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Transition to Kronos Timekeeping System

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To: All Student Life

Re: Transition to Kronos Timekeeping System

We are excited to announce there are plans underway to transition to Kronos as our timekeeping system in Student Life. Kronos will capture and record time for students and all staff who are non-exempt and paid bi-weekly, and exempt staff. This will allow us to automate the paper timecard that many of the students currently use.

Kronos is compatible with UCPath and is currently being used by several UCSD campus departments including Housing and Dining and the Bookstore. In addition, several UC campuses are also using Kronos; UCR & UCSB. Departments have recognized savings in both staff time and effort by eliminating paper timecards and manual data input of time and leave information into PPS. A timekeeping system also helps us remain compliant with federal, state and campus time reporting policies. Currently Student Life HR is processing 600- 800 bi-weekly and monthly timecards. Timecards are collected in several different ways; paper timecards, MyTime, and two different time clock configurations. SLHR timekeepers then manually enter the time into PPS for each timecard. To ensure accuracy, a second person then reviews/audit each entry for data accuracy and policy compliance. Kronos will automatic this process saving time, effort, and reducing errors.

The Student Life Business Office will oversee the implementation and transition with input from you. The SLHR office will work with each unit to assure concerns are addressed and the transition occurs as smoothly as possible. During the implementation we will discuss the needs and concerns with each unit/area before they are brought on-board. The intention is to automate, capture time worked or leave taken and then to mirror your current method as much as possible. This means paper timecards will transition to swiping at a timeclock. Those that use MyTime, we will mirror Kronos as much as possible to feel the same as MyTime.

Units will have the opportunity to hear and share as we begin the process. During this phase we will state our vision, goals and timeline. We will also hear your concerns about the new system what this means to you.

Our initial plans call for the transition to occur in three phases with everyone using Kronos by Summer 2019. To accomplish this, we will go-live in January 2019. To ensure we capture time correctly, staff will follow their current procedures for reporting time while utilizing Kronos to capture time. This will allow us to compare the time you report on your current system to Kronos and allow you to get familiarized with Kronos. Please see the SLBO website for news and updates: <https://slbo.ucsd.edu/index.php>

Go-live: January 2019

Student Life Business Office -
All represented staff, Starbucks,
All students, all non-exempt staff, and BYA,
All Exempt staff

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