|  |  |
| --- | --- |
| PeopleTools Version | Current HCM PUM Image  |
|  |  |

|  |  |
| --- | --- |
| 1. | How many employees use PeopleSoft T&L in your organization? How many clock in/out? |
|  |  |

|  |  |
| --- | --- |
| 2. | Do you have designated timekeepers? If so describe their role and time spent working with T&L? |
|  |  |

|  |  |
| --- | --- |
| 3. | If you do not use timekeepers who is responsible for monitoring and making corrections in T&L? |
|  |  |

|  |  |
| --- | --- |
| 4. | How do managers and supervisors use T&L? |
|  |  |

|  |  |
| --- | --- |
| 5. | Do you approve reported time, payable time or both? Who applies the approval? |
|  |  |

|  |  |
| --- | --- |
| 6. | How are non-exempt staff recording their time (clocking in/out)?* 1. Web clock
	2. Custom feature
	3. 3rd party time system
	4. Other (please describe)
 |
|  |  |

|  |  |
| --- | --- |
| 7. | How are exempt staff paid regular hours?1. Log their hours daily to a T&L timesheet
2. Daily hours auto-loaded to a T&L timesheet based on a schedule
3. Do not have a timesheet for regular hours (pay from schedule); only exceptions are recorded in time and labor
4. Other (please describe)
 |
|  |  |

|  |  |
| --- | --- |
| 8. | How do you process historical edits? |
|  |  |

|  |  |
| --- | --- |
| 9. | Are you using classic, classic plus or fluid for the timesheet view? Is the timesheet view a weekly or bi-weekly calendar? |
|  |  |

|  |  |
| --- | --- |
| 10. | Do you use the Absence Management module? |
|  |  |

|  |  |
| --- | --- |
| 11. | If not using absence management, how is time off requested and approved? |
|  |  |

|  |  |
| --- | --- |
| 12. | Is T&L used to allocate time based on activity or location worked? If so how is this accomplished? By entry on the time card or other means? |
|  |  |

|  |  |
| --- | --- |
| 13. | Is the system heavily customized? How involved is IT during payroll processing? |
|  |  |

|  |  |
| --- | --- |
| 14. | How often do you run the systems Time Administration process? |
|  |  |

|  |  |
| --- | --- |
| 15. | Do you use delegation to allow other managers, supervisors or timekeepers approve time? |
|  |  |

|  |  |
| --- | --- |
| 16. | What reports are used to audit timecards; delivered, custom or both? |
|  |  |

|  |  |
| --- | --- |
| 17. | Do managers, supervisors or timekeepers add comments on timecards? Do they add freeform notes on timecards? |
|  |  |

|  |  |
| --- | --- |
| 18. | How long does it take to run the payroll process from start to finish, and/or the time to load transactions to pay-lines? |
|  |  |

|  |  |
| --- | --- |
| 19. | What do you find most challenging about the T&L system? |
|  |  |

|  |  |
| --- | --- |
| 20. | What do you like best about the T&L system? |
|  |  |

|  |  |
| --- | --- |
| 21. | How long did implementation take? Did you use an implementer/consultant? If so, who? |
|  |  |

|  |  |
| --- | --- |
| 22. | What were your lessons learned from your T&L implementation process? |
|  |  |