Feeder System Criteria

Criteria for Becoming a Feeder:

1. If your College currently utilizes mass time entry, you must work with the administrators of that timekeeping system to be added to their Mass Time Entry file.
2. If your College currently does **NOT** utilize mass time entry and you are requesting to be added to another college's timekeeping system and Mass Time Entry file, you must receive approval from **BOTH** colleges.*
3. To be considered as a Mass Time Entry feeder unit, you must have a minimum of 200 biweekly paid employees utilizing the timekeeping system, **AND** one of the following:
   a. Internal process requires a clock in/out system
   b. Internal process requires Labor/effort reporting
   c. Internal process requires multiple redistribution overrides on the timesheet (EE working in different units)
   d. Unit has remote EEs and your timekeeping system allows for mobile time reporting

Evaluation

Name of Department/Unit   Contact Person   Phone Number   Email Address

_____   _____   _____   _____

Chart   Org   Department Head   Phone Number   Email Address

_____ _____   _____   _____   _____

Name of College   Contact person   Phone Number   Email Address

_____   _____   _____   _____

*If you will be using another College's or Department's feeder, complete the following fields:

*Name of Secondary College   *Contact person   *Phone Number   *Email Address

_____   _____   _____   _____

General Information

1. What time entry method are you currently using?

2. What issues/concerns are you having with your current method that pushes you to request becoming a feeder unit?

3. How large is your population of biweekly paid employees?

4. Do you plan on converting the entire population of biweekly paid employees to a feeder system?

System and Process Information

To become a feeder unit, the timekeeping system you will be utilizing needs to address the below system and process elements prior to implementation:

1. Is your time entry system a commercially available product or developed internally?

2. Who will be supporting your time entry system?

3. What will be your acceptable timeline for issue resolution of your system?

4. How will your employees report time (e.g., paper timesheets, electronic swipe)?

5. What will be the approval process for time records?

6. Will time records be allowed to be submitted for processing/payment without supervisory approval?

   If yes, what is your process for validating the accuracy of those hours?

7. Will timesheets be approved individually?

8. Does your system prevent time records from being approved in mass?

9. Who is designated to verify and approve the employee time record (e.g., direct supervisor, HR/Payroll representative)?

10. Will your application provide the C-FOAPAL per employee during the time entry and approval process?

11. How will corrections to time records be made, recorded, and approved after the employee has submitted their time in your time entry system?

12. If a time record is corrected before the creation of the mass time entry file, will your system show the entire history (e.g., original submission, correction, resubmission, approval)?

13. Will your system allow for time records to be edited in your time keeping system after the mass time entry file has been created?

14. Will your system allow an individual other than the employee to enter and submit an employee's time record?

    If yes, who is designated to verify and approve this submission?

15. Does your system prevent someone from self-approving their time?

    If no, what will be your protocol to ensure an approver doesn't approve their own timesheet?

16. Do you have procedures in place to validate and/or compare your generated Mass Time Entry File results to your timekeeping system (e.g., Kronos, Clockworks) prior to file submission?

17. Do you have procedures in place that require training prior to giving access to administrative users?

   What type of training will you provide?

18. How long will time entry and approval records be maintained?

19. Where will time records be maintained?

20. How will time records be retained?

21. What different security profiles will your timekeeping system have?

22. What access and/or activities will each of these profiles provide?

23. How often will your security profiles be reviewed and/or updated?

24. Do you have protocols in place to ensure all employee timesheets have been submitted, reviewed and approved?

UPB will review the Feeder Agreement and the Feeder System Evaluation forms and respond back to the unit within two months with an approval or denial to move forward as a feeder unit.

Approved

Denied

Denial reason:

UPB Signature   Date