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New Electronic Payroll System Gives Employees Control

- System should save information input time, avoid errors, reduce cost
- Historical payroll information is at employee's fingertips

By BILL HEARD, Editor

(Jan. 18, 2006) It's electronic, it's paperless and it's coming soon to your desktop computer. It's Metro's new timekeeping system – called "E Time" – for non-contract, AFSCME, Teamsters and TCU employees.

Forget about scratching out your hours, vacation days, sick time and holidays on a timesheet every two weeks. Don't worry about your timesheet getting lost on a supervisor's desk or having your time incorrectly input by a harried timekeeper.

"From input through approval, E-time is an efficient and convenient way to process our time sheets, and saves trees," says CEO Roger Snoble, who already is on E Time and likes it.

The E Time system allows the individual employee to enter payroll information, so there's little chance for errors.

Changes easy to make

Because the information is electronic, changes are easy to make and employees whose work schedules, project and task codes rarely vary can just review the previous pay period's information, load it, save it and submit it.

"Instead of entering the same information every single pay period, employees can just submit their time from a default schedule," says Dave Wakeling, accounting manager, Payroll.

The E Time system also for the first time puts personal historical payroll data at an employee's fingertips. The information is confidential and can only be accessed with a password.

Dating from January 1999, the information includes an employee's rates of pay over the years, hours worked each pay period, promotions, holiday and vacation hours taken per year, as well as time allotted to various project and task codes.

The information can be converted to an Excel file and can be sorted year-by-year or by data category for easy analysis.

'History is there for you'

"You can see any overtime or whether you worked on a special project," says Wakeling. "All that history is there for you."

He notes that in addition to the advantage of having historical data

and the fact that E Time will improve the accuracy of the payroll system, it also will improve the efficiency of cost centers and will eliminate the cost of scanning timesheets for record retention.

Employees in the Business Services Group and the Office of the CEO already have been trained and are on the E Time system. Wakeling expects E Time will be fully implemented throughout Metro by the end of March.

“From all feedback, E Time appears to be a successful project,” says Controller Josie Nicasio. “Special thanks to the project team from the Accounting and IT departments.”