

About Ecotime

November 15, 2019

ESR Enterprise Systems Renewal

UC San Diego

About this Presentation

With this presentation we want to introduce you to Ecotime Timekeeping project and system. We highlight changes, what will be provided and what to expect with implementation.

System demonstrations and training will be announced and offered separately.

Learn More & Contact Us

- Visit the project website at <https://esr.ucsd.edu/projects/time/index.html>
- Contact the Ecotime project at: esr-time@ucsd.edu

Agenda

- About the Ecotime Project
- Benefits & Tradeoffs
- Demos & Training
- Contact the Project

About the Ecotime Project

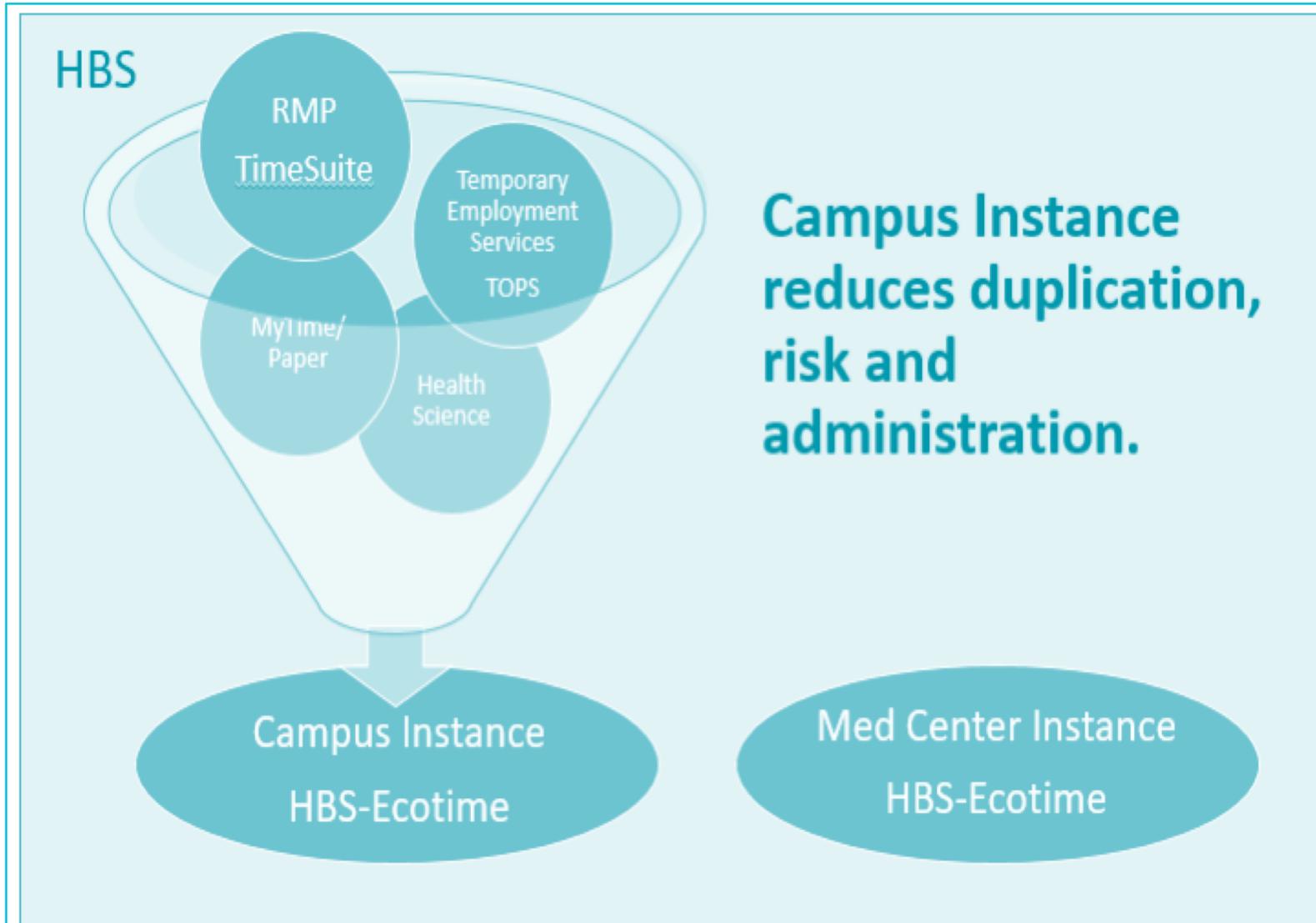
What does the HBS-Ecotime system do?

- 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

Timekeeping Scope



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>

Timekeeping Governance & Scope

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

Kim Ayoub - Director, Temporary
Employment Services, Human Resources

Kelly Maheu - Project Administrative
Analyst, Vice Chancellor Academic Affairs

Otis Crockett - Labor Relations Operations
Manager, Human Resources

Dan Rawlins - Director, Human Resources
Services, Health Sciences

Brian DeMeulle - Executive Director,
Architecture & Infrastructure,
Information Technology Services

Jen Grau - Assistant Director, Information
Technology Services Business Technology

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)

May – November 2019

HS/MC Implementations

- Health leads Ecotime implementations for:
 - Health Science (staff)
 - Medical Center (Health)

July – December 2019

Campus Communication/ Training

- Campus communication
- Self-directed training - most users
- Manager and Timekeeper Webinars

September 2019 – February 2020

Campus Implementation

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

January – March 2020

Project Implementation by the Numbers

Transitioning or Upgrading to Ecotime

Employee Type	Health Science Staff	Medical Center	Campus
Exempt	1,221	1,585	2,928
Non-Exempt	3,502	3,502	6,716
Accruing Academic			3,423
Total	4,723	8,051	13,067

Total employees affected: **25,841**

Nearly half of the population will be live by December

Benefits & Tradeoffs

Benefits

- **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 timekeeperer, if needed.
- **Changes Timekeeper Role** - Timekeeper role more efficient – no required clicks to 'accept' individual time sheets. Becomes "Reviewer" unless delegated to approve.

Tradeoffs

- **New System & UI** – Need to get used to a new system
- **More Clicks** – When compared to MyTime, there are a few more clicks to submit a timesheet
- **Implements Best Practice for Hourly Employees** – All Non-exempt employees will document hours worked or exceptions or adjust a standard schedule to get paid

System Demonstrations

System Demonstations

System Demo

- Roadshows will be conducted
- Will be recorded and posted to ESR Timekeeping website:
esr.ucsd.edu/time
- The next few slides provide a glimpse of the new system

Biweekly – Daily Timesheet Entry and Exceptions



1. Select Date

5. Click Save

Timesheet Summary																	Hide
Hours	Sun 10/06	Mon 10/07	Tue 10/08	Wed 10/09	Thu 10/10	Fri 10/11	Sat 10/12	Week Total	Sun 10/13	Mon 10/14	Tue 10/15	Wed 10/16	Thu 10/17	Fri 10/18	Sat 10/19	Week Total	Total
Worked								0.00								0.00	0.00
Exceptions								0.00								0.00	0.00
Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Comp. Time Election																	
Comp Time Premium	100%	100%	100%	100%	100%	100%	100%		100%	100%	100%	100%	100%	100%	100%		
Comp Time Straight	100%	100%	100%	100%	100%	100%	100%		100%	100%	100%	100%	100%	100%	100%		

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

Worked Hours on Friday 10/11/19							Hide Exceptions
Time In/Out	Overnight	Duration	Meal Break	Title Code Pay Codes	Extra Unschd	Message	
Time In: 8:30 A.M. Time Out: 5:00 P.M.	<input type="checkbox"/>	8.00	30	9617 - STF RES ASSOC II Hours Worked	<input type="checkbox"/>		
Time In: <input type="text"/> : <input type="text"/> <input type="text"/> Time Out: <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="checkbox"/>	0	0	<Select Title Code > < Select Pay Codes >	<input type="checkbox"/>		
Time In: <input type="text"/> : <input type="text"/> <input type="text"/> Time Out: <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="checkbox"/>	0	0	<Select Title Code > < Select Pay Codes >	<input type="checkbox"/>		
Total:		8.00					

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

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

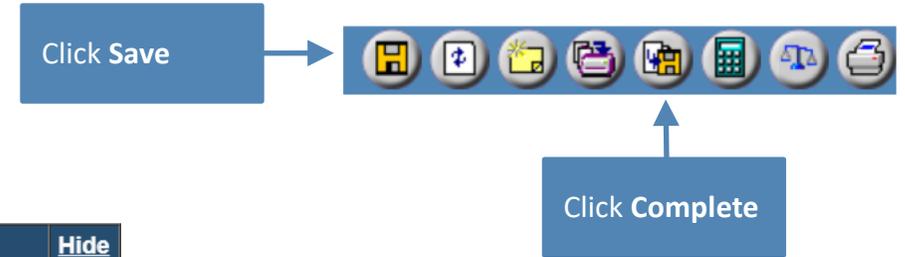
Please Enter Exception Hours Taken, If Any:

Exception Time Friday 10/11/19		
Duration	Title Code Pay Codes	Message
8.00	9617 - STF RES ASSOC II Vacation	



Biweekly – Saving and Submitting Timesheet

- You must click **Save** after each daily entry
- As days are saved, they populate in the **Timesheet Summary**
- To submit completed timesheet, click **Complete**



Timesheet Summary																	Hide
Hours	Sun 10/06	Mon 10/07	Tue 10/08	Wed 10/09	Thu 10/10	Fri 10/11	Sat 10/12	Week Total	Sun 10/13	Mon 10/14	Tue 10/15	Wed 10/16	Thu 10/17	Fri 10/18	Sat 10/19	Week Total	Total
Worked					8.00			8.00								0.00	8.00
Exceptions						8.00		8.00								0.00	8.00
Totals:	0.00	0.00	0.00	0.00	8.00	8.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00
Comp. Time Election																	
Comp Time Premium	100%	100%	100%	100%	100%	100%	100%		100%	100%	100%	100%	100%	100%	100%		
Comp Time Straight	100%	100%	100%	100%	100%	100%	100%		100%	100%	100%	100%	100%	100%	100%		
Paid Summary																	
Vacation - STF RES ASSOC II						8.00		8.00								0.00	8.00
Hours Worked - STF RES ASSOC II					8.00			8.00								0.00	8.00

Worked Hours on Thursday 10/10/19							Hide Exceptions
Time In/Out	Overnight	Duration	Meal Break	Title Code Pay Codes	Extra Unschd	Message	Delete
Time In: 8:00 A.M. Time Out: 4:30 P.M.	<input type="checkbox"/>	8.00	30	9617 - STF RES ASSOC II Hours Worked	<input type="checkbox"/>		<input type="checkbox"/>
Time In: <input type="text"/> : <input type="text"/> <input type="text"/> Time Out: <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="checkbox"/>	0	0	<Select Title Code > < Select Pay Codes >	<input type="checkbox"/>		
Time In: <input type="text"/> : <input type="text"/> <input type="text"/> Time Out: <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="checkbox"/>	0	0	<Select Title Code > < Select Pay Codes >	<input type="checkbox"/>		
Time In: <input type="text"/> : <input type="text"/> <input type="text"/> Time Out: <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="checkbox"/>	0	0	<Select Title Code > < Select Pay Codes >	<input type="checkbox"/>		
Total:		8.00	Press the button to the right to delete checked items				Delete



Monthly Exception Reporting



Employee Tasks Messages
Timesheet Web Clock Balances

Period: 10/01/2019 - 10/31/2019 MO go

OCT 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

1. After selecting **Timesheet**, 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**

Pay Period Details 10/01/2019 - 10/31/2019					Add Row
Date (mm/dd/yyyy)	Pay Codes	Duration	Message	Audit	
No data available.					

Add Multiple Entries



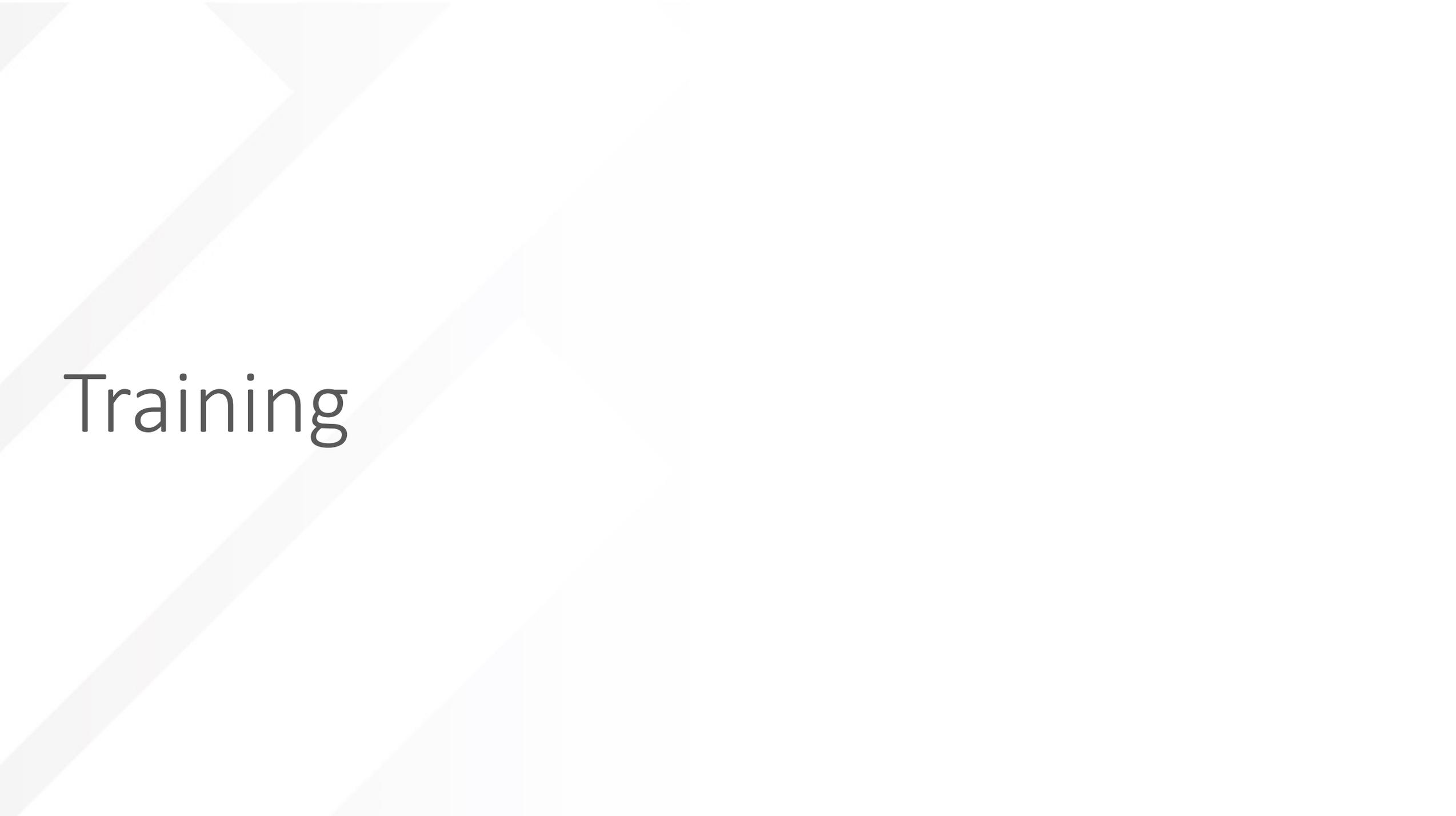
4. Click **Save**

5. Click **Complete** for approval

3. This is the result of the entries made either by single or multiple entries

Pay Period Details 10/01/2019 - 10/31/2019						Add Row
Date (mm/dd/yyyy)	Pay Codes	Duration	Message	Audit	Delete	
10/15/2019 	Vacation ▼	8.00		View	<input type="checkbox"/>	
10/16/2019 	Vacation ▼	8.00		View	<input type="checkbox"/>	
10/17/2019 	Vacation ▼	8.00		View	<input type="checkbox"/>	
10/18/2019 	Vacation ▼	8.00		View	<input type="checkbox"/>	
Press the button to the right to delete all checked items						Delete





Training

Training Expectations

Role	Training Goals	Activities
End User	<ul style="list-style-type: none">• How to enter time and/or exceptions	Review Quick-start Guide Watch recorded Webinar Attend optional Webinar
Supervisor/Manager	<ul style="list-style-type: none">• How to approve, delegate and set up a schedule (pre-populate timesheets) for:<ul style="list-style-type: none">• On call schedule• Standard schedule	Review Quick-start Guide Attend required Webinar
Timekeeper	<ul style="list-style-type: none">• Supervisor duties overview• Review timesheets• Confirm completion of timesheets• Confirm approval of timesheets	Review Quick-start Guide Attend required Webinar

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

Learn More & Contact Us

General Campus

- Visit the project website at <https://esr.ucsd.edu/projects/time/index.html>
- General questions about the project contact: esr-time@ucsd.edu

Health Sciences

- Technical support issues and timekeeping inquiries submitted to the Health HR website's *Time and Pay*: <https://uchealth.servicenow.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