

TLA Program Update

Financial Management Advisory Council

April 25, 2013

TLA Program

Goal: Acquire and implement an enterprise timekeeping system that can be used by state agencies.

In the Biennial Report on Information Technology, the Office of the Chief Information Officer (OCIO) identified the TLA Program as a high priority investment for the state.

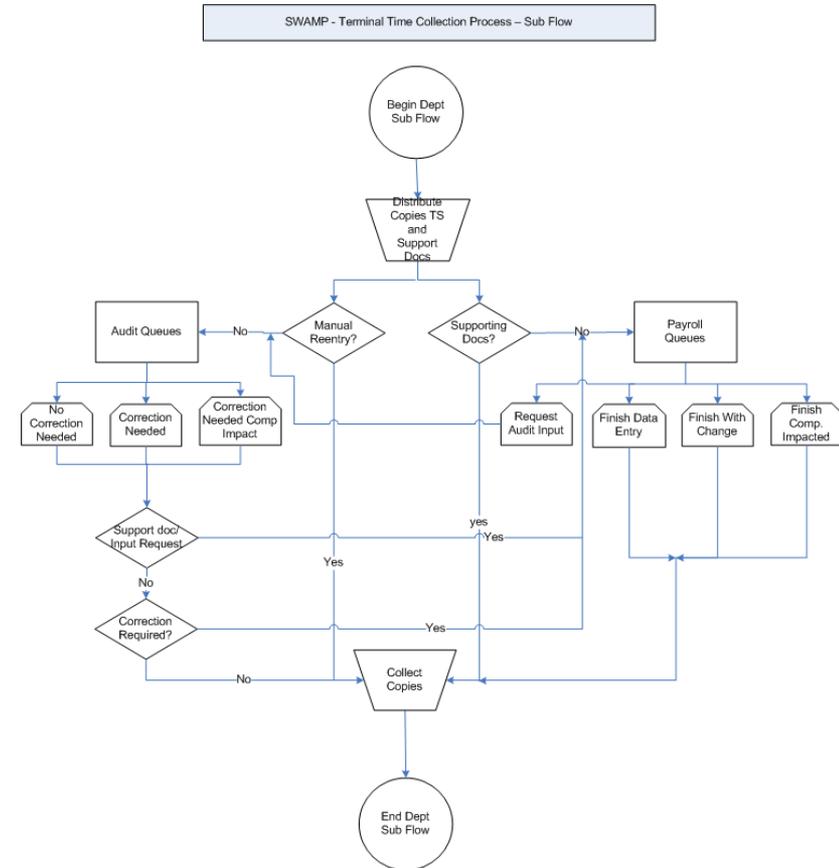
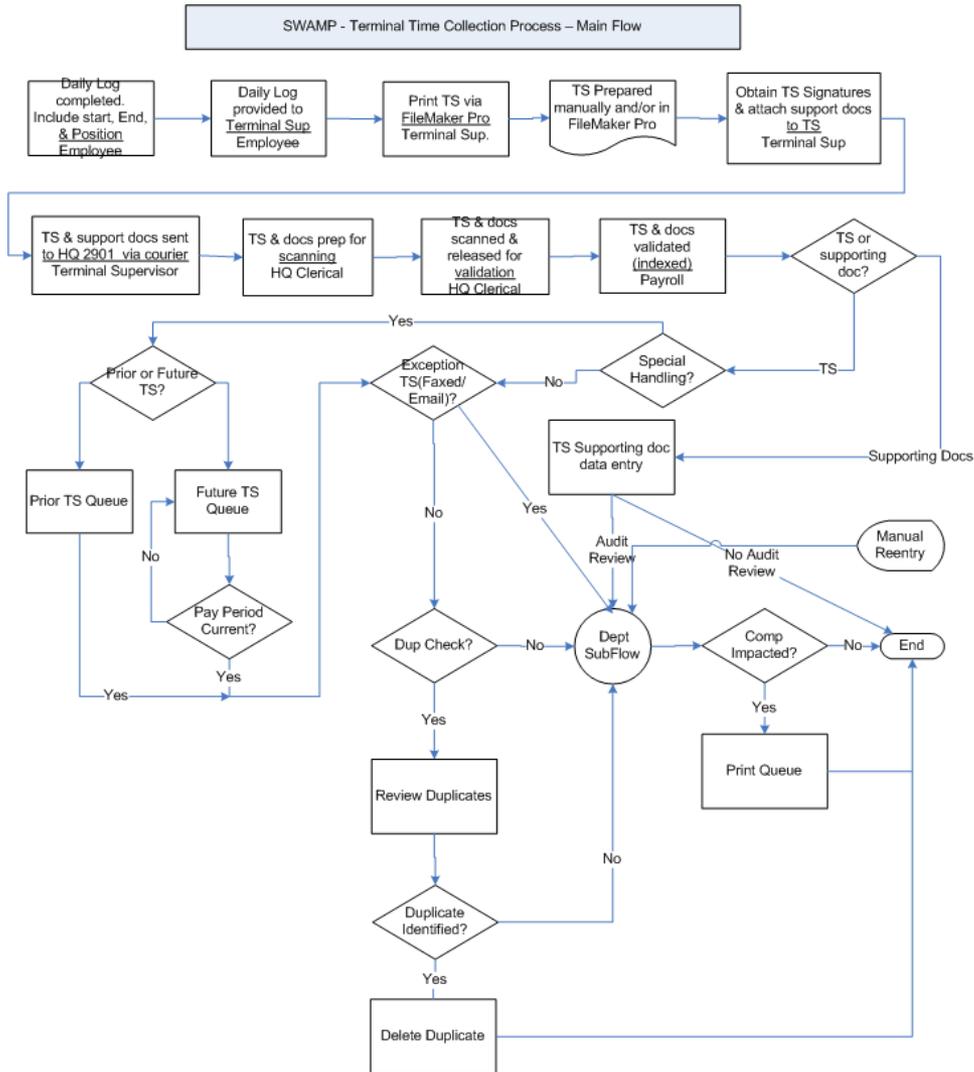
Partnerships

- OFM: providing policy leadership.
- DES: project management and ongoing support of the system.
- WSDOT and Ecology: the first agencies to implement the TLA system (next biennium).
- Other agencies: participating on the program's steering committee and/or advisory groups.
- A Single Point of Contact (POC) for each agency has been delegated to work with the TLA Program.

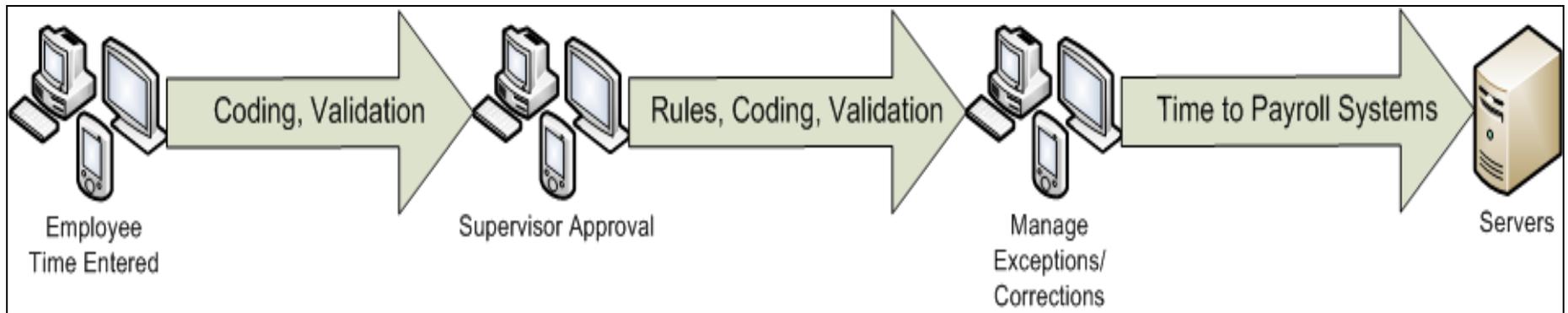
Why do we need TLA?

- Lack of access to complete and accurate timekeeping data.
- Current timekeeping processes are manual and labor intensive, and error-prone.
- Difficulty implementing, tracking, and enforcing the provisions of the numerous CBAs.
- Increased complexity in complying with federal/state laws.
- Duplication of effort exists across state government in the maintenance of multiple timekeeping systems.

Current Process



Future Process



RFP

- The RFP was issued on February 26, 2013.
- The program is currently evaluating bidder proposals received by the April 16 deadline.
- The RFP is posted on the TLA webpage (<http://www.des.wa.gov/about/pi/TLA>).

RFP Next Steps

- Review and score proposals: April 17 – May 10
- Prime bidder interviews: May 21 – June 4
- Statewide agency review of business rules:
June 1 – September 1
- Product demonstrations: June 20 – July 10
- Announce successful vendor: August 30 –
September 6

**These dates are tentative.*

www.des.wa.gov/about/pi/TLA

The screenshot shows a web page for the Time, Leave and Attendance (TLA) Program. At the top, there is a navigation bar with links for HOME (welcome), SERVICES (what we do and provide), ABOUT (who we are), and CONTACT (get in touch with us). The Washington State Department of Enterprise Services logo is on the right. Below the navigation bar, a breadcrumb trail reads: home > about > projects & initiatives > time, leave and attendance program. A search bar is located on the right side of the page.

Time, Leave and Attendance Program

The goal of the Time, Leave and Attendance (TLA) Program is an efficient time, leave and attendance process that can work for all of state government.

Initially, the program will focus on implementations at the Departments of Transportation and Ecology. (See [Partnerships](#)) To learn about the Program's current activities and the pre-implementation schedule, see [Next Steps](#).

Why TLA?

The ideal TLA solution should automate the common business rules of all agencies, while balancing the unique business needs of each agency.

Efficiency

- Upgrade technology -- agencies currently use a variety of methods to record time, many rely on paper-based processes that require multiple steps
- Eliminate redundancy -- there are more than 100 timekeeping systems being used by state agencies

Accuracy and consistency of data

- Adopt standard timekeeping procedures
- Standardize data naming conventions

Service delivery and access to information

- Custom reports
- Interfaces with financial and HR systems

Related Topics

- ▣ Executive Steering Committee
- ▣ Single Points of Contact

Contact Information

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If you have questions or need more information call:
(360) 407-8790, or
email: ta@des.wa.gov

Left Sidebar Navigation:

- Lean Culture at DES
- Procurement Reform
- Time, Leave and Attendance Program
- Time, Leave and Attendance
- Request for Proposal Information
- Partnerships
- Schedule of Activities
- Frequently Asked Questions
- Capitol Lake
- Public Works Procurement Study

Regularly Updated Timeline

The screenshot shows the Washington State Department of Enterprise Services website. The navigation menu includes HOME (welcome), SERVICES (what we do and provide), ABOUT (who we are), and CONTACT (get in touch with us). The breadcrumb trail is: home > about > projects & initiatives > time, leave and attendance program > schedule of activities. A search bar is present with the text 'Search' and a 'Go' button.

Schedule of Activities

Current Activities

The program is currently focused on the Request for Proposal that was issued on February 26 with vendor proposals due on April 16, 2013. Also in progress is the analysis and documentation of data values and their relationships. Program staff will soon begin working with state agencies to establish business rules and generally complete the groundwork for project implementation.

Note: The following timeline is based on early estimates and is subject to change. Updates will be posted as more information becomes available.

2013

- Feb**
 - Request for proposal (RFP) released 2/26
- Mar**
 - Bidders conference 3/19
- April**
 - Document business data values/relationships 4/10-9/1
 - Vendor proposals due 4/16
 - Complete scripts for product demonstrations 4/16-5/20
 - Review and score proposals 4/17-5/10
- May**
 - Prime bidder interviews 5/21-6/4
- June**
 - Statewide agency review of business rules 6/1-9/1
 - Product demonstrations 6/20-7/10



Email your questions to:
tla@des.wa.gov