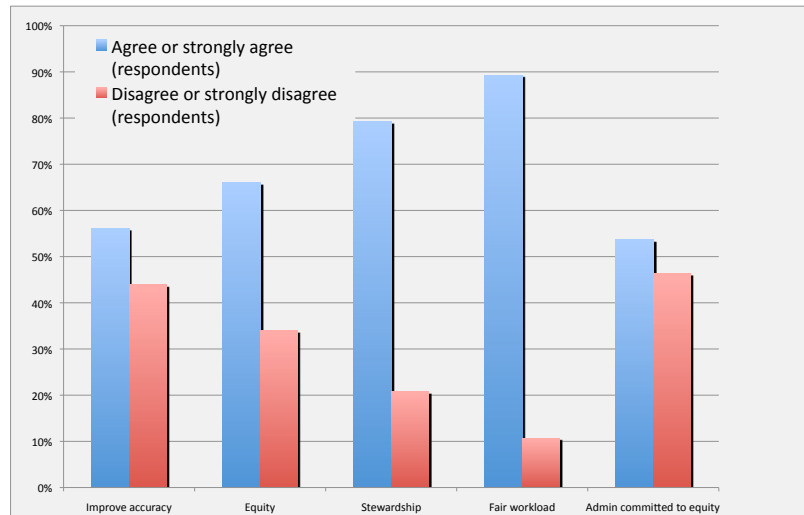


| Synchronous TIME Survey | | Survey conducted November 20 -27, 2009 | | | | | Question | Agree or strongly agree (respondents) | Disagree or strongly disagree (respondents) | A or SA % of pool polled | D or SD % of pool polled |
|---|----|--|----|----|------|----|---------------------------|---------------------------------------|---|--------------------------|--------------------------|
| It is important that the campus make improvements in the time keeping system to improve overall accuracy. | 5 | 27 | 15 | 10 | 2.47 | 57 | Improve accuracy | 56% | 44% | 19% | 15% |
| In the interest of equity among staff, it is essential to have a common time reporting system. | 6 | 31 | 10 | 9 | 2.61 | 56 | Equity | 66% | 34% | 22% | 11% |
| The campus needs to demonstrate its good stewardship of resources to the University and our constituencies. | 8 | 34 | 7 | 4 | 2.87 | 53 | Stewardship | 79% | 21% | 25% | 7% |
| It is important that the campus establish fair workload expectation among staff. | 13 | 37 | 1 | 5 | 3.04 | 56 | Fair workload | 89% | 11% | 30% | 4% |
| The campus administration is committed to fairness and equity in its treatment of staff. | 5 | 24 | 13 | 12 | 2.41 | 54 | Admin committed to equity | 54% | 46% | 17% | 15% |

Number of staff sent survey included hourly, biweekly, and PAOs: 167 Response rate: 34%



Synchronous Time Recording Survey

Brief Description of Synchronous Time Recording. Synchronous Time Recording is a system for real-time recording the workday schedule of staff using networked computers to record time of arrival and departure from the work environment. Staff members would log onto any campus-networked computer upon arrival and visit an HR site for this purpose: then logout with lunch and then re-login at return, and finally logout with their end of day departure. For staff with off-campus responsibilities, arrangements will be made to allow time recording. Times would be recorded (with about 6 minutes) for these events thus generating a timecard automatically (and daily) for the pay period.

The rationale for Synchronous Time Recording adoption includes:

- University auditors are recommending that synchronous timekeeping will improve our ability to comply with the U.S. Department of Labor's Fair Labor Standards
- Best administrative practices reveal that errors will decrease and accuracy will improve in the recording of time
- Campuses at IU are already adopting the practice for their staff around the state
- Our campus will demonstrate its good stewardship and commitment to accountability and responsibility in using state resources
- Universal use of the system reflects equity among staff members in employee practices
- In this troubling economy, the campus prefers to establish a higher level of compliance with institutional policy and workload distribution in lieu of staff reductions when possible.

The Campuses are reviewing how time is recorded. Please respond by next Friday, November 27, 2009.

Staff Synchronous Time Recording Survey

| Question 1 | | | | | | | |
|---|----------------|-------|----------|-------------------|----------------|--------------------------|-----------|
| Answer Options | Strongly Agree | Agree | Disagree | Strongly Disagree | Rating Average | Response Count | |
| It is important that the campus make improvements in the time keeping system to improve overall accuracy. | 5 | 27 | 15 | 10 | 2.47 | 57 | |
| Additional Comments? | | | | | | 19 | |
| | | | | | | answered question | 57 |
| | | | | | | skipped question | 0 |

| Number | Response Date | Additional Comments? |
|--------|-----------------------|--|
| 1 | Nov 20, 2009 7:42 PM | would that be complicating things for some? |
| 2 | Nov 20, 2009 7:44 PM | Why are we fixing something that is not broken?? |
| 3 | Nov 20, 2009 8:02 PM | I believe that the TIME system is working well while letting the employee be accountable for his or her own hours. |
| 4 | Nov 20, 2009 8:04 PM | I am not aware of the old system being particularly inaccurate. |
| 5 | Nov 20, 2009 8:05 PM | I believe the systems in place reflects the time worked accurately. |
| 6 | Nov 20, 2009 8:05 PM | Since I now work for a company that no longer trust each employee to be honest with their time. |
| 7 | Nov 20, 2009 8:20 PM | I think the system works fine exactly as it is now. |
| 8 | Nov 20, 2009 8:21 PM | While I agree that it is important for overall accuracy you may as well have a time card to swipe in with, instead of having to wait to login to the computer. |
| 9 | Nov 20, 2009 9:46 PM | There is nothing wrong with the current asynchronous time keeping system. |
| 10 | Nov 21, 2009 6:49 PM | The current system, A Synchronous allows for change and accuracy due to computer errors and supervisor's control |
| 11 | Nov 22, 2009 10:13 PM | Everyone should be accountable, not just hourly employees. |
| 12 | Nov 23, 2009 3:43 PM | don't need it |
| 13 | Nov 23, 2009 4:50 PM | but if it's not broken why fix it!!! How is it going to be accurate when hourly staff have to come into/unlock their office; turn on & then log on to their computers & punch in. By the time this is done we have lost at least 10 minutes on our time sheet and this is if there are no Faculty, Students, phone ringing etc. waiting & needing help from us before we even walked into the office. This now makes us lose even more time!!! Now it time to swipe/log out, we punch out, log out of the system & shut down the computer again this can take several minutes, and again we are working off the clock and not getting paid. This is if no students, faculty etc. doesn't come in or call you needing help right then as you have already punched out & are leaving, Now we are working off the clock even longer (30+ minutes) losing even more time and money. What I'm I to do, tell them to come back tomorrow, I can't help them because I'm off the clock. Yet right & we will see how long I stay employed!!! This happens to me at least three (3) times a week, if not more!!!!!! So unless you are going to have a time clock/computer by all the doors of all the building there is no way your time keeping system will be accurate and fair!!! |
| 14 | Nov 23, 2009 7:17 PM | The current system for AP staff is fine. |
| 15 | Nov 23, 2009 9:46 PM | To improve overall accuracy, is the Supervisor responsibility. As far as the time keeping systems, TIME as is for Biweekly is working well. |
| 16 | Nov 24, 2009 5:19 PM | It needs to be balanced with cost and overall utility |
| 17 | Nov 24, 2009 6:35 PM | The "improvements" that are being suggested will not improve the accuracy of the payroll. In fact it will be even more edited/corrected than it already is. |
| 18 | Nov 24, 2009 8:50 PM | I think the way time is reported now is sufficient. |
| 19 | Nov 24, 2009 10:37 PM | It works fine now. After nearly 2 decades of working here, problems have been minimal at most. |

Staff Synchronous Time Recording Survey

| Question 2 | | | | | | |
|--|----------------|-------|----------|-------------------|----------------|----------------|
| Answer Options | Strongly Agree | Agree | Disagree | Strongly Disagree | Rating Average | Response Count |
| In the interest of equity among staff, it is essential to have a common time reporting system. | 6 | 31 | 10 | 9 | 2.61 | 56 |
| Additional Comments? | | | | | | 16 |
| <i>answered question</i> | | | | | | 56 |
| <i>skipped question</i> | | | | | | 1 |

| Number | Response Date | Additional Comments? |
|--------|-----------------------|---|
| 1 | Nov 20, 2009 7:44 PM | There is never going to be equity among employees because our jobs are so diverse. |
| 2 | Nov 20, 2009 8:02 PM | The TIME system works efficiently. |
| 3 | Nov 20, 2009 8:04 PM | The old system was common to all staff and the new system can be misused in exactly the same manner as the old one. |
| 4 | Nov 20, 2009 8:05 PM | The current time system equally reports time for professional staff, including bi-weekly. Part-time and student workers are not in the same category. |
| 5 | Nov 20, 2009 8:05 PM | As long as it is common across the board and includes everyone! |
| 6 | Nov 20, 2009 8:20 PM | The system we have currently accommodates the various needs of each area. |
| 7 | Nov 20, 2009 8:21 PM | By staff, does this mean only bi-weekly staff? Or, does it include ALL staff (bi-weekly, professional, etc.). If it's only bi-weekly staff, and not all staff, then you're singling out one group of workers. That's not equitable treatment. |
| 8 | Nov 20, 2009 9:31 PM | Not all staff positions have the same duties/responsibilities. |
| 9 | Nov 20, 2009 9:46 PM | this implies mistrust of the employee and is demoralizing. The current time keeping system is adequate. Problems need to be dealt with on an individual basis. |
| 10 | Nov 20, 2009 10:33 PM | Although, there may be some extenuating circumstances that would not allow that to happen every day |
| 11 | Nov 21, 2009 6:49 PM | The current system works extremely fair |
| 12 | Nov 23, 2009 7:17 PM | I didn't get my Master's degree for an AP staff position to punch a timeclock! This is very demoralizing and I will seek employment elsewhere if this is implemented. This isn't McDonalds! |
| 13 | Nov 23, 2009 9:46 PM | We have a common time reporting system. |
| 14 | Nov 24, 2009 6:35 PM | Equity among staff has nothing to do with how we report our time |
| 15 | Nov 24, 2009 8:50 PM | Not all jobs have the same work production that has to be done. |
| 16 | Nov 24, 2009 10:37 PM | If equity were the reason for time clocks, then administration, their staff, faculty, and professional staff should have to do this as well, then THAT would be "equity". |

Staff Synchronous Time Recording Survey

Question 3

| Answer Options | Strongly Agree | Agree | Disagree | Strongly Disagree | Rating Average | Response Count |
|---|----------------|-------|----------|-------------------|----------------|----------------|
| The campus needs to demonstrate its good stewardship of resources to the University and our constituencies. | 8 | 34 | 7 | 4 | 2.87 | 53 |
| Additional Comments? | | | | | | 14 |
| <i>answered question</i> | | | | | | 53 |
| <i>skipped question</i> | | | | | | 4 |

| Number | Response Date | Additional Comments? |
|--------|-----------------------|---|
| 1 | Nov 20, 2009 7:44 PM | I think this is an over-reaction to a few departments not being good stewards of their time. |
| 2 | Nov 20, 2009 8:02 PM | I believe that moral of the employee would decrease by having to document one's every move around and/or off of campus. |
| 3 | Nov 20, 2009 8:04 PM | The way time is reported doesn't seem to contribute to this goal |
| 4 | Nov 20, 2009 8:05 PM | This is being done through the current TIME system. |
| 5 | Nov 20, 2009 8:20 PM | I agree, but I don't believe there is a correlation between good stewardship of resources and synchronous time. |
| 6 | Nov 20, 2009 8:21 PM | I agree, however, let's not forget the frivolous purchases some departments across the university make that could have been spent elsewhere. |
| 7 | Nov 20, 2009 9:31 PM | Not clear on how this reporting system demonstrates good stewardship |
| 8 | Nov 20, 2009 9:46 PM | This can be done in other ways. The hourly employees are lowest on the totem pole. How is the good stewardship going to be demonstrated in the larger sense, i.e. administrators and faculty? |
| 9 | Nov 20, 2009 10:33 PM | Who are the constituencies? What do they have to do with our time-keeping? |
| 10 | Nov 21, 2009 6:49 PM | Where was the stewardship of resources when pay raises were not given in 2009? |
| 11 | Nov 23, 2009 4:50 PM | And it's UNDER PAID STAFF/EMPLOYEES |
| 12 | Nov 23, 2009 9:46 PM | Our department has always been very thrifty, and will continue to do so. |
| 13 | Nov 24, 2009 6:35 PM | Good stewardship is demonstrated by making sure all levels fulfill the job they have been hired to perform. If a person has been hired to perform a duty then we should trust them to complete those tasks and report their time as is currently in process. |
| 14 | Nov 24, 2009 10:37 PM | How does the current system of having department directors signing time worked information not demonstrate this? If there is a problem in certain departments, then those departments need to be addressed. If people want to work around a system they will find a way to regardless of how "automated" it is. How does this question relate to asking if "punching in and out" should be implemented? |

Staff Synchronous Time Recording Survey

Question 4

| Answer Options | Strongly Agree | Agree | Disagree | Strongly Disagree | Rating Average | Response Count | |
|--|----------------|-------|----------|-------------------|----------------|--------------------------|-----------|
| It is important that the campus establish fair workload expectation among staff. | 13 | 37 | 1 | 5 | 3.04 | 56 | |
| Additional Comments? | | | | | | 15 | |
| | | | | | | answered question | 56 |
| | | | | | | skipped question | 1 |

| Number | Response Date | Additional Comments? |
|--------|-----------------------|---|
| 1 | Nov 20, 2009 7:44 PM | While I might consider my workload heavy others would consider it light, so who's opinion are you using to justify our workload? |
| 2 | Nov 20, 2009 8:04 PM | Hours reported has little correlation to workload, so although the university does need to establish fairness, I don't believe a new time reporting system has anything to do with it. |
| 3 | Nov 20, 2009 8:05 PM | Changing the time keeping system will not change fair workload expectation. |
| 4 | Nov 20, 2009 8:20 PM | The workload should be fair, but that does not translate into synchronous time. You can be present and clocked in, but still not be effective at your job. |
| 5 | Nov 20, 2009 8:21 PM | Fair workload and equitable treatment & pay. |
| 6 | Nov 20, 2009 9:46 PM | What does this have to do with time keeping methods? |
| 7 | Nov 20, 2009 10:33 PM | That's not being done in all departments |
| 8 | Nov 21, 2009 6:49 PM | When establishing fair workload, expectation of salary should also be considered |
| 9 | Nov 23, 2009 3:22 PM | Depends on the department |
| 10 | Nov 23, 2009 4:50 PM | This is true, but the campus/administration has not done this. I for one have experitance it. I was given a fourth (4) department and with no compensation at all for the extra work I be doing, from an already very busy 3 departments. what so ever. |
| 11 | Nov 23, 2009 7:17 PM | This is a biased and leading question. |
| 12 | Nov 23, 2009 9:46 PM | Don't we have that "establish fiar workload expectation" already? |
| 13 | Nov 24, 2009 6:35 PM | How a staff person reports their time has nothing to do with maintaining a "fair work load". |
| 14 | Nov 24, 2009 8:50 PM | what does changing the time have to do with that??? |
| 15 | Nov 24, 2009 10:37 PM | This is already established through job descriptions, employee policy, union involvement, and other methods. |

Staff Synchronous Time Recording Survey

Question 5

| Answer Options | Strongly Agree | Agree | Disagree | Strongly Disagree | Rating Average | Response Count |
|--|----------------|-------|----------|-------------------|----------------|----------------|
| The campus administration is committed to fairness and equity in its treatment of staff. | 5 | 24 | 13 | 12 | 2.41 | 54 |
| Additional Comments? | | | | | | 13 |
| <i>answered question</i> | | | | | | 54 |
| <i>skipped question</i> | | | | | | 3 |

| Number | Response Date | Additional Comments? |
|--------|-----------------------|--|
| 1 | Nov 20, 2009 7:42 PM | It has a long way to go in this area. |
| 2 | Nov 20, 2009 7:44 PM | Fairness would be more money, since not all IU campus are paid the same for the same type of position. Why start with time when money is far more important? |
| 3 | Nov 20, 2009 8:05 PM | This is currently being done. Changing the time keeping system will not change the committment. |
| 4 | Nov 20, 2009 8:20 PM | Not a chance. Forcing everyone to be treated like automatons does not equal fairness. |
| 5 | Nov 20, 2009 8:21 PM | It doesn't feel like it. |
| 6 | Nov 20, 2009 9:31 PM | The administration should also be aware of the vast differences in positions and that each play a vital part in the success of the university. |
| 7 | Nov 20, 2009 10:33 PM | I don't believe this is altogether true of all administrators. I believes this questions are bias and geared to force you to either agree or disagree with no middle ground. |
| 8 | Nov 21, 2009 6:49 PM | How does this statement relate to the accountability of staff's recordkeeping and where is the "Fairness & EQUITY" of salary? |
| 9 | Nov 23, 2009 3:22 PM | I doubt it!!! |
| 10 | Nov 23, 2009 7:17 PM | WHY DO YOU WANT TO DEMORALIZE PROFESSIONAL STAFF?! |
| 11 | Nov 23, 2009 9:46 PM | The campus administration has never been committed to fairness and equity in its treatment of staff. |
| 12 | Nov 24, 2009 6:35 PM | In the last two years I feel that the campus administration has turned to a strong armed management. Do this because I say - oh we will ask them - but we will word the questions so that they have NOTHING to do with the subject at hand. It seems that there is a level that will not be held accountable for what is expected of them. Instead of holding problem individuals accountable for their actions the administration feels the need to punish all employees for the actions of a select few. |
| 13 | Nov 24, 2009 10:37 PM | After working here for years I can not say this is true. In fact, given job descriptions, work loads, extra responsibilities, every increasing fees and tuition, and very low pay for what people do, it's quite demonstrateable that campus administration regards it's fully time hourly employees as a disposable workforce. |