MyCOH Time Go Live: Manager Checklist

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The Manager Checklist provides a list of specific actions to complete to ensure a smooth and successful go live.

The checklist includes actions grouped into main steps to help you verify correct access. It also guides you through completion of some initial tasks. As you move through completion of these tasks, it will be helpful to have your training materials available for reference.

Start Up and Daily Tasks

☑ LOG IN

MyCOH Time Login: **https://cityofhouston-sso.prd.mykronos.com**

- Bookmark the URL in your browser for future use
- Sign in via SSO

PUNCH IN (IF APPLICABLE, BASED ON ROLE)

Make an accurate recording of your own time using MyCOH Time.

Starting March 1, 2025 -- depending on your access -- you can punch using the following:

- An InTouch clock
- Your home page using the Punch tile
- A mobile device using the Punch tile *if your department policy allows mobile use. Please check with your manager*.

Note: All employees are strongly encouraged to review their timecard and validate it is accurate by approving their own timecard in MyCOH Time.

More help on this topic

- Visit the MyCOH Time Training page at: https://www.houstontx.gov/ara/my-coh-time-training.html

Pre-Go Live Tasks

VALIDATE ACCESS TO EMPLOYEE TIMECARDS

Verify you can view and have access to all employee timecards you will be reviewing, editing and/or approving. There are several ways to access and view employee timecards.

☑ Use the Employee Summary view to verify the list of employees

- From the Main Menu, select **Time**.
- Select **Employee Summary**.
- Confirm you are viewing **All Home**.
- Review the list of employees.

Note: If you are missing employees or have additional employees, please contact your Human Resources representative.

More help on this topic

View the Manage Timecard Quick Reference Guide at:
https://www.houstontx.gov/ara/mycohtime/managers/COH_Staff_Non-Exempt_Manager-Timekeeping-Basics.pdf

SCHEDULE EMPLOYEES

Both Salaried/Exempt and Hourly/Non-Exempt employees require a schedule. To ensure your employees receive accurate holiday pay, they must be added to a Schedule Group.

☑ Add all your employees to a Schedule Group using the Schedule Planner

Note: When accessing the **Schedule Planner** for the first time, ensure that the time period starts with or includes March 1, 2025.

☑ Add, Edit, Adjust Schedules
Shifts are times during the day that employees are assigned to work. There are several ways managers can add and update shifts in the schedule.

Note: Managers cannot add shifts on signed-off or locked days.

☑ Add, Edit, Adjust Shifts

Create a Shift in Table View. Managers can type a shift into the schedule in Table View.

Navigation: Main Menu > Schedule > [applicable Schedule Planner]

In the schedule, select a cell and enter the name of a shift. For example, if your site has a shift named day12, select the cell and enter "day12."

Alternatively, you can enter a timeframe instead of a of a shift name. Enter the start time and end time separated by a hyphen. *For example:* Typing "8a-4p" will create a shift from 8:00 in the morning to 4:00 in the afternoon.

☑ Edit a Shift

Managers can update a shift using the **More** icon in the **Edit Shift** slider.

Navigation**: Main Menu > Schedule > [applicable Schedule Planner]**

- On the **Schedule**, right-click a shift.
- Select **Edit** on the **Shift** glance.
- Select the **More** icon (vertical ellipsis) near the top of the panel to access available actions for modifying the entire shift.
- From the **Actions** drop-down list, select:
  - **Change Shift Label** modifies the label displayed on the schedule when Shift Label visibility is selected.
- Select **Apply** two times.
- Select **Save**.

☑ Review Schedules for the first week of go-live

- Review schedules beginning March 1 for accuracy.
- If employees are working shifts other than their normal shifts, edit their shift times.
- If any employees are taking time off, add the appropriate pay codes to their schedules.

Note: You may need to change the time period to the **Next Schedule Period.**

More help on this topic

- MyCOH Time Schedule Creation Walkthrough (8-minute step by step video)
- Creating a Schedule Pattern (pdf)
- Adding Employees to a Schedule Group (pdf)
- Scheduling (pdf)

TIME OFF REQUESTS

Remember that when MyCOH Time goes live, approved time off does not carry over to the new system. Prepare your employees to re-submit their time off requests with the following action.

☑ Extract time off data from Kronos (WFC)

Extract records from Kronos (WFC) of employees approved not taken before March 1, 2025. Having this record available to you may help as employees use MyCOH Time to enter time off requests in MyCOH Time using the same dates as their previously approved time off.

Post-Go Live Tasks

VALIDATE EMPLOYEE PUNCHES (IF YOU HAVE EMPLOYEES WHO PUNCH)

- Access the **Employee Summary** page.
- From the **Main Menu**, select **Time**.
- Select **Employee Summary**.
- Confirm you are viewing the **Current Pay Period** and **All Home**.
- Choose **Select All** or select only employees who have punches.
- Choose **Open Selected**.
- Review employee timecards for punches.

More help on this topic

Visit the MyCOH Time Training page at: https://www.houstontx.gov/ara/my-coh-time-training.html

APPROVE RE-SUBMITTED EMPLOYEE TIME OFF REQUESTS

☑ Remind your employees to re-enter previously approved time off requests

Employees must make a new request in MyCOH Time for any time off that was previously approved, not taken, and scheduled to take place after March 1st. Employees should complete this task as soon as possible after go live.

☑ In the first pay period after go live, validate that time off is accurate.

Managers should approve re-entered requests prior to the end of the first pay period. This is particularly important if the time off request applies to the first two weeks after go live. Remember, no time off data has been carried over from the prior system into MyCOH Time.

Pay Period Tasks

MANAGER PAY PERIOD TASKS

☑ Review and approve your timecard and your employees' timecards according to your department policy

- Review your employees' timecards for any issues using the Employee Summary and/or the Manage Timecards tile to review. Select the correct pay period.
- Review employees' timecards for missed punches, unexcused absences, and other exceptions -- and make corrections as needed
- Review your timecard for regular hours, overtime and other pay code totals on the Totals tab on your timecard. Contact your manager to address any issues.

Note: In MyCOH Time, employees can approve their own time and are encouraged to do so. This is their attestation that their timecard is correct. As a manager, you still must provide final approval.

More help on this topic

Visit the Timekeeping Basics Quick Reference Guide at:
https://www.houstontx.gov/ara/mycohtime/managers/COH_Staff_Non-Exempt_Manager-Timekeeping-Basics.pdf

SIGN-OUT

- Access the Main menu in the upper left corner
- Select Sign Out