Student Affairs Time & Attendance System

Clemson Business Officers Group
December 9, 2010

CLEMSON
STUDENT AFFAIRS

Creating the nation's most engaged, satisfied and successful student body

Background

- Part of a Student Affairs lean initiative conducted Payroll Kaizen, May, 2009

- Eliminated two positions in July, 2009

- Created an RFP in Fall, 2009

- Purchase Order was awarded in, Spring, 2010 to KRONOS for Workforce Central 6.1

- Brought a Clemson team together to make a plan

- Went Live July 2010

Project Goals

- Simplify and expedite accurate time worked & attendance.

- Accurately collect & process time worked

- Eliminate hand key entries onto pay lines

- Eliminate hard copy leave requests

- Establish a complete accounting of all time

- Automates manual steps

System Configuration

- 1500 employee workforce licenses
- 350 employee web timestamp licenses
- 200 accruals licenses
- 22 time clocks
- 95 manager licenses
- Import and Export interfaces
- LDAP authentication

System Interfaces

CUBS Import

- Daily import of employee information:
  - Job, JED
  - Badge #
  - Employee type,
  - Employee User ID

KRONOS Export

- Time worked:
  - Hourly, Perm hourly
- Exceptions for Perm Salary Non-exempt employees
  - Over-time
  - Leave taken
  - Comp time accrued

Current Pay Groups Defined

- Hourly (Students, FWS, Intermittent, Temporary, TLP)

- Perm Hourly (Full-time labor staff)

- Perm Salary 37.50 Non-Exempt

- Perm Salary 40.00 Non-Exempt

- Police (86 hour 14 day schedule)

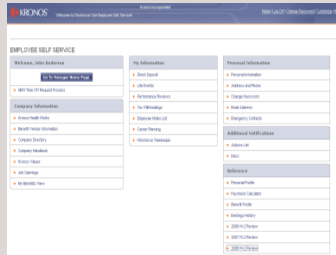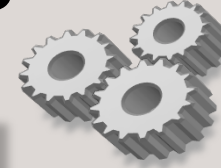- Fire/EMS (159 hour 21 day schedule)
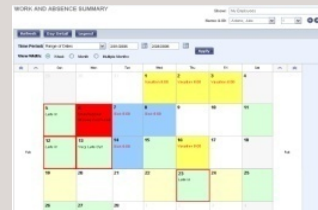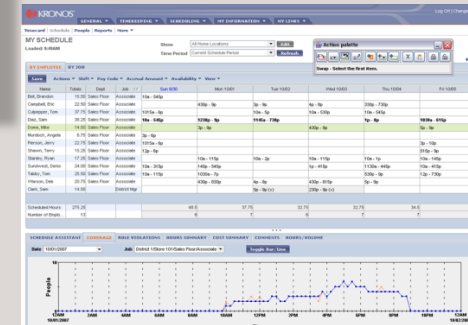
Time Collection

4500 Terminal

Web Time Stamp

Kronos is fully Integrated

HR, Payroll, Accruals, Time and Attendance, Schedules, Leave

Full Integration
• Consistent look and feel
• Single version of the truth
• Extensible and maintainable

The Kronos Advantage

- **Complete Automation**
  - End-to-end solution
  - Fully integrated
  - Delivers Quality Information
  - Single version of the truth
  - Real-time visibility and control

- **Easier to Own**
  - Configured – Not custom
  - Flexible deployment options
  - Reduces cost of maintenance and upgrades

✓ Control labor costs

✓ Improve productivity

✓ Minimize compliance risk

✓ Reduce long term TCO

BUDGETING

FORECASTING and SCHEDULING

TIME and ATTENDANCE

ABSENCE MANAGEMENT

ANALYTICS

An Integrated System for Employees

- Use either the Tiger 1 card or Clemson employee user-id to access system (LDAP)
- Consistent look and feel to timecard
- Protects the employee and ensures accurate compensation for time worked
- View schedule and submit leave requests
- Calculates leave balances based on employee accruals

A Tool for Managers

- View actual time worked – better manage attendance.

- Track and pay time according to specific budgets (i.e. department, project grant, etc)

- Consistently apply payroll rules to all employees (i.e. rounding, over-time, etc)

- Manage over-time

- Approve time card electronically; on or off site

Efficiency for Administrators

- More engaged and informed at all staff levels
- Eliminates manual data entry into CUBS
- Pro-active efforts that reduce reactive workloads in accounting services
- Holds the Managers accountable
- Bridges the gap between workforce and management

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	⤴	Fri 10/01	Annual	8.0	7:00AM							8.0	8.0
X	⤴	Sat 10/02	▼			▼			▼				8.0
X	⤴	Sun 10/03	▼			▼			▼				8.0
X	⤴	Mon 10/04	Annual	8.0	7:00AM							8.0	16.0
X	⤴	Tue 10/05	▼		7:44AM	...pc V;////0000// ▼	3:39PM		▼		8.0	8.0	24.0
X	⤴	Wed 10/06	▼		7:19AM	...pc V;////0000// ▼	3:14PM		▼		8.0	8.0	32.0
X	⤴	Thu 10/07	Annual	8.0	7:00AM							8.0	40.0
X	⤴	Fri 10/08	▼			▼			▼				40.0
X	⤴	Sat 10/09	▼			▼			▼				40.0
X	⤴	Sun 10/10	▼			▼			▼				40.0
X	⤴	Mon 10/11	▼		7:32AM	...pc V;////0000// ▼	3:25PM		▼		8.0	8.0	48.0
X	⤴	Tue 10/12	▼		7:32AM	...pc V;////0000// ▼	2:55PM		▼		7.5	7.5	55.5
X	⤴	Wed 10/13	▼		5:33AM	...pc V;////0000// ▼			▼				55.5
X	⤴	Thu 10/14	▼			▼			▼				55.5

Save | Actions ▼ Punch ▼ Amount ▼ Accruals ▼ Comment ▼ Approvals ▼ Reports ▼

Example: Timecard

Date	Start Time	End Time
Fri 10/15	8:00AM	4:00PM
Sat 10/16		
Sun 10/17		
Mon 10/18	8:00AM	4:00PM
Tue 10/19	8:00AM	4:00PM
Wed 10/20	8:00AM	4:00PM
Thu 10/21	8:00AM	4:00PM
Fri 10/22	8:00AM	4:00PM
Sat 10/23		
Sun 10/24		
Mon 10/25	8:00AM	4:00PM
Tue 10/26	8:00AM	4:00PM
Wed 10/27	8:00AM	4:00PM
Thu 10/28	8:00AM	4:00PM

TOTALS & SCHEDULE   ACCRUALS DETAIL   AUDITS

All

Example: Schedule

Example: Accruals

| | TOTALS & SCHEDULE | ACCRUALS DETAIL | AUDITS | COMMENTS |

Type of Edit: All   Data Sources → All

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
10/05/2010	7:44AM	Add Punch	... V;////0000//						10/05/2010	7:47AM (GM...	SuperUser:k...	Workforce De...
10/05/2010	3:39PM	Add Punch							10/05/2010	3:42PM (GM...	SuperUser:k...	Workforce De...
10/01/2010	7:00AM	Add Pay Code		Annual	8.0				10/05/2010	4:22PM (GM...	mlane:krono...	Scheduling
10/07/2010	7:00AM	Add Pay Code		Annual	8.0				10/05/2010	4:22PM (GM...	mlane:krono...	Scheduling
10/04/2010	7:00AM	Add Pay Code		Annual	8.0				10/05/2010	4:22PM (GM...	mlane:krono...	Scheduling
10/06/2010	7:19AM	Add Punch	... V;////0000//						10/06/2010	7:22AM (GM...	SuperUser:k...	Workforce De...
10/06/2010	3:14PM	Add Punch						Off-Site Work ...	10/06/2010	3:16PM (GM...	SuperUser:k...	Workforce De...
10/06/2010	3:14PM	Add Comment ...						Off-Site Work ...	10/06/2010	3:39PM (GM...	pgenzer:kro...	Timecard Editor
10/11/2010	7:32AM	Add Punch	... V;////0000//						10/11/2010	7:35AM (GM...	SuperUser:k...	Workforce De...
10/11/2010	3:25PM	Add Punch							10/11/2010	3:27PM (GM...	SuperUser:k...	Workforce De...
10/12/2010	7:32AM	Add Punch	... V;////0000//						10/12/2010	7:35AM (GM...	SuperUser:k...	Workforce De...
10/12/2010	2:55PM	Add Punch							10/12/2010	2:57PM (GM...	SuperUser:k...	Workforce De...
10/13/2010	5:33AM	Add Punch	... V;////0000//						10/13/2010	5:36AM (GM...	SuperUser:k...	Workforce De...

Example: Audit Trail

Kronos Delivers

- Control labor costs by minimizing data entry errors

- Enforce pay and attendance policies

- Minimize compliance risks

- Improve work force productivity by giving employees self service access

- Frees up managers to work on higher level activities

Metrics

Error Rates

- Wrong number of hours, wrong acct, etc.
  - only 2 individual instances have been identified
- Manual Entry
  - Since July, 2010 we have reduced manual entries by 6,852 individual time sheets
  - Reduced the number of 'human touches' from an adverage of 4-5 individuals to 2-3 individuals.
- Process time
  - Cut 1 full day off of processing time. Payroll exported on Wednesday by 4:00pm

Demo

- http://kronoscu/wfc/logon/

Questions & Discussion