



**TimeClock Plus<sup>®</sup>**

# TIMEKEEPING



UNIVERSITY OF  
**TEXAS**  
ARLINGTON

OFFICE OF  
INFORMATION  
TECHNOLOGY

## About

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- The purpose of this project is to implement a workforce time management solution which interfaces with Oracle PeopleSoft system (UT Share HR system).
- Currently various processes are being followed throughout the campus to track employee time: TimePro clocks, Excel, SharePoint, paper forms. The new application will standardize and enhance employee time keeping and absence management processes for the entire organization.
- TimeClock Plus was selected through an RFP bid process by the Timekeeping Evaluation team.
- TimeClock Plus is a workforce management solution for time collection, absence/PTO management, and workforce scheduling, all in one application. The new system will be implemented to facilitate consistency in reporting hours worked and hours absent for various employee types (Faculty, Administrative and Professional, Classified Exempt, and Classified Non-exempt).
- The application will deliver accurate and timely notifications for both supervisors (or designated proxies) and payroll departments in order to streamline the time and labor functions. TimeClock Plus will have a two-way integration with the main system of records Oracle PeopleSoft (UT Share).

## Timeline

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- The target is to start utilizing the system in fall 2021.

## Online Resources

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- Email the project team at [timeclockplus@uta.edu](mailto:timeclockplus@uta.edu)
- Visit the project page on the OIT website, [oit.uta.edu](http://oit.uta.edu).

## Benefits

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### How will employees benefit from using TimeClock Plus?

TimeClock Plus will offer employee self-service to:

- Simplify time entry (report and view hours worked in one application)
- View schedules (if applicable)
- Increase accuracy and timeliness of hours worked reporting
- Increase visibility for viewing leave balances (leave hours available/taken)
- Simplify the process of requesting time off

### How will managers benefit from using TimeClock Plus?

TimeClock Plus will offer managers the ability to:

- Create a single time-keeping process across campus
- Eliminate the differences in programs and processing
- Decrease the number of personnel necessary for support
- Decrease training time
- Provide the opportunity to plan shifts (if applicable)
- Simplify review and approval of time-off requests
- Decrease manual processing
- Eliminate paper timesheets and the need to store them
- Streamline reporting

## Common Questions

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### Will TimeClock Plus replace UTShare?

- TimeClock Plus will not be replacing UT Share, it will be replacing the current processes of collecting, recording and processing the hours worked and hours absent.

### Will there be training for TimeClock Plus?

- Yes. Training will be available at a later date.
- Training details will be included on the project page on the OIT website, [oit.uta.edu](http://oit.uta.edu).