Welcome

Marilyn Fowlé

Time Keeping

Kathy Rice

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 remember M#'s, 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 student worker has shown up for their assignments

University Benefits

- Brings the university up to best practices and efficiencies through the use of technology

- Saves payroll time by not having to track down timesheets and correcting errors (approx. 480 hours a year)

- Protects the university from allegations of not paying overtime that is due to the employee

- Employee survey indicated preference for an automated system

Drawbacks to a New System

- Cost - $78.6K initial, $17K maintenance a year

- Additional time and effort to install and train users

- Change in process may be hard for employees who do not like change

- Reporting hours by "clocking in and out" may signal institutional distrust

- Pay may have to switch from being current to a lag to properly use the system

Next Steps

- Work with FLSA Task Force to review new system

- Collect input and guidance on how best to implement

- Purchase/install new system

- Select beta test areas

- Work out kinks

- Create plan to roll-out to the rest of campus

QUESTIONS?

Document Imaging - BDM

Don't forget to Attach All!

Hayley Roach

Tips – How to Organize Your Desk

National Clean Off Your Desk Day

https://www.youtube.com/watch?v=Oklg08VApX0

https://www.youtube.com/watch?v=Me99QGFn4qo

Tips for Organizing Your Work Space

- Prioritize in circles – important things closer to you

- Only keep out what you need at this moment

- Keep everything in its place

- Organize your desk drawers

- Only 1 place for notes

- Use color coding

- Organize according to left or right handed

Tips for Organizing Your Work Space

- Pare down to the essentials

- Your desk top is only for doing work – not storing work.

- Take care of your body – Ergonomic options, take a walk

- CEOs say the person with the neat desk gets the promotion!

Account Managers Group

✓ No meetings scheduled until 2017.

Questions or Suggestions??

Thank you!

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