Best Practices For Timekeeping

Shared Responsibility

A **Time Stamping Employee** is an employee who is paid by the hour and is required to report worked time using the Employee Self Service Portal. A **University Timekeeper** is the first line of defense in ensuring the University's time records are accurate. Using UCFlex/SAP, the timekeeper is responsible for reviewing an hourly employee's hours and ensuring that (a) all hours worked are reported and (b) all hours reported are worked. A **University Time Approver** is responsible for ensuring the timekeeper is following established processes and procedures to keep time and for approving the time records as verified and modified by the timekeeper. The **Business Office** is responsible for developing best practices and providing training to carry out the functions of timekeeper and approver.

Best Practices for Timekeeping

1. Develop a policy for clocking in and out (e.g. clock/terminal location, scenarios when the location can be different, the reporting required when someone deviates from the published schedule) and communicate this policy to your workers.
2. Determine availability. This means asking your employees when they are available to work, and even asking for a copy of a student's class schedule so you don't schedule when the student employee is supposed to be in class.
3. Publish a schedule of work at least a week in advance. Take into account
   a. Availability (see item 1)
   b. Open hours, determined by area need.
4. Check clocked hours to the schedule and availability using CATS_DA in UCFlex/SAP.
5. Perform a reasonableness check on the summary information found in CATS_DA and/or ZHPT_APPROVE_HOURLY.
6. If you cannot be physically present when your employees are clocking and working, perform unannounced spot checks to ensure that employees who claim they are working after hours or in a different location actually are working.
7. If you suspect that someone has been falsifying time records, notify the Director of Business Affairs immediately to discuss next steps.

Time Reporting

Area	Organization Number	Primary Timekeeper	Primary Approver
College Office	60000062	Jeremy Jaskiewicz	Judy Smith
Business Affairs	60001544	Jeremy Jaskiewicz	Judy Smith
Student Affairs	60001543	Vanessa Phelan	Amberly Maryo

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Area	Organization Number	Primary Timekeeper	Primary Approver
Research	60001545	Laura Plaisted	Judy Smith
Galleries	60001546	Aaron Cowan	Judy Smith
School of Design	60000065	Dot Cloke	Judy Smith
School of Architecture & Interior Design	60000066	Ted Richmond Kim Lawson	Judy Smith
School of Art	60001541	Robin Davis	Emily Paolucci
School of Planning	60000067	Jeremy Jaskiewicz*	Judy Smith
DAAP Shop	60003628	Jim Berns	Scott Lincoln
DAAP RPC	60003631	Nick Germann	Scott Lincoln
DAAP CGC & Facilities	60003630	Dan Dugan	Aaron Rucker
DAAP Photo Lab	60003629	Michael Everett	Aaron Rucker
DAAP Technology & Facilities	6001542	Jim Berns Nick Germann Dan Dugan Michael Everett	Scott Lincoln Aaron Rucker

Please refer to UC Flex training materials for work instructions for how to keep and approve time (http://help.ucflex.uc.edu > Time Management > Course > HR Hourly Time Administration).

Running and reviewing CATS_DA

1. Open http://www.ucflex.uc.edu, log in, and open UCFlex/SAP.
2. In the folder "Hourly Timekeeper" or "Hourly Approver" select "CATS_DA"
3. Enter the relevant reporting period (refer to the "BW Time Schedule" schedules located at http://www.uc.edu/af/controller/payroll/resources.html)
4. Enter the relevant Organization Code from the chart above for your area. Enter "2" for the "Employee Group."
5. Click the "Run" icon

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Display Working Times

Pers.No.	Name	Date	Status	F/S	A/A type	WT	Σ Number	Start Time	End time	Created on	Time	Created by	Last change	Time	By	Appr. by	Approval dat
		06/10/2013			REG	**b.**	3.770	08:13:00	11:59:00	06/10/2013	08:13:00	**c.**	**d.** 06/24/2013	10:22:17	MARYO	MARYO	06/24/2013
		06/17/2013			REG		3.620	08:23:00	12:00:00	06/17/2013	08:23:00		06/24/2013	10:22:17	MARYO	MARYO	06/24/2013
		06/19/2013			REG		2.680	09:21:00	12:00:00	06/19/2013			06/24/2013	10:22:17	MARYO	MARYO	06/24/2013
		06/21/2013			REG		3.680	08:19:00	12:00:00	06/21/2013	08:19:00		06/24/2013	10:22:17	MARYO	MARYO	06/24/2013
						a. ▪ 13.75											
		06/10/2013			REG		1.230	12:15:00	13:29:00	06/10/2013	12:15:00		06/24/2013	10:22:42	MARYO	MARYO	06/24/2013
		06/11/2013			REG		2.880	09:05:00	11:58:00	06/11/2013			06/24/2013	10:22:42	MARYO	MARYO	06/24/2013
		06/12/2013			REG		1.250	12:09:00	13:24:00	06/12/2013	12:09:00		06/24/2013	10:22:42	MARYO	MARYO	06/24/2013
		06/13/2013			REG		2.920	09:04:00	11:59:00	06/13/2013	09:04:00		06/24/2013	10:22:42	MARYO	MARYO	06/24/2013
		06/14/2013			REG		1.450	12:02:00	13:29:00	06/14/2013	12:02:00		06/24/2013	10:22:42	MARYO	MARYO	06/24/2013
		06/17/2013			REG		1.500	12:06:00	13:36:00	06/17/2013	12:06:00		06/24/2013	10:22:42	MARYO	MARYO	06/24/2013
		06/18/2013			REG		2.920	09:04:00	11:59:00	06/18/2013	09:04:00		06/24/2013	10:22:42	MARYO	MARYO	06/24/2013
		06/19/2013			REG		0.450	12:03:00	12:30:00	06/19/2013	12:03:00		06/24/2013	10:22:42	MARYO	MARYO	06/24/2013
		06/20/2013			REG		2.900	09:02:00	11:56:00	06/20/2013	09:02:00						
						▪ 17.50											
		06/10/2013			REG		1.050	13:31:00	14:34:00	06/10/2013	13:31:00		06/24/2013	10:21:49	MARYO	MARYO	06/24/2013
		06/12/2013			REG		0.950	13:34:00	14:31:00	06/12/2013	13:34:00		06/24/2013	10:21:49	MARYO	MARYO	06/24/2013
		06/17/2013			REG		0.800	13:38:00	14:26:00	06/17/2013	13:38:00		06/24/2013	10:21:49	MARYO	MARYO	06/24/2013
		06/19/2013			REG		0.920	13:35:00	14:30:00	06/19/2013	13:35:00		06/24/2013	10:21:49	MARYO	MARYO	06/24/2013
						▪ 3.720											
		06/10/2013			REG		2.020	14:59:00	17:00:00	06/10/2013	14:59:00		06/24/2013	10:22:04	MARYO	MARYO	06/24/2013
		06/11/2013			REG		3	11:59:00	14:59:00	06/11/2013	11:59:00		06/24/2013	10:22:04	MARYO	MARYO	06/24/2013
		06/12/2013			REG		2.480	14:31:00	17:00:00	06/12/2013	14:31:00		06/24/2013	10:22:04	MARYO	MARYO	06/24/2013

6. From the report output, you can review many things:
   a. Total hours clocked by employee (yellow lines)
   b. Clock in and out times (blue and blue-grey lines)
   c. Creator of the timestamp
      i. 6+2 userid of the employee: the employee clocked in from the UCFlex portal
      ii. 6+2 userid of someone else: the time record was created by someone in the UCFlex/SAP system
      iii. ZPRDTMSERV: the employee clocked in or out from a mobile device or a card swipe device
      iv. BATCH_UC: the employee clocked in while his record was locked for payroll processing
   d. The last touch of the timestamp

7. By right clicking on one of the column headers, you also have the option to export the output to a spreadsheet to manipulate it for analysis.

Helpful Links
- University Hourly Timekeeping Policy:
  http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/timekeeping_pol.pdf

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