

## **TMA**

### **All work processed by Administrative Assistants in each Division**

### **All work processed on TMA Systems through FM – IT**

### **Process**

- Log into TMA
- Enter information from OT Slips
  - Employee #
  - Clock #
  - Work Order #
  - # of hours worked
  - Date
  - Scheduled – Unscheduled – Call-in
  - Refused hours
- Every two weeks OT summary needs to be run on Thursday and posted by Friday.

### **Thoughts & Recommendations**

- Electronic process is needed:
  - OT processing
    - Posting
      - Use system that posts and allows employees to accept or reject OT
    - Issuing
      - Use system that automatically selects proper employee based on Contract language who would be awarded OT.
    - Entering:
      - Use system that automatically updates OT equalization list
- Unified entry process
  - Who posts?
  - Who awards?
  - Who enters information into TMA?
- More training is needed
  - All Administrative Assistants need to know the Bargaining Contract so they can follow the process set forth.
  - Brandy M. is working with Kathi Cain-Babbitt of AFSCME for contract support and training