Timekeeper Introduction to TCP

Foundational Overview

Overview

- Why UTA is Implementing TCP

- How this Change Affects Timekeepers

- TCP Specifics

- What to Do to Prepare for the Transition

Why is UTA Implementing TCP?

- Standardize time and absence recordkeeping

- Shift responsibility to employees for time and absence entry
  - Monthly Attestations for Exempt employees

- Record Manager approval in system of record

- Streamline time and labor functions

- Provide time and absence reporting capabilities

What Does This Mean Campus-Wide?

- More robust support for time and absence reporting and processing

- Increased report functionality

- Centralized security

- Easier new hire onboarding

Current Process with UTShare

- Timekeepers manually enter all employee's time

- Departments choose the method used to report time and absences

- No managerial approval in system of record
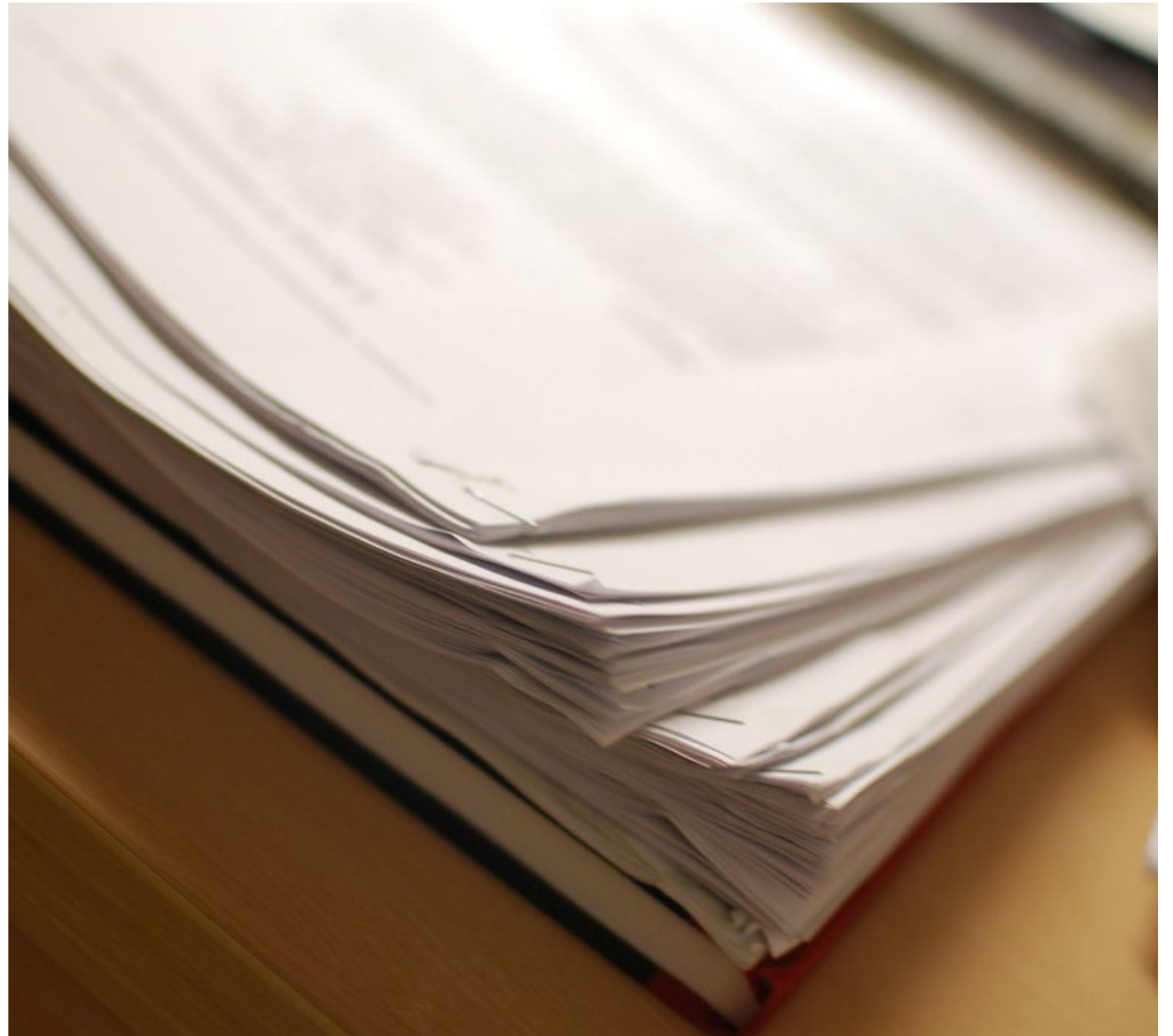
Entering Time in TCP

- MobileClock – smartphone app

- WebClock – online through web browser

- RDT – Wall-mounted timeclocks

Departments can designate which time entry portals may be used.

New Process with TCP

- Employee responsible for entering own time and absences

- All UTA Departments utilizing same method of recordkeeping

- Managerial oversight in system of record

Timekeeper Responsibilities with TCP

- Validate time and absence entries

- Edit or add entries when necessary

- Ensure time entry deadlines are met

- Assist Department with time entry and absence reports

UTShare / TCP Specifics

- UTShare will remain system of record for employment and finance data

- Employees will see leave accrual balances in TCP

- Timekeeper's Department access based on ServiceNow TCP Access Request form

- UTShare Reports To information plays major role
  - Two levels of manager hierarchy
  - Reports To Managers cannot be Timekeepers

UT SHARE → tcp → UT SHARE

Important Differences to Note

- Timesheets locked from time entry on Payroll Time Deadline

- Timekeepers submit corrections / changes to Payroll via email

- Overtime Comp Payouts manually entered by Timekeeper

What Can You Do to Prepare?

- Review Reports To Assignments for All Positions
- Provide Position ID and Empl Record Number to Employees
- If Applicable, Discuss OT Comp Payout Process
- Submit TCP Access Request form
- Complete Canvas Training Classes
- Attend Department Admin labs
- Talk to your employees to ensure readiness

Frequently Asked Questions

- When does TCP go live?

- Can a department have more than one timekeeper?

- If a position reports to me, can I be a timekeeper?

- Will supervisors be given training?

- Will all employees be given training?

- Can I perform clock functions on any access point?

- Who approves time for students who work in a pooled position with different supervisors?

- Is TCP just for clocking in and out?

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