Timekeeping and Leave System

Presented By:

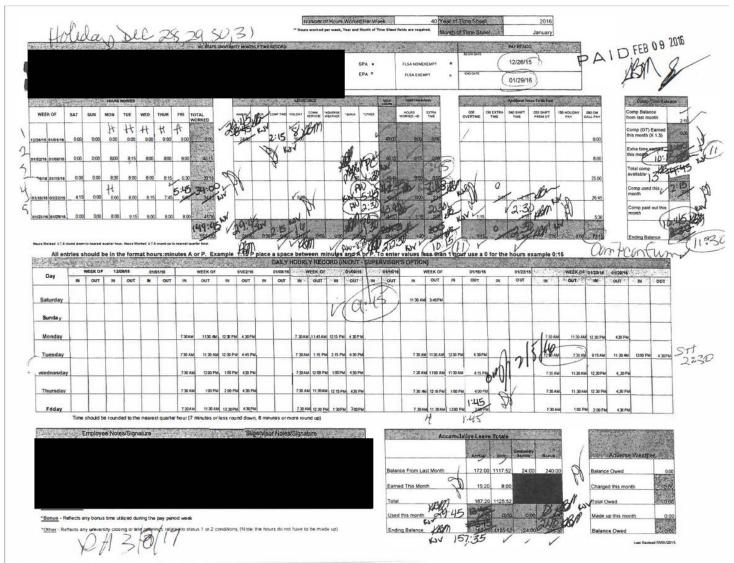**Todd Driver, Director, HRIM**

Joe Williams, Director, Benefits

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

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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
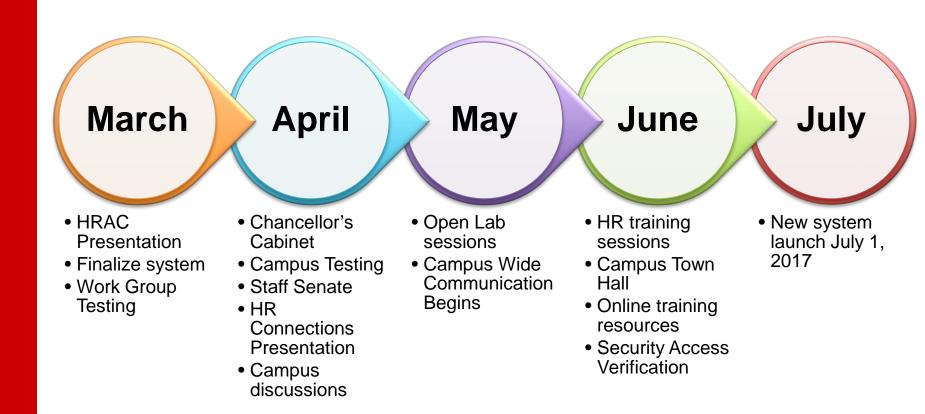 - requires use of compensatory time prior to vacation or bonus leave

Where We Need Your Support

CHANGE!

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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