

Time & Attendance New Implementation

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

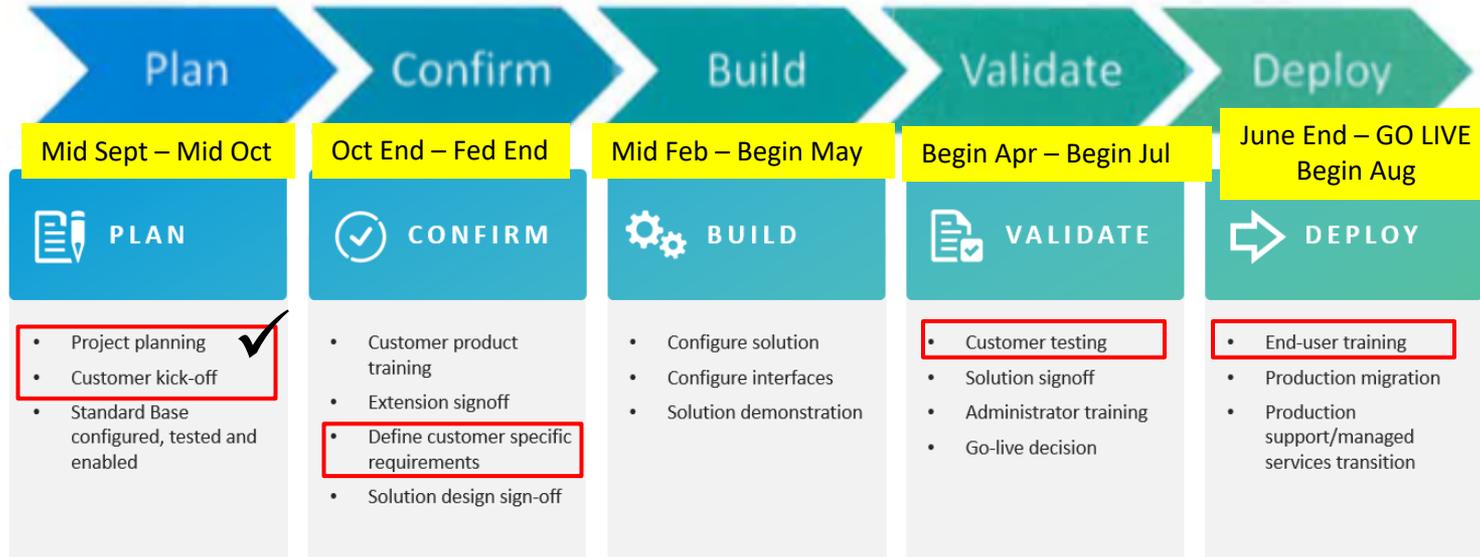
We Heard You

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.



Areas highlighted in red indicate points of Focus Group involvement

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?)

Project Naming

- 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

