

Time Reporting & Absence Management

College/Division Administration Update

September 8, 2022

Roland Shaw – Executive Director, Payroll
Usha Mathew - Assistant VP, for Finance/University Controller

AGENDA

- ➔ Trends
- ➔ Metrics
- ➔ 2022 2nd Quarter by Division
- ➔ 2022 2nd Quarter by College
- ➔ 2022 2nd Quarter by Department
- ➔ 2022 2nd Quarter by Manager
- ➔ 2022 2nd Quarter by Employees
- ➔ Takeaway
- ➔ Q & A

TRAM – By The Numbers

Trending in the right direction

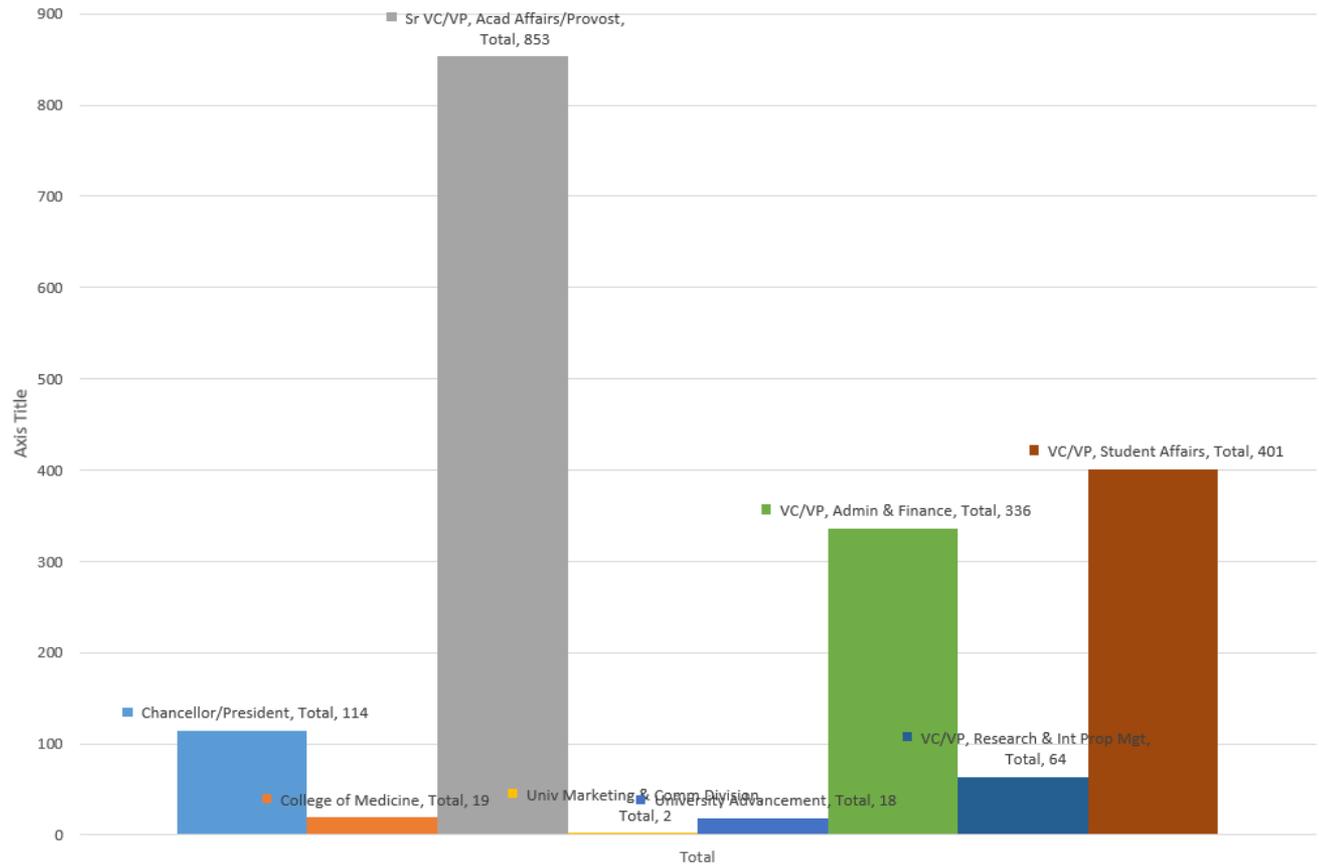


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TRAM – 2022 1st Qtr - Division

Count of Div ID

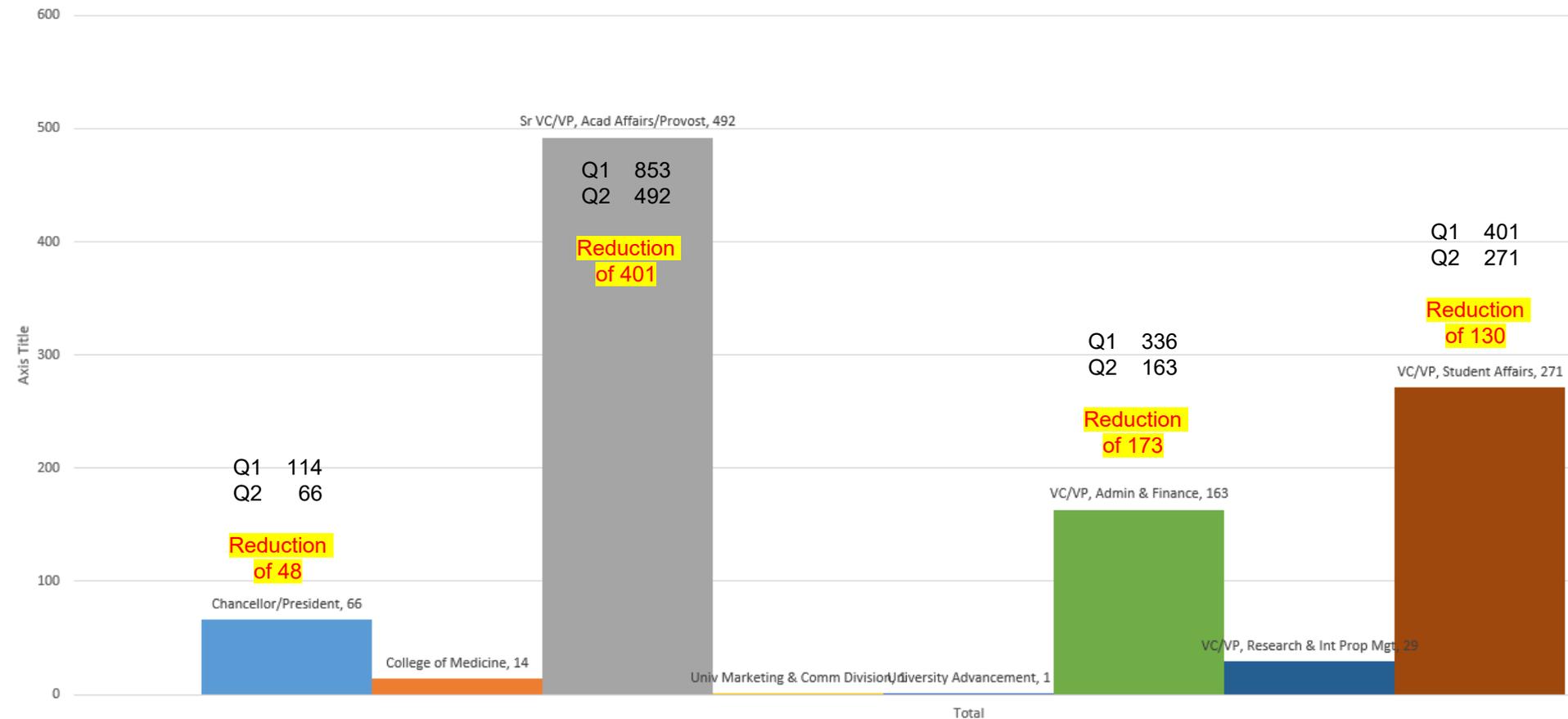
High exceptions by Division



TRAM – 2022 **2nd** Qtr - Division

Count of Div ID

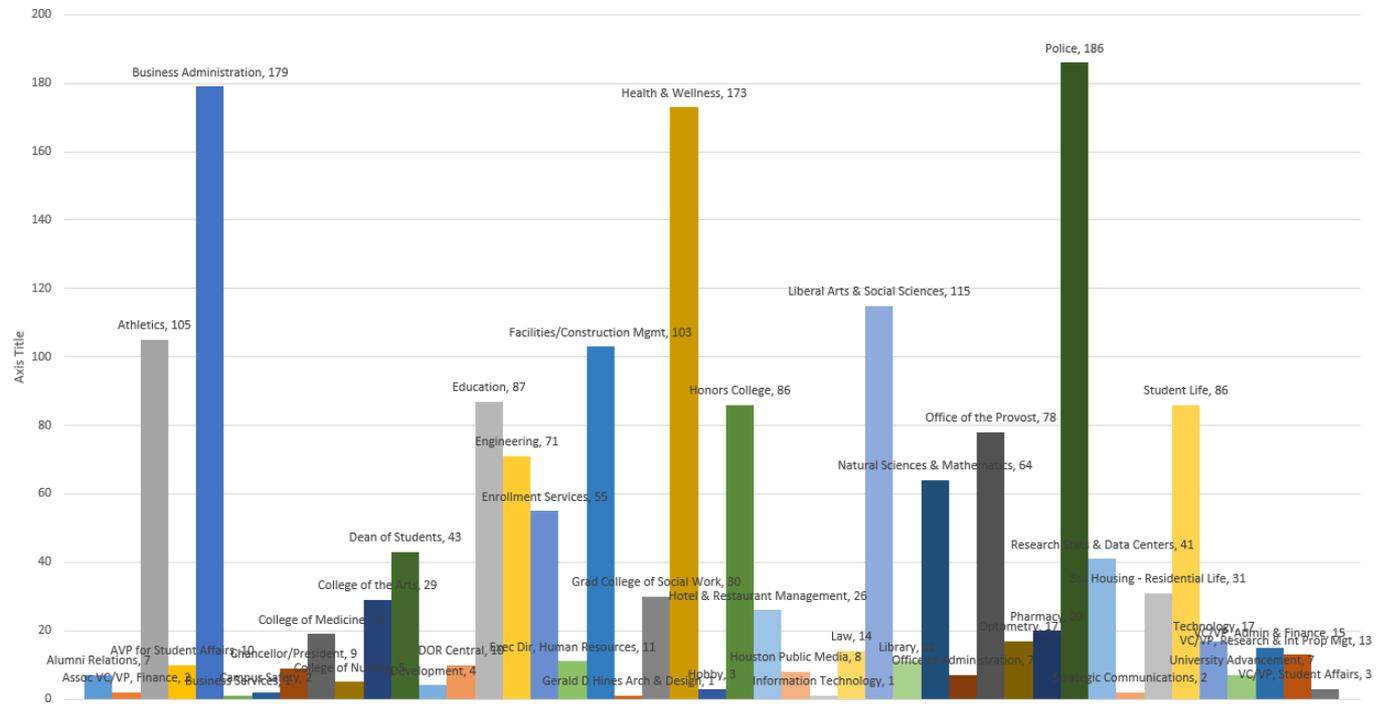
High exceptions by Division



TRAM – 2022 1st Qtr - College

Count of Coll ID

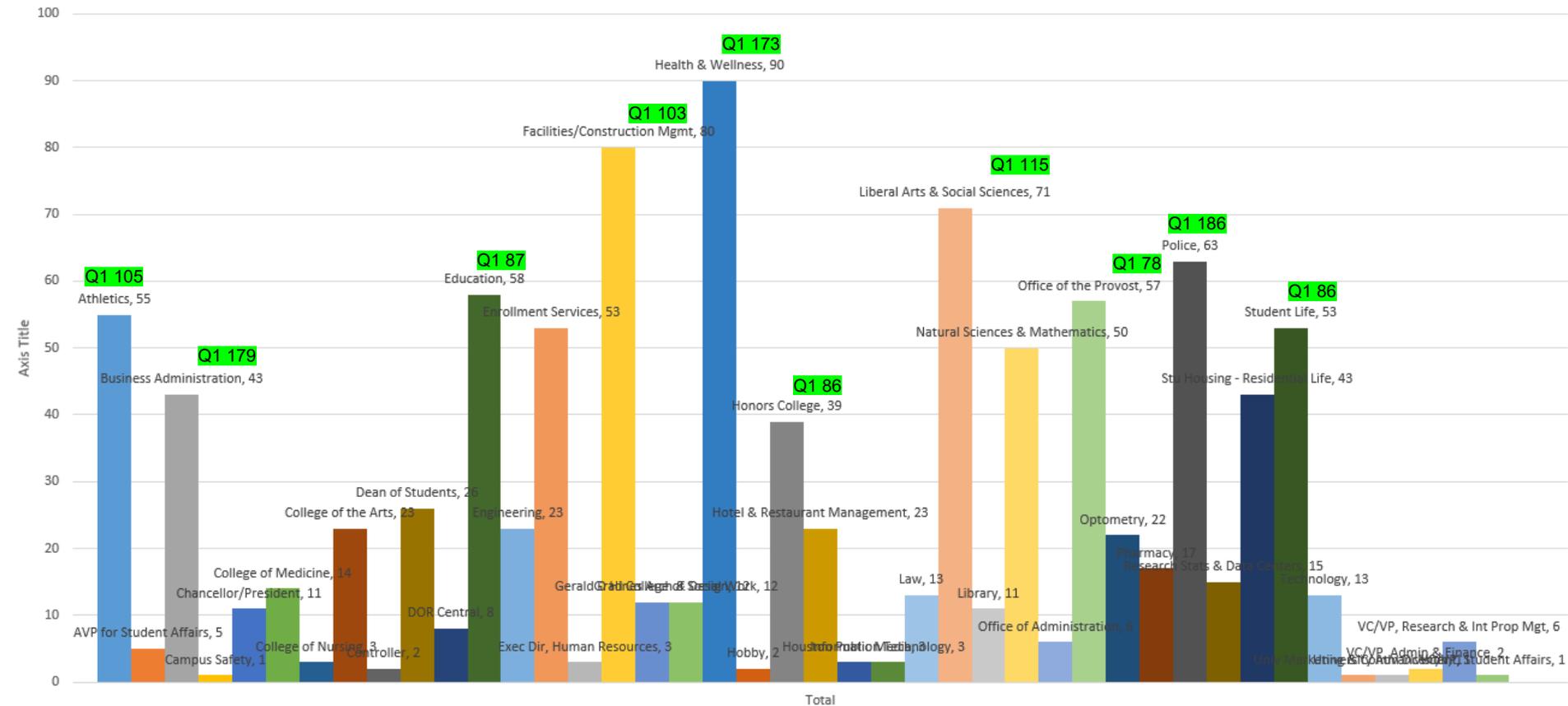
High exceptions by College



TRAM – 2022 **2nd** Qtr - College

Count of Coll ID

High exceptions by College



Qtr 1 Numbers

TRAM – 1st Qtr vs. 2nd Qtr

Managers with the most number of High Exceptions

Jan – Mar 2022

Apr – Jun 2022

Count of Mgr Name
82
60
51
42
36
31
30
28
28
25
23
21
21

Count by Mgr Name
42
40
28
26
18
18
17
15
15
14
14
13
12
12
12
11
11
11
10

TRAM – 1st Qtr vs. 2nd Qtr

Employees with the most High Exceptions

Jan – Mar 2022

Counts of high exceptions
69
48
37
31
16
16
15
12
11
11
11
11

Apr – Jun 2022

Count of High Exceptions
22
12
10
9
9
8
8
7
7
7
6
6
6
6
6

TRAM – By Employees

Employees with High Exceptions

Quarter 1 – 1807

Quarter 2 – 1037

Difference = 770

High Exceptions

- Invalid punch order
- More than 24 hours reported
- TRC is not in TRC Program
- Inactive Time Reporter Status

TRAM – RTM Takeaways

- ▶ **Do the following no later than 12:00 noon EVERY Wednesday:**
 - Approve time
 - Manage schedules and clear **HIGH SEVERITY EXCEPTIONS**
 - Correct missed, out of order punches, or leave adjustments
 - Assigning a delegate to fulfill these responsibilities in the manager's absence
- ▶ **Please contact me directly for the raw data rashaw@central.uh.edu**
- ▶ 2022 3rd Quarter data is being compiled

TRAM

