The First Question

Why are we still doing this if the FLSA ruling is on hold?

• The timekeeping system was always separate from the FLSA ruling which would have added approximately 150 employee to the non-exempt status

• We currently have approximately 750 employees that are under the FLSA guidelines which we are required to track hours worked on. That includes the non-exempt and hourly employees

• It was determined several years ago that a timekeeping system was needed and the implementation just happened to fall at the same time as the FLSA guideline change
Current Timekeeping

- Non-exempt workers enter time worked as hours (or partial hours) into Banner system on computer.
- Entry can be daily, although most employees complete when timesheets are due.
- Supervisors approve timesheets electronically.
- Requires worker/supervisor to understand federal overtime, state overtime and leave guidelines.
Current Timekeeping Issues

• Payroll constantly has to follow-up on employees who have not submitted their timesheets or with supervisors who have not approved promptly (approx. 100 per month)

• Payroll has to review timesheets and correct improperly reported federal or state overtime and leave hours

• Employees have expressed dissatisfaction that some employees are falsifying time worked (showing up late, taking longer lunches, etc.)

• Supervisors cannot always monitor employees at all times to verify staff arrival and departure times

• Employees who do not have a desk are required to track or remember their hours worked/missed, jot down on paper, etc.
New Timekeeping System

• Can access “clocking in and out” via mobile phone, biometric or card swipe at stations, or log-on computer

• Will automatically feed to Banner payroll system

• Supervisor approves online

• Will automatically calculate federal or state overtime and holiday pay
Benefits to Employees

- Employees will no longer be required to determine federal and state overtime/leave rules, how many hours they worked, etc. - all done automatically.
- Employees don’t need access to a computer.
- Employee can easily see hours they have worked in the system.
- Guarantees accuracy of accounting for time worked.
- Morale booster for conscientious employees.
Benefits to Supervisor

• No more hassle with getting employee timesheets completed

• Allows for monitoring of time worked without physical contact

• Supervisor also not required to remember federal or state overtime, or leave rules

• Accuracy of hours worked is improved

• Supervisors will know if employees have shown up for their assignments
Where Are We Now?

• Configuring System
• Entering employee information
• Determining what is required for our processes
• Clock locations have been determined – Waiting on installation
• Determining who will be the test groups
• Setting up schedules
A Little About The System

- Employees will still need to know “M” number
- Biometrics will not store fingerprints (converts to number). Verifies who you are
- Employees will be able to request time off remotely, but not clock-in and out
- Height of clocks is determined by ADA guidelines
Next Steps

• Install clocks throughout the summer
• Train managers and employees
• Determine order of implementation of the departments
• Implement in full by fall semester
QUESTIONS?