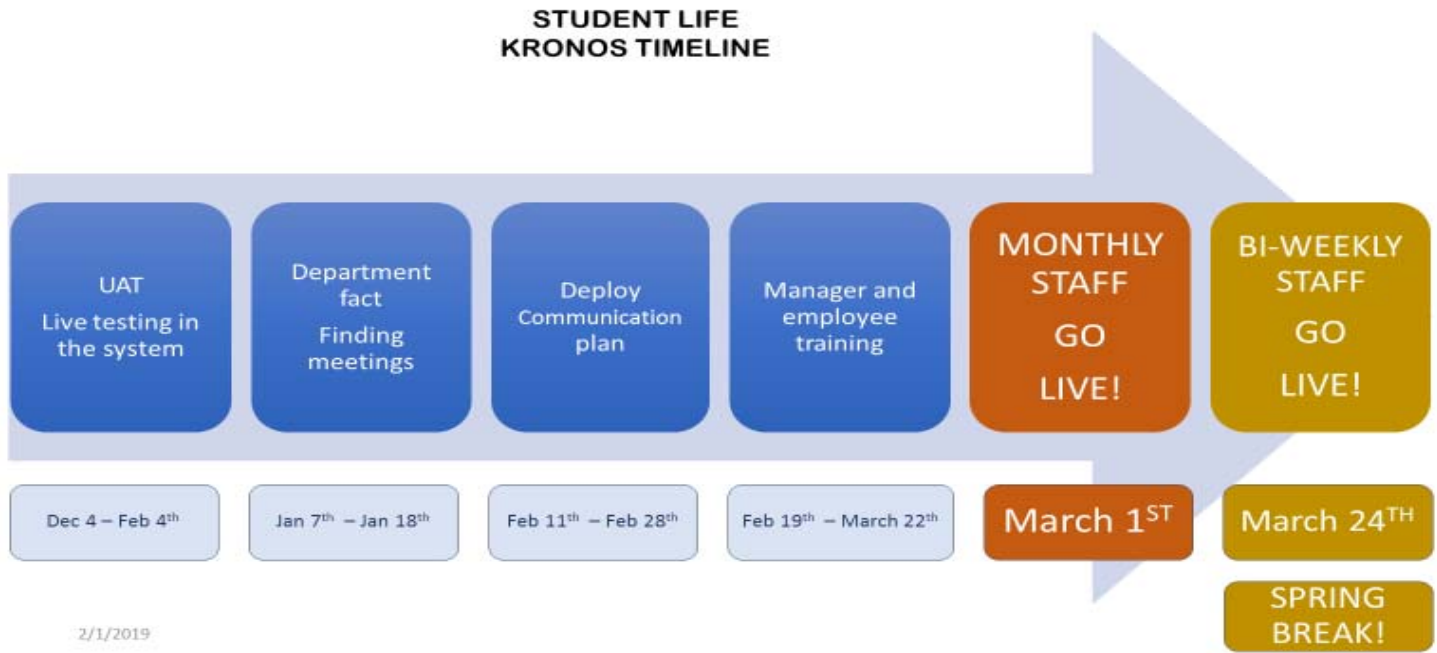February 1, 2019

Greetings Student Life:

Our Kronos go-live date has moved to March 1st for <u>monthly</u> and March 24th for <u>bi-weekly</u>.

STUDENT LIFE
KRONOS TIMELINE

UAT Live testing in the system	Department fact Finding meetings	Deploy Communication plan	Manager and employee training	MONTHLY STAFF GO LIVE!	BI-WEEKLY STAFF GO LIVE!
Dec 4 – Feb 4th	Jan 7th – Jan 18th	Feb 11th – Feb 28th	Feb 19th – March 22th	March 1ST	March 24TH
					SPRING BREAK!

2/1/2019

Manager and Staff Trainings are scheduled for the week of February 19th – March 22nd (invitations to those trainings will follow shortly).

In January, we spent two days hosting unit fact-finding. Based on the feedback from those sessions, we identified six (6) methods for capturing time. Below is a quick reference of the methods and how each method will be applied.

6 Time Entry Methods:		Who will use:		
	Time Clock – Swipe	Most Students	All Starbucks	Custodians/Bussers
Most common	Desktop - Timecard – by exception time (exempt)	All monthly staff		
	Desktop - Timestamp – positive time	Bi-week staff (not listed above)		
	Desktop - Timecard – (Bi-weekly)	Students - Community Service (off site)		
As determined	Mobile Geofence	Ushers & Triton Outfitters		
	By Agreements	Elected positions	Appointed positions	Guardian

- Most students will swipe their student ID at one of the new timeclocks, a few will use a desktop or mobile device
- Staff that are currently punching will continue to punch by swiping at one of the new timeclocks.
- Staff that are using MyTime will transition to the Kronos <u>Desktop</u> to report time in the same fashion.