



# THE UNIVERSITY OF CHICAGO | UCHICAGO TIME

## TIME AND ATTENDANCE PROGRAM

### **Things to Expect from UChicago Time for Approvers & HR Administrators**

The purpose of this document is to provide a preliminary understanding of how UChicago Time functions and what an approver, both primary and secondary, can expect upon implementation in their unit. Additional information will be presented during face-to-face training sessions, online Web-based tutorials and departmental meetings.

#### **Email**

UChicago Time users will submit requests for time off through the system. The request will be reviewed and approved by a primary or secondary approver through the system. As a UChicago Time primary or secondary approver you will receive automated emails for the following:

1. The submission of a Monthly Absence report for your review and approval. A biweekly employee's request for an absence requiring your approval.
2. Notification if an employee fails to clock off at the end of their shift.
3. A biweekly employee schedules a day off requiring approval.
4. Notification *every* Monday to approve the previous week's time for employees.
5. Notices about system availability.
6. Notices about system enhancements.
7. Notices about a change in time approval dates due to holidays.
8. Notice when a biweekly employee enters or edits absence time.

You may consider using filters in your email client to direct emails to an email folder you designate for UChicago Time communications.

#### **Tips for Approvers**

1. You are encouraged to approve time regularly, rather than attempting to approve two weeks of time on the morning of the payroll deadline.
2. Consider approving time every day after implementation. You can revise the frequency after you become familiar with the system.
3. All time must be approved by noon on the Monday following the end of a biweekly pay period. The approval day may change due to holidays that impact payroll deadlines. In the event the approval day changes a notification will be sent to approvers with the revised approval deadline.
4. A variety of reports will be available through the system to assist you in managing absences and employee scheduling.

5. UChicago Time simplifies timecard processing but may still require approvers to devote a similar amount of time to carefully review each employee's time record in the system to ensure time is accurately and appropriately recorded.

### **Tips for HR Administrators**

1. You may be asked to spend more time on biweekly payroll issues and work more closely with unit managers to answer questions, review UChicago Time records, and provide guidance on making edits to UChicago Time records.
2. During parallel testing when employees record time both on paper timecards and UChicago Time, an HR Administrator may need to be available to answer questions and review recorded time to ensure employees are paid correctly.