



## 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

- You can view past or future timesheets (use the calendar icon or left and right arrows)
- 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).**
- Holidays auto-populate on your timesheet
- Time off hours (vacation, sick, etc.) come from approved Time Off Requests
- You can add **Comments** on any **Regular Time** row (good practice to alert your manager to anything unusual)
- The small grey arrow hides or reveals the tabs at the bottom

Date	Entry Code	Hours	Override Rate	Adjust Reason	Comments	Total
Mon 03/09	Regular Time					
Mon 03/09	Holiday	7.50	0.00			7.50
Tue 03/10	Regular Time	08:00 am 12:00 pm	0.00			4.00
	Regular Time	01:00 pm 04:30 pm	0.00			3.50
	Regular Time	08:00 am 12:00 pm	0.00			4.00
Wed 03/11	Regular Time	01:00 pm 06:00 pm	0.00		OK w mgr, left at 6	5.00
	Regular Time	08:00 am 12:00 pm	0.00			4.00
Thu 03/12	Regular Time	01:00 pm 04:30 pm	0.00			3.50
	Regular Time					
Fri 03/13	Regular Time					
	Sick	7.50	0.00			7.50
						39.00

# Transition to UD WorkForce - cont'd

**Timesheet Verification**

I have reviewed my hours and agree that I have worked the hours indicated

Exceptions		Schedule	Time Off	Results													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	Mar 1, 2020	<input checked="" type="checkbox"/> Show All Weeks	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
Date	Schedule Code	Hours	Total														
Mon 03/02	+ - Scheduled Times	08:00 am 12:00 pm	4.00														
	+ - Scheduled Lunch In/Out	12:00 pm															
	+ - Scheduled Times	01:00 pm 04:30 pm	3.50														
Tue 03/03	+ - Scheduled Hours																
	+ - Scheduled Times	08:00 am 12:00 pm	4.00														
	+ - Scheduled Lunch In/Out	12:00 pm 01:00 pm															

Exceptions		Schedule	Time Off	Results	
<b>Vacation</b>	Hours	<b>Sick</b>	Hours	<b>Dependent Sick Bank</b>	Hours
Initial Balance Sun 03/01	0.0000	Initial Balance Sun 03/01	93.7500	Initial Balance Sun 03/01	45.0000
Credits	0.0000	Credits	0.0000	Credits	0.0000
Debits	0.0000	Debits	(7.5000)	Debits	0.0000
Ending Balance Sun 03/15	0.0000	Ending Balance Sun 03/15	86.2500	Ending Balance Sun 03/15	45.0000
No Details		<a href="#">Show Details &gt;&gt;</a>		No Details	

**Time Entry**

T W T F S S M T W T F S S Feb 16, 2021  Show All Weeks

Date	Entry Code	Hours	Override Rate	Adjust Reason	Comments	Total
Tue 02/16	+ - Regular Time	08:00 am	0.00			4.00
		12:00 pm				
Wed 02/17	+ - Regular Time	01:00 pm	0.00			3.50
		04:30 pm				
		08:00 am				
Wed 02/17	+ - Regular Time	08:00 am	0.00			4.00
		12:00 pm				
		01:00 pm				
Wed 02/17	+ - Regular Time	09:00 pm	0.00			8.00
Thu 02/18	+ - Regular Time	08:00 am	0.00			4.00
		12:00 pm				
		01:00 pm				
Thu 02/18	+ - Regular Time	04:30 pm	0.00			3.50
Fri 02/19	+ - Regular Time	08:00 am	0.00			4.00
		12:00 pm				
		01:00 pm				
Fri 02/19	+ - Regular Time	04:30 pm	0.00			3.50
						34.50

Exceptions		Schedule	Time Off	Results		
Work Da...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate
02/16/2021	Administrat...	Regular Time	7.50	0.00	0.00	0.00
02/17/2021	Administrat...	Regular Time	12.00	0.00	0.00	0.00
02/18/2021	Administrat...	Regular Time	7.50	0.00	0.00	0.00
02/19/2021	Administrat...	Overtime Premium	2.00	0.00	0.00	0.00
02/19/2021	Administrat...	Regular Time	3.00	0.00	0.00	0.00
02/19/2021	Administrat...	Straight Overtime	2.50	0.00	0.00	0.00

◀ 03/01/2020 - 03/15/2020 ▶ Save Recall More ▾ List View ▾ Submitted by Snape, Severus Timesheet submitted.

# 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?