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.