



WELCOME BACK!

In this edition of the Ceridian Communicator, we will highlight the Time and Attendance function of the Ceridian Human Resource Information System (HRIS) and tell you about the upcoming critical Parallel Test of the new system. All County employees must actively participate in the test by entering time and attendance online or via time clocks. In addition, Scott Manske from Central Accounting and Payroll will share some thoughts on the Parallel Test of Ceridian.

Thanks for your continued support and participation in the Ceridian HRIS!

*- Rob Henken, Director
Department of Administrative Services*

News In-Brief

- April 22 - May 5, 2007 (pay period 10)-- this is the final pilot period for Ceridian Time and Attendance (online or via time clocks). For County employees responsible to ENTER and SIGN time and attendance online, please do so for pay period 10 by Sunday, May 6. For County managers and supervisors responsible for APPROVING time and attendance online, please do so for pay period 10 by Wednesday, May 9 at noon.
- May 6 - May 19, 2007 (pay period 11)-- this is the first major test of the Ceridian system and requires all County employees to enter time in both Ceridian (online or via time clocks) and Genesys (paper timesheets).
- For County employees using time clocks, the time and signature is logged each time the card is swiped, but employees not using time clocks are responsible for entering and signing Ceridian timesheets online.

- While 99% of County employees are trained to enter time and attendance online or via time clocks, only 1/3 of employees that are to enter time online are actually doing so. This must improve!
- YOUR PARTICIPATION IS CRITICAL to make this conversion a success!
- *NEXT: Training for Payroll Clerks and Human Resource Coordinators that will maintain and update information in Ceridian's central human resource and payroll system (Human Resource Payroll Web - HPW) will begin in mid-May.*

A Note on the Parallel Test

*- Scott Manske
Central Accounting and Payroll*

Starting with pay period 11 (May 6 - May 19, 2007), employees will enter time in both the Ceridian system and the current Genesys system. This process is called the Parallel Test of the new Ceridian system. Parallel testing is necessary to verify that the new Ceridian Payroll System will pay people properly when it becomes live later this summer. Testing will compare the pay results under the Ceridian system to the actual pay that employees receive from the current Genesys System. It is called parallel testing because employees will fill out the usual timesheets or timecards and also be required to enter time into Ceridian using time clocks or a computer via the Internet. Beginning May 21st, payroll clerks will process Genesys timesheets as usual. On May 29th, Ceridian time and attendance processing will begin. The payroll results of the two systems will be tested and compared, and adjustments will be made accordingly. The value of Parallel Testing is in practicing, finding problems and addressing them now. If you have any questions on the Parallel Test please contact your department's payroll clerk (if you don't know who your payroll clerk is, ask your direct supervisor).



Feature Issue: Time and Attendance

The Time and Attendance function of the new Ceridian HRIS is an online, central and secure system that will allow Milwaukee County to increase the accuracy and efficiency of tracking employee payroll, time and attendance. Here are some of the benefits:

- For employees with access to a PC and internet: report time daily, weekly or at the end of the pay period; online signature is required by the end of each pay period; access future pay periods to record planned time off; report in/out/lunch time and the system calculates the total hours; report time by activity or project.

Ceridian Time & Attendance

Home Page

Pay End	Shft	Prn	REG	SAEX	VHP	ACCTU	OTHER	NOPAY	SUBTL	PREM	OTPD	OTACR	Err	Notes	Sign	Appr
03/10/2007	C		80.00	00.00	00.00	00.00	00.00	00.00	80.00	80.00	00.00	00.00			X	X
03/24/2007	C		80.00	00.00	00.00	00.00	00.00	00.00	80.00	80.00	00.00	00.00			X	X
04/07/2007	C		80.00	00.00	00.00	00.00	00.00	00.00	80.00	80.00	00.00	00.00			X	X
04/21/2007	O		80.00	00.00	00.00	00.00	00.00	00.00	80.00	80.00	00.00	00.00			X	X
05/05/2007	F		00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00				
05/19/2007	F		00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00				
06/02/2007	F		00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00				

Category	Current	Future
Holiday Accrued		04.00
Holiday Expiring	00.00	04.00
OT Expiring	00.00	00.00
Overtime Accrued DCES/Sheff	00.00	00.00
Personal	00.00	00.00
Sick	28.00	00.00
Vacation	04.00	04.00

- For field employees without access to a PC: timecard is used for web clock or physical time clock entry.



- Managers/supervisors review time online daily, weekly or at the end of a pay period for employees that report directly to them; must approve time Monday, Tuesday or Wednesday by noon following the end of each pay period; summary of time is provided for direct reports; alerts point supervisors to problems with the timecard (red circle indicates an error on the timecard; yellow circle indicates a warning on the timecard).

Timecard Management Summary

Operations: Page 1 of 6

BIWEEKLY Pay Period (Open): 07/02/2006 - 07/15/2006

Appr	Name	Dept	Jobcd	SI	Ex	RT	SC	REG	SAEX	VHP	ACCTU	OTHER	NOPAY	SUBTL	PREM	OTPD	OTACR
	Albert, Judith	2432	CSEMARINO		Y		M	62.00	00.00	00.00	00.00	00.00	00.00	62.00	00.00	00.00	00.00
	Anderson, Peggy	2432	CSEMARINO					72.00	00.00	00.00	00.00	00.00	00.00	72.00	00.00	00.00	00.00
	Connor, John	2432	CSEMARINO		Y			80.00	00.00	00.00	00.00	00.00	00.00	80.00	00.00	00.00	00.00
	Connor, Sarah	2432	CSEMARINO					72.00	00.00	00.00	00.00	00.00	00.00	72.00	00.00	00.00	00.00
	Mattens, Neil	2432	CSEMARINO					80.00	00.00	00.00	00.00	00.00	00.00	80.00	00.00	00.00	00.00
	Parker, Ludmila	2432	CSEMARINO		Y			54.00	02.00	16.00	00.00	00.00	00.00	72.00	00.00	00.00	00.00
	Pluso, Rudolf	2432	CSEMARINO			Y		28.00	00.00	04.00	04.00	00.00	00.00	36.00	00.00	00.00	00.00
	Zimmer, Christine	2432	CSEMARINO					72.00	00.00	00.00	00.00	00.00	00.00	72.00	00.00	00.00	00.00

Questions, Comments and Additional Information

For links and additional information, please visit *Ceridian Communicator* online at: www.milwaukee.gov/ceridiancommunicator

For questions or comments about Ceridian HRIS, talk to your department's Payroll Clerk. If you have specific issues within your department that we can work with you to address, please contact: ceridiancommunicator@milwcnty.com