UChicago Time

Approver Training

Agenda

• UChicago Time Overview
• Employee Time Management
• Approval Process
• Absence Management
• Practice Makes Perfect
• Q & A – HR Representative

What is UChicago Time?

• University’s Method for Reporting Time for all Biweekly Employees
• Monthly Employees Report Absences
• Faculty and Other Academic Staff Will Use System to Approve Employee Time
Old System

• Employee Fills Out Timecards by Hand or With Punch Clock
• Approver Makes Corrections and Manually Calculates Time
• Payroll Processes and Scans Timecards. Time is Manually Entered Into the Payroll System

New System

• Employee Clocks Work Time on Web or by Using a Time Clock Device
• Approves Uses Web to Edit and Approve Employee’s Time
• Payroll Receives Time at the End of Pay Period and Processes Paycheck

Benefits to the University

• Eliminates Processing of Paper Time Cards
• Assists in FMLA Compliance
• Provides Ability to View and Approve Time Online
• Offers Ability to Report and Approve Absences for All Non-Academic Employees
Benefits to the University

- Offers:
  - Accrual balances online
  - Track patterns of absenteeism
  - Track types of pay (e.g., overtime)
  - Equalization of overtime opportunities (labor contract specification)

Benefits to Employees

- More Accurate Reporting of Time
- Consistently Interprets Earnings Codes According to University Policy and Union Contracts
- No Manual Calculating
- Tracks and Reports Accruals
- Provides Email Notifications for Approver and Employees

What’s In It For Me?

- Help Identify Tardiness Problems
- Assist with Performance Management
- Improve Planning and Coverage in the Office
- Less of “End of Pay Period Time Crunch” for Approving Time
Approver Responsibilities

• Check and Adjust Employee Time on a Timely Basis and Before the Pay Period Lockout
• Properly Edit In and Out Times, Absence Codes, Premiums, and Bonuses
• Supervise Employees Making Sure They Are at Work and Are Reporting Time Correctly

Approver Responsibilities

• It is Recommend to View and Edit Time At Least Once a Week
• Read “Paying Employees Correctly”
  hr.uchicago.edu/publications/paying_employees_correctly.pdf

Who Does What?

• Report Time by Clocking In and Out
  – Biweekly staff, non-academic
  – All students
  – All temp and part-time biweekly staff, non-academic
• All Monthly, Non-Academic Employees Submit Monthly Absence Reports Online
How Employees Clock Time

• Using the Web Clock
• Using Swipe Card Devices
• Able to View/Print Clock Data on Either Device

Time Clock Device

• Clock In
  – F1
  – Swipe
• Clock Out
  – F5
  – Swipe

Clock On/Off – Single Job

It’s Important To Make Sure Employees Log Off After Clocking In or Out
It's Important To Make Sure Employees Log Off After Clocking In or Out

Electronic Timesheet replaces timecard

Log In

- http://uctime.uchicago.edu/
- Login With Your CNet ID and Password
Employee Time Management

Overview

A Few Reminders

- By Law, All Employees Must Be Paid For All Clocked Work Time Including Overtime
- Regardless of Where Work is Performed, Budgets, and Approval by Supervisor
- With UChicago Time, All Clocked Time Will Be Reported and Paid Even if Unapproved

A Few Reminders

- Clocking in Early or Out Late Will Add Increments of Overtime to the Employees’ Records
- To Avoid Paying Unapproved Overtime Hours, Each Department Will Need to Establish Rules for Clocking In and Out According to Schedule
Time Interpretation

• Timesheet Rounds Up to \textbf{SIX} Minutes Before or After the Scheduled Start and End Times

Lunch Breaks

• Employees Do Not Clock In and Out For Lunch Unless It Is Specifically Required For a Group
• Lunch Breaks Are Put Into the Schedule Automatically
  - This time will not be paid time

Lunch Breaks

• Lunch Breaks Can Be Adjusted By the Approver If an Employee
  - Takes a shorter break
  - Takes no break
  - Has a partial day absence that eliminates a lunch break
Schedules and Shifts

• Biweekly Employees are Assigned Work Schedules With Shifts
  - Schedules Identify Which Shifts are Worked on What Days
  - Monday through Friday
  - Shifts Identify the Work Hours In a Day
    • 8:00 to 4:00, 30 minute lunch

Schedules and Shifts

• Shift Indicators Show
  - Day, Evening, Night, and Mixed Shifts
  - Pay Rate is Different for Different Shifts
• Some May Have Flex Schedules
  - Would Need to Clock In/Out for Lunch

Approval Process
Approval Process

- Biweekly Employees Record Time
- Calculations and Earnings Codes are Assigned Automatically
- Employees Edit Their Own Absences
- Approver Reviews and Makes Corrections
- Approver Approves Time
- Approver Approves or Rejects Requests for Time Off

Students

- Student Employees Are On an Open Schedule. If They Punch In But Forget To Punch Out, They Will Be Clocked Out Up to 8 Hours After Clock in Time

Monthly Employees

- Approvers Review and Approve Monthly Absence Reports

Common Codes

- Earning Codes
  - RPD – Regular Pay
  - OTD – Overtime
  - VCD – Vacation
  - SKP – Sick

- System Codes
  - W – Worked Time
  - D – Scheduled Day Off
  - BRK – Break/Lunch
  - LT – Late Arrival
  - LL – Long Lunch
  - LE – Left Early
  - UA – Unexpected Absence
View and Approve Time

- Employee Works Scheduled Hours – Automatically Approved
- Approved Time Appears in BLACK
- Unapproved Time Appears in RED

Absence Management

- Employees Can Report Their Own Paid Absences If Accrued Time is Available
- Bi-Weekly Employees Can Request Future Absences For Vacation, Personal Holiday, or Scheduled Sick Days If Accrued Time is Available
- Approvers Can Approve a Pending Absence Request, Which Places the Absence on the Employee’s Schedule
### Unpaid Absence Types

- **Unpaid Absences**
  - UA - Unexpected Absence
  - LT - Late Arrival
  - LL - Long Lunch
  - LE - Left Early

- **Excused Unpaid Absences**
  - Unpaid FMLA
  - Sick
  - Vacation
  - UAU - Unexcused Unpaid Absence

### Paid Absence Types

- **Paid Absences**
  - VC - Vacation
  - SKP - Sick
  - PH - Personal Holiday
  - JDP - Jury Duty
  - VPP - Voting
  - BRP - Bereavement
  - OAP - Other Paid Absences

### Additional Information
**Monthly Employees (non-academic)**

- Submit a Monthly Absence Report by the **Last** Day of Every Month
- Should be Approved by the 2\textsuperscript{nd} of the Month
- Report Absences by the Date, Absence Type, and Time (usually a full day)
- Approver Must Approve the Report
- Monthly Employees Can View Accruals

**Running Reports**

- Accrual Forecast Report
- Daily Attendance Report
- Schedule Vs. Worked Report
- Usage Report
  - Family Medical Leave Act (FMLA)
  - Short Term Disability (STD)

**Additional Information**

- Approving Employees with Multiple Jobs
- Changing an Employee’s Schedule
- Assigning Premiums and Overrides
- Lump Sum Payments
- Adjustments
Resources

- Paying Employees Correctly:  
  http://hr.uchicago.edu/publications/paying_employees_correctly.pdf
- UChicago Time Website:  
  http://uctime.uchicago.edu
- UChicago Time Support:  
  uctimesupport@lists.uchicago.edu

Log Out

Thank You