

UNM Campus-Wide Informational Forum

Kronos Time and Leave Reporting

10/06/2011 and 10/07/2011



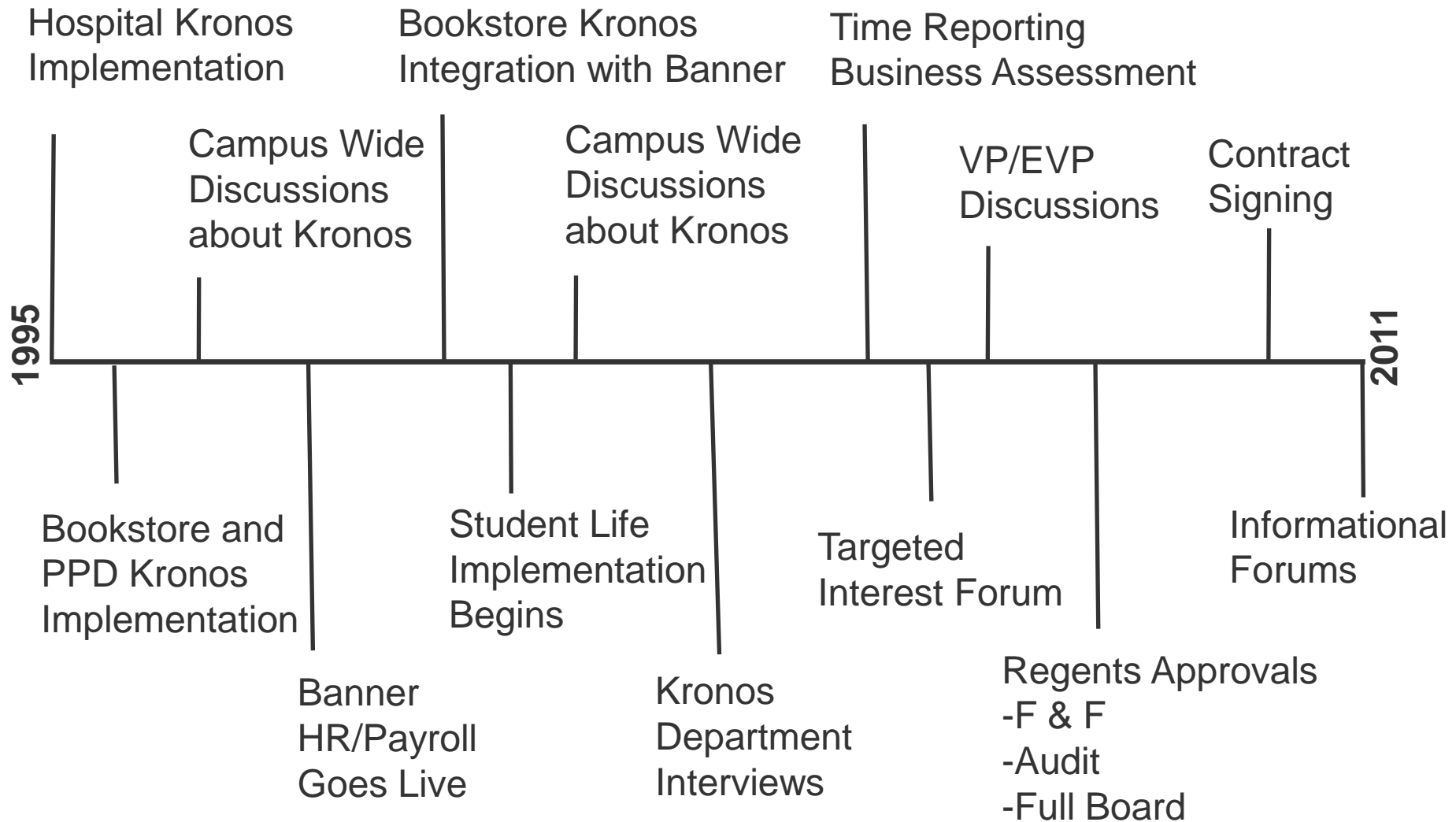
Agenda

- History of Kronos at UNM
- Product Portfolio
- Product Functionality
- Phased Implementation Approach
- Implementation Cost Model
- Getting Registered

History of Kronos at UNM



Rough Historical Timeline (not to scale)



20+ Departments have inquired over the years...

- Student Health
- Enrollment Management
- Information Technologies
- University Libraries
- Athletics
- University Services
- Parking and Transportation
- Cancer Research & Treatment Center
- Valencia
- Dental Services
- ...and MORE

Kronos Department Interviews

- Human Resources
- Payroll
- Bookstore
- PPD
- Student Life
- Enrollment Management
- CRTC
- Campus Police
- Athletics
- IT

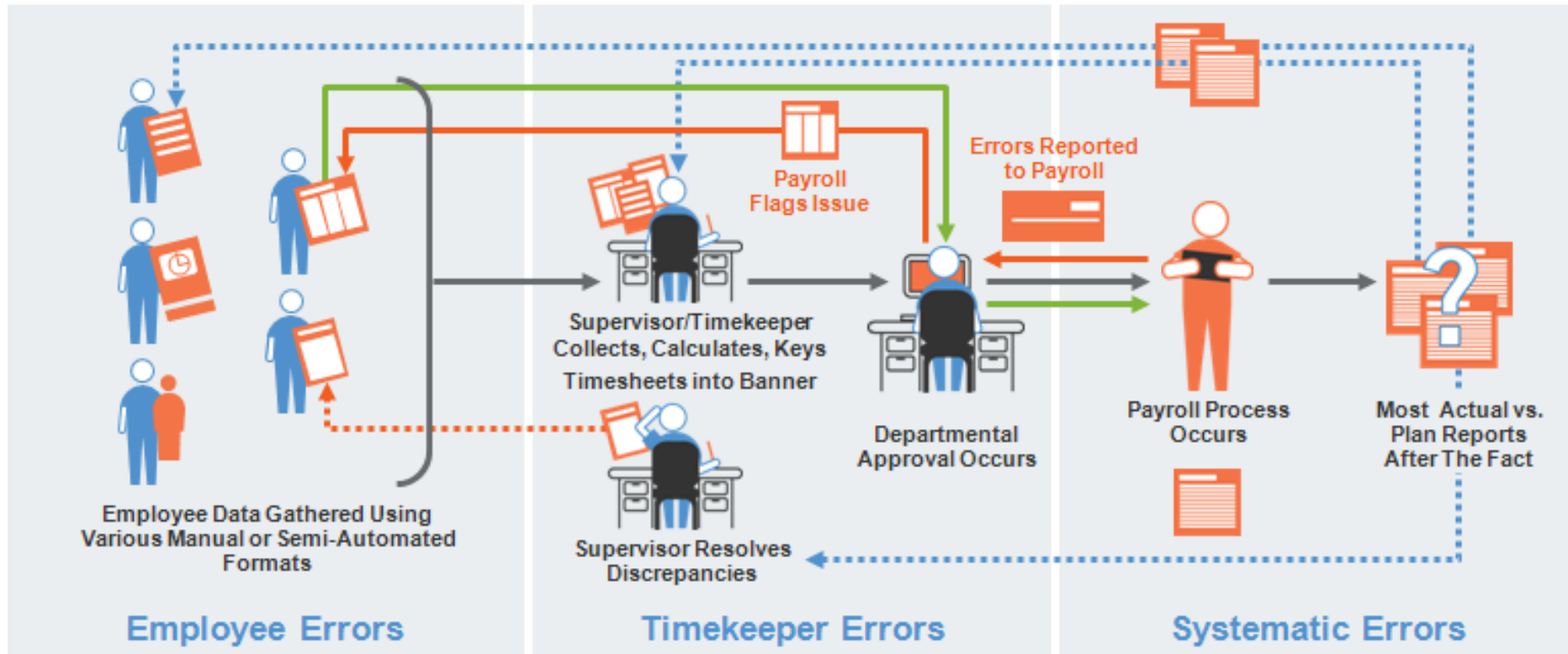
Key Similarities

- Everything ends up in Banner
- Duplicate entry is occurring across the board
- Estimation is frequently used to meet Payroll deadlines

Key Differences

- The amount of time it takes to enter time per department
- The effort the approval processes take
- How employees account for their time
- The amount of time timekeepers take tracking details

Overall Summary of Current Process



- Transcription
- “Buddy punching”
- Gaming rounding rules

- Wrong interpretation of rules
- Preferential treatment
- Rules improperly applied
- Data Entry Errors

- Poor data validation
- Inability to flag problems

Key Quantitative Benefits of Kronos

- Time savings due to ease of tracking and elimination of manual processes
- Productivity improvements across the board
- Potential payroll inflation reduction
- Process error reduction
- Potential for more accurate leave liability

Key Qualitative Benefits of Kronos

- Standardization of processes
- Improved employee accountability
- Elimination of paper forms for time sheet approval
- One source of labor detail data
- Real-time Reporting/Visibility (Including notice of potential overtime)
- Compliance Improvement

Success at the Bookstore:

John Reindorp



Bookstore: High Level Benefits

- Time for payroll entry from a full day to 1 hour
- Ability to monitor multiple employee's time entry in one screen that can be sorted, to ease analysis of:
 - Missed punches
 - Over/under hours
 - Unapproved overtime or late arrival
- Labor reporting and statistics
- Real time availability of sick, annual, and comp time balances

Product Portfolio



Components of Kronos at UNM

Kronos Workforce Timekeeper is a timekeeping system that lets you see, plan, and manage employees time.

Kronos Workforce Absence Manager is absence management software. It manages time-off and accrual rules, and employee time-off requests.

Components of Kronos at UNM

Kronos Workforce Record Manager is a database tool used to migrate rules and configuration data from development, to test, to production. It also includes a data retention application.

Components of Kronos at UNM

Kronos Workforce Integration Manager facilitates data sharing between Kronos applications and other systems, including Banner HR/Payroll.

Components of Kronos at UNM

Kronos Multiple Jobs Time Approval gives managers a method for timecard approval for employees who work multiple jobs. It helps to ensure that managers and supervisors approve only the time that was worked for them, improving payroll accuracy and on-time payment.

Components of Kronos at UNM

Kronos Workforce Manager gives managers and supervisors a tool to approve time and requested leave.

Kronos Workforce Employee gives employees desktop access to record time and leave, and also provides self-service functionality. It can be used in lieu of, or in addition to a time clock.

Product Functionality



Welcome Leo Gallo
Sign Out

13 Exceptions 3 Time Off... 3 Metrics 15 Schedule

Timecards

Time Period Show Current Pay Period All Home

By Exception	By Name
Punch Issues	3
No Show	11
Meal & Break Issues	3
Misc	0

Weather

Today Tonight Tomorrow

Today
Currently 63°
High 67°
Low 56°
Humidity 70%



Scheduling Wizard

Current Step Check requests
Steps Remaining 2

Call-In Shifts

Date 06/24/2010 Locations All Home Locations

Shifts Store 0404/Frontend/Cashier Thu, Jun 24, 3p - 10p

#	Name	Phone Number	Schedule	Hours	Dept	Job
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Best Fit (4)

☆ 1	Adams, Julie	617-890-8765	0.0	Frontend	Cashier	
	Sun 6/20	Mon 6/21	Tue 6/22	Wed 6/23	Thu 6/24	Fri 6/25
			9:00AM - 5:00PM		3:00PM - 10:00PM	
					Assign	

☆ 2	Diaz, Mercedes	770-111-1028	0.0	Frontend	Manager
☆ 3	West, Cathy	770-111-1032	0.0	Frontend	Cashier
☆ 4	Baker, Chet	770-111-1059	0.0	Frontend	Cashier

Could Reach OT (5)

1	Caparelli, Roger	770-111-1205	0.0	Frontend	Cashier
2	Arick, Michael	770-111-1203	8.0	Frontend	Cashier
3	Smith, Marge	770-111-1206	8.0	Frontend	Sales
4	Largo, Max	770-111-1207	0.0	Frontend	Manager
5	Duke, Jordon	770-111-1208	8.0	Frontend	Cashier

☆ recommended for full shift

Call-In Shifts

Shift Manager

Current time: 9:29 PM

Incoming Employees 8

7:15 AM	July, Tony
7:30 AM	Lemons, Jane
9:00 AM	Mansuti, Bob

Time-Off Requests

Time Period Current Schedule...
Location All Home

🟡 Actionable	0
✅ Approved	7
❌ Rejected	4

Quick Links

- Reports
- Time Exceptions
- Pay Period Close
- Classic Schedule Planner
- Reports - Advanced

Video Demos

- Time and Attendance
- Leave Management

Time Off Balances (hours) as of today

Annual - VAC Balance: 100.0
Comp - CTT Balance: 35.75
Sick - SCK Balance: 2000.0

Time Off Request

* Request Type: VAC - Vacation

Latest Date That Can Be Requested: 4/18/2012

* Start Date: 7/28/2011

* End Date: 7/28/2011

Message:

Requesting Vacation because I am going shopping.

* Hours: Specify Hours

Fill in only if Specify Hours is selected above

Start Time: 7:45a

Hours Per Day: 8

Day Type: Scheduled and Non-scheduled Days Scheduled Days

Next

Reset

Cancel

INBOX

Last Refreshed: 1:29 PM

TASKS

MESSAGES

Edit →

Reassign →

Refresh

Status ▼

As of Date:



Categories ▼

From

Subject

Date/Time Received

Tiger, Aubie

Auburn_TimeOffRequest,Mgr Form - Specific Hrs - Approve/Reject/ReCheck

7/27/2011 1:28PM (GMT -06:00) Central Time

Rule Violations: None
Accrual Violations: None
Employee ID: 2004
Employee Name: Eagle, War
Annual - VAC Balance: 100.0
Comp - CTT Balance: 35.75
Sick - SCK Balance: 2000.0

Request Type: VAC - Vacation
Start Date: 7/27/2011
End Date: 7/29/2011
Hours Type: Specify Hours
Start Time: 7:45AM
Hours Per Day: 8.0
Day Type: Scheduled and Non-scheduled Days

Unavailable Start Time:
Unavailable Duration:
Employee Message: Requesting Vacation because I am going shopping

What do you want to do?

Approve Reject Recheck Rules

Override Shift:

Create Open Shift:

Message:



Implementation Approach



Implementation Phase 1 & 2

Month 1 Feb 2012	Month 2 Mar 2012	Month 3 Apr 2012	Month 4 May 2012	Month 5 Jun 2012	Month 6 Jul 2012	Month 7 Aug 2012
Fit Gap						
Installation						
	Phase 1 (Kronos Led)	Phase 1 (Kronos Led)	Phase 1 (Kronos Led)			
	WTK/ Accruals / WIM	WTK/ Accruals / WIM	WTK/ Accruals / WIM			
		Leave / Attendance	Leave / Attendance			
		Multiple Jobs	Multiple Jobs	Multiple Jobs		
				Phase 2 (Kronos Led)	Phase 2 (Kronos Led)	Phase 2 (Kronos Led)
			Record Manager			

Implementation Phase 3 & 4

- Licensing is not currently purchased
- License costs have been preserved through December 2012
- We are beginning to plan based on interest and recommendations from Regents Audit Committee
- Will likely be completed in FY13/FY14

Implementation Cost Model

Mike Duran



	IMPLEMENTATION & LICENSING COST PER EMPLOYEE	ANNUAL MAINTENANCE PER EMPLOYEE
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EMPLOYEE TYPES

STANDARD NON-EXEMPT EMPLOYEE
APPLICABLE TO BI-WEEKLY STAFF

\$363.62

\$42.91

STANDARD STUDENT
APPLICABLE TO ALL STUDENTS
NOTE: EXCLUDES ABSENCE MANAGER

\$348.74

\$40.53

STANDARD EXEMPT EMPLOYEE
APPLICABLE TO MONTHLY STAFF

\$132.01

\$17.82

ADDITIONAL ADD-ONS

STANDARD MANAGER
REQUIRED FOR ANYONE APPROVING TIME AND LEAVE (SUPERVISORS)

\$288.98

\$46.14

WEB LOGIN
APPLICABLE TO ALL WHO ENTER TIME AND/OR LEAVE THROUGH WEB

\$ 25.29

\$ 4.04

	PURCHASE COST PER CLOCK	MAINTENANCE COST (WARRANTY) PER CLOCK
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TIME CLOCK EQUIPMENT

\$2,340.33

\$273.33

How to sign up or get more information



Next Steps

- Talk to your Dean/Director about the appropriate timing for your department.
- Use the price sheet to estimate costs.
- Determine funding availability...FY12, 13, 14?
- Contact HRPR@unm.edu with your interest and we will begin to plan with you.

Those interested in being early adopters need to let us know by
10/31/2011.