Timekeeping and Leave System

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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
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**treamlined 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
Proposed Timeline

March
- HRAC Presentation
- Finalize system
- Work Group Testing

April
- Chancellor's Cabinet
- Campus Testing
- Staff Senate
- HR Connections Presentation
- Campus discussions

May
- Open Lab sessions
- Campus Wide Communication Begins

June
- HR training sessions
- Campus Town Hall
- Online training resources
- Security Access Verification

July
- New system launch July 1, 2017
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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