SYSTEMS SPEAK

Tuesday, October 15

ADMINISTRATIVE SYSTEMS
PROGRAM MANAGEMENT OFFICE
PRESENTATION AGENDA

1. Introduction

2. Kronos Deployment
   - Project Status
   - Kronos Workforce Central 7
   - Training & Support Working Group
   - Timekeeping Policies & Guidelines

3. Comments & Questions
FINDING THIS PRESENTATION

PRESENTATIONS

Systems Speak Information Sessions

09.24.13  Systems Speak Presentation (Financial System Status Update)
07.25.13  Systems Speak Presentation (Timekeeping & UCPath Status Updates)
06.18.13  Systems Speak Presentation (Financial System, UCPath & Timekeeping Status Updates)
05.21.13  Systems Speak Presentation (Financial System, UCPath & Timekeeping Status Updates)
04.23.13  Systems Speak Presentation (Financial System, UCPath & Timekeeping Status Updates)
03.26.13  Systems Speak Presentation (Financial System, UCPath & Timekeeping Status Updates)
Project Status
KRONOS: DEPLOYMENT

Active Users
Approximately 60% of campus are now using Kronos.

University Center
All University Center employees are now using Kronos.
Kronos v7
KEY IMPROVEMENTS

- Handling multiple appointments across multiple departments
- Navigator interface is more user-friendly and most screens are HTML-based (not Java)
- Exception alerts flag items that need attention
- Customizable wizards that guide users through steps
- Mobile application
ACCOMPLISHMENTS

Kronos v7 Demo
Kronos representatives gave a preview of Kronos Workforce Central 7 to about 35 MSOs and Business Officers on 9/12.

The presenters used sample data that mimicked a variety of complex UCSB employee configurations.

Navigator User Interface
A test instance of v7 was installed so we can develop the Navigator screens departments will use when they move to v7.
WATCH THE KRONOS V7 DEMO

TIMEKEEPING (KRONOS) RESOURCES

UC Santa Barbara Resources
- Kronos Workforce Central 7 Demo (September 2013)
- Q & A with Pam Lombardo, Acting Associate Vice Chancellor of Administrative Services (August 2013)
- Audit & Policy Notes (Kronos Academic/Research Advisory Committee)
- Kronos Timekeeper Manual
- Kronos Manager Manual
- Kronos Employee Manual
- Kronos Cheat Sheet (Timekeepers)
- Kronos Cheat Sheet (Supervisors)

Kronos Access
- Accessing Kronos remotely: https://tkcs.housing.ucsb.edu/wfc/logon

Drop-In Hours
- Kronos Drop-In Hours
NEXT STEPS

PPS Interfaces
Interfaces exchanging data between Kronos and PPS must be upgraded, then revised to automate more of the people setup.

Updating Training Materials
Support documents must be updated.

Deployment
Current users of v6.3 will be transitioned to v7. Academic/Research departments will come on using v7.
Training & Support
Top 5 Lessons Learned
(from past systems implementations)

1. Test systems before deployment.

2. Provide enough training before deployment.

3. Communication is key.

4. More departmental consultation is needed.

5. Support resources are needed.
# Training Plan Elements

<table>
<thead>
<tr>
<th>STAGES</th>
<th>AUDIENCE</th>
<th>PROVIDERS</th>
<th>FORMATS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>Open</td>
<td>PMO; Academic Affairs; Office of Research; Advisory Committee</td>
<td>Demo presentation</td>
</tr>
<tr>
<td>Pre-launch</td>
<td>MSOs; Timekeepers; Payroll Managers</td>
<td>PMO</td>
<td>Presentation/meeting; Gathering requirements</td>
</tr>
<tr>
<td>Timekeeper/Payroll Manager Training</td>
<td>Timekeepers; Payroll Managers</td>
<td>PMO; New System Support Team; Mentors</td>
<td>Demo presentation; Hands-on lab</td>
</tr>
<tr>
<td>Supervisor/End User</td>
<td>Supervisors; Employees</td>
<td>Department; Mentors</td>
<td>Demo presentation; Hands-on? One-on-one?</td>
</tr>
<tr>
<td><strong>Kronos Terms</strong></td>
<td><strong>UCSB Terms</strong></td>
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<tr>
<td>Employee</td>
<td>Employee</td>
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<td>Manager</td>
<td>Supervisor</td>
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<td>Timekeeper</td>
<td>Payroll Coordinator</td>
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<td>Payroll Manager</td>
<td>MSO</td>
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<tr>
<td>Approval</td>
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<td>Sign-off</td>
<td>Authorization</td>
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## TIMEKEEPING PRACTICES

### Paper Timecards

<table>
<thead>
<tr>
<th>Task</th>
<th>Assigned To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set employee up in PPS</td>
<td>Timekeeper</td>
</tr>
<tr>
<td>Set up employee in departmental roster</td>
<td>Timekeeper</td>
</tr>
<tr>
<td>Create time cards</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Record time, vacation, sick</td>
<td>Employee</td>
</tr>
<tr>
<td>Sign own time cards</td>
<td>Employee</td>
</tr>
<tr>
<td>Review &amp; approve employee timecards</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Review time cards and enter time/leave taken</td>
<td>Timekeeper</td>
</tr>
</tbody>
</table>

### Electronic Timecards

<table>
<thead>
<tr>
<th>Task</th>
<th>Assigned To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set employee up in PPS</td>
<td>Timekeeper</td>
</tr>
<tr>
<td>Set up employee in Kronos</td>
<td>Timekeeper</td>
</tr>
<tr>
<td>Timecards auto-created in Kronos</td>
<td>System</td>
</tr>
<tr>
<td>Record time, vacation, sick</td>
<td>Employee</td>
</tr>
<tr>
<td>Approve online</td>
<td>Employee</td>
</tr>
<tr>
<td>Review &amp; approve employee time</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Review and sign off for upload online</td>
<td>Timekeeper</td>
</tr>
</tbody>
</table>
Timekeeping Policy
CONSISTENT POLICIES

• Current timekeeping policy leaves too much room for interpretation.

• Online timekeeping requires more standardization.

• A committee is being formed to give guidance on timekeeping policy issues and to establish best practices.
SOME QUESTIONS TO ANSWER

• Do supervisors/payroll managers approve funding allocations?

• Should effort reporting be part of timekeeping in Kronos?

• Are compressed work week schedules compatible with UCPath?

• Should time recording be consistent for all hourly employees (e.g., time stamp vs. elapsed time)?
QUESTIONS