

Manager Go-Live Readiness Checklist

JANUARY 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	← 20	21	22	23
24	25	26	27	28	29	30
31 ★						

Go Live

FEBRUARY 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 ★	20
21	22	23	24	25	26	27
28						

★ First Paycheck

Before January 20

PREPARATION PERIOD

Action	Where to Find Help
<input type="checkbox"/> Review the Resources Available to You & Know the Key Topics FAQs, fact sheets and more are available online about all of the new practices and policies. Key Topics: <ul style="list-style-type: none"> • Exact Timekeeping - eliminates rounding and tracks the exact time you punch in and out • Standard Work Week - period of work defined by a start time of 7:30 a.m. Sunday and an end time of 7:29 a.m. the following Sunday • Standard Shift Times - Standard times when shift differential will apply • Majority Rule - if you work overlapping shifts, you will be paid the rate of the shift where the majority of your hours are worked • Standard Shift Differentials - additional, flat compensation paid to non-exempt, hourly employees working evening, night and weekend shifts • On Call, Call In Guarantee - employees who are on call will be paid \$3.50/hour and be guaranteed four hours of pay if called in • PTO Program - all paid time away from work that isn't SSL 	<ol style="list-style-type: none"> 1. Manager Toolkit online at OneUMMS.org/manager-resources (password: OneUMMSManager) 2. Your HR Business Partner
<input type="checkbox"/> Talk with Your Employees About What to Expect Access your employees' individual reports via HR Connections. This will ensure your employees know exactly what to expect in their first paycheck after go-live.	Your HR Business Partner

Action	Where to Find Help
<input type="checkbox"/> Take a Timekeeper Refresher Class Find training resources and job aids online.	View online at: OneUMMS.org/umms-people-planning
<input type="checkbox"/> Sign up for Webinars on Specific Topics <ul style="list-style-type: none"> • Exacting punching, Majority Rule and Shift Zones • Create a Schedule • Understanding 7:30 a.m. Day Divide • PTO Redesign • Understanding My Paycheck 	Register at: OneUMMS.org/umms-people-planning
<input type="checkbox"/> Be Prepared to Answer Questions from Your Employees Know the support escalation plan and who to contact when.	Follow the support model below.

ONE UMMS PAY PRACTICES AND POLICIES - WHERE TO FIND SUPPORT

If the question is about:	Find help first by:	Then:
<ul style="list-style-type: none"> • Time Clocks • Logging in to People Planning 	Contact the Command Center 855-4UMMSHR (855-486-6747)	Contact the Command Center 855-4UMMSHR (855-486-6747)
<ul style="list-style-type: none"> • Editing/Approving Timecards • How to Build a Schedule 	Asking your local subject matter expert or superuser	Contact the Command Center 855-4UMMSHR (855-486-6747)
<ul style="list-style-type: none"> • Question about Pay • Missed Punches • Incorrect Schedule 	Manager, Timekeeper or HR Business Partner	Contact the Command Center 855-4UMMSHR (855-486-6747)

Manager Go-Live Readiness Checklist

JANUARY 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Go Live

FEBRUARY 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

January 20 - January 31

MANAGER AND TIMEKEEPER EARLY ACCESS PERIOD

Action	Where to Find Help
<p><input type="checkbox"/> Log-in to the new Kronos People Planning Timekeeping system at umm.kronos.net/wfc/logon.</p> <p>Your UserID is Employee ID number; your password is Umms, @, the last four of your social security number. (Umms@1234, for example).</p>	Command Center at 855-4UMMSHR
<p><input type="checkbox"/> Make sure you can access what you need as a manager or timekeeper.</p> <p>Navigate to all screens and links including timecard and Basic Scheduler. Test the navigation both at work and from your remote work location.</p>	Command Center at 855-4UMMSHR
<p><input type="checkbox"/> Confirm all of your employees' information is visible.</p>	Command Center at 855-4UMMSHR
<p><input type="checkbox"/> Create your hyperfind queries (if needed).</p> <p>A hyperfind query allows managers with multiple departments to view each department separately.</p>	Find the job aid at OneUMMS.org/umms-people-planning
<p><input type="checkbox"/> Get ready for mobile.</p> <p>If you plan to use the Kronos mobile application, please complete your set-up activities. We recommend all managers and timekeepers download the mobile app for your convenience.</p>	Find the job aid on the Kronos mobile app at OneUMMS.org/umms-people-planning

Action	Where to Find Help
<p><input type="checkbox"/> Create basic schedules for your exempt employees starting with the Sunday, January 31, 2021 pay cycle.</p> <p>If you currently use a scheduling system, you should continue to use that system until the People Planning: Advanced Scheduling goes live at your organization. If you do not currently have a scheduling system for your non-exempt staff, you can use the Basic Scheduler in People Planning: Timekeeping until People Planning: Advanced Scheduling system is implemented.</p>	<ul style="list-style-type: none"> • Are you able to access the basic schedule pattern templates? Contact the Command Center at 855-4UMMSHR. • Do you need a basic schedule pattern template to be created? Contact the Command Center at 855-4UMMSHR. • If needed, are you able to create an ad hoc schedule? If not, refer to job aid on OneUMMS.org/umms-people-planning.
<p><input type="checkbox"/> Add Paid Time Off (PTO) entries into Basic Scheduler.</p> <p>New PTO plan balances will be available after the February 5, 2021 payroll is processed. Use “PTO Planned” and “PTO Unplanned” leave codes to enter PTO.</p>	<ol style="list-style-type: none"> 1. Ask your local subject matter expert or superuser 2. Contact the Command Center 855-4UMMSHR (855-486-6747)
<p><input type="checkbox"/> Add On Call Schedules</p> <p>Anticipate your on-call needs and enter on call schedules for your employees. On call schedules are essential for the call in and call-in guarantee pay practices to function as designed.</p>	<ol style="list-style-type: none"> 1. Ask your local subject matter expert or superuser 2. Contact the Command Center 855-4UMMSHR (855-486-6747)

ONE UMMS PAY PRACTICES AND POLICIES - WHERE TO FIND SUPPORT

If the question is about:	Find help first by:	Then:
<ul style="list-style-type: none"> • Time Clocks • Logging in to People Planning 	<p>Contact the Command Center 855-4UMMSHR (855-486-6747)</p>	<p>Contact the Command Center 855-4UMMSHR (855-486-6747)</p>
<ul style="list-style-type: none"> • Editing/Approving Timecards • How to Build a Schedule 	<p>Asking your local subject matter expert or superuser</p>	<p>Contact the Command Center 855-4UMMSHR (855-486-6747)</p>
<ul style="list-style-type: none"> • Question about Pay • Missed Punches • Incorrect Schedule 	<p>Manager, Timekeeper or HR Business Partner</p>	<p>Contact the Command Center 855-4UMMSHR (855-486-6747)</p>

Manager Go-Live Readiness Checklist

JANUARY 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31 ★						

Go Live

FEBRUARY 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 ★	20
21	22	23	24	25	26	27
28						

First Paycheck

January 31 – February 19

GO-LIVE PERIOD

Action	Where to Find Help
<p><input type="checkbox"/> Encourage your team to watch the paystub video.</p> <p>Watching this brief, detailed explanation will make it easier for employees when their first paychecks under the new standards are released on February 19.</p>	<ol style="list-style-type: none"> 1. OneUMMS.org/umms-pay-practices 2. Your manager, timekeeper or HR Business Partner
<p><input type="checkbox"/> Review the Resources Available to You & Know the Key Topics</p> <p>FAQs, fact sheets and more are available online about all of the new practices and policies. Key Topics:</p> <ul style="list-style-type: none"> • Exact Timekeeping – eliminates rounding and tracks the exact time you punch in and out • Standard Work Week - period of work defined by a start time of 7:30 a.m. Sunday and an end time of 7:29 a.m. the following Sunday • Standard Shift Times – Standard times when shift differential will apply • Majority Rule - if you work overlapping shifts, you will be paid the rate of the shift where the majority of your hours are worked • Standard Shift Differentials – additional, flat compensation paid to non-exempt, hourly employees working evening, night and weekend shifts • On Call, Call In Guarantee – employees who are on call will be paid \$3.50/hour and be guaranteed four hours of pay if called in • PTO Program – all paid time away from work that isn't SSL 	<ol style="list-style-type: none"> 1. OneUMMS.org/manager-resources 2. Your HR Business Partner 3. Command Center 855-4UMMSHR (855-486-6747)

Action	Where to Find Help
<p><input type="checkbox"/> Share feedback with your leaders.</p> <p>Talk with your employees about how the changes are affecting them and discuss with your leaders about how you are handling the changes as a manager.</p>	<ol style="list-style-type: none"> 1. Your manager or timekeeper 2. Your HR Business Partner
<p><input type="checkbox"/> Help troubleshoot employee questions.</p> <p>Know the support escalation plan and who to contact when.</p>	<p>Follow the support model below.</p>

ONE UMMS PAY PRACTICES AND POLICIES – WHERE TO FIND SUPPORT

If the question is about:	Find help first by:	Then:
<ul style="list-style-type: none"> • Time Clocks • Logging in to People Planning 	<p>Contact the Command Center 855-4UMMSHR (855-486-6747)</p>	<p>Contact the Command Center 855-4UMMSHR (855-486-6747)</p>
<ul style="list-style-type: none"> • Editing/Approving Timecards • How to Build a Schedule 	<p>Asking your local subject matter expert or superuser</p>	<p>Contact the Command Center 855-4UMMSHR (855-486-6747)</p>
<ul style="list-style-type: none"> • Question about Pay • Missed Punches • Incorrect Schedule 	<p>Manager, Timekeeper or HR Business Partner</p>	<p>Contact the Command Center 855-4UMMSHR (855-486-6747)</p>

Manager Go-Live Readiness Checklist

JANUARY 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	★ Go Live					

FEBRUARY 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						



First Paycheck

February 19 - onward

INTO THE NEW ONE UMMS

Action	Where to Find Help
<p><input type="checkbox"/> Be available if your employees have questions about their paystub.</p> <p>Your employees will come to you, first, if they are uncertain about how the new standards are reflected in their paycheck. Reassure your team by understanding the new terms and how pay is calculated.</p>	<ol style="list-style-type: none"> 1. Manager, Timekeeper or HR Business Partner 2. Contact the Command Center 855-4UMMSHR (855-486-6747)
<p><input type="checkbox"/> If an employee's pay seems to be inaccurate, escalate this immediately.</p> <p>Our priority during this transition is to ensure that all employees are paid accurately under the new pay practices and policies. While most questions will likely be a result of understanding the new practices, if there is an error, we will correct it immediately.</p>	<ol style="list-style-type: none"> 3. Manager, Timekeeper or HR Business Partner 4. Contact the Command Center 855-4UMMSHR (855-486-6747)

ONE UMMS PAY PRACTICES AND POLICIES - WHERE TO FIND SUPPORT

If the question is about:	Find help first by:	Then:
<ul style="list-style-type: none"> • Time Clocks • Logging in to People Planning 	Contact the Command Center 855-4UMMSHR (855-486-6747)	Contact the Command Center 855-4UMMSHR (855-486-6747)
<ul style="list-style-type: none"> • Editing/Approving Timecards • How to Build a Schedule 	Asking your local subject matter expert or superuser	Contact the Command Center 855-4UMMSHR (855-486-6747)
<ul style="list-style-type: none"> • Question about Pay • Missed Punches • Incorrect Schedule 	Manager, Timekeeper or HR Business Partner	Contact the Command Center 855-4UMMSHR (855-486-6747)