Time & Labor Update Toolbox Video Transcript

Hello.

Thanks for coming.

I'm gonna go ahead and, and get us started while we still

have line out there getting their

Chick-fil-A and getting settled.

Welcome everyone. I'm Debbie Lammers.

I'm the Assistant Vice

Chancellor of Learning and Development.

Thank you for coming to our first toolbox lunch

and learn for 2026.

This has become a very popular topic.

I will say we have a registration for this particular lunch

and Learn has outreached any

of the topics we have done going into year three.

We had 265 people register for in-person

and 200 people online.

And so we're trying to debate is it the Chick-fil-A

or is it the topic

and the facilitators that we have facilitating.

So we're gonna might take a vote at the end Chick-fil-A

or the topic and facilitators out here.

But before we get started, a couple of things.

We are starting something new this year, now

that we're into our third year of toolbox talks.

And these have become so very popular.

We have now implemented that we are going to award a Credly

participation badge for attending the toolbox series.

Now what that means is if you are a regular attendee

of the series, if you attend five

or more sessions in a calendar year, meaning from January

to November because we stop in November

and you do attendance, meaning you use the QR code up here

or if you grabbed one of these sheets.

'cause sometimes it's a little hard to do it from up here

and you record your attendance and that's the key.

You have to record your attendance.

'cause just registering doesn't mean

that you actually showed up.

We need to have your attendance recorded.

If you attend five of the sessions in this calendar year,

sometime in December, probably late December,

you will receive a Credly badge

that you could put on your social media that shows

that you are a regular participant in these lunch

and learns, which is a really neat thing.

So we're very excited to have implemented that this year

and we will be doing that every year

because we, you know, we get some great speakers,

we get some great topics and we've gotten a lot of really great feedback in regards to doing this series.

So to get us to launch us, you know,

our talk today is in regards to time

and labor, which is a really, you know,

really important topic.

And we have three speakers with us today.

In person, we have Adrienne Howarth Moore.

She is our, our Associate Vice

Chancellor of Human Resources.

And, and she has been with the university since June

of 2023.

She holds a bachelor's degree in nursing from

from the University of Texas in Austin, as well

as an MBA from Texas Women's University.

She's a licensed registered nurse

and a former certified occupational health case manager

and certified occupational health health nurse specialist.

We also have Kelly Hanson.

She is the senior organizational change manager

for the time and labor project.

She leads the campus change management strategy,

ensuring the transition is smooth and user centered

and aligned with the needs of the employees

and departments who will rely on the new system.

Joining us online as one of our speakers is Justin Loiselle and he's the HCM program director.

So he's also helping with a lot

of the technical aspects of the project.

So he will be joining us online today

and be doing a portion of the presentation.

And, so we, I am gonna no longer talk.

I'm gonna let these ladies take this over

and handle the presentation for you.

Okay. Should be ready to go. Make sure it, yep.

All right. I think everyone can hear me. Thank you Debbie.

And I just wanna also just do a shout out

to our CFO Terri Carrothers.

This is the third year as Debbie mentioned,

that we do the toolbox series

and Terri Carrothers every month

generously provides the food.

So that Chick-fil-A thank you to Terri

and I can probably guess

that it will be better than my presentation, so,

but I'm so glad that you're here today because time

and labor is an important topic

and this is really our first presentation to end users,

to people who are actually gonna be entering their

time into the new solution.

We have for the last year been working very closely with over a hundred subject matter experts across campus

that work in departments, in our HR areas,

our finance areas, just all kinds

of administrative support roles.

But this is the first time

that we're actually sharing it with end users.

And so we're so excited to have you with us.

Wanted to go ahead

and just cover briefly again,

Debbie already introduced the speakers.

I just wanna say we three are just a

small smattering of the team.

So there are seven team members on our core time

and labor team here at CU Anschutz,

but this is a cross campus project.

It is not merely a CU Anschutz project.

So there are core teams at each of our four campuses,

including the system office.

So if you wanna learn more about

who those core team members are, don't hesitate

to look at the webpage that Kelly is gonna share.

At the end of the presentation for today,

we're gonna do again a basic project overview at a fairly

high level, but I think it'll provide a lot of detail

and information for you.

We're gonna talk about the project timeline and phases.

We're gonna talk about third party solutions

that we are keeping.

So just as a little snippet,

we currently on this campus we have six colleges and schools

and multiple business units.

So you would think that we would have at most six

timekeeping solutions, but that is not the case.

We have 32, 32 different timekeeping solutions.

So when you're talking with your colleagues at another

department, you might say to yourself,

oh well I use my leave.

And somebody else may say, well I use Kronos,

somebody else may say I use FileMaker.

So there is a lot of diversity on our campus

with timekeeping solutions

and we are going to, with this project,

take it down to three.

So it's a significant change management initiative

for our campus and Justin's gonna be reviewing

ones that we plan to retain.

We're also gonna talk about project resources

and then we're gonna have open discussion.

I wanted to set an expectation early on

because we only have an hour together.

And as you can imagine, this is a huge project.

We will not get to all the questions that you may have.

Do not fear. We are going to meet

with you regularly leading up to go live.

This is just the first user engagement for end users.

We are going to continue to have presentations regularly.

We're gonna be updating our webpage regularly, our

FAQs regularly, and also enhancing our toolkits.

We have a supervisor toolkit, a leadership toolkit,

an employee toolkit,

and those are gonna be updated regularly as new content

and new information becomes available.

So again, at this presentation,

there are still unanswered questions.

We have not finished climbing the mountain, if you will.

We are still building, but we have a lot of information

to share with you today that we hope will

answer some basic questions.

So with that I'm gonna turn it over to Justin

and he's going to review with us the project overview.

Justin, are you on line?

I sure am. How's the audio? We can hear you.

Great. Alright,

So I'm gonna give you an overview of the project in terms

of like why we're here and what our objectives are.

So as Adrienne kind of hinted at as projects, one

of the projects goals is to replace most

of our legacy timekeeping systems.

That includes our current, my leave system

with the objective of moving everyone

to PeopleSoft time and labor.

The Go live date is currently set

for late September of 2026.

So how did we get here?

We had a lot of objectives with replacing my leave.

First off, it is a homegrown system.

We built MyLeave, it's it's not vendor supported and so therefore anytime something goes wrong

or something new comes out, we're responsible completely

for making that work.

And so MyLeave really inhibits our ability to

cr have cross platform compatibility,

create new integrations and streamline our process also

because we've, we have to maintain it, we're not able

to really build it at a level that is functional

and practical for several departments.

So that, that is the reason that we've moved.

Or some departments have moved away from MyLeave

because MyLeave just isn't an

appropriate solution for them.

And then similarly, you know, we can't really get it

to be a modern product that that is in the industry today.

So Adrienne mentioned something like Kronos, you know,

those kind of systems are, are constantly updating

and we just don't have the ability to keep up with that

with the MyLeave product.

So our objectives are to

consolidate all those different timekeeping systems

as much as is feasible.

By doing so, we hope that we're gonna have more accuracy

with, we're gonna be more compliant

and we're gonna have more efficiencies.

Additionally, by doing this, the objective is so

that future changes because changes always happening

that this, this time

and labor product will be able

to meet those needs for a future.

And then of course we want a user experience

that is positive

and certainly more positive than

what we have today in my leave.

So that is also one of our key goals.

There is no need to read all of this.

The, this is just a basic graph of

what our current timekeeping status is today.

The most important feature I will note is all

of the blue boxes.

Each blue box represents something

that a human is doing manually.

That could be putting data in a spreadsheet,

converting data, formulas, math, these are all things

that don't have to be done by a person in a modern system

and that is what we're trying to eliminate.

These are all opportunities for error

and certainly opportunities to reduce the amount of time

that someone is spending on this process.

The other key bit about this is these are all our third party systems represented here too.

They're, it's coming in in so many different directions that

that just adds to the workload.

If we go to the next slide,

however, this is kind

of the the future product streamlined

process that we're hoping to make.

So we will have a couple different ways

that time is entered into the system that would be

directly in time and labor.

So a person you know, logging in their time

or putting in leave.

But as Adrienne said,

we're still gonna have a few external systems

and so those will be integrated so

that there's not manual uploading

and manual conversion

of data from those systems into time and labor.

So that reduces a lot of chance for error

and a lot of extra work for people.

But once that happens, the time

and labor engine will will then be, allow us

to have a consistent

and robust product

that will treat employees consistently on their time data.

It will do a lot of that calculation workload

that other departments are doing manually today.

So once it gets in the system,

it's gonna be all the same for everybody.

So nice consistency

and I think we got Adrienne up next

to talk about the payday schedule change.

Alright, thank you Justin.

So part of this project in addition

to the actual technology change is also a

payday schedule change.

The payday schedule change is really important

for our non-exempt community.

So if you are an employee who is non-exempt, meaning

that you're eligible for federal overtime

with this change in technology, your payday schedule change

with go live will transition from monthly current pay

over to biweekly pay in arrears.

That is a significant change if you're a newer employee.

You may have said to yourself when you join

cu, what the heck?

I only get paid monthly.

So because in industry

monthly pay is actually the the less common

type of pay schedule.

And so as a new employee we have heard this regularly

that it's very much a concern and a hardship for employees.

That said, if you're an employee that's been with us

for years and years and years, you've acclimated to monthly.

And so we don't want to discount the the huge lift

that it may be in terms of your personal finances

and making sure that you're allocating your budgets

appropriately to a new biweekly schedule.

So on September 26th at that go live date,

the non-exempt employees will transition to bi-weekly pay

and arrears all new hires, exempt

and non-exempt will start employment on the

bi-weekly schedule.

That means that current exempt employees are grandfathered,

they will remain monthly.

But if there are exempt employees that are grandfathered

that want to change to biweekly,

they will be given a voluntary opportunity to do that

and that first voluntary opportunity will be spring of 2027.

We wanna get go live off the ground,

we wanna make sure everything's working properly

before we start opting in voluntary employees.

But again, that's kind of the schedule.

So again, when that takes effect,

everything happens at go live,

that's when all the big changes happen.

That said, there's a lot of pre-work, especially

for our non-exempt community that we want them

to take advantage of and we have resources and toolkits

and checklists to assist them.

So why the payday schedule change decision?

Well there's a lot of reasons.

First of all, it will improve payroll accuracy

and reduce manual corrections.

For those of you who are maybe in the weeds,

maybe you are an HR

or a finance person today, you know

that the current pay schedule means that you are paid in the month for which we're still working.

So that means towards the end

of the month if someone takes vacation,

someone takes sick time that is not accounted for,

which then requires a lot

of manual corrections in the following month by switching

to pay in arrears, the pay is then paid out

after all of that leave has been accounted for.

So there is less manual corrections that are necessary

and improved accuracy.

It also reduces the lag time

between earning federal overtime

and having that federal overtime reflected either as banked,

flex time or as payment.

And so hopefully for our employees

that are non-exempt earning federal overtime, they will see

that reflected much sooner

and they can take advantage of it.

It also improves the timeliness

of those first paychecks for new hires.

Some of our new hires today, it can be as long as six weeks

before they receive a first paycheck depending on the day

of the month in which they're hired.

And so by having a biweekly schedule,

new employees will receive their first

per paycheck much earlier.

It standardizes timekeeping processes across all campuses

and it also aligns with industry standards.

We have employees that work in other states

where biweekly pay is a requirement

and so this will also improve compliance.

So when we talk about aligning with industry standards,

again if you've recently joined cu you probably already know

this because you probably came from an employer

that was paying biweekly or at some different frequency.

But if you've been at CU a very long time,

you may not realize how unique we are,

but within the industry, most employers,

43% already pay biweekly.

Those that don't pay biweekly pay weekly

or semi-monthly, it is only 10% of employers

that pay on a monthly basis.

And then when you look specifically at the education

and health services sector, it's over 63%

of employers pay at the biweekly schedule.

So we do think that this will definitely help us when we're

recruiting employees and retaining those new employees.

So with the transition, how are we going

to assist in addition to checklists?

In addition to providing resources, one of the biggest ways that we want to assist our non-exempt employees is

by providing a one-time transition payment.

So why is a transition payment needed?

No one will lose wages earned.

This change will not change anyone's salary.

But because we're changing from monthly in current pay

to biweekly in pay in arrears, there is a gap.

It's a one-time gap, but nonetheless it's a gap

and we do not want our employees to have to struggle in

that one month transition period.

So we are providing an additional payment.

It is not earned wages so it's taxed differently.

So it's not a "make whole"

because it is different than your earned wages,

but it is a smoothing payment

which is essentially extra money so that when you make

that transition from monthly to biweekly,

there's not a gap in pay.

And so there is a chart

that's available in this presentation,

but also if you go to the payday schedule change webpage,

you can also download this as a PDF

and that way it might be helpful for you

to think about the dates

and already start thinking about budget planning.

Do you have monthly payments?

Do you wanna change up the time

of the month when those monthly payments may come out?

As you're thinking about that transition month,

which is at the end of September, 1st of October.

So again, your annual pay if you're a non-exempt employee

remains unchanged.

The difference is instead of having 12 paychecks a year,

you'll have 26 paychecks a year in this year.

You will also have that additional payment, again,

that transition payment in terms of what's the formula,

it's still being developed.

If our employees were all kind of homogeneous,

all full-time, all working in the same way,

the calculation would be pretty simple,

but higher education is more complicated than that.

So we have employees that work part-time,

maybe sometimes only 10 hours a week.

We have employees that work multiple jobs,

three part-time jobs that equals one full-time equivalent

and those are working in different departments under

different pay and speed types.

So we're creating hopefully a helpful calculator so that

as we get closer to go live, employees will be able

to go in, enter their information

and a calculator will calculate for them

and estimated transition payment.

So that's coming soon.

They are working on that

rigorously right now our payroll

colleagues over at the system office.

Again, when I talk about resources on the CU system,

payday schedule change webpage, there is a lot

of FAQs about this payday schedule change.

There's also toolkits that are available PDF downloads

that can be useful and one in particular

that I really think is helpful,

it's called the employee payday schedule change checklist.

And it really kind of goes out kind of a couple of months

before the change just

to help employees think about things like rent, mortgage,

you know, childcare expenses, benefit deductions,

if you might have dependent care account

or healthcare savings account deductions,

do you wanna change those up, do you wanna keep them monthly

or do you wanna go ahead and switch them to biweekly?

So it really helps you kind of outline those things.

So I think it's a great checklist to put on, you know,

take a magnet, put it on the refrigerator

and help you kind of track what changes you might need to make within your own household so

that you're really ready for this change.

All right, I'm gonna turn it over to Kelly

and she's gonna talk about the

project timeline and the phases.

Thank you so much Adrienne.

So one thing that is not on this project timeline shown on

the screen is

before the build phase,

which you'll see was in September, 2025, is we had about,

I've been on this project for three years

and about probably two years of that was figuring out what our schools and departments are doing for timekeeping.

As Adrienne mentioned there, we have a lot

of third party systems

and so it took a lot of work to figure out who's using what

and also took time to understand what the requirements are

that each school and department has

for building the new system.

And so we met with every school

and department on our campus to figure that information out.

But what you'll see here is that we are in the build phase

of the project and that means

that we are building the new timekeeping system based on

what we heard from our school and departments.

And once that is complete, which will be the build phase,

hopefully at the end of the month,

which I guess now is in a couple days,

we'll be moving into testing,

which I will go over more in the next slide.

And testing will go from next month until the end of June

and I'll walk through more of what that looks like.

And after testing then we'll be shifting into developing

and refining training materials over the summer

and leading up to go live.

And as Adrienne mentioned, our go live is in September and

after go live we are gonna have a Hypercare period and that means that we're gonna be on the project still

making sure that everything is stabilizing smoothly

and we can support any issues that come up.

So now I'm gonna dive into

what the testing phase looks like.

So first we have the system integration testing,

which runs from February 9th through April 24th.

And the purpose here is to make sure that all requirements

that we have are met

and this will be handled by the system HR IT team

and the employee services payroll.

The next phase that we have is verification

and validation, which will go from March 30th to April 10th.

And this involves reviewing test cases line

by line against requirements.

And for this phase we'll need two

to three participants per campus.

And then we'll move on

to the subject matter expert testing which will go from

April 13th through April 24th.

And these SMEs will view the system with rules

and guidelines about environments SIT testing

and defect discovery.

And again this will be two to three participants per campus.

And then finally we'll move into user acceptance testing, which will kick off May 4th.

We're still finalizing the kickoff date there

and that'll go from May 4th to the end of June

and that will be about 15 to 20 participants per campus.

And we are still confirming

who those participants are gonna be based on the test

cases that we are developing for the system.

And we will let you guys know

and let those individuals know

who they're gonna be in the future.

So training will be available in several different formats

to make sure everyone feels prepared

before rollout, we'll have on demand roll base modules in

Percipio so people can learn at their own pace.

And we'll also provide guides online resources

and visual support hours leading up to go live.

And as we finalize the full training schedule,

we'll post everything on our website

and share updates with schools and departments

and everyone our campus so you can be informed

and know what to expect when training comes.

Now I'm gonna turn it back over to Justin

to talk about third party systems.

Thank you. So this is an overview of

what current timekeeping systems that we've got and

and how we're gonna manage those departments

and which ones are are transitioning

and which systems we are gonna keep.

So on the screen here is the list of departments

that have third party systems

that are transitioning to time and labor.

So that would be the Colorado Health Outcome Center,

hemophilia and Thrombosis, Physical Medicine,

the the Anschutz Police Department, and Neurology.

In addition, numerous departments currently do timekeeping

with a non-system solution such as paper, email,

excel spreadsheets, et cetera.

Those are all transitioning to time and labor.

We do have a few systems that we, as we talked about,

we are keeping, so specifically we've got a Q agenda

for several of our School of Medicine departments

and MedHub for our GME group.

And the reason that those are staying is

because they have critical functions

that simply cannot be replaced through time and labor.

However, we are creating integrations with those systems so

that the timekeeping activity that occurs in those systems

will be able to be moved,

or the data will be able to be sent to time

and labor through an integration so automated.

And then the rest of the experience for

that data will be the same as it is for everybody else.

For those two systems we currently are really only tracking

to be solutioning the leave data that is in those systems

because the population in those groups really are just

exempt employees that only report exception time.

We do have departments that have expressed the need

for a physical time clock for their employees.

Generally speaking these are groups

that find it very critical to ensure

that their employees are onsite

and they currently use time clocks today.

So we will be having a solution for those groups.

We've engaged with the vendor Time clocks plus.

So one of the other benefits about this project is those

groups that have different kinds of time clocks,

we will now have a single vendor for that.

So everyone will have the same time clock,

we'll have support for that product going forward.

And then just like with time

and labor, any new changes, new laws, new issues

that gets resolved together

as a group rather than having each department have

to figure out that solution on their own.

Those departments are,

OLAR, Community of Practice, pathology facilities, school

of Dental Medicine and Cape.

So these are all groups that currently use an external

timekeeping, time clock.

And we are replacing those with either time clocks plus

or time clocks plus humanity, which is for groups

that have a very advanced scheduling needs.

It's a little, it's like a little bolt on

with time clocks plus that allows them

to do some more advanced features on scheduling.

Okay, thank you Justin.

Now we're gonna go over project resources.

So in October we launched our Change Champion network and this group has been meeting monthly ever since.

And the Change Champion Network is a group

of representatives who helps us

as a project team cascade information, gather feedback

and build readiness in their areas as we move

through the time and labor implementation

and HR leadership selected each change champion based on

who they thought was the best representative

for their school and department.

And this is someone who understands their area

and can help us communicate

and prepare for the change as it comes up.

Right now we have about 97 Change champions representing schools and departments across our campus

and they've already been incredibly helpful in helping us

flag questions, sharing insights,

and helping us shape the rollout.

So here are the main resources available to you guys

as we roll out the time and labor project.

First we have the time and labor website.

This is where you will find updates, timelines,

training materials, and FAQ.

Really this is your central hub for all time

time and labor.

There we go. Information.

You can also stay connected through your change champion.

They will be your point person for sharing updates,

asking questions, and bringing feedback

back to the project team.

And you can find out who your change champion is

for your school and department on our

time and labor website.

And finally, if you have any questions

or wanna provide any feedback directly to us,

you can use a time and labor form.

We review submissions regularly

and we use them to shape our communications training

and readiness efforts.

Okay, now we're gonna open it up for discussion

And before we open it up to the floor as well as

to questions that are coming in online, I wanted

to just say a couple of fun things

'cause we've talked about kind of some dry stuff, right?

But you know, payroll can be dry, it's important,

so we needed to cover it,

but I just wanted to let you know that we don't

yet have screen snapshots to show you because as Kelly

and Justin mentioned, we are still in the build phase.

But what I can share with you that might be exciting for you

to know about the new timekeeping solution, PeopleSoft time and labor is from an end user experience,

it is mobile friendly, so it is far superior when you're

engaging with it on maybe a smartphone

or some type of mobile app that you might have.

It's highly integratable so we can integrate it

with other solutions that our campus

may identify in the future.

It allows you as the end user to do

so many more things in a self-service way.

So what I mean by that is today our systems,

because of their age, if you needed to make a correction,

almost always you needed to work through an HR person

or a finance person to make that correction.

With the new system.

If there's an error and you put sick time

and then all of a sudden you weren't sick, you came to work

or you put vacation and you should have used some other type

of leave type, you can go in

and change that yourself, you can make that change.

It will route to your supervisor.

So it will allow a lot better speed

of execution in seeing those corrections being made.

And so we really just think that the overall experience

for our employees will be enhanced.

One feature that I've got a little sneak preview of is a leave, kind of a leave projection calendar.

And so it will allow you

to look far in advance if you're wanting to plan.

Maybe it's a vacation

or maybe you need to care for a family member

and you wanna understand how much leave you will have.

There is a leave projection calendar that knows

what your accruals are, knows what you're currently taking

and what you've currently requested.

And it will project for you

how much leave you will have in a future month.

So I think that that will be really helpful

for our employees as they're

planning their time in the future.

So with that, I'm gonna go ahead

and just look at a few questions

that were submitted in advance

before we get to the questions that are live right now.

So I am looking, okay, so we had some

that were submitted in advance, some

of these may have already been answered,

but it says regarding the new system, are we able

to adjust PTO in the system as easily as we can today?

Oh, it's as though I read these in advance.

So yes, you will be able to,

in the new timekeeping solution, you'll be able

to make adjustments in a self-serve fashion.

In terms of the question, is it gonna be

as easy as it is today?

As you remember, 32 different timekeeping solutions.

The person didn't say which timekeeping solution they have.

So I don't know how easy that solution is today for you.

What I can tell you is that PeopleSoft time

and labor is very intuitive.

It is very user-friendly,

but realistically all change is hard, right?

Even if you have a user-friendly intuitive system,

if it's new to you,

it will take a little bit of time to get used to it.

But what we've heard from clients that already use it is

that their user acceptance has been very high.

So hopefully it will be just as easy

as what you're using today.

Will the School of Dental Medicine use the system?

The answer is yes. So yes.

And as Justin just mentioned, some individuals in the School

of medicine in addition to using the new system,

will also be using the new time clock solution.

What is the timeline?

So we've already talked about that, Kelly reviewed it, it's in the slides, but go live is at the end

of September of this year.

Another question was

how will leave be accrued when you move

to a biweekly pay schedule?

So the answer to that is leave will be prorated.

So you will see that leave reflected on biweekly pay.

However, this question is not here,

but I know that I've heard it when I've given other talks.

The question around how will benefits occur,

will benefits be prorated?

We do not have the answer to that question yet.

Our benefits and payroll colleagues at the system office are still working on that solution

and as soon as they know the answer,

they'll share it with us.

So that is still a to be determined answer when it comes

to benefits, but leave will be prorated

and it will be reflected on a biweekly pay schedule.

Let's see, when will it be implemented? Are you do that?

I think I've covered all the

ones that have been pre-submitted.

The other ones are really just about

when, when's the timeline.

So with that, I know our learning

and development colleagues are looking

online and in the audience.

And so Allen is there with

or with Yes, we've got my microphones.

If you have a question, please raise your hand.

Please wait for the microphone

because we want to make sure

that those online can hear your question.

I see one in the back over here

and I'm gonna rely on Allen too

because I can't see in the dark.

So you guys might see folks' hands easier than me.

How are the smoothing payments going to be funded?

Oh, great question. We do know the answer to that.

The, the smoothing payments.

Our CFO Terri Carrothers was insistent

that smoothing payments be available to our employees

and she did not want a have

or have not situation, meaning she recognized

that some departments, especially auxiliaries,

may not have the same funding model or structure as others.

So she is funding that centrally.

That decision was made last year

and in the budget that was put forward

for this coming fiscal year, that funding was allocated so that it would be centrally paid.

It's a question, is there an expectation

that exempt employees will eventually all

be moved to biweekly?

Great question. At this time, no.

At this time, again,

all new exempt employees will be started in biweekly.

All existing exempt employees will be offered the

opportunity to voluntarily transition.

But at this time we have no expectation that we're aware of

where all existing exempt employees

would be required to change.

And the reason why I say at this time

we cannot control legislatively what may occur.

And so if there is state

or federal legislation that requires all employees

to be paid biweekly,

that may pivot our decision on grandfathering exempt

employees and those exempt employees may be required

to transition because of an external requirement.

So if, with this application being new,

if there's a pay error, what would be the turnaround time

to get that corrected?

In other words, to get whatever pay that incorrect?

So the, the question was for those of you who might not have been able to hear if there is a pay

error, what is the timeline to get the pay error corrected?

It really depends because it depends on

how quickly was the error identified,

when was the error correction submitted?

And again, employees would have the ability

to self-serve many of the corrections themselves.

So if an employee looks at their pay stub

and realizes, oh gosh, I forgot to enter X hours,

that employee could initiate it.

And if they're on a biweekly schedule,

then the correction would be made

for the very next biweekly pay schedule.

So in that case, far earlier than what occurs today.

But if an error is not identified

until several months later,

then it could take several months.

So it just depends on the nature

and the facts of the circumstance.

But again, if the error is identified early by the employee

or by the supervisor, the employee

and supervisor can correct it themselves in the system

and then that correction would be made

for the very next bi-weekly payroll run.

Is there an impact to the amount of take home pay for exempt staff switching from the monthly payments

to the biweekly payments?

No, the annual salary remains unchanged.

It's just the frequency of the pay.

It's just divided by 26 pay periods. It instead of 12.

You got one right here, Adrienne? Mm-hmm.

Does this affect both staff and faculty?

Yes. Okay. We're really not distinguishing

between staff and faculty.

We're distinguishing between non-exempt and exempt. Allen's

Gone on the top. Yep.

Question. Thank you Allen.

Yeah, you might have already answered this, but is, is this software new in general

or is are, is other companies using this software

or are we like the Guinea pigs?

The Guinea pig? No, we are not the Guinea pig.

I would actually it would be kind

of exciting if we were,

'cause then that would mean that we're leading edge.

No, we, a software solution has been around for a while.

It's just that, again, as previously mentioned,

we're a very complex employer.

I worked for 18 years in the private sector.

I worked in a factory environment.

It was nothing close to the complexity of higher education.

We have so many employees here that are paid on grants,

multiple speed types, multiple appointments.

And so it just takes a big lift

to move us onto new technology.

But this TE technology exists, it's used by multiple

employers that are PeopleSoft users.

So from that perspective I, we have confidence

because we are able to benchmark with others

to really know that it works.

And I failed to mention this,

but if you do go to our CU Anschutz time

and labor webpage, you will see we are working with an implementation partner.

We have really smart people here at CU Anschutz

and across our system.

But because this is such a big project,

we did not wanna do this alone.

So we hired an implementation partner called Spear Mc Mythic

and they are industry standards in doing implementation

to PeopleSoft time and labor.

They have extensive experience with higher education as well

as medical campuses.

And so they're helping to guide the project just so

that we can learn from their learned experience. Am

I ready? Yep,

I'm ready. I have two quick questions.

One, we've been asked if somebody gets promoted

or takes a new job within like a transfer if

that they would be forced to go to biweekly.

Great question. So if it changes their FLSA status, so

for example, if a non-exempt employee gets elevated to,

and when I say elevated that,

let me rephrase the terminology.

Because there is not exempt

and non-exempt one is not more important than the other,

it is just a different federal designation.

But if someone's job changes through promotion or any other change and they result

and go from non-exempt to exempt

and they're exempt at go live, they will be monthly.

If they go to non-exempt

and they are non-exempt at go live, they will convert

to biweekly. After go live

if anyone pivots between the two.

And where can that happen?

We can have an employee who is exempt by FLSA rules,

but FLSA rules includes both job duties

and salary threshold.

So if their salary threshold falls below a certain threshold because maybe they go to part-time status,

they may then become non-exempt by virtue of being below

that salary threshold.

If they become non-exempt

and they go to bi-weekly, they will forever be bi-weekly.

We don't want employees going back and forth

because again, as I mentioned, it is a transition.

You're going from current pay to bi-weekly in arrears

that we don't want employees

to be feeling like they're in a ping pong ball

because maybe their department is moving

or shifting around between exempt, I'm sorry, not exempt

and non-exempt part-time and full-time.

So once you're biweekly you'll always be biweekly.

I hope that answered your question. Yes

It did. The other

question was if you have some monthly

and some biweekly,

is there gonna be a certified submit like we currently have

where the employee has to certify their time each two weeks

and or monthly and then the supervisor approve it

before it can be loaded or uploaded?

Yeah, so great question there.

So there is something referred to as pay by schedule.

So if you have for example, a non-exempt employee who works a regular schedule, they're not intermittent,

they're not in the medical term medical world,

we use terminology like PRN as needed.

They are a regularly scheduled employee.

There is an option to pay by schedule so

that there is not a missed paycheck if someone within the

approval loop doesn't approve,

that is still being worked on.

So I don't know today if we're going to utilize the pay

by schedule feature or if it will require the supervisor

to approve prior to the paycheck being issued.

I will say that the new system has a lot more features in

terms of automated reminders.

So there's automated reminders that will be available

to both the employee

and the manager to ensure that approvals are done timely

and the delegation authority

and process is so much easier in the new system.

So if a supervisor knows that they're gonna be on vacation,

they can easily set up a delegation so

that time sheets are not sitting unapproved while

that supervisor's on leave.

Similarly, if an employee is on leave

and they're not well enough to enter their own time,

there are features that allow the supervisor to enter on their behalf

because right now sometimes the situation is an employee is

they're really sick

and it's, it's one thing if I'm taking leave to care

for a healthy baby, I can enter my time still,

but if I'm taking time to care for a very sick child

that's in ICU,

the last thing I wanna worry about is entering my time

and I want the ability for my manager

to enter it on my behalf.

But the employee then would have the opportunity when they

come back to validate it

and to make sure that that supervisor entered it correctly.

So I hope that answered your question around the entry time.

Hi. So, if you are an exempt employee who chooses

to go to biweekly pay in spring of 2027,

would you then get the smoothing payment as well?

No. At, No. Okay. Yeah,

The smoothing payment is being extended to non-exempt

because they don't have a choice.

They're going to go to biweekly.

Whereas exempt employees, existing exempt employees,

it's a voluntary choice

and so they're choosing to do it maybe

because it's just personally of benefit to them.

So there will not be a transition payment

for those voluntary choices. Gotcha.

And then, and then, sorry, one more thing if,

if you are an executive employee, can you,

is spring 2027 the only timeframe where you can

choose to go to biweekly or can you do it anytime

after that if

That? It's not the only time

if I have my way,

but I am not the only decider, person making decisions.

Again, this is across campus project,

but I can let you know that what we are advocating

for at our campus is that we are looking to have at least two voluntary windows a year

and we would have those voluntary windows ongoing that way

because you may not be want to change next year,

but maybe the year after you would be

interested in making that change.

So we would prefer it not to be a one and done opportunity.

We would prefer it to be an ongoing opportunity at

least two times a year.

But that decision hasn't been decided yet.

But that is what our campus is advocating for. I see.

Question down here and then I also see a question up here.

Hi, I have a question.

How will this new time

and labor integrate with family's use of absent Tracker?

Ooh, such a good question

that we don't have the answers to yet.

So, oh, if you work with Absence Tracker

and you work with FMLI, you know how hard that is?

FMLI, for those of you

who don't know the family medical leave,

the the family insurance plan that was passed by Colorado

and went live January of
because it had a required go live date.

We knew this project was coming

but family had to go live January,
to be in compliance with state requirement, which meant

that we had

to purchase absence tracker tool prior to this project.

So now we are trying to work to see how best to integrate

that existing tool for FMLI in

with this timekeeping solution.

So I can tell you that there will be a solution,

I just don't know what that solution is yet.

So it is still being built,

we're still climbing that mountain.

Will you said that we should be able to access this

through smartphones and an app and stuff?

Yeah. Will duo be necessary to access it?

Oh, that's a good question. I don't know.

I, my, so here's my guy.

I have Chris Smith, our, our IT guy like you know,

telepathically saying of course duo

because he's so into making sure there's security

but I don't know the exact answer so I think we should take

that one down just to validate

with our information security office.

So thank you for asking that question. Any other questions?

I see Allen running, so I think there's one more,

I'm sorry if you mentioned this already,

but where do students

and postdocs fall within the scope of this?

Yeah, so pure students,

if you are a student without any

paycheck, doesn't it apply to you at all.

If you are an employee, I'll just clarify that.

If you are receiving a CU Anschutz paycheck,

you get a W2 from us,

then you will be utilizing a new system.

If you are in GME, you will continue to use MedHub

but MedHub will be integrated with this.

If you currently use QGenda, you'll use QGenda

but it will be integrated with this.

Everyone else will be using PeopleSoft time and labor directly as long as you get a paycheck.

Alright, well thank you so much.

I know that there might be

questions that come in after this.

As Kelly mentioned, we have a time

and labor question form, so we would love

to have those questions submitted

because they do inform almost every FAQ

that we have on our webpage comes from questions from you.

So please, I do encourage you to submit them

and we will make sure that they get published online.

Take care, have a great afternoon everyone.