

# Time, Leave and Attendance Project

Update for Personnel/Payroll Association

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February 26, 2014

# Agenda

- Project outreach
- Agency Advisory Group's core recommendations
- Project response to Advisory Group
  - Core recommendations confirmed
  - Statewide business objectives
- Change management activities ramp up at WSDOT and Ecology
- TLA Projected timeline
- Are you getting questions?



# Project Outreach

- During 1st week of December, WorkForce Software provided demo sessions for state managers and business units
  - A video version of the demo is now available in the “TLA Project Resource Library” on the Project site.
- Time, Leave and Attendance was affirmed as the application name in the naming contest.
  - Since “TLA” is already the name of the project, the \$50 prize provided by project leaders will be donated to the Combined Fund Drive.
- The first issue of “It’s About Time,” the project newsletter was posted the first week of Feb, next issue in early April



# How the Advisory Group came to its recommendations . . .

- Jan 6: Core Concepts training
  - overview of EmpCenter
  - the design behind its operation
  - intro to terminology
- Jan 7-9: Recommended Core workshop
  - Review Project's core recommendations and provide feedback/concerns
  - Plan for how Advisory Group members will work with their assigned agencies



# How do core recommendations affect agencies that have not implemented

- Definition of Core: A process, procedure or component to support the TLA solution that is the same regardless of which agency deploys it.
- In January, a summary recommendations document was distributed to agency Points of Contact (POCs) and posted on the Project web site
- Advisory Group members are communicating with their assigned agencies to increase understanding of core concepts
- Be aware that the core is likely to evolve over time
- There is some flexibility in requesting items that are unique to an agency



# Agency Advisory Group

- Q. Who is your agency's Advisory Group representative?
- A. Visit the TLA Agency Advisory page at the TLA website

Lean Culture at DES
Procurement Reform
Time, Leave and Attendance Program
Partnerships
Why TLA
<b>TLA Agency Advisory Group</b>
Schedule of Activities
Frequently Asked Questions
TLA Project Resource Library
Capitol Lake
Public Works Procurement Study
1063 Block Replacement
Capitol Campus Hillside Reforestation
Garage Lighting Efficiency

## TLA Agency Advisory Group

### Ensuring the system meets the needs of the enterprise

TLA's Agency Advisory Group serves as the connection between the project and state agencies that are not currently implementing the system. The Advisory Group is composed of state employees from 13 different agencies including the two agencies that are currently implementing the system, the departments of Transportation and Ecology.

### January Workshops, Communication, Recommendations

In early January, the group will receive Core Concepts training from Workforce Software, then work with project team members to review the core requirements for the application. Core requirements are those that apply to the enterprise (all agencies). After reviewing the project's initial core recommendations, the group will communicate with their assigned agencies. By the end of January, the Advisory Group will submit its recommendations concerning the core requirements to the project.

**Definition of core:** A process, procedure or component to support the TLA solution that is the same regardless of which agency deploys it.

The Agency Advisory Group used the



### Core Findings

- Workshop Summary & Recommendations (1/21/14)
- Fist to Five Polling Method

### Core Work Sessions

- Core Concepts – Introduction
- Getting to the Core Presentation
- Core Concepts – Supplemental Information
- Agenda for Jan. 6 Core Concepts Training
- Agenda for Jan. 7-9 Core Review Workshops



# Core recommendations confirmed

Topic	Recommendation
Time sheet period	Semi monthly
Time sheet display (week)	Sun. – Sat.
Day definition	12:00 a.m. – 11:59 p.m.
Holiday Calendars	Defined in WAC and CBA
Holiday hours calculation	FT - Hours Scheduled PT - pro-rated
Time Sheet Submittal Reminders	2 Reminders, date and time tbd
Time Sheet Approval Reminders	2 Reminders, date and time tbd



# Core recommendations confirmed

Topic	Recommendation
Roles and security	<ul style="list-style-type: none"><li>• Employee role</li><li>• Supervisor role</li><li>• Administrative role</li></ul>
Delegation	Supervisor or above only
Absence Compliance Tracker (ACT)	Out of the box
Pay codes and security	Initial Core list - Maintained centrally
Time sheet submittal	End of pay period
Exchange time	Exchange time will be available in TLA



# Statewide business objectives

- Recent Business Sponsor Decisions:
  - Org Structure – A standard for the organizational structure set up in HRMS will be determined. Further research is being done to identify the model (Chief or Position-to-position)
  - Use TLA to report time for volunteers – Not in initial implementation -- will accommodate this need in the future
  - Contractors will not be able to use TLA to track their time
  - Seniority date adjustment – HRMS will be system of record and will continue to be a manual process



# Statewide business objectives

- Business Sponsor Decisions under review:
  - Time in minutes, or in tenths/hundredths –  
Rephrased question to “Will time be recorded by employees in actual hours and minutes for employees who report start/stop times?” and returned to project for review and recommendation.
  - Will TLA or HRMS perform leave calculations? –  
Requires additional analysis



# WSDOT and Ecology ramping up change management activities

- WSDOT: Secretary Peterson sent an email to all staff in Dec.
  - Launched a TLA Web page that includes project description, FAQs, current deployment schedule, and contact information
  - Email subscription for staff who want to receive project updates
  - Created a TLA mailbox so employees can easily submit questions
  - Developing a communications plan to engage employees statewide
  - Planning an organizational “kick-off event” to connect designated change agents and discuss their roles
- Ecology: Focus has been on creating an active Change Network.
  - Identifying and recruiting subject matter experts
  - Analyzing stakeholder readiness
  - Assessing agency sponsorship commitments
  - Establishing the TLA Champion Program



# TLA Projected Timeline

- Department of Ecology . . . . . Nov. 2014
- WSDOT Headquarters and Marine Headquarters staff . . . . . Nov. 2014
- WSDOT Regions and Marine staff . . . . . June 2015
- When will others be able to implement?



Using experience gained with WSDOT and Ecology to determine criteria for new agency implementations.

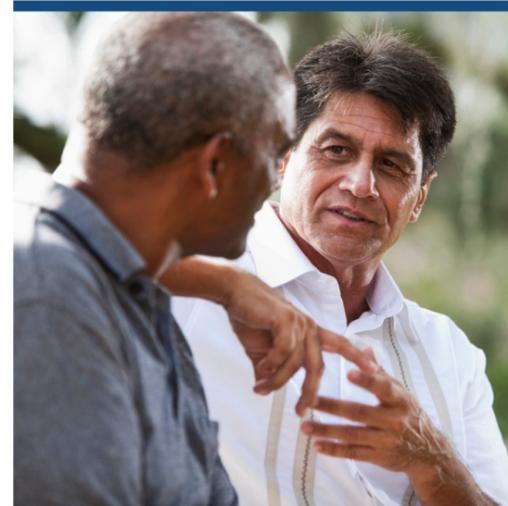


# Getting questions about TLA?

This brochure provides answers to the what and why of TLA. It is a good starting point to understanding this change.

The brochure is available on the TLA web site.

<http://www.des.wa.gov/about/pi/TLA>



**Sometimes people ask: “What is TLA?” or “Why do we need it?”**

This brochure contains answers. Use it to help you, your family, and fellow state employees understand how the **Time, Leave, and Attendance Program** will make state government more efficient and cost effective.

Learn even more by going to [www.des.wa.gov/about/pi/TLA/](http://www.des.wa.gov/about/pi/TLA/).



# Thank you . . .

- Use our website to stay on top of TLA news and events <http://www.des.wa.gov/about/pi/TLA>

The screenshot shows the website's navigation menu with 'HOME', 'SERVICES', 'ABOUT', and 'CONTACT'. The 'ABOUT' section is active. The breadcrumb trail reads 'home > about > projects & initiatives > time, leave and attendance program'. The main content area features the title 'Time, Leave and Attendance Project' and a description of the project's goal. A sidebar on the left lists various resources, with 'Why TLA', 'Partnerships', and 'TLA Project Resource Library' highlighted in green. A search bar is located in the top right corner. The page also includes sections for 'Related Topics' and 'Contact Information'.

**HOME** welcome

**SERVICES** what we do and provide

**ABOUT** who we are

**CONTACT** get in touch with us

Washington State Department of Enterprise Services

home > about > projects & initiatives > time, leave and attendance program

Search Go

**Time, Leave and Attendance Project**

The goal of the Time, Leave and Attendance (TLA) Project is an efficient time, leave and attendance process that can work for all of state government.

Initially, the program will focus on implementations at the departments of Transportation and Ecology (See [Partnerships](#)).

**Time, Leave and Attendance gets graphic . . .**

In December and early January the project ran a "Name the application" contest with state employees to get ideas for a name for the new timekeeping application. When the results of the contest were reviewed, it was found that the idea with largest number of submissions was "Time, Leave and Attendance."

Project Manager Michael York said, "The deciding factors for staying with the project name were the large support for the name and the familiarity of the name within the implementing agencies."

Learn more about the naming contest in [It's About Time](#), the project newsletter.

**Lean Culture at DES**

**Procurement Reform**

**Time, Leave and Attendance Program**

**Why TLA**

**Partnerships**

**TLA Agency Advisory Group**

**Change Agent Tool Kit**

**Frequently Asked Questions**

**TLA Project Resource Library**

**Capitol Lake**

**1063 Block Replacement**

**Capitol Campus Hillside Reforestation**

**Garage Lighting Efficiency Project**

**Related Topics**

- Executive Steering Committee
- Single Points of Contact
- Sometimes People ask: "What is TLA?" (pdf) Printable Version
- It's About Time, a newsletter

**Contact Information**

TLA Project Manager:  
Michael York, Enterprise Services

If you have questions or need more information call:  
(360) 407-8416, or  
email: [fla@des.wa.gov](mailto:fla@des.wa.gov)

Contact your representative on the Agency Advisory Group to

**New features**

