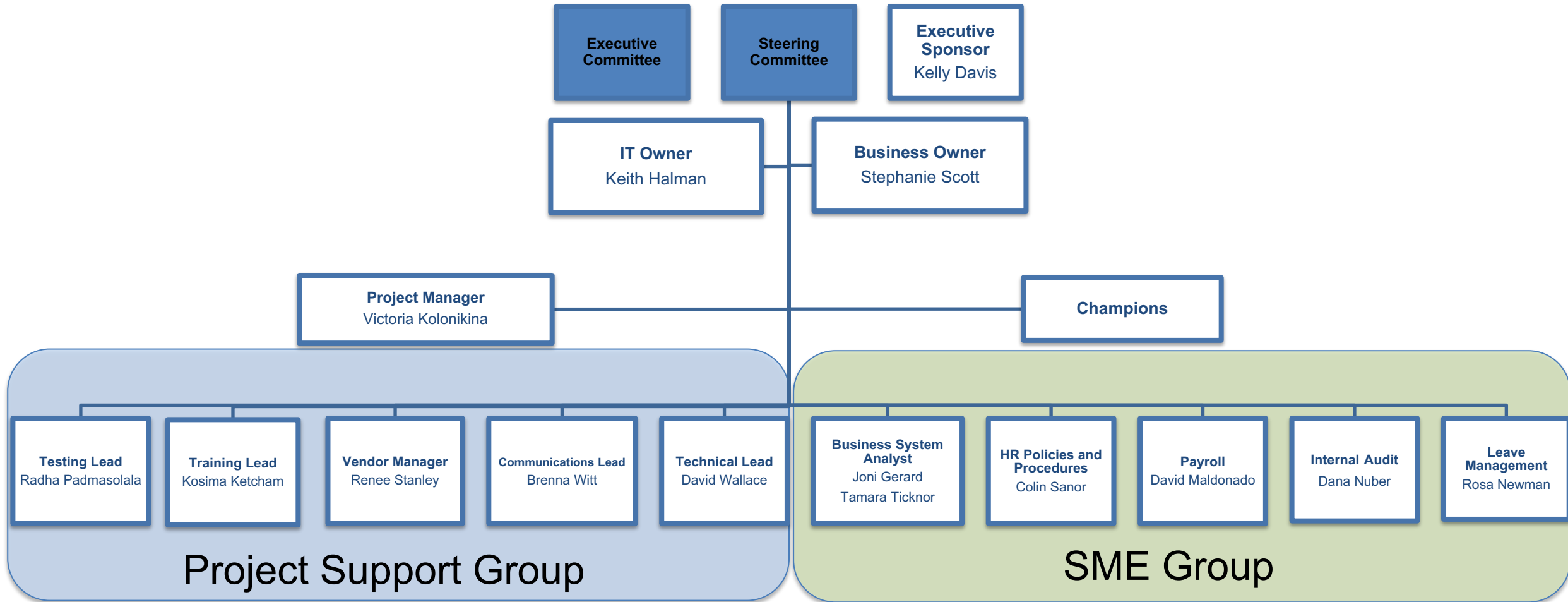


TIMEKEEPING

Project Update

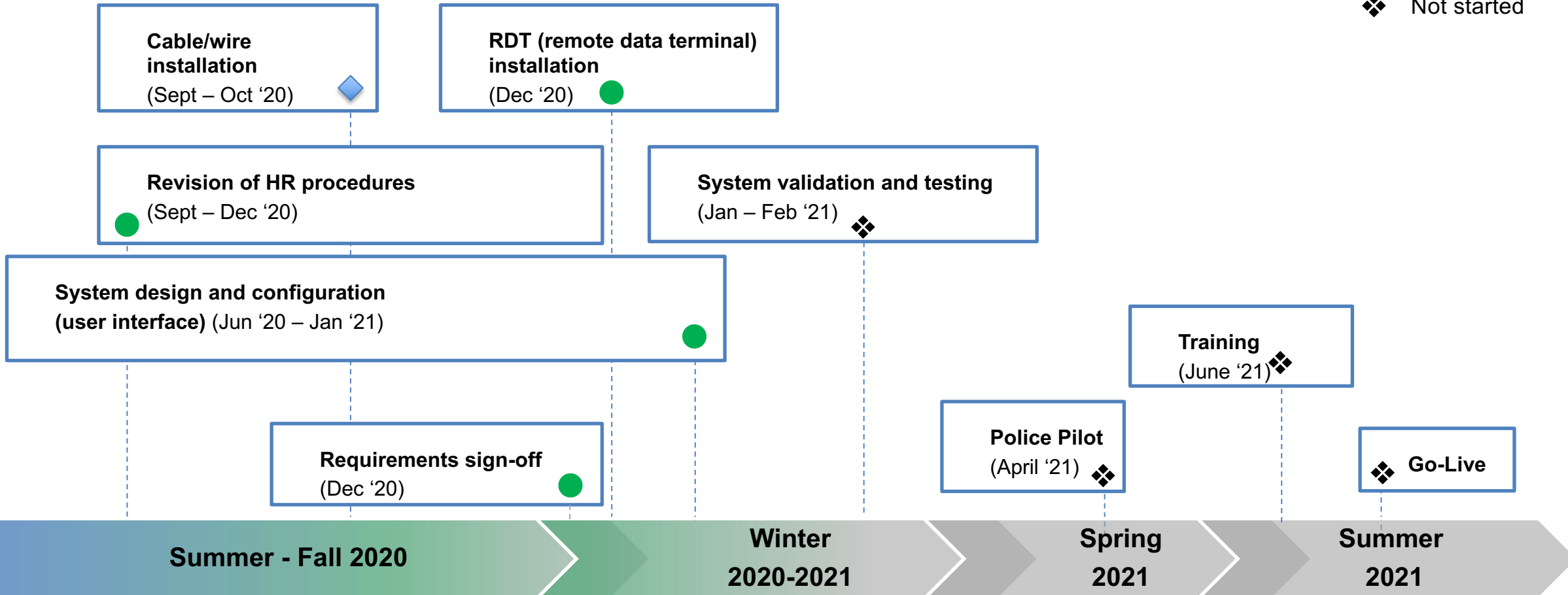
Division of the CFO
December 2020

Project Organization Chart



Project Critical Path

- ◆ Complete
- In Progress
- ◆ Not started



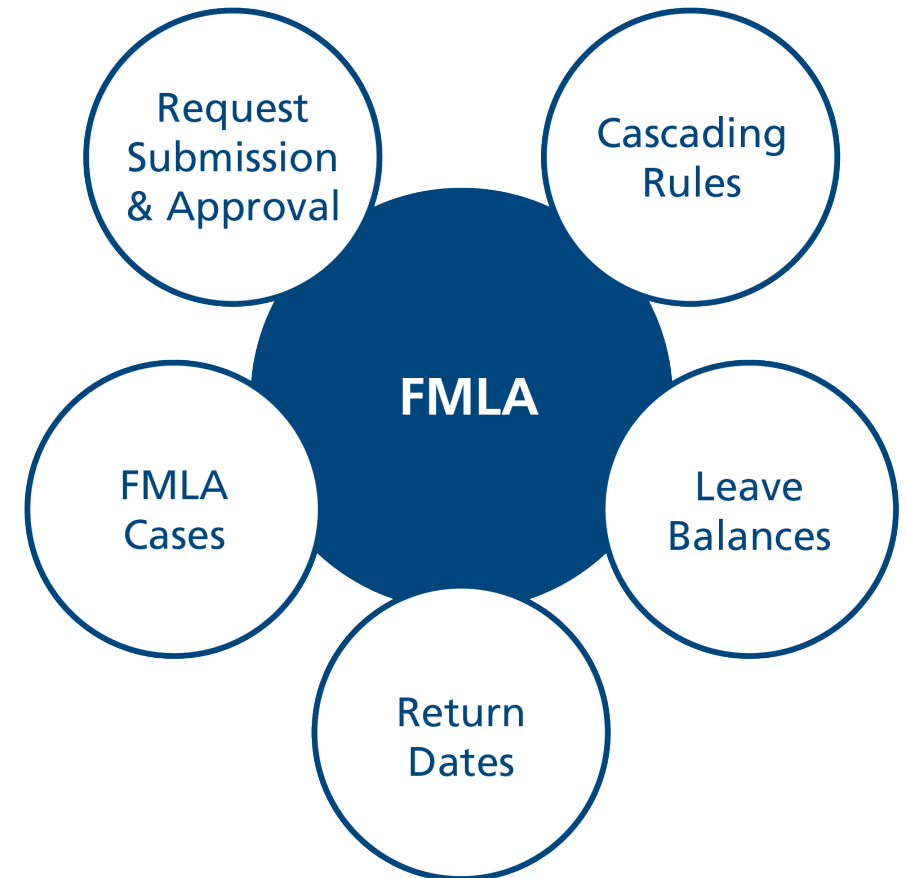
TCP Functionality



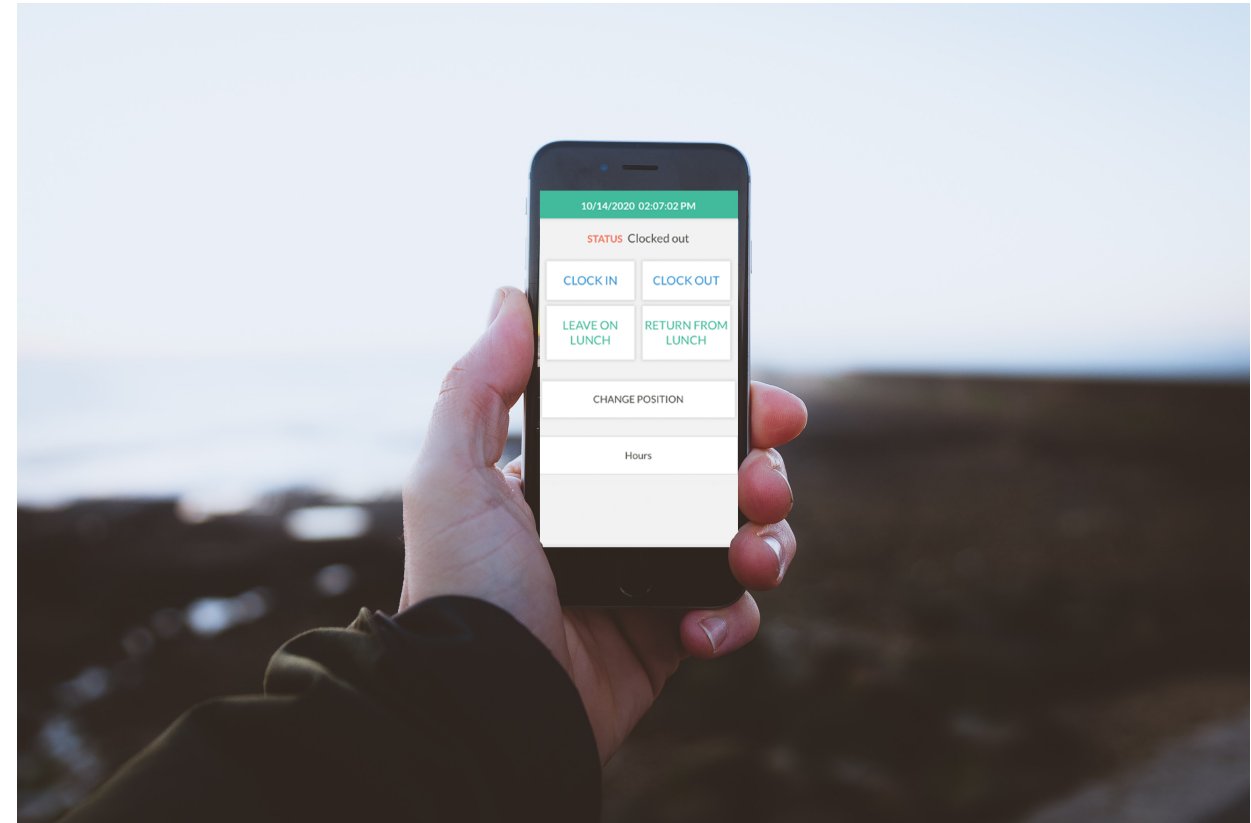
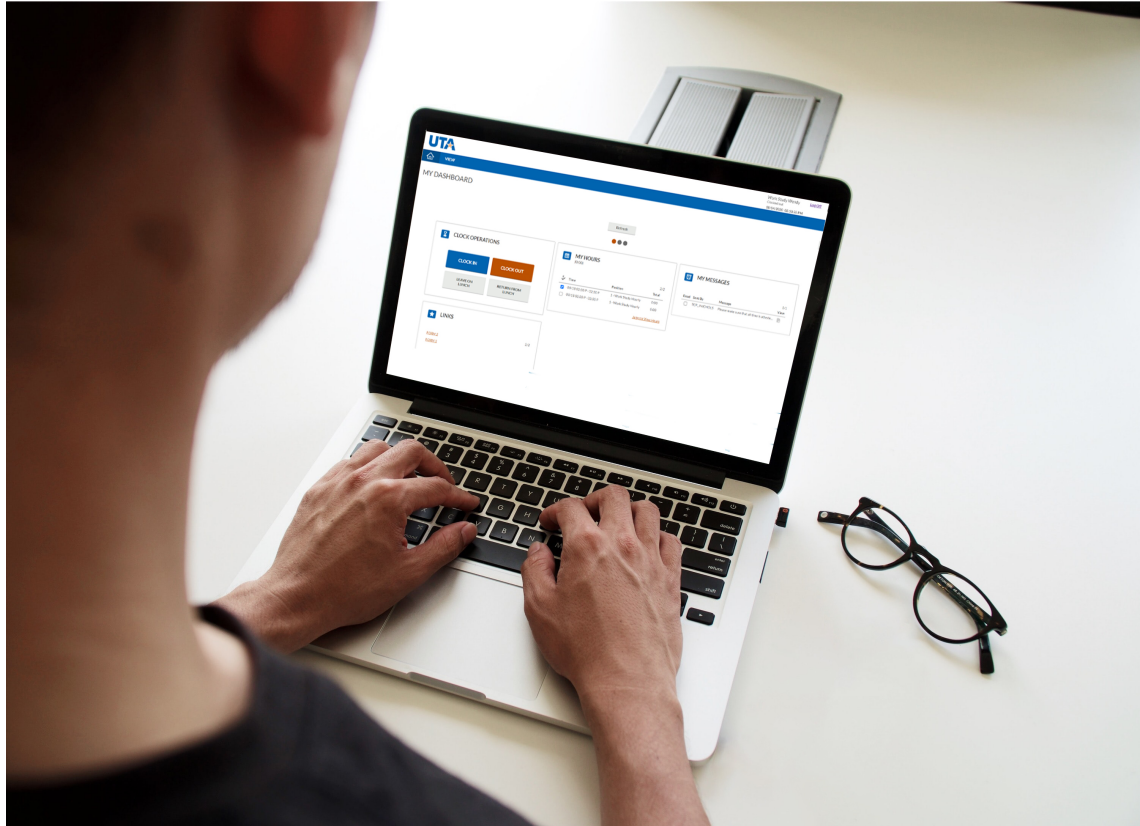
*If appropriate (with identified cost center)

TCP Functionality: FMLA

- Provides visibility for the manager/supervisor
- Compliant with HIPPA and labor laws



Web Clock and Mobile Clock



Remote Data Terminals

- Biometric Fingerprint Scanner comes accompanied by a large, full-color touch screen.
- This enables employees to clock in and out easily with access to self-service functions.
- Able to receive messages and easily input time-off requests.



Remote Data Terminal Locations

Building	Main Customer	Location	Building	Main Customer	Location
Arlington Hall	Facilities Mgt	Inside room 275 - computer lab	Wetsel Service Center (WET) - Physical Plant Operations	Facilities Mgt	by 100
Business Building (COBA)	Facilities Mgt	by 100	Wetsel Service Center (WET) - In the hall across from paint shop	Facilities Mgt	1 outside in the hall across from the paint shop
EH Herford University Center (UC)	Facilities Mgt	1st floor, behind housing	West Hall	Facilities Mgt	near custodial closet
Engineering Research Building (ERB)	Facilities Mgt	by B71	Science & Engineering Innovation	Facilities	Loading Dock by the Hallway Entrance
Fine Arts Building (FA)	Facilities Mgt	by 146	College Park Center (CPC) - Special Events	Special Events Facilities Staff	CPC Dock Marshalling area by freight elevator
Chemistry & Physics Building (CPB)	Facilities Mgt	near 110C	College Park Center (CPC) - Special Events	Special Events Facilities Staff	CPC 1108H
Life Science (LS)	Facilities Mgt	by 124	Texas Hall (TEX)	Special Events Facilities Staff	TXH – backstage near West 1.
Maverick Activities Center (MAC)	Facilities Mgt	by 100A	Center for Innovation at Arlington (ATI) - PD	Police Department	
University Hall (UH)	Facilities Mgt	by 121	EE Davis Hall (DH)	Police Dept & Facilities Mgt	Basement, near B15 (close for police dispatch)
Nedderman Hall (NH)	Facilities Mgt	by 127A	University Police Building (POL)	Police Department	
KC Hall	Facilities Mgt	Custodial Closet	Office & Classroom Building (OCB)	Parking & Transportation	
Pickard Hall (PKH)	Facilities Mgt	by 133	College Park Center (CPC) - Athletics	Athletics	In front of the computer lab in our study hall facility.
Wetsel Service Center (WET) - Carpenter Shop	Facilities Mgt	Room 100 by the key box	Maverick Stadium	Athletics	Room 101
Wetsel Service Center (WET) - Electric Shop	Facilities Mgt	outside breakroom main hallway by key box	Clay Gould	Athletics	Ticket Office
Wetsel Service Center (WET) - Grounds Warehouse	Facilities Mgt	101	Center for Innovation at Arlington (ATI)	Office of Research	on the entry space ATI 2C1 on the east wall between the double doors and elevator,
Wetsel Service Center (WET) - Wetsel by 109d	Facilities Mgt	by 109D	Library (LIBR)	Library	Room 123

HR Policies & System Configuration

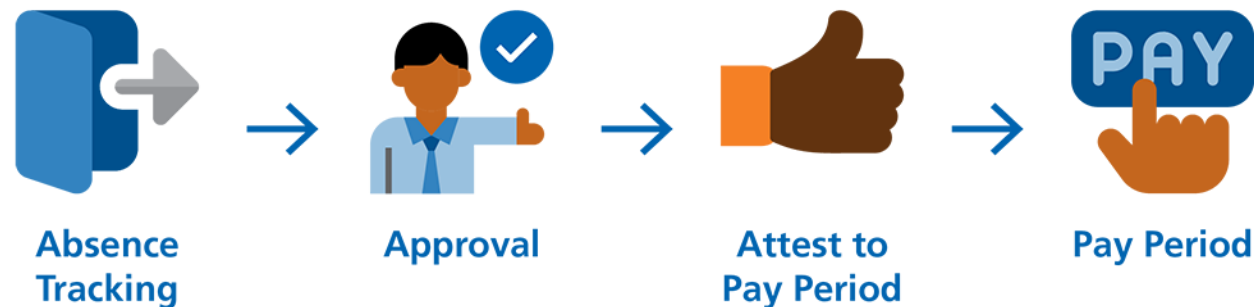
The system will enforce the existing HR Policies based on employee classification and requirements for time reporting:

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

HR Policies & System Configuration

A&P, Faculty

- A&P – Do request leave and report absences (examples: vacation and sick time)
- Faculty – Do request leave and report absences (examples: sick time)
- Each individual is responsible for using TCP



HR Policies & System Configuration

Classified Exempt

- Do *not* clock in and out each day
- Do report time worked over 40 hours using TCP
- Do request leave and report absences (examples: vacation and sick time)
- Do qualify for compensatory time after obtaining permission from their supervisor (ex: email or form)



HR Policies & System Configuration

Classified Non-Exempt & Hourly

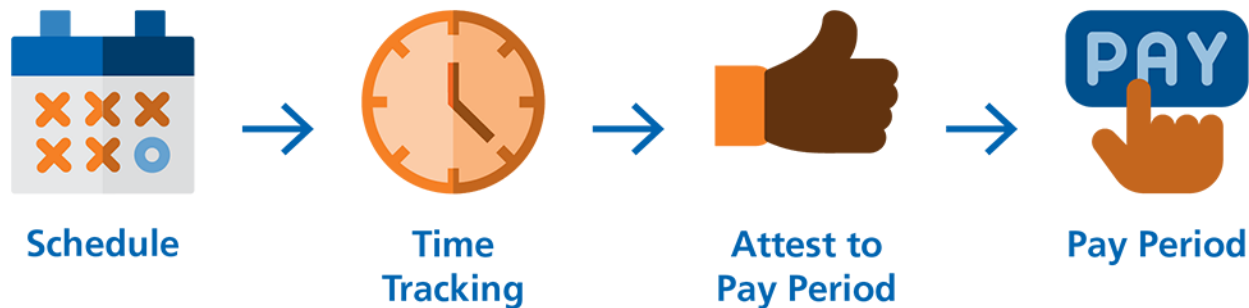
- Must clock in and clock out using TCP to track lunch breaks and shifts worked
- Fall under FLSA rules
- Qualify for overtime / comp time after obtaining permission from their supervisor (example: email or form)



HR Policies & System Configuration

Student Workers, Work Study, Casual

- Must clock in and clock out using TCP to track lunch breaks and shifts worked
- Schedules are optional based on supervisor preference



Role of the Manager in TCP System

- Approve requests for leave (sick, vacation, other)
- Approve pay period by an identified cut-off date
- Approve comp time payout, if appropriate (with identified cost center)
- Approve schedule change (if applicable)

Role of the Timekeeper in TCP System

The screenshot displays the 'Advanced Scheduler' interface for 'Firehouse 1'. The top navigation bar includes 'SCHEDULES', 'ADVANCED SCHEDULER', and 'Master Shifts | Master Schedules | Shift Assignments | Shift Board | Sequences'. The main content area shows a 'MASTER SCHEDULE' for 'Firehouse 1' with a '3 day rotation for Firehouse 1'. The interface includes a search bar, a 'Sort by: ID 1' dropdown, and a 'Active' filter. A calendar view for 'September 2016' is shown, with a 'Manage' button. The schedule is displayed in a grid format for two weeks: '09/18 - 09/24 [Week 1]' and '09/25 - 10/01 [Week 2]'. Each day in the grid is assigned a shift (Shift A, Shift B, or Shift C) and has an 'Add' button below it. The shifts are color-coded: Shift A is red, Shift B is blue, and Shift C is green.

- Manage employee schedules, eliminate gaps in coverage, prevent unforeseen labor costs
- Run reports
- Ensure employee approved their time or attested to time
- Respond to flags for exceptions (missed punch, late or early clock-in/clock-out, conflicting shifts)
- Coordinate with Leave Management (for FMLA, Parental Leave, Military Leave, etc)

Required Training

**Employee Training
(for all)**

Employee training will be specific to employee classification:

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

“Approver” Training

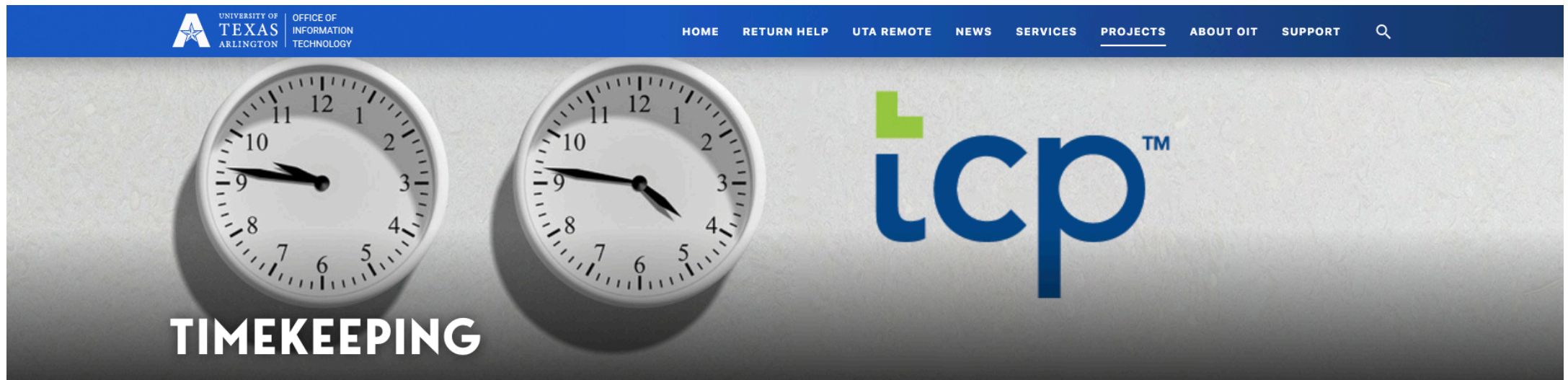
Manager

Timekeeper

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



Q&A