TIME TRACKING SYSTEM SUCCESSFULLY LAUNCHED

The new university-wide electronic time tracking system went live on schedule on October 30. The concerted efforts of the implementation team—led by HRM and comprised of representatives from ITS as well as Time Administrators and Key Contacts from across the university—ensured a smooth and timely launch. We are pleased to report:

- Successful transition to an automated and university-wide system
- Positive response to online access to current paid time off balances
- Effective migration of data required for pay cycles
- Print and web-based training materials, including video instructions, received well

As with any new system, there are questions about roles and responsibilities.

AS A REMINDER: FACULTY CONTINUE CURRENT PRACTICES

All full-time faculty, whether on an academic year or 12-month contract, continue the current practice of reporting paid time away from the university (sick time, family sick time, personal time and/or vacation time, where appropriate) to their chair and/or administrative assistant, per unit practices and the Faculty Conduct of Class policy.

Individual units will determine whether the Time Tracking Administrator will enter time off into the system, or whether faculty members will directly enter their time off into the new system through myNEU. Department Chairs (or their delegate) will need to use the system to approve time off requests. Part-time faculty will only use the system if they want to check their sick balance; the Time Tracking Administrators will do the actual data entry for part-time faculty.

WEEKLY EMAIL REMINDERS

By way of clarification, the Time Tracking system automatically generates two types of weekly emails. The two emails and their purpose are:

1. EMAIL REMINDER FOR STAFF

STAFF PAID WEEKLY: Receive the email to remind them to review their time to ensure their exception time (vacation, family sick, sick, personal time) and any overtime are recorded accurately. After reviewing their time, they affirm time worked by submitting it for approval.

STAFF PAID SEMI-MONTHLY: Receive the email to remind them to make sure any exception time (vacation time, sick time, family sick time, personal time) is recorded accurately so that paid time off balances (vacation time, sick time, family sick time, personal time) are correct. If all exception time has already been recorded and/or there are no changes, no action is required and the email reminder can be ignored.
2. EMAIL REMINDER FOR ACADEMIC DEPARTMENT CHAIRS, DEPARTMENT HEADS, MANAGERS, AND SUPERVISORS

Department heads, managers, and supervisors have different responsibilities with respect to staff who are paid weekly versus staff who are paid on a semi-monthly basis.

STAFF PAID WEEKLY AND TEMP NON-STUDENTS: Department heads, managers, and supervisors receive a weekly email to remind them to review and approve the time worked and/or exception time recorded (vacation time, sick time, family sick time, personal time). This is to ensure that paid-time off balances (vacation time, sick time, family sick time, personal time) are current and individuals who are eligible for overtime are paid accurately. Because approval is required for the person to be paid correctly, if no action is taken by Monday morning, a second reminder is sent at 10:00 AM, EST.

STAFF PAID SEMI-MONTHLY: Department heads, managers, and supervisors receive a weekly email to remind them to review and approve the exception time (vacation time, sick time, family sick time, personal time) for their direct reports. This is to ensure that paid-time off balances (vacation time, sick time, family sick time, personal time) are accurate. Going forward, academic department chairs will not receive notification about faculty members.

Department heads, managers, supervisors and/or their delegates do not need to review each timesheet individually; if there are no exceptions, they can be submitted by clicking “approve all.”

DELEGATION

If department heads, managers, or supervisors do not wish to assume this administrative responsibility, they may delegate the task to their local time administrator or someone else. Both the leader and delegate will receive the weekly reminders as well as email notifications regarding individual requests for time off, however, the leader will not need to take any action unless s/he chooses to.

STAY TUNED...

As we go forward, we will continue to update you as well as post information on the dedicated Time Tracking website, which is located on the HRM website under RESOURCES AND FORMS.

Thank you.