

Kronos at Temple University

Kronos Town Hall Meeting
January 15, 2009

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Agenda

- Introduction & Overview
- Who is Impacted?
- Some of the Benefits
- Costs
- Procedures
- Next Steps
- Timeline
- Staying Informed
- Questions?

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Introduction and Overview

- Kronos is an automated time, attendance and leave management application.
- Part of the overall ERP/Banner project implementation
- Implementation in time for Banner HR
- Time Collection going away
- Manual entries to Payroll eliminated
- Pay policies and practices standardized

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Who is Impacted?

- All Student Workers
- All Work Study Student Workers
- All Hourly Staff
- All Salary Non-Exempt Staff
- All Salary Exempt Staff

Who is Not Impacted?

- TAUP Faculty
- Graduate Students
- Adjuncts

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Benefits

- Integrates with the existing HRS system and the upcoming Banner system.
- Records hourly employee time in an accurate, auditable and user friendly fashion. Records all vacation, sick and personal hours for exception paid employees.
- Accepts employee time entry through state-of-the-art biometric time clock or a web-based employee page.

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Benefits

- Manages paid-leave in an efficient and accurate manner.
- Records requests for paid time off through a time clock or web-based employee page.
- Provides tools for Managers to manage and approve employee time and time off.
- Standardizes rules.

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Costs

- All Servers and Software Purchased
- Licenses Purchased
- Time Clocks will be charged to departments
- Ethernet Installation will be charged to departments
- All annual maintenance fees will be paid by HR

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Procedures

Employee / Labor Relations provided standardized rules, based on bargaining unit contracts, and the Employee Handbook:

- All employees eligible for overtime will punch in and out.
- All paid employee time will come through Kronos.
- All paid time will require electronic approvals.

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Procedures

- Only overtime and paid absences will be fed from Kronos to Payroll, regardless of salaried employees punching in.
- Department specific policies in the process of being discussed and collected.

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Next Steps

- Security, Facilities and Student Workers in Computer Services currently using Kronos. Targeted date to upgrade to the newest version is January 29th.
- Departmental assessment sessions being scheduled and held. Sessions designed to determine time collection methods, rounding and overtime rules, scheduling requirements, clock and license requirements, etc.

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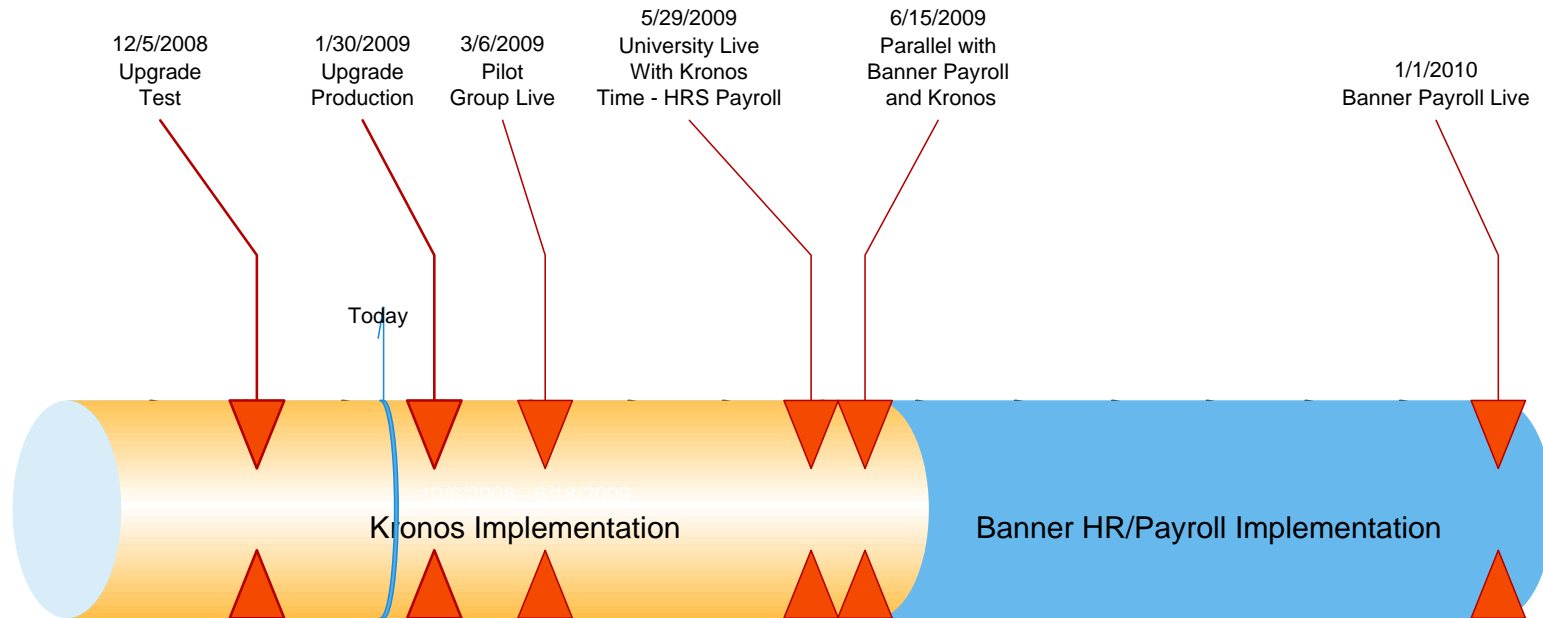
Next Steps

- Implementation will be phased-in as various schools and departments are brought onboard.
- Pilot Group includes Human Resources, Bursar's Office and Computer Services – Target date for beginning the parallel period is February 19th.
- Remaining groups being defined/determined.

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Timeline



10/6/2008

1/1/2010

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Staying Informed

- Kronos web site updated weekly. Site found via a link in Temple Today, or at:

www.temple.edu/hr/departments/payroll/kronostimeattendance.htm

- For questions and communications with the project, please send your email to:

Kronos@temple.edu

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Questions?