

TO: Responsibility Center Heads
Responsibility Center Administrators

FROM: Office of Human Resources
Office of Budget and Controller

DATE: February 12, 2009

SUBJECT: New Time Record Keeping System

Over the past year, a joint project team comprised of members of the Office of Human Resources, Financial Information Systems, and Payroll departments have been working to design, coordinate, and plan for the implementation of a new on-line classified staff time and attendance system. We are pleased to announce the University's upcoming implementation of an automated time and attendance system called PRISM TRKS (Time Record Keeping System).

The time and attendance system is a module that has existed as part of the University's Oracle platform which will now be activated as part of our PRISM Financial and HR System. It will incorporate best business practices; streamline the process of time reporting; track the accrual and use of vacation, sick, personal and compensatory time; make the administration of time-related policies and procedures easier and consistent; provide access to real-time data; and, reduce paper forms and the time spent waiting for them to be processed. Other available features will include employee self service time records and on-line capabilities for reviewing and approving time.

The PRISM TRKS Project Team anticipates that the system will "go live" in mid-Fiscal Year 2010. To ensure that your department/area is prepared, over the upcoming months, project team members will work with you regarding the implementation of this new system and related training. In the near future, specific details related to the project (project timeline, rollout, updated policies and procedures, training, etc.) will be available through a project website that is currently under development. Your support, cooperation and assistance will be appreciated.

An automated staff time and attendance system for the University represents a significant change from the current manually intensive process. In preparation for the new system, the Office of Human Resources has been reviewing time and attendance policies and procedures. Once updates to these policies have been completed, they will be made available to you.

Later this month, the project team will be distributing detailed instructions and data collection tools to begin the process for identifying and collecting supervisor data, time off balances, and other related data. This information will need to be collected by you and submitted to the project team within the required timeframe.

The PRISM TRKS Project Team looks forward to working with you to make this system implementation successful.