

Get the Facts on HR Direct: The Time & Labor Self Service Pilot Program

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 will introduce Time & Labor Employee and Manager Self Service to pilot groups across the University.



Welcome to the Time & Labor Self Service Pilot!
You've been selected to participate in the new Time & Labor Self Service pilot program.

What is a pilot?

A pilot allows the University to roll out the self service features to selected groups across the University in order to evaluate the application and its impact on daily business processes. Participants will provide valuable feedback that will be incorporated into future expansions of the pilot program.

Who is participating?

All managers, timekeepers, and employees within an identified pilot team and/or department will participate.

What is Time & Labor?

Time & Labor is the ability to report and track time. Previously, you submitted time via email or timesheet to a manager and/or timekeeper for data entry. Now you will update your own time through a single online location. Your manager will have access to review and approve submitted time.

When will the pilot happen?

The Pilot will begin in Spring 2009. More information will be forthcoming

How will I access Time & Labor Self Service?

You will receive information on your log on name and password from your campus. This will be the same logon information you use for any other HR Direct access.

Is this different from Employee Self Service?

Yes, the Employee Self Service features (i.e. viewing your personal information and pay advice) will be deployed University-wide. It is not a pilot.

Time Reporting for Employees

Time and Labor Employee Self Service provides you with the following features:

- Report your time with an online timesheet!
- Review your available leave time (e.g. vacation, sick)
- Your own "Launch Pad" page that provides access to a monthly view of your time and shortcuts to other self service features.

Time Approving for Managers

Time and Labor Manager Self Service provides managers with the following features:

- Ability to review and approve your employees' time
- Your own "Launch Pad" page that provides you access to view employee time and provides shortcuts to other self service features.

Important Time Reporting Facts

Time reporting and approval will be completed weekly as noted below. More information will be provided as the pilot approaches:

- *Employees:* You should submit all time on a weekly basis.
- *Managers:* You should approve all employee time on a weekly basis.



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.

Questions

If you have any questions regarding the pilot program or HR Direct, please contact Richard Conley.