

# TLA Program Update

Financial Management Advisory Council  
April 25, 2013

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## TLA Program

**Goal:** Acquire and implement an enterprise timekeeping system that can be used by state agencies.

*In the Biennial Report on Information Technology, the Office of the Chief Information Officer (OCIO) identified the TLA Program as a high priority investment for the state.*

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## Partnerships

- OFM: providing policy leadership.
- DES: project management and ongoing support of the system.
- WSDOT and Ecology: the first agencies to implement the TLA system (next biennium).
- Other agencies: participating on the program's steering committee and/or advisory groups.
- A Single Point of Contact (POC) for each agency has been delegated to work with the TLA Program.

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## Why do we need TLA?

- Lack of access to complete and accurate timekeeping data.
- Current timekeeping processes are manual and labor intensive, and error-prone.
- Difficulty implementing, tracking, and enforcing the provisions of the numerous CBAs.
- Increased complexity in complying with federal/state laws.
- Duplication of effort exists across state government in the maintenance of multiple timekeeping systems.

4/24/2013

Time, Leave and Attendance

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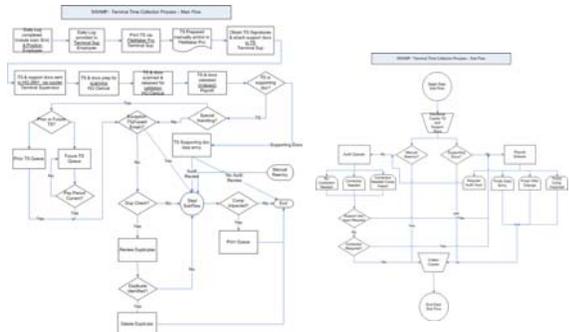
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## Current Process



4/24/2013

Time, Leave and Attendance

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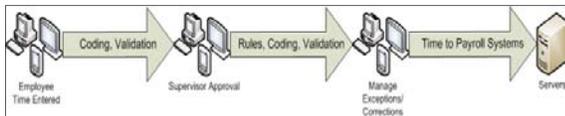
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## Future Process



4/24/2013

Time, Leave and Attendance

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## RFP

- The RFP was issued on February 26, 2013.
- The program is currently evaluating bidder proposals received by the April 16 deadline.
- The RFP is posted on the TLA webpage (<http://www.des.wa.gov/about/pi/TLA>).

4/24/2013

Time, Leave and Attendance

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## RFP Next Steps

- Review and score proposals: April 17 – May 10
- Prime bidder interviews: May 21 – June 4
- Statewide agency review of business rules: June 1 – September 1
- Product demonstrations: June 20 – July 10
- Announce successful vendor: August 30 – September 6

*\*These dates are tentative.*

4/24/2013

Time, Leave and Attendance

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## www.des.wa.gov/about/pi/TLA



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Time, Leave and Attendance

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## Regularly Updated Timeline

4/24/2013

Time, Leave and Attendance

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Email your questions to:  
[tle@des.wa.gov](mailto:tle@des.wa.gov)

4/24/2013

Time, Leave and Attendance

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