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

- 2020
    - Requirements sign-off (Dec' '20)
    - System design and configuration
      (user interface) (Jun '20 – Jan '21)
    - Revision of HR procedures
      (Sept – Dec '20)

- Jan-Feb 2021: RDT installation(Jan '21)
- Spring 2021:
    - System validation and testing(Jan – May '21)
    - UAT (testing)(April-May '21)

- Summer 2021: Pilot (Police)(July 2021)
- Fall 2021:
    - Training(Sept '21)
    - Go-live(Oct '21)

What Are Users' Roles in TCP?

- Employee Functions
    - View vacation and sick balances
    - View comp time and balances
    - Request time off
    - View leave request status
    - Report time

- Timekeeper Functions
    - Respond to exception flags
    - Track approval or attestation
    - Run reports
    - Coordinate with leave management
    - Manage employee schedules

- Manager Functions
    - Approve comp time payout
    - Plan and build shifts
    - Approve time off requests
    - View and approve time
    - Run reports
    - View balances for employees

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 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)

    1. Absence Tracking
    2. Approval
    3. Attest to Pay Period
    4. Pay Period

Faculty: Process in TCP

- Do *not* clock in and out each day
- Request leave and report absences (e.g., sick time)

    1. Absence Tracking
    2. Approval
    3. Attest to Pay Period
    4. 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)

1. Time Worked Over 40 hours
2. Absence Tracking
3. Comp Hours
4. Approval
5. Attest to Pay Period
6. Pay Period

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)

1. Schedule
2. Time Tracking
3. Absence Tracking
4. Overtime and Comp Time
5. Approval
6. Attest to Pay Period
7. Pay Period

Student Workers, Work Study, Casual: Process in TCP

- Clock in and out to track hours worked

- Schedules are optional based on supervisor preference

1. Schedule
2. Time Tracking
3. Attest to Pay Period
4. Pay Period

How is Time Entered into TCP?

What Options Do I Have for Reporting Time?

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

- Web Clock
- Mobile App
- Remote Data Terminal (RDT)

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 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.
- See a list of locations at: https://oit.uta.edu/projects/timekeeping/rdt.php

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?

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 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