About Ecotime
November 15, 2019
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

Reference: https://esr.ucsd.edu/time
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

**Project Governance**

- **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

**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

<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><strong>Total</strong></td>
<td><strong>4,723</strong></td>
<td><strong>8,051</strong></td>
<td><strong>13,067</strong></td>
</tr>
</tbody>
</table>

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 timekeeper, 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 Demonstrations

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
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 below. Enter Duration, Title Code (your job), Pay Code e.g. vacation or sick

5. Click Save

Biweekly – Daily Timesheet Entry and Exceptions
You must click **Save** after each daily entry.

As days are saved, they populate in the **Timesheet Summary**.

To submit completed timesheet, click **Complete**.

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**Biweekly – Saving and Submitting Timesheet**

- **Hours Worked**
- **Comp. Time Premium**
- **Comp. Time Straight**
- **Vacation - STF RES ASSOC II**
- **Hours Worked - STF RES ASSOC II**

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**Worked Hours on Thursday 10/10/19**

- **Time In/Out**
- **Overnight**
- **Duration**
- **Meal Break**
- **Title Code**
- **Pay Codes**
- **Extra Unsched**
- **Message**
- **Delete**

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**Hide Exceptions**

- **Delete**
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

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

4. Click Save

5. Click Complete for approval
Training
<table>
<thead>
<tr>
<th>Role</th>
<th>Training Goals</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>End User</td>
<td>• How to enter time and/or exceptions</td>
<td>Review Quick-start Guide</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Watch recorded Webinar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attend optional Webinar</td>
</tr>
<tr>
<td>Supervisor/Manager</td>
<td>• How to approve, delegate and set up a schedule (pre-populate timesheets) for:</td>
<td>Review Quick-start Guide</td>
</tr>
<tr>
<td></td>
<td>• On call schedule</td>
<td>Attend required Webinar</td>
</tr>
<tr>
<td></td>
<td>• Standard schedule</td>
<td></td>
</tr>
<tr>
<td>Timekeeper</td>
<td>• Supervisor duties overview</td>
<td>Review Quick-start Guide</td>
</tr>
<tr>
<td></td>
<td>• Review timesheets</td>
<td>Attend required Webinar</td>
</tr>
<tr>
<td></td>
<td>• Confirm completion of timesheets</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Confirm approval of timesheets</td>
<td></td>
</tr>
</tbody>
</table>
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.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