Time and Attendance Town Hall

10/27/2016

Agenda

- Jeff Stevens CHRO to speak on role of timekeeper

- MyTime (EmpCenter) Project timeline

- Time Clock Replacement roll out

- Communication plans

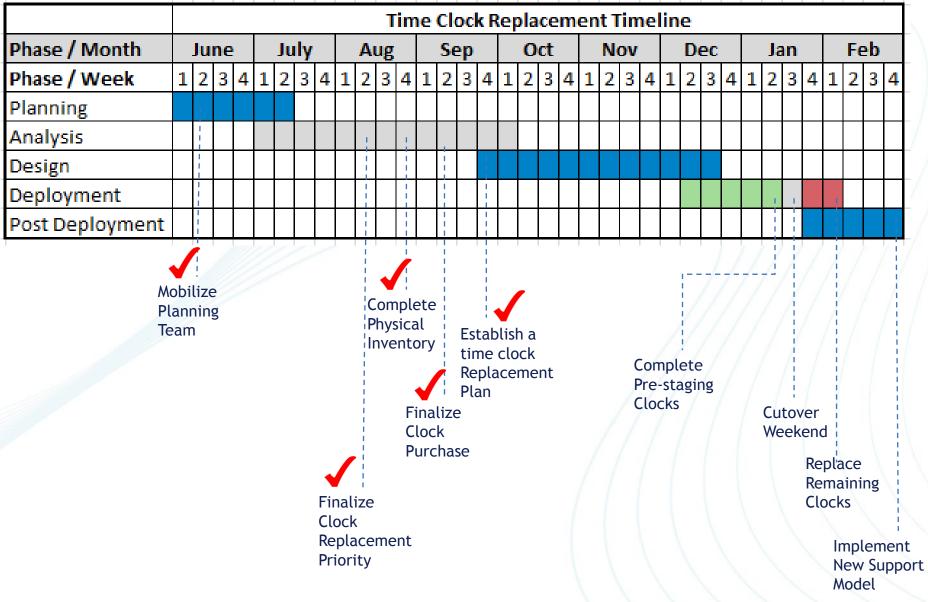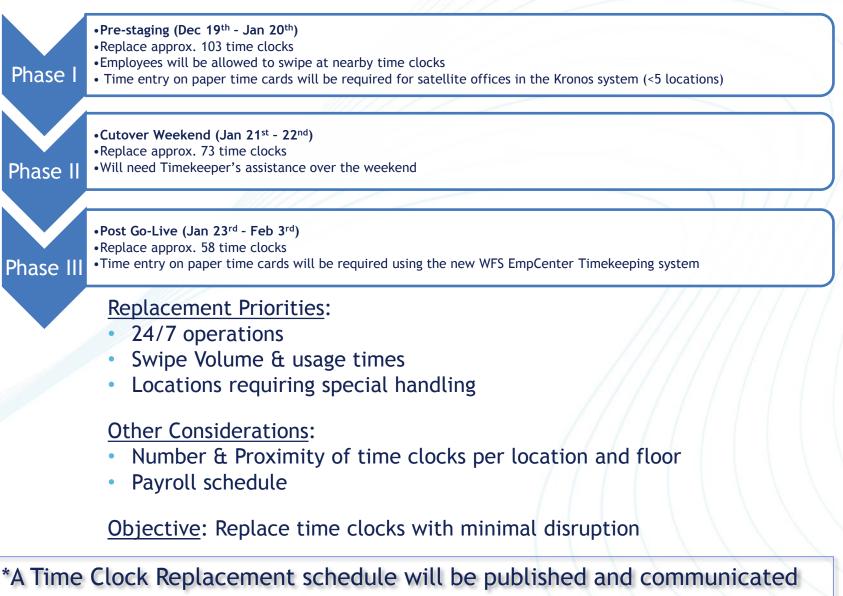- Changes to Come

- Testing

- Training

MyTime Project Timeline

Jefferson Estimated Timeline (Jul/26/2016)

Month	Dec	2016												2017			
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Phase I																	
Time & Attendance (EmpCenter)																	
Project Initiation/Planning	Plan	Plan															
Requirements Analysis (M4)			Requirements	Requirements	Requirements												
Solution Design (M5)						Design	Design										
Solution Design Review/Approval (M6)								Apr									
Testing Preparation (M9)								Test Prep.									
Configuration Start (M7)									Configuration	Configuration							
Training - Power Users involved in testing										Trn							
Testing											Testing	Testing					
Training - Timekeepers/Mgrs, Employees												Train					
Go-Live												★					
Production Support & Transition to WFS Support													Prod Support	Prod Support			
EPIC Project																	
Ambulatory: Go-Live												★					
Inpatient: Go-Live																	★

Time Clock Timeline

Time Clock Replacement Timeline

Phase / Month	June				July				Aug				Sep				Oct				Nov				Dec				Jan				Feb			
Phase / Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Planning	■	■	■	■	■	■																														
Analysis					■	■	■	■	■	■	■	■	■	■	■	■																				
Design																	■	■	■	■	■	■	■	■	■	■	■									
Deployment																									■	■	■	■	■		■	■				
Post Deployment																													■	■	■	■	■			

Mobilize Planning Team

Complete Physical Inventory

Establish a time clock Replacement Plan

Finalize Clock Purchase

Complete Pre-staging Clocks

Cutover Weekend

Finalize Clock Replacement Priority

Replace Remaining Clocks

Implement New Support Model

Time Clock Replacement Plan

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Phase I
- **Pre-staging (Dec 19th – Jan 20th)**
- Replace approx. 103 time clocks
- Employees will be allowed to swipe at nearby time clocks
- Time entry on paper time cards will be required for satellite offices in the Kronos system (<5 locations)

Phase II
- **Cutover Weekend (Jan 21st – 22nd)**
- Replace approx. 73 time clocks
- Will need Timekeeper's assistance over the weekend

Phase III
- **Post Go-Live (Jan 23rd – Feb 3rd)**
- Replace approx. 58 time clocks
- Time entry on paper time cards will be required using the new WFS EmpCenter Timekeeping system

Replacement Priorities:
- 24/7 operations
- Swipe Volume & usage times
- Locations requiring special handling

Other Considerations:
- Number & Proximity of time clocks per location and floor
- Payroll schedule

Objective: Replace time clocks with minimal disruption

*A Time Clock Replacement schedule will be published and communicated several weeks in advance of replacement

Main Menu Function Key Layout

Other Options Function Key Layout

Other Options Function Key Layout

Time Clocks

- Current inventory of Kronos time clocks for replacement is 237 time clocks across 40 locations including new locations

- WorkForce Systems (WFS) EmpCenter is our new enterprise platform for Jefferson

- Time clocks were purchased with the following components for future consideration:
  - ❖ BioMetrics
  - ❖ iClass Proximity
  - ❖ Power over Ethernet (PoE)

- We will be deploying magnetic stripes with the new clocks for go-live in January

Communications & Training Timeline

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Oct	Nov	Dec	Jan

Presentation to TJH, TJU & JUP Sr. Leadership

2 Town Hall meetings to Timekeepers, Editors & HR Business Partners

Assemble Testing & Cutover Team

2 Town Hall meeting to Managers

HR Business Partner Presentation to Support Areas

Training to Timekeepers & Editors

Communicate Replacement Schedule

Update Training Guides, FAQ and Announcements on HR Portal

Changes to Come

Editor/Approver Access to Time and Attendance

- Access to Time and Attendance will be assigned automatically to the following two groups based on their role at Jefferson.

-

  - <u>All Timekeepers</u> of record in PeopleSoft on Department Table
    - Responsible for day to day editing as needed

  - <u>All Supervisors</u> of record in PeopleSoft at Employee level
    - Responsible for approving timecards and amendments

- Both roles may delegate authority if necessary.

- Employees will not be able to approve their own timesheet regardless of their access.

Employee's Access to Time and Attendance

- Access MyTime by signing into the Jefferson HR website
  www.jefferson.edu/hr

- Get information, training manuals & access FAQs at:
  http://hr.jefferson.edu/human-resources/current-employees/resources/time-attendance-scheduling.html

- Employees will also be able to access MyTime from a smart phone, tablet, laptop or desktop computer

- All employees will have access to:
  - View their Timecard
  - View Time Off Banks
  - Request Time Off through the automated process
  - Project Time Off Balances

- Mobile Access –Jeff Stat, Home Infusion, Bio Med

- Web Clock Access – Jeff Temps, Researchers

Scheduled Meal Breaks

- Meal Breaks

  - Department timekeeper will schedule meal breaks in the new time and attendance system

  - This will allow the meal break to change per day if necessary

  - Departments whose employees currently swipe for meal breaks will continue this process in MyTime

Meal Break Attestation

- When Employees swipe 'Out for the Day' they will be prompted – did you get your meal break?

- If the employee answers NO, a notification will be sent to the manager or designee who will need to approve and remove the meal break - employee will not automatically be paid

- Review your departmental policy on meal breaks. Discuss with your HRBP if you have any questions regarding meal breaks

Employee on Leave

- Employees on Leave of Absence will remain within their Department

- Manager's will see that the employee is on a Leave Status in MyTime

- Timekeepers will continue to enter only the 1st 7 calendar days of time for employees on continuous leave

- HR will continue paying employees their Disability benefit upon approval from the Disability vendor

On Call Shift and Call Premium

- On Call Shift -will be added directly to the employee's schedule by Timekeepers
  - MySchedule (for Smart Square users)
  - MyTime (for all others)

- This process will allow the system to calculate the dollars owed for carrying a pager

- On Call Premium –to initiate the on call premium pay code, the employee will be responsible to clock in as 'Call Back'

- Review your departmental procedure for scheduling on call

Emergency Standby

- Emergency Sleep pay codes are being updated to 'Emergency Standby'

- When an employee is required to stay for an Emergency, the shift will be entered into the employee schedule. This can be added anytime before the end of the pay period

- When the non-exempt employee arrives on campus; Standby, Work shift and Rest will be handled as clock transactions

Holiday Premium

- Holiday policy is being updated.

- Holiday Premium is going to be paid based on the majority of hours worked on the holiday – there will be no need to manually move the 3rd shift employee's hours to Holiday premium as long as the majority of their shift is worked on the holiday

- 1199C employees who work the holiday will request their holiday be moved to ETO via the time off request

Alternate Positions

- Employees who have two non-exempt positions will be prompted to select which position they are clocking in or out for at the time clock

- All hours worked in both positions will be calculated by the system, overtime will be paid on the secondary position per the Overtime policy

Exception Messages

- To assist management in maintaining timecards there are several color coded system generated exception messages:

    - **White - Informational only**
        - i.e., Status change from Part time to Full time, Overtime hours exceeds 20 hours per week

    - **Yellow - Warning**
        - i.e., Employee did not work day before scheduled Holiday, Employee has reached a warning leave notification for attendance

    - **Red - Requires action from manager**
        - i.e., Missing in or out Punch, No hours on timesheet for scheduled day

- Managers or their designee will view these messages in MyTime

- Time Keepers will be sent a report of the exception messages for the employees they enter time for.

Automation of Exempt Schedules

- Exempt employees will automatically receive a 'schedule' of hours on their timecard

- The schedule will be equivalent to their standard hours in PeopleSoft

- Timekeeper's/Manager's or designee will only need to go into MyTime to make an adjustment to the schedule if needed

Automation of Accruals

- The accrual process of the time off banks will be handled in MyTime

    - Employees will be able to view all their bank balances on the dashboard

    - Employees will be able to project time off availability into the future

Automation of Time off Request

- All time off requests will be automated through either MyTime or MySchedule.

- Once Manager approves the request, the hours and pay code will populate the timesheet eliminating the need for paper requests and entry into the system

- If an employee clocks in and out on a paid time off day, the system will alert the manager through the exception message process

- Review departmental policy for time off request with staff

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Blood Donor Hours

- New Policy – to be posted January, 2017

- Eligible employees who donate blood will have 3 hours added to the new Blood Donor hours bank in MyTime

- Requesting use of Blood Donor hours will be through the Time Off Request process in MyTime

- Blood Donor hours will expire one year from date of donation

Time Clock Support Model

- Issues with time clocks will be called into the IS&T Solution Center – 215-955-7975

Amendments/Off cycles

- Time Sheet Amendments (historical edits) done in MyTime will be crucial, as this process will auto generate an off cycle payment if necessary

    - Eliminates paper off cycle requests
    - Eliminates paper hours adjustment forms

- Timekeepers can enter the amended time, however a manager or designee must approve.

Timekeeper Certification

- All new editors/approvers will be required to attend training

- Training/certification sessions will also be held to ensure all timekeepers are familiar with FLSA/DOL and Jefferson pay practices

User Acceptance Testing

- Approximately 25 timekeepers were selected to assist with User Acceptance Testing during the week of December 5th.

- Testing will be over a 5 day period which includes one day of training on the new system

- We are asking that these timekeepers continue to assist as needed during the implementation of the new system including the implementation of the new time clocks

Training

- Training sessions will be held in December and January

- Sign up for these sessions will be through HealthStream.
  - Select Catalog and type MyTime in the Search menu

  - Thompson DePalma Lecture Hall
    - Tuesday, December 13th   1:00 pm - 4:00 pm
    - Friday, December 16th   3:00 pm - 6:00 pm
    - Tuesday, December 20th   1:00 pm - 4:00 pm
    - Wednesday, January 4th   9:00 am – 12:00 pm
    - Monday, January 9th   7:00 am – 10:00 am

  - Methodist – Morgan Conference Room
    - Thursday, December 15th   7:00 am – 10:00 am
    - Thursday, January 5th   1:00 pm – 4:00 pm

- Training will be auditorium style. We will review the system and the many new features in greater detail.

Questions?

- Thank you for your time and attention!