Ecotime: Supervisor Overview

December 17, 2019
Agenda

• About the Ecotime Project
• Supervisor Role & Changes
• Supervisor Training
• Contact Information
About the Ecotime Project

For project updates, FAQs, and rollout schedule, please visit:

https://esr.ucsd.edu/projects/time
What does the HBS-Ecotime system do?

- Creates, reviews and approves employee timesheets
- Calculates hours and hour types, sends for further payment processing
- Integrates with PPS and UCPath

Why are we changing?

- Consolidates number of timekeeping systems integrating with UCPath
- Reduces administration by transitioning current and future users to the same product
- Automates complex pay rules and policies reducing manual calculation and improving accuracy

Reference: https://esr.ucsd.edu/time
More than 25,000 employees are affected.

Everyone using . . .

- MyTime and TAR (includes Health Sciences)
- UC San Diego Health’s HBS-TPS
- Temporary Employment Services' TOPS
- Resource Management & Planning's (RMP) HBS Time Suite
- Many who submit paper timesheets

The Kronos and UC San Diego Police Department Telestaff time reporting systems will not be included in the transition to Ecotime
Meet the Team

George Gomez - Change Lead/Practitioner
Payroll Analyst, Business & Financial Services, Payroll

Kim Ayoub - Change Lead/Practitioner
Director, Temporary Employment Services, Human Resources

Eliud Escobedo - Change Lead/Practitioner
Director of Business Transformation & Innovation, Resource Management Planning

Rebecca Ursich - Change Practitioner/Instructional Content Designer
Trainer, Business & Financial Services, Business Transformation & Optimization (BTOP)

Chris Bryan - Project Manager, Information Technology Services

Jen Grau - Solution Architect
Assistant Director, Information Technology Services Business Technology

Rosemarie Mirano-Del Mar - Business Analyst
Organizational Consultant, Business & Financial Services, BTOP

Reference: https://esr.ucsd.edu/the-team/timekeeping.html
Sponsorship

**Project Sponsors**

**Pierre Ouillet** - Vice Chancellor, Chief Financial Officer, Campus

**Lori Donaldson** - Chief Financial Officer, UC San Diego Health

**Escalation**

**Pearl Trinidad** - Executive Director, Business & Financial Services

**George Gomez** - Payroll Analyst, Business & Financial Services

**Jim Ryan** - Director of Operations Services & Solutions, Human Resources Office, Health Sciences

**Gary Nittoly** - Principal Administrative Analyst, Payroll, Medical Center

**Han Ho** - Operations Manager, Timekeeping, Office of the Vice Chancellor, Health Sciences Central Services

**Terri Winbush** - Senior Director, Labor & Employee Relations, Human Resources

**Project Governance**

**Pierre Ouillet** - Vice Chancellor, Chief Financial Officer – Campus

**Cheryl Ross** - Assistant Vice Chancellor/Controller, Office of the Vice Chancellor - Chief Financial Officer

**Vince Kellen** - Chief Information Officer, Campus

**Nancy Resnick** - Chief Human Resources Officer, Campus

**Janet Kamerman** - Chief Human Resources Officer, Health Sciences

**Cynthia Palmer** - Assistant Vice Chancellor, Academic Personnel Services

**Evelyn Hidalgo** - Associate Dean, Academic & Staff Administration

**Chris Longhurst** - Chief Information Officer, Health

**Lori Donaldson** - Chief Financial Officer, UC San Diego Health

**Pearl Trinidad** - Executive Director, Business & Financial Systems

**Reid Hollyfield** - Associate Chief Financial Officer, Health Sciences

**Sylvia Lepe** - Assistant Vice Chancellor, Budget
Project Roadmap

**UCPath Testing**
- Complete Integrated Testing
- Currently Testing/Verifying Rules
- In User Testing (9/30 – 11/8)

**HS/MC Implementation**
- Health leads Ecotime implementations for:
  - Health Science (staff)
  - Medical Center (Health)

**Campus Communication/Training**
- Campus communication
- Self-directed training - most users
- Manager and Timekeeper Webinars

**Campus Implementation**
- Rollout pre-UCPath to reduce risk.
- Adding to existing instance
- Select users to go-live with UCPath

- May – November 2019
- July – December 2019
- September 2019 – February 2020
- January – March 2020
## Rollout Schedule

### Campus Implementation Schedule

<table>
<thead>
<tr>
<th>Wave</th>
<th>VCs and/or Departments</th>
<th>Time Entry Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus 1</td>
<td>Advancement&lt;br&gt;Chancellors Office&lt;br&gt;Chief Financial Officer (excluding Temporary Employment Services)&lt;br&gt;EDI&lt;br&gt;Research&lt;br&gt;Student Affairs</td>
<td>BW 1/26/20&lt;br&gt;MO 2/1/20</td>
</tr>
<tr>
<td>Campus 2</td>
<td>Academic Affairs&lt;br&gt;Marine Sciences (excluding “Sea Pay” title codes)&lt;br&gt;Resource Management and Planning&lt;br&gt;Medical Center (ARC)&lt;br&gt;Health Sciences (ARC)</td>
<td>BW 2/23/20&lt;br&gt;MO 3/1/20</td>
</tr>
<tr>
<td>Campus 3</td>
<td>Temporary Employment Services&lt;br&gt;Marine Sciences (“Sea Pay” Title codes)</td>
<td>With UCPath Go-live&lt;br&gt;BW 5/3/20&lt;br&gt;MO 5/1/20</td>
</tr>
</tbody>
</table>
## Project Implementation by the Numbers

### Transitioning or Upgrading to Ecotime

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Health Science Staff</th>
<th>Medical Center</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt</td>
<td>1,221</td>
<td>1,585</td>
<td>2,928</td>
</tr>
<tr>
<td>Non-Exempt</td>
<td>3,502</td>
<td>3,502</td>
<td>6,716</td>
</tr>
<tr>
<td>Accruing Academic</td>
<td></td>
<td></td>
<td>3,423</td>
</tr>
<tr>
<td>Total</td>
<td>4,723</td>
<td>8,051</td>
<td>13,067</td>
</tr>
</tbody>
</table>

Total employees affected: **25,841**

Nearly half of the population will be live by December.
Supervisor Role & Changes
Key Changes with Ecotime

- **Tracks FML** - Ability to track Family Medical Leave vacation/sick/comp time.
- **Minimizes Human Calculations** - Calculates employees' time worked in accordance with title code & union contracts. More consistency, less human error.
- **Drives Standardized Approvals** - Supervisor/Employee role relationships align with ‘Reports To’ Position Management roles within UCPath. Supervisors can delegate authority to their (1) supervisor, a (2) peer, a (3) direct report, or (4) assigned timekeeper, if needed.
- **Changes Timekeeper Role** - Timekeeper role more efficient – no required clicks to ‘accept’ individual time sheets. Becomes “Reviewer” unless delegated to approve.
- **Implements Best Practice for Hourly Employees** - Non-exempt employees will document hours worked or exceptions to a standard schedule to get paid.
Supervisor Role

• Approve and edit employee timesheet
• View **Employee Leave Balances**
• Approve or deny **Time Off Requests** (this is an optional feature)
• In their absence, **Delegate Authority** to another Manager/Supervisor for their **Timesheet Group** to make approvals
• Create pre-defined work schedules for Biweekly employees
• Create On Call Schedules for employees
• Set-up overtime designation as **pay** or **compensatory time**
Supervisor Training
Training Schedule

On Demand

• By mid-December posted on the Ecotime website

Quick Start Guides:

• Employee
• Supervisor
• Timekeepers

Recorded System Demonstrations:

• Employee
• Supervisor
• Timekeepers

Live Webinar System Walkthroughs

Will be offered during the weeks of

• January 6, 2020
• January 13, 2020
• January 20, 2020
• Additional dates in February

Detailed schedule will be posted on Project Website
1. Select Date

2. Enter Time In and Time Out, Duration, and Meal Break

3. Select Title Code (your job) and Pay Code – Hours Worked

4. For Exceptions, select Date above, and use Exception dialog box. Enter Duration, Title Code (your job), Pay Code e.g. vacation or sick

5. Click Save

6. At end of Pay Period, submit for approval, click Complete

- If you have been approved for FML, that option will be available
Employee – Biweekly – Important Reminders

- Entries are made on Hours Worked and Exception Time
  1. Verify the hours entered for A.M. and P.M.
  2. Use Meal Break entry
  3. Must click Save after each daily entry, then posts to Timesheet Summary

- You must make an entry for everyday of the pay period
- If you have multiple jobs, select the Title Code that represents the reported hours
- Exception hours entered must be the same as normal working hours, e.g. if you typically work 8 hours a day, you can only enter 8 hours
1. After selecting Timesheet period, current month displays.
2. You can add single entries by clicking Add Row or range of days by selecting Add Multiple Entries. Enter Date, Pay Code, and Duration.
3. This is the result of the entries made either by single or multiple entries.
4. Click Save.
5. Click Complete for approval.

- If you have been approved for FML, that option will be available.

Monthly Exception Reporting

If you have been approved for FML, that option will be available.
Submission Deadlines

- BW employee timesheets must be completed by the stated deadline.
- **Time not reported by payroll deadline will not be paid (BW)**
- Monthly employee **exceptions** to timesheets must be reported by core central payroll processing deadlines
Approving Timesheets – Timesheet Group Dashboard

- After selecting **Timesheet Group, Timesheet Statistics** and **Hours Summary** displays:

To review and edit timesheet, deselect **Approve**, click on the employee link, and make edits.

**Action:** Approve

**Hours Summary:**
Displays **Hours by Type** and employee submission as **Complete** with.

Verify there are hours listed and submitted as **Complete**.
1. Go to Manager Tasks > Delegate Authority
2. Select a Timesheet Group, click Go
Delegating Authority – Levels of Authority

1. In **Give Authority To**, select either a **Direct Report** or **Peer**
2. Enter **Begins** and **Expires** (Expires defaults to 12/31/2099)
3. In **Group Access Level**, retain default
4. In **Action**, Click **Add Entry**
**Approving Time-Off Requests**

1. Departments may choose to have employees request time off through Ecotime.

2. To review and approve time off requests go to: **Manager Tasks > Time Off Approvals**, select **Time Sheet Group** and click **Go**

### Instructions

1. **Review Time-off request details and access Employee Balances** with link

2. **Action:** Approve or Deny

3. **Click Submit**

### Time Off Requests from 07/03/2019 to 02/01/2021

<table>
<thead>
<tr>
<th>Request Type</th>
<th>From/To</th>
<th>Total Days</th>
<th>Total Hours</th>
<th>Reason Code Type</th>
<th>Employee Notes</th>
<th>Manager Notes</th>
<th>Review Status</th>
<th>Process Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>09/06/2019 - 10/11/2019</td>
<td>5</td>
<td>40.00</td>
<td>Vacation</td>
<td>byr</td>
<td></td>
<td>Approved on 23 Sep 2019 8:56PM Pacific Time</td>
<td>Pending</td>
<td>Delete, Approve, Deny</td>
</tr>
</tbody>
</table>

**Link goes to time-off request**
Reviewing Leave Balances

1. Navigate to **Manager Tasks >Employee Balances**
2. Select **Timesheet Group** and click **go**

**Timesheet group** displays 1st employee by alpha order
- **Accrued Balances** display as of date shown
- To see other employees in this Timesheet group, click **Next Employee** link
Assigning Schedule to Employee

Schedule Displays in 2 week increments

1. Assignment Dates:
   - **Start Date**: defaults to date you are logged in
   - **End Date**: defaults to 2099

2. Click **Save**
Contacts

General Campus

General questions about the project: esr-time@ucsd.edu

Health Sciences

- Technical support issues and timekeeping inquiries submitted to the Health HR website’s Time and Pay: https://uchealth.service-now.com/hrportal
- Call Health HR, (619) 543-3200

Medical Center

Technical support issues:
- Submit a ticket at 3HELP.ucsd.edu
- Email 3HELP@ucsd.edu
- Call (619) 543-HELP (x3-4357)
- Timekeeping or payroll-related questions, contact hcpayroll@ucsd.edu