this page, and applies primarily to nursing and pharmacy units.



Click the "Learn More" link below to access MySchedule, your portal to see your schedule, fill shifts, and more.

[LEARN MORE](#)



Click the "Learn More" link below to access MyTime, your portal to the timekeeping system (replacing Kronos).

[LEARN MORE](#)

## MyTime & Attendance

[▶ MYTIME & ATTENDANCE](#)

[▶ 2017 PAY SCHEDULE](#)

[▶ 2017 HOLIDAYS](#)

[▶ MYTIME FAQ AND USER GUIDE INFORMATION](#)

## Job Aids & Training Guides

Available on HR Portal:

- Employee & Manager User Guides
- FAQ's
- Reference Guides for Time Clocks and Delegation
- Amendment and Off cycle Process
- Pay code List
- Transfer Unit Cheat Sheet

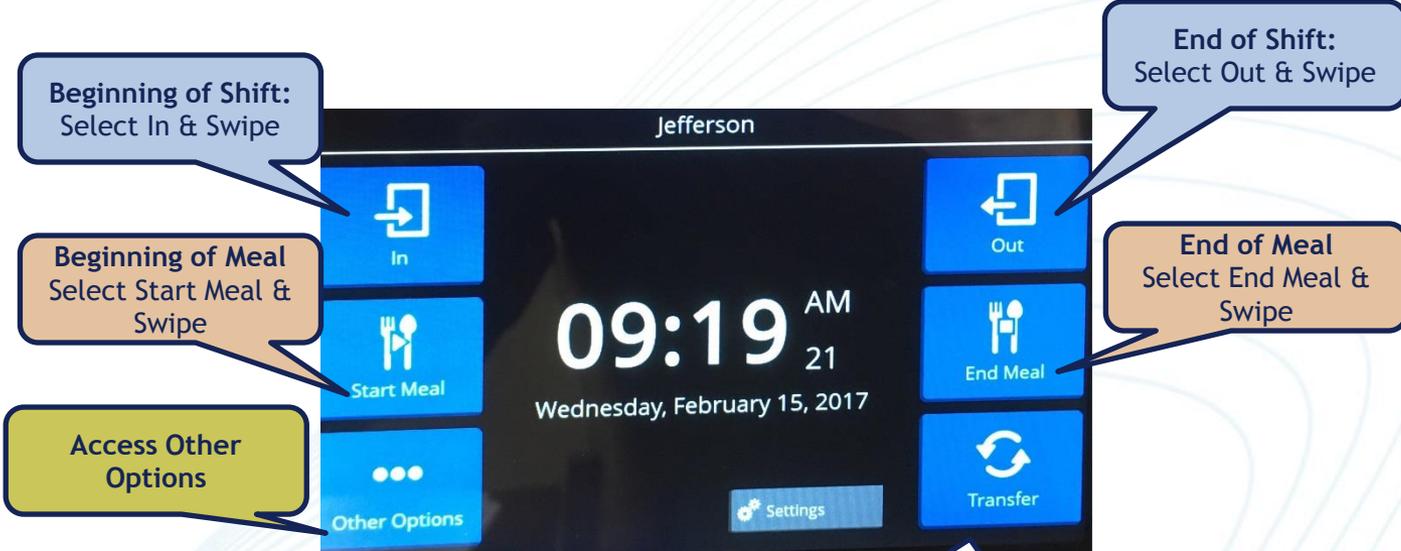
# Time Clock Transition Plan

- 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)
- MHD, JHN, Main, Thompson, Pavillion, Gibbon and will be completed during cutover weekend
- Employees can swipe at any Kronos time clock on Friday and Saturday morning prior to 8am

# Time Clock Transition Plan

- Employees whose work hours are for Pay#5 (2/18/17-3/3/17) must use a Kronos time clock
- Employees whose work hours are for Pay#6 (3/4/17-3/17/17) 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.
- Please Notify staff of time clock transition plan and ensure they know where to go with questions
- Instructions are taped over new time clocks

# Time Clock Features



Start a shift in a Department other than Home:  
Transfer and Swipe / Select Department / Next

Transferring during a shift to Department Other than Home Department:  
Transfer and Swipe / Select Department / Next

Transferring back to Home Department:  
Transfer and Swipe / Select Department / Next

**End of Shift:**  
Select Out  
and Swipe



# Time Clock Features - cont'd

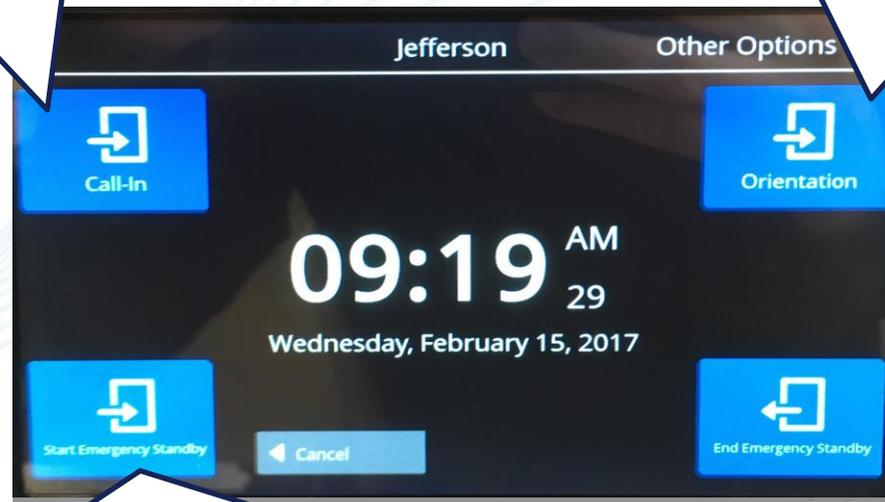
Non Exempt employees Scheduled for On Call & called back to work Select Call in & Swipe

End of Shift:  
Select Out and Swipe



For decentralize orientation  
Select Orientation & Swipe

End of Shift:  
Select Out and Swipe



At the Beginning of Emergency Stand By  
Select Start Emergency Standby and Swipe



At the Beginning of Work Shift:  
Select In and Swipe



At the End of Work Shift:  
Select Out and Swipe



At the End of Emergency Stand By  
End Emergency Standby and Swipe



# Time Clock Features



- Meal Attestation: Will not be implemented at this time. Please continue to follow your same process for recording missed meal breaks
- 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

# System Features & Demo



- All employees can view their time sheets and schedules and view and project 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 time clock

# System Features & Demo



## Demo:

- Employee timesheets and Schedules from SmartSquare
- Delegation
- View and project leave balances
- Reports such as time clock audit reports
- Mobile access
- Exception Messages

## Support & Weekend Coverage

- Kronos (MyTime) Help Line - ext. 3-8934
- Support Hours:
  - Saturday, March 4<sup>th</sup> 8am - 5pm
  - Sunday, March 5<sup>th</sup> 8am - 5pm
- [KronosTimeKeeper@jefferson.edu](mailto:KronosTimeKeeper@jefferson.edu) or [MyTimeSupport@jefferson.edu](mailto:MyTimeSupport@jefferson.edu)
- Computer Labs at Alumni Hall are reserved on Tues & Wed., March 7<sup>th</sup> and 8<sup>th</sup> to provide assistance to managers and timekeepers after go live, if needed

# New Time Clock Features - Meal Attestations

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

**Hubbard, Rena R** (000701762)  
 Assignment Description: HR Service Center Rep II | Assignment: Primary | FLSA Status: N | Overtime Rule: 40 | BI-Weekly Std Hours: 80.0 | Shift: 1 | Supervisor Name: | Location: Philadelphia PA | Policy Profile: TJUNONEXEMPTCLOCKINGPPM | Leave Status: None

**Time Sheet** 8.50 total

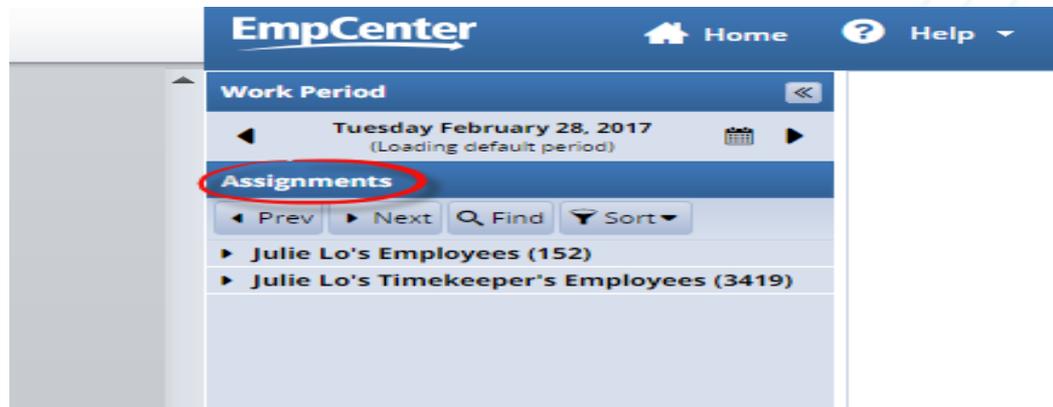
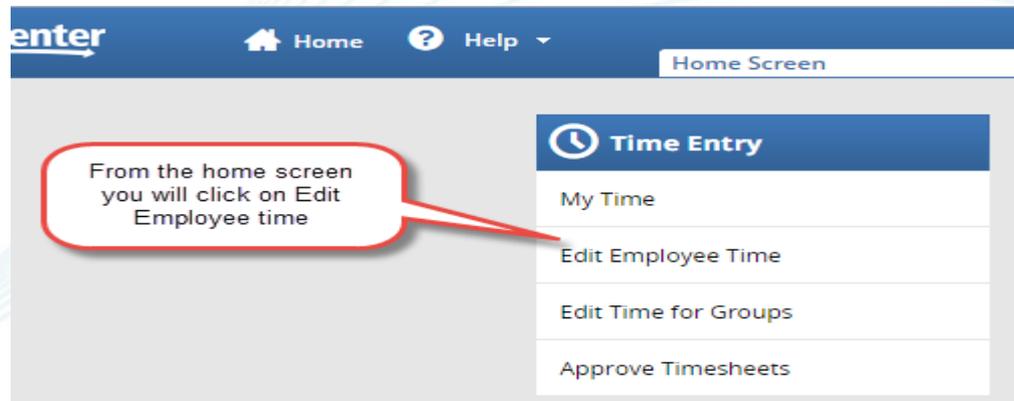
S	S	M	T	W	T	F	S	S	M	T	W	T	F	Feb 18, 2017 to Feb 24, 2017		<input checked="" type="checkbox"/> Show All Weeks
18	19	20	21	22	23	24	25	26	27	28	1	2	3			
Pay Code		Cost Center		Sat 02/18	Sun 02/19	Mon 02/20	Tue 02/21	Wed 02/22	Thu 02/23	Fri 02/24	Totals					
<input type="checkbox"/>	Clock Time					07:32 am						8.50				
<input type="checkbox"/>	Unpaid Meal Break					04:03 pm						0.00				
Totals				0.00	0.00	8.50	0.00	0.00	0.00	0.00	0.00	8.50				
Pay Code		Cost Center		Sat 02/25	Sun 02/26	Mon 02/27	Tue 02/28	Wed 03/01	Thu 03/02	Fri 03/03	Totals					
<input type="checkbox"/>	Clock Time											0.00				
Totals				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				

*total shift is 8.50*

*enter 0 to cancel meal break*

# System Features & Setup

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



# System Features & Setup



- List of employees
  - Left hand side you should see your assignments timekeeper vs Manager
- View timesheet/schedule:
  - List

Save More **List View**

**Hubbard, Rena R** (000701762)  
Assignment Description: HR Service Center Rep II | Assignment: Primary | FLSA Status: N | Overtime Rule: 40 | BI-Weekly Std Hours: 80.0 | Shift: 1 | Supervisor Name: | Location: Philadelphia PA | Policy Profile: TJUNONEXEMPTCLOCK/WGPPM | L Status: None

**Time Sheet**

S S M T W T F S S M T W T F Feb 18, 2017  Show All Weeks

Date	Pay Code	Cost Center	Hours	Amount	High Frequency On C...	Weekend Premium	Comments	Total
Sat 02/18	+ Clock Time				<input type="checkbox"/>	<input type="checkbox"/>		
Sun 02/19	+ Clock Time				<input type="checkbox"/>	<input type="checkbox"/>		
Mon 02/20	+ Clock Time		07:32 am 04:03 pm		<input type="checkbox"/>	<input type="checkbox"/>		8.52
	+ Unpaid Meal Break		0.00					0.00
Tue 02/21	+ Clock Time				<input type="checkbox"/>	<input type="checkbox"/>		
Wed 02/22	+ Clock Time				<input type="checkbox"/>	<input type="checkbox"/>		
Thu 02/23	+ Clock Time				<input type="checkbox"/>	<input type="checkbox"/>		
				0.00				8.52

Free form type your comment in box

Manager Time Entry | PeopleSoft session expires | Secure | https://jefferson-test.workforcehosting.com/workforce/ManagerFrame.do?action=createManagerFrame&timeSchedType=TIME\_ENTRY&csrfToken=1A1488231711523A838764004

Apps | Workforce test | Kronos 7 - Province: | Rowan University Athl | Special Pricing \*Aug | Self-Reported Acade | Customer Log In | Box | New Tab | Linda Burris Catering | Welcome to SharePo |

**EmpCenter** | Home | Help | Manager Time Entry | Logged in as \*\*DO NOT DELETE\*\*, Workforce | Log Out

Work Period: 02/18/2017 - 03/03/2017 (Loading default period)

Assignments: .ADJUNCT\_PROFESSORS (396), .ALL (16660), .EXEMPT (4300), .EXEMPT\_EXCESSIVE (506), .EXEMPT\_S2 (27), .FACULTY\_FT (1005), .HOUSE\_STAFF\_FT (872), .LOCAL\_1199 (919), .LOCAL\_511 (107), .LOCAL\_830 (112), .NEW\_HIRES (13), .NON\_EMPLOYEE (1932), .NON\_EXEMPT\_CLOCKERS (6843), .SENIOR\_ADMIN\_FT (272), .TEMPS (1518)

**Cavarocchi, Alexis** (000049099)  
Assignment Description: Clinical Nurse || Assignment: Primary || FLSA Status: N || Overtime Rule: 40 || BI-Weekly Std Hours: 80.0 || Shift: R || Supervisor Name: Sibre, Kathleen M || Location: Philadelphia PA || Policy Profile: TJUNONEXEMPTCLOCKINGPPM || Leave Status: None

**Time Sheet** | 30.00 total hours

S	S	M	T	W	T	F	S	S	M	T	W	T	F	Feb 18, 2017 to Feb 24, 2017		Show All Weeks
18	19	20	21	22	23	24	25	26	27	28	1	2	3			
Pay Code		Cost Center		Sat 02/18	Sun 02/19	Mon 02/20	Tue 02/21	Wed 02/22	Thu 02/23	Fri 02/24	Tot					
Clock Time				06:45 am							12.00					
Call In				07:15 pm		07:00 pm	09:00 pm				2.00					
Unpaid Meal Break				0.50							0.00					
Totals				12.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00		14.00			
Pay Code		Cost Center		Sat 02/25	Sun 02/26	Mon 02/27	Tue 02/28	Wed 03/01	Thu 03/02	Fri 03/03	Tot					
Clock Time											16.00					
Epic Training								8.00	8.00		0.00		16.00			
Totals				0.00	0.00	0.00	0.00	8.00	8.00	0.00	0.00		16.00			

**Schedule** | Messages | Leave Balances | Results | Attendance | 95.00 total hours

S	S	M	T	W	T	F	S	S	M	T	W	T	F	Feb 18, 2017 to Feb 24, 2017		Show All Weeks
18	19	20	21	22	23	24	25	26	27	28	1	2	3			
Pay Code		Sat 02/18		Sun 02/19		Mon 02/20		Tue 02/21		Wed 02/22		Thu 02/23		Fri 02/24		Total
Scheduled Hours		06:45 am		06:45 am				06:45 pm		10:45 pm						42.00
		07:15 pm		03:15 pm				07:15 am		07:15 am						
On Call Hours						07:00 pm		07:00 am								12.00
Totals		12.50		8.50		12.00		12.50		8.50		0.00		0.00		54.00
Pay Code		Sat 02/25		Sun 02/26		Mon 02/27		Tue 02/28		Wed 03/01		Thu 03/02		Fri 03/03		Total
Scheduled Hours						06:45 am								06:45 am		25.00
						07:15 pm								07:15 pm		
Epic Training										8.00		8.00				16.00
Totals		0.00		0.00		12.50		0.00		8.00		8.00		12.50		41.00

On Call coming in from SmartSquare

Manager Time Entry

16.3.0

Work Period

02/18/2017 - 03/03/2017  
(Loading default period)

Save More Table View Data saved



**Cavarocchi, Alexis** (000049099)

Assignment Description: Clinical Nurse || Assignment: Primary || FLSA Status: N || Overtime Rule: 40 || Bi-Weekly Std Hours: 80.0 || Shift: R || Supervisor Name: Sibre, Kathleen M || Location: Philadelphia PA || Policy Profile: TJUNONEXEMPTCLOCKINGPPM || Leave Status: None

Assignments

Prev Next Find Sort

- ▶ .ADJUNCT\_PROFESSORS (396)
- ▶ .All (16660)
- ▶ .EXEMPT (4300)
- ▶ .EXEMPT\_EXCESSIVE (506)
- ▶ .EXEMPT\_S2 (27)
- ▶ .FACULTY\_FT (1005)
- ▶ .HOUSE\_STAFF\_FT (872)
- ▶ .LOCAL\_1199 (919)
- ▶ .LOCAL\_511 (107)
- ▶ .LOCAL\_830 (112)
- ▶ .NEW\_HIRES (13)
- ▶ .NON\_EMPLOYEE (1932)
- ▶ .NON\_EXEMPT\_CLOCKERS (6843)
- ▶ .SENIOR\_ADMIN\_FT (272)
- ▶ .TEMPS (1518)

Time Sheet

30.00 total hours

S	S	M	T	W	T	F	S	S	M	T	W	T	F	Feb 18, 2017 to Feb 24, 2017		☑ Show All Weeks
18	19	20	21	22	23	24	25	26	27	28	1	2	3			
Pay Code		Cost Center		Sat 02/18	Sun 02/19	Mon 02/20	Tue 02/21	Wed 02/22	Thu 02/23	Fri 02/24	Totals					
+ Clock Time				06:45 am							12.00					
				07:15 pm												
+ Call In						07:00 pm					2.00					
						09:00 pm										
+ Unpaid Meal Break				0.50							0.00					
											14.00					
Pay Code		Cost Center		Sat 02/25	Sun 02/26	Mon 02/27	Tue 02/28	Wed 03/01	Thu 03/02	Fri 03/03	Totals					
+ Clock Time											16.00					
+ Epic Training								8.00	8.00		16.00					
											0.00					
											8.00					
											8.00					
											0.00					
											16.00					

Schedule Messages Leave Balances Results Attendance

Work Da...	Pay Code	PeopleSoft...	Cost Center	Start Time	End Time	Hours	Other Hours	Am...	Pay Rate	Gross Pay
02/18/2017	Regular	RG	20950034	06:45 am	06:45 pm	12.00	0.00	\$0.00	33.760000	\$405.12
02/18/2017	Shift	SH	20950034	06:45 pm	07:15 pm	0.00	0.50	\$40...	3.376000	\$40.51
02/20/2017	Call In	OP	20950034	07:00 pm	09:00 pm	0.00	2.00	\$0.00	50.640000	\$101.28
02/20/2017	Guaranteed...	OP	20950034			0.00	1.00	\$0.00	50.640000	\$50.64
02/20/2017	On Call \$	OC	20950034			9.00	0.00	\$27...	0.000000	\$27.00
02/20/2017	Shift OT	SO	20950034	07:00 pm	09:00 pm	0.00	2.00	\$10...	3.376000	\$10.13
03/01/2017	Epic Training	RG	20950034			8.00	0.00	\$0.00	33.760000	\$270.08
03/02/2017	Epic Training	RG	20950034			8.00	0.00	\$0.00	33.760000	\$270.08
<b>Total</b>						<b>37.00</b>	<b>5.50</b>	<b>\$77...</b>		<b>\$1,174.84</b>

Call in paid at OT rate, Guaranteed hours automatically calculated

On Call \$ paid per scheduled hours on call

Save More Table View

**Blackshaw, Sylvia S** (000021010)

Assignment Description: Clinical Nurse || Assignment: Primary || FLSA Status: N || Overtime Rule: 40 || Bi-Weekly Std Hours: 72.0 || Shift: R || Supervisor Name: || Location: Philadelphia PA || Policy Profile: TJUNONEXEMPTCLOCKINGPPM || Leave Status: None

Time Sheet

0.00 total hours

S S M T W T F S S M T W T F Mar 4, 2017 to Mar 10, 2017  Show All Weeks

Pay Code	Cost Center	Sat 03/04	Sun 03/05	Mon 03/06	Tue 03/07	Wed 03/08	Thu 03/09	Fri 03/10	Totals
+ Clock Time									
+ Incentive ED Shift \$			\$144.00						0.00
+ Incentive Jeff Stat \$								\$50.00	0.00
+ Incentive Plan \$		\$120.00							0.00
<b>Totals</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Pay Code	Cost Center	Sat 03/11	Sun 03/12	Mon 03/13	Tue 03/14	Wed 03/15	Thu 03/16	Fri 03/17	Totals
+ Clock Time									
<b>Totals</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Schedule Messages Leave Balances **Results** Attendance

Work Da...	Pay Code	PeopleSoft...	Cost Center	Start Time	End Time	Hours	Other Hours	Amount	Pay Rate	Gross Pay
03/04/2017	Incentive Plan \$	MI	25053053			12.00	0.00	\$120.00	0.000000	\$120.00
03/05/2017	Incentive ED Shift \$	MI	25053053			12.00	0.00	\$144.00	10.000000	\$144.00
03/10/2017	Incentive Jeff Stat \$	MI	25053053			12.00	0.00	\$50.00	10.000000	\$50.00

Incentive pay codes

<b>Total</b>						36.00	0.00	\$314...		\$314.00
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# Manager/Timekeeper Expectations



- Delegate access roles to additional reviewers or timekeepers
- Notify staff of time clock transition plan
- Ensure employees are aware of where to go with questions