Kaba Clock
Time Collection Device Update
Agenda

1. Kaba Recap
2. Pilot – Lessons Learned
3. Additional Kaba Clock Order
4. Site Surveys (In Progress!)
5. Installation Process and Costs
6. Annual Hardware Maintenance
7. Clock Awareness - Feedback
**Kronos**
All biweekly employees

- Punch Employees
- Timed Clock
- Timestamp

- Pay from Schedule
- Employees

- Timecard
- Edit

**Kaba**

- Punch Employees
- Timeclock

- Elapsed Time
- Employees

- Timecard
- Edit

- Kaba data flows into
  PS

**PeopleSoft (PS)**

- Punch Employees
- PS Web Clock
Pilot – Lessons Learned

• Kaba Clocks will need to use Public IP Addresses
• Kaba Clock options will be “In” “Meal” “In” “Out”
• Device groups will be organized differently
• We ran 3 successful payrolls using real employee data and punches
• Units were happy with the simplicity of clocking in!
Kaba Clock Orders

• By combining the order with other USG schools, we were able to reach the 151-200 Quantity Tier
  • Each clock was actually only $2,109!
  • High durability clocks were $90 Additional

• We will be placing one final Kaba Clock Order
  • This order will be in FY19
  • There will be no bulk discount - $2,758/clock
  • If you want to order additional clocks or sell your clocks to other units in need, please let us know!

<table>
<thead>
<tr>
<th>Qty Tier</th>
<th>Cost Per Device</th>
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</thead>
<tbody>
<tr>
<td>0-50</td>
<td>$2,758</td>
</tr>
<tr>
<td>51-100</td>
<td>$2,499</td>
</tr>
<tr>
<td>101-150</td>
<td>$2,272</td>
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<tr>
<td>151-200</td>
<td>$2,109</td>
</tr>
<tr>
<td>200+</td>
<td>$1,979</td>
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</table>
Site Surveys

• The Kaba Site Surveys have officially started!!
• The Kaba IT contact and Kaba Admin contact from each unit should have already received invitations
  • Members of Central IT, FMD, and the OneSource Kaba Team will also attend each Site Survey
• At each Site Survey, we will be finalizing the location of the Kaba Clocks
Site Surveys

• Prior to each Site Survey, please provide:
  • IP Addresses for each Kaba Clock
    • With the IP Address, we can begin requests for firewall exceptions for UGA and USG
    • The IP Addresses need to be Public IPs
  • The account number to charge the work to:
    • The Site Survey counts as the work order to EITS to drop the line
    • A member of the OneSource Team will be submitting the work orders to FMD
    • We will notify each unit before the work order is submitted to FMD
Installation Process and Costs

• In order to streamline the process and to avoid installation errors, we are requiring the Kaba Clocks to be co-located and to be installed by FMD.

• Minimum cost of installation is ~$300/Clock
  • Cost for EITS to drop a new network line ~$200
    • May vary depending on the distance and the complexity of the installation
  • Cost for FMD to mount the Clock ~$100
    • May vary depending on the material of the wall and how long it takes FMD to finish mounting

• Installation costs do not need to be FY18 funds
  • Work is charged in the fiscal year it is performed
  • Most installation costs will be attributed to FY19
Annual Hardware Maintenance

- Annual Hardware Maintenance for the Kaba Clocks will be covered by each unit
  - This is the same way it is handled with Kronos today
  - Paying this maintenance keeps departments accountable for their own Kaba Clocks
- Annual Hardware Maintenance is $230/Clock
  - This is less than Kronos!
- Units who chose to utilize clock sharing will also need to facilitate this payment amongst themselves
  - The unit who ordered the clock will be charged, they can then have the shared units transfer a portion of the cost
- Units will not be charged for annual Kaba software license and maintenance fees. Those will be covered centrally as they are today for Kronos
Clock Awareness

• We will be creating awareness flyers for Kaba to be placed by each Kaba Clock
• Closer to Go Live, the awareness flyers will be replaced with informational flyers to assist employees with clocking in/out
Future Workshops

• We will begin holding Kaba Workshops once a month
  • The invite will be coming soon!

• These workshops will only go to the Project Coordinators for areas who ordered Kaba Clocks
  • If your area did not order a clock, but you still want to attend the workshops, please let us know!

• Additionally, the individuals identified as the Kaba Admin and the Kaba IT contact for each unit will also be included
Office Hours

• Reach out to us, and we will set up a time to meet!
• aclaire@uga.edu or onesource@uga.edu
Questions

Project Feedback
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