



Fermi National Accelerator Laboratory  
Victoria A. White \* Director, Computing Services  
and Technology and Chief Information Officer  
MS370 \* P.O. Box 500 \* Batavia, IL 60510  
Office 630/840-3936 \* Fax: 630 840 3785  
Email [white@fnal.gov](mailto:white@fnal.gov) Cell: 630 774 9552

May 12, 2010

Dear CD Colleagues,

In the month of June, all Fermilab employees are going live on the KRONOS Fermilab Time and Labor (FTL) electronic system.

Weekly employees who currently fill out a paper timesheet each week will receive hands on training per the attached schedule. This training is mandatory, so please make sure you enroll in one of the classes listed in the attached "FTL Weekly Employee" document.

Monthly employees' electronic timecard system is also changing at the same time. A Town Hall meeting will provide sufficient training for the KRONOS system. There are three dates for this, per the attached schedule, May 21, 25 and 26. Monthly employees must attend one of these, where there will be sign in sheets. Approver training will happen in June, and as we get information about that we will let people know.

Everyone should have a services account password, but if not, please don't forget to establish your service account password as instructed in the attachments. You are going to need it to log on to FTL. Monthly employees already use their services account to access the existing FTL system, and will continue to use it for the new FTL system. Your full cooperation during this transition period is appreciated. Thank you!

Sincerely

A handwritten signature in cursive script that reads "Victoria A. White".

Victoria White  
Director, Computing Services  
And Technology and Chief Information Officer

w/ attachments:

- FTL monthly employees announcement
- FTL weekly employees announcement