

Foothill-De Anza Community College District
All Administrators/Supervisors Meeting
On-line Time Report Status Update
June 15, 2007

Current Project Status

1. June is the 2nd month of the mandatory parallel test run period.
2. We plan to go live with the on-line time reports beginning with the July payroll for **Unit 1, Confidentials, Supervisors, and Administrators**.
3. Beginning in July, the on-line time reports will be available on the first working day of each month.
4. The current manual time reports will no longer be available beginning in July, for these four employee groups.
5. User IDs and passwords were sent to participants via email.
6. If you need any type of assistance, please contact the Call Center @ 8324.

Recent Modifications

The changes and updates were based on the feedback we received from 10 training sessions. We provided training during Opening Days last year and at various other training sessions, at both colleges, during the past few months.

As a result of your feedback, here are the changes and updates we have made:

1. We added a "Supervisor Summary Page" that lists your employees' status: pending approval or not submitted by employee.
2. We added a reviewer roll, prior to administrative approval.
3. We removed the "send page", which used to pop up after supervisory approval.
4. We enhanced the archive feature to allow staff to a copy of their time report before submitting it to their supervisor. They can also view/print their final time report after each payroll run.
5. We created training videos, located at: <http://humanresources.fhda.edu>.
6. We created an on-line help for Mac users to download Firefox and Acrobat, which is available at http://ets.fhda.edu/call_center/timereport.

Areas That Need Attention

1. We plan to closely monitor sick time and extended vacation time. After the second trial payroll run (usually the 21st or 22nd) we will send an email to staff, and their supervisors, to alert them that their time sheets are late.
2. After the employee submits the time report, the reviewers and supervisors have three working days to approve the time report, or it will escalate to the second level supervisor.
3. If supervisor is taking vacation during the reporting period, s/he can transfer or forward all time reports to another administrator for approval.
4. If employees fail to submit a time report, their Direct Deposit may be cancelled for that particular pay period.

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