



Projects First-Round Winner
Innovations Challenge

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Prepared by Transportation Planning
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Time Reporting System OT Choice



Description

An enhancement to the Time Reporting System was implemented to allow employees to change their overtime choice election online from their TRS dashboard eliminating the need for a paper form. Supervisors also approve the OT choice requests through the TRS application and payroll staff no longer have to manually enter the employee choice changes. By automating the process and eliminating the manual processing employees were allowed more flexibility to change their option. Employees can now change their option any time throughout the year as frequently as they desire with the only limitation; the effective date of a change must be a Sunday and will apply for any overtime earned for that week. Previously, employees were only allowed to change their option six times throughout the year. Some of the administrative processes performed by Central Office Financial Services payroll were also automated, including changing OT choice option to cash when employees have reached a maximum balance of 240 comp time hours. Along with the automation, email notifications have been added to notify employees, supervisors and payroll staff when OT choice options are automatically changed increasing accountability and transparency.

Benefit

FS Payroll staff saves approximately eight hours per month not having to enter OT choice changes, not monitor comp balances over 240 for OT choice changes and not sending emails regarding changes. It may save district payroll staff at least four hours every other month since they no longer collect and enter employee OT choice changes. Eliminating the paper form simplifies the process for everyone. Employees can submit changes directly from their TRS dashboard. Supervisors can approve requests in TRS when approving timesheets. Payroll staff no longer has to be involved in the process. Employees can change options as frequently as desired and do not have to wait for the next scheduled opportunity.

Materials and Labor

Total labor hours cost: FTE \$45,485 and consultant cost: \$41,622.

For More Information Contact:

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Additional information, photos or videos can be seen by accessing the Innovations Challenge SharePoint page at:

<http://sharepoint/systemdelivery/TP/Documents/InnovationsChallenge.aspx>