



香港浸會大學
HONG KONG BAPTIST UNIVERSITY

Meeting on Timesheet System

7th December 2016



Agenda

- New Financial Information System – Background and Timeline
- Cost Allocation Guidelines (CAG)
- New On-line Timesheet System
- Questions and Answers
- Change Management and Support Team

Project Background

Key Drivers for the Revamp of FIS:



To meet new UGC requirements

- Segment Reporting in 2016-17
- Cost Allocation Guidelines in 2018-19



Support long-term needs of HKBU and cater for future changes



Align with sisters institutions in using ERP to support operation and keeping up with technological advancements

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Selected Package Solutions

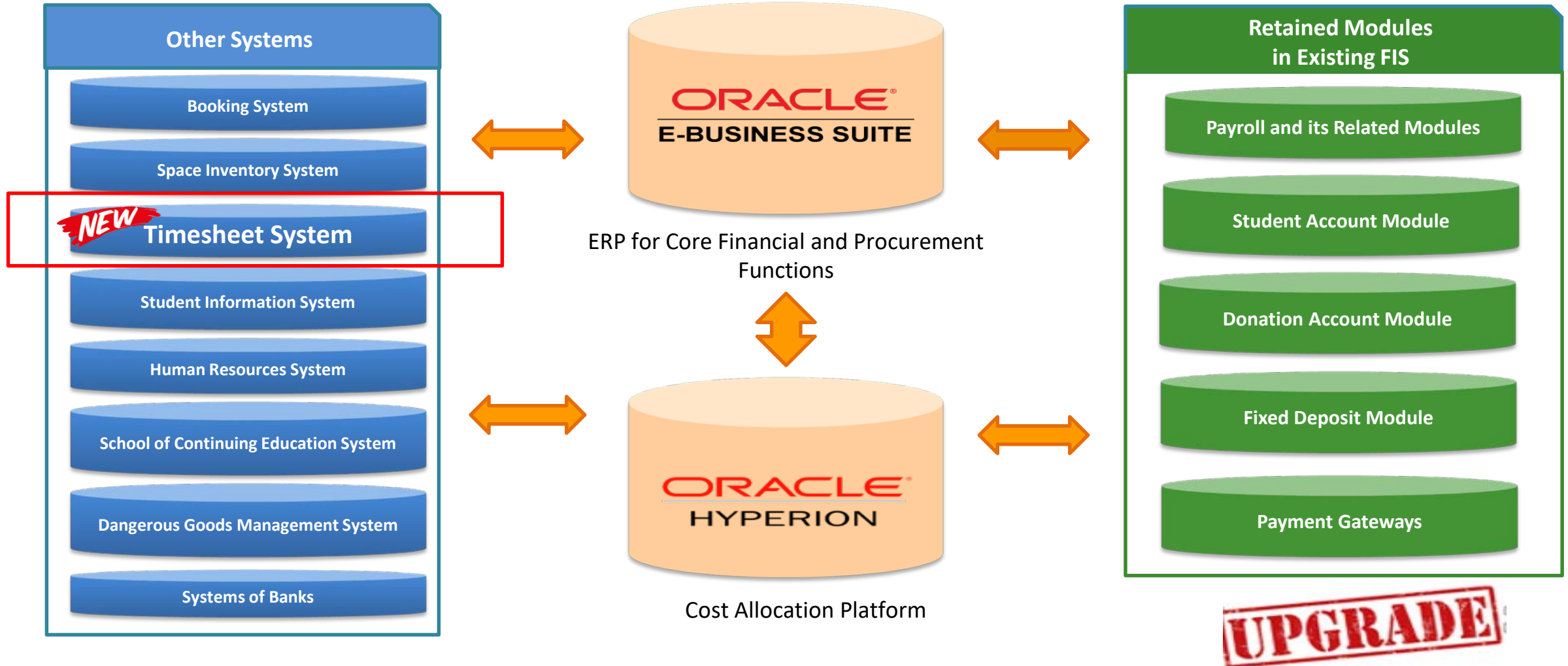
Deloitte.

Appointed Implementation Consultant

Interfaces with Retained Modules and Systems



- Some existing FIS Modules and the new timesheet system will be enhanced/newly developed by ITO for system integration



Tight Timeline to Implement New FIS

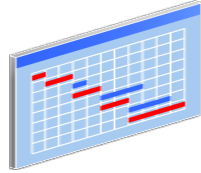
Core Financial and Procurement Functions



General Ledger



Fixed Assets



Project Accounts



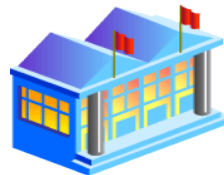
Reports



iProcurement & Purchasing



Accounts Payable



Cash Management

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UGC's Cost Allocation Guidelines



Academic Timesheet

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Accounts Receivable



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SEP 2016



Phase 1
(17 months)



JAN 2018

FEB 2017: Collect User Requirement

SEP 2017: User Acceptance Test (UAT)

MAR 2018

Phase 2
(8 months)

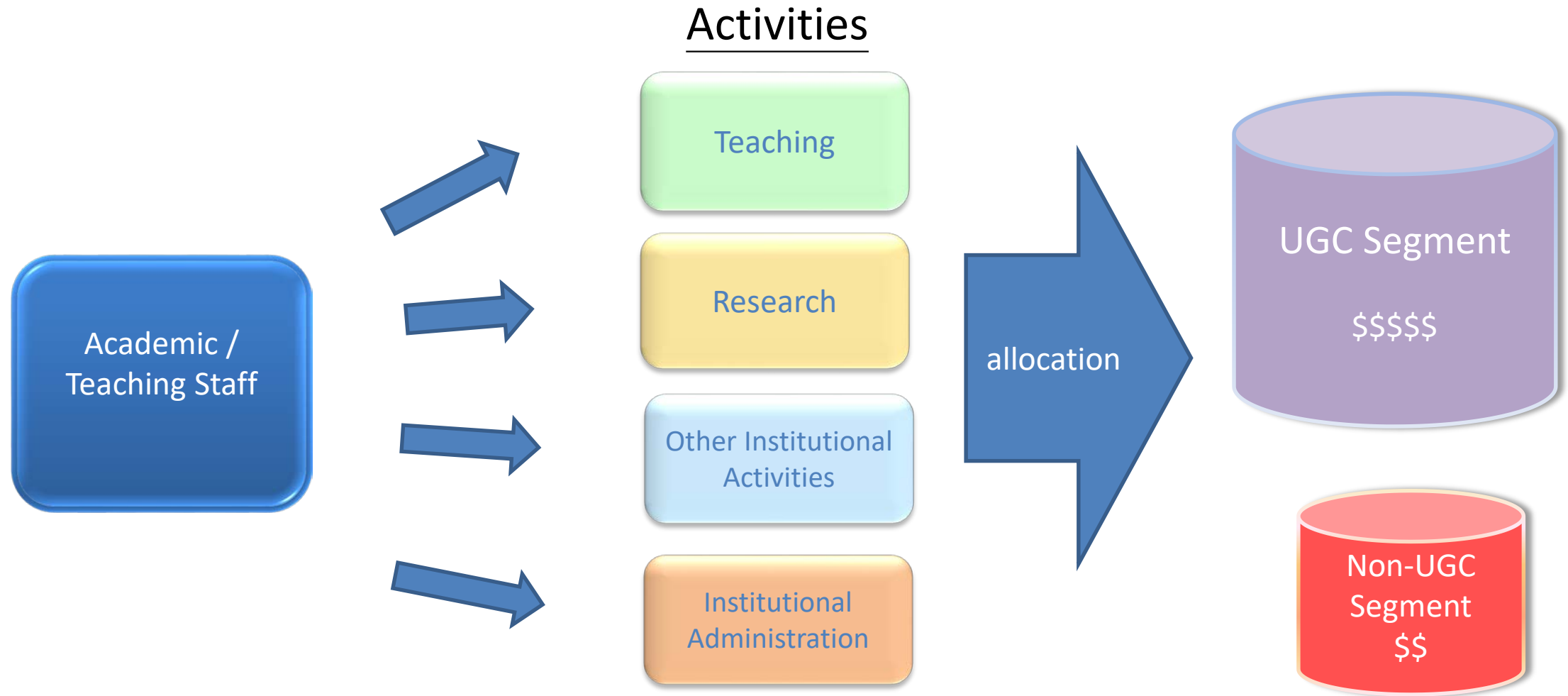
END 2018

Cost Allocation Guidelines (CAG)

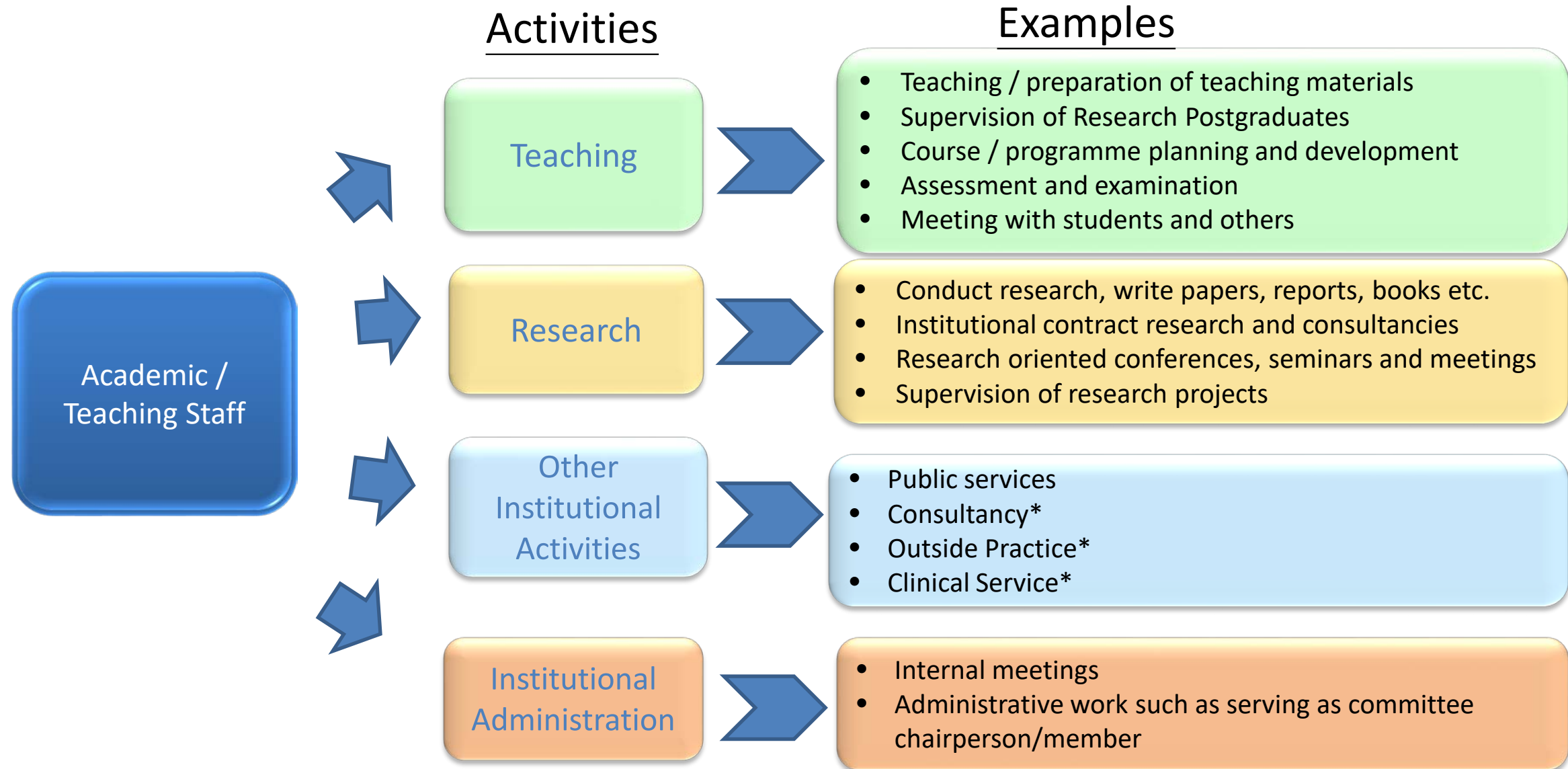
Requirements

- One of the requirements is to prepare financial statements for FY2018-19 with:
 - allocation of academic staff-related costs based on the analyses of time spent by the academic staff (including teaching staff) on their various activities into UGC/non-UGC segments

Academic Staff Related Cost - Based on Time Analysis



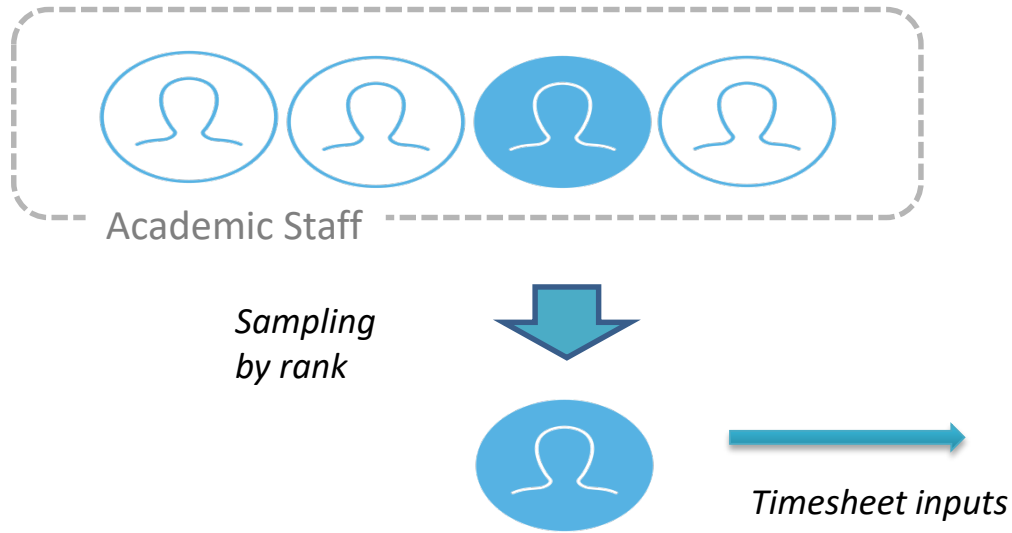
Academic Staff Related Cost - Based on Time Analysis



* Activities with contract(s) entered into by HKBU

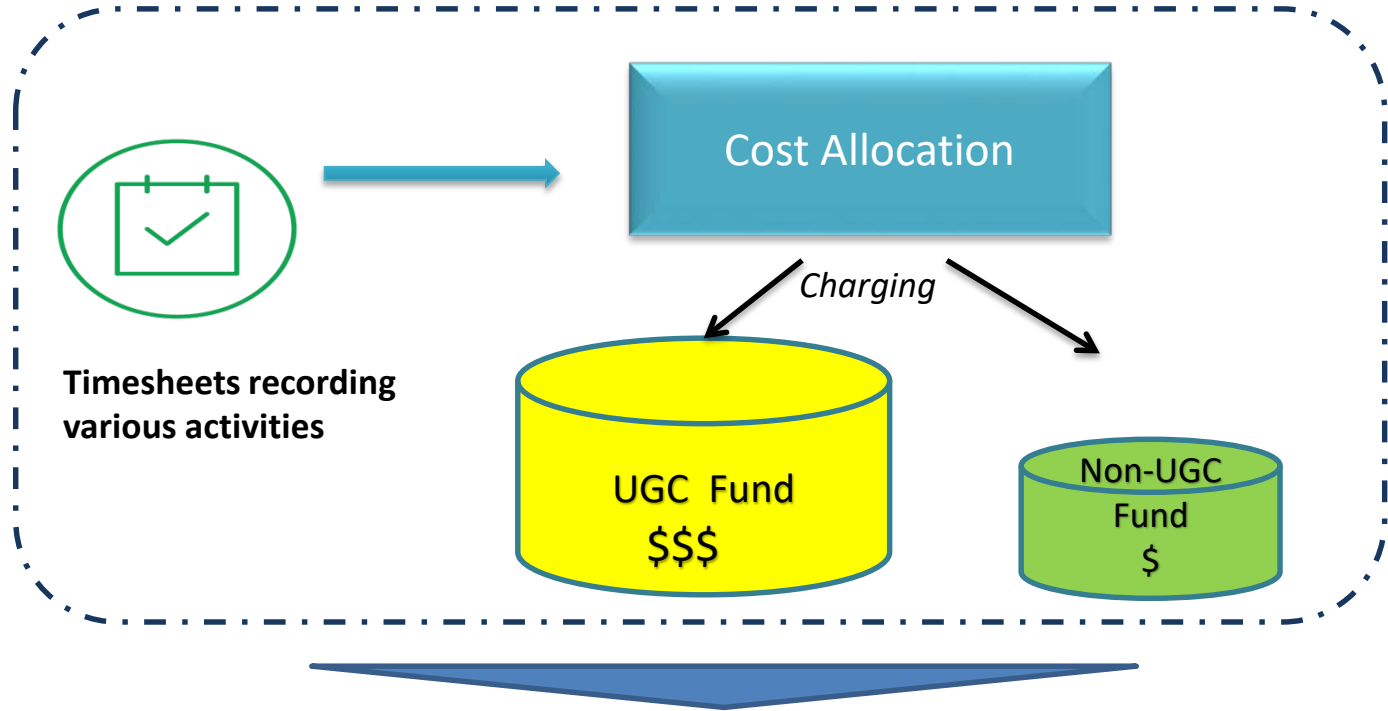
On-line Timesheet System

CAG Requirements - Timesheet for Academic/Teaching Staff



Tentative sampling approach to meet UGC requirements:

- Appoint a statistician to ensure fair sampling
- Sampling by rotation basis → Select 15-20% of total academic/teaching staff per sample
- 2-week duration for each timesheet input
- No standard working hours per week
- Conduct timesheet input 3 times a year
- Sufficient documentation for UGC's inspection
- Academic staff's timesheets require endorsement

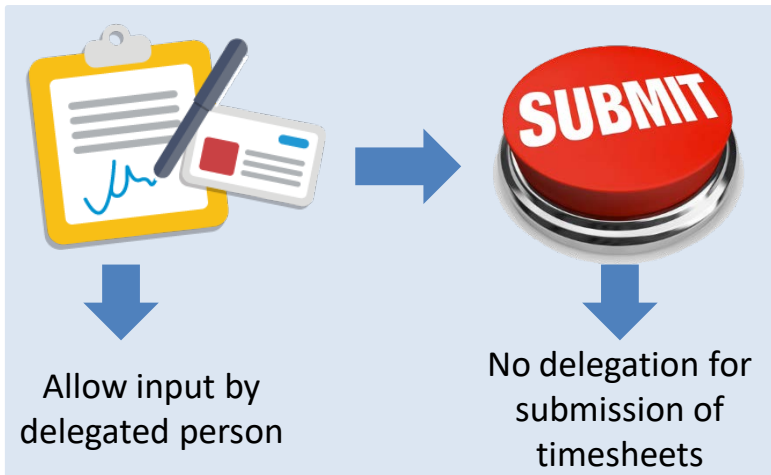


Implications

- Timesheet data will affect cost allocation to UGC and non-UGC funds
- Any unused UGC funds will be returned to UGC

Workflow of Timesheet System

Input and submission by
Academic/Teaching staff



Timesheets Endorsed by
respective Dean/Director of
Faculty/ School/ Academy/
Department Head



Data analysis and
aggregation for cost
allocation by Finance Office



Return to staff
for fine-tuning

Return for fine-tuning
due to data anomalies

Timesheet– Login BUniPort

SAMPLE

STRICTLY CONFIDENTIAL

PURPOSE OF THIS FORM:

The data collected from this form is ONLY used in the Cost Allocation Guidelines (CAG) model for allocating academic staff costs to UGC / non-UGC activities. Please note that individual timesheet data remains confidential and the timesheet is NOT connected with any performance evaluation.

Timesheet : Summary

[Submit](#)

Staff ID : 123456
Staff Name : Chan Tai Man
Faculty / Department / Unit : CHI - Department of Chinese Language
Post Title : L - Lecturer

Timesheet Period : 31/10/2016 To 13/11/2016
Deadline : 30/11/2016 (Wed)
Total Hours : 20
UGC Hours / Non-UGC Hours : 11.8 / 4.2
Institutional Administration Hours : 4.0
(rounded to the nearest 0.5 hour)

Instructions !

ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT entered by HKBU

[Next 7 days / Previous 7 days](#)

31/10/2016 Mon Total Hours 9.5	01/11/2016 Tue Total Hours 4.5	02/11/2016 Wed Total Hours 2.0	03/11/2016 Thur Total Hours 0.0	04/11/2016 Fri Total Hours 4.0	05/11/2016 Sat Total Hours 0.0	06/11/2016 Sun Total Hours 0.0
Edit	Edit	Edit	Edit	Edit	Edit	Edit
- Teaching: 3.0 - Research: 2.5 - Other Institutional Activity: 3.0 - Institutional Administration: 1.0	- Teaching: 4.5	- Teaching: 1.0 - Research: 1.0		- Teaching: 1.0 - Institutional Administration: 3.0		

Timesheet Input Form

SAMPLE

HELP

STRICTLY CONFIDENTIAL

PURPOSE OF THIS FORM:

The data collected from this form is ONLY used in the Cost Allocation Guidelines (CAG) model for allocating academic staff costs to UGC / non-UGC activities. Please note that individual timesheet data remains confidential and the timesheet is NOT connected with any performance evaluation.

Timesheet : Input Form

Save

Back to Summary Page

Staff ID : 123456
Staff Name : Chan Tai Man
Faculty / Department / Unit : CHI - Department of Chinese Language
Post Title : L - Lecturer

Timesheet Date : 31/10/2016 (Mon)
Deadline : 30/11/2016 (Wed)
Total Hours : 9.5
UGC Hours / Non-UGC Hours : 7.3 / 1.2
Institutional Administration Hours : 1.0

Instructions !

ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT entered by HKBU

* Timetable data will be interfaced from Student Information System (SIS)

Select	Category	Activity	Course Code	UGC (note 1)	Non-UGC (note 1)	Total Hours Worked (note 2)	UGC Hours	Non-UGC Hours	Remarks
<input type="checkbox"/>	Teaching	Timetable from Student Inf. System	CHIL2006 (15.30-17.20)	90%	10%	2.0	1.8	0.2	
<input type="checkbox"/>	Teaching	Assessment and examination		<input checked="" type="radio"/>	<input type="radio"/>	1.0	1.0	0.0	
<input type="checkbox"/>	Research	Attend conference/seminars		<input checked="" type="radio"/>	<input type="radio"/>	1.5	1.5	0.0	
<input type="checkbox"/>	Research	Conduct academic/contract research		<input checked="" type="radio"/>	<input type="radio"/>	1.0	1.0	0.0	
<input type="checkbox"/>	Other Institutional Activity	Consultancy		<input type="radio"/>	<input checked="" type="radio"/>	1.0	0.0	1.0	
<input type="checkbox"/>	Other Institutional Activity	Public Service		<input checked="" type="radio"/>	<input type="radio"/>	2.0	2.0	0.0	
<input type="checkbox"/>	Institutional Administration	Institution committee(s)' meeting				1.0			

Note:

- The UGC and non-UGC ratios per course are calculated based on the student enrollment record extracted from Student Information System as at snapshot date (For enquiry, please contact Finance Office).
- Rounded to the nearest 0.5 hour.

Endorse Timesheet

SAMPLE

STRICTLY CONFIDENTIAL

PURPOSE OF THIS FORM:

The data collected from this form is ONLY used in the Cost Allocation Guidelines (CAG) model for allocating academic staff costs to UGC/ non-UGC activities. Please note that individual timesheet data remains confidential and the timesheet is NOT connected with any performance evaluation.

Timesheet: Endorsement

Endorse

Timesheet Period : 31/10/2016 To 13/11/2016

Deadline : 30/11/2016 (Wed)

Faculty / Department / Unit : CHI - Department of Chinese Language

Select	Faculty/ Dept./Unit	Post Code	Staff Name	Preparer Create By/ Create Date	Preparer Submit By/ Date	Endorse By/ Date	Action
<input type="checkbox"/>	CHI	L	CHAN TAI MAN double click to view staff timesheet	CHAN... 07/11/2016 11:30	CHAN... 15/11/2016 14:10	LAU... 29/11/2016 17:30	<input type="button" value="Return"/>
<input checked="" type="checkbox"/>	CHI	PROF	LEUNG TAI MAN	LO... 05/11/2016 12:30	LEUNG... 12/11/2016 17:30		<input type="button" value="Return"/>
<input type="checkbox"/>	CHI	PROF	WONG TAI MAN	LO... 06/11/2016 09:30			<input type="button" value="Return"/>
<input type="checkbox"/>	CHI	PROF	HO TAI MAN				<input type="button" value="Return"/>

Timesheet Report Summary

SAMPLE

Hong Kong Baptist University
Timesheet Summary

STRICTLY CONFIDENTIAL

PURPOSE OF THIS FORM:

The data collected from this form is ONLY used in the Cost Allocation Guidelines (CAG) model for allocating academic staff costs to UGC/ non-UGC activities. Please note that individual timesheet data remains confidential and the timesheet is NOT connected with any performance evaluation.

Staff ID : 123456 Timesheet Period : 31/10/2016 To 13/11/2016
Staff Name : Chan Tai Man Deadline : 30/11/2016 (Wed)
Faculty / Department / Unit : CHI - Department of Chinese Language Total Hours : 20.0
Post Title : L - Lecturer UGC Hours / Non-UGC Hours : 11.8 / 4.2
Institutional Administration Hours : 4.0
(rounded to the nearest 0.5 hour)

31/10/2016 MON	01/11/2016 TUE	02/11/2016 WED	03/11/2016 THUR	04/11/2016 FRI	05/11/2016 SAT	06/11/2016 SUN
Total Hours: 9.5	Total Hours: 4.5	Total Hours: 2.0	Total Hours: 0.0	Total Hours: 4.0	Total Hours: 0.0	Total Hours: 0.0
- Teaching: 3.0 - Research: 2.5 - Other Institutional Activity: 3.0 - Institutional Administration: 1.0	- Teaching: 4.5	- Teaching: 1.0 - Research: 1.0		- Teaching: 1.0 - Institutional Administration : 3.0		

Timesheet Report Details

SAMPLE

STRICTLY CONFIDENTIAL



Staff ID : 123456
 Staff Name : Chan Tai Man
 Faculty / Department / Unit : CHI - Department of Chinese Language
 Post Title : L - Lecturer

Timesheet Period : 31/10/2016 To 13/11/2016
 Deadline : 30/11/2016 (Wed)
 Total Hours : 20.0
 UGC Hours / Non-UGC Hours : 11.8 / 4.2
 Institutional Administration Hours : 4.0
 (rounded to the nearest 0.5 hour)

Date	Category	Activity	Course Code	UGC (note 1)	Non-UGC (note 1)	Total Hours Worked (note 2)	UGC Hours	Non-UGC Hours	Remarks
31/10/2016	Teaching	Timetable from Student Inf. System	CHIL2006 (15.30-17.20)	90%	10%	2.0	1.8	0.2	
	Teaching	Assessment and examination		✓		1.0	1.0	0.0	
	Research	Attend conference/seminars		✓		1.5	1.5	0.0	
31/10/2016	Research	Conduct academic/contract research		✓		1.0	1.0	0.0	
	Other Institutional Activity	Consultancy			✓	1.0	0.0	1.0	
31/10/2016	Other Institutional Activity	Public Service		✓		2.0	2.0	0.0	
	Institutional Administration	Institution committee(s)' meeting				1.0			

Total Hours : 9.5

Timesheet Report For Deans / Dept Heads

SAMPLE

Departmental Timesheet Summary

CONFIDENTIAL

Department Timesheet Summary

Print date & time: 15/12/2016 15:21:00

Timesheet period From 31/10/2016 To 13/11/2016

Department: Chinese Language

Expressed in hour(s)

Staff ID	Staff Name	Post Title	Total = T+R+O+A	Subtotal = T+R+O		Institutional Administration (A)*	Teaching (T)		Research (R)		Other Institutional Activities (O)	
			Total	UGC	Non-UGC		UGC	Non-UGC	UGC	Non-UGC	UGC	Non-UGC
123456	Chan Tai Man	L - Lecturer	95.0	50.0	35.0	10.0	30.0	5.0	20.0	20.0	0.0	10.0
123457	Leung Tai Man	PROF - Professor	88.0	45.0	28.0	15.0	30.0	0.0	10.0	18.0	5.0	10.0
123458	Wong Tai Man	PROF - Professor	89.0	41.0	30.0	18.0	28.0	20.0	10.0	0.0	3.0	10.0
123459	Ho Tai Man	PROF - Professor	95.0	25.0	55.0	15.0	25.0	25.0	0.0	0.0	0.0	30.0
				<i>a</i>	<i>b</i>							
Total Hours			367.0	161.0	148.0	58.0	113.0	50.0	40.0	38.0	8.0	60.0
Total %				52.1%	47.9%							

$$= a / (a+b) = b / (a+b)$$

* - allocate based on the UGC/non-UGC ratios for time spent on Teaching, Research and Other Institutional Activities

Departmental Status Report

Timesheet Status Report

Timesheet Period: 31/10/2016 To 13/11/2016

Deadline: 30/11/2016

Faculty/ Department/ Unit: CHI - Department of Chinese Language

Print date & time: 25/11/2016 15:21:00

Faculty/ Department/ Unit	Post Title	Staff ID	Staff Name	Create By	Status	Create Date	Submit Date	Endorse Date
CHI	L - Lecturer	123456	Chan Tai Man	Cheung Shan Shan	Endorsed	7/11/2016 11:30	15/11/2016 14:10	29/11/2016 17:30
CHI	PROF - Professor	123457	Leung Tai Man	Leung Tai Man	Submitted	05/11/2016 12:30	12/11/2016 17:30	
CHI	PROF - Professor	123458	Wong Tai Man	Wong Tai Man	Not submitted	06/11/2016 09:30		
CHI	PROF - Professor	123459	Ho Tai Man		Not submitted			

Questions & Answers



Change Management and Department Support Team

No Worry!!

FIS Change Management Team will work closely with you and your colleagues to make it work !!



- **The Team is responsible for communicating, coordinating and providing support to the University community.**

Communication Throughout the Project



Focus Groups



Newsletters



Town Hall Meeting



Project Website



Training



Project Mailbox

Change Management and Department Support Team

<u>Name</u>	<u>Post</u>		
Amy Ying	FIS Project Manager	3411 7604	amyying@hkbu.edu.hk
Gigi Wong	Finance Manager	3411 7815	gigi@hkbu.edu.hk
Wilson Leung	Assistant Finance Manager	3411 7920	wilsonl@hkbu.edu.hk
Alex Yung	Assistant Purchasing Manager	3411 7905	alex@hkbu.edu.hk
Ronald Wong	Project Manager (Deloitte)	3411 5030	ronwong@deloitte.com.hk
Allan Yiu	Change Management Lead (Deloitte)	3411 5030	ayiu@deloitte.com.hk



Project Mail Box
fosys@hkbu.edu.hk

New On-line Timesheet System

We need your Kind Support & Cooperation

Thank You



Activity List from CAG

Appendix

4 Main Categories

Teaching

Research

Other Institutional Activities

Institutional Administration

lectures, seminars, tutorials,
dissertation, experiment, laboratory

Teaching – examples

- | | |
|---|------------------------|
| • Timetable in Student Information System | • Workshop |
| • Classes / Programmes not captured in Student Information System | • Study Tour |
| • Class Preparation | • Field Trip |
| • Assessment and Examination | • Firm Visit |
| • Invigilation | • Mentoring |
| • Develop/ Plan/ Review programme | • Counselling |
| • Prepare programme prospectuses | • Student Contact Time |
| • Coach Rpg students | • Timetabling |

Activity List from CAG

Appendix

4 Main Categories

Teaching

Research

Other Institutional Activities

Institutional Administration

Research – examples

- Attend conference/ seminars
- Conduct research, prepare papers
- Recruit/ supervise research staff
- Apply for research
- Research oriented collaboration
- Technology transfer related work (e.g. patent)
- Assess/ review research

UGC segment includes activities/projects funded by Government bureaux/departments which do NOT allow the charging of faculty principal investigators ("PI") costs and overhead costs

Activity List from CAG

Appendix

4 Main Categories

Teaching

Research

Other Institutional Activities

Institutional Administration

Other Institutional Activities – examples

• Public Service	Executive Council member, Legco member	Default as UGC
• Consultancy	Involves a client, university facilities/ equipment, contract agreement with consultancy scope	Only applicable to those contracts entered by HKBU while funding source of income indicates the nature of UGC and non-UGC
• Outside Practice	Advice at radio show, casual journalism	
• Clinical Service	Treatment of patients	

Activity List from CAG

Appendix

4 Main Categories

Teaching

Research

Other Institutional Activities

Institutional Administration

Allocation of costs based on the UGC/non-UGC ratios for time spent on Teaching, Research and Other Institutional Activities

Institutional Administration - examples

Institution committee's meeting

Appraisal

Staff management

NO declaration of UGC/
non-UGC is needed