

Time, Leave, and Attendance Program

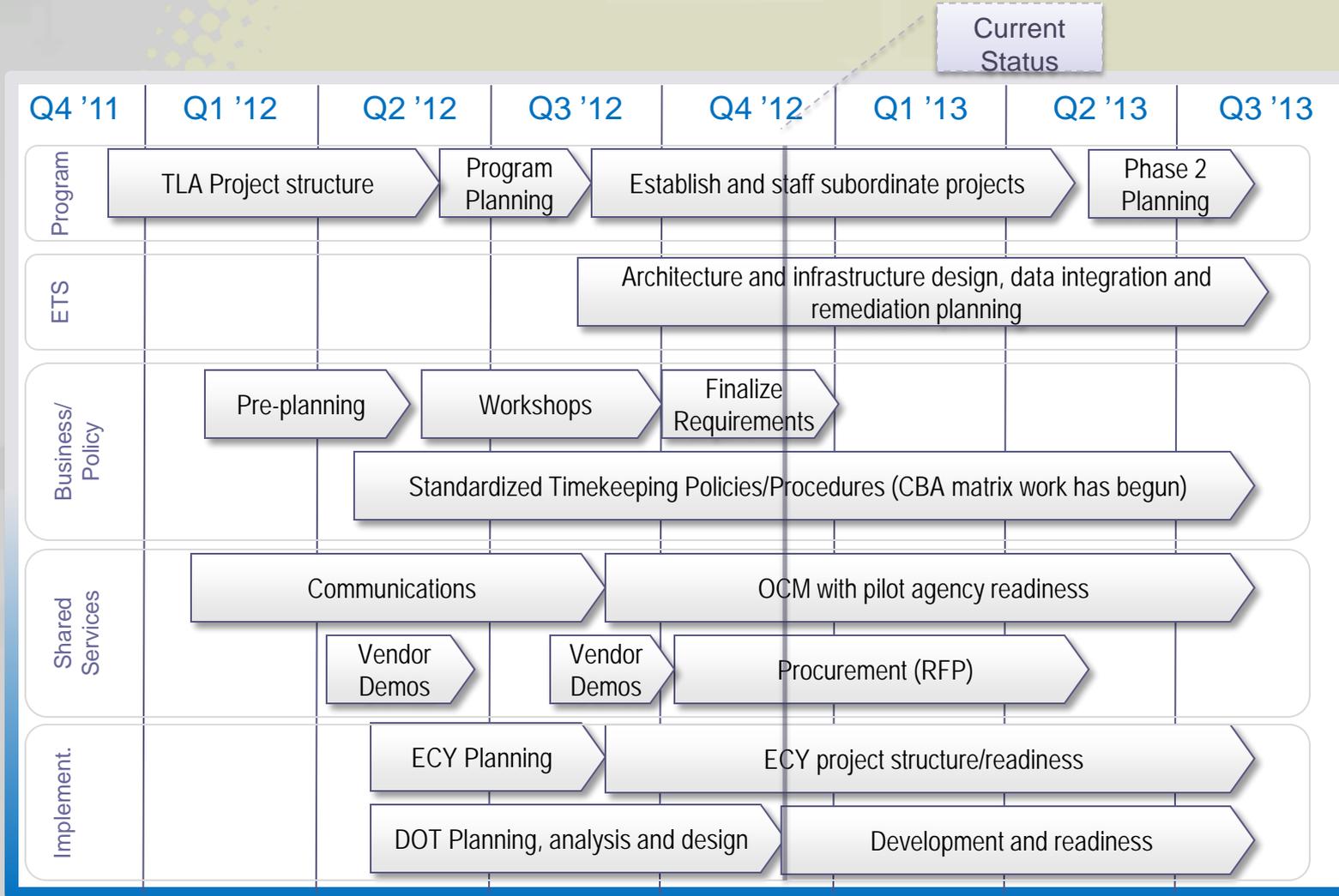
Objective of TLA

The Time, Leave, and Attendance (TLA) Program is working to acquire and implement an enterprise timekeeping system that can be utilized by state agencies.

Why TLA?

- Lack of access to complete and accurate timekeeping data.
- Current timekeeping processes are manual and labor intensive, increasing the risk of errors.
- 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.

Phase 1 Milestones



* All dates are preliminary

11/30/2012

Time, Leave and Attendance

Functional Requirements

- Requirements gathering began early spring 2012.
- Several workshops and forums have been conducted to refine the requirements.
- Feedback from the statewide review is being incorporated into functional requirements.
- Requirements are being prepared for inclusion in the RFP.

Technical Requirements

- Original set of requirements have been revamped, the number of requirements has been greatly reduced.
- The TLA Program is setting a new baseline for technical requirements.
- The new set of requirements will be distributed for an additional review next week prior to inclusion in the RFP.

TLA Policy Team

Agency Representatives

- DOC – Tom Georg
- DOR – Niki Pavlicek
- DOH – Elizabeth Smith
- DOL – Virginia Hansen
- ECY – Lisa Darnell
- DOT – Cindy Bellus
- ATG – Janis Henry
- WSP – Bob Maki
- DNR – Cheryl Walpole
- MIL – Laura Drybread
- DSHS – Jay Minton

Central Agency Representatives

- DES – Nicole Dobson
- DES – Jim Morgan
- OSHRD – Connie Goff
- LRD – Franklin Plaistowe
- SWA – Ann LaRue
- SWA – Steve Nielsen

Oversight

- QA – Julie Boyer
- OCIO – Connie Michener

TLA Policy

- The first set of recommendations were reviewed with business sponsors this week and will continue throughout the project.
- Policy decisions will be posted to SharePoint as they are made.

Business Rules

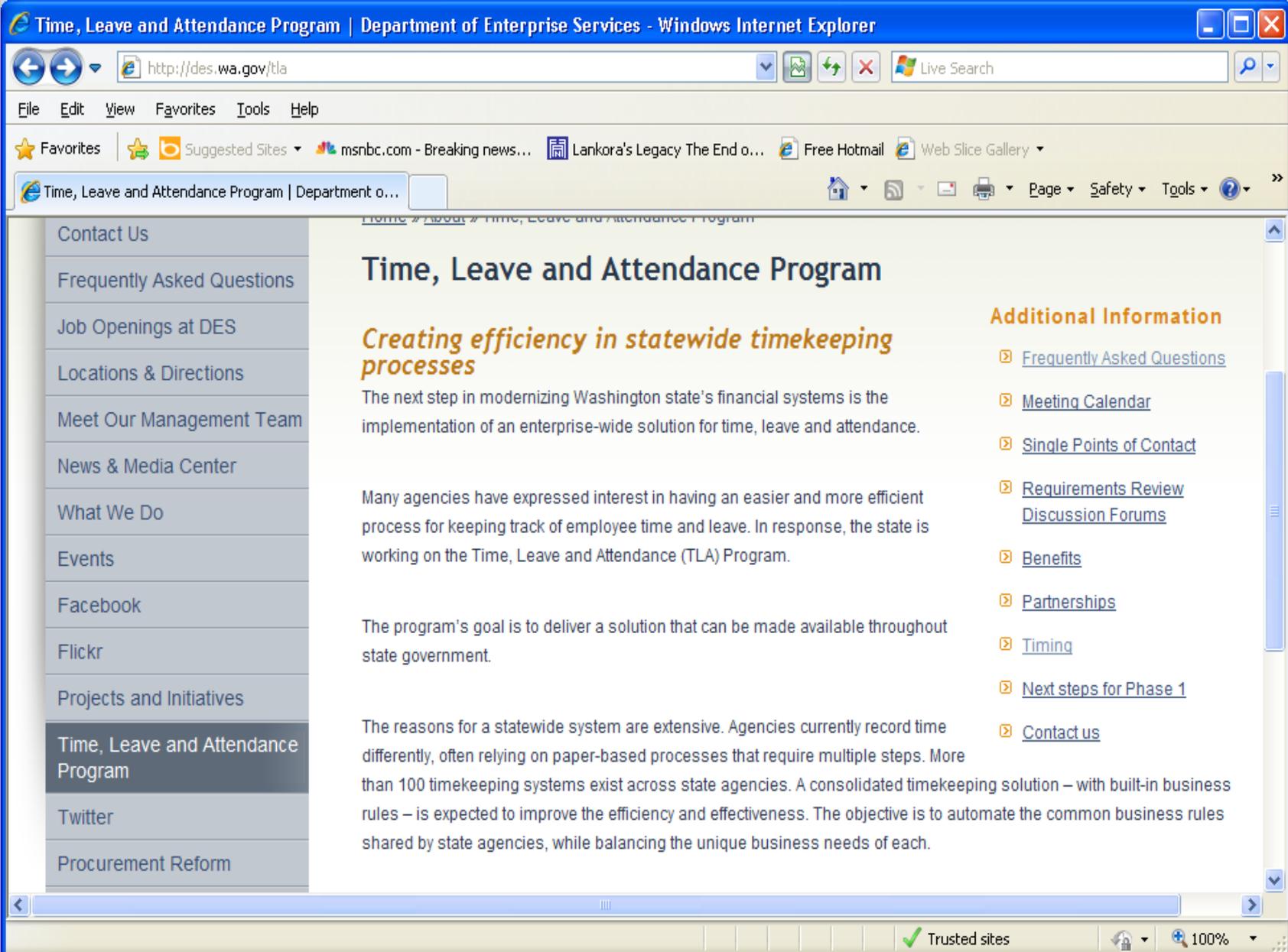
- The TLA Program is putting together matrices of WAC 357 and all Collective Bargaining Agreements.
- Gaps are being identified across the matrices.
- The TLA Program will work with the HR, Payroll, and Labor Relations community to validate and begin drafting business rules early next year to position ourselves for system design and configuration.

RFP

- RFP development is currently underway.
- The release of the RFP is targeted for mid-January.
- The TLA Program plans to evaluate bidder proposals in the spring of 2013.
- Once a contract is negotiated with the successful vendor, work will begin.

Questions?

- Website: www.des.wa.gov/tla
- Email: tla@des.wa.gov



- Contact Us
- Frequently Asked Questions
- Job Openings at DES
- Locations & Directions
- Meet Our Management Team
- News & Media Center
- What We Do
- Events
- Facebook
- Flickr
- Projects and Initiatives
- Time, Leave and Attendance Program**
- Twitter
- Procurement Reform

Time, Leave and Attendance Program

Creating efficiency in statewide timekeeping processes

The next step in modernizing Washington state's financial systems is the implementation of an enterprise-wide solution for time, leave and attendance.

Many agencies have expressed interest in having an easier and more efficient process for keeping track of employee time and leave. In response, the state is working on the Time, Leave and Attendance (TLA) Program.

The program's goal is to deliver a solution that can be made available throughout state government.

The reasons for a statewide system are extensive. Agencies currently record time differently, often relying on paper-based processes that require multiple steps. More than 100 timekeeping systems exist across state agencies. A consolidated timekeeping solution – with built-in business rules – is expected to improve the efficiency and effectiveness. The objective is to automate the common business rules shared by state agencies, while balancing the unique business needs of each.

Additional Information

- [Frequently Asked Questions](#)
- [Meeting Calendar](#)
- [Single Points of Contact](#)
- [Requirements Review Discussion Forums](#)
- [Benefits](#)
- [Partnerships](#)
- [Timing](#)
- [Next steps for Phase 1](#)
- [Contact us](#)