

Time/Leave Collection and Labor Distribution System Survey Results

Washington State Roadmap Program

July 2008

Washington State Office of Financial Management collected information about agency time/leave collection and labor distribution systems. Information from the survey will be used to develop the business case for an enterprise time/leave collection and labor distribution system(s).

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

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TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

High-level Summary

We received 102 responses from 68 agencies. Some respondents took the survey more than once to provide information about multiple time/leave collection or labor distribution systems. Several agencies have current funding for upgrades, development projects, or feasibility studies. Many agencies indicated a need for both a time/collection and/or labor distribution system and are interested in partnering on an enterprise solution.

TIME/LEAVE COLLECTION SYSTEM RESPONSES

Does your agency have an internal time/leave collection system?

- 42 agencies responded “yes”
- 33 agencies responded “no”
- 2 agencies responded “don’t know”
- 9 agencies answered a combination of “yes”, “no”, and “don’t know”

Does your agency have more than one internal time/leave collection system?

- 11 agencies answered “yes” (some agencies have multiple systems)

What is the name and acronym (if any) of your time/leave collection system?

- Information about 44 systems was collected. 43 of the systems have a name or acronym.

Was your time/leave collection system: purchased software from a vendor, developed in house or other?

- 19 systems were purchased software from a vendor
- 21 systems were developed in house
- 4 systems were categorized as other
 - 2 of those systems were developed by other agencies
 - 1 system was a paper-based process
 - 1 system was a purchased system and then modified and maintained in-house

What year was your time/leave collection system implemented?

- 9 systems were implemented before 1990
- 7 systems were implemented between 1990-1999
- 26 systems were implemented between 2000-2008
- 2 responses did not indicate a system implementation date

Is your agency currently building, buying or upgrading a time/leave collection system?

- 17 agencies responded “yes”
- 18 agencies responded “no”

Do you have any plans to purchase or replace a time/leave collection system in the future?

- 12 agencies responded “yes”
- 21 agencies responded “no”
- 3 agencies responded both “yes” and “no”

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

- 1 agency is putting plans on hold

LABOR DISTRIBUTION SYSTEM RESPONSES

Does your agency have an internal labor distribution system?

- 21 agencies responded “yes”
- 47 agencies responded “no”
- 6 agencies responded “don’t know”
- 6 agencies answered a combination of “yes”, “no”, and “don’t know”

Does your agency have more than one labor distribution collection system?

- 4 agencies answered “yes”

What is the name and acronym (if any) of your labor distribution system?

- Information about 22 systems was collected. 19 of the systems have a name or acronym.

Was your labor distribution system: purchased software from a vendor, developed in house or other?

- 9 systems were purchased software from a vendor
- 10 systems were developed in house
- 4 systems were reported as other:
 - 1 system was developed by another agency
 - 1 system was purchased from a vendor but modified and maintained by the agency
 - 1 system is an SQL database fed by HRMS Gaps 7 and 11
- 1 agency had two different responses

What year was your labor distribution system implemented?

- 7 systems were implemented before 1990
- 2 systems were implemented between 1990-1999
- 11 systems were implemented between 2000-2008
- 2 systems did not have a reported implementation date

Is your agency currently building, buying or upgrading a labor distribution system?

- 7 agencies responded “yes”
- 9 agencies responded “no”

Do you have any plans to purchase or replace a labor distribution system in the future?

- 6 agencies responded “yes”
- 12 agencies responded “no”
- 2 agencies responded both “yes” and “no”

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

Supporting detail for high level summary about time/leave collection system responses

Does your agency have an internal time/leave collection system?			
Agencies that responded "yes"			
11	House of Representatives	310	Department of Corrections
12	Senate	315	Department of Services for the Blind
38	Joint Legislative Systems Committee	351	State School for the Blind
85	Office of the Secretary of State	352	State Board for Community and Technical Colleges
100	Office of the Attorney General	360	University of Washington
107	State Health Care Authority	370	Eastern Washington University
117	Washington State Gambling Commission	375	Central Washington University
126	State Investment Board	376	The Evergreen State College
130	Department of Printing	377	Spokane Intercollegiate Research and Technology Institute
140	Department of Revenue	380	Western Washington University
148	Washington State Housing Finance Committee	387	Washington State Arts Commission
150	Department of General Administration	395	Eastern Washington State Historical Society
155	Department of Information Services	405	Department of Transportation
195	Liquor Control Board	461	Department of Ecology
215	Utilities and Transportation Commission	477	Department of Fish and Wildlife
220	Board of Volunteer Firefighters	490	Department of Natural Resources
225	Washington State Patrol	495	Department of Agriculture
235	Department of Labor and Industries	540	Employment Security Department
240	Department of Licensing	550	State Convention and Trade Center
300	Department of Social and Health Services	599	Washington Health Care Facilities Authority
303	Department of Health	627	Bellevue Community College
Agencies that answered "no"			
13	Joint Transportation Committee	228	Washington Traffic Safety Commission
20	Legislative Evaluation and Accountability Program Committee	245	Military Department
40	Statute Law Committee	300	Department of Social and Health Services
55	Administrative Office of the Courts	305	Department of Veteran Affairs
90	Office of the State Treasurer	310	Department of Corrections
95	Office of the State Auditor	343	Higher Education Coordinating Board
100	Office of the Attorney General	350	Superintendent of Public Instruction
102	Department of Financial Institutions	353	State School for the Deaf
103	Department of Community, Trade and Economic Development	357	Department of Early Learning
105	Office of Financial Management	190	Board of Industrial Insurance Appeals
107	State Health Care Authority	365	Washington State University

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

116 State Lottery Commission	390 Washington State Historical Society		
130 Department of Printing	407 Transportation Improvement Board		
140 Department of Revenue	462 Washington Pollution Liability Insurance Program		
150 Department of General Administration	465 State Parks and Recreation Commission		
160 Office of the Insurance Commissioner	467 Interagency Committee for Outdoor Recreation		
227 Washington State Criminal Justice Training Commission			
Agencies that answered "don't know"			
303 Department of Health			
365 Washington State University			
Agencies that answered a combination of "yes", "no" or "don't know"			
100 Office of the Attorney General	Yes/no	300 Department of Social and Health Services	Yes/no
107 State Health Care Authority	Yes/no	303 Department of Health	Yes/don't know
130 Department of Printing	Yes/no	310 Department of Corrections	Yes/no
140 Department of Revenue	Yes/no	365 Washington State University	No/don't know
150 Department of General Administration	Yes/no		

Does your agency have more than one internal time/leave collection system?

Agencies that responded "yes"

100 Office of the Attorney General	370 Eastern Washington University
150 Department of General Administration	405 Department of Transportation
195 Liquor Control Board	461 Department of Ecology
240 Department of Licensing	490 Department of Natural Resources
310 Department of Corrections	627 Bellevue Community College
360 University of Washington	

Is your agency currently building, buying or upgrading a time/leave collection system?

Agencies that responded "yes"

11 House of Representatives	360 University of Washington
12 Senate	370 Eastern Washington University
38 Joint Legislative Systems Committee	376 The Evergreen State College
100 Office of the Attorney General	405 Department of Transportation
225 Washington State Patrol	477 Department of Fish and Wildlife
240 Department of Licensing	490 Department of Natural Resources
303 Department of Health	540 Employment Security Department
310 Department of Corrections	627 Bellevue Community College
351 State School for the Blind	

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

Do you have any plans to purchase or replace a time/leave collection system in the future?			
Agencies that responded "yes"			
11	House of Representatives	310	Department of Corrections
12	Senate	360	University of Washington
38	Joint Legislative Systems Committee	405	Department of Transportation
100	Office of the Attorney General	490	Department of Natural Resources
195	Liquor Control Board	540	Employment Security Department
303	Department of Health	627	Bellevue Community College

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

Supporting detail for high level summary about labor distribution system responses

Does your agency have an internal labor distribution system?			
Agencies that responded "yes"			
95	Office of the State Auditor	370	Eastern Washington University
107	State Health Care Authority	375	Central Washington University
148	Washington State Housing Finance Committee	376	The Evergreen State College
215	Utilities and Transportation Commission	380	Western Washington University
225	Washington State Patrol	405	Department of Transportation
300	Department of Social and Health Services	461	Department of Ecology
350	Superintendent of Public Instruction	477	Department of Fish and Wildlife
351	State School for the Blind	490	Department of Natural Resources
352	State Board for Community and Technical Colleges	540	Employment Security Department
360	University of Washington	550	State Convention and Trade Center
365	Washington State University		
Agencies that responded "no"			
11	House of Representatives	227	Washington State Criminal Justice Training Commission
12	Senate	228	Washington Traffic Safety Commission
20	Legislative Evaluation and Accountability Program Committee	235	Department of Labor and Industries
38	Joint Legislative Systems Committee	240	Department of Licensing
40	Statute Law Committee	245	Military Department
55	Administrative Office of the Courts	300	Department of Social and Health Services
85	Office of the Secretary of State	303	Department of Health
90	Office of the State Treasurer	310	Department of Corrections
100	Office of the Attorney General	315	Department of Services for the Blind
102	Department of Financial Institutions	343	Higher Education Coordinating Board
103	Department of Community, Trade and Economic Development	353	State School for the Deaf
105	Office of Financial Management	357	Department of Early Learning
107	State Health Care Authority	377	Spokane Intercollegiate Research and Technology Institute
116	State Lottery Commission	387	Washington State Arts Commission
117	Washington State Gambling Commission	390	Washington State Historical Society
126	State Investment Board	395	Eastern Washington State Historical Society
130	Department of Printing	407	Transportation Improvement Board
140	Department of Revenue	462	Washington Pollution Liability Insurance Program

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

150	Department of General Administration	465	State Parks and Recreation Commission
155	Department of Information Services	467	Interagency Committee for Outdoor Recreation
160	Office of the Insurance Commissioner	495	Department of Agriculture
190	Board of Industrial Insurance Appeals	599	Employment Security Department
195	Liquor Control Board	627	Bellevue Community College
220	Board of Volunteer Firefighters		
Agencies that responded "don't know"			
13	Joint Transportation Committee	305	Department of Veteran Affairs
100	Office of the Attorney General	365	Washington State University
303	Department of Health	490	Department of Natural Resources
Agencies that answered a combination of "yes", "no" and "don't know"			
100	Office of the Attorney General	No/Don't know	303 Department of Health No/Don't know
107	State Health Care Authority	Yes/No	365 Washington State University Yes/Don't know
300	Department of Social and Health Services	Yes/No	490 Department of Natural Resources Yes/Don't know

Does your agency have more than one labor distribution collection system?

Agencies that responded "yes"

360	University of Washington	405	Department of Transportation
370	Eastern Washington University	540	Employment Security Department

Is your agency currently building, buying or upgrading a labor distribution system?

Agencies that answered "yes"

95	Office of the State Auditor	370	Eastern Washington University
225	Washington State Patrol	405	Department of Transportation
351	State School for the Blind	477	Department of Fish and Wildlife
360	University of Washington		

Do you have any plans to purchase or replace a labor distribution system in the future?

Agencies that answered "yes"

360	University of Washington	405	Department of Transportation
365	Washington State University	490	Department of Natural Resources
370	Eastern Washington University	540	Employment Security Department

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

Additional Information

Please provide any other important information that OFM should know about your agency time/leave collection and labor distribution systems.

We would like to explore a common state agency leave tracking system.

We require staff to do timesheets and that data is sent to OFM/SACS to process our payroll and update our leave.

We have a need for a time/leave system and support the idea of a statewide system.

Our employees fill out paper leave slips. We use an excel spread sheet program to calculate time.

Leave system was developed using Microsoft Outlook so we could meet the short reporting requirements of HRMS. System is very basic and does not meet our needs at all.

After waiting 2 years for DOP to provide a Time and Leave system integrated into HRMS, we have approached L&I about becoming HR Cafe users. The optimum solution would have been a DOP solution designed to operate with HRMS, but it does not look like a DOP solution will meet our time needs.

We use HRMS CATS system for leave reporting and hourly time reporting. We use the AGO Timekeeping system for reporting time for task tracking and client billing purposes.

AGO bills 230 agencies, boards and commissions each month. Timekeeping is a base of the billing system.

This is more access and excel driven

We currently have 5 subprograms under one program a labor distribution system would help track the expenditure under the program.

Labor Distribution Needs - As shown above, CTED has no automated Labor Distribution system. CTED currently has about 370 employees. CTED is a 'non-GAP' agency. Each pay period, payroll staff receive about 230-250 time sheets which are then hand entered into CATS – HRMS. These time sheets are required for the following reasons: • Federal Grants – CTED is required to follow federal regulations (A87) for recording employee time. Salaries and benefits must be charged as earned (worked) and cannot be based on estimates. This task involves updating the Coding (Master Indexes) to charge in AFRS. • Receivable Billings – CTED has several receivables which are billed to other state agencies and or private/entities or local governments. Again, we need to bill salaries and benefits based on actual time worked. This task also involves updating the Coding in AFRS. • Funding Changes – CTED has many different funds and appropriations. Depending upon the type of funding, time sheets may be needed to update Coding AFRS. • Hourly Employees – Time Sheets reflect actual hours worked. This is used to compute the amount to pay an employee and may include updates in coding. This means that payroll staff hand enter anywhere from 460 to 500 time sheets on a monthly basis. It would be beneficial if more automation could be added to this process. For example, for time sheets involving updates to coding only, capturing the data at the time of creation in the program, following it thru to approval and then uploading into CATS-HRMS, would be beneficial. For hourly employees, it still may be better to hand-enter the hours worked since it involves pay computations, not just coding. Leave Reporting Needs CTED has no automated leave reporting system. Currently paper Leave Slips are filled out by the employee, signed by the supervisor and submitted to the payroll office on an on-going basis. However, it is common to receive more leave slips as the pay period is coming to a close. Since we are a non-GAP, agency, all leave slips are manually entered into CATS by payroll staff. CTED could benefit by having more automation added to the process. Some agencies have systems whereby a leave slip is filled out "on-line" by the employee, the slip is e-mailed to the employee's supervisor and then sent on to an agency's payroll office. At any time the employee can check on the status of his/her leave slip. Supervisors can also run reports from the system at any time for any of the employees they supervise. I think this would be a useful tool for not only CTED, but other agencies as well.

I am responding on behalf of OFM/SACS clients. They do not have time/leave systems other than paper/Excel timesheets.

We have an electronic submittal for leave, but not an actual leave system (like HR Cafe).

We have recently begun requiring all overtime-eligible employees to submit paper time sheets for actual hours worked.

While we have not purchased a time/leave collection system, we have a process in which time sheets are collected in order to meet the positive time keeping required by DOL.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S)

SURVEY RESULTS

Simple, Excel-based system with significant functionality, including leave coding and divisional labor distribution.
These systems are components of other main systems such as work order processing etc.
This is a component of a larger system
We are currently exploring options to meet the positive time requirements by DOL.
LeaveOnline is a web-based system. It has an approval process built in and can handle daily time tracking as well as exception based tracking.
My agency has a desire for an electronic leave system. A couple of years ago, we were set to pursue a system but decided against it because HRMS was coming. Now that we are clear that HRMS won't be implementing a statewide leave system, we are again beginning to think about developing an electronic leave system. My agency would be extremely supportive of a statewide solution. Currently, all of our agency's leave slips must be manually printed out and entered by our Payroll Officer--it is time intensive and the opportunity for error is high.
Does not meet our current contractual needs nor interface easily with HRMS.
Our time/leave collection system consists of Excel spreadsheets which are printed and signed. Our labor/cost distribution system is also based on Excel, but uses Visual Basic programming. Exceptions are keyed manually into HRMS.
We just use an Excel spread sheet and compare to HRMS monthly.
During HRMS transition WSP re-wrote time and activity/LDS to meet HRMS needs...
Using HRMS.
WTSC only utilizes HRMS attendance CAT2.
DOL's time and leave system accrues leave so that staff always have access to leave balances. When employees request leave an email is sent to the supervisor for approval (or not). Hours worked are only recorded for non-permanent hourly employees by our Payroll Office. Employees can also use this system to request training and provide the cost coding to pay for the training. This system also contains Human Resource data.
The system accrues leave. When the employee requests leave through our system, an email is sent to the supervisor for approval. This system also contains an approval process for training and stores training history by employee. This system also collects and stores Human Resource data.
For time and leave we use HRMS. The time is set with exceptions being adjusted by overtime and leave slips. The leave slips are provided to the Payroll section via a paper copy or electronic copy through e-mail. The Payroll section enters the data into HRMS. Labor distribution is processed through HRMS and TMS. If funding for a position does not involve federal funding or the only source is one federal grant then the labor distribution is established directly in HRMS. The labor distribution for hourly employees is processed through HRMS off of timesheets from Excel or hand written. All other employees' labor distribution is processed through TMS, again from timesheet developed in Excel or hand written. The Payroll section enters the hourly and TMS employees from paper copies.
Employees complete a Daily Time Log. Supervisors compile a summary and turn it into payroll at the end of each pay period. Some employees, mostly supervisors complete a daily time sheet.
we are using the system we have always had, only now we get timesheets from each department on a daily bases. our timekeepers do the adjustment of any labor distribution that differs from where the position is originally coded.
At the present time we do not use labor collection and distribution systems. In some cases we should be; but lack of a state capacity to do this correctly has resulted in other solutions being found. We have repeat audit findings and instances of staff advocating for systems to give them this capacity.
WSH has developed own electronic SharePoint site for leave, leave accruals and overtime. Would love to have real attendance system.
Agency has a need for both a time/leave collection and labor distribution system. There are currently many work arounds.
We currently use the OFM Time Management System for labor distribution.
Current leave tracking system is used by payroll to automatically upload leave records to the State Payroll System through the use of Excel using macros.
We have just recently developed an on-line leave slip for non-rep employees to submit leave. The represented employees submit by paper and then the slips are sent to the time processors after approval to be entered into CATS.
OSPI uses the Time Management System (TMS) for initial cost distribution for payroll.
Time and leave reporting and labor distribution are critical to the not-for-profit financial reporting at UW Medical Center and Harborview Medical Center. Currently our Payroll System is not able to accept actual labor distribution. T&BA

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compresses the labor distribution into fixed distributions in order to pay the employee in payroll. At the end of the month T&BA reverses the fixed distributions to actual labor distribution so it is posted correctly on the medical center financial reports.

Time and leave reporting and labor distribution are critical to the not-for-profit financial reporting at UW Medical Center and Harborview Medical Center. Currently our Payroll System is not able to accept actual labor distribution. FilePro compresses the labor distribution into fixed distributions in order to pay the employee in payroll. At the end of the month FilePro reports are used to reverse the fixed distributions to actual labor distribution so it is posted correctly on the medical center financial reports.

Time and leave reporting and labor distribution are critical to the not-for-profit financial reporting at UW Medical Center and Harborview Medical Center. Currently our Payroll System is not able to accept actual labor distribution. T&BA compresses the labor distribution captured by HourTrack 98 into fixed distributions in order to pay the employee in payroll. At the end of the month T&BA reverses the fixed distributions to actual labor distribution so it is posted correctly on the medical center financial reports.

Time and leave reporting and labor distribution are critical to the not-for-profit financial reporting at UW Medical Center and Harborview Medical Center. Currently our Payroll System is not able to accept actual labor distribution. T&BA compresses the labor distribution captured by TimeClock Plus into fixed distributions in order to pay the employee in payroll. At the end of the month T&BA reverses the fixed distributions to actual labor distribution so it is posted correctly on the medical center financial reports.

WSU is looking at long-term project of replacing/acquiring student, financial, and HR systems including time and attendance.

New system is part of suite of Banner system packages purchased from Sungard HE

We have a need for better integration between time and leave and labor distribution. To achieve that, along with a number of other related goals, like single source, data integrated position control, we'll need to purchase and implement a human resources management system. One major requirement for an HRMS would be that it integrates with our student information system as a sole source data repository.

We use WSU's time collection system for the most part since we use them as our Payroll fiscal agent.

Time/leave collection "system" consists of paper timesheets completed by staff each pay period. Time and leave data is then entered directly to HRMS.

WSDOT business is dependent upon accurate and timely reporting of labor hours worked and distribution of costs. This supports our ability to ensure the financial integrity of WSDOT business as well as meeting state and federal regulation and statutory requirements. Implementation of a modern labor collection and distribution system will also allow WSDOT to comply with recommendations of SAO performance audits.

We only have two funds, each of which pays for 50% of our administrative costs. We use HRMS for our leave entry which is cumbersome and grueling for a small agency.

We use HRMS and do not like it.

Aging system not meeting agency business needs and is highly labor intensive. Also supports SAO Performance Audit Recommendations for replacement of system.

TMS IS MEETING ALL OF OUR TIME/LEAVE COLLECTION AND LABOR DISTRIBUTION AT THIS TIME. HOWEVER, WE HAVE REQUESTED THAT UPGRADES TO TMS BE MADE. SPECIFICALLY AN ELECTRONIC VERSION OF THE TIMESHEET THAT COULD BE UPLOADED INTO TMS (LIKE THE TOOLBOX IN AFRS). ALSO, WE WOULD LIKE THE CAPABILITY TO GET REPORTS ELECTRONICALLY (MAYBE LIKE ENTERPRISE) SO WE WOULD NOT HAVE TO PRINT REPORTS OUT OF THE SYSTEM.

Timesheets are faxed or hand-delivered to payroll, reviewed by payroll staff and manually keyed in to HRMS.

We use HRMS.

Our time collection and leave distribution systems are mainframe based and are at the end of their useful life. A project is under way to define the scope of a suitable replacement system.

DNR has a lot of special funding and fire rules that have to be considered when replacing our old systems.

The FA2 Payroll module is the department's only time and leave collection application. It was developed for, and used solely by, the Fruit and Vegetable Inspection program. The application tracks time and leave and creates a semi-monthly timesheet for manual input into CATS. We have discussed expanding this application to other agency programs, but have no plans to do so at this time. The department uses OFM's TMS For labor distribution for those positions requiring cost distribution - primarily employees working on, and assigning time to, Federal contracts.

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The consistently high volume of AFRS' errors from HRMS retroactive corrections to labor distribution also concerns us. We are currently analyzing the causes of these errors and will be looking for ways we can lessen the error volume.

The consistently high volume of AFRS' errors from HRMS retroactive corrections to labor distribution also concerns us. We are currently analyzing the causes of these errors and will be looking for ways we can lessen the error volume. HRDB is negatively impacted by AFRS Errors because although corrections made in AFRS flow through to HRMS BI Financial Cube (AKA the 'Who Charged' report) and to AFRS, they do not flow through Gap 7 to HRDB unless the same changes are also made in HRMS.

The Electronic Web Time entry system works well for our campus. The employee enters time/leave and submits the timesheet which routes to the designated timesheet approver. Once approved, the timesheet is available to be uploaded into the payroll system and payroll continues with calculations, etc as usual. Very helpful for on and off-campus employees and supervisors.

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Detailed Results by Agency Number

011 – HOUSE OF REPRESENTATIVES

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? Electronic Leave System (ELS)

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Developed in house

What year was your time/leave collection system implemented? 2001

Is your agency currently building, buying or upgrading a time/leave collection system? Yes, we are upgrading our system to implement minor to mid-level enhancements to address shortcomings in the functionality of the system.

Do you have any plans to purchase or replace a time/leave collection system in the future? Yes, our future plans are to replace the current leave system by reengineering the entire technical infrastructure and also make some functional improvements.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

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012 – SENATE

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? Electronic Leave System (ELS)

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Developed in house.

What year was your time/leave collection system implemented? 2002

Is your agency currently building, buying or upgrading a time/leave collection system? Yes, our status is "upgrading." Over the next year, we're planning to implement minor-to-mid level enhancements.

Do you have any plans to purchase or replace a time/leave collection system in the future? Yes, our future plans are to replace the current leave system by reengineering the entire technical infrastructure and also making some functional improvements. Our current infrastructure (VB6/COM and ASP components) has reached its announced end-of-life support from Microsoft.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

We would like to explore a common state agency leave tracking system.

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013 – JOINT TRANSPORTATION COMMITTEE

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Don't know.

OTHER INFORMATION

We require staff to do timesheets and that data is sent to OFM/SACS to process our payroll and update our leave.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

020 – LEGISLATIVE EVALUATION AND ACCOUNTABILITY PROGRAM COMMITTEE

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

We have a need for a time/leave system and support the idea of a statewide system.

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038 – JOINT LEGISLATIVE SYSTEMS COMMITTEE

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? E-Leave

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Developed in house.

What year was your time/leave collection system implemented? 2001

Is your agency currently building, buying or upgrading a time/leave collection system? Yes, preparing to upgrade current system but would like to avoid doing this if a system will be provided by OFM/DIS/DOP.

Do you have any plans to purchase or replace a time/leave collection system in the future? Yes, if no alternative is available then we will have to upgrade our current system.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

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040 – STATUTE LAW COMMITTEE

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

Our employees fill out paper leave slips. We use an excel spread sheet program to calculate time.

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055 – ADMINISTRATOR FOR THE COURTS

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

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085 – OFFICE OF THE SECRETARY OF STATE

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? No acronym or name.

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Our leave collection system is based on the use of a Word document that is transmitted via Microsoft Outlook – it's not a system 'per se'; it's more of a work flow process.

What year was your time/leave collection system implemented? 2006 (when HRMS was implemented)

Is your agency currently building, buying or upgrading a time/leave collection system? We are considering the development of an in-house leave system since DOP does not provide an adequate system. Plans are to begin developing the system later this year, modeled after our in-house purchase order routing system (which is still being tested).

Do you have any plans to purchase or replace a time/leave collection system in the future? See response above.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

Leave system was developed using Microsoft Outlook so we could meet the short reporting requirements of HRMS. System is very basic and does not meet our needs at all.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

090 – OFFICE OF THE STATE TREASURER

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

095 – OFFICE OF THE STATE AUDITOR

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? No.

What is the name and acronym (if any) of your labor distribution system? Time and Billing System (TABS)

Was your labor distribution system: purchased software from a vendor, developed in house or other? Developed in house.

What year was your labor distribution system implemented? 2000

Is your agency currently building, buying or upgrading a labor distribution system? Yes, platform upgrade and operating improvements as requested by users.

Do you have any plans to purchase or replace a labor distribution system in the future? Yes.

OTHER INFORMATION

After waiting 2 years for DOP to provide a Time and Leave system integrated into HRMS, we have approached L&I about becoming HR Cafe users. The optimum solution would have been a DOP solution designed to operate with HRMS, but it does not look like a DOP solution will meet our time needs.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

100 – OFFICE OF THE ATTORNEY GENERAL

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? Yes.

What is the name and acronym (if any) of your time/leave collection system?

- 1) TK/Billing
- 2) Volunteer & hourly timesheets

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Both systems developed in house.

What year was your time/leave collection system implemented?

- 1) TK/Billing was implemented before 1990.
- 2) Volunteer & hourly timesheets was implemented in 2008.

Is your agency currently building, buying or upgrading a time/leave collection system?

- 1) TK/Billing - Yes, platform is currently out of date. IT Pool project to bring to Dot.net. Need other upgrades but do not have time/resources allocated currently.
- 2) Volunteer & hourly timesheets - No, updated existing system and process this past year to streamline functions.

Do you have any plans to purchase or replace a time/leave collection system in the future?

- 1) TK/Billing - No, 90% of revenue is from billings to other agencies. Client agencies want additional information on what work was performed. Need upgrades at minimum to make existing system more useful. Have explored off the shelf products but have not found one that meets our needs.
- 2) Volunteer & hourly timesheets – Yes.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

AGO bills 230 agencies, boards and commissions each month. Timekeeping is a base of the billing system. Volunteer & hourly timesheets is more access and excel driven.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

102 – DEPARTMENT OF FINANCIAL INSTITUTIONS

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

We currently have 5 subprograms under one program. A labor distribution system would help track the expenditure under the program.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

103 – DEPARTMENT OF COMMUNITY TRADE AND ECONOMIC DEVELOPMENT

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

Labor distribution needs as shown above, CTED has no automated Labor Distribution system. CTED currently has about 370 employees. CTED is a 'non-GAP' agency. Each pay period, payroll staff receive about 230-250 time sheets which are then hand entered into CATS – HRMS. These time sheets are required for the following reasons:

- Federal Grants – CTED is required to follow federal regulations (A87) for recording employee time. Salaries and benefits must be charged as earned (worked) and cannot be based on estimates. This task involves updating the Coding (Master Indexes) to charge in AFRS.
- Receivable Billings – CTED has several receivables which are billed to other state agencies and or private/entities or local governments. Again, we need to bill salaries and benefits based on actual time worked. This task also involves updating the Coding in AFRS.
- Funding Changes – CTED has many different funds and appropriations. Depending upon the type of funding, time sheets may be needed to update Coding AFRS.
- Hourly Employees – Time Sheets reflect actual hours worked. This is used to compute the amount to pay an employee and may include updates in coding. This means that payroll staff hand enter anywhere from 460 to 500 time sheets on a monthly basis.

It would be beneficial if more automation could be added to this process. For example, for time sheets involving updates to coding only, capturing the data at the time of creation in the program, following it thru to approval and then uploading into CATS-HRMS, would be beneficial. For hourly employees, it still may be better to hand enter the hours worked since it involves pay computations, not just coding.

Leave reporting needs, CTED has no automated leave reporting system. Currently paper leave slips are filled out by the employee, signed by the supervisor and submitted to the payroll office on an on-going basis. However, it is common to receive more leave slips as the pay period is coming to a close. Since we are a non-GAP agency, all leave slips are manually entered into CATS by payroll staff. CTED could benefit by having more automation added to the process. Some agencies have systems whereby a leave slip is filled out "on-line" by the employee, the slip is e-mailed to the employee's supervisor and then sent on to an agency's payroll office. At any time the employee can check on the status of his/her leave slip. Supervisors can also run reports from the system at any time for any of the employees they supervise. I think this would be a useful tool for not only CTED, but other agencies as well.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

105 – OFFICE OF FINANCIAL MANAGEMENT (SMALL AGENCY CLIENT SERVICES)

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

I am responding on behalf of OFM/SACS clients. They do not have time/leave systems other than paper/Excel timesheets.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

105 – OFFICE OF FINANCIAL MANAGEMENT

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? Yes.

What is the name and acronym (if any) of your time/leave collection system?

- 1) Time Management System – TMS
- 2) O'Toole

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Both were developed in house.

What year was your time/leave collection system implemented?

- 1) TMS was implemented in 1991.
- 2) O'Toole was implemented in 1998.

Is your agency currently building, buying or upgrading a time/leave collection system? Although there are no plans to make changes to O'Toole, the system needs to be upgraded to a new language and to support new features and functionality.

Do you have any plans to purchase or replace a time/leave collection system in the future? OFM is currently developing a business case for a new statewide time/collection and labor distribution system.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? No.

What is the name and acronym (if any) of your labor distribution system? Time Management System - TMS

Was your labor distribution system: purchased software from a vendor, developed in house or other? Developed in house.

What year was your labor distribution system implemented? 1991

Is your agency currently building, buying or upgrading a labor distribution system? No.

Do you have any plans to purchase or replace a labor distribution system in the future? OFM is currently developing a business case for a new statewide time/leave collection and labor distribution system.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

107 – HEALTH CARE AUTHORITY

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? Pipkins.

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Purchased software from a vendor (Custom-of-the-shelf or COTS). This is a workload management system that is only used in a few programs, not agency wide.

What year was your time/leave collection system implemented? 2005

Is your agency currently building, buying or upgrading a time/leave collection system? No.

Do you have any plans to purchase or replace a time/leave collection system in the future? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? No.

What is the name and acronym (if any) of your labor distribution system? Pipkins.

Was your labor distribution system: purchased software from a vendor, developed in house or other? Purchased software from a vendor (Custom-off-the-shelf or COTS). The Pipkins system is a workload management system used in a few programs.

What year was your labor distribution system implemented? 2005

Is your agency currently building, buying or upgrading a labor distribution system? No.

Do you have any plans to purchase or replace a labor distribution system in the future? No.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

116 – STATE LOTTERY COMMISSION

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

We have recently begun requiring all overtime-eligible employees to submit paper time sheets for actual hours worked.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

117 – WASHINGTON STATE GAMBLING COMMISSION

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? Time Management System

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Developed in house.

What year was your time/leave collection system implemented? 2001

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

126 – STATE INVESTMENT BOARD

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? HRMS

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Purchased software from a vendor.

What year was your time/leave collection system implemented? 2006

Is your agency currently building, buying or upgrading a time/leave collection system? No.

Do you have any plans to purchase or replace a time/leave collection system in the future? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

130 – DEPARTMENT OF PRINTING

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

While we have not purchased a time/leave collection system, we have a process in which time sheets are collected in order to meet the positive time keeping required by DOL.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

140 – DEPARTMENT OF REVENUE

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? Automated Leave System

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Developed in house.

What year was your time/leave collection system implemented? 1994

Is your agency currently building, buying or upgrading a time/leave collection system? No.

Do you have any plans to purchase or replace a time/leave collection system in the future? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

148 – WASHINGTON STATE HOUSING FINANCE COMMISSION

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system?

Was your time/leave collection system: purchased software from a vendor, developed in house or other?

What year was your time/leave collection system implemented?

Is your agency currently building, buying or upgrading a time/leave collection system?

Do you have any plans to purchase or replace a time/leave collection system in the future?

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? No.

What is the name and acronym (if any) of your labor distribution system?

Was your labor distribution system: purchased software from a vendor, developed in house or other?

What year was your labor distribution system implemented?

Is your agency currently building, buying or upgrading a labor distribution system?

Do you have any plans to purchase or replace a labor distribution system in the future?

OTHER INFORMATION

Simple, Excel-based system with significant functionality, including leave coding and divisional labor distribution.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

150 – DEPARTMENT OF GENERAL ADMINISTRATION

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? Yes.

What is the name and acronym (if any) of your time/leave collection system?

- 1) Track-It
- 2) Mainsaver

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Both are purchased software from a vendor.

What year was your time/leave collection system implemented?

- 1) Track-It was implemented in 2005.
- 2) Mainsaver was implemented in 1995.

Is your agency currently building, buying or upgrading a time/leave collection system? No.

Do you have any plans to purchase or replace a time/leave collection system in the future? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

These systems are components of other main systems such as work order processing etc. We are currently exploring options to meet the positive time requirements by DOL.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

155 – DEPARTMENT OF INFORMATION SERVICES

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? LeaveOnline

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Developed in house.

What year was your time/leave collection system implemented? 2000

Is your agency currently building, buying or upgrading a time/leave collection system? No.

Do you have any plans to purchase or replace a time/leave collection system in the future? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

LeaveOnline is a web-based system. It has an approval process built in and can handle daily time tracking as well as exception based tracking.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

160 – OFFICE OF THE INSURANCE COMMISSIONER

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

My agency has a desire for an electronic leave system. A couple of years ago, we were set to pursue a system but decided against it because HRMS was coming. Now that we are clear that HRMS won't be implementing a statewide leave system, we are again beginning to think about developing an electronic leave system. My agency would be extremely supportive of a statewide solution. Currently, all of our agency's leave slips must be manually printed out and entered by our Payroll Officer--it is time intensive and the opportunity for error is high.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

190 – BOARD OF INDUSTRIAL INSURANCE APPEALS

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

195 – LIQUOR CONTROL BOARD

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? Yes.

What is the name and acronym (if any) of your time/leave collection system?

- 1) AS400 Leave
- 2) Web Based Payroll system

Was your time/leave collection system: purchased software from a vendor, developed in house or other?

- 1) AS400 Leave is purchased software from a vendor.
- 2) Web Based Payroll system was developed in house.

What year was your time/leave collection system implemented?

- 1) AS400 Leave was implemented in 1998.
- 2) Web Based Payroll system was implemented in 2006.

Is your agency currently building, buying or upgrading a time/leave collection system? No.

Do you have any plans to purchase or replace a time/leave collection system in the future? Yes, we are hoping DOP will be purchasing a new time and attendance.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

Does not meet our current contractual needs nor interface easily with HRMS.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

215 – UTILITIES AND TRANSPORTATION COMMISSION

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? We don't have a name for our time/leave system-it is entirely paper based. We do require time sheets and leave slips for each employee each pay period.

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Our paper forms were designed in house and are actually Excel spreadsheets.

What year was your time/leave collection system implemented? Our forms were redesigned in 2006 to coincide with the conversion to HRMS.

Is your agency currently building, buying or upgrading a time/leave collection system? We currently have a contractor designing an electronic time sheet system that is scheduled to be implemented in October, 2008. Leave slips will remain paper based. This is part of a larger IT project to upgrade our older systems to MS SharePoint and similar platforms.

Do you have any plans to purchase or replace a time/leave collection system in the future? We have plans to integrate the leave process into our automated timesheet system in the future, but that depends on what changes DOP makes to HRMS –whether they implement the employee and manage self service features that were included in the original release plan.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? No.

What is the name and acronym (if any) of your labor distribution system? We simply call it the “Cost system”

Was your labor distribution system: purchased software from a vendor, developed in house or other? Our system was developed in-house by our IT staff. It is a Visual Basic program that utilizes MS Excel worksheets.

What year was your labor distribution system implemented? Our current cost system was developed in 2005.

Is your agency currently building, buying or upgrading a labor distribution system? We are not redesigning our cost system, but it will be “upgraded” to interface with our new time sheet system currently under development.

Do you have any plans to purchase or replace a labor distribution system in the future? We do not have plans at this time to purchase or design a new cost/labor distribution system.

OTHER INFORMATION

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

Our time/leave collection system consists of Excel spreadsheets which are printed and signed. Our labor/cost distribution system is also based on Excel, but uses Visual Basic programming. Exceptions are keyed manually into HRMS.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

220 – BOARD OF VOLUNTEER FIREFIGHTERS

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? N/A

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Developed in house.

What year was your time/leave collection system implemented? 2000

Is your agency currently building, buying or upgrading a time/leave collection system? No.

Do you have any plans to purchase or replace a time/leave collection system in the future? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

We just use an Excel spread sheet and compare to HRMS monthly.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

225 – WASHINGTON STATE PATROL

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? TASII

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Developed in house.

What year was your time/leave collection system implemented? 2006

Is your agency currently building, buying or upgrading a time/leave collection system? Yes, we continue to modify the application as a result of HRMS implementation. Updates are made as job classes change, CBA rules changes, etc...

Do you have any plans to purchase or replace a time/leave collection system in the future? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? No.

What is the name and acronym (if any) of your labor distribution system? TASII

Was your labor distribution system: purchased software from a vendor, developed in house or other? Developed in house.

What year was your labor distribution system implemented? 2006

Is your agency currently building, buying or upgrading a labor distribution system? Yes, routine maintenance is performed on this application as it applies to AFRS/HRMS changes. This system is tied to the TASII time and activity application.

Do you have any plans to purchase or replace a labor distribution system in the future? No.

OTHER INFORMATION

During HRMS transition WSP re-wrote time and activity/LDS to meet HRMS needs...

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

227 – WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

Using HRMS.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

228 – WASHINGTON TRAFFIC SAFETY COMMISSION

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

WTSC only utilizes HRMS attendance CAT2.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

235 – DEPARTMENT OF LABOR AND INDUSTRIES

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? HR Cafe

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Developed in house.

What year was your time/leave collection system implemented? 1999

Is your agency currently building, buying or upgrading a time/leave collection system? No.

Do you have any plans to purchase or replace a time/leave collection system in the future? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

240 – DEPARTMENT OF LICENSING

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? HR Cafe

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Other, L&I developed the system and DOL adopted its use.

What year was your time/leave collection system implemented? 2001

Is your agency currently building, buying or upgrading a time/leave collection system? Yes, HR Cafe must be updated to reflect the new leave types available by law and in collective bargaining agreements.

Do you have any plans to purchase or replace a time/leave collection system in the future? No, however we are considering enhancements to capture employee actual time worked and moving the system to a supported operating environment.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

Is your agency currently building, buying or upgrading a labor distribution system?

Do you have any plans to purchase or replace a labor distribution system in the future?

OTHER INFORMATION

The system accrues leave. When the employee requests leave through our system, an email is sent to the supervisor for approval. This system also contains an approval process for training and stores training history by employee. This system also collects and stores Human Resource data.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

245 – MILITARY DEPARTMENT

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

For time and leave we use HRMS. The time is set with exceptions being adjusted by overtime and leave slips. The leave slips are provided to the Payroll section via a paper copy or electronic copy through e-mail. The Payroll section enters the data into HRMS. Labor distribution is processed through HRMS and TMS. If funding for a position does not involve federal funding or the only source is one federal grant then the labor distribution is established directly in HRMS. The labor distribution for hourly employees is processed through HRMS off of timesheets from Excel or hand written. All other employee labor distribution is processed through TMS, again from timesheet developed in Excel or hand written. The Payroll section enters the hourly and TMS employees from paper copies.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

300 – DEPARTMENT OF SOCIAL AND HEALTH SERVICES

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? Yes.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? Yes.

OTHER INFORMATION

[Lands and Buildings Division] Employees complete a Daily Time Log. Supervisors compile a summary and turn it into payroll at the end of each pay period. This is needed for billing customers. Some employees, mostly supervisors complete a daily time sheet. A spreadsheet calculates overtime. Daily Time Log is needed for billing customers. Working on modifying current system to comply with new rules for positive time keeping requirements. Issue: not all employees have access to computers.

[Eastern State Hospital] -We are using the system we have always had, only now we get timesheets from each department on a daily bases. Our timekeepers do the adjustment of any labor distribution that differs from where the position is originally coded.

[Western State Hospital] - WSH has developed own electronic SharePoint site for leave, leave accruals and overtime. Would love to have real attendance system.

[ISSD] - At the present time we do not use labor collection and distribution systems. In some cases we should be; but lack of a state capacity to do this correctly has resulted in other solutions being found. We have repeat audit findings and instances of staff advocating for systems to give them this capacity.

Agency has a need for both a time/leave collection and labor distribution system. There are currently many work arounds.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

303 – DEPARTMENT OF HEALTH

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? Leave Accounting

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Developed in house.

What year was your time/leave collection system implemented? 2006

Is your agency currently building, buying or upgrading a time/leave collection system? Yes, Automating Leave Form submission and approval workflow. Current system requires employee to complete an online form, print-it, sign it and hand it to their supervisor. Supervisor signs the form then submits it to the time keeper. Time Keeper then enters the data into the Leave Tracking system. Upgrade is to allow the electronic submission and approval of these forms. Anticipate starting work last calendar quarter 2008.

Do you have any plans to purchase or replace a time/leave collection system in the future? Yes, per a recent USDOL audit, we are developing a manual timesheet for positive pay reporting of all overtime eligible employees. Currently, we only use timesheets for labor distribution and part-time employees.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

We currently use the OFM Time Management System for labor distribution.

Current leave tracking system is used by payroll to automatically upload leave records to the State Payroll System through the use of Excel using macros.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

305 – DEPARTMENT OF VETERAN AFFAIRS

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

We have just recently developed an on-line leave slip for non-rep employees to submit leave. The represented employees submit by paper and then the slips are sent to the time processors after approval to be entered into CATS.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

310 – DEPARTMENT OF CORRECTIONS

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? Yes.

What is the name and acronym (if any) of your time/leave collection system?

- 1) SharePoint Time Reporting System
- 2) ATLAS: Roster Management Staff Scheduling System

Was your time/leave collection system: purchased software from a vendor, developed in house or other?

- 1) SharePoint Time Reporting System was developed in house using Microsoft SharePoint as the base operating system. This development was done very quickly to meet pending Federal Labor requirements.
- 2) ATLAS: Roster Management Staff Scheduling System is purchased software from a vendor.

What year was your time/leave collection system implemented?

- 1) SharePoint Time Reporting System was implemented in 2008.
- 2) ATLAS: Roster Management Staff Scheduling System was implemented in 2004.

Is your agency currently building, buying or upgrading a time/leave collection system? Yes, we have created a team to look into a solution that performs more tasks, such as capturing leave slips, feeding directly into HRMS, and meeting more of the agency's short and long-term needs.

ATLAS is currently a two-tier system and the agency needs to make a decision on upgrading the system to a three-tier web based system. This upgrade is currently available to the Department.

Do you have any plans to purchase or replace a time/leave collection system in the future? Yes, the current system was created quickly to comply with recommendations from the Federal Department of Labor. We are interested in a more comprehensive system to better meet our time tracking needs.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

315 – DEPARTMENT OF SERVICES FOR THE BLIND

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

Is your agency currently building, buying or upgrading a time/leave collection system? No.

Do you have any plans to purchase or replace a time/leave collection system in the future? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

Department of Services for the Blind is Small Agency Client Services (SACS) agency. Attendance is reported to SACS.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

343 – HIGHER EDUCATION COORDINATING BOARD

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

350 – SUPERINTENDENT OF PUBLIC INSTRUCTION

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? No.

What is the name and acronym (if any) of your labor distribution system? Compensation system

Was your labor distribution system: purchased software from a vendor, developed in house or other? Developed in house.

What year was your labor distribution system implemented? 2003

Is your agency currently building, buying or upgrading a labor distribution system? No.

Do you have any plans to purchase or replace a labor distribution system in the future? No.

OTHER INFORMATION

OSPI uses the Time Management System (TMS) for initial cost distribution for payroll.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

351 – STATE SCHOOL FOR THE BLIND

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? Don't know.

What is the name and acronym (if any) of your time/leave collection system? HRMS

Was your time/leave collection system: purchased software from a vendor, developed in house or other?

What year was your time/leave collection system implemented?

Is your agency currently building, buying or upgrading a time/leave collection system? Yes, building a manual Excel spreadsheet

Do you have any plans to purchase or replace a time/leave collection system in the future? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? Don't know.

What is the name and acronym (if any) of your labor distribution system?

Was your labor distribution system: purchased software from a vendor, developed in house or other?

What year was your labor distribution system implemented?

Is your agency currently building, buying or upgrading a labor distribution system? Same as above

Do you have any plans to purchase or replace a labor distribution system in the future? No.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

352 – STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system?

Was your time/leave collection system: purchased software from a vendor, developed in house or other? In-house

What year was your time/leave collection system implemented? 2004

Is your agency currently building, buying or upgrading a time/leave collection system? No

Do you have any plans to purchase or replace a time/leave collection system in the future? On-hold

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? No.

What is the name and acronym (if any) of your labor distribution system? Same as above

OTHER INFORMATION

WSBCTC has an internally developed Access tool that collects time and effort for federal funding. It is not a payroll system. The Board has considered a time/leave/labor distribution system, but is on a list of issues that have been put off until re-hosting is complete. KR

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

353 – STATE SCHOOL FOR THE DEAF

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

357 – DEPARTMENT OF EARLY LEARNING

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

360 – UNIVERSITY OF WASHINGTON

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? Yes.

What is the name and acronym (if any) of your time/leave collection system?

- 1) Leave Collection - UW Online
- 2) Work/Leave System (OWLS)
- 3) UW Hourly Timesheet
- 4) Time & Benefit Accrual (T&BA)
- 5) FilePro
- 6) HourTrack 98
- 7) TimeClock Plus

Was your time/leave collection system: purchased software from a vendor, developed in house or other?

- 1) Leave Collection - UW Online is purchased software from a vendor
- 2) Work/Leave System (OWLS) was developed in house
- 3) UW Hourly Timesheet was developed in house
- 4) Time & Benefit Accrual (T&BA) was developed in house
- 5) FilePro is purchased software from a vendor
- 6) HourTrack 98 is purchased software from a vendor
- 7) TimeClock Plus Purchased software from a vendor

What year was your time/leave collection system implemented?

- 1) Leave Collection - UW Online was implemented in 2003
- 2) Work/Leave System (OWLS) was implemented in 2001
- 3) UW Hourly Timesheet was implemented in 2006
- 4) Time & Benefit Accrual (T&BA) was implemented in 1997
- 5) FilePro was implemented before 1990
- 6) HourTrack 98 was implemented in 2001
- 7) TimeClock Plus was implemented in 2001

Is your agency currently building, buying or upgrading a time/leave collection system?

No, leave collection system in place with minor modifications (OWLS).

Yes, expanding the hourly timesheet to include overtime eligible employees.

Yes, Kronos was purchased by UW Medicine for our 12,000 healthcare employees and it will be implemented in the near future.

Do you have any plans to purchase or replace a time/leave collection system in the future?

Yes, Kronos was purchased by UW Medicine for our 12,000 healthcare employees and it will be implemented in the near future.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? Yes.

What is the name and acronym (if any) of your labor distribution system?

- 1) Time & Benefit Accrual (T&BA)
- 2) Online Payroll Update System (OPUS)
- 3) FilePro

Was your labor distribution system: purchased software from a vendor, developed in house or other? All systems were developed in house.

What year was your labor distribution system implemented?

- 1) Time & Benefit Accrual (T&BA) was implemented in 1997
- 2) Online Payroll Update System (OPUS) was implemented in 2000
- 3) FilePro was implemented before 1990

Is your agency currently building, buying or upgrading a labor distribution system? Yes, Kronos was purchased by UW Medicine for our 12,000 healthcare employees and it will be implemented in the near future.

Do you have any plans to purchase or replace a labor distribution system in the future? Yes, Kronos was purchased by UW Medicine for our 12,000 healthcare employees and it will be implemented in the near future.

OTHER INFORMATION

Time and leave reporting and labor distribution are critical to the not-for-profit financial reporting at UW Medical Center and Harborview Medical Center. Currently our Payroll System is not able to accept actual labor distribution. T&BA compresses the labor distribution into fixed distributions in order to pay the employee in payroll. At the end of the month T&BA reverses the fixed distributions to actual labor distribution so it is posted correctly on the medical center financial reports.

Time and leave reporting and labor distribution are critical to the not-for-profit financial reporting at UW Medical Center and Harborview Medical Center. Currently our Payroll System is not able to accept actual labor distribution. FilePro compresses the labor distribution into fixed distributions in order to pay the employee in payroll. At the end of the month FilePro reports are used to reverse the fixed distributions to actual labor distribution so it is posted correctly on the medical center financial reports.

Time and leave reporting and labor distribution are critical to the not-for-profit financial reporting at UW Medical Center and Harborview Medical Center. Currently our Payroll System is not able to accept actual labor distribution. T&BA compresses the labor distribution captured by HourTrack 98 into fixed distributions in order to pay the employee in payroll. At the end of the month T&BA reverses the fixed distributions to actual labor distribution so it is posted correctly on the medical center financial reports.

Time and leave reporting and labor distribution are critical to the not-for-profit financial reporting at UW Medical Center and Harborview Medical Center. Currently our Payroll System is not able to accept actual labor distribution. T&BA compresses the labor distribution captured by TimeClock Plus into fixed distributions in order to pay the employee in

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

payroll. At the end of the month T&BA reverses the fixed distributions to actual labor distribution so it is posted correctly on the medical center financial reports.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

365 – WASHINGTON STATE UNIVERSITY

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

Do you have any plans to purchase or replace a time/leave collection system in the future? WSU is looking at long-term project of replacing/acquiring student, financial, and HR systems including time and attendance.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? No.

What is the name and acronym (if any) of your labor distribution system? n/a

Was your labor distribution system: purchased software from a vendor, developed in house or other? In-house

What year was your labor distribution system implemented? Before 1990

Is your agency currently building, buying or upgrading a labor distribution system? No

Do you have any plans to purchase or replace a labor distribution system in the future? Looking at the possibilities of Banner, PeopleSoft, Koali(?). Very preliminary.

OTHER INFORMATION

Currently have a homegrown labor distribution system, built into their payroll system. It is not a time collection system. Employees fill out time sheets that are keyed into the payroll system.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

370 – EASTERN WASHINGTON UNIVERSITY

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? Yes.

What is the name and acronym (if any) of your time/leave collection system?

- 1) Payroll/Personnel Management system (PPMS)
- 2) Blackboard Transaction System
- 3) Time Management Module

Was your time/leave collection system: purchased software from a vendor, developed in house or other?

- 1) Payroll/Personnel Management system (PPMS) is part of community college payroll system.
- 2) Blackboard Transaction System is purchased software from a vendor.
- 3) Time Management Module is purchased software from a vendor.

What year was your time/leave collection system implemented?

- 1) PPMS Payroll/Personnel Management system was implemented before 1990.
- 2) Blackboard Transaction System – n/a
- 3) Time Management Module – n/a

Is your agency currently building, buying or upgrading a time/leave collection system?

Yes, Eastern is implementing a new payroll system which includes time/leave collection. In the process of implementing Banner Enterprise System to integrate our student, finance and HR/PR systems.

Do you have any plans to purchase or replace a time/leave collection system in the future? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? Yes.

What is the name and acronym (if any) of your labor distribution system? Same as above.

Was your labor distribution system: purchased software from a vendor, developed in house or other? Same as above.

What year was your labor distribution system implemented? Same as above.

Is your agency currently building, buying or upgrading a labor distribution system? Yes, implementing Banner Enterprise systems to integrate Student, Finance and HR/PR systems

Do you have any plans to purchase or replace a labor distribution system in the future? No.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

OTHER INFORMATION

New system is part of suite of Banner system packages purchased from Sungard HE.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

375 – CENTRAL WASHINGTON UNIVERSITY

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? Peoplesoft.

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Purchased software from a vendor.

What year was your time/leave collection system implemented? 1999

Is your agency currently building, buying or upgrading a time/leave collection system? Normal upgrades and maintenance provided by vendor as part of contract.

Do you have any plans to purchase or replace a time/leave collection system in the future? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? No.

What is the name and acronym (if any) of your labor distribution system? PeopleSoft

Was your labor distribution system: purchased software from a vendor, developed in house or other? Currently turning on labor distribution function.

What year was your labor distribution system implemented? Currently being turned on.

Is your agency currently building, buying or upgrading a labor distribution system? Normal upgrades and maintenance provided by vendor as part of contract.

Do you have any plans to purchase or replace a labor distribution system in the future? No.

OTHER INFORMATION

Module used is exception reporting for overtime and leave. Currently in the process of turning on labor distribution component to meet new requirements for positive time reporting. Time and leave information feeds straight to payroll module.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

376 – THE EVERGREEN STATE COLLEGE

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? Payroll and Personnel Management System - PPMS

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Purchased software from a vendor.

What year was your time/leave collection system implemented? Before 1990.

Is your agency currently building, buying or upgrading a time/leave collection system? Yes, the system that we currently use is licensed with Center for Information Services, CTC State Board. Our implementation of it requires timekeepers and manual processes with lots of internal controls. The system that we are developing in house will allow employees to enter their own time and leave. Supervisors will be able to approve or disapprove leave. Leave balances will be maintain. Our business rules and union contract stipulation will be built in. The audit trail will be in the database instead of on paper kept with timekeepers.

Do you have any plans to purchase or replace a time/leave collection system in the future? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? No.

What is the name and acronym (if any) of your labor distribution system? Banner Finance from Sungard Higher Education

Was your labor distribution system: purchased software from a vendor, developed in house or other? Purchased software from a vendor.

What year was your labor distribution system implemented? 2003

Is your agency currently building, buying or upgrading a labor distribution system? No.

Do you have any plans to purchase or replace a labor distribution system in the future? No.

OTHER INFORMATION

We have a need for better integration between time and leave and labor distribution. To achieve that, along with a number of other related goals, like single source, data integrated position control, we'll need to purchase and implement a human resources management system. One major requirement for an HRMS would be that it integrates with our student information system as a sole source data repository.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

377 – SPOKANE INTERCOLLEGIATE RESEARCH AND TECHNOLOGY

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

We use WSU's time collection system for the most part since we use them as our Payroll fiscal agent.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

380 – WESTERN WASHINGTON UNIVERSITY

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? Only one that submits time to HRMS.

What is the name and acronym (if any) of your time/leave collection system? Banner Web Time Entry

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Purchased software from a vendor - A module offered by our HRIS vendor, Sungard.

What year was your time/leave collection system implemented? 2002

Is your agency currently building, buying or upgrading a time/leave collection system? No.

Do you have any plans to purchase or replace a time/leave collection system in the future? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes. It is part of our HRIS Payroll system.

Does your agency have more than one labor distribution collection system? No.

What is the name and acronym (if any) of your labor distribution system? None.

Was your labor distribution system: purchased software from a vendor, developed in house or other? Part of the payroll/finance module of our HRIS vendor Sungard.

What year was your labor distribution system implemented? 1997

Is your agency currently building, buying or upgrading a labor distribution system? No.

Do you have any plans to purchase or replace a labor distribution system in the future? No.

OTHER INFORMATION

The Electronic Web Time entry system works well for our campus. The employee enters time/leave and submits the timesheet which routes to the designated timesheet approver. Once approved, the timesheet is available to be uploaded into the payroll system and payroll continues with calculations, etc as usual. Very helpful for on and off-campus employees and supervisors.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

387 – WASHINGTON STATE ARTS COMMISSION

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? N/A

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Other, paper only system developed by Arts Commission staff.

What year was your time/leave collection system implemented? Before 1990

Is your agency currently building, buying or upgrading a time/leave collection system? No.

Do you have any plans to purchase or replace a time/leave collection system in the future? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

Paper only system developed by Arts Commission staff.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

390 – WASHINGTON STATE HISTORICAL SOCIETY

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

395 – EASTERN WASHINGTON STATE HISTORICAL SOCIETY

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? HRMS

Was your time/leave collection system: purchased software from a vendor, developed in house or other?

What year was your time/leave collection system implemented?

Is your agency currently building, buying or upgrading a time/leave collection system?

Do you have any plans to purchase or replace a time/leave collection system in the future?

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

Staff fill out time and leave sheets that are keyed into HRMS. Carol has a reconciliation spreadsheet log that she uses for tracking. Agency has little federal funding, but because they are a small agency, no need for an automated labor distribution system.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

405 – DEPARTMENT OF TRANSPORTATION

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? Yes.

What is the name and acronym (if any) of your time/leave collection system? Labor Distribution System (LDS) and Marine Labor System (MLS)

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Both developed in house.

What year was your time/leave collection system implemented? Both developed before 1990.

Is your agency currently building, buying or upgrading a time/leave collection system? Yes, currently in the feasibility study phase for replacement of existing system. Legislature funded WSDOT Critical Applications Assessment which includes MLS, Labor Distribution System, TRAINS accounting system, and other critical applications for replacement. The MLS is highly labor intensive and isn't meeting WSDOT business needs.

Do you have any plans to purchase or replace a time/leave collection system in the future? Yes, currently in the feasibility study phase for replacement of existing system. Legislature funded WSDOT Critical Applications Assessment which includes MLS, Labor Distribution System, TRAINS accounting system, and other critical applications for replacement. The MLS is highly labor intensive and isn't meeting WSDOT business needs.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? Yes.

What is the name and acronym (if any) of your labor distribution system? Same as above.

Was your labor distribution system: purchased software from a vendor, developed in house or other? Same as above.

What year was your labor distribution system implemented? Same as above.

Is your agency currently building, buying or upgrading a labor distribution system? Same as above.

Do you have any plans to purchase or replace a labor distribution system in the future? Same as above.

OTHER INFORMATION

Aging system not meeting agency business needs and is highly labor intensive. Also supports SAO Performance Audit Recommendations for replacement of system.

WSDOT business is dependent upon accurate and timely reporting of labor hours worked and distribution of costs. This supports our ability to ensure the financial integrity of WSDOT business as well as meeting state and federal regulation and

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

statutory requirements. Implementation of a modern labor collection and distribution system will also allow WSDOT to comply with recommendations of SAO performance audits.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

407 – TRANSPORTATION IMPROVEMENT BOARD

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

We only have two funds, each of which pay for 50% of our administrative costs. We use HRMS for our leave entry which is cumbersome and grueling for a small agency.

We use HRMS and do not like it.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

461 – DEPARTMENT OF ECOLOGY

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? Yes.

What is the name and acronym (if any) of your time/leave collection system? Time Management System (TMS)

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Other, developed with DIS in the late 1980'S currently management by OFM.

What year was your time/leave collection system implemented? Before 1990

Is your agency currently building, buying or upgrading a time/leave collection system? No.

Do you have any plans to purchase or replace a time/leave collection system in the future? No, TMS is currently meeting our needs for the time collection. However, we also have an automated leave form (ALF) program which is used by staff to request and approve leave. ALF does not interface TMS or HRMS. We would like to develop a possible interface to either system in the future, or participate in a statewide effort on leave slip automation.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? No.

What is the name and acronym (if any) of your labor distribution system? Same as above.

Was your labor distribution system: purchased software from a vendor, developed in house or other? Same as above.

What year was your labor distribution system implemented? Same as above.

Is your agency currently building, buying or upgrading a labor distribution system? No.

Do you have any plans to purchase or replace a labor distribution system in the future? No.

OTHER INFORMATION

TMS is meeting all of our time/leave collection and labor distribution at this time. However, we have requested that upgrades to TMS be made. Specifically, an electronic version of the timesheet that could be uploaded into TMS (like the toolbox in AFRS). Also, we would like the capability to get reports electronically (maybe like Enterprise Reporting), so we would not have to print reports out of the system.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

462 – WASHINGTON POLLUTION LIABILITY INSURANCE PROGRAM

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

465 – STATE PARKS AND RECREATION COMMISSION

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

Timesheets are faxed or hand-delivered to payroll, reviewed by payroll staff and manually keyed in to HRMS.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

467 – INTERAGENCY FOR OUTDOOR RECREATION

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

OTHER INFORMATION

We use HRMS.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

477 – DEPARTMENT OF FISH AND WILDLIFE

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? Total:TIME

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Purchased software from a vendor (Custom-of-the-shelf or COTS), then tailored for our agency.

What year was your time/leave collection system implemented? 2006

Is your agency currently building, buying or upgrading a time/leave collection system? We are currently upgrading total:TIME.

Do you have any plans to purchase or replace a time/leave collection system in the future? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? No.

What is the name and acronym (if any) of your labor distribution system? Labor Distribution as part of total:TIME.

Was your labor distribution system: purchased software from a vendor, developed in house or other? Purchased software from a vendor (Custom-of-the-shelf or COTS), then tailored for our agency.

What year was your labor distribution system implemented? 2006

Is your agency currently building, buying or upgrading a labor distribution system? We are currently upgrading total:TIME

Do you have any plans to purchase or replace a labor distribution system in the future? No.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

490 – DEPARTMENT OF NATURAL RESOURCES

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? NTAR

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Developed in house.

What year was your time/leave collection system implemented? Before 1990.

Is your agency currently building, buying or upgrading a time/leave collection system? Yes, we have just finished the Software Requirements Scoping (SRS) document and are getting ready to turn in the decision package.

Do you have any plans to purchase or replace a time/leave collection system in the future? Yes, as mentioned above we have just finished the SRS document and are getting ready to submit the decision package.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? No.

What is the name and acronym (if any) of your labor distribution system? Labor Reporting System (LRS)

Was your labor distribution system: purchased software from a vendor, developed in house or other? Developed in house.

What year was your labor distribution system implemented? Before 1990

Is your agency currently building, buying or upgrading a labor distribution system? No, a project was funded in the current biennium to provide the scope for a replacement system.

Do you have any plans to purchase or replace a labor distribution system in the future? Yes, the scoping project currently under way will result in a budget request to replace our time collections system and our labor distribution system during the next biennium.

OTHER INFORMATION

Our time collection and leave distribution systems are mainframe based and are at the end of their useful life. A project is under way to define the scope of a suitable replacement system.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

495 – DEPARTMENT OF AGRICULTURE

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? FA2 Payroll Module

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Purchased software from a vendor.

What year was your time/leave collection system implemented? 2007

Is your agency currently building, buying or upgrading a time/leave collection system? No.

Do you have any plans to purchase or replace a time/leave collection system in the future? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

Is your agency currently building, buying or upgrading a labor distribution system?

Do you have any plans to purchase or replace a labor distribution system in the future?

OTHER INFORMATION

The FA2 Payroll module is the department's only time and leave collection application. It was developed for, and used solely by, the Fruit and Vegetable Inspection program. The application tracks time and leave and creates a semi-monthly timesheet for manual input into CATS. We have discussed expanding this application to other agency programs, but have no plans to do so at this time. The department uses OFM's TMS For labor distribution for those positions requiring cost distribution - primarily employees working on, and assigning time to, Federal contracts.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

540 – EMPLOYMENT SECURITY DEPARTMENT

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? total:TIME. Our agency is currently using a positive time reporting system which allows our employees to input their time via a web application which is then uploaded to the DOP system HRMS.

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Other, total:TIME is a vendor developed and supported, Java based online application with additional in-house SQL Server development by ESD. ESD development includes labor distribution calculation, calculation of occasional dual language compensation, record selection and processing for sending Gap 1 and Gap 38 interfaces to HRMS, and additional reporting capability.

What year was your time/leave collection system implemented? Both were implemented in 2006.

Is your agency currently building, buying or upgrading a time/leave collection system? Yes, we are adding additional in-house developed reports to make it easier for Payroll to catch errors and additional management and analysis reporting capability.

Do you have any plans to purchase or replace a time/leave collection system in the future? Yes, because total:TIME does not meet ESD's complex business needs and the vendor has not provided timely and adequate support we are planning to replace our current time reporting system. We just completed a set of extensive business requirements for our needs in a time and attendance and labor distribution system. We are currently evaluating our options for purchasing a different vendor software product, customizing a current state agency system, customizing our current time and attendance system total:TIME, or custom development (internal or external). Our agency uses a Microsoft platform with Visual Basic.net and does not plan to build capacity to support Java. Some of our unique and complex agency requirements are:

- See Labor Distribution section of the survey for additional requirements.
- Positive time reporting for salaried and hourly paid employees. This means tracking all hours worked, leave taken, and accounting codes (org index and master index) charged for time worked.
- Tracking hours for occasional dual language assignment pay separate from full time dual language pay or other types of assignment pay.
- Calculating occasional dual language compensation – since HRMS does not do this for us.
- Calculating hourly employee holiday and personal holiday hours owed.
- Tracking hours and dollars spent on specific work activities by employee with the option of sending or not sending this information to AFRS.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

Does your agency have more than one labor distribution collection system? Yes.

What is the name and acronym (if any) of your labor distribution system?

- 1) Total:TIME – time reporting system includes employee input of distribution of work time by Org Index/Master Index combinations and calculation of regular time worked distribution percentages by employee by Org Index/Master Index/Fund. Regular time worked distribution by percent is sent to HRMS via Gap 38 and any additional hours distribution (for example overtime or assignment pay) that is different than regular time distribution is sent by the hour via Gap 1 to HRMS.
- 2) HRDB is a SQL Server database fed by HRMS Gaps 7 and 11. It is our source for AFRS corrections to HRMS Labor Distribution for ESD agency unique labor distribution needs not met by the state payroll system. It includes logic for internal wage type detail adjustments to split out salaried employee official holiday hours, dollars and FTE from regular work time wage type 1003 using wage type 9110.

Was your labor distribution system: purchased software from a vendor, developed in house or other?

- 1) Other, Total:TIME is a vendor developed and supported, Java based online application with additional in-house SQL Server development by ESD. ESD development includes labor distribution calculation, calculation of occasional dual language compensation, record selection and processing for sending Gap 1 and Gap 38 interfaces to HRMS, and additional reporting capability.
- 2) Other, SQL Server database fed by HRMS Gaps 7 and 11. It is our source for AFRS corrections to HRMS Labor Distribution for source to ESD agency unique labor distribution needs not met by the state payroll system. HRDB is used to meet the following requirements not met by HRMS:

What year was your labor distribution system implemented?

Is your agency currently building, buying or upgrading a labor distribution system? Yes, we are assuming that this question should read, "Do you have plans to purchase or replace a labor distribution system in the future?" Because total:TIME does not meet ESD's complex business needs and the vendor has not provided timely and adequate support we are planning to replace our current time reporting system. We just completed a set of extensive business requirements for our needs in a time and attendance and labor distribution system. We are currently evaluating our options for purchasing a different vendor software product, customizing a current state agency system, customizing our current time and attendance system total:TIME, or custom development (internal or external). Our agency uses a Microsoft platform with Visual Basic.net and does not plan to build capacity to support Java. Some of our unique and complex agency requirements are:

- See Time and Attendance section of survey for additional requirements.
- Positive time reporting for salaried and hourly paid employees. This means tracking all hours worked, leave taken, and accounting codes (org index and master index) charged for time worked.
- Distributing to Federal projects the charges for non-productive time (leave and holiday) hours, FTE, and dollars separate from productive (work time) hours, FTE and dollars.
- Distributing the hours, dollars and FTE for leave taken and paid holidays based on how the employee charged regular time worked without the employee having to enter how to charge this time.
- Distributing the cost of shared leave, terminal leave, and sick leave payouts differently than HRMS' process of distributing based on employee or position percentages or employee time charges by the hour.
- Tracking hours and dollars spent on specific work activities by employee with the option of sending or not sending this information to AFRS.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

Do you have any plans to purchase or replace a labor distribution system in the future? See response above.

OTHER INFORMATION

The consistently high volume of AFRS' errors from HRMS retroactive corrections to labor distribution also concerns us. We are currently analyzing the causes of these errors and will be looking for ways we can lessen the error volume.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

550 – STATE CONVENTION AND TRADE CENTER

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system? Kronos

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Purchased software from a vendor.

What year was your time/leave collection system implemented? 1990

Is your agency currently building, buying or upgrading a time/leave collection system? No.

Do you have any plans to purchase or replace a time/leave collection system in the future? No.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? Yes.

Does your agency have more than one labor distribution collection system? No.

What is the name and acronym (if any) of your labor distribution system? N/A

Was your labor distribution system: purchased software from a vendor, developed in house or other? Developed in house.

What year was your labor distribution system implemented? 2002

Is your agency currently building, buying or upgrading a labor distribution system? No.

Do you have any plans to purchase or replace a labor distribution system in the future? No.

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

599 – WASHINGTON STATE HEALTH CARE FACILITIES AUTHORITY

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? No.

What is the name and acronym (if any) of your time/leave collection system?

Was your time/leave collection system: purchased software from a vendor, developed in house or other?

What year was your time/leave collection system implemented?

Is your agency currently building, buying or upgrading a time/leave collection system?

Do you have any plans to purchase or replace a time/leave collection system in the future?

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.

Is your agency currently building, buying or upgrading a labor distribution system?

Do you have any plans to purchase or replace a labor distribution system in the future?

TIME/LEAVE COLLECTION & LABOR DISTRIBUTION SYSTEM(S) SURVEY RESULTS

627 – BELLEVUE COMMUNITY COLLEGE

TIME/LEAVE COLLECTION SYSTEM

Does your agency have an internal time/leave collection system? Yes.

Does your agency have more than one internal time/leave collection system? Yes

What is the name and acronym (if any) of your time/leave collection system?

- 1) Leave Reporting
- 2) Hourly Time Reporting

Was your time/leave collection system: purchased software from a vendor, developed in house or other? Both were developed in house.

What year was your time/leave collection system implemented?

- 1) Leave Reporting was implemented in 2007
- 2) Hourly Time Reporting was implemented in 2006

Is your agency currently building, buying or upgrading a time/leave collection system? Yes, our system is currently for hourly only. For permanent staff we only report exception time. Not positive time.

Do you have any plans to purchase or replace a time/leave collection system in the future? Yes, it is our understanding that we soon will have to have all employees report all time worked as well as time taken.

LABOR DISTRIBUTION SYSTEM

Does your agency have an internal labor distribution system? No.