Time & Attendance
New Implementation

Focus Group Meeting – Follow up #1
November 21, 2019
We Heard You

Interim Enhancements prior to new implementation:

1. Ability to save a Timesheet with Red Exception (done)
2. Ability to add Comments for Missing Punches (done)
3. Email Notifications (tentative December)
   • Turn off Friday Reminder Notifications
   • Send notifications to Employees and Supervisors for Missing Punches
4. Prevent Multiple Punches on Timesheets (tentative December)
5. Time Slice reported more than 24 hours – adding a notification (tentative December)
6. Timesheet Amendments (tentative January)
Project Approach (Timeline Update)

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

Plan (Mid Sept – Mid Oct)
- Project planning
- Customer kick-off
- Standard Base configured, tested and enabled
- Areas highlighted in red indicate points of Focus Group involvement

Confirm (Oct End – Fed End)
- Customer product training
- Extension signoff
- Define customer specific requirements
- Solution design sign-off

Build (Mid Feb – Begin May)
- Configure solution
- Configure interfaces
- Solution demonstration

Validate (Begin Apr – Begin Jul)
- Customer testing
- Solution signoff
- Administrator training
- Go-live decision

Deploy (June End – GO LIVE
Begin Aug)
- End-user training
- Production migration
- Production support/managed services transition
WorkForce Software Demo

• WFS tailored a demo for UD (approx. 40-45 minutes long)
• Link to Zoom Recording (will also send email following this meeting with link)
• Highlights:
  – Dashboard
  – Entering a Time Off Request (TOR)
  – Amending a TOR (version – screenshot)
  – Managing Exceptions
  – Shift Differentials and Overtime
  – Multiple Assignment Visibility (different Departments)
  – Reporting
  – Location Sharing
Project Update

• Key Topics:
  – Submit Button (other than Facilities)
  – Roles: Utilization of the Supervisor Table (further information will be shared)
  – TOR: Only Supervisor 1 having ability to approve and originate, not Timekeeper 1
  – Blended Rate will be introduced (shown as FLSA Adjustment within the system)
  – Assignment Groups:
    • Looking into a better way to view employees
    • By Department and Policy Profile
  – Additional Assignment Form Revamp (further details to be shared)
    • Cleanup effort of OLD Forms (Timeframe - 90 days, 6 months?)
ProjectNaming

- Met with OCM
  - Will assist with Branding Efforts
  - Working to establish a Communication Plan (further details will be shared)

- “UDWorkForce” is leading the pack

- Parallel/Leverage the Working at UD HR Initiative
Next Steps

• Further Definition of Requirements
• Development of Communication Plan
• Development of Test Plan
  – Will be looking for your input into identification of Test Scenarios
• Development of Training Plan
  – What formats for your areas do you want?
  – What are the parts they need – “chunks”, Ellen will show some examples here
  – Share example videos of what’s being done for Amending Timesheets
• Decision on Project Name and Logo
Questions