

Time and Attendance System Board Update

September 12, 2019

Why are we using a new time and attendance system?

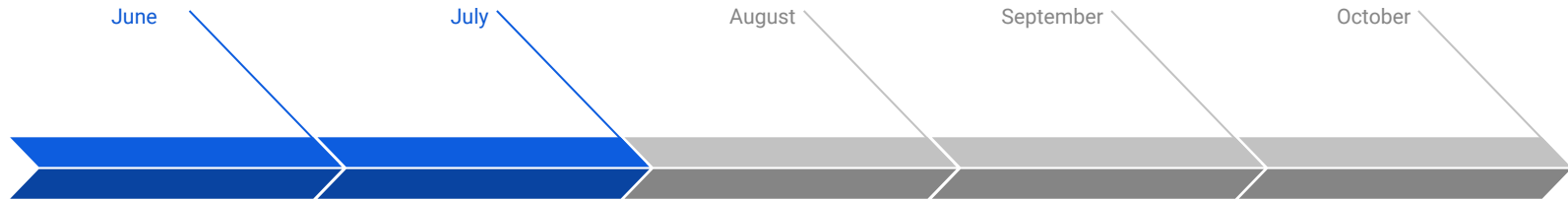
Accuracy in Pay

Albemarle County wants to make sure our hourly employees receive proper compensation for hours worked. This system will guarantee an accurate record and accurate pay.

Efficiency and Ease of Use

Kronos Workforce Timekeeper will allow employees to more quickly and efficiently record daily start and end times each day through the use of computers, kiosks and mobile devices and apps.

Timeline - June through October 2019



Communication re:
Implementation Timeline

Initial Time Keeper
Training

Change Management
Overview - Supervisors

System Configuration

Policy Revisions

Testing

Communication re:
Training Schedules

Finalizing of key
decisions impacting
configuration

Current policy stays in
tact

Research teacher leave
options

System Configuration
and Testing

August

Communication re:
Training Schedules,
Implementation
Messages

Time Keeper and
Supervisor Training
Sessions

Policy to Board

Current policy stays in
tact

System Configuration
and Testing

September

Communication re:
Training and
Implementation

Sept 15 -
Implementation of
Self-paced modules for
teachers, exempt, &
non-exempt employees

Time Keeper and
Supervisor Training
Sessions

System Configuration
and Testing

October

Communication re:
Training and
Implementation

On-going training using
self-paced modules

Policy approved by
Board

Time Keeper and
Supervisor Training
Sessions

Oct 19 - Implementation
of Kronos system for all

Current Priorities for Implementation

Communication -

- Policy, Process, Timeline, Training, General Communication

Training -

- Employees (Exempt & Non-Exempt), Time Keeper, Supervisor



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Systems Configuration -

- Based on policy and employment structures

Systems Testing -

- Making sure each individual scenario works

Transition Plan -

- Plan for rollover to new system and support to do that

Policy

