TEXAS TECH UNIVERSITY™

# TimeClock Plus

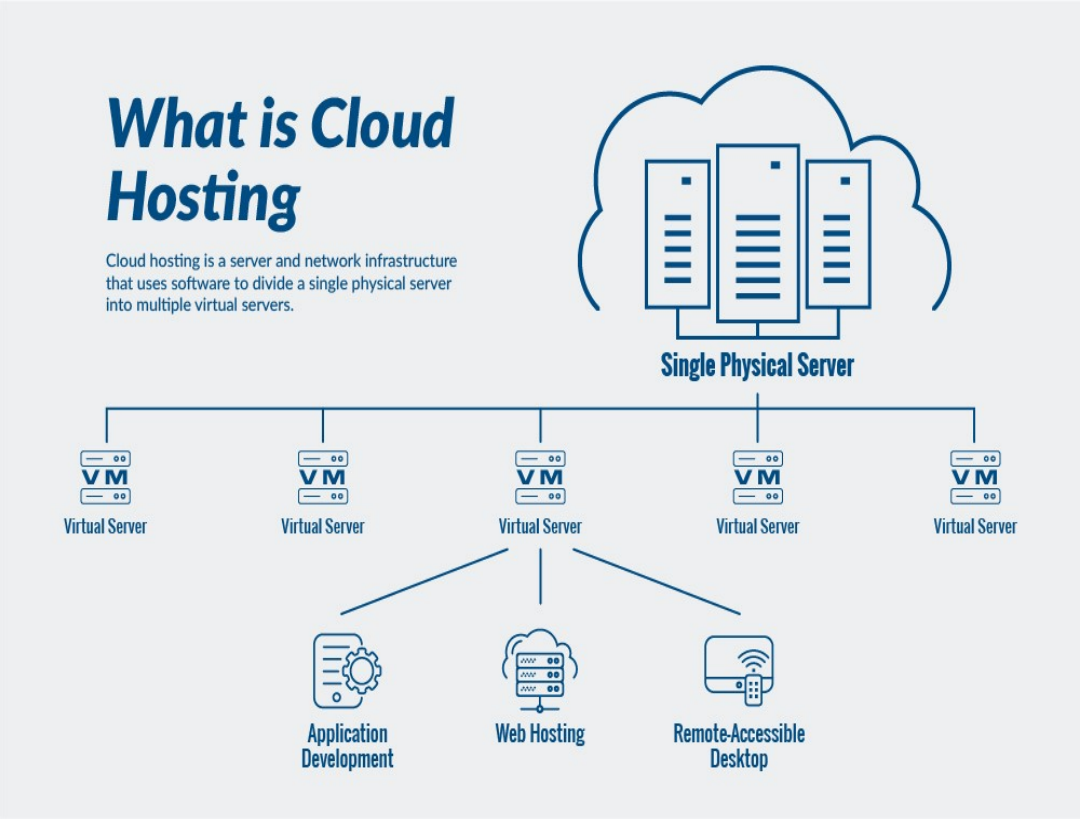
# Cloud Conversion Preparation

Created 2-23-2021

# Cloud Basics

Currently, all TimeClock Plus data (punches, reports, fingerprints, etc.) are stored and maintained on servers managed by Texas Tech's Technology Operations & Systems Management team (TOSM). This data storage and connectivity to the storage, is what allows TimeClock Plus and its applications to function on a daily basis.

After switching to the cloud, TimeClock Plus data will be stored on servers managed by TimeClock Plus and its partners, in place of TOSM.



# When Will This Occur?

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Current Timetable

****Tentative****

| Company Number | Department/Company | Date of Conversion | Group |
|---|---|---|---|
| 10 | Payroll & Tax Services | March 16th, 2021 | 1 |
| 19<br>20<br>30<br>40 | Operations<br>Housing<br>Hospitality<br>IT Help Central | April 16th, 2021 | 2 |
| | All Other Departments | June 1st, 2021 | 3 |

Once the date of your department's conversion to the cloud is finalized, an email will be sent to department TCP Administrators (Exporters) with the date of conversion and further instructions.

# How to Prepare

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To ensure that clock operations for employees and managers continue, Payroll Systems Support will provide a checklist of items to address prior to the switch to the cloud, along with training guides.

New URLs for TCP Web Clock and Manager

- *Share the new URL's and the date staff needs to begin using them. Update bookmarks as necessary. Links within Raiderlink and Webraider and Payroll & Tax's website will not be updated until all departments have completed their switch to the cloud.*

Connect Physical Clocks to the New Server

- *Reprogram your physical clocks to utilize the new cloud server*

Fingerprints for Biometric Clocks

- *To meet compliance with the storage of biometric data, all employees who were fingerprinted before biometric attestation was required must be re-fingerprinted. Fingerprints records without attestation will not carry over to the cloud servers*

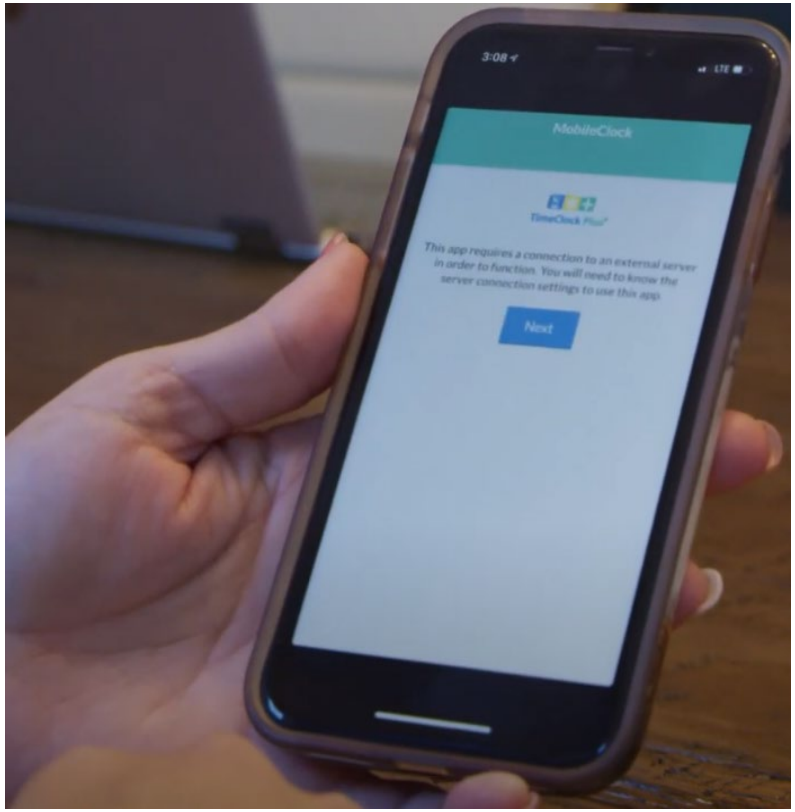
# How to Prepare

TCP Mobile App Changes

- *The server within the TCP mobile app will change. For employees who use the mobile app, share instructions to reprogram mobile app for the new server*

Third Party Applications

- *If your department utilizes third party applications to retrieve or send data to TCP, Payroll Systems Support has worked with your IT area to ensure these processes continue unabated*



# What to Expect Once You Are On the Cloud

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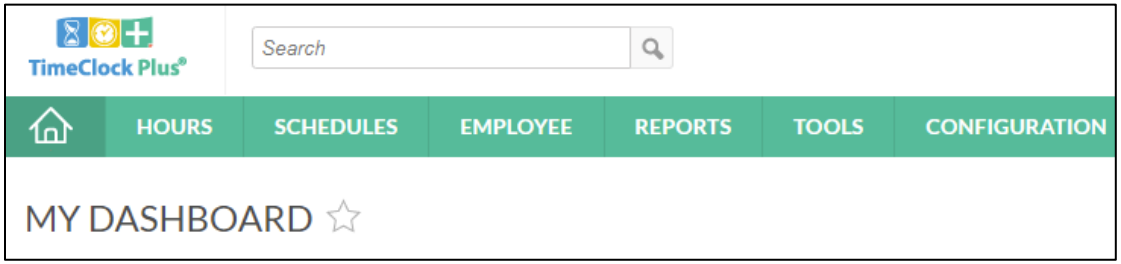
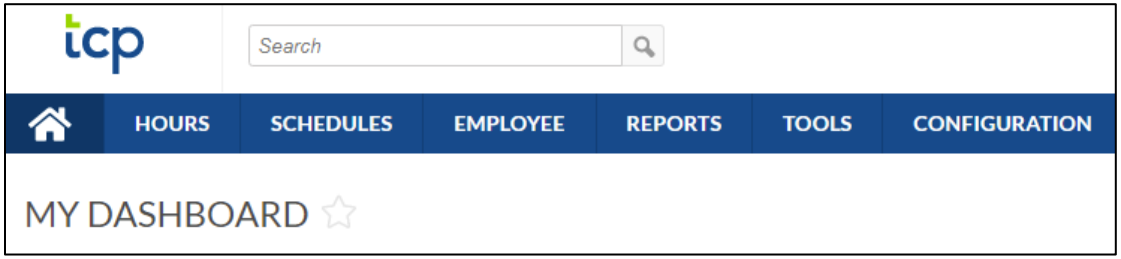
Once your department is on the cloud, you should not expect any substantive changes in use and function of the Web Clock, Physical Clocks, Manager, or Mobile App.

You may notice some minor, aesthetic changes in the software interface. However, the manner in which an employee clocks in and out, how managers edit and approve time, and the exporting of hours, will not change.

Old Interface




New Interface



# What to Expect Once You Are On the Cloud

Conversions to the cloud will occur on the first day of a pay period. Therefore for your first export once you are on the cloud, the hours to pay must be approved and exported from the old TimeClock Plus system. However all clock ins and outs will occur in the new system on the cloud.

Example – Converting to the cloud on June 1st 2021.

| | June 1 | June 2 | June 3 – 4 |
|---|---|---|---|
| **Old System** | Department Approvers approve time and Exporters export time from 5/16 – 5/31 | Department Approvers approve time and Exporters export time from 5/16 – 5/31 | Payroll Systems Support extracts old time records |
| **New System** | Employees clock in and out with new Web Clock URLs and physical and mobile clocks connected to the cloud | | Payroll Systems Support imports old time records. New cloud system now holds all historic and current time records |

# Annual Maintenance Changes

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## Hardware Support

Annual maintenance fees for clocks, are a percentage of the price of time clock terminals purchased. This fee, charged each year, covers software support, troubleshooting, and updates to the system and may vary based on the amounts charged by TimeClock Plus.

The current annual maintenance fee for time clock terminals is 15%.

Hardware support billing is not changing in the cloud.

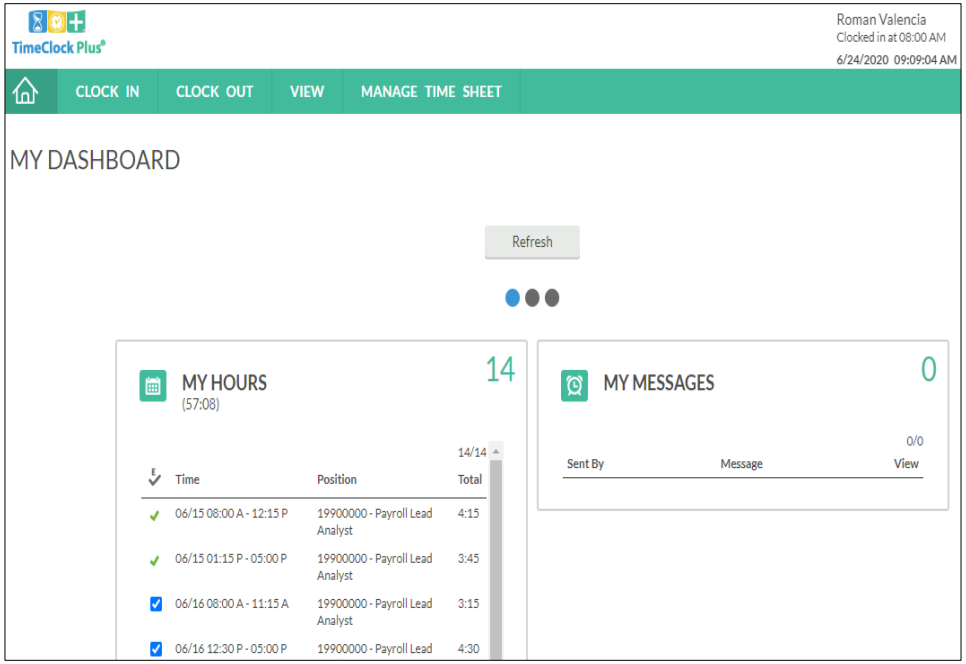
# Annual Maintenance Changes

## Software Support Before

Employee licenses cost $20.00 to purchase.

For annual maintenance, licenses were billed a percentage of their purchase price for employees that were active at the time that an employee count was performed (end of March traditionally).

For 2020's annual maintenance, this came out to $3.00 per active employee license.



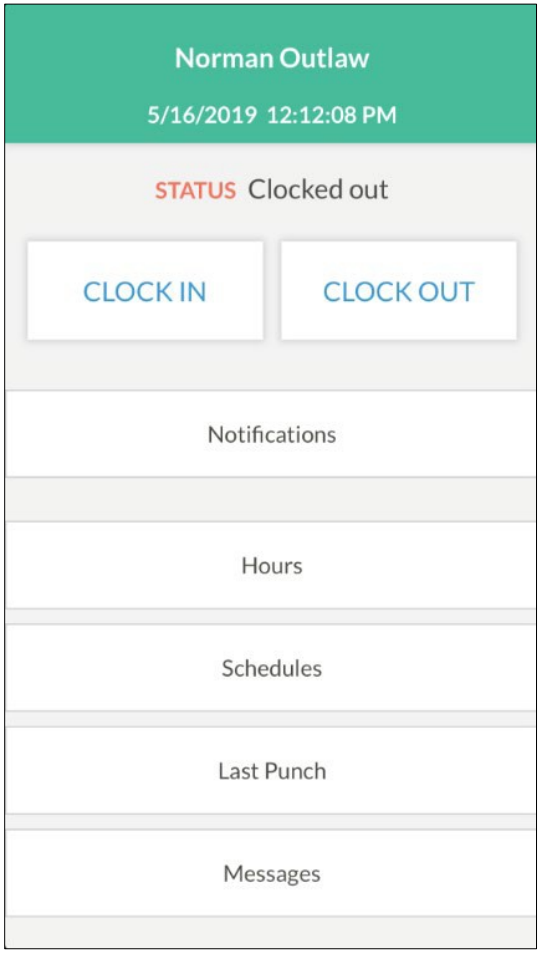
# Annual Maintenance Changes

## Software Support On the Cloud

Employee licenses will transition to an employee access subscription.

The employee access subscription fee will be billed $8.50 per active employee for 2021. For 2022 it will be $9.50. Subscription price beyond 2022 is subject to future increases as determined by TimeClock Plus.

The annual employee access subscription fee, charged each year on a per active employee basis, covers software support, troubleshooting, and updates to the system. Subscriptions are transferrable between employees.



# Annual Maintenance Changes

## Software Support On the Cloud

For 2021's upcoming Annual Maintenance, employee access subscriptions will be billed at $8.50 for each active employee that a department has at the time the count is performed.

After the initial annual maintenance charge, active employee counts will be reviewed on a daily basis. If at any point during the billing period, a department's active employee count exceeds the number of employee access subscriptions paid for in 2021's annual maintenance (baseline count), the department will be billed a prorated subscription fee.

Prorated subscription fees will be invoiced regularly prior to the next annual maintenance billing.

# Annual Maintenance Examples

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## Example One: 48 Active Employees

## 2 Fingerprint Clocks with POE Purchased for $2810.00 Each

<u>2020 Annual Maintenance</u>

48 active employees in March 2020 x 15% of $20.00 = $144.00

15% of 2 clocks purchased at $2810 each = $843.00

Total Maintenance due in April 2020 **$987.00**

<u>2021 Annual Maintenance</u>

48 active employees in March 2021. 48 x $8.50 = $408.00

15% of 2 clocks purchased at $2810 each = $843.00

Total Maintenance due in April 2021 **$1251.00**

Employee count went down from 2021 to 2022

<u>2022 Annual Maintenance – 47 Active Employees</u>

47 active employees in March 2022
47 x $9.50 = $446.50

15% of 2 clocks purchased at $2810 each = $843.00

Total Maintenance due in April 2022 **$1289.50**

# Annual Maintenance Examples

## Example Two: 48 Active Employees

## Web Clock Only

2020 Annual Maintenance

48 active employees in March 2020 x 15% of $20.00 = $144.00

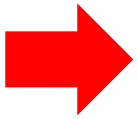
Total Maintenance due in April 2020 **$144.00**

2021 Annual Maintenance

48 active employees in March 2021. 48 x $8.50 = $408.00

Total Maintenance due in April 2021 **$408.00**

Employee count increased from 48 to 53 Sept 2021



5 additional active employees over the 48 employee count (53 total) added on September 1st 2021.

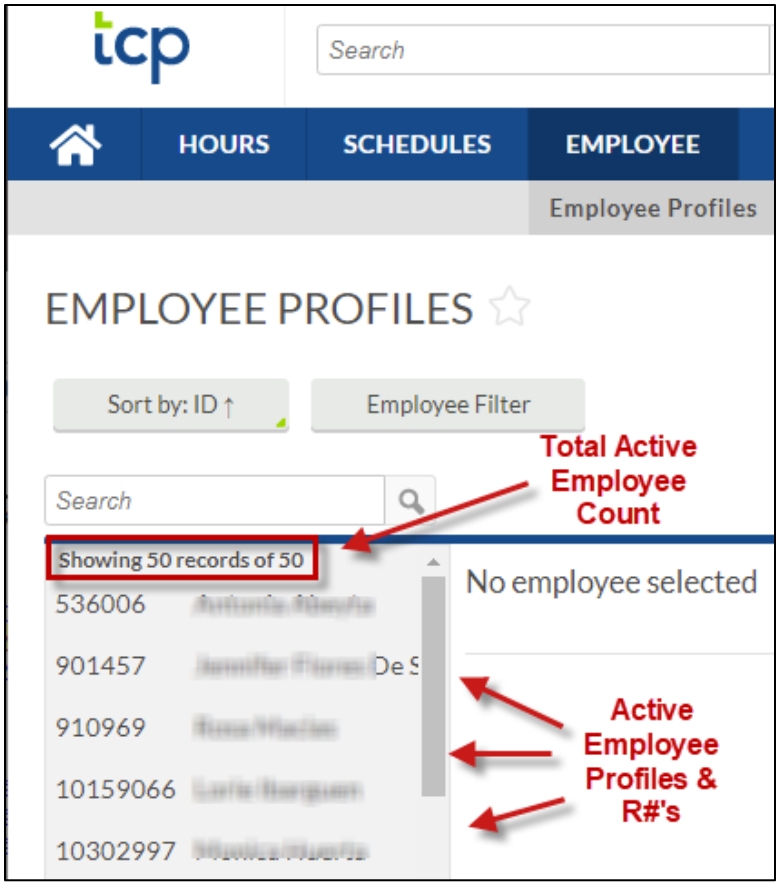
Prorated employee subscription fee due:
**$24.80 ($4.96/employee)**

2022 Annual Maintenance – 53 active employees

53 active employees as of March 2022.
53 x $9.50 = $503.50

Total Maintenance due in April 2022 **$503.50**

# Annual Maintenance Examples




Payroll Systems Support strongly recommends that departments regularly check their total active subscriber count in TCP and also verify that there are no employees active that should not be.

This will help prevent prorated charges in instances where you did not anticipate exceeding your employee access subscription allotment. It will also prevent charges for employees who are no longer working.

# Questions