2019: Focus on Time and Leave Management

Approval for new leave program and pre-requisite time tracking system and payroll change

Implementation of consistent payroll cycle across the system for all employees

New time and leave program, implementations of new time management capabilities

Q1 2018  Q1 2019  Q3 2019
An integrated set of procedures and practices established to optimize productivity, improve accountability and better manage payroll expenses.

- Standardized time and leave utilization
- Automated time and attendance reporting and scheduling
- Proactive attendance management
- Enhanced remote and mobile time tracking
The Fair Labor Standards Act

Required to record and compensate for all non-exempt working hours including start and stop times, unpaid breaks, total hours per day and overtime hours per week, compensatory time, etc.

Exempt employees are required to document certain types of unpaid leave but are not eligible for overtime, so aren’t required to track actual hours worked.

NH Department of Labor

True and accurate payroll records maintained for a minimum of 3 years

2-hour pay minimum

On-call pay

Meal break periods

Time Management Systems are designed to provide a legal record of time worked – to make sure you receive all compensation earned - and help to manage against regulatory risks.
Kronos Workforce Dimensions is a real-time software solution which enables strategic business insights by providing a holistic view of our workforce through the following:

- Improved transparency
- Employee accessibility
- Automated functionality
- Accurate data collection
- Time and attendance recordkeeping
- Leave management processes
- Enhanced labor scheduling

We have engaged close to 50 stakeholders across all campuses in areas such as Finance, HR, Payroll and IT, to identify key system needs and build our unique payroll rules in Kronos.
Project Implementation Timeline

Kronos go-live events begin in October 2019 and will continue through Spring 2020.

<table>
<thead>
<tr>
<th>Kronos Rollout Stage</th>
<th>Target Go-Live Date</th>
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</thead>
<tbody>
<tr>
<td>Employee pilot group (System Office Staff, all HR Staff)</td>
<td>October 19, 2019</td>
</tr>
<tr>
<td>All benefits eligible, exempt (salary) employees and time approvers</td>
<td>December 14, 2019</td>
</tr>
<tr>
<td>All other Office of Business Affairs employees (UNH)</td>
<td>January 11, 2020</td>
</tr>
<tr>
<td>Remaining non-exempt (hourly) employees (including adjuncts and student employees)</td>
<td>Spring 2020</td>
</tr>
</tbody>
</table>

As with any large-scale new-system implementation, this schedule is subject to change. We will keep you updated on any revisions that could impact you.
Digital timecards are completed daily, including time off requests, and approved every pay period.

Non-exempt (hourly) employees will:
- Document all hours (actual in and out times) worked including meals
- Request and review time off

Exempt (salary) employees will:
- Request and review time off

Adjunct and Student workers will:
- Document all hours (actual in and out times) worked including meals
- Transfer work hours between multiple jobs
- Request time off, as required

Kronos Workforce Dimensions will provide employees with greater insight into available time off options, as well as shift rates, pay premiums and compensatory time.
Kronos Features – Employees

- Full functionality from desktop, laptop, tablet, smart phone or time clock
- Complete tasks (time stamps, time off request, approvals, etc.) from any device
- View available time off balances, open requests and approvals
- View schedules and monitor actual time worked

Employees are not required to use personal devices for timekeeping but may find it much more convenient.
Kronos Features – Time Clock Interface

- Intuitive interface allows for quick and easy task completion
- Card reader, secure authentication and on-screen options
Additional Features - Supervisors

- Access real-time information for your staffing needs
- Home screen can be configured to meet user requirements
- Access data with Excel-like functionality

Dashboard and email alerts let will help supervisors manage schedules, employee requests and adhere to time sensitive approvals.

Manage schedule
05/12/2017 - Last Update 08:30

Starting [30]
- Coleman, B... 08:00
- Welsh, Joe 08:00
- Anderson, W... 08:00

Missing [4]
- Jones, Mary 07:00
- Smith, Jess 07:00
- Lawyer, Aaron 07:00

Taking a Break [3]
- Jones, Mary 07:00-08:15
- Smith, Jess 08:00-08:30
- Lawyer, Aaron 08:00-09:00

Leaving [8]
- Miller, Steve 08:00
- Bills, Anna 08:00
- Lawyer, Adam 08:00
Questions?

Email myusnhbenefits@usnh.edu or contact your campus HR office.

<table>
<thead>
<tr>
<th>Keene State College</th>
<th>University of New Hampshire</th>
<th>Granite State College</th>
<th>Plymouth State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karyn Kaminski</td>
<td>Heather Madore</td>
<td>Anne DuBois</td>
<td>Patricia Plante</td>
</tr>
<tr>
<td>603-358-2486</td>
<td>603-862-0883</td>
<td>603-513-1371</td>
<td>603-535-2553</td>
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<td><a href="mailto:kkaminsk@keene.edu">kkaminsk@keene.edu</a></td>
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<td><a href="mailto:pplante@plymouth.edu">pplante@plymouth.edu</a></td>
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