



ATLcloud Time & Labor Employee Training



What is Changing?

ATLcloud Time and Labor will soon be replacing Kronos as the City's timekeeping system:

- ✓ Implements consistent rules in line with City policy
- ✓ Eliminates all manual calculations on timecards through automation
- ✓ Integrates time management with payroll and HR, which are already on ATLcloud
- ✓ Employees will now have access to "Employee Self-Service" to perform many time and absence-related tasks



Self-Paced Training

All employees have been enrolled in mandatory training through ATLcloud Learn.

- **Please complete your self-paced training as soon as possible!**
- To log into **ATLcloud** and complete your learning:
 1. Log in through '**Company Single Sign On**' at <https://ehxr.fa.us2.oraclecloud.com/>
 2. Navigate to the '**Me**' tab and then select the '**Learning**' icon
- Helpful videos and user guides are available through the self-paced training.
- For additional training assistance, please reach out to your manager or timekeeper.



What are Employees Responsible For?



What are Employees Responsible for in ATLcloud?

Employees are responsible for several tasks, depending on departmental SOP

- ✓ Reporting time exceptions to managers and timekeepers
- ✓ Submitting your absence requests
- ✓ Certifying your timecards

Per direction from your manager and department leadership, you may be responsible for updating your own timecard and submitting your own absence requests through **Employee Self-Service**.



Who Has a Timecard?



Who Has a Timecard?

- **All non-exempt employees and some exempt employees WILL have a timecards**
 - Absences and time will be tracked for these employees
- **Most exempt employees will NOT have timecards**
 - Absences will be tracked for these employees only through the Absence module





ATLcloud Time & Labor Absence Management as an Employee



Requesting Absences

Employees should request their own time-off by logging into ATLcloud. Once entered in the system, your line manager must approve the pending transaction in ATLcloud.





ATLcloud Time & Labor Time Card Adjustment as an Employee

Adjusting Timecards for Exceptions

You are responsible for reporting your time exceptions to your manager and timekeeper. These exceptions must be recorded in the timecard in order to be paid properly.

Potential time exceptions: tardiness, overtime, last-minute call-outs





ATLcloud Time & Labor Review and Certify Time as an Employee

ATLcloud

Certifying Your Timecard

All employees will be asked to certify their timecards. If you do not certify your timecard, you may lose the right to challenge the accuracy of the timecard at a later point.



FAQs

How do I get into ATLcloud?

- You can use 'Company Single Sign-On' at the following link to log in. If you need assistance logging in, please contact the AIM Service Desk at aimservicedesk@atlantaga.gov

Who do I reach out to about questions on ATLcloud Time and Labor?

- Please find a link to a detailed user guide and job aids [here](#).
- Please reach out to your line manager or timekeeper. If they are not able to answer your question, you can reach out to the HRIS team at atlcloud@atlantaga.gov

Who do I reach out to about questions on my Payslips after Go-Live?

- Please reach out to your line manager or timekeeper. If they are not able to answer your question, you can reach out to the HRIS team at atlcloud@atlantaga.gov

Who can I submit feedback to on this training?

- Elizabeth Bethune, HRIS Manager (ebethune@atlantaga.gov)
- Elaine Gooden, HRIS Director (epgooden@atlantaga.gov)

Do you want hands-on experience in a training environment ahead of Go-Live?

Managers and timekeepers already have access to a training environment. If you would like access as well, please reach out to your department's HRIS specialist at atlcloud@AtlantaGa.Gov. We can get you access to a test user right away, but you need to reach out!