UNIVERSITY-WIDE ELECTRONIC TIME TRACKING SYSTEM

At the end of October, HRM will introduce a university-wide electronic time-tracking system for employees. The paid time off policy, which includes the way vacation and sick time are accrued, is not changing, what is changing is the way time is tracked.

In addition to simplifying and updating the way we report and track time, the system will allow employees and department managers to access time off balances in real-time on myNEU. The new system will:

- Provide employees and managers with self-service access to real-time vacation and sick time balances through myNEU
- Eliminate the need for colleges and divisions to develop and manage independent time tracking solutions and reduce manual processes
- Generate comprehensive reports that support external requirements and internal processes such as vacation planning
- Support compliance with federal, state, and local regulations

HRM continues to work closely with a cross-functional advisory group in planning for this project. In addition, we are partnering with representatives, Time Tracking Administrators from across the campuses to ensure a seamless implementation. The Time Tracking Administrator from your area will be working with you to ensure a smooth transition and will be available to answer your questions.

PLANNING FOR THE TRANSITION

OFFICE SUPPORT, TECHNICAL, AND SERVICE STAFF

- Office Support, Technical, and Service Staff will continue to accrue vacation and sick time on a monthly basis.
- Vacation and sick time balances will be accrued, allotted, and reported in hours, rather than days.

ADMINISTRATIVE AND PROFESSIONAL STAFF AND FULL-TIME FACULTY

Sick-time allotments based on years of service are not changing. To reduce confusion, we will be aligning both sick and vacation time with the fiscal year, July 1, effective July 1, 2016. In the transition to the new system, Administrative and Professional Staff and Full-Time Faculty will receive a fresh allotment of sick days on July 1, 2016, regardless of how many sick days have been used since their work anniversary. This refresh will happen automatically, you do not need to take any action.

Vacation and sick time balances will be accrued, allotted, and reported in hours, rather than days.
NEXT STEPS
As we plan for the transition, HRM and the Time Tracking Administrators will provide you with more information. As we approach the “go live” date at the end of October, there will be multiple opportunities to learn about the new system including a dedicated webpage as well as in-person and online training materials.

If you have any questions please contact the Time Tracking Administrator from your area or the HRM Customer Service Center, 617.373.2230.