



Metro Public Health Dept
Nashville / Davidson County
Protecting, Improving, and Sustaining Health

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Metro Public Health Department

Actions Taken to Reduce Paper Consumption and Postage Expense

September 20, 2017

Elimination of Paper Timesheets and Leave Request Forms

In May, the Health Department began using the Kronos timekeeping system. Kronos has eliminated the use of paper time sheets and leave request forms. Each division within the Health Department used at least one time sheet per week, and any employee leave was put on a two-part leave request form. The implementation of Kronos will eliminate approximately 10,000 paper leave request forms and timesheets per year.