Time, Attendance and Leave
Town Hall

August 2014
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Overview of Time, Attendance & Leave (TAL) Project
Understand the major impacts of TAL
Discuss support and resources available
• Project initiated and managed from the Office of the Provost
  – Not an IT or Payroll project
• Representatives from across campus participated in the selection and planning process
• “ecotime” from Huntington Business Solutions has been selected for TAL system
  – Interfaces with PeopleSoft
  – Becomes official system of record for time
• Iterative process with TAL team
  – User acceptance testing
Current State

• Payroll challenges
  – Run in advance with estimated data
  – Obtaining timesheets
  – Leave accuracy
  – Calculating hours for LWOP, new hires, terminations
  – Recruiting Issues
Reasons for TAL Implementation

1. Monthly payroll is challenging for administration, recruitment.
2. Affordable Care Act (ACA) changes require tracking part-time employee hours in real-time.
• OUHSC and OUHSC-based Tulsa employees transition to automated time entry and leave tracking
• Enables real-time tracking
• Makes biweekly pay a reality
• Transition to biweekly pay May 31, 2015
Advantages

• Less time to wait between paychecks
  – Current average: 4.5 weeks
  – 6 weeks December-January
• Real-time pay of PTO and overtime
• Real-time PTO accrual tracking
• Eliminates off-cycle payments for new, departing and temporary employees
• Timekeeping system replaces most existing timesheets, leave requests, shadow systems for tracking leave, and other time tracking systems
Impacts of TAL Implementation

- Pay
- Process
- Policy
- People
Time, Attendance and Leave (TAL)

- Paid for two weeks of work every other Friday
  - If payday falls on a holiday, paid the day before
- Faster cash flow
- Most months have 2 paydays
  - Two months/year have 3 paydays

Biweekly Pay = Annual Salary/26
Impacts of TAL: Pay

- The last monthly paycheck will be May 29, 2015
- The first two week paycheck will be June 26, 2015
- The transition from running payroll before the end of the month to after each two weeks will cause a gap between the last monthly and the first biweekly payroll
Impacts of TAL: Pay

- Employees can convert leave into funds to bridge the gap – up to 80 hours of leave (including comp time), and up to 40 hours of which can be Extended Sick Leave (Sick Leave for Residents)
- Paid out on June 26, 2015
Impacts of TAL: Pay

• Employees will be asked to select 80 hour conversion option
  – Details to follow on process, deadlines
  – Deadline for conversion decision will likely be May 10, 2015

• Employees can opt out of the leave conversion
  – Can save funds elsewhere

• Cannot take leave AND convert leave
Impacts of TAL: Pay

• Biweekly pay eliminates the need for additional pay cycles
  – Temporary and off-cycle paid with biweekly cycle
  – PPP will not change

• Each payroll is an accurate representation of hours worked, overtime, holiday and PTO
## Impacts of TAL: Pay

<table>
<thead>
<tr>
<th>24 Deductions/Year</th>
<th>26 Deductions/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>All Retirement Deductions</td>
</tr>
<tr>
<td>Dental</td>
<td>FSA Health</td>
</tr>
<tr>
<td>Vision</td>
<td>FSA Dependent Care</td>
</tr>
<tr>
<td>Employee/Spouse Long Term Care</td>
<td>Long Term Disability</td>
</tr>
<tr>
<td>Life / Supplemental Life / Dependent Life</td>
<td>Parking</td>
</tr>
<tr>
<td>Employee/Dependent AD&amp;D</td>
<td>Payroll Deductions set by employee (e.g.: Health Club, United Way, Campus Campaign)</td>
</tr>
<tr>
<td></td>
<td>Garnishment/tax levy</td>
</tr>
<tr>
<td></td>
<td>Child support/spousal support</td>
</tr>
<tr>
<td></td>
<td>Student loan deductions</td>
</tr>
</tbody>
</table>
Typically, months with 3 pay periods will not have deductions listed as 24 deductions/year deducted

- 3rd check in October 2015 WILL have premium deductions to avoid deductions from 80 hour conversion
- First ‘benefits premium holiday’ will be April 2016
- Other deductions (listed as 26 deductions/year) come out of every check
  - Includes garnishments, child support, etc.
Impacts of TAL: Pay

• Check your W4
  – Extra withholdings based on pay cycle
  – Example: $100 on W4 is currently $100/month, would become $100 every two weeks

• Review withholdings in Self Service

• Make changes to withholdings after May 2015 payroll

• Remember the 80 hour selection in May 2015
Impacts of TAL Implementation

- Pay
- Process
- Policy
- People

TAL

The University of Oklahoma Health Sciences Center
Impacts of TAL: Process

• FLSA non-exempt (hourly) employees will clock in and out daily
  – Compliant with ACA and FLSA
  – Monitors overtime, actual hours worked

• The TAL system comes with a web time clock
  – Card swipe/physical time clocks if departments choose

• All employees will use TAL for
  – Leave requests
  – Reporting lost time
  – Time sheet approval
Impacts of TAL Implementation
Impacts of TAL: Policy

- No negative leave
- Cascading leave
Impacts of TAL: Policy

• Comp time will align with staff handbook
  – Employees must elect comp time in lieu of overtime
  – Maximum of 90 hours (60 hours OT worked)
  – Back to OT once max comp time is reached
  – Employee paid out one year after accrual
## Impacts of TAL: Policy

<table>
<thead>
<tr>
<th>Monthly Accrual</th>
<th>Biweekly Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 hours</td>
<td>8.307692</td>
</tr>
<tr>
<td>20 hours</td>
<td>9.230769</td>
</tr>
<tr>
<td>22 hours</td>
<td>10.153846</td>
</tr>
</tbody>
</table>
Impacts of TAL Implementation

Pay
Process
Policy
People
Impacts of TAL: People

• Magellan Financial Counseling
• Financial institutions available for support
• 80 hour conversion, up to 40 from E.S.L.
• TAL TALK  http://www.ouhsc.edu/taltalk/
• Regular, dedicated communication
Next Steps

• Visit http://www.ouhsc.edu/taltalk/
• Help us spread the word
• Contact us with any questions

TAL-Questions@ouhsc.edu
Questions?

• Lyndi Zavy, TAL Change Management Lead
• Kevin Fitzgerald, Project Manager

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