

Dear Colleagues,

We are happy to announce that Phase 2 of the HR Works for You project is underway. During this phase, which will take effect _____, the following modules will be implemented:

1.

This new platform will replace Kronos, for entering employee work time and requesting time off.

All staff and student employees along with their timesheet approvers.

Access from Mobile app, seamless time off request process that will update timecard upon approval. VPN access no longer required.

2.

the following Employee Self-Service (ESS) modules will be implemented directly in BT 101261207 (BT 101261207) as part of the HR Works for You project. These modules include (but are not limited to) the following: