

New HR & Payroll System

Reasons for System Change

- Old system not compatible with new windows environment
- Desire for more transparency with employees
 - View check stubs, W2s, benefit statements
- Better HR and Payroll reporting for various uses and institution as a whole
- Eventually possibly replace other systems, like Tracker

Reasons for Time & Attendance Change

- Role payroll has had was always meant to be temporary when we transitioned from paper to eTIMESheet a couple years ago
- Payroll is currently spending around 20 hours a week on edits and reporting – not efficient
- Encourage better communications between supervisors and employees

What Can Employees Now See

- Pay stubs, W2s, benefit statements, dependent information, personal info
 - Still working on July 10 – Aug 10 pay stubs, but Aug 25 is visible

What Info Can Employees Update

- Personal info, taxes, direct deposit info, dependent info
- Benefit enrollment will be on-line this Fall

Phone app available - still working on time & attendance access via app

Time & Attendance

- Training – see ADP site, accounting web page
- If you are serving as a manager, move from employee to manager
- Lots of ways to do the same thing
- We are still learning ourselves
- All edits are done by dept. supervisors, not payroll (if you are away, we are happy to help)
- Payroll not processed via paper or electronic spreadsheets any longer
- Time needs to be turned in during pay period, not after
- If you have any hours for previous pay period (currently before August 19th), supervisors need to send in writing via email to payroll as soon as possible
- **Everyone has to approve and edit before everyone gets paid**
- Reminder emails will still go out to employees and supervisors reminding of payroll deadlines
 - You have until deadlines to make corrections
 - But don't wait until last minute

- System is flexible – don't remove or change punches unless an employee asks but you can undo what you have done easily
 - Use NOTES function to protect everyone
- Accrual balances will be able to see balances next payroll
- Time Off Requests
 - Must be requested and approved before days are taken, even for exempts
 - Only tracking vacation for exempts
 - Sara will request balances for exempt employees for July – Aug/Sept
 - If miss window to report time off, must send to payroll to update previous pay period unfortunately
 - Time off requests show in scheduled until day actually occurs, then should move to actual
 - Employees need to specify time on time off request – defaults to 12 am
 - Submit and calculate rounds hours, calculate submits but doesn't round
 - If time off request overlaps with actual time worked, time off request may not show up, supervisor needs to add
 - Edit time off requests to employee is not paid for more than 40 hours per week