UTime Update May 2019
UTime Transition Plans

- **Sick Pool**
  - All sick pool hours to be converted back to Earned Time at a 3:1 ratio
  - All non-exempt employees notified by July 8th of their final Earned Time balance
  - Non-exempt employees have from July 8th until September 15th to request a one-time only, Earned Time conversion into Sick Time at a 1:3 ratio (up to accrual limit)
  - Notification methods are currently being developed (WISE, email, paper, etc.)
  - The time to process the voluntary, one-time ET to Sick Time conversion is still under review

- **Earned Time Cash Out**
  - During Open Enrollment, anyone with an Earned Time balance may elect to cash out up to 80 hours
  - PSU will have the same process as last year, with a ET cash out offered in October to be paid out in late November and/or early December.
  - During Open Enrollment of October 2020, you will elect to do a cash out for January 2021. Cash.

- **Voluntary Short Term Disability**
  - Enrollees covered by Voluntary Short Term Disability will automatically end coverage on June 30th – no action necessary. Impacted employees will be sent a reminder of this change
New Time Management System
Kronos Workforce Dimensions

- Implementation Underway
  - Stakeholder group of Human Resources, Payroll, Finance and Management
  - Targeted go-live date will of October 5th, 2019
    - This will result in a “gap period” between new UTime benefits, effective July 1st, and Kronos being active
    - Existing time and leave systems will be updated to reflect new benefits and employees should continue to utilize them until Kronos goes live
  - Kronos training sessions to begin in August (Admins first, then Managers and Employees)
  - Process improvement opportunities are being identified through this process and will be incorporated into final training materials, as applicable.

- Student workers:
  - Document all hours worked by location

- Non-exempt employees:
  - Document all hours worked by location
  - Request and document time off and view accruals/balances

- Exempt employees:
  - Request and document time off and view accruals/balances