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**Time and Labor Project** [1]

The University of Colorado will replace the timekeeping systems used across all campuses in a move to simplify and standardize this crucial process.

The Time and Labor project aims to replace the home-grown My Leave timekeeping system and other third-party time tracking systems in favor of the PeopleSoft Human Capital Management Time and Labor (T&L) module.

This migration will be undertaken in two stages.

- In Stage 1, the new timekeeping platform will be implemented for CU Boulder and the CU System Office.
- In Stage 2, the platform will be implemented at the remaining campuses — CU Colorado Springs, CU Denver and the Anschutz Medical Campus.

Stage 1 is anticipated to be complete by spring 2023, with Stage 2 anticipated to complete later that year. Dates are still tentative and subject to change.

**Why make this change?**

Several pressing reasons spurred the move to a standardized timekeeping system.

- The current timekeeping platform, My Leave, used by CU System and many departments across all campuses is a custom-built platform. This creates a considerable cost to update the platforms and inhibits compatibility and integrations with other useful software.
- My Leave is not the only platform used at CU. Its limitations made it impractical for many departments to use, resulting in the use of around 20 different third-party systems across our campuses. Replacing these disparate systems with a single PeopleSoft platform will save the university approximately $500,000 each year.

Likewise, there are several reasons the university chose to implement the PeopleSoft Human Capital Management Time and Labor (T&L) module, specifically.

- PeopleSoft Human Capital Management (HCM) is already the standard for payroll and budget software across the university. As such, implementing PeopleSoft’s T&L module will create a natural compatibility between timekeeping and payroll.
- This direct connection between timekeeping and payroll will eliminate errors created by miscommunications between multiple platforms and thereby reduce the need for manual review and retroactive time or payroll entries, saving on manpower required to produce an accurate payroll.
- Required software updates in response to regulatory and legislative changes will be developed by PeopleSoft instead of the university.
The PeopleSoft T&L platform will enable users to enter time and supervisors to manage leave requests on the go with mobile timekeeping options.

For more information about this project and its impact on you, please see the FAQ below.

**FAQ**

**Who will this project affect?**

Any CU Boulder or System employees who record time worked for the university, whether through My Leave or another timekeeping system, will begin using Time and Labor upon go-live in spring 2023.

Likewise, all employees at Denver, Anschutz and Colorado Springs who record their work time through My Leave or another timekeeping system will begin using Time and Labor upon their go-live date. Their date is yet to be determined but is anticipated for late 2023.

**When will campuses move to Time and Labor?**

Time and Labor will go live in two stages.

In Stage 1, the cutover will be completed at CU Boulder and the System Office in spring 2023. The exact date to be determined in the coming months.

The Stage 2 cutover for CU Colorado Springs, CU Denver and the Anschutz Medical Campus will be determined following the first go-live and will incorporate lessons learned from testing and cutover experience in Stage 1. The cutover is anticipated to be complete by the end of 2023.

**How do I find out more information?**

This webpage is your go-to resource for all updates and information regarding the Time and Labor initiative. We will update this page as dates are solidified and new resources or action steps are available.

For details on CU Boulder-specific activities, please visit their project webpage [2].

**When can I schedule training for Time and Labor?**

We will create training guides, online resources and demonstration videos as we proceed through the testing process.
At present, CU Boulder and System anticipate scheduling virtual support hours in fall 2022 and spring 2023.

Updates and schedules will be posted on this webpage as soon as they are confirmed.

**Can I see a demo of Time and Labor?**

Currently, the project team is in the configuration and development phase of the Time and Labor project. Once development has been completed, the project team will test the system to identify and address any bugs or errors.

We plan to create demonstration videos once the system has been tested and when we can accurately demonstrate the interface and steps you will take within the system.

**Can we choose to continue to use My Leave after Time and Labor is live?**

No. Time and Labor will replace My Leave completely.

**We use a third-party platform instead of MyLeave, can we keep using our current timekeeping process?**

Ideally, every employee who records time worked for the university will use Time and Labor upon its go-live date on their campus.

For details on CU Boulder project plan, please visit their [project webpage](https://www.colorado.edu/hr/myleave-replacement-initiative-peoplesoft-time-and-labor) [2].

**When will this project be announced?**

The Time and Labor project details will be featured in CU Connections in April. We are planning for a campus-wide announcement in CU Boulder Today in Fall 2022, when we have specific details about timing and training. Please discuss with your department heads how best to pass along this information to your department.

**Groups audience:**
CU IT Governance

**Right Sidebar:**
ITGOV: Time and Labor Campus sidebars
ITGOV: Time and Labor resources

**Source URL:** https://www.cu.edu/it-gov/projects/time-and-labor-project

**Links**