Manager Go-Live Readiness Checklist

UM Charles Regional Medical Center

SEPTEMBER 2021

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

Early Access Period **September 15-25**

Go-Live **September 26**

Final Timecard Approval in Current Timekeeping System **September 27**

OCTOBER 2021

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

Final Paycheck from Meditech System **October 1**

First Timecard Approval in People Planning: Timekeeping **October 11**

First One UMMS Paycheck **October 15**

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Early Access Period

MANAGER, TIMEKEEPER AND SCHEDULER EARLY ACCESS PERIOD

Action	Where to Find Help
☐ **Log-in to the new Kronos People Planning Timekeeping system at umm.kronos.net/wfc/logon.** Your UserID is Employee ID number; your password is Umms, @, the last four of your social security number. (Umms@1234, for example).	Command Center at 855-4UMMSHR
☐ **Make sure you can access what you need as a manager, timekeeper or scheduler.** Navigate to all screens and links including Timecard, Basic Scheduler and Advanced Scheduler. Test the navigation both at work and from your remote work location.	Command Center at 855-4UMMSHR
☐ **Confirm all of your team members' information is visible.** Confirm that you can see all of your team members who report to you and that their information is accurate and complete.	Command Center at 855-4UMMSHR
☐ **Create your hyperfind queries (if needed).** A hyperfind query allows managers with multiple departments to view each department separately.	Find the job aid at OneUMMS.org/umms-people-planning
☐ **Get ready for mobile.** 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.	Find the job aid on the Kronos mobile app at OneUMMS.org/umms-people-planning

Action	Where to Find Help
☐ **Confirm the accuracy of your exempt team members' schedules in Basic Scheduler or, if your department is using Advanced Scheduler, in Advanced Scheduler starting with the September 26, 2021 pay cycle.** Schedules for your exempt team members are pre-loaded into the new system. Managers should validate that the schedules are correct before the new system goes live.	• Contact your manager, timekeeper or superuser, then contact the Command Center 855-4UMMSHR (855-486-6747)
☐ **Add Paid Time Off (PTO) entries starting September 26, 2021, into Basic Scheduler or, if your department is using Advanced Scheduler, into Advanced Scheduler.** New PTO plan balances will be available after the October 4, 2021 payroll is processed. Use "PTO Planned" and "PTO Unplanned" leave codes to enter PTO.	1. Ask your local subject matter expert or superuser 2. Contact the Command Center 855-4UMMSHR (855-486-6747)
☐ **Add On Call Schedules** Anticipate your on-call needs and enter on call schedules for your team members into Basic Scheduler or, if your department is using Advanced Scheduler, in Advanced Scheduler starting with the September 26, 2021, pay cycle. On call schedules are essential for the call in and call-in guarantee pay practices to function as designed.	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

Command Center Available During Go-Live

We are providing Command Center support September 15-October 15.	Monday-Friday, 7:00 a.m.-5:00 p.m.	855-4UMMSHR (855-486-6747), option 7

Question/Problem	Initial Contact for Resolution	Secondary Contact for Resolution
Logging into Kronos Kronos Role Access Time Clocks	Contact the IS&T Service Desk at helpdesk@umm.edu or 410-328-4357.	
Editing & Approving Timecards Building Basic Schedules Building Advanced Schedules	Change Champion, Local Payroll Department, Schedulers (Advanced Scheduling only)	Timekeeping: Contact the Command Center 855-4UMMSHR (855-486-6747), Option 7 Advanced Scheduling: Contact the IS&T Service Desk at helpdesk@umm.edu or 410-328-4357.
Paycheck Questions Missed Punches PTO Requests Incorrect Basic Schedule	Manager, Timekeeper and/or Local Payroll Department	Contact the Command Center 855-4UMMSHR (855-486-6747), Option 7

! Team members covered by a collective bargaining agreement should reference your CBA for more information.

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GO-LIVE PERIOD

Action	Where to Find Help
☐ **Encourage your team to watch the videos about how pay is calculated and understanding their new paystub.** Watching these brief, detailed explanations at OneUMMS.org/understanding-your-paycheck will make it easier for team members when their first paychecks under the new standards are released on May 14.	1. OneUMMS.org/umms-pay-practices 2. Your manager, timekeeper or HR Business Partner
☐ **Share feedback with your leaders.** Discuss with your leaders about how you are handling the changes as a manager.	1. Your manager or timekeeper 2. Your HR Business Partner
☐ **Help troubleshoot team members questions.** Know the support escalation plan and who to contact when.	Follow the support model below.

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INTO THE NEW ONE UMMS

Action	Where to Find Help
☐ **Be available if your team members have questions about their paystub.** Your team members 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.	1. Manager, Timekeeper or HR Business Partner 2. Contact the Command Center 855-4UMMSHR (855-486-6747)
☐ **If a team member's pay seems to be inaccurate, escalate this immediately.** Our priority during this transition is to ensure that all team members 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.	3. Manager, Timekeeper or HR Business Partner 4. Contact the Command Center 855-4UMMSHR (855-486-6747)

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