



# **Better Timekeeping and Overtime Controls**

**May 2019**

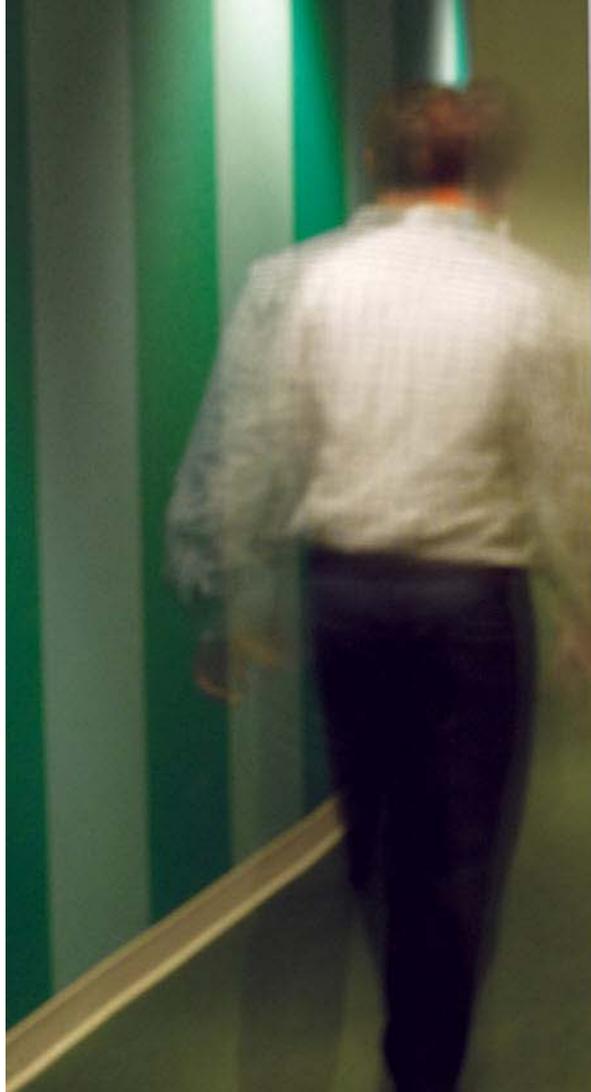
# Guiding Principles

- Allow for greater auditability without interfering with accurate and timely payroll processing for all employees
- Ensure that we do not forestall active efforts to migrate timekeeping systems to the Cloud
- Standardize our platforms and avoid “patchwork” solutions that are fragile and lack flexibility
- Engage with AlixPartners for intensive project management and close oversight

# Best Practices for Managing Overtime

- Data Collection – Biometric InTouch Devices
- Eliminates Buddy Punching
- Definitively captures employee attendance at work site
- Provides employee feedback on acceptance of punch
- Is able to restrict punches based on schedules





# Implementing Biometric Capable Clocks

- LIRR: Replace non-biometric Kronos clocks with biometric clocks and deploy new biometric clocks to work locations. The total number of clocks will be 325.
- MNR: Swap 197 legacy Kronos clocks with updated biometric clocks and add 25 additional Wi-Fi clocks
- NYCT (Transit, Bus):
  - Requires biometric swipes for all employees (approximately 1300 biometric clocks)
  - Migrate 22,000 employees from ATS to Kronos, in parallel with clock deployment
  - For 29,000 employees who are scheduled for duty through UTS, provide Kronos clocks for biometric capture and produce reports to facilitate audits after the fact.
- B&T: currently upgrading their system and will replace their clocks (50 clocks)
- HQ: migrate from PeopleSoft to Kronos biometric time capture.

# Timeline for biometric deployment

Complete the work in 90 days for both railroads

- We already have a contract with Kronos which will help to expedite the procurement process
- Contracts for electrical work are also available

Complete the work in 6 months for NYCT

# Project Management

- AlixPartners will be integral to the Project Management Office and will provide independent validation and verification reporting to the Chairman and CEO and Managing Director on progress against plans.
- IT Project Management Office to perform project tracking and reporting for this initiative.

# Phase II

- Explore and test geofencing and handheld timekeeping with fingerprint validation of UTS staff and for Kronos employees whose work is in the field with limited access to fixed location clocks.