THE UNIVERSITY OF CHICAGO | UCHICAGO TIME

TIME AND ATTENDANCE PROGRAM

Things to Expect from UChicago Time for Users

The purpose of this document is to provide a preliminary understanding of UChicago Time's functionality and what a user can expect upon implementation of the system in their unit. Additional, in-depth information will be presented during face-to-face training sessions, online Web-based tutorials and departmental meetings.

Email

As a UChicago Time user you will receive the following automated reminders based upon your pay schedule and transactions that occur in the system.

Monthly employees will receive:

1. An email confirmation when you submit your Monthly Absence Report.
2. An email confirmation that your Monthly Absence Report has been approved, modified or rejected by your approver.
3. Email notices about system availability.

Biweekly employees will receive:

1. Email confirmation when your absence request has been submitted.
2. Email confirmation when your absence request has been approved or denied by your approver.
3. Email notices about system availability.

Using UChicago Time

Tips for Monthly Employees:

1. You will view your accruals online through the current date only.

2. Accruals will be awarded on the first day of each month which is the accrual for the previous month.

Tips for Biweekly Employees:

1. Be prepared to ensure your UChicago Time time sheets accurately reflect your time in and out throughout the pay period. If the times are not correct please your approvers well in advance of the payroll closing deadline.

2. You will submit time off (vacation, sick and personal holiday) requests through UChicago Time.

3. You will be reporting absences/vacation/sick days through UChicago Time.

4. On the date of implementation, begin clocking on and off via either the web clock or a physical time clock depending on your work location.

5. You will view your accruals online through the current date only.

6. Accruals will be awarded on the first day of each month which is the accrual for the previous month.

7. Continue to track your time on paper time cards until you are instructed to discontinue doing so.

8. Accrued paid time off cannot be used for time off of less than 30 minutes.