



*Office of the Superintendent
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January 24, 2018

Dear Colleagues:

As you will recall from the [communication sent out on August 30](#), Albemarle County contracted with Kronos, Inc., to implement a [Time & Attendance System](#) beginning in 2017-18. This online system will replace our current manual and paper-based timekeeping, attendance, and leave-tracking processes and will integrate with our payroll system.

Benefits

Among the benefits for all **leave-eligible employees** will be real-time, self-serve access to leave balances and leave-related benefits, as well as faster approval turnaround times for leave requests and the ability to monitor those requests.

For **teachers**, improved leave reporting will be the focus.

For **hourly employees**, benefits will include accurate pay for actual hours worked.

Another feature of this system will be improved processes for **leave administrators** and enhanced reporting capabilities for **managers and principals**.

Progress

Since the last communication, a cross-divisional team has worked to align our policies and gain employee input for design and development of the system. You may begin noticing the installation of time clocks in some building locations. These clocks will not be operational until employee training begins on the new Time & Attendance System. The testing phase of the system is scheduled to begin this spring, with implementation beginning in July.

More Information

Regular updates on the project's progress will be provided to you over the next several months. In the interim, you can review the [Time & Attendance System Project](#) web page on the Employee Resources website, which is the most current source of information. Please email time@albemarle.org with any questions you may have.

Sincerely,

Pam Moran
Superintendent

