Transitioning to Electronic Substitute Timesheets

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Champions for Leadership
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Time and Attendance Workflow

Collect
Employees Substitutes

Correct
??
Administrative Assistants
Principals Supervisors

Yikes!!!
Payroll Central Office

Approved
???
Implementation

- VeriTime
- H.R., Technology, Payroll & Head Start
- Pilot Group
New Process

Time and Attendance Workflow

1. Collect
   - Employees
   - Substitutes

2. Correct
   - Administrative Assistants

3. Approve
   - Principals Supervisors

4. Extract
   - Payroll Central Office

- Daily
- Weekly
- Pay Period
New Process
Starting Timeline

Absence & Time
Santa Clara COE

PROJECT PLAN

Kick-off 1/10/17
Discovery 1/16/17

PHASE 1: Plan
Discovery

PHASE 2: Design
Foundations
Classification
Collect & Correct
Review & Approve

PHASE 3: Configure
Report & Extract
Management

PHASE 4: Equip
End User Training

System In Use
Rollout & Support

9/1/16
Project Completion

User Data Returned & Verified 2/9/17
Admin Training Complete 2/23/17
Live 3/7/17
Project Milestones

Completed
Completed Late
On Schedule
Next Due
Learning Outcomes

Teamwork

Obstacles

Findings
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Any Questions?

Thank You!

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