

# RENOVARE HR/PAYROLL & TIMEKEEPING HEADLINE COMMUNICATIONS

As of June 15, 2006

## UPGRADED TIMEKEEPING SYSTEM GO LIVE ON JUNE 24

## NEW HR/PAYROLL SYSTEM GO LIVE ON JULY 5

### EVENTS FOR WEEK OF JUNE 19

- Campus HR/Payroll Training for Faculty and Staff, June 8-30
- Staff Salary Notifications, week of June 19
- Upgraded Timekeeping (Ultratime) System Go Live, June 24

### HR/PAYROLL & TIMEKEEPING TOPICS COVERED IN THIS EMAIL

- Go Live Countdown Communication
- Communication throughout Your Campus Unit
- HR/Payroll Systems Availability
- Upgraded Timekeeping (Ultratime) System Go Live
- Check Recipient Notifications
- Form W4 Mailing
- Revised Forms
- Position and Job Validation
- Training
- Support for Go Live

Please click here to access a PDF version of this Renovare HR/Payroll & Timekeeping Headline Communication: <http://www.nd.edu/~renovare/documents/June15headline.pdf>

### GO LIVE COUNTDOWN COMMUNICATION

This headline-oriented email highlights key events and implementation activities to help you prepare for and use the new HR/Payroll system (Go Live on July 5) and the upgraded Timekeeping system (Go Live on June 24).

Additional detailed information (drive-to-go live topics, changes in business practices, calendar of activities, etc.) regarding the new HR/Payroll and the upgraded Timekeeping systems Go Lives has been provided in HR/Payroll Connect Newsletters.

Current and prior issues of both the headline-oriented emails and the newsletters are available at:

- Renovare HR/Payroll & Timekeeping Headline Communications (emails):  
<http://www.nd.edu/~renovare/news.shtml#headline>
- HR/Payroll Connect Newsletters: <http://www.nd.edu/~renovare/news.shtml#connect>

Please note, dates for submitting and processing forms have been updated. These can be found below under HR/Payroll System Availability or, along with the Go Live Calendar, at:  
<http://www.nd.edu/~renovare/hrpayroll/documents/GoLiveCalendarSystemAvailability.pdf>

### COMMUNICATION THROUGHOUT YOUR CAMPUS UNIT

This email is sent specifically to the University's senior administrators who include:

- University Officers, Executive Assistants to University Officers and Officer Assistants;
- Deans, Associate Deans, Assistant Deans and Department Chairs/Heads;
- Directors and Business Managers.

In order to plan and coordinate activities for your Campus Unit, you will want to communicate the information provided here to others. Please forward this email to those within your Campus Unit:

- who recruit, hire, manage and/or pay employees, and/or
- Who report and/or approve time for employees.

## **HR/PAYROLL SYSTEMS AVAILABILITY**

For the week of June 26<sup>th</sup>, consistent with current payroll cut-off dates, all forms and requests received by Central Offices after June 27<sup>th</sup> will be processed by Central Offices on or after July 5<sup>th</sup>.

On June 28<sup>th</sup>, the Central Offices will no longer enter data into the following legacy systems (HP):

- Human Resources
- Payroll
- Provost
- Risk Management
- Student Employment

Campus departments may continue using the current, legacy HR/Payroll system (HP) related forms as business necessitates through end-of-business on July 3<sup>rd</sup> (July 4<sup>th</sup> is a business holiday.). For those activities and transactions that can wait to be processed after July 5<sup>th</sup>, campus departments can access the forms that accompany the new HR/Payroll system (Banner) via insideND on July 5<sup>th</sup> at 8 am.

For additional information on system availability, key activities and dates throughout the HR/Payroll system Go Live, go to:

<http://www.nd.edu/%7Erenovare/hrpayroll/documents/GoLiveCalendarSystemAvailability.pdf>

## **UPGRADED TIMEKEEPING (ULTRATIME) SYSTEM GO LIVE**

New ID cards are being delivered to Ultratime Administrators on June 15-16 for distribution to on-call and temporary employees who have been identified as needing to swipe their time into the upgraded Timekeeping (Ultratime) system. The ID cards are a non-photo card, with no privileges attached. Employees may begin swiping their ID cards on Friday, June 23<sup>rd</sup> at 6 PM or Saturday, June 24<sup>th</sup> at 12:01 AM, per their supervisors' direct instructions (see two options below).

Conversion to the upgraded Timekeeping (Ultratime) system will occur on June 23<sup>rd</sup> at approximately 6 PM. Prior to submitting time reports to the Payroll department on Monday, June 26<sup>th</sup> at 10 AM, all Timekeeping (Ultratime) administrators and supervisors will need to make adjustments to their time tracking processes for those employees punching in or out between 6-12 PM on June 23<sup>rd</sup>. These adjustments are needed in order to allocate employee time to the correct work week. There are two options:

1. Supervisors may instruct employees to record their time on paper timecards and NOT to use the time clocks after 6 PM on Friday, June 23<sup>rd</sup>. Supervisors will then manually enter punches directly into the current Timekeeping system via UltraView.
2. Or, supervisors will instruct employees to swipe time in the upgraded Timekeeping (Ultratime) system between 6-12 PM on June 23<sup>rd</sup>. Supervisors will then manually enter this time into the current Timekeeping system (UltraView).

Current Webtime access will no longer be available for use by employees or supervisors on June 23<sup>rd</sup> after 6 PM. It is highly recommended that all employees and supervisors enter and approve all hours for the pay period ending on June 23<sup>rd</sup> prior to 6 PM.

For those using paper timecards, new timecards from the upgraded Timekeeping (Ultratime) system will be printed and forwarded to the applicable departments in time for the pay period beginning on June 24.

Ultratime personnel, as well as representatives from Renovare, Payroll and OIT, will be available during the conversion to the upgraded Timekeeping system to assure all goes well.

## **CHECK RECIPIENT NOTIFICATIONS**

The University's policy for direct deposit continues to be:

"All employees hired after June 30, 1997 are required to elect direct deposit, at the financial institution of their choosing, as a condition of employment."

As of the new HR/Payroll system Go Live, a new check distribution process will be in place for those employees hired prior to June 30, 1997 who continue to elect a paycheck. These employees have been notified that their checks will be mailed to their home on their actual pay day.

This new process for distributing employee checks may delay receipt of funds for some employees who are not on direct deposit. Therefore, the University is making another attempt to register check recipients for direct deposit. All employees receiving checks during the June 9<sup>th</sup> hourly and June 15<sup>th</sup> semi-monthly payrolls have had stuffers included with their checks to remind them of the University's new process for check distribution. For convenience, direct deposit election forms were included with return addressed envelopes in these employees' paychecks.

## **FORM W4 MAILING**

All hourly employees (all regular employees; and on-calls and temps with pay in 2006) with Federal or State W4 elections on file that include additional flat dollar withholdings were mailed correspondence regarding their elections. The correspondence explained that Federal and State W4 elections cannot be automatically doubled, as other payroll deductions will be, in conjunction with the move from a weekly to bi-weekly pay cycle. Instead, if desired, a new Federal or State W4 must be completed to reflect double the current flat dollar amount elected and submitted to Payroll Services.

For the doubled deduction to occur with the first payroll in the new HR/Payroll system, employees were asked to submit their new withholding elections by June 25. If no change is desired, no election is necessary. While Payroll Services will continue to accept new W4 elections at any time, those received after June 25<sup>th</sup> may not be processed in time for the first payroll in July.

## **REVISED FORMS**

Certain forms used in the business activities related to the HR/Payroll and the Timekeeping systems have changed, and will be available as downloadable, electronic forms. Training on these forms is occurring throughout the month of June. The new forms will be available for transacting business as of Go Live on July 5<sup>th</sup> via insideND, on the new "Administrative Tools" tab.

## **POSITION AND JOB VALIDATION**

Labor detail from Fiscal Year 2006-2007 budgets has been loaded into the new HR/Payroll System, and updated with information (status forms, etc.) processed since budgets were submitted. Position

inventories by department have been generated using this data. Renovare staff and staff from the Budget, HR, Payroll and Provost Offices are using the position inventories to work directly with the appropriate representatives from each campus department to validate and verify: correctness of the amounts people will be paid; the accounts being charged; the title information and other aspects of positions and jobs. If you have related questions, please use the following contacts: <http://www.nd.edu/~renovare/hrpayroll/documents/POSITIONANDJOBVALIDATION.doc>, or call the Budget Office: 631-9137.

## **TRAINING**

To date, over 1000 faculty and staff participants have enrolled in and/or attended training on recruiting, hiring, managing and/or paying employees in the new HR/Payroll system, and on time reporting and approval in the upgraded Timekeeping system. Training on the HR/Payroll system processes and forms continues during the weeks of June 19 and 26.

For information and guidance on the courses for which you should register, please contact your department's HR/Payroll Main Contact (find a listing of HR/Payroll Main Contacts at <http://www.nd.edu/~renovare/hrpayroll/CampusUnitMainContact.htm>. You may register for training at <http://ilearn.nd.edu>. Any questions concerning registration can be directed to Renovare Training at 631-2812 or [trainnd@nd.edu](mailto:trainnd@nd.edu).

## **SUPPORT FOR GO LIVE**

Starting in the last week of June and continuing through the first cycle of payrolls in July, representatives from Payroll, Controller, HR, Provost, Budget, Student Employment and other central offices will meet daily to review issues, coordinate responses and ensure the needs of end users, both as individual employees and University administrators, are being addressed. The goal is for the work in these meetings to result in rapid issue resolution; to generate a compendium of FAQs posted at various web locations; and to provide other communications to assist in the transition to the new HR/Payroll and upgraded Timekeeping systems.

Campus Department Key Contacts, along with Central Office staff, will provide direct support to their department's users of the new HR/Payroll system and Timekeeping upgrade. Sessions designed to prepare Key Contacts for supporting their users will occur during the week of June 26<sup>th</sup>. Key contacts will receive direct communication about their participation in and the schedule for these sessions.

On June 1<sup>st</sup>, the University's HR Office implemented an HR Call Center ("askHR", [askhr@nd.edu](mailto:askhr@nd.edu), 631-5900) in anticipation of the Go Live of the new HR system. "askHR" is staffed with individuals trained to respond to phoned, faxed and emailed questions on a broad variety of HR topics, including the new HR forms. Look for more details about "askHR" through HR communications and NDWorks throughout June.

Thank you for your continuing participation in this important work.

Yours in Notre Dame,

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