UD Workforce

Time & Attendance - New Implementation

Focus Group Meeting – Follow up #3

January 23, 2020
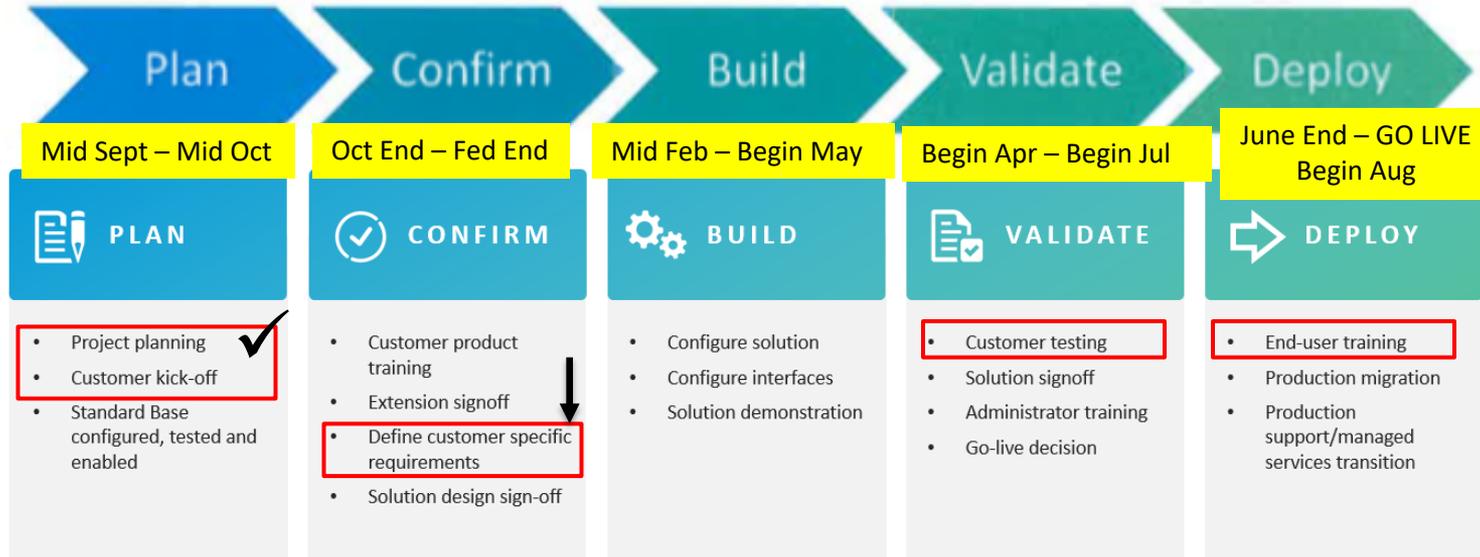
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We Heard You - Update

HR Newsletter – January 2020

1. Timesheet Amendment Process (Work in Progress – Target February 9th)
2. Ability to save a Timesheet with Red Exception (Done)
   - Is there value to you in adding a count on the Approval Screen?
3. Ability to add Comments for Missing Punches (Done)
4. Prevent Multiple Punches on Timesheets (Done)
5. Email Notifications (Done)
   - Turn off Friday Reminder Notifications
   - Time Slice reported more than 24 hours (to Manager on approval)

Project Approach (Timeline Update)

The following chart depicts the five phases of the WorkForce implementation methodology.

Plan	Confirm	Build	Validate	Deploy
Mid Sept – Mid Oct	Oct End – Fed End	Mid Feb – Begin May	Begin Apr – Begin Jul	June End – GO LIVE Begin Aug
PLAN	**CONFIRM**	**BUILD**	**VALIDATE**	**DEPLOY**
• Project planning ✓ • Customer kick-off • Standard Base configured, tested and enabled	• Customer product training • Extension signoff • Define customer specific requirements • Solution design sign-off	• Configure solution • Configure interfaces • Solution demonstration	• Customer testing • Solution signoff • Administrator training • Go-live decision	• End-user training • Production migration • Production support/managed services transition

Areas highlighted in red indicate points of Focus Group involvement

Requirement Highlights

- Within the new system, Departments will have the ability to administer:

  - State of Emergency (SOE) Pay

    and

  - Shift Premiums

Communication

- Application being renamed to UD Workforce
- OCM is assisting us to build out details for effective communication to campus
- Website will be added to advise on updates to the project
- How can we better communicate the New Features & Enhancements to your population?

Training

- Working with Ellen Lepine of the Employee Training & Development Team:
    - Changes to Timesheet Amendment Process (UDTime)
    - Develop Training Plan (UD Workforce)

- Week of 5/11 – Training of Focus Group in preparation for Testing

Testing

- Beginning in February Project Team will begin build of Test Scripts to be used by the Focus Group

- Ask that you identify "nuances" within your areas to ensure they're captured within the test efforts

- Week of 6/1 – Testing with Focus Group begins
  - Initially in person – Hands on
  - May continue following initial session at your desktops

- Come prepared with test data

- Working with vendor to set up all user accounts in advance

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Other Activity

- Supervisor Table:
  - Timekeeper 3 will be the Reporting Role
  - Cleanup efforts – May timeframe
- 2 new roles will be added (maintained by HR):
  - HR Manager
  - College Business Officer

Next Steps

- WFS Vendor build of environment based on signed off Business Requirements Document
- Further details of Additional Assignment Form Revamp
- Further details of Communication Plan
- Your feedback on content for Test Plan
- Further definition of Training Plan

Questions