

The **Kronos Time and Attendance System** will replace the current manual and paper-based attendance and leave processes.

Since the last reporting to the Board on June 7, 2017 (Attachment B) the project has achieved three major milestones, those being:

1. **July 18, 2017** – Two of the three Best Practice Recommendations put forth in the stakeholder survey done in May were endorsed by both county government and school executives. The third recommendation was tabled pending employee experience and feedback in the pilot programs.
2. **August 10 – August 21, 2017** – Pilot Programs began with the Finance and IT Departments and soon others including the Departments of Transportation, Social Services, Parks and Recreation, School Fiscal Services and the Schools' Teaching Assistants (TAs) will be included. Thus far the pilots are running well.
3. **August 21 – September 7, 2017** – Official Workforce Communications were distributed according to the project's communications timeline. The Time and Attendance System was presented at the County's Town Hall Meetings and a FAQ link and email address for questions and comments were included in the recap email sent out by the County Executive's Office. On August 30, an email announcement of the new timekeeping system was sent out to school division employees by Superintendent Dr. Pam Moran. A similar email was sent out on September 7 to government employees by Interim County Executive Doug Walker and a third announcement is being planned for partner agencies.

Upcoming milestones include:

1. **Great Plains Payroll System Upgrade** – a testbed version is expected to be ready by mid-November with an upgraded employee data import file ready for incorporation into the Kronos Workforce Management System by December 1.
2. **Interface Designs for Public Safety and the School Substitute Teacher Management Systems** –will continue until the end of December with final testing occurring throughout the first quarter of the calendar year 2018.
3. **Technology and Input Device Preparation and Installation** – An actual installation date is dependent on the number and type of devices decided upon but is currently scheduled for completion by April 30.

With a start date of December 30, 2016 and an anticipated completion date of July 1, 2018 the Time and Attendance Project is a full nine months into its eighteen-month duration (50%) and approximately 40% complete overall. While the Kronos Timekeeping System is still on track for full implementation by the beginning of FY19, project principals have determined a likely need for additional funding. The exact amount will depend on the outcome of a budget gap analysis. A supplemental budget appropriation request is expected to come to the Board at a November meeting.