UD WorkForce
Time & Attendance - New Implementation

Focus Group Meeting – Follow up #4
April 15, 2020
Project Approach (Timeline Update)

- Project remains on schedule
- Phases and efforts are beginning to overlap within the timeline now
Testing

• Preparing for Testing
  – Project Team is building the Test Scripts for the Focus Group efforts now
    • Scripts are representative of populations you support
    • Test User Accounts are being set up by vendor
    • Collected “nuances” and working to ensure they are incorporated
• Project Core Team testing the month of May
• Focus Group testing the month of June
  – 6/4 Testing Preparation
  – 6/17 Test Executions begin
    • Initially in person – Hands on
    • May continue following initial session at your desktops
**Training**

<table>
<thead>
<tr>
<th>Focus Group</th>
<th>Testing orientation</th>
<th>Testing w/ scripts</th>
<th>Overview, TORs Timesheets, Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBOs, HR Mers</td>
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<tr>
<td>Hourly Supervisors/Timekeepers</td>
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<tr>
<td>Exp/Non-Ex Supervisors</td>
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<tr>
<td>Employees 3472 AFSCME</td>
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<tr>
<td>Employees 439 AFSCME</td>
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<tr>
<td>Employees Expt/Non-Expt</td>
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<tr>
<td>Employees Part-time</td>
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<tr>
<td>Focus Group Dept. Staff</td>
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<tr>
<td>Job aids: tasks/forms outside WorkForce</td>
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<tr>
<td><strong>Content</strong></td>
<td>will cater to</td>
<td>the relevant</td>
<td>Populations</td>
</tr>
</tbody>
</table>

**ILT -**
Instructor Led Training

**OLT -**
Online Training

**Job Aids**
Communication

• Working with Office of Communication and Marketing (OCM) and HR Digital Communication Specialist
  – Project Branding
  – Build Communication Plan
• Absence of presence on campus, moving toward digital communication
  – Designing posters as backup
• Digital Communication
  – Working at UD Monthly Newsletter
  – UDaily
  – Website Ads
Website Communication

• UD WorkForce Project Website  [https://www.udel.edu/udworkforce](https://www.udel.edu/udworkforce)
  – Main Page now contains Campus Communication
  – Now has a Link to further Focus Group info

• Digital Ads  [https://www.udel.edu/udaily/](https://www.udel.edu/udaily/)

• Website(s)
  – Payroll
  – Colleges and Departments

• FAQs
Additional Assignment Form

• Requirements for improvements were submitted to IT in mid-March
• IT is in the process of coding these changes
• Highlights include:
  – Better experience when Processing Assignments
  – Better audits while processing
  – Routing Improvements
  – Ability to Add Attachments
• Go Live planned for Mid-July
• Working with Training Team to prepare a Job Aid
# Planning for System Cutover

<table>
<thead>
<tr>
<th>Item</th>
<th>Task</th>
<th>Timing</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balances</strong></td>
<td>Confirm accuracy of sick and vacation balances.</td>
<td>May-end</td>
<td>Coordinate with Timekeepers and/or HR Managers.</td>
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<tr>
<td></td>
<td>If shadow system exists, that information will need to be collected as well.</td>
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</tr>
<tr>
<td><strong>Leave Request Form</strong></td>
<td>Employees will be able to enter Leave Requests for time extending through 8/31</td>
<td>July 20th</td>
<td>Working at UD Newsletter (June &amp; July) * Website (FAQ)</td>
</tr>
<tr>
<td></td>
<td>Ability for employees to view Historical Leave Requests with a link to the new system.</td>
<td>July-end</td>
<td>Working at UD Newsletter (June &amp; July) * Website (FAQ)</td>
</tr>
<tr>
<td></td>
<td>Balances will no longer be present.</td>
<td></td>
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<tr>
<td><strong>Comp Time Balances for Non-Exempt</strong></td>
<td>Provide list to Departments to review and determine if balance should be paid or recouped</td>
<td>May-June</td>
<td>Coordinate with HR Liaisons</td>
</tr>
<tr>
<td><strong>Additional Assignment Form</strong></td>
<td>Improvements to form are implemented</td>
<td>Mid-July</td>
<td>Working at UD Newsletter (July) * Website</td>
</tr>
<tr>
<td><strong>Department Table Updates</strong></td>
<td>Update table to reflect HR Managers and College Business Officers</td>
<td>July-end</td>
<td>HR Systems will make necessary updates to this table</td>
</tr>
<tr>
<td></td>
<td>We are coordinating a mass load with IT</td>
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</tr>
<tr>
<td><strong>Supervisor Changes</strong></td>
<td>Submit Supervisor Form for changes to Timekeeper 3 Role identifying NEW Reporter Role (where applicable)</td>
<td>July-end</td>
<td>Coordinate with HR Managers and CBO’s</td>
</tr>
<tr>
<td></td>
<td>Possible mass load coordinated with IT as well</td>
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</tr>
<tr>
<td><strong>Access to Old System</strong></td>
<td>Access will still be needed for reference/historical purposes</td>
<td>July-end</td>
<td>Additional information provided to Focus Groups</td>
</tr>
<tr>
<td></td>
<td>Pay Adjustments prior to 8/2 (Project Team is working through these details (more information to be shared at a later date)</td>
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</tbody>
</table>
Next Steps

• Core Project Team moves into Test Efforts with the vendor
• Focus Group Test Efforts
  – 6/4 Testing Orientation
  – 6/17 Testing Execution
• Training Content Build
  – Share with Focus Group first (end of June)
• Digital Communication Efforts
• More information on Cutover Tasks
Questions