Gina Anderson

From: Jeff Barrett
Sent: Wednesday, September 21, 2011 3:45 PM
To: Gina Anderson
Subject: Administrative Systems Review (200-45) - Time Reporting System

Hello Gina,

We'd like to invite the Academic Senate to participate in the following review under the 200-45 Administrative Computing Policy:

Project: **Time Reporting System**
Sponsor: **Accounting & Financial Services**
Details: http://admincomputing.ucdavis.edu/projects/trs.cfm

Overview:

> The UC Payroll Personnel System (PPS) Replacement project analysis revealed a significant system-wide challenge with Time and Attendance management. As a result, a PPS project sub-group was tasked with selecting a solution from among existing (or under development) campus systems, that could be rolled out to interested campuses as a short-term win. The Time & Attendance sub-group evaluated 5 candidate systems, using pre-determined criteria covering functionality, time to deployment, coverage, and ease of use. A technical evaluation was also performed to assess differences impacting time to deployment, maintenance, and scalability. The selection process determined that UC Irvine's Time Reporting System (TRS) ranked the highest based on available functionality, time to deployment and scalability.

> The L&S timesheet system has provided efficiencies in time entry and has greatly enabled the campus transition from a paper-based form to a user friendly web interface. UCI's interface was modeled after the L&S timesheet user interface and includes several critical enhancements that UC Davis currently does not have. The project is dedicated to working closely with the L&S timesheet support team on a transition plan.

Status:

- As part of the conceptual 200-45 review process for this project, we are seeking a brief statement summarizing the Academic Senate's feedback/position regarding the proposed system. You can send any Senate feedback directly to me, in whatever electronic format (Word, PDF, etc.) is most convenient for you.

- As with other projects, 200-45 provides a venue for ongoing review and discussion. In addition to a formal Academic Senate response, direct comments from Senate members are always welcome. (As previously discussed, we are careful to distinguish between individual comments and the official positions of campus organizations.)

Best Regards,

Jeff

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Jeff Barrett
Technology Collaboration Liaison
Administrative and Resource Management / Information and Educational Technology
jtbarrett@ucdavis.edu
530-754-5666
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If members wish to comment directly, we have established a SmartSite for 200-45 project reviews. For those who have not yet joined, directions for signing up and participating are as follows:

To access the 200-45 Review SmartSite

1. Go to SmartSite (http://smartsite.ucdavis.edu) and select the **Log In** button in the top right corner.
2. Enter your UC Davis LoginID and password.
3. The first time you access the site, you will need to join the 200-45 Review site so you can participate in the discussion forum.
   - To join, click **Membership** under the My Workspace tab in the top left corner.
   - Select **Joinable Sites** at the top of the Membership window.
   - Select **Join** under the **200-45 Review** entry. (The site list is alphabetical, so it should be near the top.)
   - You now should see a **200-45 Review** tab to the right of the My Workspace gold tab (or in the More pull-down menu in the upper right corner).
4. Click on the **200-45 Review** tab to enter the site.

To provide feedback or ask questions regarding a project under review

1. Within the 200-45 SmartSite, choose **Project Forums**.
2. **Select the specific project** (called a Topic in SmartSite) that you would like to discuss.
3. Within a Topic, you can choose **Post New Thread** to add new comments or questions.
4. To contribute to an existing discussion or respond to a question, select the item of interest and choose **Reply**.

You can also pose questions directly to the project contacts; they are listed on the project page referenced above.

(For examples of previously submitted projects and feedback, please see http://admincomputing.ucdavis.edu/projects/.)
Be green - please print only when necessary

Time Reporting System (TRS) Project
Submission for review under PPM 200-45

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1. Background and Business Need

The UC Payroll Personnel System (PPS) Replacement project analysis revealed a significant system-wide challenge with Time and Attendance management. As a result, a PPS project sub-group was tasked with selecting a solution from among existing (or under development) campus systems, that could be rolled out to interested campuses as a short-term win. The Time & Attendance sub-group evaluated 5 candidate systems, using pre-determined criteria covering functionality, time to deployment, coverage, and ease of use. A technical evaluation was also performed to assess differences impacting time to deployment, maintenance, and scalability. The selection process determined that UC Irvine's Time Reporting System (TRS) ranked the highest based on available functionality, time to deployment and scalability.

Built on a scalable Java Spring framework, UCI's TRS was launched in 2009 as a campus-wide initiative to be implemented in four phases:

Phase 1: Bi-weekly non-represented non-exempt positively paid employees (mostly student employees) (completed June 2010)
Phase 2: Monthly non-represented exempt and non-exempt exception paid employees (completed April 2011)
Phase 3: All bi-weekly and monthly represented employees (target rollout November 1st 2011)
Phase 4: Clock system interface (timeline to be determined)

All software components are open source and the application has been packaged for interested campuses at no cost. UCLA has obtained the application source code from UCI and is currently in the implementation phase with a pilot targeted in November 2011.

UC Davis has 4,442 exempt employees and 11, 928 (includes 4,573 student assistant employees) non-exempt employees as of January 2011. All transactions into PPS require manual entry creating additional workload. There is a significant need at UC Davis to streamline time reporting and automatically feed the information into PPS. The L&S timesheet system has provided efficiencies in time entry and has greatly enabled the campus transition from a paper-based form to a user friendly web interface. UCI's interface was modeled after the L&S timesheet user interface and includes several critical enhancements that UC Davis currently does not have (see stakeholder value section). The project is dedicated to working closely with the L&S timesheet support team on a transition plan. VMTH is currently working on implementing Kronos time system to meet their needs and it is anticipated they will continue to use Kronos. The cost of implementing Kronos for the entire campus is high compared to a smaller employee base. See cost comparison in Appendix 1 for additional details. There is an opportunity for UC campuses to leverage the investment UC Irvine has already made in building and maintaining a system that meets the UC requirements. Based on initial discussions, the UCOP PPS replacement team has agreed the UCI TRS solution could potentially be used long-term by implementing UC campuses. Even a short-term implementation for the next 4-5 years will help UC Davis transition to an automated system that will benefit the entire campus

2. Stakeholder Value

The application will integrate complex UC pay policies and collective bargaining agreements, which will add value in both the collection and computation of the time reporting process. The system will bring efficiency by developing and implementing a flexible, scalable and secure online timesheet application for employees and supervisors and assist in eliminating errors due to the following key features.

Key Features
- Supports non-represented employees
    - Bi-weekly, non-exempt, positive time
    - Monthly, exempt/non-exempt, exception time
- Supports represented employees, with integrated contract-specific work rules *(currently in user testing, available by Fall 2011)* *
    - Bi-weekly, non-exempt, positive time
    - Monthly, exempt/non-exempt, exception time
- Directly integrated with PPS-OPTRS, using real-time UCOP TRS web service *
- Allows for multiple job assignments and multiple funding sources *
- Automatically calculates overtime, shift differential and holiday hours *
- Timesheet displays supervisor, distribution, percentage and FAU information *
- Captures all hour types, including:
    - Submitted time (Work Hours, Vacation, Sick, Comp Time, LWOP, Voting, Jury Duty)
- Automated job setup based on information entered in PPS
- Validation against UC time and attendance business rules for all employee types *
- Performs retroactive time calculations for late timesheets *
- Facilitates alternate work schedules, including 4/40 and 9/80) *
- Automated email reminders generated for Primary Supervisors every pay cycle
- Workflow from timesheet initiation to PPS Update, with date and time stamp; workflow for employee acknowledgement of change to timesheet by supervisor *
- Allows for work schedule management component *
- At the time of timesheet approval validations are performed against the PPS distributions *
- Multiple reporting options for Department Time Administrators *

* Key additional functionality compared to current timesheet system

Proposed Future Enhancements
- Work Study Tracking component
- Real-time Leave Accrual component
- Clock System interface

3. Business Impact

The online Time Reporting System application for employees and supervisors integrates complex pay policies and automated business rules. The system will be available for exempt and non-exempt employees. The application adds value in the collection and computation of the time reporting process, and increases efficiency by streamlining the time reporting process, integration with PPS, ability to support multiple appointments, and improving data integrity.

Due to the complexity of the collective bargaining agreements and other department specific business practices, the system is currently not configured with rules to support Police and Firefighters.

TRS functionality is structured around four user roles.

Employee: Employee may access the system from anywhere, including via a smart phone. The employee can enter current timesheets, overdue timesheets and even create a past pay period timesheet (e.g., after returning from an extended absence). Hours are entered from a drop down menu, and the employee can opt for repeating hours to decrease data entry when hours are consistent.

Supervisor: Supervisors may approve timesheets as either Primary Supervisor or as the Backup Supervisor. A supervisor may return a timesheet to an employee for correction or edit a timesheet before submission. All changes to a timesheet are logged and require comment. Employees must acknowledge any changes made by a supervisor. A supervisor can do a variety of searches using timesheet screen for quick reporting.

Departmental Time Administrator (DTA): The DTA has a variety of tools for reviewing and submitting timesheets. The DTA can select from several departments under his/her responsibility to view or return timesheets and process manual or late transactions. One of the key roles of the DTA is to review and electronically submit timesheets to the OPTRS IDTC Roster via UCOP's web service. Another is to assign primary and backup supervisors. The DTA can make mass changes if one supervisor needs to be replaced with another. The DTA can opt to search by BW or MO pay cycle or manual transactions. The search function can accommodate multiple search criteria. Search results can be exported to either excel or PDF.

Central Payroll Services Team: The team provides training and controls access to TRS. Provides troubleshooting and exception assistance. Responsible for maintaining TRS to ensure up-to-date policy information and collective bargaining updates, etc.

4. Technical Architecture & Infrastructure Integration

Application Software Components:
- **Web/Application Server:** Java 6, Tomcat 6, Apache 2.2.15 application development
- **Framework:** Spring 2.5.6 (with various Spring components such as SpringSecurity, SpringMVC, and annotation based configuration)
- **Object-Relational Mapping:** JPA/Hibernate.
- **Reporting Engine**: JasperReport

- **Web Service Interaction for OPTRS/IDTC Roster Update**: Utilize Apache CXF for WSDL to Java stubs generation as well as real time request submission and response processing. Utilize Apache ActiveMQ as intermediate messaging queue for asynchronous web service posting.
- **Job Scheduling**: Quartz
- **Presentation layer components**: JSTL tags, Spring Form tags, Display Tag, and limited usage of DWR for AJAX support.
- **Browser**: The application has been tested and compatible with IE, Safari, Chrome and Firefox.

Hardware/OS Stack:
- **Database Server**: MSSQL Server 2008 running on Microsoft Windows Server 2008 R2 with 12GB RAM.
- **Virtualized Clustered web application services**: The system solution will be deployed using a highly available cluster of application servers administered by IET Data Center services, utilizing Data Center firewalls and hardware load balancer. The web application OS version is Solaris 10 9/10.

Security: UCI's application code is compatible with critical security updates to the application environment, operating systems and underlying databases. The Application is scanned by UCI security team at each major rollout and the scan is done using IBM AppScan WatchFire tool. No personal identity information (PII) information is stored in the Time Reporting System.

System changes required prior to implementation at UC Davis
Branding
UC Davis will need to make changes is the system to the campus name, logo and possibly stylesheets.

Full Accounting Unit (FAU) & Description of Service (DOS)
Currently, the system stores the FAU information associated with the approved timesheet's distribution in separate fields such as Account, Fund, Sub, and Project Code. UC Davis has a different FAU from UCI and some changes in the layout are expected.   Additionally, UC Davis might have modifications to the DOS information.

Database schema changes
Further functional gap analysis is needed to develop a full list of other necessary schema changes. Corresponding programming changes are also needed for each database schema change.

Authentication & Authorization
Integrate with UC Davis single sign-on CAS authentication.

Access to the employee module is controlled from within application as well as access to the supervisor module. An optional data feed is likely needed to feed primary/backup supervisor information if UC Davis chooses not to use the system's internal supervisor assignment functionality.   It is likely the Time Reporting System will be integrated with the UCD Rice Kuali Identity Management (KIM) published services which in turn is expected to be integrated with the planned identity and access management system.
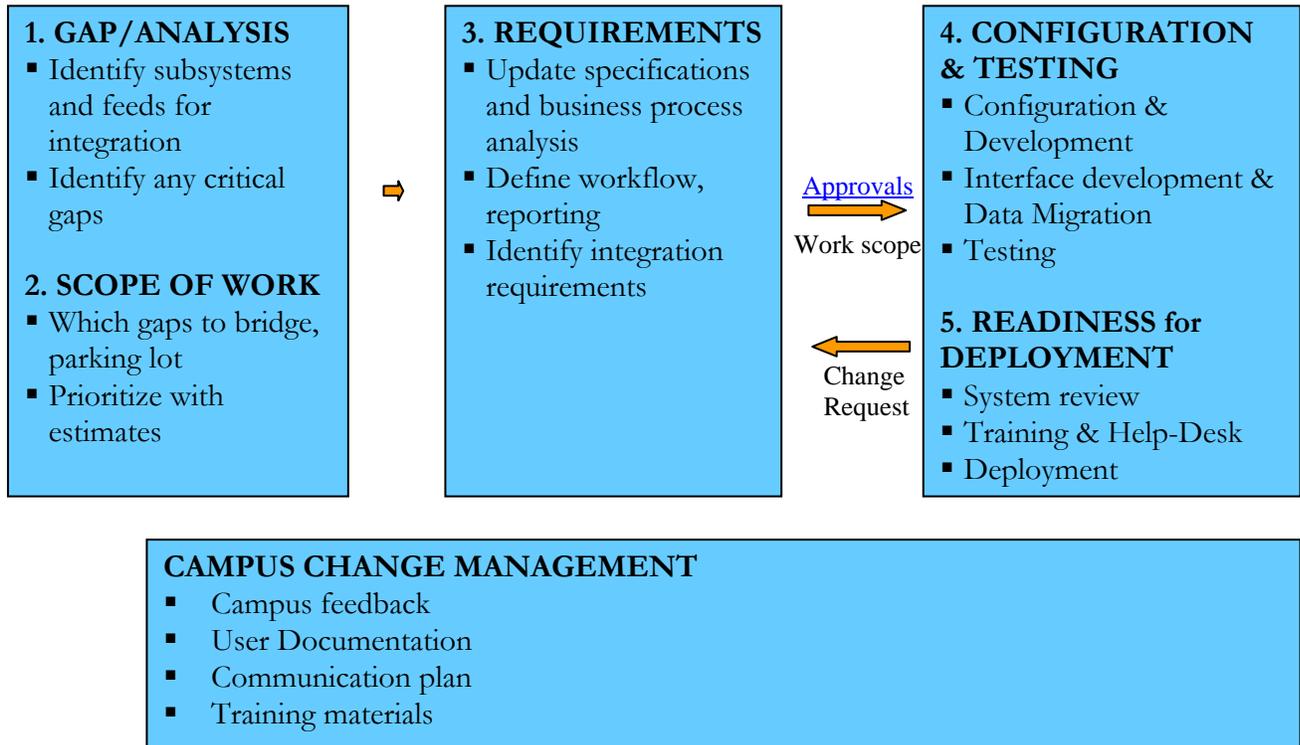
5. Administrative Integration

Four different types of data feeds will likely be needed to provide the system the pertinent information.

1) PPS Data Warehouse for employee, appointment, distribution, leave balance and department information.

2) The directory server for user demographic information such as name and email address.

3) The Title and Pay database to verify shift differential rate for title codes.

4) Access data to validate access for Department Time Administrator (DTA) and Central Time and Attendance Officer.

6. Implementation Process, Timeline and Budget

The project will follow a well-planned methodology that has proved to be highly successful in other implementations.

Implementation Process

1. GAP/ANALYSIS	3. REQUIREMENTS	4. CONFIGURATION & TESTING
▪ Identify subsystems and feeds for integration ▪ Identify any critical gaps	▪ Update specifications and business process analysis ▪ Define workflow, reporting ▪ Identify integration requirements	▪ Configuration & Development ▪ Interface development & Data Migration ▪ Testing
2. SCOPE OF WORK ▪ Which gaps to bridge, parking lot ▪ Prioritize with estimates		**5. READINESS for DEPLOYMENT** ▪ System review ▪ Training & Help-Desk ▪ Deployment

Approvals → Work scope

← Change Request

CAMPUS CHANGE MANAGEMENT
- Campus feedback
- User Documentation
- Communication plan
- Training materials

Implementation Timeline

Project kick-off is expected to take place in September 2011 with phased implementation targeted in February 2012.   The initial roll-out phase is planned to include the SSC administrative units.

Implementation Project Roles & Responsibilities

Role	Responsibilities
Oversight Committee	• Provide oversight for System • Review and comment on major policy and procedural issues before they are implemented
Focus Group	• Serve and represent the interests of the campus at large • Identify and request changes to the systems due to new functionality requirements or critical problems encountered. • Review and prioritize requested changes according to expected cost benefit • Provide subject matter expertise during the planning and development stages of new campuswide functionality • Provide feedback on change management efforts
Project Sponsor(s)	• Meets regularly with project team to review project progress, key milestones and outstanding issues • Provides project resources or funding to support the project activities • Work with the project team in any issue resolution or project decision • Plays the role of project champion to internal and external constituents.
Functional Lead(s)	• Primary functional contact for the module, identifies other contributing SMEs and works with other UC functional module leads • Provides expertise, guidance and prioritization on the functional requirements • Works with the project lead to ensure its successful completion • Responsible for final module sign-offs • Works with change management team to request campus feedback and disseminate specific information
Technical Lead(s)	• Provides overall technical oversight to the Project • Reviews and approves technical and security procedures and standards • Supports the development team in maintaining a productive set of tools
Project Manager	• Responsible for the scope, schedule, and results of the Project • Manages resources, issues, and scope change requests • Directs the UCD functional and development activities • Oversee change management effort
Functional Module SME Team	• Members include lead module SME, and other contributing SMEs including UCDHS. • Reviews, approves, and prioritizes, the functional requirements to meet UC or UCD needs • Participates in user documentation and testing
Business Systems Analyst/Testing Lead	• Senior analyst of the business processes in the Project scope • Writes functional specifications for project • Works with the lead developer and designated SMEs to ensure adequate functional requirements are available • Responsible for leading and coordinating testing effort • Ensures that product meets all project requirements

Role	Responsibilities
Lead Developer	• Works on design and development efforts of the component • Ensures adherence to development and architecture standards • Applies technical expertise to design and configures the component in a distributed computing environment • Incorporates effective unit tests in code • Performs integration testing and reporting • Performs any data loading to support component. • Creates and updates documentation like javadocs and design docs
System Administrator	• Provides specifications for hardware, services, backup and recovery plans • Delivers configured server hardware and software components • Capacity planning for services providing test and production environments • Document and implement security configuration • Respond to user issues, troubleshooting following deployments
Database Administrator	• Allocate database instances and schemas • Database tuning, backup and recovery plans • Oversees and migrates new database objects - Reviews tables and columns for naming standards • Manage user permissions
Training & Helpdesk	• Makes recommendations to improve the usability of the system • Manages the training and communication plan • Provides help desk support

Project Cost Estimate

	Total FY 11-12 (Year 1)	On-going Maintenance
Expenditures		
Software		
UCI TRS Software	$ -	$ -
(DC)Database license(s)	6,500	6,500
(DC) GeoTrust SSL web certificate	-	-
Subtotal	6,500	6,500
1-time Services		
(UCI) Implementation Consulting	5,000	-
(UCI) Custom Prog. Services (1)	30,000	20,000
Subtotal	35,000	20,000
Recurring Services / Support		
(DC) System setup costs	6,600	-
(DC) System Administration	44,600	44,600
(DC) Database Administration	16,600	16,600
(DC) Virtualization services	8,500	8,500
(DC) Datacenter Backup (application & database)	2,000	2,000
Subtotal	78,300	71,700
Personnel Costs (2)		
(A&FS) Project Manager/Analyst, Analyst VI (First 8 months at 50%; 25% thereafter)	40,000	25,000
(A&FS) Data Extract & Java Programmer, Prog. VI (First 6 months at 25%; 10% thereafter)	20,000	10,000
(A&FS) Helpdesk & Training, Analyst II (70% FTE; Year 1 is 6 months)	26,300	52,600
Subtotal	86,300	87,600
Total	$ 206,100	$ 185,800
(1) Assumes utilization of UCI Java programmer for custom programming, actual cost will be determined after UCD gap analysis		
(2) Includes benefits cost. In addition 20% functional SME time is expected		

7. Risks / Mitigations

Description: Time Reporting System is a complex system and might have implementation challenges.
Consequences:
1. The system might not be production ready
2. Departments may reject system

Likelihood of Occurrence: Medium
Mitigation: The system has been built by UCI and implemented at UCI with the UC business rules. UCLA already has the implementation underway. Many of the needed enhancements have already been built into application. Functionality has been vetted by subject matter experts.

Description: Long-term sustainability of application and the impact when PPS is replaced with a new HRIS/Payroll system
Consequences:
1. The system may not have long-term viability
2. Significant changes might be needed to the system

Likelihood of Occurrence: High
Mitigation: UC Davis is implementing the application as a short-term improvement and the system will be eventually replaced once the UC system selects and implements the system-wide replacement project. The application has been built with J2EE architecture which will be scalable until it is replaced at the UC level. Based on initial discussions with UCOP PPS team, UCI TRS could potentially be a long-term solution adopted by the UC.

Description: Lack of key functionality within system.
Consequences:
1. System acceptance will be low
2. Manual workarounds will be put in place

Likelihood of Occurrence: Medium
Mitigation: Based on fit/gap analysis, UCI has implemented the must-have requirements and plans to add additional enhancements. In addition, both UCI and UCLA have programmers supporting and maintaining the system.

Description: Challenges with learning a new web-interface
Consequences:
1. System acceptance will be low

Likelihood of Occurrence: Low
Mitigation: The web-based system interface is very similar to the UC Davis timesheet system. Training and transition planning will be part of the project management.

Description: Project resources may not be available
Consequences:
1. Implementation timeline may be delayed
2. Project scope may change
3. Additional planning overhead will be added

Likelihood of Occurrence: Medium

Mitigation: UC Davis plans to collaborate with UCI and UCLA on the implementation. UC Davis is strategically aligning resources and every effort will be made to provide the functional and technical resources.

Appendix 1: Cost and ROI Comparison

Solution Cost Comparison						
	UCI TRS [1]		HBS [2]		Kronos [3]	
	Total FY 11-12 (Year 1)	On-going maintenance	12 (Year 1)	On-going maintenance	Total FY 11-12 (Year 1)	On-going maintenance
Expenditures						
Software	$ 6,500	$ 6,500	$ 350,000	$ 52,500	$ 748,480	$ 134,726
1-time Implementation Services/Custom Programming	35,000	20,000	400,000	20,000	190,000	38,000
Recurring Services / Support	78,300	71,700	52,500	-		71,696
UCD Personnel Costs [4]	86,300	87,600	86,000	87,600	86,000	87,600
Expenditures	$ 206,100	$ 185,800	$ 888,500	$ 160,100	$ 1,024,480	$ 332,022

(1) UCI TRS co-hosting with UCI or UCLA is a cost saving option that is currently being explored.

(2) HBS customizations project based on $1,400 per day professional services rate

(3) Kronos - With campus implementation, the system would be moved to the data center. There would most likely be some Kronos Professional Services hours involved with installation of the application, authentication set up, and helping to configure load balancing. Also, it is very likely the DC virtualization service would be used as part of this transition. Hardware and recurring cost from VMTH has been credited for year 1 but this needs to be confirmed.

(4) Assumption: All solution options will need UCD staff for project planning, analysis, interface mapping and end user support for campus wide implementation.

Pending completion of gap analysis, UCI TRS is anticipated to be implemented in the shortest time.

ROI Comparison for T/A Systems			
	UCI TRS	**HBS**	**Kronos**
Annual Savings generated by Implementing T/A System (1)	$ 287,744	$ 287,744	$ 287,744
Savings over 2 years	575,488	575,488	575,488
Savings over 4 years	1,150,976	1,150,976	1,150,976
Year 1 Cost to Implement	206,100	888,500	1,024,480
Annual ongoing cost	185,800	160,100	332,022
2 Year Total Cost	577,700	1,208,700	1,688,525
4 Year Total Cost	949,300	1,528,900	2,352,570
ROI over 2 Years	-0.38%	-52.39%	-65.92%
ROI over 4 Years	21.24%	-24.72%	-51.08%
ROI formula: (Gain from Investment - Cost of Investment)/Cost of Investment			
(1) Amount identified in Draft Payroll SSC Future State Vision			

Appendix 2: Functional Overview

Holiday calculation Bi-weekly holiday is calculated based on the quadriweekly cycle. B1 holiday is not calculated until B2 but the resulting earned holiday hours are applied against the B1 pay period. If an employee has no B1 timesheet at the time the B2 timesheet is approved, B1 holiday is not calculated. Earned holiday hours are considered regular pay hours and are included as part of the 40 hour threshold used for overtime calculation.

Leave reporting Management of leave is outside of the scope of TRS. TRS can captures hours employee reports as Leave w/o Pay, these hours however are not used to reduce the amount of pay for exception paid employees.

Shift differential calculation Each job assignment has a flag specifying whether shift differential should be calculated for this job assignment. This flag is set and updated by the daily profile loading process based on whether the title code for the job assignment has shift differential rate defined in the UCI local Title and Pay database. The setting of this flag does bypass the checking of Title and Pay information when an exception paid SDF distribution is detected as being attached to an exception paid REG distribution under the same appointment, under this scenario, the SDF calculation flag for this assignment is always set to bypass calculation as the employee is being automatically paid a SDF amount.
Once TRS determines an individual shift's work hour qualifies it for shift differential pay, all hours on that shift and any non-productive pay status hours reported on the same day for the same job will receive shift differential pay. If shift differential pay is calculated but shift differential distribution cannot be found to apply the hours, the SDF amount is applied against a placeholder distribution number of "0" for manual processing. This is an area where business process at another campus may potentially be very different in terms of how shift differential distributions are set up in PPS. Further analysis in this area will be very important.

Spreading of hours against distributions Timesheet calculation and hour spreading occurs at the time the timesheet is approved and are not adjusted when subsequent distribution changes are made by departments.
After the DOS totals are calculated, TRS checks the distribution information for the pay period associated with the timesheet and further divides the pay period into sub periods if needed. Each sub period shares a common set of REG and SDF distribution number and percentage. Then hours are applied against each distribution number within each sub period, with the total of the distribution percentage treated as 100%.

Retroactive changes to timesheet
A timesheet reaches "completed" status when it's submitted into PPS successfully via web service, or batch or indicated by department as manual EDLR has been performed. Approved DOS hour entries for completed timesheets are locked and cannot be modified. When corrections are needed on a previously completed timesheet, Departmental Time Administrator can release it for a supervisor or employee to make corrections. When re-approved, adjustment entries are generated and will include applicable changes to regular, overtime and earned holiday hours resulted from the change to the timesheet. Timesheet adjustment entries are always applied against the original pay period associated with the timesheet.

PPS integration
The UCOP TRS Web Service is used for submitting current entries into the OPTRS IDTC roster, at UCI Campus; this means the bi-weekly positive paid employees since time reporting for our monthly employees occurs in arrears.
Batch process is used to submit bi-weekly and monthly late time entries. Only one batch file is uploaded into PPS per pay cycle, and entries are only uploaded into the primary pay cycle, i.e. hours for monthly employees are not loaded into the Bi-weekly cycle. Currently TRS only submits LX transactions via the batch process. TRS requires entries with RX transactions to be handled manually to ensure proper documentation for pay reduction is handled offline.
Departments can also indicate to TRS a manual EDLR was performed or a "Final Pay: was processed for the timesheet for a separating employee, doing so bypasses the direct PPS integration. Departments may choose this routeif a rush check needs to be processed or if the employee needs to be paid sooner than the next batch file is scheduled to be loaded into PPS. It would be ideal if the web service to support late time transactions is ready before any participating campus comes on board. This will eliminate the need to set up the batch process on an interim basis. TRS does not allow DTA to overwrite the amount of hours calculated or adjust percentage spread across the distributions. Departments are asked to perform expense transfer if the distribution percentages indicated in PPS need to be overwritten.

Access control
Any user with a timesheet profile (active or inactive) can access the employee module. Any user who is assigned as primary or backup supervisor on any active or inactive job assignment can access the supervisor module.
Access as Central Time & Attendance Officer and Departmental Time Administrator (DTA) are assigned within the UCI central access control application. Central Office access is not hierarchy based and DTA access is based on payroll hierarchy (i.e. primary and secondary unit). UCI made a decision not to use existing PPS access to allow for the flexibility of having DTA users who do not necessarily need PPS access. TRS queries a service provided by the central access control application in real-time to verify whether an user has DTA access to a certain department code and to retrieve a list of all DTAs for a given department code. Once a DTA's access to a department code is verified, access is granted for all job assignments belonging to that department and timesheets associated with those assignments.

Reports available in TRS
Currently TRS has these two built in reports:
1) DTA payroll report – this report provides all of the DOS hours information for timesheets the DTA already processed and updated in PPS. Title code, FAU, distribution percentage information is also available in this report. DTA usually reconciles this report against the PPS 5302 report.
2) Employee assignment report – this report provides an easy way to query and export all information pertinent to employee assignments, such as supervisor assignment, appointment number, assignment begin and end date etc. There have been no enhancement requests from the user community for additional canned reports or AdHoc query. Because overwrites could still occur within the PPS system which may affect the employees pay outside of the scope of TRS, departments generally use our Data Warehouse to retrieve earning/expense or ledger related information after the pay is processed.

Appendix 3: Timesheet Actions – Enter Time (monthly non-exempt employee)

Appendix 4: Timesheet Actions – Repeat Hours (monthly non-exempt employee)

UC Irvine Time Reporting System   Home | Logout

Welcome USERS TEST0520   October 12, 2010

ℹ **Remember to submit this timesheet by** Tuesday, November 9, 2010 11:00 AM

Timesheet 9945 for USER TEST0520 (090137434)   Status: SAVED
Pay Period 10/01/10 – 10/31/10 (168 Hrs)
UNIVERSITY EXTENSION / PROGRAMMER/ANALYST II

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1 Add...	2 Add...
3 Add...	4 Add...	5				Add...
10 Add...	11 Add...	12				Add...
17 Add...	18 Add...	19				Add...
24 Add...	25 Add...	26 Add...	27 Add...	28 Add...	29 Add...	30 Add...

Repeat Hours   ✖

Work Hrs.   From Date 10/01/2010   To Date [   ]   Hour [   ]

October 2010

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Exclude weekends ☑

Time In	Lunch Out	Lunch In
[ ] am	[ ] pm	[ ] pm

[New Shift]   [Add to Time Sheet]

Appendix 5: Reviewing/Submitting Timesheets to Payroll

| Manage My Staff | Review/Submit Payroll | Manage Employee | Generate Reports | Maintenance | Manage My Time |

View Current Bi-Weekly   View Current Monthly   View Manual Transactions   Search Timesheets

Current Department is SOCIAL SCIENCE (210000). Current Pay Period is 02/07/2010 – 02/20/2010 (B2).

📂 Open Timesheets   📑 Supervisor Approved

ℹ️ Payroll roster is open between Thursday, February 18, 2010 at 7:00 AM - Wednesday, February 24, 2010 at 5:00 PM

8 items found, displaying all items. **1**

Action	Name	Timesheet Hours	Distribution	REG	VAC	SKL	SDF	OTP	OTS	CTA	CTO	FUT	Return	Final Check	Reviewed
📄🗎	Choe, Julie	Work Hrs. 20.0	11 **DOS Total**	20.0 **20.0**									⛔	✅	☐
📄🗎	Ellis, Renee	Work Hrs. 40.0	11 12 **DOS Total**	44.0 **44.0**			16.0 **16.0**						⛔	✅	☐
📄🗎	Huang, Alan	Work Hrs. 8.75	11 **DOS Total**	8.75 **8.75**									⛔	✅	☐
📄🗎	Kim, Ruth	Work Hrs. 15.0	11 **DOS Total**	15.0 **15.0**									⛔	✅	☐
📄🗎	Kim, Stephanie	Work Hrs. 12.25	11 **DOS Total**	12.25 **12.25**									⛔	✅	☐
📄🗎	Sears, Kaitlin	Work Hrs. 4.5	11 **DOS Total**	4.5 **4.5**									⛔	✅	☐
📄🗎	Seto, Anthony	Work Hrs. 12.0	11 **DOS Total**	12.0 **12.0**									⛔	✅	☐
📄🗎	Yanez, Diana	Work Hrs. 40.0	11 12 **DOS Total**	44.0 **44.0**			16.0 **16.0**						⛔	✅	☐

Export options: 📄 PDF

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Appendix 6: Timesheet with multiple FAU and appointments

Timesheet 1041 for Testing Employee (123456789)
Pay Period: 07/16/2010 - 07/16/2010
RECREATION / ASSISTANT I / ASSISTANT II

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18	**19**	**20**	**21**	**22**	**23**	**24**
Sick 8.25 hrs	Sick 4.25 hrs	Vacation 4.25 hrs Jury 1.5 hrs		Holiday	Work Hrs. 51.5 hrs	
25	**26**	**27**	**28**	**29**	**30**	**1**
				Work Hrs. 9.25 hrs Furlough 18.0 hrs	Work Hrs. 11.25 hrs Holiday	
2	**3**	**4**	**5**	**6**	**7**	**8**
Sick 2.0 hrs Work Hrs. 5.0 hrs	Work Hrs. 5.0 hrs	CompTime 4.0 hrs Work Hrs. 5.0 hrs	LWOP 6.6 hrs	Furlough 8.0 hrs	LWOP 6.6 hrs Work Hrs. 5.0 hrs	Furlough 8.0 hrs

Timesheet Totals

CompTime	4.00
Furlough	18.00
LWOP	6.60
Vacation	4.25
Sick	8.25
Work Hrs.	51.50
Jury	1.50

additional display info

Electronic Signitures

Employee	Christa Chen	07/16/10 11:28 AM
Supervisor	Cecilia Do	07/16/10 11:28 AM

Timesheet In/Out Details

07/16 - 10:00am - 2:00pm; 2:22pm - 4:09pm.
07/16 - 10:00am - 12:03pm, 12:42pm - 2:00pm; 2:22pm - 4:09pm.
07/16 - 2:22pm - 4:09pm.

Timesheet Comments

Some random information input since last time

Distribution, Percentage, FAU and

11 25% 9 / 687786 / 19000 / 123456 / 02 /
    VAC-9.5,REG-63.25,OTS-3.0,OTP-37.0
0 25% 9 / 687786 / 19000 / 123456 / 02 /
    SPD-91.0
Effective at the end of supervisor approval

Timesheet Modifications

Modified by Ying Kussmann on 07/16/10 11:28 AM (Acknowledged)
    10:00am - 9:00pm of work hours on 03/09 added
    10:00am - 9:00pm of work hours on 03/10 added
    Testing stuff

Modified by Samuel Wong on 07/16/10 11:28 AM (Not Acknowledged)
    10:00am - 9:00pm of work hours on 03/10 added

Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance