

MyCOH Time Project Update

MyCOH Time - Coming February 2025!

As previously announced, the City of Houston (COH) is updating its timekeeping solutions across all departments with a workforce management solution, known as **MyCOH Time**.

This change will enable staff, managers, and payroll personnel to more easily complete time and attendance, scheduling, and payroll tasks.

This is an upgrade to the current Workforce Central/Kronos system as it's soon coming to end-of-life. Most functionality within the new version remains the same.

Benefits of the New MyCOH Time

- Improved look and feel
- Better user experience
- Increased productivity
- Advanced reporting features
- Mobile access



Get Ready for Training!

Training will be available to all employees via the Talent Management System (TMS) by mid-December. All City staff will be required to complete their self-paced training between **December 16, 2024 and February 7, 2025** in order to be ready for go live.

Training completion will be tracked by department.

Managers/Supervisors will also receive instructor-led training in January so they can assist their staff with navigating MyCOH Time.

In addition to the self-paced courses, quick reference guides and answers to Frequently Asked Questions will be available on the [MyCOH Time Resources website](#).

We'll share additional information as training materials become available.

Did You Know...there's a MyCOH Time Resources Website?

MyCOH Time project overview, benefits, communication collateral and contact information are available on the [MyCOH Time Resources website](#).

Training materials and additional information will be posted as they become available. We encourage you to frequently visit the [MyCOH Time Resources website](#) for updated information.



Have Questions? Who do I Ask?

Your Department Change Champion is your first point of contact for questions!

MyCOH Time Change Champions are a team of incredible individuals across COH who are dedicated to driving positive change for the MyCOH Time project!



They are a vital part of the project team, all of whom aim to ensure project information is shared with their leadership, peers, and staff, and serve as points of contact for those who may have questions related to MyCOH Time.

Check out your Department Change Champion at: <https://bit.ly/ChangeChampionVideos>.

You may also contact your payroll representative at 832-393-8900 or payroll@houstontx.gov.

More to Come . . .

Stay tuned for more information on the MyCOH Time project.

Thank you for your support and cooperation as we prepare for a smooth transition to MyCOH Time in February 2025!