



## UChicago Time

### Approver Training

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## Agenda

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

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## 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

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## 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



4

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## New System



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

5

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## 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

6

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## 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)

7

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## 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

8

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## 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

9

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## 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

10

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## 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](http://hr.uchicago.edu/publications/paying_employees_correctly.pdf)

11

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## 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

12

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## How Employees Clock Time

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

13

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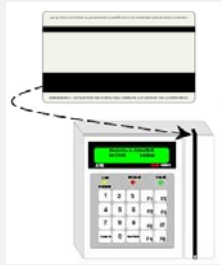
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## Time Clock Device

- Clock In
  - F1
  - Swipe
- Clock Out
  - F5
  - Swipe



14

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## Clock On/Off – Single Job

The screenshot shows the 'Web Clock' interface for user 'WENDEP, EP936ABM'. The top section displays a calendar for June 2008. The 'Web Clock' section shows the user is currently checked off. Below this, there is a 'Clock On' button circled in red. The interface also displays the user's current status as 'checked off' and provides options to 'Clock On' or 'Clock Off'.

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

15

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## Clock On/Off – Multiple Jobs

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

16

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## Clock Time & Timesheet

Electronic Timesheet replaces timecard

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## Log In

- <http://uctime.uchicago.edu/>
- Login With Your CNet ID and Password

18

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## Employee Time Management

### Overview

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## 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

20

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## 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

21

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## Time Interpretation

- Timesheet Rounds Up to *SIX* Minutes Before or After the Scheduled Start and End Times

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## 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

23

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## 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

24

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## 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

25

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## 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

26

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## Approval Process

27

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## 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

28

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## Approval Process

### 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

29

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## Common Codes

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| <ul style="list-style-type: none"> <li>• Earning Codes           <ul style="list-style-type: none"> <li>▪ RPD – Regular Pay</li> <li>▪ OTD – Overtime</li> <li>▪ VCD – Vacation</li> <li>▪ SKP – Sick</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• System Codes           <ul style="list-style-type: none"> <li>▪ W – Worked Time</li> <li>▪ D – Scheduled Day Off</li> <li>▪ BRK – Break/Lunch</li> <li>▪ LT – Late Arrival</li> <li>▪ LL – Long Lunch</li> <li>▪ LE – Left Early</li> <li>▪ UA – Unexpected Absence</li> </ul> </li> </ul> |
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30

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## View and Approve Time

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

31

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## Absence Management

32

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## 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

33

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## 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

34

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## Paid Absence Types

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

35

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## Additional Information

36

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## Monthly Employees (non-academic)

- Submit a Monthly Absence Report by the ***Last*** Day of Every Month
- Should be Approved by the 2<sup>nd</sup> 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

37

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## Running Reports

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

38

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## Additional Information

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

39

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## Resources

- Paying Employees Correctly:  
[http://hr.uchicago.edu/publications/paying\\_employees\\_correctly.pdf](http://hr.uchicago.edu/publications/paying_employees_correctly.pdf)
- UChicago Time Website:  
<http://uctime.uchicago.edu>
- UChicago Time Support:  
[uctimesupport@lists.uchicago.edu](mailto:uctimesupport@lists.uchicago.edu)

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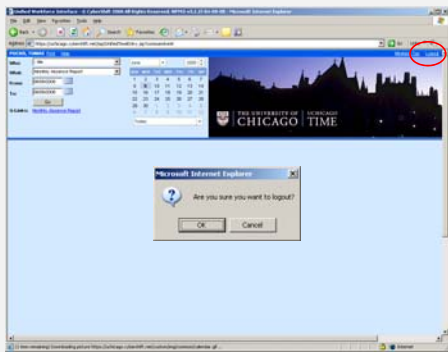
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## Log Out



41

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## Thank You

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