

Time Card Online: Q&A

We are shifting employee time card processing from paper to electronic over the next few months. This creates better efficiency, saving time and money, and a built-in tracking system will prevent lost time cards.

Why are we doing this?

In addition to the opportunities this offers, Time Card Online will standardize all fiscal practices into the IFAS software system. IFAS is an online system for managing our spending. Payroll has been processed through IFAS since January 2008, so the only actual change is that employees will be directly entering their own information.

When will this occur?

This is a tentative timeline that assumes everything goes smoothly. However, each phase (two pay periods) must be successful before moving to the next, so delays are expected.

- March: HHSA Director's Office and Business and Support Services 'went live'
- May 24: Public Health 'goes live'
- June 21: Social Services (including Opportunity Center) 'goes live'
- July 19: Mental Health, Alcohol and Drug 'goes live'

When will we be trained?

The Auditor's office plans to hold trainings for all staff in the Board of Supervisors Chambers before your department goes live. In addition, lead clerical staff and supervisors will receive hands-on training so they can support you. Following that, Erin Ceccarelli and Keri Burke will serve HHSA as primary trainers and experts on time cards online.

How will the Social Services staff on Children's Welfare Services (CWS) system access Time Card Online?

Each location that uses the CWS system already has at least one computer with network access from which Time Card Online will be accessible. We will put a kiosk at Mental Health, Alcohol and Drug for the use of the drivers who do not have computer workstations, and we are considering doing the same thing at the Children's Services offices.

How can we be sure our identifying information is safe and hackers can't take our identities?

You will have a User ID (the employee ID number you write in the upper left-hand box of the paper time card) and password (you will be given one by the Auditor's office that you will reset the first time you logon) that you will keep confidential. Your ID and password serve as your electronic signature. This information should never be shared with anyone (including your supervisor, fiscal staff, etc.).

What happens if I can't come to work and submit my time card on the day it is due?

If you are going on vacation, you can complete your time card in advance, and the system will submit it at the appropriate time. If you are ill or have an emergency that prevents you from coming to work, we will have timekeepers (on our fiscal and clerical staff) who can do it on your behalf. Upon your return, you will need to submit a hard copy of a time card, signed by you and your supervisor.

How will we make corrections to our time cards?

Your supervisor and payroll staff will reject incorrect time cards, and you will be notified by email to correct and resubmit it.

Does this mean we don't have to turn in our time cards as early as we do now?

At this time, we will still use the same schedule. However, time cards will no longer have to be physically transported between locations - when you fill out your time card, it goes directly into work flow for your supervisor's signature; when your supervisor approves it, it goes directly to fiscal. This will save a tremendous amount of time. Therefore, we may eventually be able to delay time card submission.

Will I be able to check my leave balances online?

Yes! You will still receive a paper pay stub, but you will also be able to check your leave balances from your work computer.

Can we also check comp time balances?

Yes. The comp time leave balance "block" has a yellow warning. When employees earn comp time in week one, they are eligible to use it in week two even though it is not reflected in the latest leave balances in Payroll. For this reason we allow employees to exceed the balance, but both employees and approvers are alerted that the comp time exceeds the leave balance so they can decide if they want to continue or not.

Do I still need to fill out time-off slips?

Yes, but they will not be sent to fiscal anymore - they will simply serve as a communication tool between you and your supervisor.

How can I learn more?

Check the [HHSA Intranet site](#) for regular updates.