

KPME Time and Attendance

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KPME Time and Attendance will provide a system to record hours worked, hours in pay status, and absent time in an easy-to-use, always accessible, web-based interface. KPME Time and Attendance will handle multiple jobs, pay types, and pay cycles based on the employee's active appointments with the university. KPME Time and Attendance will calculate all special rates of pay such as overtime, shift differential, premium, and holiday pay.

The primary objectives of the timekeeping system are:

- Elimination of paper-based, departmental, or outsourced systems
- Provide for appropriate approval routing based on appointment type and labor distribution
- Provide for consistent application of University policy as well as state and federal labor laws
- Provide for easy auditability

KPME Time and Attendance Scope

The KPME Time and Attendance system must meet the following requirements:

- **Access** - The system must be designed such that it is accessible 24 hours per day, 7 days a week, 365 days a year.
- **Authentication / Authorization** - The system must support user authentication methods such as CAS or Shibboleth which may vary by institution. Additionally, the system should allow for role based authorization to enable users access to only those parts of the application that are necessary for their job
- **Time Recording** - The system must support the recording of time via clock in / out or manual time entry.
- **Special Rate Calculation** - The system must support the calculation of the following special rates of pay. The calculations must be rule based and configurable at various levels such as per campus, department, employee class or individual employee.
 - Overtime - The system will support the calculation of both weekly and daily overtime.
 - Shift Differential and Premium Pay - The system will support the calculation of shift differential (extra pay received by employees for working a less-than desirable shift i.e., late nights, evenings) and premium pay (a higher rate of pay paid to those working weekends, holidays, vacation days, or working during hours deemed less desirable)
 - Holiday Pay The system will auto-populate holiday pay based.
- **Pay Types** - The system will support multiple payment types such as:
 - Hourly
 - Flat-rate
 - Dollar based Employees may be paid on an hourly or flat-rate basis and may receive dollar-based pay such as tips.
- **Approval Routing** - The system will support the routing of timesheets for approval based on the department and work area for which time was recorded. Timesheets may be routed to multiple approvers all of which will be required to approve the portion of the timesheet for which they are responsible. The system will support 2 levels of routing by default.
- **Audit Capabilities** - The system will capture all clock actions and time block entries for audit purposes identifying the IP address of the user who made the change and the before and after images of the record.
- **Pay Cycles** - The system will support multiple pay cycles that are definable by start date / time and end date / time. This will allow for institutions to define multiple pay calendars such as monthly, semi-monthly, biweekly, or weekly. For example, an institution can define a pay period beginning at Noon on a Thursday which runs 2 weeks to the following 11:59:59 am the following Thursday.
- **Employment Data** - The system will integrate with employment transaction system for real-time data.
- **Notifications** System will allow configuration email/workflow notifications.
- **Earn Codes** - Earn code/group configurability.
- **Lunch Deductions** - Configurable lunch deductions.
- **Rounding rules** - Grace period rounding, configurable at multiple levels.
- **Missed Punch** -