

A photograph of a grand, classical building with many columns, likely a university building, captured at sunset. The sun is low on the horizon, creating a warm, golden glow and long shadows. The sky is a mix of blue and orange. The building's facade is illuminated by the setting sun, highlighting its architectural details.

# Timekeeping Replacement Project Intro

Date 04/14/2025

## Objective

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The Ultimate Kronos group (UKG), the vendor whose platform the CalTime timekeeping system is built from, is discontinuing our version of CalTime. This project is to replace the CalTime Workforce Central timekeeping system, used today by most UC Berkeley employees, with a new solution that offers an improved user experience, is cost effective, and is better aligned with our evolving time reporting needs in higher education. The project aims to have the new systems in place by fall 2026.



- **May 2026 Implementation:** A small subset of the campus with more complex 24-hour shift pay requirements will be transitioned to the Ultimate Kronos Group (UKG) replacement product known as PRO Workforce Management. **Approx. 2k employees, to include mostly employees in Skilled Crafts, Police, and AFSCME.**



- **October 2026 Implementation:** The majority of campus employees will transition to the Time Reporting System (TRS) hosted by UC Irvine (currently used by six other locations). 24k+ employees.

# Guiding Principles for the Project

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## Prioritize Usability

Build an intuitive system, using existing solutions where possible.

## Effectively Engage Stakeholders

Involve stakeholders early to understand the time tracking needs of the organization.

## Minimize Complexity and Build it to Last

Focus on a minimum viable product by using out of the box functionality and relying on simplicity over complexity to reduce cost, risk, and effort.  
Establish system stability, scalability, and disaster recovery.

## Accurate Timekeeping

Ensure system design aligns with policies and business procedures to enable accurate tracking of hours worked, leave taken, timecard approvals, and audit trails.

## Prepare the campus

Evaluate campus readiness, track adoption, minimize business disruption, and manage resistance to change.  
Provide effective communication, training, and support for a smooth transition.

## Measure Success & Continuous Improvement

Set clear key performance indicators and maintain an ongoing feedback loop.

# High Level In Scope Summary

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## *In Scope*

### **Time Tracking Features**

- Enhanced UI: employee self-service access to timecards via web.
- Time reporting (biweekly hourly, monthly hourly, salaried).
- Timecard approvals, multiple jobs, schedules, and accrual balance visibility.
- Policy/contract work rules, email notifications, audit trails, delegations.
- Reduce time collection complexity.

### **Change Management**

- Communications via email, web, and FAQs.
- Training via town halls, Zoom sessions, job aids, and videos.
- Business process redesign for smooth transition.

### **Time Clocks**

- Reconfiguration for UKG Pro WFM users.
- Procurement, configuration, and installation of new clocks for TRS users.
- Database to collect TRS timeclock entries.

## **System Requirements & Specifications**

- Reliable system performance, scalability, and continuous development (patches, updates).
- Web access, accessibility compliance, and archival of timecards exceeding retention period.
- Daily system maintenance (e.g., employee imports), cloud storage, and backup/recovery.

### **Data Security & Privacy**

- User roles and permissions, firewall capabilities, and single sign-on.
- Data protection, compliance with security standards for electronic info.

### **Integrations**

- Integrate with UCPATH, Cal 1 Card, Calnet, Student Info System, Timeclock database.
- Sync with UC Irvine database and UKG Cloud.

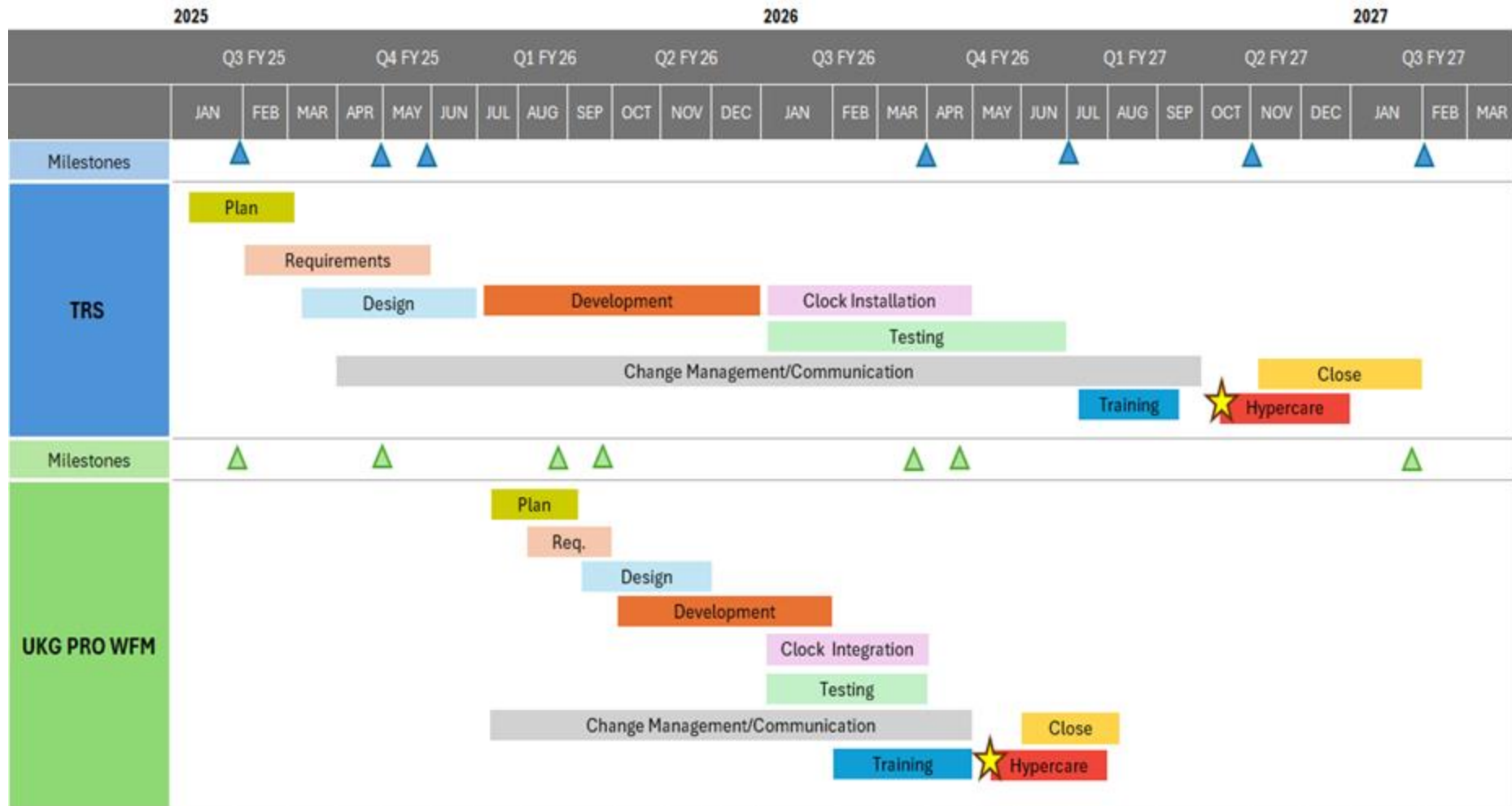
### **Miscellaneous**

- Decommission timesheet app, friendly name application and ERSO late timesheet (intranet).
- Access and archival of CalTime.

## *Out of Scope*

- Faculty in non-accruing titles.
- Friendly names Application.

# Road Map



## TRS MILESTONES

- 01/31/2025 - Project Charter
- 01/31/2025 - Stakeholder agreement
- 04/30/2025 - Vendor Clock Procurement
- 05/31/2025 - Scope Document
- 03/31/2026 - Clock Installation
- 03/31/2026 - Testing Sign Off
- 10/01/2026 - Go/No Decision
- 01/31/2027 - Lessons Learned

## UKG MILESTONES

- 01/31/2025 - Project Charter
- 01/31/2025 - Stakeholder agreement
- 04/30/2025 - Vendor Clock Procurement
- 09/30/2025 - Scope Document
- 03/31/2026 - Clock Integration
- 03/31/2026 - Testing Sign Off
- 04/23/2026 - Go/No Decision
- 01/31/2027 - Lessons Learned

# Population landscape

	TRS						UKG	Grand Total
	Biweekly		Monthly				Biweekly	
	Hourly	Salaried	Fellowship pay	Hourly	N/A	Salaried	Hourly	
<b>UNION</b>								
<b>IN SCOPE</b>								
87 - Stipend/Differential Pay						92		92
99 - Non-Represented	8133	1		112		6555		14798
A1 - Academic Senate - Berkeley	6	1		1		155		163
BR - Graduate Student Researchers		4	356		33	2142		2183
BX - Academic Student Employees	1364			102		2054		3481
CX - Clerical & Allied Services	921					85	9	1015
DX - Student Health Phys & Dentists	16			2		19		37
EX - Patient Care Technical							64	64
FX - Non-Senate Academic Research						50		50
GS - Berkeley Printing Trades	5							5
HX - Residual Health Care Prof	18					69		87
IX - Non-Senate Instructional	11			168		1311		1485
KB - Berkeley Skilled Craft							195	195
LX - Professional Librarians						67		67
NX - Registered Nurses	46							46
PA - Police Officers							32	32
PX - Post Doctoral Scholars	4		63		95	1093		1154
RA - Academic Researchers	28					646		674
RX - Research Support Professionals	153					154		307
SX - Service							886	886
TX - Technical	392					150		542
<b>OUT OF SCOPE</b>								
99 - Non-Represented		1				227		228
A1 - Academic Senate - Berkeley						1608		1608
FX - Non-Senate Academic Research						99		99
<b>Grand Total</b>	<b>10903</b>	<b>7</b>	<b>419</b>	<b>381</b>	<b>128</b>	<b>15677</b>	<b>1186</b>	<b>28052</b>

Empl Class	Unique Empl ID
<b>IN SCOPE</b>	
1 - Staff: Contract	1081
2 - Staff: Career	7434
4 - Staff: Limited	707
5 - Student: Casual/Restricted	6889
6 - Staff: Per Diem	215
7 - Staff: Partial Year Career	230
3 - Academic: Recall	186
9 - Academic: Faculty	1760
10 - Academic: Non Faculty	2138
11 - Academic: Academic Student	5336
21 - Academic: Emeriti	10
22 - Academic: Deans/Faculty Admin	50
23 - Academic: Post Docs	1154
<b>OUT OF SCOPE</b>	
10 - Academic: Non Faculty	108
22 - Academic: Deans/Faculty Admin	23
9 - Academic: Faculty	1807
<b>Grand Total</b>	<b>28052</b>

Summary	
Type	Count
Union	17
Policy	1
Students	6889
Academic Stud.	5336
Staff	9667
Acad. Non stud.	5298
Depts.	378
Employees with Mult. Jobs (est.)	2500



# Stakeholders

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## End Users

Student Employees  
Academic Student Appointees  
Staff Employees  
Academic Appointees  
Staff Supervisors  
Academic Supervisors  
Delegates  
View Only  
Timekeepers  
Leave Administrators  
System Administrators

## Support Teams

Berkeley Regional Services  
Human Resources  
ServiceNow Helpdesk  
Technical Support  
Chief Admin Officers  
Control Unit Admins  
Controller's Office  
Project Team

## Leadership & Communities of Interest

Steering Committee  
Cabinet (Vice Chancellors)  
UCPath Center  
UCOP  
Unions  
Academic Personnel  
Berkeley Regional Services  
HR  
Employee & Labor Relations  
Council of Deans  
Associate Deans  
Academic Senate  
GSAO's  
Dept. Mgrs. of EVCP Units  
ORU Directors/Managers  
Academic Directors  
ALORT  
Student Affairs

# Stakeholder Impact (High Level)

	Interests	Impact	Engagement Strategy
End Users	<ul style="list-style-type: none"> <li>• What, when, why and how</li> <li>• User experience</li> <li>• Accurate leave and time = pay</li> <li>• Tools for success</li> <li>• Access</li> <li>• What is changing for me</li> <li>• How to obtain support</li> </ul>	High	<ul style="list-style-type: none"> <li>• User experience</li> <li>• Requirements assessment</li> <li>• Audience specific info</li> <li>• Training, job aids, videos</li> <li>• Communication via trusted partners, email, web, town halls, office hours</li> </ul>
Support Teams	<ul style="list-style-type: none"> <li>• What, when, why and how</li> <li>• What is changing for me</li> <li>• Role info and tools for success</li> <li>• Training: Functionality and access</li> <li>• Business process changes</li> <li>• Operational impact</li> <li>• Resource needs</li> </ul>	High	<ul style="list-style-type: none"> <li>• Audience specific info</li> <li>• Requirements assessment</li> <li>• Training, Job aids, videos</li> <li>• Communication via trusted partners, email, web, town halls, office hours</li> </ul>
Leadership & Communities of Interest	<ul style="list-style-type: none"> <li>• Audience specific information</li> <li>• Policy and compliance</li> <li>• Big picture (status, timeline, impact)</li> <li>• Campus impact</li> <li>• Potential risks</li> <li>• Engagement plan</li> <li>• Communication Plan</li> </ul>	Low to Moderate	<ul style="list-style-type: none"> <li>• Audience specific info</li> <li>• Communication via trusted partners, email, web, town halls, office hours</li> <li>• Consult and Inform as needed</li> </ul>



# Change Summary

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- Implementing two systems: TRS for majority, UKG for some.
- Improved UI, enhanced self service and user experience with minimal training needed.
- Meets same timekeeping objectives with minimal changes to business processes.
- Elimination of Friendly application, ERSO late timesheet process, timesheet application used for monthly hourly employees.
- Automate late timecard submission (no more paper timecards).
- Moving systems to the cloud and hosted support.
- Potential work rule changes depending on policy.
- Reduced maintenance costs in the long term.
- New vendor timeclocks for TRS system applicable end users.

# Communication

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Project Contributors

Project Status  
*Weekly*

Steering Committee  
*Monthly*

Advisory Board  
*Monthly*

Project Team  
*Daily/Weekly*

Campus  
*(end users, support teams, leadership, campus partners)*

Requirement sessions & surveys  
*(Spring 2025)*

Email and Web  
*(2025-2026)*

Town Halls & information sessions  
*2026*

via Trusted Change Partners  
*2026*

*Dates to be determined once communication plan is finalized*

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# Questions

Contact Email: [caltimetransition@berkeley.edu](mailto:caltimetransition@berkeley.edu)