On July 1, The University of Chicago will replace the UChicago Time system with a new Workday module to track time worked, requests for time off, and accruals. The unified, modern system will streamline the time-tracking process and provide new reports that help manage staff time.

**Efficiency**

- All employee data, including payroll, benefits, and timekeeping information, are in a single, seamless system, from application throughout an employee’s entire time with the University. All this data is managed via a common interface, with consistent, familiar screens and terminology.
- The steps required to record or request an absence will be significantly reduced. For instance, with click and drag calendar-based reporting and pull-down menu options, reporting three sick days in Workday requires about eight clicks, compared to more than 20 in UChicago Time.
- Drop-down menus, pre-populated options, and keyword-based searching eliminate time spent looking up and entering code-based data and common formatting errors.
- Changes in job status, salary, or benefits are reflected dynamically and immediately within the time tracking system. For example, new employees can begin tracking time immediately, eliminating the need for hand-written time cards while waiting for employees to be established in separate systems. Human Resource Partners spend less time tracking the status of employees in two systems.
- There will be fewer system outages, with maintenance scheduled weekly instead of daily.

**Accuracy**

- Eliminating transfer of data between systems minimizes errors and the chance of technical glitches, meaning fewer payroll problems and timekeeping corrections. It’s estimated that will save payroll staff an average of 20 hours of data auditing and error correction monthly, freeing time to respond to other needs.
- Smart logic auto-populates the hours of an employee’s standard shift and amount of time off an employee is eligible for, minimizing entry and formatting errors.
- Employees can correct or update requests for time off if their plans change, meaning fewer corrections and adjustments after the fact.
- If paycheck discrepancies occur, it’s easier to troubleshoot problems between payroll and timekeeping data in the same system.

**Accountability**

- Managers can readily see available vacation accruals and recent time off when authorizing requests for vacation. They can respond to employee requests with comments that are retained in the system.
- Data security risk is reduced with information consolidated with one system.

**Reporting**

- Improved reporting allows managers to easily view scheduled time off across their entire team to ensure proper coverage.
- Useful reports can be scheduled to run automatically. For example, time approvers can set up monthly reports of employees who have not recorded absences and follow up as needed.