

Get the Facts on HR Direct: An Overview of the Time & Labor Enhancements

Enhancing the HR Application

The HR Direct Project is working on a major University initiative to advance the Human Resource Management System (HRMS) to the most current application release. The following plans are underway:

- Introduction of Commitment Accounting and Employee Self Service
- Upgrade of Core HR functionality, Base Benefits, Payroll, Talent Acquisition Management, and Time & Labor.
- Planned pilots of Manager Self Service and Time & Labor Employee and Manager Self Service

The upgrade includes several enhancements to the **Time and Labor** functionality.



Welcome to the New Time & Labor

The University has been enhancing the Time & Labor module for all timekeepers. Time & Labor will provide you with the same important features: reporting time, viewing and managing time, running reports, etc. However, there will be considerable changes to the Time & Labor functionality.

Here are some key changes you will notice:

- New timesheet process for recording positive and exception time
- Enhancements to enrolling time reporters
- Redesigned the time adjustment process
- Enhanced employee scheduling capabilities

This document provides details on a few of the upcoming changes. More information will be provided during training.

The Timesheet: A New Approach to Reporting Time

The new timesheet page initially provides you with the current week's view of an employee's time. When you access the timesheet for an employee, you will notice:

- Timesheet view automatically changes when viewing an exception time reporter versus a positive time reporter.
- You can change the view so that the entire biweekly time reporting period appears.

Improved Automation: Enrolling Timekeepers

When you enroll time reporters, you will notice several updated and new fields, including:

- **Effective Date – Updated!**

The employee's hire date will now default into the initial entry; previously, you received a warning message if the effective date of the first enrollment row was not the employee's hire date.

- **Payable Time Start Date – New!**

Determines when to create scheduled time for exception time reporters. The initial entry will default in as the hire date. For retroactively-entered hires, this automates and replaces the "Late Hire" process.

- **Employee Task Profiles Eliminated**

Employees will no longer have a task profile; this is replaced by Commitment Accounting functionality.

Redesigned Time Adjustment Processing

- Normal time adjustments can now be made by accessing a previously-submitted timesheet (for those who have been granted authority to do so)
- All rules and validations that were in effect at the time are applied to "Normal" adjustments
- Moved task-only adjustments out of Time and Labor and into Commitment Accounting

Employee Schedule Enhancements

- Ongoing effective-dated employee schedule enrollments – eliminates need to repeatedly "Create Schedules"
- Schedule definition capability that allows multiple shifts in a week, multiple shifts in same day, and rotating schedules

Improved Automated Rules Administration

There is a new process for applying rules to time for Overtime, Shift, Holidays, etc. This allowed us to replace several manual processes in 7.6 with automated rules in 9.0.

Training: Courses, Online Tutorials, & More!

The HR Direct Training team has developed training courses, online tutorials, and training documentation (e.g. manuals, job aids). Details regarding the training courses and schedule are forthcoming.