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
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
### Example: Timecard

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<th>Out</th>
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</table>

Example: Schedule
## Example: Accruals

A table showing accrual details for various benefit types, including:

- **Benefit Type**: Annual, Comp Overflow, Comp Time, Holiday Comp, Opt Holiday, Sick Leave
- **Current Balance**: 366.96, 0.0, 45.96, 0.0, 0.0, 476.45
- **Planned Takings**: 16.0, 0.0, 0.0, 0.0, 0.0, 0.0
- **Vested Ending Balance**: 388.48, 0.0, 45.98, 0.0, 0.0, 508.45

Balance as of: 10/01/2010
Example: Audit Trail

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<td>Workforce De...</td>
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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