



Timekeeping and Leave System

Presented By:

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Presentation Agenda

- Overview of Current Timekeeping/Leave Challenges
- The **CASE** for a New System
- Who will this impact?
- Compensatory Time Tracking
- Proposed Timeline
- Key Points to Remember

Current Challenges

Number of Hours Worked Per Week: 40 Page of Time Sheet: 2016
 Hours worked per week, Year and Month of Time Sheet fields are required. Month of Time Sheet: January

Holiday Dec 28, 29, 30, 31

PAID FEB 09 2016
BSM

HOURS WORKED								LEAVE BALANCE								ADDITIONAL HOURS FOR ALL PAID					Comp Time Balance					
WEEK OF	SAT	SUN	MON	TUE	WED	THUR	FRI	TOTAL WORKED	ANNUAL	COMP TIME	HOLIDAY	COMB SERVICE	INDUSTRIAL	BONUS	OTHER	TOTAL HOURS	HOURS WORKED	EXTRA TIME	000 OVERTIME	100 EXTRA TIME	040 SHIFT TIME	030 SHIFT PREM OT	105 HOLIDAY PAY	080 OTH CALL PAY	Comp Balance from last month	Comp (OT) Earned this month (X 1.5)
12/26/15	0:00	0:00	H	H	H	H	A	0:00	20:15	0:00	0:00	0:00	0:00	0:00	0:00	40:00	0:00	0:00							2:15	0:00
01/02/16	0:00	0:00	8:00	8:15	8:00	8:00	8:00	40:15								40:15	0:15	0:00							8:00	0:00
01/11/16	0:00	0:00	8:30	8:00	8:00	8:15	8:30	39:15								39:15	0:00	0:00							25:00	0:00
01/18/16	4:15	0:00	H	8:00	8:15	7:45	8:00	34:00								34:00	0:00	0:00							26:45	0:00
01/22/16	0:00	0:00	8:00	9:15	8:00	8:00	8:00	41:15								41:15	0:00	0:00							5:30	0:00

Hours Worked 51.8 round down to nearest quarter hour. Hours Worked 2.7.8 round up to nearest quarter hour.

All entries should be in the format hours:minutes A or P. Example 7:15 P place a space between minutes and A or P. To enter values less than 1 hour use a 0 for the hours example 0:15

Day	WEEK OF 12/26/15		01/01/16		WEEK OF 01/02/16		01/08/16		WEEK OF 01/09/16		01/16/16		WEEK OF 01/16/16		01/22/16		WEEK OF 01/23/16		01/28/16		
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
Saturday																					
Sunday																					
Monday					7:30 AM	11:30 AM	12:30 PM	4:30 PM	7:30 AM	11:45 AM	12:15 PM	4:30 PM									
Tuesday					7:30 AM	11:30 AM	12:30 PM	4:45 PM	7:30 AM	1:15 PM	2:15 PM	4:30 PM	7:30 AM	11:30 AM	12:30 PM	4:30 PM	7:30 AM	11:30 AM	12:30 PM	4:30 PM	
Wednesday					7:30 AM	12:00 PM	1:00 PM	4:30 PM	7:30 AM	12:00 PM	1:00 PM	4:30 PM	7:30 AM	11:00 AM	11:30 AM	4:15 PM	7:30 AM	11:30 AM	12:30 PM	4:30 PM	
Thursday					7:30 AM	1:00 PM	2:00 PM	4:30 PM	7:30 AM	11:30 AM	12:15 PM	4:30 PM	7:30 AM	12:15 PM	1:00 PM	4:00 PM	7:30 AM	11:30 AM	12:30 PM	4:30 PM	
Friday					7:30 AM	11:30 AM	12:30 PM	4:30 PM	7:30 AM	12:30 PM	1:30 PM	3:00 PM	7:30 AM	11:30 AM	12:00 PM		7:30 AM	1:00 PM	2:00 PM	4:30 PM	

Time should be rounded to the nearest quarter hour (7 minutes or less round down, 8 minutes or more round up)

Employee Notes/Signature: [Redacted]
 Supervisor Notes/Signature: [Redacted]

Accumulative Leave Totals			
	Annual	Sick	Commuter
Balance From Last Month	172.00	1117.52	24.00
Earned This Month	15.20	8.00	
Total	187.20	1125.52	
Used this month		0.00	0.00
Ending Balance	187.20	1125.52	24.00

Adverse Weather	
Balance Owed	0.00
Charged this month	0.00
Total Owed	0.00
Made up this month	0.00
Balance Owed	0.00

*Bonus - Reflects any bonus time utilized during the pay period week
 *Other - Reflects any university closing or other events relative to status 1 or 2 conditions. (Note the hours do not have to be made up)

2/13/17

Last Revised 05/01/15

Current Challenges

- Current process is manual/labor intensive
- Compliance
- Best Practices
- Lack of automation and integration between timekeeping and leave systems

Overall Benefits

- **C**ompliance
- **A**utomation and integration
- **S**streamlined processes
- **E**fficiency and accuracy

Effective July 1, 2017, NC State University will begin using a new timekeeping and leave system, Wolf Time

Who is NOT Impacted?

- Temporaries' and students' timekeeping process will not change

Please note, approximately 8,300 temporaries and students are currently clocking in/out using the electronic timekeeping system.

Who is Impacted for Leave?

- All permanent employees who accrue leave will use Wolf Time for leave tracking
 - GOOD NEWS! Leave can be entered in advance for prior approval
 - Time format will be entered differently, for example 4.25 hrs instead of 4 hours, 15 minutes

Who is Impacted for Timekeeping?

- All permanent, non-exempt employees, who are currently required to complete paper timesheets
- Supervisors of all permanent, non-exempt employees

Impact to Non-Exempt Employees

- Will begin clocking in/out on a daily basis
 - With every “in” there must be an “out”
 - Example: 8:01 In 11:55 Out
 12:55 In 5:02 Out
- Can use wall clocks or web clock (mobile or desktop)

Impact to Supervisors

- Timesheet and leave approvals will now be online – **no paper!**
- Timesheet approvals should be completed on a **weekly basis**; will receive e-mail notifications for time pending approval
- Approval list will be shown in Manager Dashboard
- Managers will review for exceptions such as missed entries
- Can approve remotely

Impact to Timekeepers/ Leave Coordinators

- Move to data validation role as opposed to data entry
- Will **no longer** calculate and enter exception pay such as shift differential and holiday pay
- Will **no longer** calculate and enter compensatory time
- Will still enter on-call pay
- Monitor for exception alarms and supervisor approvals
- Serve as back up approver for supervisors

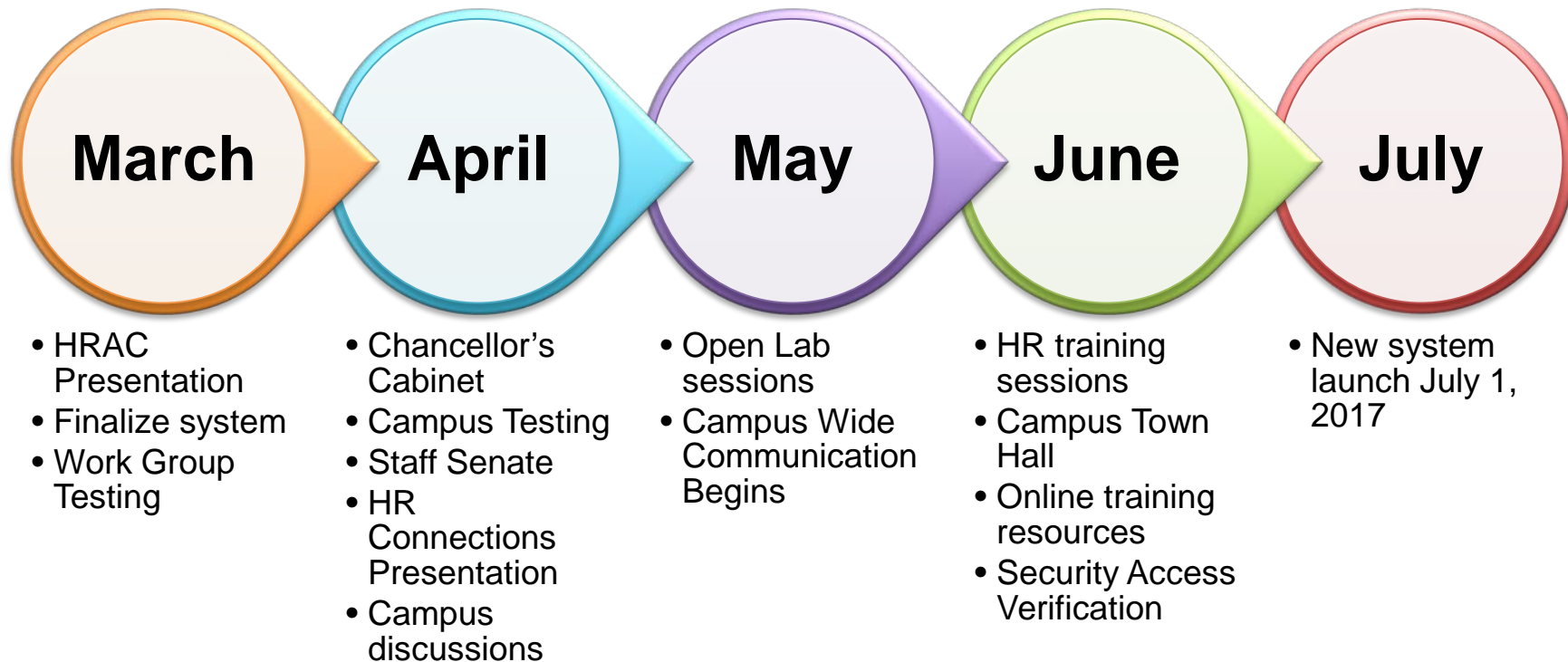
Compensatory Time Tracking

- Wolf Time
 - calculates compensatory time automatically
 - defaults to compensatory time as opposed to overtime pay
 - Manual payout process available
 - requires use of compensatory time prior to vacation or bonus leave

Where We Need Your Support

CHANGE!

Proposed Timeline



Key Points to Remember

- All non-exempt employees will begin clocking in/out July 1, 2017
- System defaults to compensatory time for hours physically worked over 40
- Supervisors will approve weekly
- Current system security access will transfer to new system for timekeepers; leave administrators will need to attend training in May/June

Questions?



Resources

- hrim.hr.ncsu.edu
- go.ncsu.edu/leave

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