

MyCOH Time: Coming February 2025!

As previously announced, the City of Houston (COH) is updating its timekeeping solutions across all departments with an updated workforce management solution, known as **MyCOH Time**. This change will enable staff, managers, and payroll staff 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



Did you know there is a new MyCOH Time Resources Website?

MyCOH Time project overview, benefits, communication collateral and contact information are available on the new [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.



What are we currently working on?

- User acceptance testing and parallel payroll testing are completing soon.
- Training materials for all staff are being developed.

What about Training?

The following training will be available:

Training Type	Audience	2025 Training Dates	Where Available
Train-the-Trainer Sessions	All COH Managers/Supervisors (except HAS)	January 7, 8, 9 and 14	Virtual via MS Teams
	HAS-Specific Managers/Supervisors	January 7 - 10	Onsite
Timekeeper Training	HPD Timekeepers	January 15 - 16	Onsite
Self-Paced Training	All COH Staff (By Roles)	January/February	COH's Talent Management System (TMS)
Frequently Asked Questions (FAQ) document	All COH Staff	January/February	MyCOH Time Resources website
Quick Reference Guides	All COH Staff	January/February	MyCOH Time Resources website
<i>Additional information will be provided as self-paced training materials become available.</i>			

Questions?

If you have immediate questions, please contact your payroll representative at 832-393-8900 or payroll@houstontx.gov.

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

