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Updates on the university's time and labor project [1]



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Last fall, the university made the decision to reset the Time & Labor project [3] for the purpose of performing a current state assessment of the university's timekeeping and leave request business processes.

This assessment is designed to provide a better understanding of unique campus needs and requirements as the university works to replace the existing MyLeave system.

Since that time, considerable progress has been made including establishing the agreed-upon charter, methodology and timeline for the current state phase. The project core team [4] identified subject matter experts (SMEs) at each campus and has been holding working sessions across CU.

Through these working sessions, the project team is learning important details about current practices for timekeeping and leave requests. This includes identifying where campuses have the same or similar practices, and where practices differ and why.

In many cases, the SMEs have shared that there is extensive manual effort occurring and other pain points that result in re-work and corrections needing to be made. The working sessions have been well-received as a positive and collaborative experience.

The project team is also identifying the variety of supplementary tools used to perform these business processes outside of MyLeave. The analysis of the current state findings will help to direct requirements and decisions as the project moves forward.

More about Phase 1 (Current State Analysis)

Each campus has its own timeline reflecting the size, complexity and resource availability for completing the current state working sessions and analysis. The project began with a focus on Boulder and System, so their current state business processes have already been completed.

- **Anschutz Campus Current State sessions:** March 8, 2023 – Sept. 29, 2023
- **Boulder Campus Current State sessions:** Feb. 17, 2023 – April 28, 2023
- **Colorado Springs Campus Current State sessions:** Nov. 8, 2022 – July 5, 2023
- **Denver Campus Current State sessions:** March 2, 2023 – June 30, 2023
- **System Campus Current State sessions:** Feb. 17, 2023 – April 28, 2023

This phase includes people from across CU. The CHRO from each campus is participating as a voting member of the project steering committee. For a deeper look at the details of this project and the team responsible, visit the Time and Labor Project page [5] and Governance page [6].

Future timeline and decision process

Project decisions will focus first on processes and policies to best support time entry and leave request functions so that CU payroll is efficient and accurate. The aim for the project reset is to ensure compliance and process consistency as much as possible while accommodating campus differences where necessary. Technical tool decisions will be made subsequently.

The timeframe for decisions about the Time and Labor Project's future state will rely on the information gained from Phase I. More will be communicated soon about the governance process and how decisions will be made.

You may send questions about the Time & Labor project to TimeandLabor@cu.edu [7], and a member of the project team will respond to you.

Time and Labor [8], payroll [9], leave [10]
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