UD WorkForce

Time & Attendance - New Implementation

Focus Group Meeting – Follow up #4

April 15, 2020

UNIVERSITY OF DELAWARE

Project Approach (Timeline Update)

UD WORKFORCE TIMELINE

| Feb. – May 2020	April – July 2020	May - July 2020	Aug. 2020
BUILD SYSTEM	TEST SYSTEM	TRAIN USERS	LAUNCH SYSTEM

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

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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
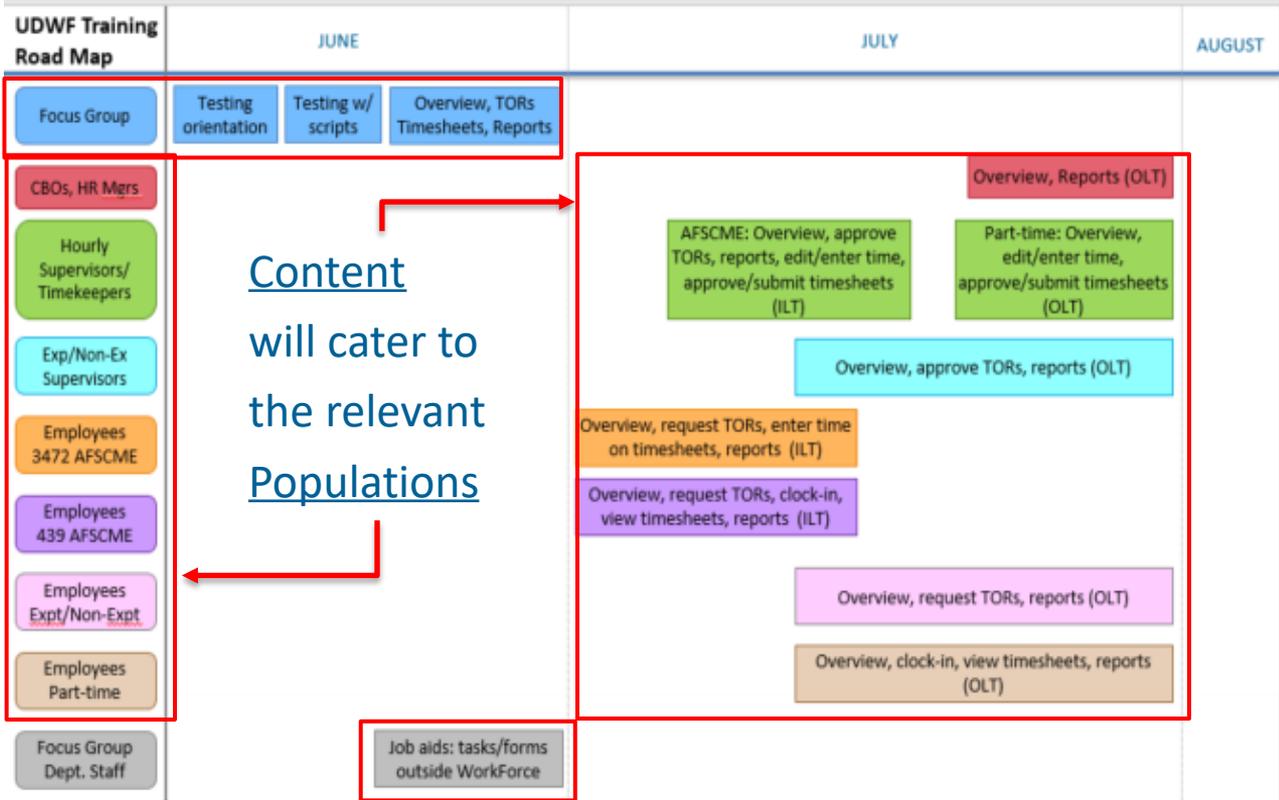
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Communication

- 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**
  - Main Page now contains Campus Communication
  - Now has a Link to further Focus Group info
- Digital Ads **https://www.udel.edu/udaily/**

- Website(s)
  - Payroll
  - Colleges and Departments

- FAQs

COMING SOON

UD WorkForce

Time & Attendance
System Upgrade

LEARN MORE

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

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

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