



STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

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Robert Bentley
Governor

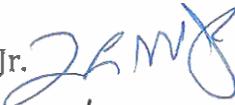
Marquita F. Davis, Ph.D.
Director of Finance

Thomas L. White, Jr., CPA
State Comptroller

Janice A. Hamm, CPA
Deputy State Comptroller

MEMORANDUM

TO: Payroll and Personnel Officers

FROM: Thomas L. White, Jr. 
State Comptroller

Jackie B. Graham 
State Personnel Director

DATE: May 15, 2013

RE: Statewide Time and Attendance System

Recently, the State of Alabama entered into an agreement with Kronos, Inc. to implement a Time and Attendance System. This System will function as a front-end interface with the existing state payroll/personnel system and allow automated collection of employee time and leave information, thereby reducing paper documents, data entry, and approval processes.

Specifically, the System will:

- automate leave request, approval, and tracking
- provide agencies automated scheduling capability and allow creation of detailed staff utilization reports
- provide the ability to track and manage overtime expenses
- assist with Fair Labor Standards Act and Family and Medical Leave Act compliance
- reduce paper document production, handling and distribution expenses
- provide agencies the ability to track time and resources to grants or projects with user agency defined data fields
- allow for the interface/export of data to other systems

The implementation of the System is expected to be completed in approximately two (2) years. The project is divided into four (4) phases, as detailed below.

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- Assessment Phase (3 months) - information will be gathered and documented to configure the System.
- Build Phase (3 months) - system will be configured to the specifications gathered during the Assessment Phase.
- Deployment Phase (18 months) - agencies will be migrated in one of five groups. Each agency migration will be supported and tested with the assistance of project team members.
- Support Phase (6 months) - post deployment, vendor will have resources committed on-site and off-site to address and resolve any unforeseen issues.

The Implementation Team will include Department of Finance State Business Systems (SBS) Division staff in addition to State Personnel Department and Comptroller Payroll staff. The Team will work directly with each agency to document specific business requirements and assist with any automated interfaces, testing, conversion, and training resources.

We will communicate additional information about this project in the near future. Several agencies have expressed a desire to be in the initial implementation groups. SBS will be contacting each agency to schedule a planning meeting to identify potential deployment groups.

TLWjr/JBG

CC: Agency Heads
File