# THE TRANSITION TO KRONOS

# WHAT IS KRONOS?

Kronos is a timekeeping system

Captures time worked and uploads into our payroll system, eliminating the need for manual key entry of time.

The system is designed to daily load staff names into the time clocks from PPS.  At the end of the pay period, hours worked will be uploaded into the payroll system for check generation. This will replace our manual process of keying hours worked for 600+ staff.

# WHY THE TRANSITION TO KRONOS

❖ Business need

❖ Employee benefit

❖ Best practice

❖ UCPath

# BUSINESS NEED

❖ Currently we have 600-800 timecards per bi-weekly pay period.

❖ There are four different methods for how we capture punches;

  ❖ MyTime (70)
  ❖ Paper timecards (650+)
  ❖ Paper punch card (50+)
  ❖ Starbucks employees that swipe a timecard (60+)

❖ MyTime is the only on-line process and currently not compatible with UCPath

❖ The 3 remaining manual processes require paper timecards, and paper timesheets

❖ Hand routing of timecards and timesheets

❖ Requires manual keying of data and manual review

❖ This process is very labor intensive and error prone

❖ Continue our commitment to paying all employees accurately for the work they perform

# EMPLOYEE BENEFIT

Value to our staff

- ❖ Consolidates My Leave Balances and MyTime into one portal
- ❖ Provides real time leave balances; employees can view leave time on-line or on time clocks
- ❖ Employees can "forecast" their leave balances for planning
  - i.e. "it's August, how much time will I have when we get to the December closure?"
- ❖ Access to your own information
- ❖ Consistent and accurate tracking of time

# BEST PRACTICES

❖ This will help us remain in payroll compliance

❖ Updated pay rules for staff

❖ Updated pay rules to comply with CA state laws

❖ Employee and manager review and approve time on-line

❖ Electronic record keeping

# UCPATH

❖ UCPath will be on campus Fall of 2019

❖ Currently there is not a plan to bring MyTime into UCPath

❖ Kronos compatible with UCPath

# TRANSITION

❖ Students will experience the biggest change as they transition from their current paper timecard and begin to swipe their student ID cards in a Kronos timeclock.

❖ Staff that punch a paper timecard will transition to swiping their ID in a Kronos time clock.

❖ Staff that enter time in MyTime will enter time in the same way within Kronos.

❖ Exempt staff will continue to use MyTime until phase three; 6-12 months after go live, but before UCPath.

# TIMELINE – KEY DATES

❖ September & October, 2018
    ❖ We are currently testing and verifying pay rules 2-3 months

❖ November, 2018
    ❖ First go live group scheduled.  K6, TX, Starbucks, and Business Office Staff

❖January, 2019
    ❖ All non-exempt staff
    ❖ All Students
    ❖ All By Agreement students

❖ Spring 2019
    ❖ All Exempt staff transition from MyTime to Kronos before UCPath

❖ Fall 2019 UCPath