

Santa Clara County  Office of Education

Transitioning to Electronic Substitute Timesheets



KEEP CALM AND DRINK COFFEE

Mildred Romero

**Champions for Leadership
June 1, 2017**



**PROFESSIONAL
DEVELOPMENT**



**PROJECT
GOALS**

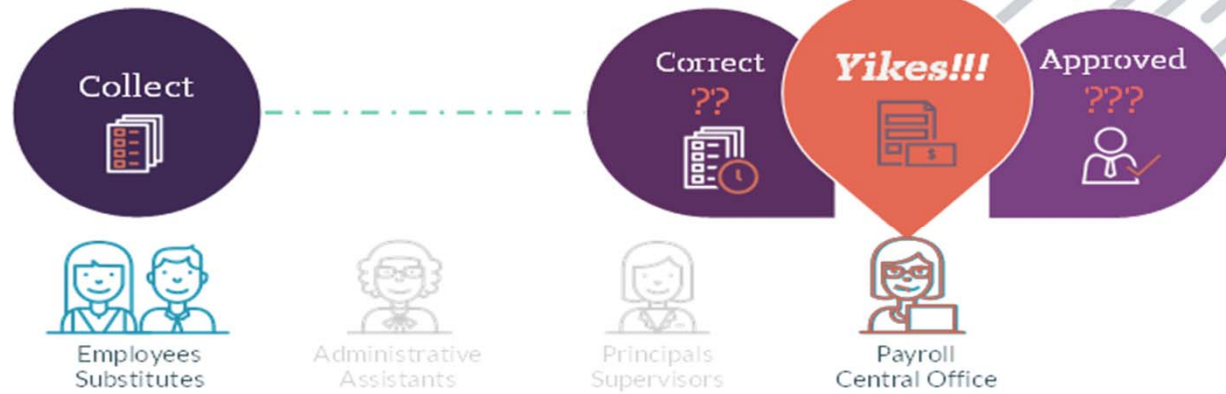
Santa Clara County  Office of Education



GOALS



Time and Attendance Workflow



Current Process



Implementation

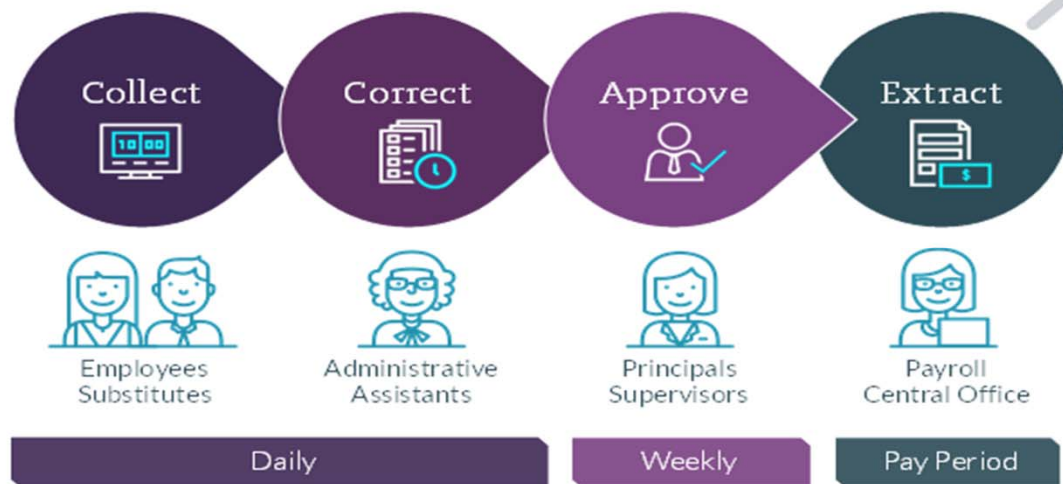
- VeriTime

- H.R., Technology, Payroll & Head Start

- Pilot Group



Time and Attendance Workflow



New Process



Time & Attendance
Formerly VeriTime

Your Fantastic School District

Work Detail

Schedule

Time Clock

Wednesday 01/25/2017

01:19 PM

Welcome, Carlos Gonzalez

SCHEDULE	EVENT HISTORY	LOCATION & JOB TYPE
Adams Middle School-Custodian	Adams Middle School-Custodian	Adams Middle School - Custodian
Regular	Sign In (Sign In/Out)	EVENT
WORK	01:18 PM (01:18 PM Actual)	Sign In/Out
10:00 AM - 10:30 AM	Sign Out (Sign In/Out)	COMMENTS
00:30 Hours	01:19 PM	<input type="text" value="Enter comment"/>
BREAK		
10:30 AM - 11:00 AM		

New Process



Time & Attendance Formerly VeriTime | Your Fantastic School District | | Frontline Technologies 17784

EMPLOYEE: **Gonzalez, Carlos (28)** | **Weekly** 01/25/2017 - 01/31/2017 | **TOTAL +00:01** | **PAID +00:01**

WED January 25, 2017 | **Total +00:01** | **Paid +00:01**

LOCATION: **Adams Middle School** | JOB TYPE: **Custodian** | DUE: **01/31/2017** | STATUS: **Pending**

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	10:00 AM	10:30 AM	00:30	--
	Break	10:30 AM	11:30 AM	01:00	No
	Work	11:30 AM	02:00 PM	02:30	--

TIME EVENTS

Sign In	Sign Out	Total	Paid
01:18 PM <small>01:18 PM (Actual)</small>	01:19 PM <small>-- (Actual)</small>	+ 00:01	+ 00:01

Account: -- None Selected -- [Change](#)

TIMESHEET COMMENT

Insert Comment | + 00:01 | + 00:01

Weekly 01/25/2017 - 01/31/2017 Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Adams Middle School	Custodian	Time Events	00:01	00:01
Total			00:01	00:01

New Process



Timesheet Status (2 of 2)

Action:
Submit Pending/Rejected Timesheets

Comments:

I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.

3 Digitally Sign using PIN:

← Back Cancel **Submit Timesheets**

1 Undo Submission **Submit**

Cancel All Changes Save Changes

Expand All Collapse All

Total + 8.00	Paid + 8.00	▼
Total + 8.00	Paid + 8.00	▼
Total + 8.00	Paid + 8.00	▼
Total + 8.00	Paid + 8.00	▼
Total 0.00	Paid 0.00	▲

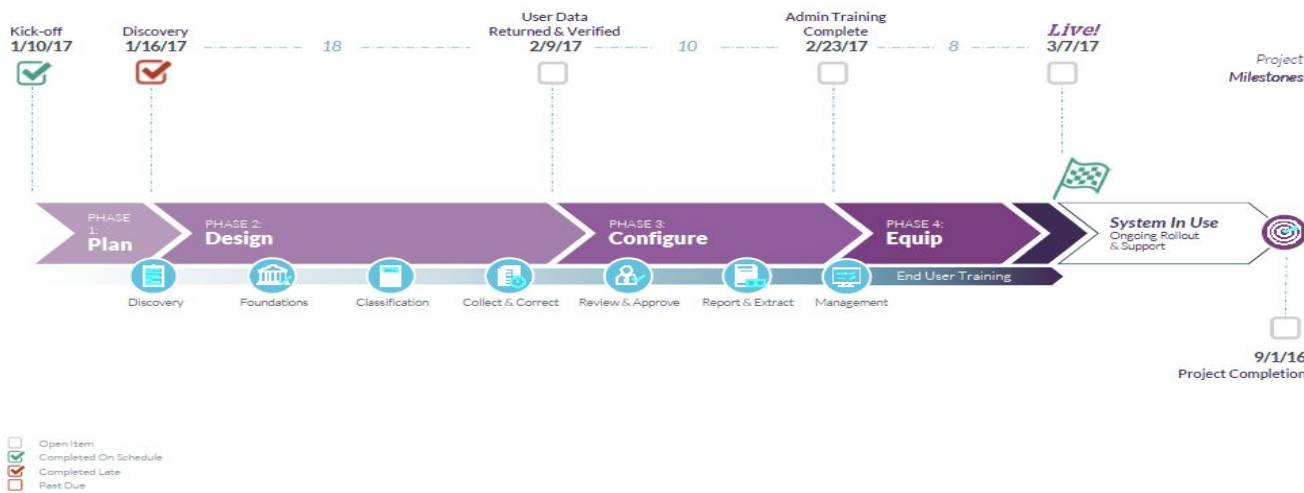
New Process



Starting Timeline

Absence & Time
Santa Clara COE

PROJECT PLAN



Learning Outcomes



Obstacles



Teamwork

Findings

Acknowledgements

Craig Blackburn - Mentor

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Cindy Patterson

Maria Scalia

Michael Vallez

Allen Tang

Martin Cisneros

Fellow CFL Cohort

Pat Miklica

Teresa Vaiasicca



Any Questions?

Thank You!

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