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
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

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.

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

WAC, Local 17, WFSE
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