

Time, Leave, and Attendance Project

Personnel/Payroll Association

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November 21, 2013



Agenda

- About Workforce Software (contracted vendor)
- Project Training
- Statewide Participation Opportunities
- Agency Advisory Group
- Core Workshops and Gap Analysis
- Are you getting questions?



About Workforce Software

- Headquartered in Livonia Mich.
- Implementation team will be onsite in Olympia
- Product: EmpCenter Time & Attendance
- Contract includes:
 - Application configuration (table-based configuration enables flexibility in agency specific requirements)
 - Knowledge transfer and user training
 - Ongoing application support and data storage in a cloud environment



<http://www.workforcesoftware.com>



Overview of Project Training (Nov)

Date	Activity	Who Attends
Nov. 5 & 6	Core Concepts: Gain familiarity with application terminology, definitions, and key concepts of WorkForce EmpCenter Time and Attendance software. This session prepared the team for effective participation in the requirements workshops.	Project Teams (TLA, DOT, ECY) and OFM Policy Group
Nov. 7	ACT: Overview of the Absence Compliance Tracker. General terminology, Fundamental employee management details, user interface, leave requests, time off requests, workflow and compliance issues covered.	Project Teams (TLA, DOT, ECY) and OFM Policy Group
Nov. 18	Project Kickoff: The Project Kickoff will provide an overview of the TLA project goals, project team composition, and project schedule.	Business Sponsors, OFM Policy Group, Project Teams (TLA, DOT, ECY)
Nov. 19	DCD Presentation: Introduces data collection devices that are available through Workforce.	Project Teams (TLA, DOT, ECY) and OFM Policy Group
Nov. 19-21	Prosci Change Management: Certification Training in change management methodology	12 attendees from TLA, DOT, ECY project teams



Overview of Statewide Participation

Date	Activity	Who Attends
Dec. 3 & 4 (2 sessions each day)	Executive Leadership Presentation & Workforce Demo: provides state leadership an overview of the TLA project goals, project team composition, and project schedule. Highlights TLA's expected benefits and value to the state.	TLA executive leadership and state agency leadership
Dec. 4-6 (2 sessions each day)	State Business Units Presentation & Workforce Demo: overview of the project goals, project team composition, and project schedule. TLA's expected benefits and value to the state will be highlighted. The WorkForce Core Concepts will be shared along with a demo of the WorkForce solution.	State agency business units (HR, payroll, finance, technical staff)
Dec. 9	Agency Advisory Group Orientation: overview of their roles and expected participation in workshops. There will be a review of the recommended engagement and information sharing activities with other agencies. Preparation for workshops.	Agency Advisory Group



Agency Advisory Group

- The Agency Advisory Group will represent all state agencies in the Core Workshop, and expanded requirements gathering and gap analysis activities.
- Each Advisory Team member is assigned a group of agencies. Agencies can use their advisory team members to advance requirements requests and inquiries, or to receive updates on the process.
- Find your Advisory team assignment at:
<http://www.des.wa.gov/SiteCollectionDocuments/About/TLA/TLAPointsofContact.pdf>



TLA Advisory Group

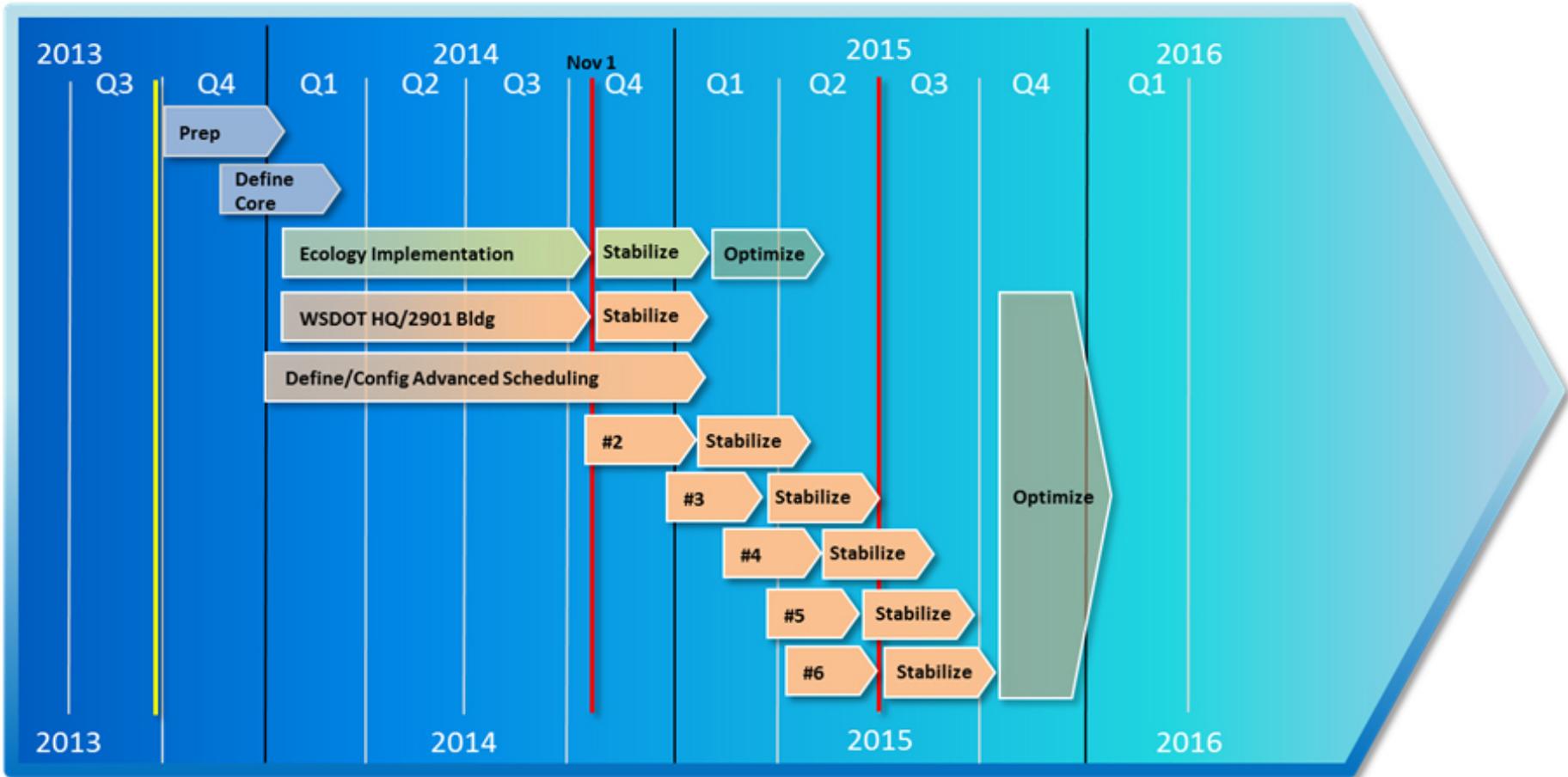
- DOL: Virginia Hansen
- DOT: Scott Kibler, Cindy Bellus, Terri Haffie
- ECY: Lisa Darnell, Alex Monroe, and Susan Jakeman
- DSHS: Bennett Holmes, Jay Minton, Michelle Harvey,
Aimee Kinsella-Smith
- DOC: Tom George, Jonathan Smith
- DOR: Niki Pavlicek
- DOH: Elizabeth Smith
- MIL: Laura Drybread
- DNR: Cheryl Walpole
- WSP: Angie Gill
- DES: Ashley Howard, Jim Morgan
- ESD: Mary Beth Strand

Overview of Project Work (Dec-Jan)

Date	Activity	Who Attends
Dec. 10 -12	<p>Candidate Core Workshop: WorkForce takes participants through the Candidate Core requirements and demonstrates those identified as common to all agencies. Agencies review and validate those that are common across all agencies. Agencies are asked to provide any requirements and supporting details not collected to date.</p>	Project Teams (TLA, DOT, ECY), OFM Policy Group, and Agency Advisory Group
Dec. 16-20 & Jan. 6-10	<p>Requirements Gathering: Workforce Team gathers additional requirements and supporting details that have not been previously collected. This will take place in individual meetings with agencies involved.</p>	No formal meeting required
Jan. 13-17	<p>Gap Analysis: Workforce will conduct individual sessions with agencies, if necessary, to compare current functionality with the Workforce Solution to identify any gaps.</p>	Business Sponsors, OFM Policy Group, Project Teams (TLA, DOT, ECY)



TLA Projected Timeline



TLA



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/.

 Washington State Department of
Enterprise Services



Thank you . . .

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

The screenshot displays the website for the Washington State Department of Enterprise Services. The navigation bar includes links for HOME (welcome), SERVICES (what we do and provide), ABOUT (who we are), and CONTACT (get in touch with us). The main content area is titled "Time, Leave and Attendance Program" and features a sidebar with a list of projects and initiatives, including "Time, Leave and Attendance Program" which is currently selected. The main text describes the program's goal, initial focus, and the recent signing of a contract with Workforce Software of Livonia, Mich. A "Related Topics" sidebar lists items like "Executive Steering Committee" and "Single Points of Contact". A "Contact Information" sidebar provides the name of the TLA Program Manager, Michael York, and contact details including a phone number and email address.

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 Program

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

Contract signed, vendor on board!

The Department of Enterprise Services is pleased to announce that a contract has been signed with [Workforce Software of Livonia, Mich](#), to implement the state's new Time, Leave, and Attendance (TLA) application.

The selection of Workforce Software was preceded by an extensive requirements building process that included input by a cross-section of state agencies. A request for proposals (RFP) was released in February 2013. The RFP process began last spring, and extended through the summer with proposal reviews, product demonstrations, and finally contract negotiations.

Workforce Software has a proven record in workforce management solutions with over 100 implementations under its belt. The company's software, EmpCenter® for Public Sector, is configured to automate complex time and labor policies in government. The software is designed to help large, diversified government employers meet the unique needs of each department, while providing a simple web-based access that can be tailored to each user group.

Related Topics

- Executive Steering Committee
- Single Points of Contact
- Sometimes People ask: "What is TLA?" (pdf) Printable Version

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

