Today’s Agenda

- Staff Introductions
- What is easyPay?
- easyPay Implementation Schedule
- Benefits to Employees
- easyPay Communications
- Project Status Update
- easyPay Website
- Demonstration Slide from Kronos
- Review Proposed FAQ’s
- Questions and Answers
Staff Introductions

- Executive Sponsor
  - Bertha Henry

- Project Sponsors
  - John Bruno
  - Susan Friend
  - Kevin Kelleher

- Project Manager
  - Alison Redmond

- Communications / Change Management / Training Team
  - Melissa Grimm
  - Margaret Stapleton
  - Catrina Stewart-Cosme

- Project Team
  - Paul Cissell
  - Rita McManus
  - Allen Wilson
What is easyPay?

- **easyPay** is a name given to our new automated payroll/timekeeping system that will be implemented enterprise-wide to all County employees.

- The primary goal of **easyPay** is to ensure that all employees are paid *timely, accurately, consistently and efficiently* in accordance with all County rules, contracts and policies.

- The vendor, Kronos, has been in place and utilized since 1995 at Water and Wastewater Services.
What is easyPay?

easyPay will be fully automated, and because it will eliminate the need for time cards, leave slips and other paper-based methods currently used to report time and attendance, it’s environmentally-friendly.
easyPay Implementation Schedule

1st  Paper paychecks will be replaced with Paycards (Visa debit card) for those employees not selecting direct deposit.
Note: For employees receiving paper paychecks, a letter will be attached to their paycheck advising them that they can switch to direct deposit or receive Paycard.

2nd  Online paystubs will be available to employees by accessing a website replacing the blue paper pay stubs.

3rd  Time cards and leave slips will be submitted and approved online.
Benefits to Employees

Paycards

- **Cash is immediately available**
  Over the counter bank cash withdrawal at any Visa logo bank or in network ATM cash withdrawal (Allpoint). Two companion cards are available at no charge. Go to [www.allpointnetwork.com](http://www.allpointnetwork.com) to find an Allpoint ATM. There are over a 1,000 ATM’s in a 50 mile radius of here.

- **Save time and money**
  No more check cashing fees and no more waiting in line at the bank to deposit your check.

- **Added security**
  No more lost or stolen checks, or carrying large sums of cash with you.

- **Never miss a paycheck**
  The Paycard is automatically reloaded each pay period and you can still access your pay if you are sick, on vacation or not scheduled to work.
Benefits to Employees
Online Paystubs

Employees will be able to access their confidential earnings statements online anytime, anywhere, through a secure website.
Benefits to Employees
Automated Timekeeping

- Automation of pay rules and the application of pay policies increases accuracy, drastically reduces the need for manual intervention, and saves time for every employee involved in the process.

- Employee and Manager self service empowers employees to help themselves:
  - Employees and managers can gain access to their own time and attendance information quickly.
  - Both employees and managers will spend less time on paperwork allowing them to focus on their core mission.

- Consistent and equitable pay across the organization results in fewer grievances and better employee morale.
easyPay Communications

- Sun eNews – Special edition to launch program
- External website – broward.org/easyPay
- BC-Net
- Agency employee newsletters and meetings
- Posters/Flyers
- HR/Payroll Liaisons
Currently in Assessment Phase and project is anticipated to be implemented by October 2013.

Payroll Liaisons will continue to have a key role to play as “gatekeepers” of the payroll before it is submitted to Payroll Central for final processing.

Thank you for your assistance and support for the new system. You are key to easyPay success.
easyPay Website

Welcome to Broward County easyPay!

easyPay is Broward County's payroll system of the future! easyPay brings the many systems and processes that result in a Broward County employee’s paycheck under one umbrella, and offers an easy way to communicate changes about them.

What’s New

On June 6, 2012, the Board of County Commissioners approved a project for a new Time and Attendance System. The project is sponsored by three Broward County divisions: Human Resources, Accounting and Enterprise Technology Services.

The new system is expected to launch in October 2013, and will result in a more timely, accurate, consistent and efficient payroll system. Because it eliminates all the paper associated with tracking and reporting of time and attendance, it’s also environmentally-friendly!

On Wednesday, October 10, project sponsors will host a meeting with Payroll Liaisons to update them on the project and introduce the new easyPay logo and website.
Employee Self-Service Demonstration
View Timecard

Butler, Gerard
Current Pay Period

Mon 10/25 8:30 AM – 12:30 PM
1:30 PM – 05:00 PM
Tue 10/26 8:30 AM – 12:30 PM
1:30 PM – 05:00 PM
Wed 10/27 8:30 AM – 12:30 PM
1:30 PM – 05:00 PM
Thu 10/28 8:30 AM – 12:30 PM
1:30 PM – 05:00 PM
Approve Timecard

Butler, Gerard
Previous Pay Period

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<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Mon 10/25</td>
<td>8:30 AM – 12:30 PM</td>
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<tr>
<td></td>
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<tr>
<td>Thu 10/28</td>
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<tr>
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Approve
View Total Hours Worked

View Hours
Butler, Gerard
Current Pay Period

Regular 40:00
View Schedules

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<tr>
<td>Fri</td>
<td>10/26</td>
<td>8:30 AM – 5:00 PM</td>
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Request for Time Off Process

Employee Initiates Request
Request Routed to Manager
Manager Takes Action
System Updated

Acknowledgement Sent to Employee

Schedule
Timesheet

PC
Kronos 4500 Terminal
Request Time Off

Time Off Request
Current Balances
- Floating Holiday (101): 16
- Personal Day (201): 01
- Vacation (301): 40

Comment Code:

Leave Information
- Leave Type: 301
- From Date: 06.16.2012
- To Date: 06.17.2012
- Hrs/Day (00:00): 08:00

Submit  |  Cancel
Employee Notification

Time Off Request Submitted

<table>
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<tr>
<td>Name: Gerard Butler</td>
</tr>
<tr>
<td>Badge ID: 5001</td>
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<tr>
<td>Request Date: Fri Oct 5 2012</td>
</tr>
<tr>
<td>Comments: Day Off</td>
</tr>
<tr>
<td>Leave Type 1: Annual Leave</td>
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<tr>
<td>: 10.30.12 – 10.31.12</td>
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<td>: 8hrs/day</td>
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*You may also receive this confirmation via e-mail*
4500 Touch ID Terminals
How Does Kronos Touch ID Work?

Kronos Touch ID technology is used to create a unique finger scan template. It uses your finger scan template to verify your transaction.

Step 1. Enroll your finger scan template

Step 2. To punch in or out, or transfer, swipe your badge or enter your PIN

Step 3. The terminal prompts you to place your finger on the verification device

Biometric Verification
Adams, Julie
Place right index finger on sensor.
“Unlike systems used by government and law enforcement agencies, Kronos 4500 Touch ID technology does not store actual fingerprint images. Instead, it scans and converts the employee’s fingerprint … into an encrypted mathematical representation.”

**Step 1:**
Employees’ fingerprints are scanned — not stored — before biometric data is converted.

**Step 2:**
The image is converted to an encrypted mathematical representation, which can’t be used to recreate the actual fingerprint.

```
1 0 1 1 0 1 0 1
0 1 1 0 1 0 1 1
1 1 0 1 0 0 0 1
0 0 1 0 1 1 0 0
1 0 0 1 0 1 1 0
0 1 0 0 0 1 1 1
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Frequently Asked Questions

- I’ve heard Broward County is getting a new payroll system. Is this true? Cyborg is still our payroll system. However, there is a new system coming that will change the way information about employee attendance and hours worked is collected and submitted to Cyborg. The new system is fully automated, and because it will eliminate the need for paper time cards and paper leave slips, it’s also environmentally-friendly! The new system is part of a new and improved employee payroll initiative, sponsored by Human Resources, Accounting and Enterprise Technology Services, called easyPay.

- What’s wrong with the current system and why are we changing it? The current system is inefficient and the technology supporting it is outdated. The process for scheduling employees, tracking leave and reporting hours worked is cumbersome, paper-based and labor intensive. Payroll policies are applied in different ways. easyPay will help ensure that all employees are paid on time, accurately and consistently in accordance with union contracts and payroll policies. easyPay will also streamline the bi-weekly payroll process for Payroll Liaisons.
Frequently Asked Questions

- **Who’s designing the new system?**
  The selected vendor is Kronos, a leader in software design for automated workforce management systems. A similar Kronos system has been in place at Water and Wastewater Services since 1995. **easyPay** is being customized for Broward County, incorporating hours of input received from the project sponsors and County agency directors, along with a core team of agency business subject matter experts. Vantage Solutions and PKING Consulting are companies that have partnered with Kronos to conduct input interviews with Broward County agencies and manage the change process. Union leaders have also been involved in the process.

- **Who will use the new system?**
  Every Broward County employee will use **easyPay** to schedule their leave. As system design progresses, decisions will be made as to which employees will use **easyPay** to report time worked.
Frequently Asked Questions

- **What changes will I see as an employee?**
  
  We won’t know all the changes until the system is fully designed. But the new payroll process will definitely eliminate the use of paper! No more time cards and paper leave slips! With **easyPay**, you’ll submit your time and leave requests online. Your supervisor will approve your requests online. If your plans change, no problem! You can also cancel or change a leave request online. With confidential, secure online access to **easyPay**, you’ll be able to check all your payroll information, such as time worked, accrued sick time and leave balances, online.

- **What changes will I see as a payroll liaison?**
  
  The payroll process will change. It will become easier, and take less time to complete. However the payroll liaison’s responsibility for monitoring payroll to ensure it is accurate, consistent and timely, will not change.
Frequently Asked Questions

 When will the new system be implemented?
The new system is anticipated to launch in October 2013. Before then, on a date not yet determined, there will be two changes in preparation for the new system. If you are on payroll direct deposit, the blue paper paystub you currently receive will be replaced with an online paystub. If you receive a paper paycheck, you will be able to choose between direct deposit with an online paystub, or a Paycard, which is issued and used in much the same way as a debit card. Watch for details on these changes, coming soon.

 How will I find out about the changes?
We’re creating a special website where we’ll post updated information about the transition to easyPay. We’ll also share updates in Sun eNews, eCountyLine, and on the BC-Net. Look for flyers and other announcements posted in employee break rooms and other locations. Your Payroll Liaison will have the latest updates and information on easyPay. You can also email questions and comments to easypay@broward.org. We’ll respond, and post answers to the most frequently asked questions on the website.
Questions and Answers