

# Time, Leave, and Attendance Project

## Personnel/Payroll Association Meeting

Katie Gerard, Business Sponsor, OFM

September 26, 2013



# Agenda

- Vendor selection
- Configuring the core application
- Next steps
- Are you getting questions?



# Vendor selection

- *Workforce Software* of Livonia Michigan signed a contract earlier this week and is the apparently successful vendor
- Currently in vendor debriefing and protest periods
- Expect vendor representatives to join project staff in late October.
- Learn more about Workforce Software  
<http://workforcesoftware.com>



# What we get

- Vendor contract managed by Enterprise Services
- Modern software application that is designed and maintained to industry standards and configured to the state's specifications
- Employees can access application using a variety of devices
- Data is stored in cloud environment that is maintained by the vendor
- Sophisticated business intelligence/reporting processes that can be customized by agencies
- Shares data with existing enterprise applications like HRMS, AFRS, etc.
- Knowledge transfer and training provided by vendor

# TLA will provide flexibility

- Configuration – Time codes and other rules can be changed using the system tables, not custom programming.
- TLA will be configured to work within the state's collective bargaining agreements (CBAs), Administrative Code (WACs), federal requirements, and other business policies and processes.
- Agency requirements will be categorized as CORE, Shared, or Unique items



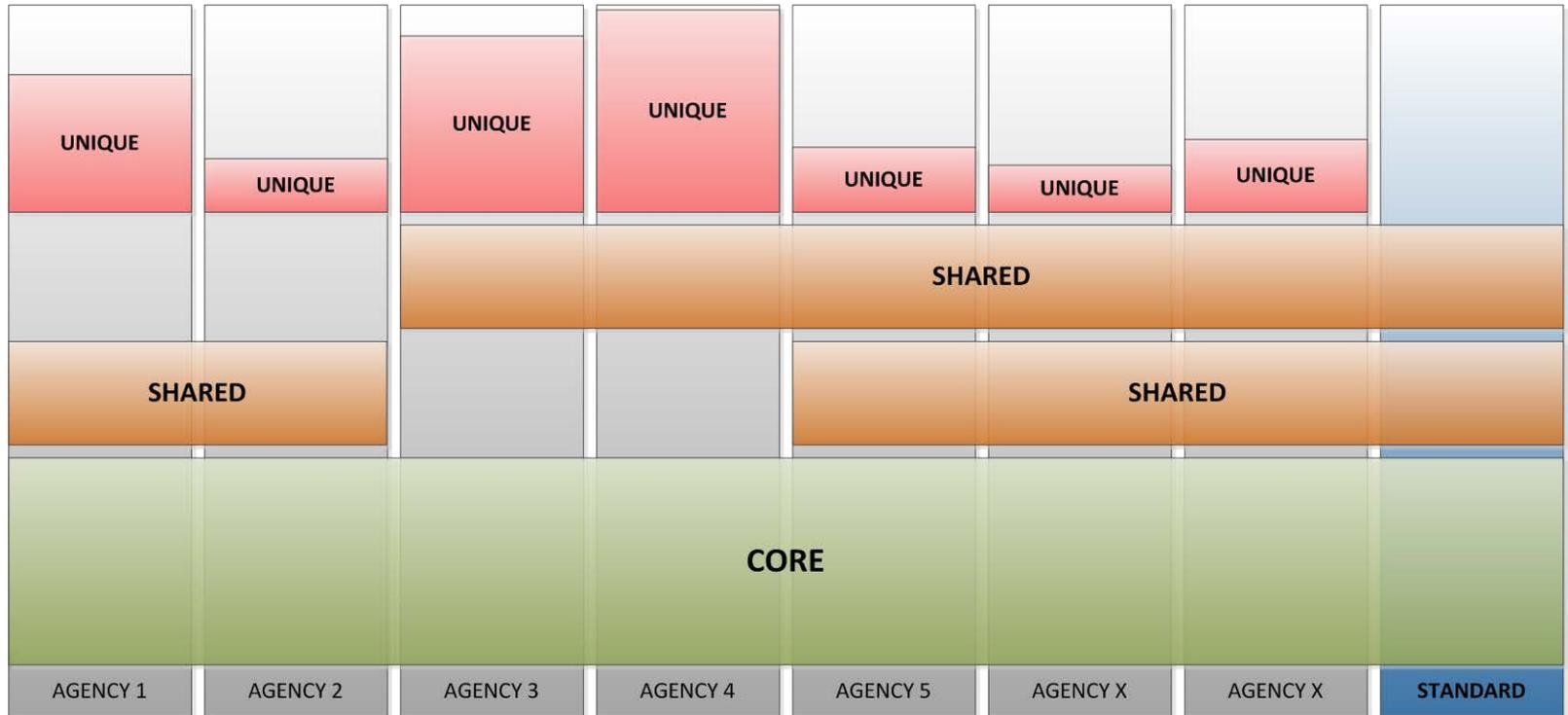
# CORE, Shared, or Unique

**Configuration item:** A discrete unit of functionality or a rule that can be set or adjusted within the application without custom programming. For example: time codes, leave codes, time sheet templates, etc.

- **CORE:** The set of configuration items that apply to every user of the system, regardless of agency.
- **Shared:** Configuration items that apply to more than one agency, but not every agency.
- **Unique:** Configuration items that apply to only one agency or a subset of one agency.



# Configuring TLA



**Standard configuration** – The set of CORE and shared configuration items that comprise a complete set of rules, workflows, etc. Conceptually, this configuration could be used out of the box by agencies that have no unique business needs, or as a starting point by those that do. **NOTE:** The standard configuration is not in the original scope of the project, but is a desirable outcome.



# Determining CORE

- Project provides chosen vendor with the requirements information gathered to date
- Vendor develops “candidate” CORE based on best practice, TLA rules, and known requirements
- An inter-agency advisory group and TLA Project staff will participate in workshops led by the vendor to determine an initial CORE that can work across the enterprise

**Note:** Unrepresented agencies will be able to confer with Advisory Group members to ensure that their requirements are considered.

- CORE will evolve over time as new business requirements are defined and additional agencies are added



# TLA Advisory Group

- DOL: Virginia Hansen
- DOT: TBD
- ECY: TBD
- DSHS: Bennett Holmes, Jay Minton, Michelle Harvey
- DOC: Tom George
- DOR: Niki Pavlicek
- DOH: Elizabeth Smith
- MIL: Laura Drybread
- DNR: Cheryl Walpole
- WSP: Bob Maki
- DES (small agency client service rep)
- ESD: Mary Beth Strand

# Next steps . . .

- Vendor Debriefing, protest period
- Step-up change management activities in initial implementing agencies
- DES to counter-sign contract in early October (after Protest Period)
- Begin work on CORE
- Discovery Workshops in November



# 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>

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/).

 Washington State Department of  
**Enterprise Services**



# Thank you . . .

- Our website is expanding, more information coming  
<http://www.des.wa.gov/about/pi/TLA>

The screenshot shows a web page with a navigation bar at the top containing links for HOME (welcome), SERVICES (what we do and provide), ABOUT (who we are), and CONTACT (get in touch with us). The Washington State Department of Enterprise Services logo is in the top right. A breadcrumb trail reads: home > about > projects & initiatives > time, leave and attendance program. A search box is located in the top right. A left sidebar menu lists various topics, with 'Time, Leave and Attendance Program' highlighted in green. The main content area features the title 'Time, Leave and Attendance Program' and a paragraph stating the program's goal. Below this is a section titled 'Why TLA?' which describes the program's benefits in terms of efficiency, accuracy, and service delivery. Two sidebars on the right contain 'Related Topics' (Executive Steering Committee, Single Points of Contact) and 'Contact Information' (TLA Program Manger: Michael York, Enterprise Services, with contact details).

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

Lean Culture at DES  
Procurement Reform  
Time, Leave and Attendance Program  
Time, Leave and Attendance  
Request for Proposal Information  
Partnerships  
Schedule of Activities  
Frequently Asked Questions  
Capitol Lake  
Public Works Procurement Study  
Capitol Campus Hillside Reforestation

## Time, Leave and Attendance Program

The goal of the Time, Leave and Attendance (TLA) Program 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](#)) To learn about the Program's current activities and the pre-implementation schedule, see [Schedule of Activities](#).

### Why TLA?

The ideal TLA solution should automate the common business rules of all agencies, while balancing the unique business needs of each agency.

Efficiency

- Upgrade technology -- agencies currently use a variety of methods to record time, many rely on paper-based processes that require multiple steps
- Eliminate redundancy -- there are more than 100 timekeeping systems being used by state agencies

Accuracy and consistency of data

- Adopt standard timekeeping procedures
- Standardize data naming conventions

Service delivery and access to information

- Custom reports
- Interfaces with financial and HR systems

#### Related Topics

- Executive Steering Committee
- Single Points of Contact

#### Contact Information

TLA Program Manger:  
Michael York, Enterprise Services

If you have questions or need more information call:  
(360) 407-8790, or  
email: [tl@des.wa.gov](mailto:tl@des.wa.gov)

