



Timekeeping—An Automated Campus Solution

UC Berkeley has no campus standard for reporting time worked or leave usage. With departments each using their own system, pay rules are interpreted differently, redundant maintenance and updating efforts are expended, and the risk of error is high. By implementing a campus-wide timekeeping solution, the University will reduce costs, standardize its pay rules, and establish the infrastructure ultimately needed to support a planned common system.

Summary

With no campus standard for reporting time worked or leave usage, UC Berkeley departments have created local systems, leading to differences in interpretation of pay rules that affect vacation accrual rates, payout amounts upon separation, and differences in other aspects of time reporting that have a financial impact on the University. When there's a change in pay rules, each department implements the change on its own, resulting in widespread redundancy of efforts and contributing to a risk for error with attendance data and leave usage.

This proposal calls for implementing a single, automated, centrally supported timekeeping solution that would standardize pay rules campus-wide, eliminate redundant efforts, and reduce costs. The campus will engage Kronos, a system already in use on part of campus for the campus-wide solution. This solution will remain in place until a UC system-wide solution is implemented in the next three-to-five years. The new system would also enable employees who are currently being paid semi-monthly to be paid bi-weekly—consistent with all other UC campuses—reducing the workload of those who keep records, cut checks, and maintain the payroll system.

Delivering the Vision

Implementing a centralized timekeeping solution will help achieve the vision of Operational Excellence by reducing costs, delivering a common administrative solution with common business practices, more-effectively utilizing resources, and instilling a culture of continuous improvement. This proposal requests \$2.9 million in funding from Operational Excellence and is projected to save \$3.2 million annually.

Timeline

This effort commenced in early 2011 with planning and design; the system will be built and tested during summer 2011; and deployment and training are planned for fall 2011.

Leadership

Sponsor: Keith Gilless, Dean, College of Natural Resources

Sponsor: Frank Yeary, Vice Chancellor

Sponsor: John Wilton, Vice Chancellor for Administration and Finance

Initiative Manager: Moira Perez, Director of New Initiatives, Office of the Vice Chancellor for Administration and Finance

For More Information

Complete copies of the Organizational Simplification Business Case as well as the Request for Resources and the proposed budget for Timekeeping—An Automated Campus Solution can be viewed online at the OE web site at <http://oe.berkeley.edu>

Questions and comments about this proposal for the initiative team: organizational simplification@berkeley.edu

Questions about Operational Excellence: oe@berkeley.edu