Electronic Timekeeping: Training For Existing Kronos Users

Electronic Timekeeping is a project to implement Kronos as the official campus timekeeping system. When completed, employees’ time and attendance data will be gathered electronically and exported to the campus payroll system.

On Friday, June 27, ETS will upgrade the campus electronic timekeeping system, Kronos, from version 6.3 to version 7.

In preparation for this cutover, the PMO has prepared two training tracks:

**Timekeepers Training**

These 2-hour, lab-based sessions are designed to give Timekeepers and Payroll Managers who currently use Kronos an understanding of the improvements that have been made in version 7 and to introduce new features.

Thirteen training sessions were held June 5 - 13.

**Managers Training**

Managers (i.e., supervisors who approve others’ timecards) who currently use Kronos are encouraged to sign up for a one-hour demonstration of version 7 through the UCSB Learning Center at https://learningcenter.ucsb.edu. To find the classes, log in with your UCSBNetID and search for “timecards.” All demonstrations are being held in the McCune Conference Room, HSSB 6020.

Fifteen Kronos version 7 demonstrations for managers are being offered:

- **Monday, June 16:** 9am, 10am, 11am; 1pm, 2pm, 3pm
- **Wednesday, June 18:** 9am, 10am, 11am; 1pm, 2pm, 3pm
- **Friday, June 20:** 9am, 10am, 11am

**End Users: No Training Required**

No training is needed for end users who currently use Kronos (other than the groups mentioned above). The changes between Kronos version 6.3 and version 7 are minimal and do not require training.

Employees not currently using Kronos are not impacted by this change and do not need to attend training sessions at this time.

If you have any questions, please contact Kronos Help at kronoshelp@housing.ucsb.edu.

**What to Expect on June 27**

Kronos will be offline during the upgrade, which is expected to be completed by the end of the day on June 27. Time clock users will still be able to swipe during the upgrade without interruption.

Kronos users who typically timestamp at their computers should notify their supervisors of their in and out times either by sending an email at the beginning and end of their shift that day, or by using another departmentally approved procedure.

The supervisor can then input the employee’s in and out times when the system is back online.

**FOR MORE INFORMATION**

- **PROJECT WEBSITE**
  ets.ucsb.edu/projects/timekeeping-kronos
- **PROJECT MANAGER**
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  Ann.Dundon@pmo.ucsb.edu
Connect Email & Calendaring Project Update

Connect is UCSB’s new communication and collaboration service. The core components include e-mail, calendaring, contacts, tasks, and mailing lists.

Here is ETS’s report on the governance activities for the Connect Service:

In the April newsletter, we informed the campus that the Connect Governance Group was forming a taskforce to identify alternative email and calendaring solutions to Microsoft Office365. The taskforce met between mid-April and mid-May, and presented their findings to the Connect Governance Group in mid-May.

At its May 15 meeting, the Connect Governance Group reached consensus that, in spite of extraordinary effort, Microsoft had not adequately addressed UCSB’s outstanding issues with the Office365 platform. After reviewing the taskforce product analysis and findings, the Connect Governance Group submitted a proposal to the IT Council (ITC) recommending that the Google Apps for Education platform be researched and implemented as a replacement platform for Connect.

The ITC reviewed the Connect Governance Group’s proposal at its May 22 and May 30 meetings. ITC has asked ETS to proceed with a proof of concept of Google Apps for Education, in which they fully research the implications of a platform migration to confirm whether it will meet our requirements.

In addition, ITC asked ETS to assess the feasibility and requirements of a multiple platform solution that includes Google Apps for Education and Microsoft Office365.

UCPath Integrated Work Plan & Functional Design

UCPath is a UC system-wide project to replace PPS and standardize Payroll, Academic Personnel, and Human Resources processes across all locations.

System-wide Updates

Wave 1 project managers and the UCPath PMO managers continue their efforts to refine the integrated work plan. Similar plan review sessions will follow at all locations through mid-June. Development of a usable integrated work plan has taken much longer than expected, but the UCPath PMO expects to have a workable plan in place by July 1. In the meantime, UCPath governance will begin planning for the deployment sequencing and grouping of Wave 2 and Wave 3 locations. Together, these activities will result in a deployment timeline for all locations.

Local Updates

At UCSB, we are developing a campus change management plan for UCPath. One of the first change management priorities is to help our project sponsors develop a strategy for project governance during the implementation period and leadership communications.

Other campus activity involves a team of UCSB subject matter experts, in conjunction with similar representatives from all UC locations, reviewing the proposed configuration of the UCPath software (PeopleSoft) to ensure feasibility. The members of the UCSB team were selected because of their expertise in the critical campus business processes, policies and applications that will be impacted by the UCPath implementation. Team members will provide input on how specific components of the system will be designed during the Functional Design Document Summit scheduled from June 9 – 26 in Newport Beach.

UCSB Subject Matter Experts

- Matt Dunham, Identity
- Cindy Doherty, Academic Personnel
- Cynthia Seneriz & Catherine Luinstra-Uster, Human Resources
- Lisa Romero, Benefits
- Jim Corkill & Leslie Griffin, General Ledger
- Sona Baboolal, Jo Ann Stark & Lan Nguyen, Central Payroll
- Kathy Scheidemen & Joyce Wolver, Departmental Payroll
- Brian Frazier & Cerita Bickelmann, Financial Aid
- Arliene Shelor, Budget & Planning
- Suzy Nespor, Parking & Transportation
- Chris Dixon, Graduate Division

FOR MORE INFORMATION

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