



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

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## MEMORANDUM

To: Deans, Directors, and Department Chairs  
From: Dennis Press, University Controller  
Re: Timekeeping Implementation Project  
Date: January 10, 2007

### Overview

My purpose in writing is to provide an update regarding the project to implement an automated system for the University's time and leave processes. The project's first phase concluded in September 2003 with the development of a functional requirements document and a recommendation to purchase and implement vendor software for our automated time and leave solution. This evaluation of campus needs included participants from academic and administrative units as have all phases of the project.

In February 2005 an RFI was issued for a vendor software product, which was followed by a thorough evaluation process and a recommendation to purchase the timekeeping software from Kronos Incorporated. In February 2006 the University Budget Committee approved the funding needed to purchase the software and implement the system for our campus.

The University's current process for recording, monitoring, processing, and paying for time worked and leave taken is generally a manual process. Leave management is administered at the departmental level using a variety of systems and methods which limits reporting and tracking capabilities. The automated timekeeping system being implemented will be an important improvement in the efficiency, effectiveness, and management reporting capabilities of our timekeeping processes. Also, internal control issues raised previously during internal and state audits will be resolved.

The system will interface with various existing internally-developed University legacy business applications and eventually with a new core administrative suite of systems which is in the planning stages. A web site is under development and will provide an ongoing communication method regarding the project status and other information. The web address will be communicated to you in the near future.

### Project Structure

*Sponsors* for the implementation phase of the project are Matt Brody representing the Office of the Executive Vice Chancellor and Provost, Stephanie Szakal representing Information Technology Services, Dave Turner representing Human Resources, and I'm representing the Finance division as a sponsor. Kim Curtis will be the *Project Manager* for the implementation project. Kim has extensive experience in implementing the particular time and attendance system the University will be using. A *steering committee* representing a variety of campus constituencies has been formed and provides important oversight and direction for the project. A

*core team* of technology, payroll, and other specialists has also been formed to provide extensive support for the many implementation tasks.

### **Timekeeping Implementation System**

The specific timekeeping needs and requirements of the University environment are being identified and formulated to provide a more efficient means of reporting and recording time. The enterprise-wide timekeeping system has the capabilities to provide a powerful tool from a time reporting standpoint, but even more it offers the University's management the ability to manage time and leave on a real-time basis providing tools and alerts to allow you to more efficiently handle the day-to-day situations that affect your campus unit's staffing, scheduling, and time reporting.

### **Timekeeping Process for Campus Units**

The automated system provides alternate methods to process and manage time and leave, and the system offers alternate devices for each of the methods. The University has a large, decentralized workforce with department-specific needs and a single method is not sufficient for all timekeeping needs. To more efficiently manage the implementation process, a standard method and standard device have been determined for major groups of employees. The following points summarize the standard timekeeping method and device for each major group:

- *Permanent EPA and Permanent SPA Exempt* employees will use a *Leave Notification* method which means those faculty and staff members will enter leave information into the on-line timekeeping application. Leave balances are automatically updated allowing employees to access real-time accrual balance information.
- *Permanent SPA Non-Exempt* (i.e. subject to overtime pay) employees will use a *Manual Time Entry* method and use a web timecard to enter the start and end times for each workday into the on-line timekeeping application. Employees will have full edit rights to the information in their timecard.
- *Temporary and Student* employees will use the *Automated Time Capture* method to automatically record start and end times for each workday. The standard device will be the *Web Stamp*, an application accessed on a computer by an employee at the start and end of each workday to record the actual time in and out. Employees cannot edit or enter time in the system.

Campus units may elect to use an alternate method and alternate device that are more conducive to their needs for the *Permanent SPA Non-Exempt* group. **Attachment I, Timekeeping System Essentials**, provides detailed information on the standard and the alternate options available. Also included are definitions for the timekeeping terms used and information on the timekeeping system features. If you wish to use an alternate method and alternate device, please refer to **Attachment II, Alternate Method Selection and Approval Form**.

### **Timelines**

If your area plans to use the standard processes described above, no response is needed at this time. If you or others in your campus unit wish to learn more about the available options, please contact Kim Curtis at [curtisk@email.unc.edu](mailto:curtisk@email.unc.edu) or 962-0016. You may wish to form a small focus group from your area that includes front-line managers responsible for payroll timekeeping to discuss your options and gather feedback. Kim Curtis, the Timekeeping Implementation Project Manager and a specialist on the Timekeeping Implementation System, will be establishing open information sessions for departmental representatives to attend and obtain more in-depth information and ask questions. Also, Kim would be happy to assist you with this decision

process by working with your campus unit's focus group so that you can make an informed decision moving forward.

Again, please contact Kim Curtis at [curtisk@email.unc.edu](mailto:curtisk@email.unc.edu) or 962-0016 with any questions you may have. The timekeeping methods and devices selections will remain in effect until a later period of open enrollment at which time the methods and devices can be changed. Please note that funding required to purchase and install equipment must be made available prior to installation.

Your assistance and support during this important system implementation project is most appreciated. Thank you.

**ATTACHMENT I**

**TIMEKEEPING SYSTEM ESSENTIALS**

**Methods and Devices**

The automated system provides alternate methods to process and manage time and leave, and the system offers alternate devices for each of the methods. To more efficiently manage the implementation process, a standard method and device have been determined for major groups of employees; however, campus units may elect to use an alternate method and device that are more conducive to their needs for the *Permanent SPA Non-Exempt* group. In this context, “exempt” refers to exempt from the Fair Labor Standards Act. The following matrix identifies the standard timekeeping methods and devices. Please refer to the definitions on the next page for additional information.

<b>Major Employee Group</b>	<b><u>Standard</u> Timekeeping Method</b>	<b><u>Standard</u> Timekeeping Device</b>
Permanent EPA	Leave Notification Only	Timekeeping System
Permanent SPA Exempt	Leave Notification and Special Pay Processing (Shift, On-Call, etc.)	Timekeeping System
Permanent SPA Non-Exempt	Manual Time Entry	Timekeeping System
Temporary and Student	Automated Time Capture	Web Stamp

The alternate timekeeping methods and devices for the *Permanent SPA Non-Exempt* group are shown below. In order to properly document and manage use of the alternate methods and devices, a notification form shall be completed and approved. If an alternate method and device is preferred, please refer to the notification form included as **Attachment II, Alternate Method Selection and Approval Form**.

<b>Major Employee Group</b>	<b><u>Alternate</u> Timekeeping Method</b>	<b><u>Alternate</u> Timekeeping Devices</b>
Permanent SPA Non-Exempt	Automated Time Capture	Web Stamp, Badge, Phone Terminals

## **TIMEKEEPING SYSTEM ESSENTIALS**

### **Timekeeping Definitions**

#### **Employee Groups**

Permanent SPA/EPA Exempt Employees- do not currently report regular hours worked to payroll.

Permanent SPA Non-Exempt Employees- currently record time worked on a timesheet.

Temporary and Student Employees- currently report time worked in order to receive pay.

#### **Timekeeping Methods**

Leave Notification- employees enter leave information into the timekeeping application on a computer provided by the University and leave balances are automatically updated allowing employees to access real-time accrual balance information.

Manual Time Entry- employees enter into a web timecard the start and end times for each workday which allows employees full edit rights to the information in their timecard.

Automated Time Capture- used to automatically record start and end times for each workday with no editing capabilities.

#### **Timekeeping Devices**

Timekeeping System- an application accessed on a computer provided by the University and is used for leave notification processing and manual time entry into a timecard. Employees have full edit rights to the information they input into the system.

Web Stamp- an application accessed on a computer provided the University by an employee at the start and end of each workday and is used to record the actual time in and out. Employees cannot edit or enter time in the system.

Kiosk- several desktop computers to be used for timekeeping purposes provided by the department connected to the network in a central location that employees can easily access at the start and end of work.

Badge Terminal- employees use their UNC OneCard to swipe in at the start and end of each workday and are used to record the actual time in and out. Terminals are centrally located where employees start and end work.

Phone Terminal- employees use a dedicated phone to call in at the start and end of each workday and are used to record the actual time in and out. Terminals are centrally located where employees start and end work.

## **TIMEKEEPING SYSTEM ESSENTIALS**

### **Timekeeping System Features**

The automated timekeeping system will provide extensive functionality and the features of the system include the following:

#### Features of Automated Time Capture

- Exact start and end times for each workday are recorded
- Rule processing for
  - Overtime
  - Shift Differentials
  - On Call / Call Back
  - Holiday Premium
- Real-time management notifications for
  - Approaching Overtime
  - Unauthorized schedule deviations
  - Use of Leave Balances
  - Attendance

#### Features of Manual Time Entry

- Time entered by employee anytime prior to submission deadline
- All rule processing enabled
- Real-time management notifications will not be available.

**ATTACHMENT II**

**TIMEKEEPING SYSTEM  
ALTERNATE METHOD SELECTION AND APPROVAL FORM**

**Approvals Required**

In order to use additional features of Automated Timekeeping, a campus unit may elect to have all Permanent SPA Non-Exempt Employees use the more precise timekeeping method of *Automated Time Capture*. You must obtain approval of your Department Chair / Director and Associate Vice Chancellor / Academic Dean to request the option of using *Automated Time Capture* [refer to Attachment I for a definition of this method] as an alternate timekeeping method.

Additionally, a campus unit may have requirements that preclude the use of the *web stamp timekeeping device* for *Automated Time Capture* and may elect to use *Badge* or *Phone Terminals* instead. In this case, the department will pay for the cost of the terminals and installation. You must obtain approval of your Department Chair / Director and Associate Vice Chancellor / Academic Dean to request the option of using an alternate timekeeping device.

**Election of Alternate Method or Device**

Name of Campus Unit: \_\_\_\_\_

The signatures below indicate the alternate timekeeping method of *Automated Time Capture* is chosen for use by the campus unit above and the following alternate timekeeping device is also chosen:

- Time Capture Device as Web Stamp using a University-provided computer
- Badge Terminals
- Telephone Terminals

Note: Each campus unit shall fund the installation and purchase of equipment required for *Automated Time Capture*.

Department Chair / Director:

Associate Vice Chancellor / Academic Dean:

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Printed Name]

\_\_\_\_\_  
[Printed Name]

**Please return form to Kim Curtis (CB# 1270) by February 5, 2007.**