



THE UNIVERSITY OF  
**CHICAGO**

U**CHICAGO**  
**TIME**

TIME AND ATTENDANCE PROGRAM

## **UChicago Time Best Practices**

The purpose of this document is to provide best practices to assist units with preparing for the implementation of UChicago Time. The list provides several specific areas a unit can begin focusing their time on that will be important for a smoother implementation.

### Paid Time Off

1. Review accrual balances for all benefits eligible staff employees. The review should ensure that all accrual balances are in accordance with the appropriate University Personnel Policies; [U509 Vacation](#), [U511 Personal Holidays](#) and [U512 Sick Leave](#) or bargaining unit contract. Specifically, employees should not have accrual balances in excess of their maximum allowable accrual amount or in arrears.
2. Accruals for all benefits eligible staff employees should be current. For biweekly employees all paid time off should be recorded and applied to a unit's method of maintaining accruals. Monthly absence reports should be collected through the end of the last month prior to going live with UChicago Time.
3. Be prepared to review your unit's vacation time off request process with the implementation of UChicago Time.
4. Accrued paid time off cannot be used for time off of less than 30 minutes.

### Pay Practices

1. Identify an individual(s) that are very familiar with the operations of the unit and their pay practices. The individual(s) should be well versed in personnel and pay policies, as well as, union pay practices.
2. If applicable, be familiar with how evening and night shift differentials; Sunday premiums; Holiday premiums are being administered by the unit. UChicago Time will process pay based upon University policies or union collective bargaining agreements.
3. Understand how your unit pays daily and weekly overtime.
4. Identify any special arrangements that may exist in a unit that are related to pay or paid time off. UChicago Time awards accruals and pay based upon University policies and bargaining unit agreements. Arrangements that do not adhere to policies and bargaining unit contracts, more than likely, will not be accommodated in UChicago Time.

### Work Schedules

1. Units should become familiar with, if they are not already, the work schedules of all biweekly employees that will use UChicago Time. Schedule familiarity includes shift starting and ending times and in particular, lunch periods. All flexible arrangements for biweekly employees

covered by Local 743 should be identified and documented which requires a unit to complete and submit the Local 743 Flex Time and Daily Overtime Waiver Form.

### Planning for Implementation

1. Identify additional individuals that could be a lead or “go to” person within units to assist with the UChicago Time in addition to the unit’s HR representative.
2. Identify a senior leader in the unit that will be the champion of UChicago Time and can assist the implementation team in responding to inquiries about the unit’s business practices as it relates to the application.
3. Start considering who will be best suited to be a unit’s Super User(s). A Super User ideally should be the human resources/payroll lead of an operational unit. A Super User can view everyone in your particular organization. They will be able to review, edit and approve time, make permanent shift/schedule changes and review specific report(s). A Super User should be prepared and able to field questions about UChicago Time.

### Ongoing Use

4. A unit needs an individual(s) that is proficient in the process of getting the paperwork for new employees processed and routed through the appropriate channels. This is important so employees can be entered into the payroll system as quickly as possible so the new employee can begin using UChicago Time on their start date.
5. CAT for HR (Chicago Authorization Tool for Human Resources) will be available to HR Administrators to expedite the onboarding of employees so they can begin using UChicago Time on their start date. Access and instructions will be available during a unit’s implementation phase.

### UChicago Time Traits

1. UChicago Time records time, including accrual balances, in the format of Hours (i.e. 1-24 hours) and Minutes (i.e. 1-60 minutes) which is different than the format for handwritten timecards. The format will not affect pay, employees will be paid correctly for time worked.
2. Begin the considering who will be the primary and secondary approver, by name, for each employee that will be using UChicago Time.

### Other items for consideration

1. Begin communicating about UChicago Time as early as possible. The communications could include what it is and how it will impact employees. The UChicago Time Implementation Team has a communication plan and associated communication pieces for units to utilize to inform employees about the system and it’s rollout.
2. Understand where temporary and student employees will log into UChicago Time to record their time. Will it be a computer kiosk in the unit, a computer assigned for their use, etc.?
3. Inform individuals that they will be a primary or secondary approver for specific individuals.
4. All users must have an active CNetID to use the system. A CNetID can be claimed at <https://cnet.uchicago.edu> .
5. UChicago Time uses an employee’s ChicagoID, not their Social Security Number. An individual can obtain their ChicagoID by visiting <https://whoami.uchicago.edu> .

6. A UChicago Time Multiple Action Form (MAF) will need to be completed for each new hire. The MAF will collect a variety of information including shift information, schedule, lunch duration and an employee's approvers.
7. HR Administrators with access to the payroll system can look up an employee and review their designated approvers using screen 027.