UTA

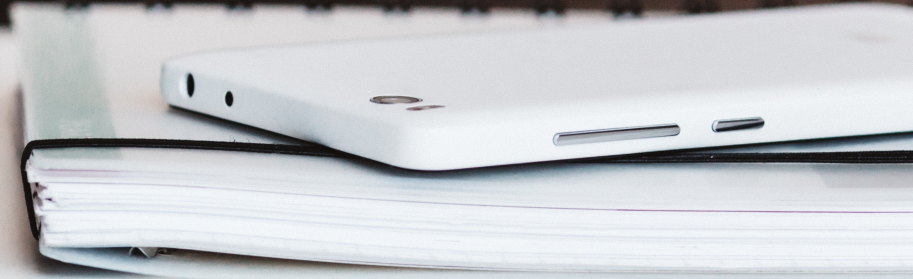**Timekeeping Project**
Manager's Resource Guide

Division of the CFO

May 2021

What is TCP?

TCP Overview

- TCP is a software platform to streamline time reporting across UTA
- TCP is accessible via:
    - the TCP website using single sign-on (one-click)
    - the mobile app
    - the remote data terminals located across campus
- TCP will replace various processes of entering time
- TCP will become the standard tool for all UTA employees
- Training will be available and will be tailored to each user's role (manager, timekeeper, employee)

Overall Benefits

- Streamlines processes

- Eliminates paper forms and handwritten signatures

- Allows all employees to follow the same process for entering and approving time

- Increases efficiency for managers, timekeepers and employees

- Empowers the employee by offering a robust self-service platform

- Grants more visibility to time entries for manager and timekeepers

Employee Benefits

- Simplify time entry

- Increase accuracy and timeliness of reporting hours worked and hours absent

- Easily view leave balances (available leave hours, accruals, and hours taken)

- Simplify the process of requesting time off
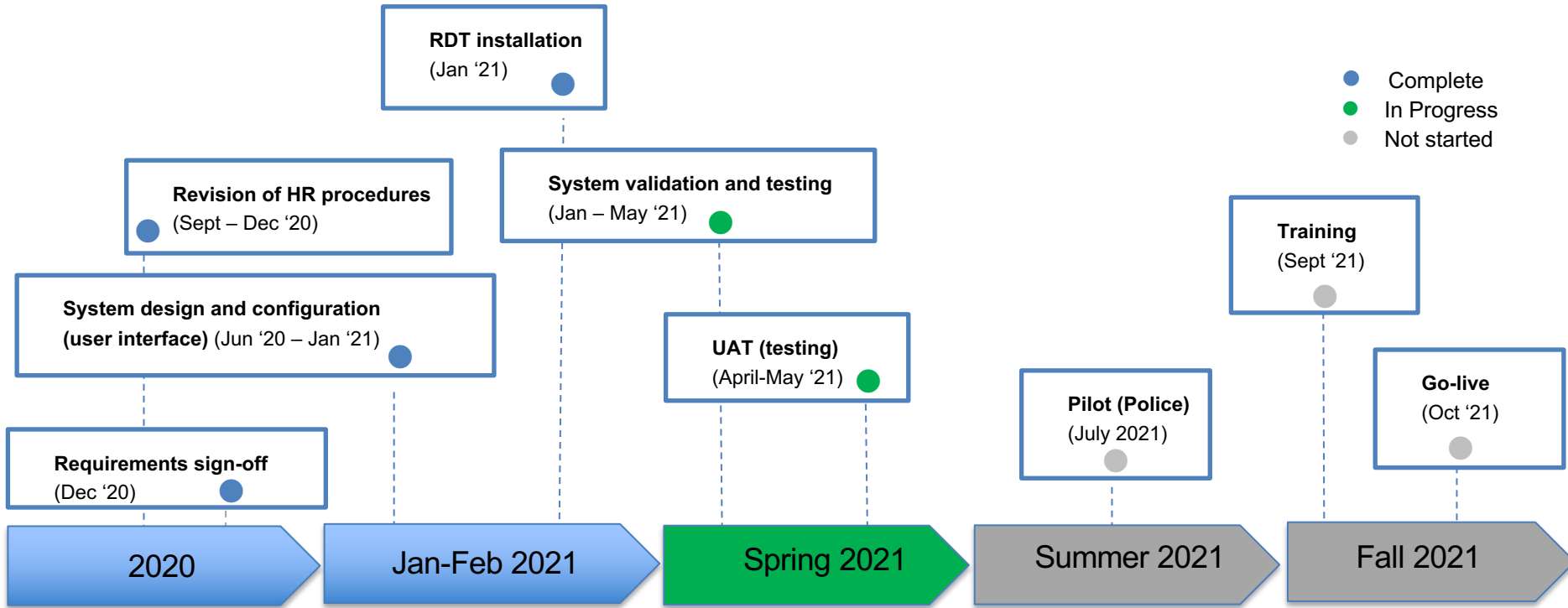
- View schedules (if applicable)

Timekeeper Benefits

- Reduce workload

- Decrease manual processing

- Eliminate paper timesheets and the need to store them

- Simplify review of time-off requests

- Provide greater visibility for shifts (if applicable)

- Create a single timekeeping process across campus

- Use one application to replace various methods of timekeeping

- Streamline reporting

Manager Benefits

- Simplify review and approval of time-off requests

- Provide the opportunity to plan shifts (if applicable)

- Create a single timekeeping process across campus

- Use one application to replace various methods of timekeeping

- Streamlines reporting
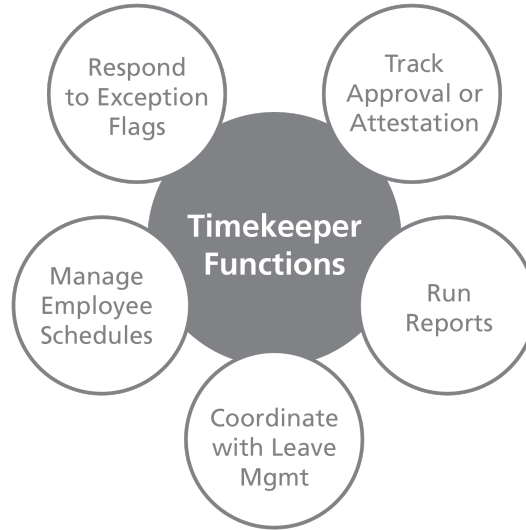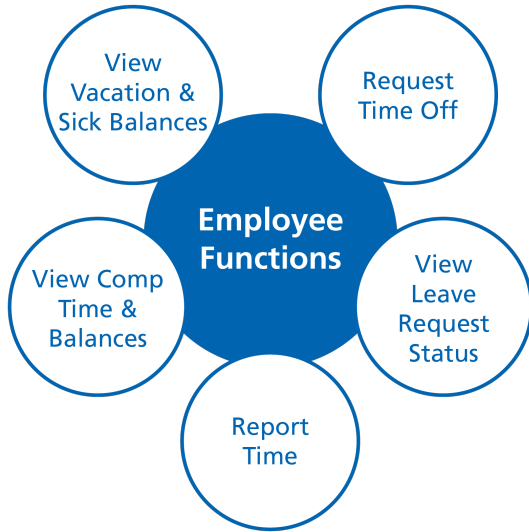
Project Critical Path

RDT installation
(Jan '21)

Revision of HR procedures
(Sept – Dec '20)

System validation and testing
(Jan – May '21)

System design and configuration
(user interface) (Jun '20 – Jan '21)

Training
(Sept '21)

- ● Complete
- ● In Progress
- ● Not started

UAT (testing)
(April-May '21)

Requirements sign-off
(Dec '20)

Pilot (Police)
(July 2021)

Go-live
(Oct '21)

| 2020 | Jan-Feb 2021 | Spring 2021 | Summer 2021 | Fall 2021 |

What Are Users' Roles in TCP?

User Roles & Functions

Employee Functions
- View Vacation & Sick Balances
- Request Time Off
- View Comp Time & Balances
- View Leave Request Status
- Report Time

Timekeeper Functions
- Respond to Exception Flags
- Track Approval or Attestation
- Manage Employee Schedules
- Run Reports
- Coordinate with Leave Mgmt

Manager Functions
- View Balances for Employees
- Approve Comp Time Payout*
- Plan & Build Shifts
- Run Reports
- Approve Time Off Requests
- View & Approve Time

*If appropriate (with identified cost center)

Role Comparison

	Manager	Timekeeper
Approve time	X	
Approve leave requests	X	
Approve pay period	X	
Approve comp time payout	X	
Manage schedules and eliminate gaps in coverage	X	X
Build and plan shifts	X	X
Run reports	X	X
Respond to and correct exceptions	X	X

Types of Employee Classifications

- A&P – Exempt, Monthly
- Faculty – Exempt, Monthly
- Classified Exempt – Monthly
- Classified Non-Exempt – Monthly
- Hourly – Semi-Monthly/Non-Exempt
- Student Worker – Hourly (Semi-Monthly)
- Work Study – Hourly/Non-Exempt (Semi-Monthly)
- Casual – Temp/Non-Exempt (Semi-Monthly)

tcp

🏠 VIEW   REQUESTS

MY DASHBOARD

⭐ MY EMPLOYEE CLASS

Classified Exempt - Monthly
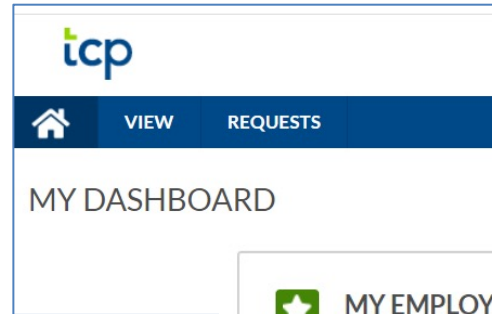
TCP displays a message showing your employee classification after you sign in.

Classifications *NOT* in TCP

The following employee classifications do not utilize the TCP system.

- GRA (Graduate Research Assistant)
- GTA (Graduate Teaching Assistant)
- Student Employees on a monthly payroll cycle (e.g. Resident Assistant)
- Faculty AO (online professors)
- Faculty FA3 (summer Faculty)

A&P

Process in TCP

- Do *not* clock in and out each day

- Request leave and report absences (e.g., vacation and sick time)
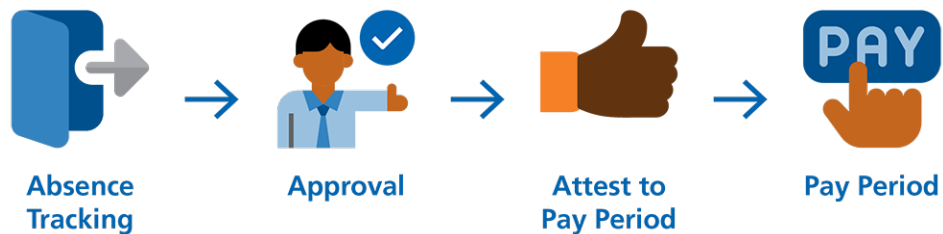

Absence Tracking → Approval → Attest to Pay Period → Pay Period
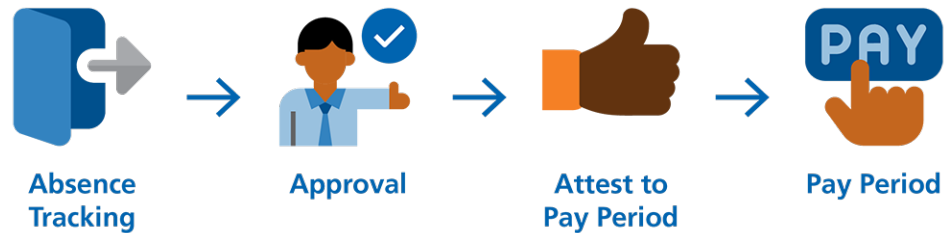
EMPLOYEES

Faculty

Process in TCP

- Do *not* clock in and out each day

- Request leave and report absences (e.g., sick time)

Absence Tracking → Approval → Attest to Pay Period → Pay Period

Classified Exempt

Process in TCP

- Do *not* clock in and out each day

- Report time worked over 40 hours

- Request leave and report absences (e.g., vacation and sick time)

- Qualify for compensatory time after obtaining permission from their supervisor (e.g., email or form)

Time Worked Over 40 Hours → **Absence Tracking** → **Comp Hours** → **Approval** → **Attest to Pay Period** → **Pay Period**
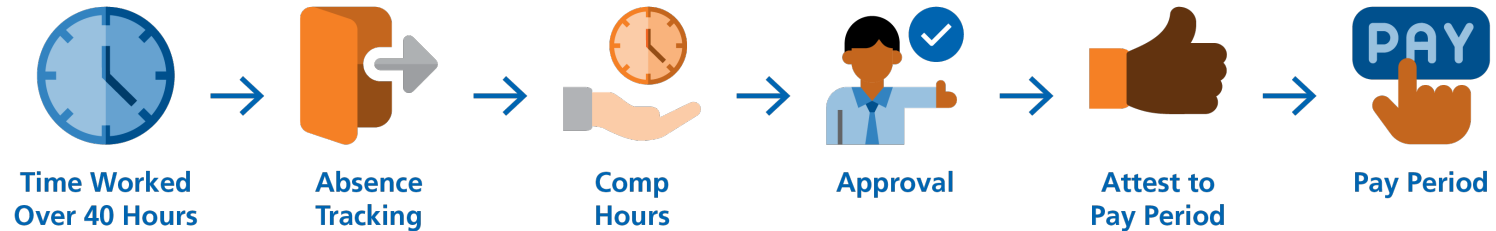
EMPLOYEES

Classified Non-Exempt and Hourly

Process in TCP

- Clock in and out each day

- Request leave and report absences (e.g., vacation and sick time)

- Qualify for overtime / straight compensatory time ("comp time") after obtaining permission from their supervisor (email or form)
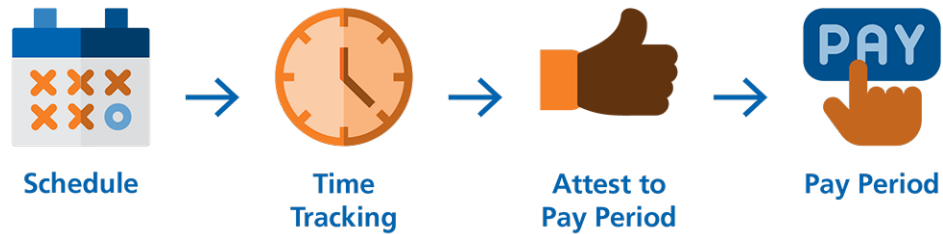
Schedule → Time Tracking → Absence Tracking → Overtime & Comp Time → Approval → Attest to Pay Period → Pay Period
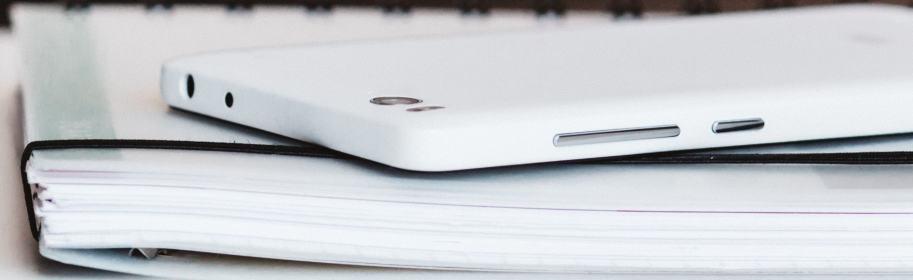
EMPLOYEES

Student Workers, Work Study, Casual

Process in TCP

- Clock in and out to track hours worked
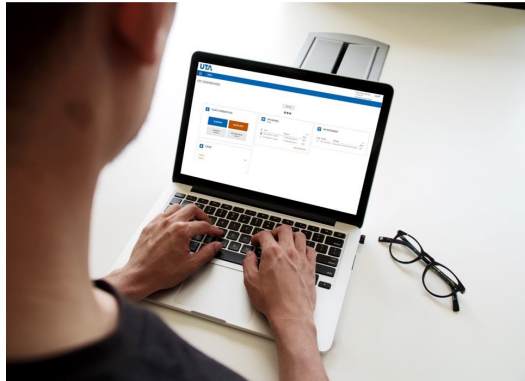
- Schedules are optional based on supervisor preference

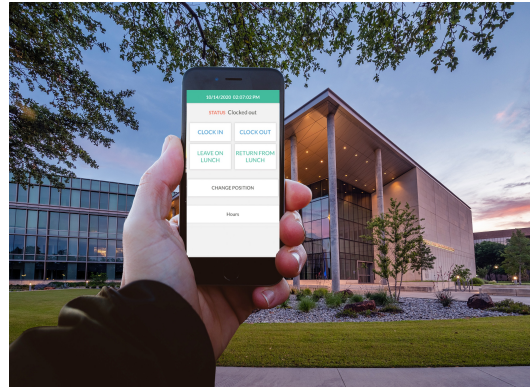Schedule → Time Tracking → Attest to Pay Period → Pay Period

How is Time Entered into TCP?

What Options Do I Have for Reporting Time?

WebClock

Mobile App

Remote Data Terminal (RDT)

Departments may choose which of these options they want to use to report time.

Policy-Driven vs Department Choice

**UTA Policy
or State/Federal Regulations**

- Which employee groups clock-in and clock-out daily
- Which employee groups request and/or report sick and vacation time
- Which employee groups earn Overtime and/or Straight Compensatory Time

Department Choice

- Which employee groups or individuals can clock-in and clock-out using the mobile app
- Which employee groups must clock-in and clock-out at RDTs
- Which RDTs to use for clocking-in and clocking-out

(The level for decision-making is under discussion with Executive Committee.)

Remote Data Terminals (RDT)

- RDT are ADA compliant.

- Hand sanitizer dispensers are next to each RDT.

- Employees can use any RDT located in a building
  to which they have access (per manager's discretion).

- Employees clock in and out with a badge swipe or by entering
  their employee ID and password on the login screen.

- Biometric Fingerprint Scanners **are not enabled** for go-live.

Remote Data Terminal Locations

Building	Location
Arlington Hall	Inside room 275 - computer lab
Business Building (COBA)	by 100
EH Herford University Center (UC)	1st floor, behind housing
Engineering Research Building (ERB)	by B71
Fine Arts Building (FA)	by 146
Chemistry & Physics Building (CPB)	near 110C
Life Science (LS)	by 124
Maverick Activities Center (MAC)	by 100A
University Hall (UH)	by 121
Nedderman Hall (NH)	by 127A
KC Hall	Custodial Closet
Pickard Hall (PKH)	by 133
Wetsel Service Center (WET) - Carpenter Shop	Room 100 by the key box
Wetsel Service Center (WET) - Electric Shop	outside breakroom main hallway by key box
Wetsel Service Center (WET) - Grounds Warehouse	101
Wetsel Service Center (WET) - Wetsel by 109d	by 109D

Building	Location
Wetsel Service Center (WET) – Physical Plant Operations	by 100
Wetsel Service Center (WET) – In the hall across from paint shop	1 outside in the hall across from the paint shop
West Hall	near custodial closet
Science & Engineering Innovation	Loading Dock by the Hallway Entrance
College Park Center (CPC) - Special Events	CPC Dock Marshalling area by freight elevator
College Park Center (CPC) - Special Events	CPC 1108H
Texas Hall (TEX)	TXH – backstage near West 1.
Center for Innovation at Arlington (ATI) - PD	
University Administration Building (UAB)	Basement, near B15 (close for police dispatch)
University Police Building (POL)	
Office & Classroom Building (OCB)	
College Park Center (CPC) - Athletics	In front of the computer lab in our study hall facility.
Maverick Stadium	Room 101
Clay Gould	Ticket Office
Center for Innovation at Arlington (ATI)	on the entry space ATI 2C1 on the east wall between the double doors and elevator,
Library (LIBR)	Room 123

Future Updates

- There will be a post go-live system performance evaluation three months after launch.

- Further system configuration tailored to each department will be performed based on manager's feedback.

Will There Be Training for TCP?
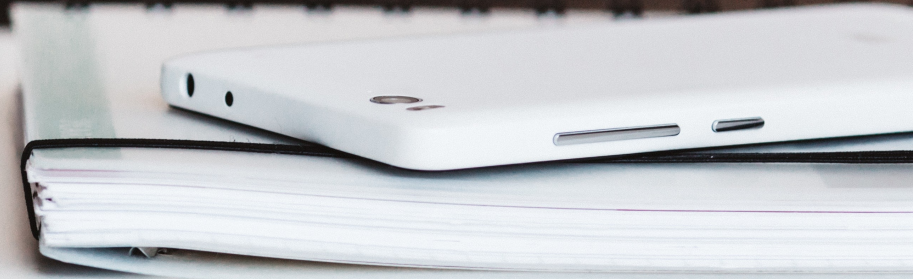
Training for TCP

Training is required to access TCP.

Employees will receive training specific to their employee classification.

- A&P
- Faculty
- Classified Exempt
- Classified Non-Exempt
- Hourly & Casual (Temp)
- Student Worker & Work Study

Manager and Timekeepers will receive the same training.
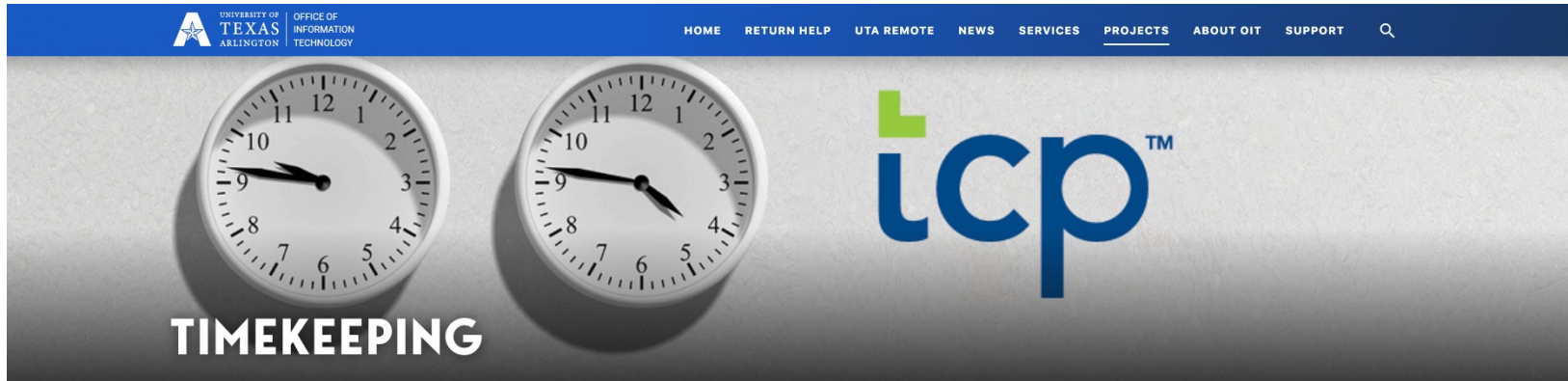
- Managers
- Timekeepers

Where Can I Find More Information?

Project Updates

Project website is updated every other week and is the best source of information for project details, current status, Q&A, training (once it becomes available): https://oit.uta.edu/projects/timekeeping/

Contact: timeclockplus@uta.edu

UTA

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