Timekeeping Forum

June 17, 2020

Presentation will start in:

10	9	8	7	6	5	4	3	2	1

Timekeeping Project Introduction

Timekeeping
Problem Statement

- There is no consistency across the organization for timekeeping process. UTA utilizes multiple time-keeping solutions & paper forms to capture time worked and time absent.
- Data is then manually entered into the system of record, PeopleSoft [UT Share]. Departments often use their own practices in manipulating the data entry, which might be not aligned with UTA policies and procedures.
- Payroll is regularly impacted by data entry errors and late data entry from campus.
- Managers cannot easily see timekeeping information.
- Large data entry burden is placed on the administrative assistants, leading to data inaccuracy and delays impacting the payroll process.
- Absence of employee self-service for PTO requests.
- There is no process integrity as administrative assistants perform both functions: time entry and approval.
- Limited reporting options, often need to involve BTS Business Analysts to create reports.

Timekeeping

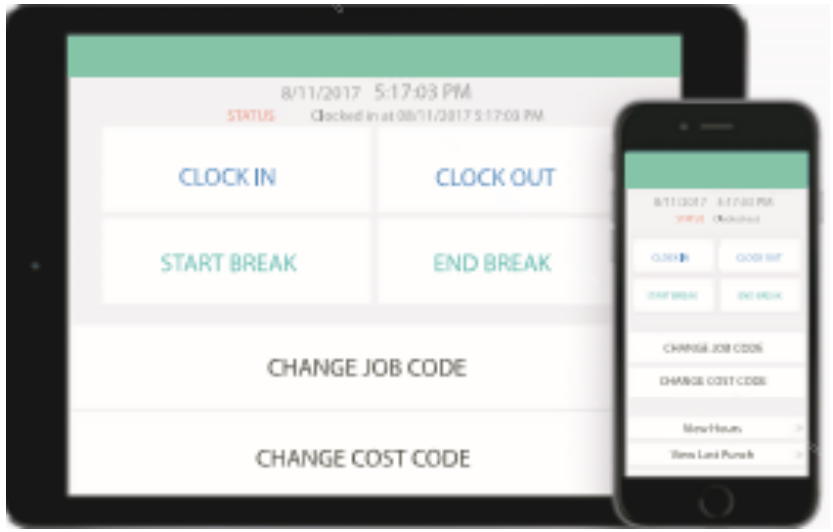
Objectives

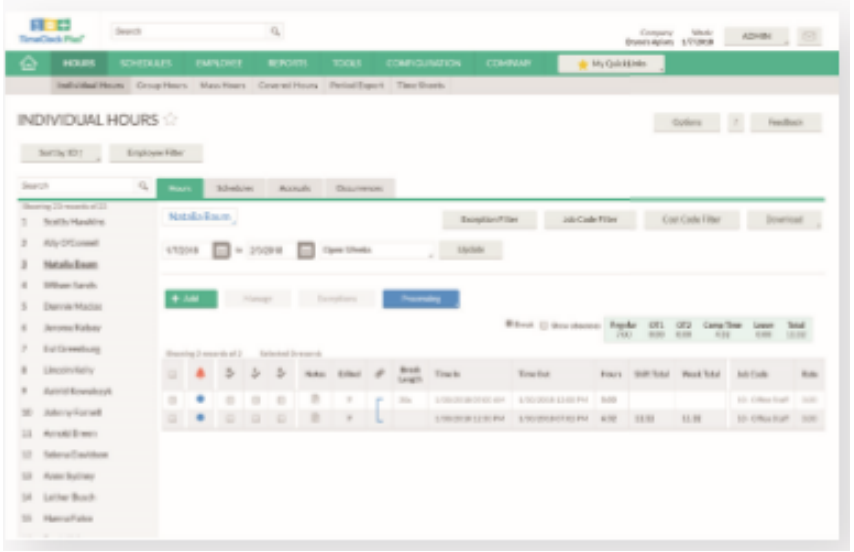
- Implement a time-keeping environment that will be accessible from various locations campus wide, as well as allow access via multiple web-based devices, utilizing Single Sign-on.
- Ensure compliance with FLSA, Texas Higher Education and payroll regulations.
- Replace UTA's current time-keeping system with a solution that is compatible with Oracle PeopleSoft.
- Provide a self-service for employees to track with ease their hours worked, overtime or comp time earned, leave hours available and taken.
- Expertly migrate UTA to the time-keeping system, preparing and implementing the necessary infrastructure changes.
- Generate detailed customizable exportable reports.

Timekeeping
TimeClock Plus

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, and has a two-way integration with the main system of records Oracle PeopleSoft [UT Share].





Timekeeping

Scope

In Scope

- Implementation of TimeClock Plus as the University time keeping system, supporting hourly and exception-based time reporting.
- Bi-Directional Integration of TimeClock Plus with Oracle PeopleSoft Time and Labor [UT Share].
- Revision of the existing documented HR timekeeping policies to reflect the new standardized process.
- Installation of hardware: Remote Data Terminals (RDT) featuring biometric fingerprint, in 35 locations.
- Required training for all end-users (employees, managers, HR administrators, payroll, IT).
- Seamless transition to TimeClock Plus for the University employees.
- Marketing communications campaign to engage stakeholders throughout the project implementation.
- Pre-built easy to use reports

Project Timeline and Approach

Timekeeping

Project Approach

UTA Project Kick-Off

May 15

-Solidify implementation strategy

- Agree on change management approach
- Commit to resource allocation

Organizational preparation

- Workflow charts
- Business rules
- User roles
- Data for migration
- Communication plan

Vendor Project Kick-Off

-TimeClock Plus team introduction

- Project implementation expectations
- Confirm project scope
- Confirm deliverables from UTA project team and TimeClock Plus project team

Requirements gathering and planning

- Requirements gathering
- Implementation plan
- Testing plan
- Training plan

Pilot Deployment

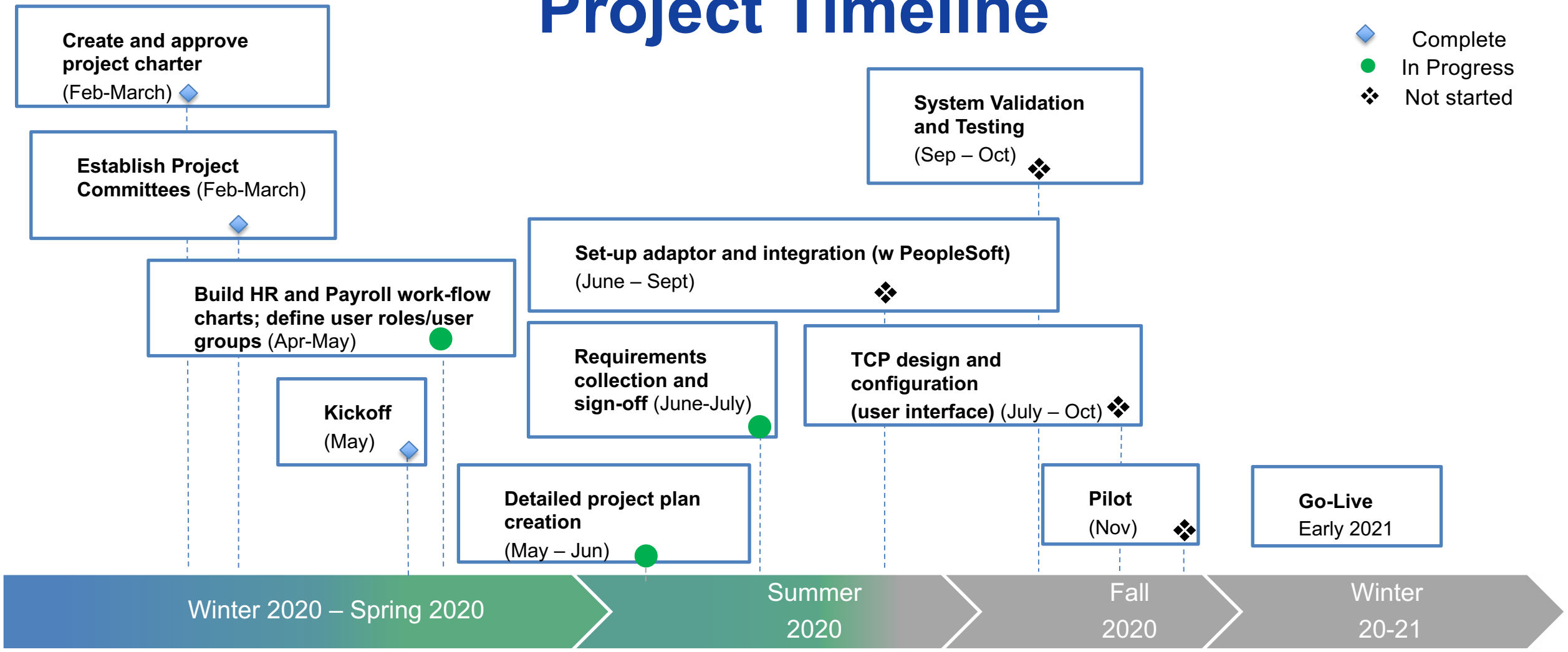
- Configuration and hardware installation
- Data export verification
- Testing
- Pilot
- Go/No-go meeting

System Launch

- User training
- Go-Live
- Service Transition

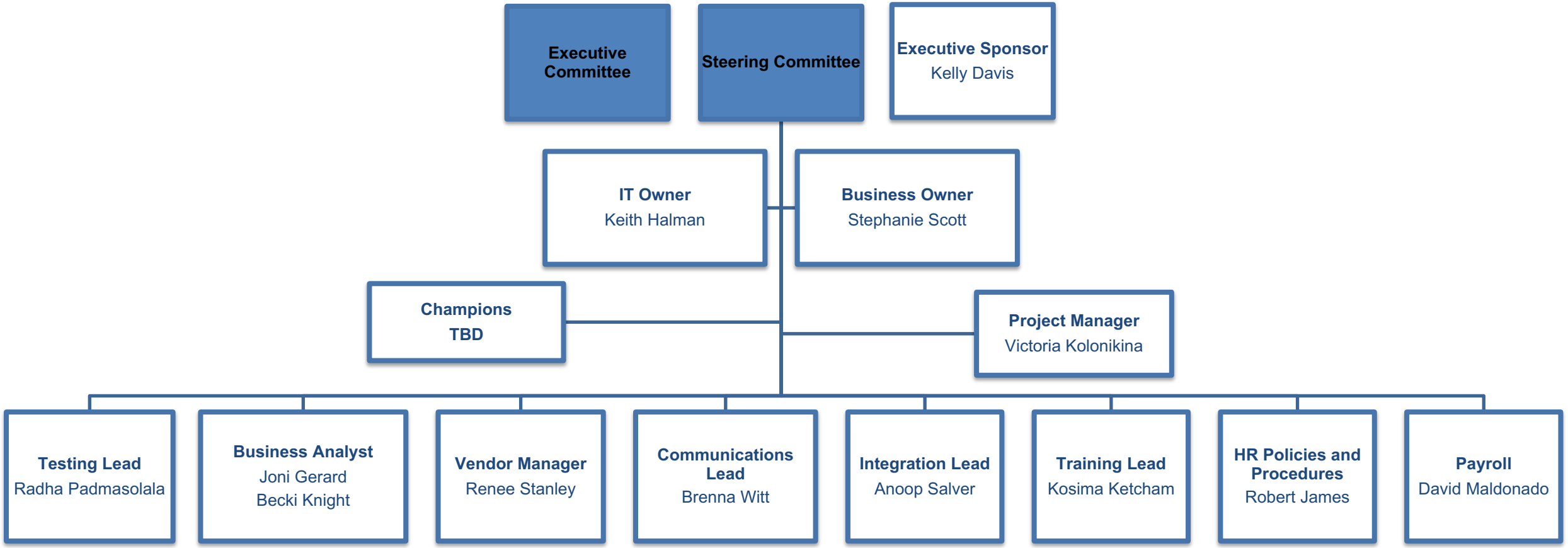
Timekeeping

Project Timeline



Timekeeping

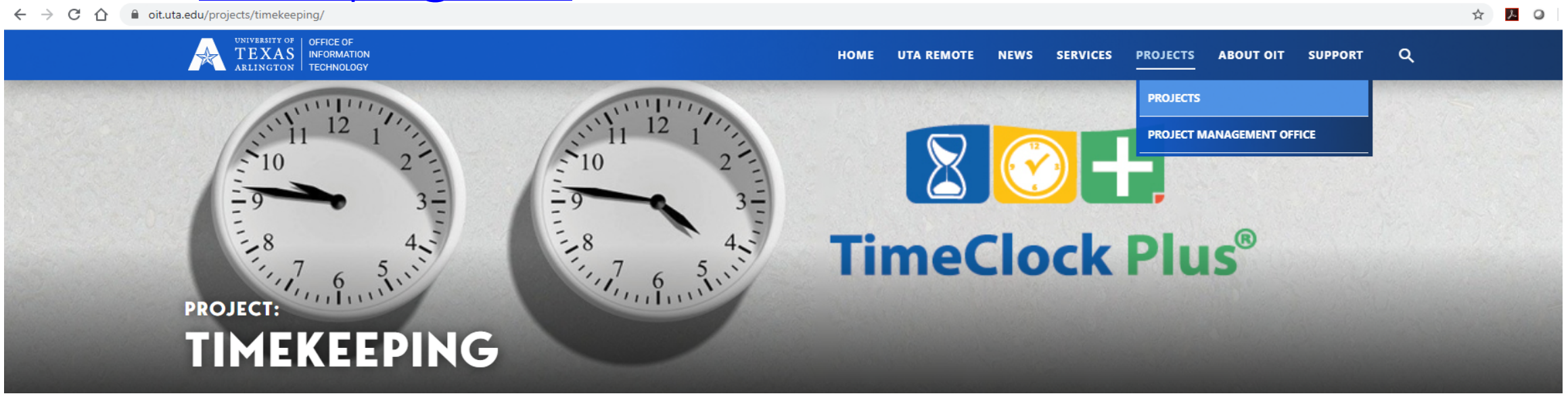
Project Organization Chart



Timekeeping
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