Non-Exempt Overtime

Focus Group Kick-off Meeting
June 2, 2021
Today’s Agenda

1. Role of the Focus Group
2. Current State
3. Project Scope
4. Your Current Processes
5. Project Timeline
6. Transition to UD WorkForce
7. Next Steps
8. Q&A
Why we’re here and What’s expected

• The Role of our Focus Group:
  – Many of you may have participated on the UD WorkForce Implementation Focus Group
  – Members of this group were solicited and appointed by your HR Partner as a significant contributor based on your existing knowledge and experience/insight with tracking and reporting of overtime for the Non-Exempt population
  – Campus inclusion from the on-set for a successful implementation
  – Your Role is to provide valuable input during key phases of the project:
    • Requirements Definition
    • System Validation
    • Winter 2021 Go Live
Current State

• Non-Exempt Staff are required by the Fair Labor Standards Act to track their hours
• UD WorkForce System is the recommended method for tracking time
• Currently, the timesheet does not generate pay
• Overtime is reported and paid via the S-Contract Form
Project Scope

- Usage of UD WorkForce as the primary tool to track benefited Non-Exempt Hours (not including FOP Union employees)
- Discontinue payment of Overtime via S-Contract Form
- Export Overtime Pay from UD WorkForce
Your Current Processes

1. How do you track this time today?
2. Tell us about the Approval Process you have in place?
3. What type (if any) Reporting do you do?
Timeline

• Design: June 2021
• Build: July 2021 - September 2021
• Testing: October 2021 - December 2021
• Deployment: Winter 2021
Transition to UD WorkForce

a. You can view past or future timesheets (use the calendar icon or left and right arrows).

b. **Hours column** - your regular work times are auto-populated based on your schedule (including lunch hour).
   - **Update the in/out times to reflect actual work time, especially if you work extra time (see: 3/11 6pm out time).**

c. Holidays auto-populate on your timesheet.

d. Time off hours (vacation, sick, etc.) come from approved Time Off Requests.

e. You can add **Comments** on any Regular Time row (good practice to alert your manager to anything unusual).

f. The small grey arrow hides or reveals the tabs at the bottom.
Transition to UD WorkForce - cont’d
Next Steps

- Share any additional information regarding current process with us (udworkforce@udel.edu)
- Formalize the timesheet process for benefited non-exempt
- Volunteers to begin transition from current method to UD WorkForce *

* During this period, S-Contracts should still be used to pay overtime
Questions?