**Time and Labour Implementation**

This checklist provides a summarized list of tasks to perform as part of implementing Employee Self Service for Time and Labour within your Faculty and Department. The templates and reference materials that support each task are listed and are available within the Implementation Tool Kit web page.

**Before Implementation**

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| 1. Establish Internal Processes pertaining to Time Administration   A list of topics and guidelines requiring discussion is provided within the Implementation Tool Kit, to be used as a platform to build your Internal Time and Labor Process.   * + Administration Guidelines for Discussion   + Template for Time and Labour Guidelines |
| 1. Complete the Role Specific Checklist   The role you play within the Time and Labour process requires some preparation before implementation. The checklists provided contain preparation items for each role.   * + Checklist for Department HR Contact   + Checklist for Supervisor   + Checklist for Timekeeper |
| 1. Communicate Implementation plan to staff   Refer to the Communication section of the Implementation Toolkit   * + Communication Plan Template   + Implementation Plan Communication (email Template) |
| 1. Provide Employee Training   Refer to the Employee Training section of the Implementation Tool Kit   * + Checklist for Employee Training   + Employee Training Presentation |