UKG Ready Service Advisory Board Charter

August 2023

Purpose:

The UKG Ready Service Advisory Board advises the service owner, AVP Business Affairs/Controller, on matters related to timekeeping and leave management procedures, and software function, and advises the Domain Committees, CIO, and ITSC on matters related to IT policies, priorities and performance.

About the Service:

UKG Ready timekeeping and leave management software is hosted, maintained and supported by UKG (Ultimate Kronos Group).

It is a time entry and leave management system that collects hours worked and/or leave used from employees, obtains supervisor approvals for time sheets, change requests, and time off requests, and then feeds this information to the university payroll system. Time clocks are used where large numbers of employees report to a central work area without access to a computer. In office environments employees can use their desktop computers. Departments can also choose to allow employees the option of using their personal cell phone for added convenience.

In fall 2022, UO deployed a new enterprise instance of the UKG Ready automated timekeeping system and expanded its use across administrative units. UKG Ready will eventually be adopted campus-wide, providing a more accurate university payroll, and more efficient means of collecting employee work hours and time off.

UKG Ready services procured:

1. TLM (Time Entry and Leave Management)
2. Accruals (Not used because we were unable to replicate UO accrual rules and were only onboarding a subset of employees and did not want two systems of record for leave balances. Banner HRIS remains our system of record and balances are updated in UKG nightly).
3. Leave (HR Benefits evaluated the product but decided not to procure and deploy due to cost and the fact that faculty and GEs who are leave eligible aren't using and familiar with TLM.
4. Advanced Scheduler (Student Orientation procured and worked with the implementation team. Ultimately they decided it lacked a two features (ability to schedule into future terms and ability to add large groups of employees to recurring events without doing a file import, and never went live.

Owner: AVP Business Affairs/ Controller and VPFA.

Funding: Initially FASS entered into SLAs with user departments, collected software licensing and hardware fees through journal entries, and funded implementation consulting costs. The Budget Advisory Group (BAG) awarded $83,500 recurring and $75,000 one-time to onboard academic units. Going forward auxiliary enterprises will be billed and general fund units with SLA will contribute budget into a fund that will be managed by the service owner, Business Affairs.

Begin Date: August 2023

System Integrations:

1. SSO (users login using their Duck ID username, password and second factor)
2. Employee Profiles from Banner to UKG Ready
3. Job Cost Centers including default from Banner to UKG Ready
4. Rates and job limit lists from Banner to UKG Ready
5. Hourly time upload from UKG Ready to Banner HRIS
6. Salaried time upload from UKG Ready to Banner HRIS
7. Bulk hours time upload from AIM to UKG Ready (Justin Porter)

Scope – Major Activities:

The UKG Ready Service Advisory Board provides the Domain Committees and CIO, with advice and recommendations as follows:

- Service Integrations: Evaluate and provide recommendations related to enterprise system integration, including recommended priority and associated funding and resource requests.
- Service Lifecycle: Provide recommendations related to the priority, scope, funding, benefits, and resource needs of new service offerings or sun-setting of existing services.

The UKG Ready Service Advisory Board provides the service owners with advice and recommendations as follows:

- Timekeeping and leave management procedure.
- Service Operations: Provides prioritization and recommendation of configuration changes and changes in business practice.
- Service Lifecycle: Provides recommendations for new service offerings or the elimination of existing services.

Not in Scope:

- Involvement in routine service operations, except as required in a member's other role(s)
- Implementation of initiatives or projects, except as required in a member's other role(s)
- Record retention processes and record retention policies

Procedural Guidelines:

- Meetings: The UKG Ready Service Advisory Board is expected to meet at least twice annually.
- Recommendations and Reports: The UKG Ready Service Advisory Board will ensure that stakeholders' perspectives and needs are considered and used in decision-making, when feasible. Discussion to obtain consensus on recommendations and policies will be the prevailing procedure used at meetings. The UKG MS Team composed of payroll administrators will be used as both a sounding board for proposed changes and communication channel for their implementation. If consensus cannot be obtained, a minority report may be prepared. As needed, subgroups may be convened to address specific assignments made by the chairs or service owners. Subgroup recommendations and reports will be submitted in writing to the UKG Ready Service Advisory Board. Documents will include both suggested action and justification for suggestions.
- Minutes: Minutes of each meeting will be kept. Meeting notes will be available to stakeholders via mutually agreeable collaboration tools.
- Amendment of Charge: Amendments to the charge will be approved by the service owner (AVP Business Affairs) and VPFA.
- Subject matter experts will be invited to meetings as needed to provide information, discuss issues, and/or assist in setting priorities.

Membership:

Members are appointed by the committee chair(s)/system owners and serve at the discretion of the service owner and VPFA.

All members must have a broad campus perspective and demonstrated interest in the strategic application of technology in support of the University's mission.

Members should have experience providing or consuming resources related to timekeeping and leave management services.

Standing membership will include:

1. Co-Chairs
   1. Business Affairs: Mark McCulloch and Ben Kane
2. Service Delivery Representatives
   1. Business Affairs:
      Ben Kane, Jody Bleisch, new Payroll UKG admin position TBD
3. User Represented Departments
   1. Finance and Administration Shared Services

2. Academic Central Business Services Office (CBSO)
3. College of Arts and Science
4. University Housing
5. Provost Administrative Services Team (PAST)
6. Office of the Registrar
7. School of Law
8. University Advancement
9. University Athletics
10. University Health Services
11. UO Libraries
12. VP Research and Innovation