NJ OFFICE OF INFORMATION TECHNOLOGY
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STATE OF NEW JERSEY TECHNOLOGY CIRCULAR eCATS Enterprise Timekeeping Standard	**POLICY NO:** 16-03-S4-NJOIT	
	SUPERSEDES: NA	**EFFECTIVE DATE:** 04-10-2017
	VERSION: 2.0	**LAST REVIEWED:** 03-18-2025

1. PURPOSE

Tracking and approving employee leave and activity time is a common and mission critical technology requirement for each Department and Agency of the Executive Branch.

This Standard ensures enterprise adoption of a highly available, web-based service for employees to report, and supervisors to approve, leave and activity time on a daily basis.

The convergence of multiple solutions to a single product will achieve cost savings, operational efficiencies, and productivity enhancements.

2. SCOPE

The Chief Technology Officer (CTO) and the New Jersey Office of Information Technology (NJOIT) establish the timekeeping product eCATS, (electronic cost accounting timekeeping system), (the Standard), as an Enterprise Technology Solution (ETS) for the Executive Branch of State Government.

This ETS is governed by the NJOIT Enterprise Technology Solution Policy (16-03-NJOIT).

3. AUTHORITY

All Executive Branch Agencies are directed to cooperate fully with the NJOIT and the CTO to implement the provisions of this Standard.

4. REQUIREMENTS

4.1.1. Upon the effective date of this Standard, each Agency shall coordinate with NJOIT and provide a Notice of Intent to deploy eCATS enterprise timekeeping product for their operation.

Agencies must adhere to the following requirements:

4.2. Migration

4.2.1. NJOIT will work with Agency staff to migrate customer reference data, Personnel Management Information System (PMIS) data, and time and leave data to the eCATS timekeeping system.

4.2.2. Agencies must have an identified timekeeping point of contact prior to beginning any migration effort into eCATS.

4.2.3. Agencies will be responsible for becoming acclimated to the eCATS system and will provide a basic introduction to their employees so that they will be able to use the eCATS system.

4.2.4. NJOIT will provide a schedule to migrate an Agency into the eCATS timekeeping system. This includes coordination with New Jersey Office of Management and Budget (NJOMB) Centralized Payroll and the NJOIT Enterprise Data Services (EDS) groups.

4.3. Non-State Owned Devices

NJOIT recognizes that state employees may choose to use a non-state-owned device to access the eCATS timekeeping system. Under those circumstances the following are required:

4.3.1. Agencies must comply with NJOIT Circular, 01-2012-NJOIT *"Use of State Telephones/Wireless Devices and Personal Telephones/Wireless devices at or for State Work"* Section V,C. *State Business on Personal Devices*; and Statewide Circular Letter15-04-OMB/OIT, *"Assignments and Use of Cellular Wireless Devices."*

4.3.2. Any non-state-owned device used to access State data must be configured not to cache data content locally on the device.

4.3.3. Agencies are responsible for ensuring their employees comply with the OIT-0159 "Portable Computing User Agreement".

5. COMPLIANCE AND ENFORCEMENT

5.1. Compliance

5.1.1. The Standard shall be administered and monitored by the NJOIT Deputy CTO for Policy.

5.2. Exceptions

5.2.1. Agencies with current timekeeping solutions in place may be grandfathered in on a case-by-case basis. However if the occasion arises to consider another timekeeping solution.

5.2.1.1. Agencies must include eCATS in their evaluation process.

5.2.1.2. Agencies must provide NJOIT with a business case for consideration of any alternative timekeeping solutions for approval.

5.2.2. On a case-by-case basis, and if circumstances warrant, the CTO may approve a "Deferment" of migration to the eCATS enterprise timekeeping product.

5.2.3. Any exception to the Standard must be approved by the CTO in advance.

5.2.4. Requests for exceptions to the Standard shall be made to the CTO through the Agency Commissioner.

5.2.5. Agencies on "Deferment" shall obtain annual approval from the CTO to continue this status.

5.3. Non-Compliance

5.3.1. Non-compliance is defined as any Agency that has not adopted the Standard within one year of the date of a Notice of Intent and has not received a Deferment from the CTO.

5.3.2. Non-compliance will be referred to the CTO for appropriate action.

6. TERM

This standard will be re-evaluated every three years or sooner as circumstances warrant.

7. RELATED DOCUMENTS

- NJOIT Circular, 16-03-NJOIT "Enterprise Technology Solution Policy".
- NJOIT Circular, 01-2012-NJOIT "Use of State Telephone/Wireless Devices and Personal Telephones/Wireless devices at or for State Work".
- Statewide Circular Letter 15-04-OMB/OIT "Assignments and Use of Cellular Wireless Devices".
- OIT-0159 "Portable Computing User Agreement".

8. ADMINISTRATION

This Policy is administered and monitored by the CTO at 300 Riverview Plaza, Trenton, NJ 08625.

The Policy must be reviewed annually; however, the CTO reserves the right to change or amend the Policy at any time.

Signature on File — 03/18/2025

Christopher J. Rein, Chief Technology Officer — Date

Version	Published Date	CTO	Sections Modified	Description of Modifications
1.0	04/10/2017	D. Weinstein	NEW	Original Published Date
2.0	03/18/2025	C. Rein	All	Annual Review, Updated Links and Format