

From the Office of Human Resources

November 9, 2018

New Timekeeping System for Full-Time Baruch Employees (excluding Faculty)

Dear Full-Time Staff Members,

In our efforts to streamline administrative procedures and improve service to the campus, Baruch's Office of Human Resources—in collaboration with BCTC—is preparing to roll out an electronic timekeeping system for full-time employees. Beginning **Sunday, January 6, 2019**, all full-time staff members paid by the State of New York will enter their time electronically into this new system. Work days from **January 6–January 19, 2019 (Pay Period 23) will be the first dates for which you submit your time electronically**. Currently, select departments are testing the system's design and functionality.

Will You Be Affected?

The full-time staff who will submit timesheets in the new system:

- Non-Faculty Members of the Professional Staff Congress (PSC)
- Executive Compensation Plan (ECP) Members
- White and Blue Collar Staff (DC37, SEIU, and IBT Members)
- Skilled Trades Staff

Benefits of Electronic Timekeeping

- The College will eliminate the completion, collection, and storage of paper timesheets.
- Supervisors can review and approve timesheets electronically and access the system through the web.
- Employees will be able to check their own leave accumulation, usage, and balances electronically at any time.
- Human Resources will automatically notify users of timesheet submission deadlines and other timekeeping issues.
- Adoption of this electronic system now will make it easier for Baruch to implement the CUNY eTime system in the future.

Plans for Training Supervisors and Employees

Baruch will hold a number of training sessions for full-time staff and supervisors during the last week of November and the first week of December. Human Resources will announce dates and locations for this training later this month.

How You Can Help Smooth This Transition for Yourself and the College

- Submit all paper timesheets on their due dates. The College needs to load accurate starting leave balances into the new system, and timely submission of all paper timesheets will help us accomplish this.
- Supervisors should review and correct the CUNYfirst reporting structure for their staff. If your department has not maintained its organizational structure in CUNYfirst, staff timesheets may not go to the correct supervisor. Later in November, the Office of Human Resources will provide Manager Self-Service Instructions on maintaining your area's reporting structure.
- Attend the timekeeping training sessions.

Important Issues and Changes for Employees

- The Office of Human Resources will populate the system with your existing leave balances.
- Those who have not submitted paper timesheets by their due dates will have inaccurate leave balances in the new system. This pertains to on-going balances as well as the initial record.
- ECP members will need to complete biweekly rather than monthly timesheets.

Please also note:

- Electronic tracking of faculty sick leave balances will be addressed in a later phase of the initiative.
- There will be no change for Baruch staff paid by the Research Foundation or the related entities.

Implementation and Questions

The implementation of an electronic full-time timekeeping system will significantly change processes and procedures for staff and supervisors. Human Resources looks forward to working through this transition with the entire college.

We encourage you to share with us any comments, questions, or concerns so that we can begin to address them as part of the transition. The dedicated email address for this project is fulltime.timekeeping@baruch.cuny.edu.

Thank you for your assistance, and we look forward to working with you.

Mary Rivers
Interim Executive Director
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