

Time and Labor Project

1. Why did APU undertake a new time and labor project?

This exciting project replaces a labor-intensive manual process with automated timekeeping. This new system eliminates a tremendous amount of time previously devoted to manual timecard calculation. Further, the new tool ensures employees are compensated appropriately, improves scheduling efficiency, and facilitates the monitoring of paid time off balances (vacation time and sick day accrual) by all employees.

2. When did this project begin?

The project started in April 2012 when the university decided to replace its 14-year-old payroll system (ADP ProBusiness) with a new one (ADP PayForce). ADP PayForce integrates the new timekeeping with the new payroll system.

3. What is Kronos?

Kronos is the #1 time management company in the United States, servicing more than half of the Fortune 1000 companies.

4. What is the timetable for rollout?

Implementation of the tool campus wide is estimated to take nine months, beginning in April 2013 and culminating in December 2013.

5. Who will be impacted?

Everyone! All 3,600 faculty, staff, temporary employees, and student workers will participate in the system and enjoy its benefits. Exempt salary staff and faculty will soon be able to monitor their sick and vacation accrual, manage leaves of absence, and more effectively manage nonexempt employees.

6. What are the benefits of an automated time and labor system?

The time and labor system streamlines the timekeeping process, providing multiple channels for timecard access. It eliminates the errors common to manual processes and ensures employees are compensated appropriately. In addition, the tool provides high quality, real-time access to detailed information, enhances scheduling efficiency, minimizes compliance risk, and facilitates the monitoring of paid time off balances (vacation and sick day accrual) by all employees. All of these benefits impact workforce productivity.

6. Who will provide the training for the new time and labor system?

Just as the development and implementation of this new system took a dedicated team, so does the training. The Human Resources department will focus on helping employees understand, support, and comply with California and federal labor law as well as become familiar with and uphold the tenets of the university's Employee Handbook. This allows the Business Office's time and labor (T&L) /payroll analyst, in partnership with Kronos representatives, to offer the APU community training that centers on system usage and functionality.

7. What are the methods by which employees can access the Kronos timekeeping system?

There are three methods: electronic time clocks located on campus, mobile phone devices, and computers via a browser. The methods individual employees may access are determined by each department's management.

8. What are the first departments to migrate to the Kronos timekeeping?

The first four departments are Hospitality Services, Facilities Management, Auxiliary Services, and Campus Safety. The rest of the university will migrate over to the system on a staggered time table arranged between the project team and each unit.

9. What departments teamed up to design and implement the time and labor project?

The following departments are actively involved with the implementation of this project: Legal, Human Resources, IMT, Facilities Management, Hospitality Services, Auxiliary Services, Campus Safety, and the Business Office.

10. Who should employees contact concerning questions regarding labor laws and exempt and nonexempt clarifications?

Contact the Department of Human Resources at Ext. 4531.

11. Who should employees contact with questions about timekeeping set up, security, training, etc.?

Contact the Business Office time and labor/payroll analyst at Ext. 4737.

12. Who should employees contact with questions regarding paychecks, expense reimbursement, tax withholdings, direct deposit, etc.?

Contact the Payroll team at Ext. 4722.