



UTIME KRONOS UPDATE

We're nearing the final stages of launching Kronos Workforce Dimensions—the new time management system under UTime. Adapting a time management system to the needs of multiple employee units across the five institutions of USNH has taken time to ensure we have a successful launch. We've also identified changes to our technical integration—the link between Kronos and our USNH Banner Finance/HR system—so that both products are more efficient and user-friendly. These approaches have resulted in a revision to our prior Kronos timeline. This update provides information on the revised timeline and how the changes will affect you.

Why a Time Management System Matters

Employees must be paid for actual hours worked, including overtime, and in compliance with State and Federal regulations. A time management system, such as Kronos Workforce Dimensions, provides an integrated set of procedures and practices to accurately compensate employee productivity, improve accountability and better manage payroll expenses.

As a real-time software system, Kronos provides strategic business insights and a holistic view of our workforce, including:

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

Kronos Implementation: Phased Roll Out

Kronos will roll out to various employee groups after we have completed extensive testing of the new time management system. This allows for close monitoring of system functionality and employee training, as well as incorporating feedback. Here's an overview of the phased roll out:

Kronos Roll Out Stage	Target Launch Date
Employee pilot group (System Office staff, all Human Resources staff)	October 19, 2019
Benefits-eligible, exempt (salary) employees and supervisors	December 14, 2019
Remaining employees in OBA (at the University of New Hampshire)	January 11, 2020
Remaining non-exempt (hourly) employees (including adjuncts and student employees)	Spring 2020

As with any large-scale, new-system implementation, this timeline may change. We will keep you posted on any updates and potential impact on you.

Training on the Kronos Workforce Dimensions System will take place in the weeks before your group's targeted launch date. More information about training, timing and locations will be provided throughout the coming months.

Questions?

For more information, review the Kronos Employee Presentation, available at www.usnh.edu/human-resources/utime. If you have questions, contact myusnh.hr@usnh.edu or your campus human resources contact:

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