Time & Labor/Absence Management: You’ve Got Questions? We’ve Got Answers!

January 12, 2016
Time & Labor and Absence Management Project

• TLAM Project Background
• Project team:
  – Payroll: Carol Walters, Sylvia Miller, Andy Williams
  – HR: Kimberly Landmann, Hillary Kravitz, Julia Guiney (Cathy Campbell)
  – ITS: Gene Bulla, Lynn Butler, Jay Meyer, Susan Hamilton
  – Training: Crandall Collins, Jeanne Delacluyse, Anita Gorski, Elia Barrientos-Salazar
• We are in testing phase, coordinating with HighStreet Consultants following their configuration completion!
Time & Labor and Absence Management

What’s next?
## Updated Implementation Schedule

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<td><strong>Testing</strong></td>
<td><strong>Testing Finishes</strong></td>
<td>AM Super User Training</td>
<td><strong>AM Go Live</strong>&lt;sup&gt;*&lt;/sup&gt; April 11th</td>
<td>End User &amp; Supervisor Training continues</td>
<td>Procedures Posted</td>
<td><em>non faculty</em></td>
<td>FT Faculty Trained</td>
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<td><strong>Training Modules Development</strong></td>
<td><strong>AM Super User Training</strong></td>
<td>End User training starts</td>
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<td><strong>Procedure Documentation Prep</strong></td>
<td><strong>Procedure Documentation Prep</strong></td>
<td>Supervisor Training Starts</td>
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<td><strong>HR</strong></td>
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<td><strong>Testing</strong></td>
<td><strong>Testing</strong></td>
<td>Parallel Testing</td>
<td>Testing Finishes</td>
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<td>T&amp;L Go Live</td>
<td>Start Phase 2</td>
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<td><strong>Procedure Documentation Prep</strong></td>
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<td><strong>Training Modules Development</strong></td>
<td><strong>Training Modules Finalized</strong></td>
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<td>TL Super User Training</td>
<td>End User training starts</td>
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*College Lake County: Connect to Your Future*
Top 10 reasons TLAM Benefits Us All

1. It ensures your paychecks are accurate.
2. TL ensures everyone gets credit for all pay-eligible hours worked, either through overtime or “comp” time.
3. AM lets you easily track how much paid leave time you are earning and using.
4. It’s convenient – more information and functionality at your fingertips!
5. It’s more efficient – the use of technology and updated processes saves paperwork and time.
Top 10 reasons TLAM Benefits Us All

6. It provides an accurate and efficient way for us to report Federal, State, Grant and other compliance reporting.

7. It requires consistency in administering policies and procedures across all divisions and departments.

8. It gets us in line with almost all other organizations our size, including colleges.

9. It addresses increasing accountability concerns for colleges and public entities among tax payers.

10. It’s a powerful planning tool for supervisors and employees – having relevant and real time data (e.g., planning vacations or time off, identifying staffing needs, developing budgets, etc.) will benefit everyone!
Phased in “Go Live”

• Absence Management – “go live” on April 11, 2016 for all applicable employee groups (does not include student workers, temporary employees and adjunct faculty at this time).

• Absence Management will have a full cut over from old process to new system.

• Time & Labor – tentative “go live” in June 2016.

• After T&L “go live,” we will have a two-month “grace period” as people learn to use the system.

• Super users throughout the college will be available to help employees as needed (of course Payroll and HR Reps are available as well).
Q: How will training be handled and will it happen at all campuses?

A: Training modules are being developed – video, that will be accompanied by written documentation.

“Super User volunteers will go through the training to provide final feedback. These volunteers will then assist in delivery of training as well as be available to answer end user questions after “go live.”

Q: Where will PC’s and Tablets be located for use by staff to punch in/out and request leave time?

A: Equipment needs continue to be assessed. Most departments have sufficient equipment, but others will need additional devices. Goal is to have devices in place for June Time & Labor “Go Live.”