Time and Leave Management

Overview
The University of Baltimore practices proactive timekeeping meaning that all staff members are required to record time worked and time not worked. This workshop provides an overview of key policies, procedures, and expectations.

Objectives
- Orient to the institutional importance of proactive time management
- Review employee, timekeeper and time manager roles and responsibilities
- Understand timekeeping policies and procedures and troubleshoot time reporting problems
- Identify information resources needs and communication methodologies
- Manage time and leave using the online timesheet
- Understand processing schedules and approval deadlines

Core Competencies
- Workforce Management
- Quality Service Definition

Approach
Lecture, discussion, and group exercises

Target Audience
Required for all Timekeepers and encouraged for anyone approving time.

Time Length
1.5 hours

Additional Instructions: