

# **ONE WASHINGTON**

**Time Leave and Attendance (TLA)**

**Vendor Day**

**DRAFT**

**March 30, 2015**

# Welcome!

- » Welcome!
- » Ground rules for the Vendor Day
- » Logistics
- » Q&A and feedback process
- » Safety briefing

# Introductions

- » Tracy Guerin – Executive Sponsor, Deputy Director, Office of Financial Management (OFM)
- » Lynne McGuire – Executive Sponsor, Deputy Director, Department of Enterprise Services (DES)
- » Glen Christopherson, Business Owner, State Human Resources Director, OFM
- » Denise Doty – One Washington Project Director, OFM
- » Heide Cassidy – One Washington Project Manager, OFM
- » Bonnie Lindstrom – RFP Coordinator, OFM

## Introductions - Continued

- » Amy Arnis – Assistant Secretary, Department of Transportation (WSDOT)
- » Jennifer Dahl – Director of Accounting and Financial Services, WSDOT
- » Scott Kibler – Assistant Director, Accounting and Financial Services, WSDOT
- » Jeremiah Whitehall – WSDOT Project Manager

# Agenda

- » Tone and Purpose of the Day
- » Part One: Background Information
- » Part Two: Background on WSDOT Implementation
- » Part Three: TLA and the Enterprise
- » Closing and Next Steps

## Tone and Purpose of the Day

- » **Purpose:** Provide information and Collect Feedback from the Vendor Community
- » We seek a two way dialogue pre-RFP with the Vendor Community to answer your questions
- » The State is interested in hearing concerns, feedback and input that will assist us in a successful procurement and ultimately a successful project
- » *This meeting will be interactive*



**PART ONE:  
BACKGROUND  
INFORMATION**

# Background on the TLA Project

Project goals:

- » Meeting the time recording requirements of the Fair Labor Standards Act
- » Scheduling front-line staff for agencies with 7/24 operations
- » Replacing failing systems
- » System of record for time and leave
- » TLA will be an Enterprise (State of Washington) System used by the vast majority of State Agencies

# TLA Background (Continued)

- » State of Washington Statistics
  - › About 100 agencies
  - › Approximately 60,500 employees
  - › Business diversity
  - › Federated environment
  - › 20 Collective Bargaining Agreements

## TLA Background (Continued)

- » In September of 2013, the State selected Workforce Software as the product of choice. Implementation services were to be provided by the Software vendor.
- » Project started well, but the complexity of an Enterprise implementation was under-estimated
- » Implementation faced a significant number of political and organizational changes during the lifecycle

# The Technology Landscape

- » Mixed legacy environment
- » Many aging systems
- » Interfaces to the HR/payroll system and the General Ledger are built
- » Implemented new integration layer as part of the TLA project

# Background on One Washington

- » One Washington resides in OFM and represents the State's enterprise project office
- » Day to day project leadership was transitioned to One Washington on 12/8/14
- » Benefits to the project include:
  - › Closer alignment with the TLA business sponsor
  - › Tight integration with the State's ERP strategy

## Current Project Status

- » Two pilot Agencies: WSDOT and Ecology (ECY)
- » Seeking Integrator Services for WSDOT
- » Ecology Implementation is moving forward
  - › Design and Configuration Milestones Complete
  - › Currently in Testing
  - › Pilot Go-Live anticipated 7/1
  - › Full Agency Go Live 9/1
- » We recognize changes may be needed to ECY's implementation

# **Importance of TLA to the State**

# **Interactive Discussion**



**PART TWO:  
BACKGROUND ON THE  
WSDOT  
IMPLEMENTATION**

# WSDOT Overview

## » **Mission**

WSDOT provides and supports safe, reliable and cost-effective transportation options to improve livable communities and economic vitality for people and businesses.

## » **Services Provided**

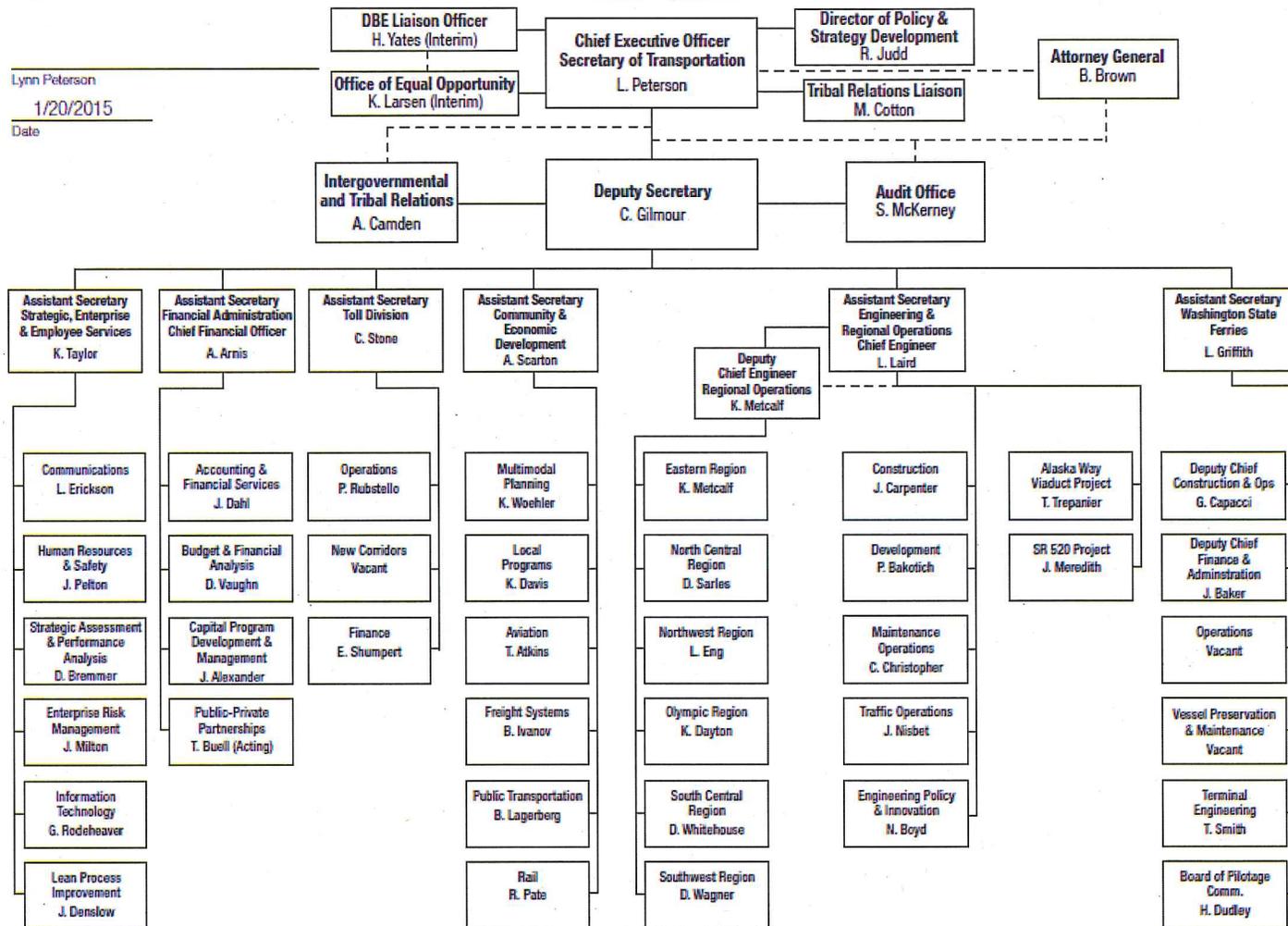
- › Planning, design, construction, maintenance, and operation of:
  - 18,600 state highway lane-miles;
  - More than 3,600 bridges/structures, and 47 rest areas;
  - Largest vehicle-ferry system in the world (22 vessels, 20 terminals, 22 million passengers annually).
- › Partner with others to maintain and improve local roads, railroads, airports and other multi-modal alternatives to driving.

# WSDOT Programs



Citizens of the State of Washington  
Governor Jay Inslee

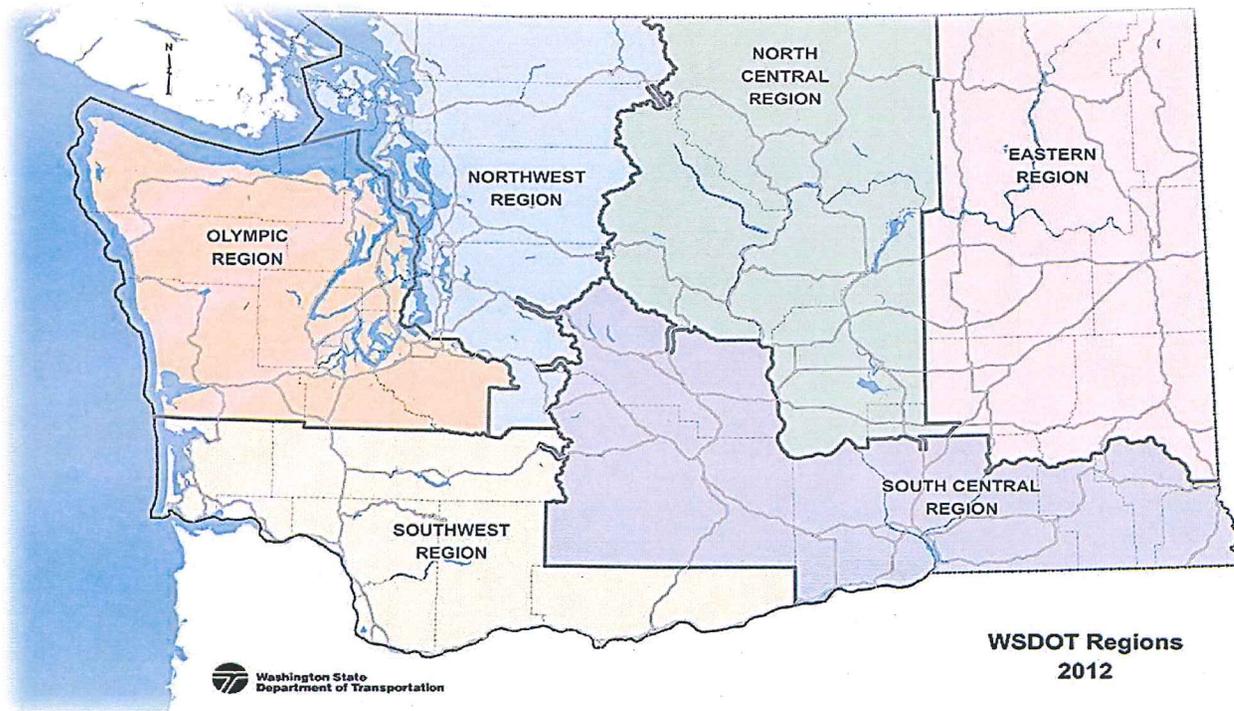
Lynn Peterson  
1/20/2015  
Date



# WSDOT Locations

More than 6,800 employees located throughout the state...

- › Headquarters: Olympia
- › 6 Regions with multiple field offices and operating locations
- › Ferries headquarters + 20 terminal locations, 22 vessels



›

# WSDOT Organization Structure

## › Office Staff

- » Based in Olympia area, Seattle, and throughout the state regional offices.

## › Field Staff

- » Large number of employees deployed throughout the state to support construction, bridge maintenance, snow plow operation, etc.

## › Ferries Division

- » Personnel consists of deck, engine, terminal, and maintenance in addition to office staff.

# WSDOT Unions

## › General Government

### » 2 Collective Bargaining Agreements (CBAs)

- Washington Federation of State Employees (WFSE)
- Professional and Technical Employees (PTE) Local 17

## › Marine

### » 11 CBAs

- Pacific Northwest Regional Council of Carpenters
- Ferry Agents, Supervisors and Project Administrators Association (FASPAA)
- Inland Boatmen's Union of the Pacific (IBU)
- Marine Engineer Beneficial Association (MEBA) Licensed Engineer Officers
- MEBA Unlicensed Engine Room Employees
- Metal Trades Unions
- Masters, Mates and Pilots (MM&P)
  - MM&P Mates
  - MM&P Masters
  - MM&P Watch Center Supervisors
- Office and Professional Employees International Union (OPEIU) Local 8
- Service Employees International Union (SEIU) Local 6

# WSDOT Employees

## › By Location

- › Headquarters: 1,450
- › Northwest Region: 1,287
- › Southwest Region: 414
- › Olympic Region: 654
- › North Central Region: 293
- › South Central Region: 558
- › Eastern Region: 433
- › Ferries Division : 1,800

## › By Membership

- › Non-represented: 771
- › Exempt: 61
- › WMS: 539
- › General Government: 3,875
- › Marine: 1,643

# WSDOT Project Drivers

- › Commitment to enterprise solutions.
- › TLA solution for Ferries Division was key factor for legislative approval and funding of TLA Program.
- › Replace outdated time keeping systems.
- › Streamline timekeeping processes and reduce errors.
- › Effectively manage complexity of thirteen CBAs.
- › Provide real-time, detailed feedback to employees.
- › Provide data analysis and reporting to support bargaining, grievances and public information requests.

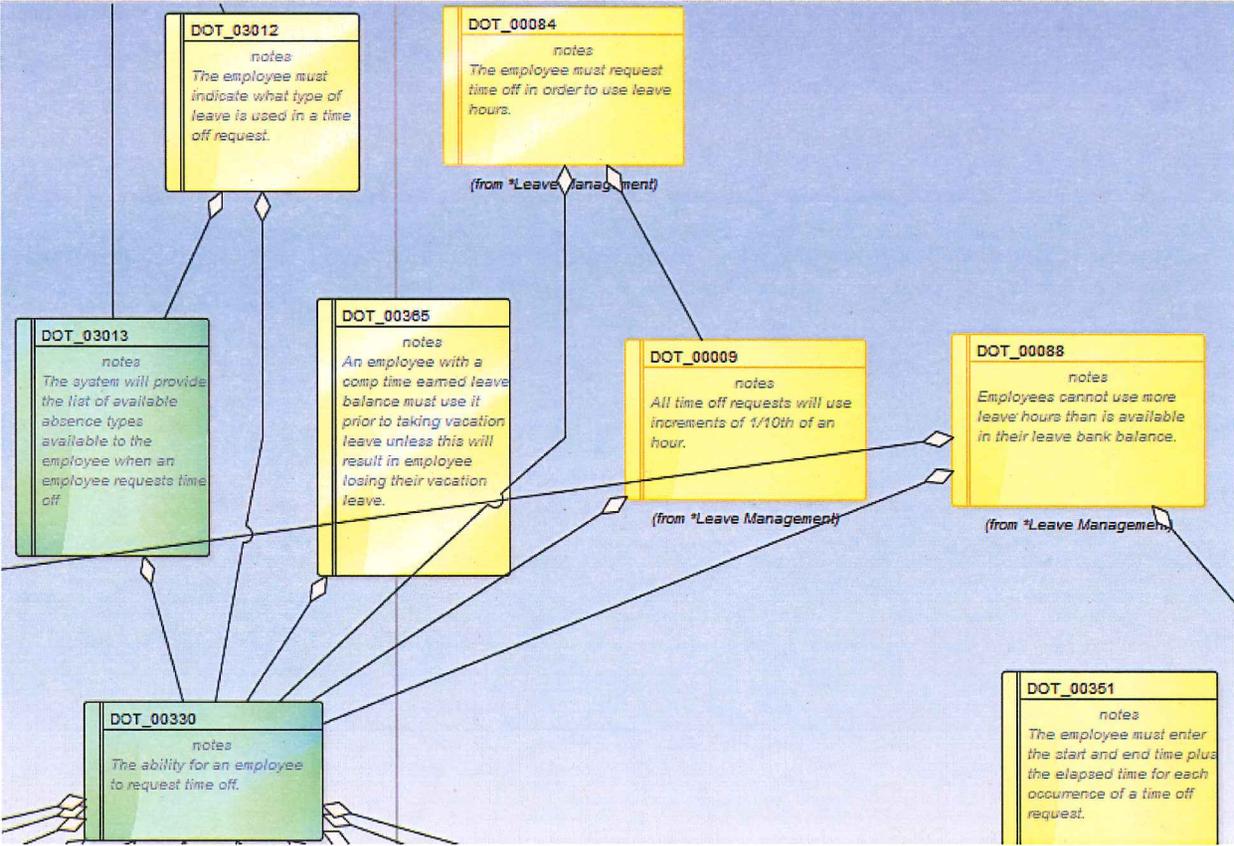
# WSDOT Deployment Plan

- › Current phased deployment strategy:
  - ›› HQ
  - ›› Eastern Regions
  - ›› Western Regions
  - ›› Ferries HQ (2901)
  - ›› Land-based marine operations (Terminals and Eagle Harbor)
  - ›› Fleet (Deck and Engine Room employees)
- › Timing constraints within the divisions. (e.g. Ferries summer sailing season June-September)

# Work Done to Date

- › Split WSDOT into two logical groups:
  - ›› Marine
  - ›› Non-marine
- › Detailed elaboration of the original statewide requirements for the non-marine environment.
- › Use case development and functionality defined for non-marine.
- › Detailed activity diagrams substantially complete for non-marine.
- › All work was done in collaboration with OFM, Workforce, and DES.

# Non-Marine Requirements



Over-Time Exempt Represented,  
 Over-Time Exempt Non-  
 Represented, Over-time Eligible  
 Represented, Over-time Eligible  
 Non-Represented

WAC,  
 Local 17,  
 WFSE

Over-Time Eligible Represented

WFSE

DOT\_0034 Time Off Requests The ability for an authorized role to enter time off on a time sheet directly.

DOT\_00365 Time Off Requests An employee with a comp time earned leave balance must use it prior to taking vacation leave unless this will result in employee losing their vacation leave.

# Non-Marine Functional Design

## » UML Use Case Diagrams –

- Detailing required to-be functionality.

## » BPMN Business Process Flows and Activity Diagrams –

- Developed collaboratively with DES, OFM, Workforce, and WSDOT.
- Details the known functionality at the time and is based on assumptions.
- All work is pending enterprise decisions.

## Interim Activities

- › Requirements elaboration for Marine will continue through the summer.
- › Use cases will be developed for the Marine environment.
- › WSDOT will continue remediation of legacy systems and processes.

# **Interactive Discussion**

**Break**



# **PART THREE: TLA AND THE ENTERPRISE**

# Procurement Strategy

- » “Modular RFP”
  - › Enterprise Design
  - › WSDOT implementation
  - › **Optional** Enterprise Implementation Plan
  - › **Optional** Organizational Change Management
  - › **Optional** Implementation Services for subsequent phases
- » Fixed Fee, Deliverables Based Contract

# Project Expectations

- › Work to date will be leveraged as a baseline in Enterprise Design.
- › Enterprise Design entails a gap assessment of the WSDOT functional design to the enterprise needs and serves as the input to configuration.
- › Configuration will include the advanced scheduling and dispatch functionality required by Ferries.
- › Solution will have to account for the complex environment and challenges with connectivity.
- › WSDOT must be fully implemented by 6/30/17

# **Project Funding Approach**

## **DRAFT RFP Timeline**

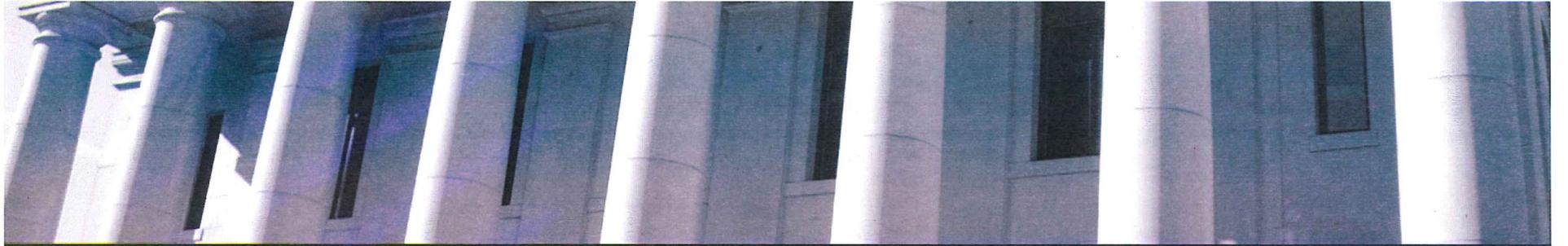
- » Issue the RFP – 04/15/2015
- » Proposals Due – 06/10/2015
- » Oral Interviews – July
- » Begin Work – 09/01/2015

OFM reserves the right to change this DRAFT schedule at any time

# **Interactive Discussion**

## Closing & Next Steps

- » Reminder on the information shared today
- » There will be time for additional Q&A in the RFP process
- » The RFP will be posted to WEBS



Thanks for your Attendance