



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
BM

NC STATE UNIVERSITY MONTHLY TIME RECORD

SPA # [redacted] FLSA NONEXEMPT # [redacted] PAY PERIOD: 12/28/15
 EPA # [redacted] FLSA EXEMPT # [redacted] END DATE: 01/29/16

WEEK OF	HOURS WORKED							TOTAL WORKED	LEAVES USED							TOTAL HOURS	ADDITIONAL HOURS PAID		Comp Time Balance						
	SAT	SUN	MON	TUE	WED	THUR	FRI		ANNUAL	COMP TIME	HOLIDAY	COMP SERVICE	INDEMNITY	BONUS	OTHER		HOURS WORKED - HD	EXTRA TIME		000 OVERTIME	100 EXTRA TIME	040 SHIFT TIME	030 SHIFT PREM OT	105 HOLIDAY PAY	000 OW CALL PAY
12/28/15	0:00	0:00	H	H	H	H	A	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	2:15
01/02/16	0:00	0:00	8:00	8:15	8:00	8:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:15	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	8:00
01/15/16	0:00	0:00	8:30	8:00	8:00	8:15	8:30	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	25:00
01/18/16	4:15	0:00	H	8:00	8:15	7:45	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	26:45
01/22/16	0:00	0:00	8:00	9:15	8:00	8:00	8:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	5:30

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

DAILY HOURLY RECORD (IN/OUT - SUPERVISOR'S OPTION)

Day	WEEK OF 12/28/15		01/01/16		WEEK OF 01/02/16		01/08/16		WEEK OF 01/09/16		01/16/16		WEEK OF 01/18/16		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]

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

2/13/17

Accumulative Leave Totals				Adverse Weather	
	Annual	Sick	Compensatory	Hours	Balance
Balance From Last Month	172.00	1117.52	24.00	240.00	0.00
Earned This Month	15.20	8.00			0.00
Total	187.20	1125.52			0.00
Used this month		0.00	0.00		0.00
Ending Balance	187.20	1125.52	24.00	240.00	0.00

157.35

Comp Time Balance Summary:

- Comp Balance from last month: 2:15
- Comp (OT) Earned this month (X 1.5): 0:00
- Extra time earned this month: 10:00
- Total comp available: 12:15
- Comp used this month: 2:15
- Comp paid out this month: 0:00
- Ending Balance: 10:00

11:30

STT 2:30

amtcantun

Last Revised 05/01/15

Current Challenges

- Current process is manual/labor intensive
 - Paper timesheets
 - Manual entry of payroll transactions
 - Physical retention of records
 - Complex timesheet workflow (numerous people in process chain)
 - High rate of rework for department

Current Challenges

- Compliance
 - Inconsistent application of exception pay policies such as overtime, shift differential, etc.
 - Timesheet audit findings
- Best Practices

Current Challenges

- Lack of automation and integration between timekeeping and leave systems
 - Timekeeping and leave entry currently in separate systems
 - Comp time auto aging must be tracked in one system and paid manually in another



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

Overall Benefits

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

Compliance

- Standardize recordkeeping and retention
- Comply with Federal, State, and University regulations and policies
- Address timesheet calculation audit findings
- Create an electronic audit trail of transactions, modifications, and approvals

Automation and Integration

- Consolidate timekeeping and leave systems
 - Transactions flow between timekeeping and leave systems reducing the need for dual entry
- Automate pay calculation for FLSA exception pay such as shift differential and holiday pay
- Automate calculation of compensatory time and auto aging payout
- Adverse weather event automation

Streamline Processes

- Online approvals of time and leave
- Mobile time and absence entry through new Employee Self Service interface
- One stop shop for approvals on Manager Dashboard with remote option
- Managers will have the ability to approve multiple requests at one time
- Online end of year leave reporting and approvals replace current paper process

Efficiency and Accuracy

- Maintain consistent process and policy application across campus
- Accurately calculate time and pay
- Move focus of timekeepers and leave coordinators to data integrity as opposed to data entry
- Increase efficiency in workflows

Who is NOT Impacted?

- Temporaries' and students' timekeeping process will not change

Please note, approximately 10,000 temporaries and students are currently clocking in/out using an electronic timekeeping system.

Who is Impacted for Leave?

- All permanent employees who accrue leave will use Wolf Time for leave tracking
 - Leave should be entered AFTER it is taken
 - 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

Methods to Clock In/Out

- Wall Clock
- Web Clock
 - Mobile
 - Desktop

**How will this
impact your unit?**



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

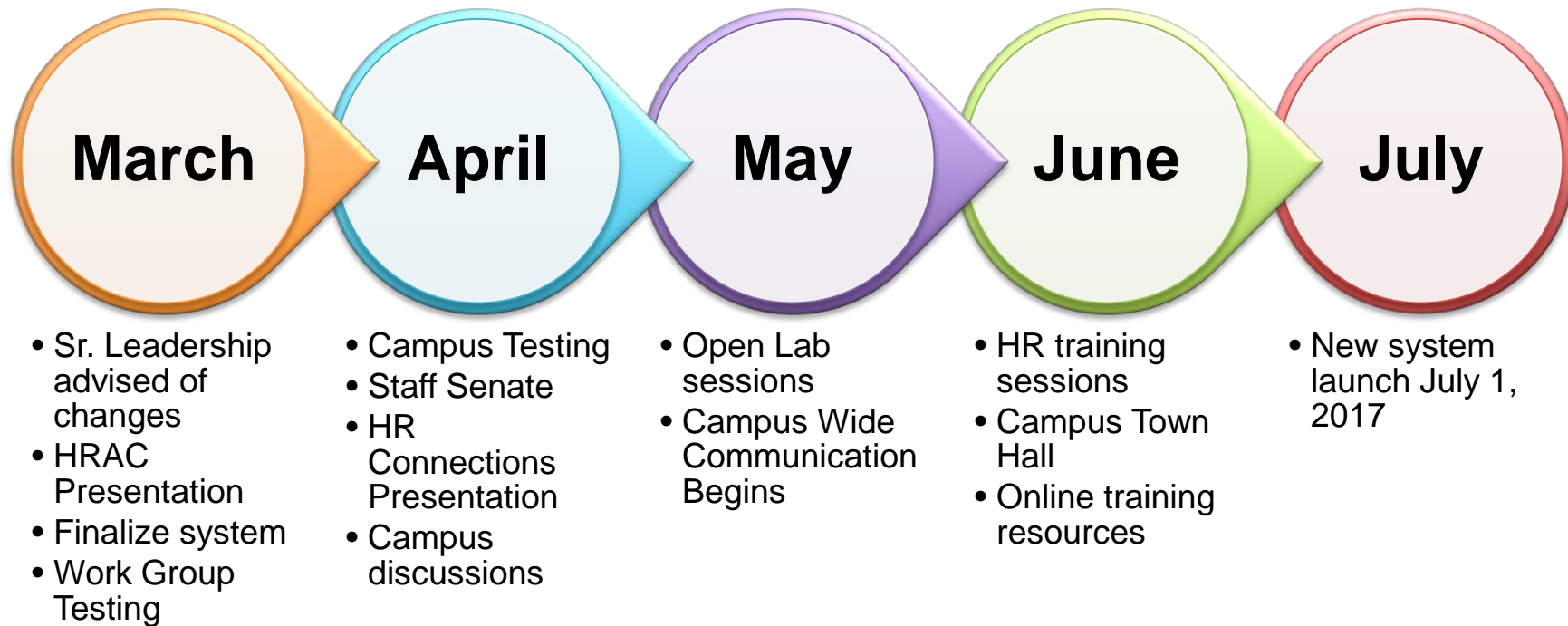
Where We Need Your Support

CHANGE!

Where We Need Your Support

- TESTING, TESTING, TESTING!!!
 - Participation and Feedback
- Time Clock discussions
- Leave request process modification
- Compensatory Time conversion
- July 1, 2017 actions

Proposed Timeline



Key Points to Remember

- All non-exempt employees will begin clocking in/out July 1, 2017
- Approver assigned by “Reports to” field; University HR cannot approve time or leave requests
- Current system security access will transfer to new system

Questions?



Resources

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

Contacts

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