

UD WorkForce

Time & Attendance - New Implementation

Focus Group – Project Update

July 23, 2020

Today's Agenda

1. Testing Update
2. Timeline Changes
3. Cutover Tasks
4. Training Update
5. Communications Update
6. Additional Assignment Form
7. Q&A

Testing Update

- Focus Group Testing
 - June 17th through June-end
- Core Project Team Testing
 - Continue in-depth test effort
 - Meet with vendor multiple times/week to review and address issues
- Go/No Go determination was made on July 2nd
 - No Go for August 9th Launch
 - Vendor needed more time to address critical issues
 - Significant progress has been made since to address all issues

Timeline Changes

- Launch Date to Campus is now **September 6th**
- Core Project Team
 - Week of August 30th will prepare new system for launch
 - Move all Future Leave Requests from UTime to UD WorkForce
- Request for Leave Form
 - Will be retired for time off entry on 8/20/20
 - Future time off requests can be entered up until that time
 - Approvals can continue through 8/24/20

Cutover Tasks

Item	Task
✓ Comp Time Balances for Non-Exempt	* Provide list to Departments to review and determine if balance should be paid or recouped
Balances	* Confirm accuracy of sick and vacation balances. * If shadow system exists, that information will need to be collected as well.
Leave Request Form	* Employees ARE able to enter time off requests (including future time off) via the Request for Leave Form through 8/20 * Forms pending approval may continue to be addressed through 8/24 * Forms still pending approval as of 8/25 will be cancelled and the employee will need to re-submit in the new system * In the interim (8/20-9/6), departments will have to track this manually and enter into the new system
Time Off Balance View	* Will provide the ability for employees to view historical leave requests (RFL Webform) with a link to the new system for Bank Balances. * Balances will no longer be present.
Department Table Updates	* Update table to reflect HR Managers and College Business Officers * We are coordinating a mass load with IT
Supervisor Changes	* Submit HR Supervisor Update Webform(s) effective 9/1/20 for changes to Timekeeper 3 Role identifying NEW Reporter Role (where applicable) * Label on Timekeeper 3 Role within the Supervisor Update form will change to 'Reporter' on 8/20
Access to UD Time (old system)	* Access will still be needed for reference/historical purposes
Amending Time	* Amendments to time dating back to June 1 will be done in the new system * Amendments prior to 6/1 will need to contact UDWorkforce@udel.edu

Training Update

- Training modules by Role will be posted to the [UD WorkForce Website](#) as they become available
- Materials consist of:
 - Online Training
 - Self-paced PPT Videos
 - Video Recordings
 - Job Aids

WHO?

As a UD employee, no matter what your role, whether it be a business officer, HR manager, reporter, supervisor, timekeeper, faculty member, benefited employee, union employee, student or misc. wage employee, UD WorkForce will play an important part of your work day.

Explore your role and what you can expect in the new system.

Employee	+
Timekeeper	+
Manager	+
Business Officer	+
HR Manager	+
Reporter	+

Communications Update

- UD WorkForce Website <http://www.udel.edu/udworkforce>
- Campus Posters
- Campus Blast Email from the Payroll Department – next week
- Weekly Communications & Marketing email from John Brennan
- Working at UD (HR Newsletters) – August edition
- Digital Ads on some of the College/Department websites
- UDaily Article - August

Additional Assignment Form

- IT completed coding of the requested changes
- Highlights include:
 - Better experience when Processing Assignments
 - Better audits while processing
 - Routing Improvements
 - Ability to Add Attachments
- Core Project Team will be testing in September
- Go Live planned for beginning of October
- Working with Training Team to prepare a Job Aid

Questions

