
From: Senior Vice Chancellor John Plotts [plots2@UCSF.EDU]
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To: UCSFSTAFF@LISTSRV.UCSF.EDU
Subject: HBS Time Keeping System bi-weekly go-live

Over the past few months we have been communicating our plans to implement a series of business efficiency improvements as laid out in the Operational Excellence strategy. One of the stated priorities of this strategy is to complete the implementation of the on-line HBS Timekeeping System and the vacation leave assessment program. The implementation of these systems is in line with our goals to enhance efficiencies, manage administrative costs and ensure compliance with governing laws and policies.

What is the HBS Timekeeping System?

Until now, the campus relied on labor-intensive processes to collect thousands of timesheets each month in order to calculate payroll and manage our \$150 million vacation liability. Many employees had no reliable record of their balances. Paper processing often led to missing/incorrect information and re-work as well as inconsistent policy interpretation.

The Medical Center, on the other hand, has managed their timekeeping for many years using a timekeeping system. In 2005, the campus participated in the selection of a new system with the intention that all campus employees would use it. A timekeeping system will provide a number of benefits, including the ability to:

- pay employees all of their regular and ancillary pay timely and consistently
- apply timekeeping policies consistently
- reduce the time it takes to process pay
- provide employees, supervisors and administrators with a reliable record of leave balances
- eliminate the disappearance of missing timesheets/records
- eliminate duplicate data entry and 3rd party vendor costs
- eliminate the need to perform reconciliations between paper records and systems
- eliminate the need for departments to build timekeeping systems/spreadsheets
- avoid manual data entry associated with the upcoming vacation leave assessment implementation.

Who will use HBS?

- Starting in October/November 2009, 5,000 academics earning vacation and most staff employees on exempt, fixed schedules began using a monthly timesheet in HBS to record time spent on leave, e.g., vacation, sick and furlough.
- In April 2010, 400 non-exempt and exempt variable employees participated in a pilot effort to transition from the monthly to the bi-weekly pay cycle using HBS to record all time worked and calculate pay.
- On September 1st, approximately 4,500 employees are also transitioning to the bi-weekly cycle and beginning to use HBS to record all time worked and calculate pay.

Who will not use HBS?

- Employees in the Interim Staffing pool
- MSP Physicians, Dentists and Pharmacists who do not earn vacation leave
- Academics who do not earn vacation leave

Why is it necessary to transition from the monthly to bi-weekly pay cycle?

Employees whose pay is driven by hours worked will transition to bi-weekly pay cycle. Paychecks will now reflect all hours worked during the period, with pay being calculated by the system rather than through manually prepared forms and calculations. Employees whose pay is driven by hours worked include those who work a variable schedule and/or who receive time-based ancillary pay such as overtime, shift differential, on-call, etc.

Has campus leadership considered the impact to employees transitioning from the monthly to the bi-weekly pay cycle?

Campus leadership acknowledges that employees may find it difficult to transition and has been committed to pro-actively communicating information and offering assistance to employees including:

- 97 workshops for employees led by department HR managers and project staff
- Live and recorded Webinars
- Personalized pro forma earnings statements with bi-weekly earnings and deductions
- Transition assistance options including vacation cash-out and transition loan

HR administrators from every campus department have been meeting monthly for the past 18 months to learn how they can support the employees. Many HR administrators have met 1:1 with employees to answer questions and address concerns.

How will employees transitioning to the bi-weekly pay cycle learn to use HBS?

HR Administrators have been providing employees with the information and tools they need to access HBS and complete their timesheet. Because pay is based on the time on the timesheet, employees must review and update their timesheet every two weeks. The first deadline for employees to complete their timesheet is September 7th, 2010.

Is using HBS required?

All employees, unless identified above, will use the HBS Timekeeping System.

HBS will be the UCSF system of record for leave reporting. It replaces our inefficient paper-intensive processes and improves our ability to manage our financial leave liability. Implementing the UC leave liability program depends on our use of the HBS Timekeeping System.

To read a message from the Chancellor about the importance of improving our administrative effectiveness, visit: <http://tinyurl.com/OE-Message-to-Campus>.

We count on your engagement in this critical initiative. If you have further questions, please contact your department's HR Administrator or Department/Division Manager.

Jeffrey Bluestone, Ph.D.
Executive Vice Chancellor and Provost

John Plotts
Senior Vice Chancellor Administration

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