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Time & Labor project moves to the design stage [1]



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The University of Colorado's Time & Labor project [3] recently completed the Initiate phase of development and began the Design phase.

The Time & Labor project seeks to implement a timekeeping platform to replace MyLeave. The new timekeeping solution will use PeopleSoft Time & Labor to standardize time-tracking tools, reduce costs, streamline regulatory and compliance changes, and provide a more stable and compatible platform.

Initiate Phase progress:

The Initiate phase, which wrapped up in late February, resulted in more detailed documentation of the departmental needs first explored in the current state analysis phase.

During this time, the project team:

- Engaged in discussions to deepen understanding of CU and campus requirements.
- Made critical decisions regarding downstream processes and our strategy for third-party timekeeping systems to shape the program's direction, future requirements and timelines for subsequent phases. All campuses have reviewed their third-party systems and received leadership support to engage impacted systems on the next steps of requirements analysis, fit/gap and solution design.
- Further developed the project scope, including the timeline, budget and resources allocations for remaining phases.

Current phase: The design phase is anticipated to last through June 2025.

During the Design phase, the team will draft a detailed design plan for the new timekeeping platform in response to the varied campus and department needs discovered during the previous information-gathering phases.

Project teams aim to:

- Make business and process decisions that are prerequisites for solution design.
- Create/update business process diagrams to document a future state using the

PeopleSoft Time & Labor module.
- Create configuration documents for fit requirements, where the system aligns or fits CU's needs.
- Create functional design documents for gap requirements—or areas where additional development will be needed to meet CU's needs.
- Create solution design documents for third-party systems identified for replacement with Time & Labor.
- Finalize third-party system replacement decisions and receive System Administration and campus leadership approval.
- Create integration specifications for inbound/outbound integrations between remaining third-party systems and the PeopleSoft Time & Labor module.

Learn more

To read more about this and prior developments in the Time & Labor project, visit the Time & Labor Project webpage [3].

Time and Labor [4]

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