

Time, Leave, and Attendance Project

Financial Management Advisory Council

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Agenda

- Vendor selection completed
- Configuring the core application
- Next steps
- Are you getting questions?



Vendor selection

- *Workforce Software* of Livonia Michigan
- Learn more about Workforce Software
<http://workforcesoftware.com>



What we get

- Vendor contract managed by Enterprise Services
- Modern software application that is designed and maintained to industry standards and configured to the state's specifications
- Employees can access application using a variety of devices
- Data is stored in cloud environment that is maintained by the vendor
- Sophisticated business intelligence/reporting processes that can be customized by agencies
- Shares data with existing enterprise applications like HRMS, AFRS, etc.
- Knowledge transfer and training provided by vendor

TLA will provide flexibility

- Configuration – Time codes and other rules can be changed using the system tables, not custom programming.
- TLA will be configured to work within the state's collective bargaining agreements (CBAs), Administrative Code (WACs), federal requirements, and other business policies and processes.
- Agency requirements will be categorized as CORE, Shared, or Unique items



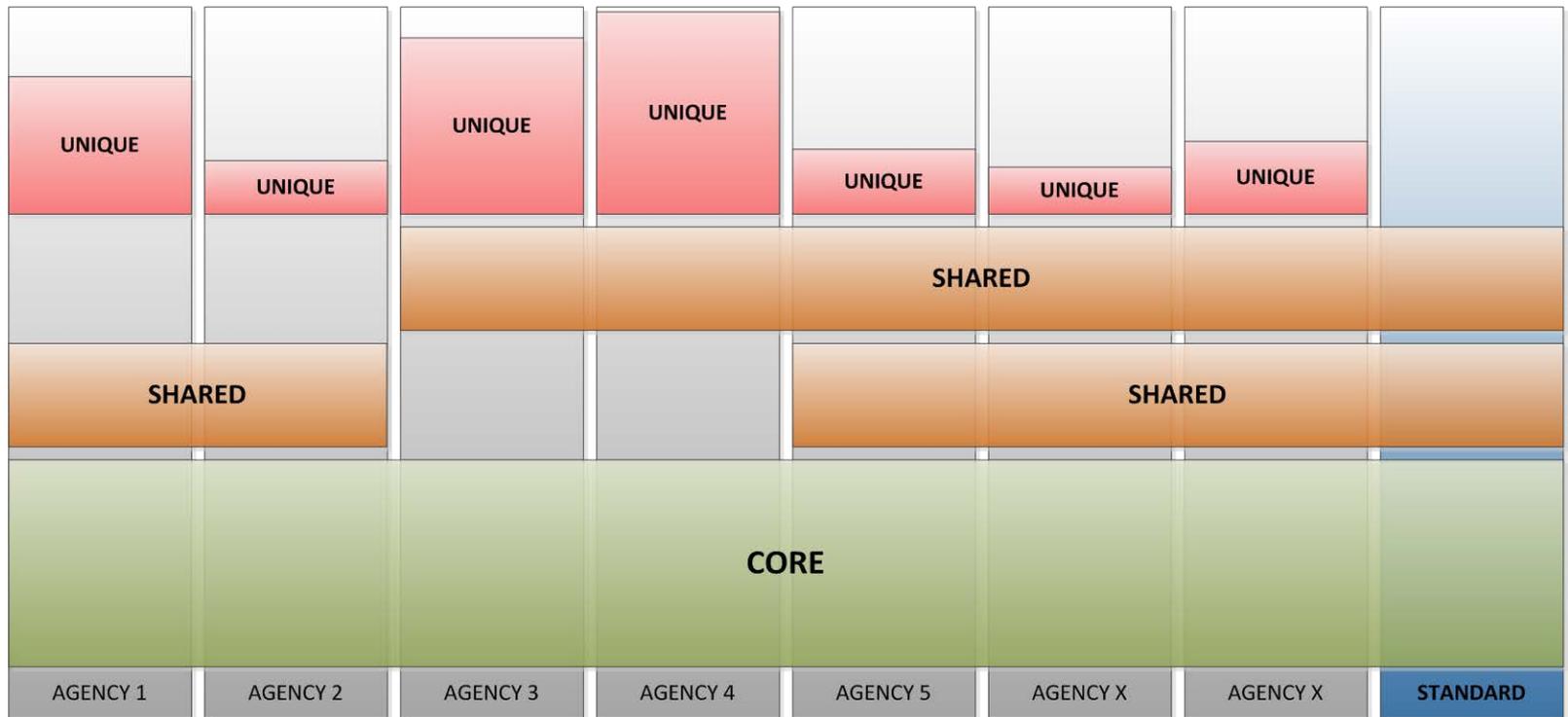
CORE, Shared, or Unique

Configuration item: A discrete unit of functionality or a rule that can be set or adjusted within the application without custom programming. For example: time codes, leave codes, time sheet templates, etc.

- **CORE:** The set of configuration items that apply to every user of the system, regardless of agency.
- **Shared:** Configuration items that apply to more than one agency, but not every agency.
- **Unique:** Configuration items that apply to only one agency or a subset of one agency.



Configuring TLA



Standard configuration – The set of CORE and shared configuration items that comprise a complete set of rules, workflows, etc. Conceptually, this configuration could be used out of the box by agencies that have no unique business needs, or as a starting point by those that do. **NOTE:** The standard configuration is not in the original scope of the project, but is a desirable outcome.



Determining CORE

- Project provides chosen vendor with the requirements information gathered to date
- Vendor develops “candidate” CORE based on best practice, TLA rules, and known requirements
- An inter-agency advisory group and TLA Project staff will participate in workshops led by the vendor to determine an initial CORE that can work across the enterprise

Note: Unrepresented agencies will be able to confer with Advisory Group members to ensure that their requirements are considered.

- CORE will evolve over time as new business requirements are defined and additional agencies are added

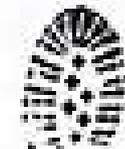
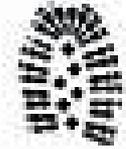
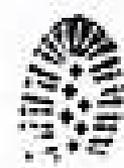


TLA Advisory Group

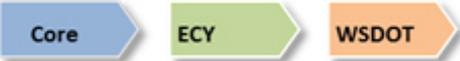
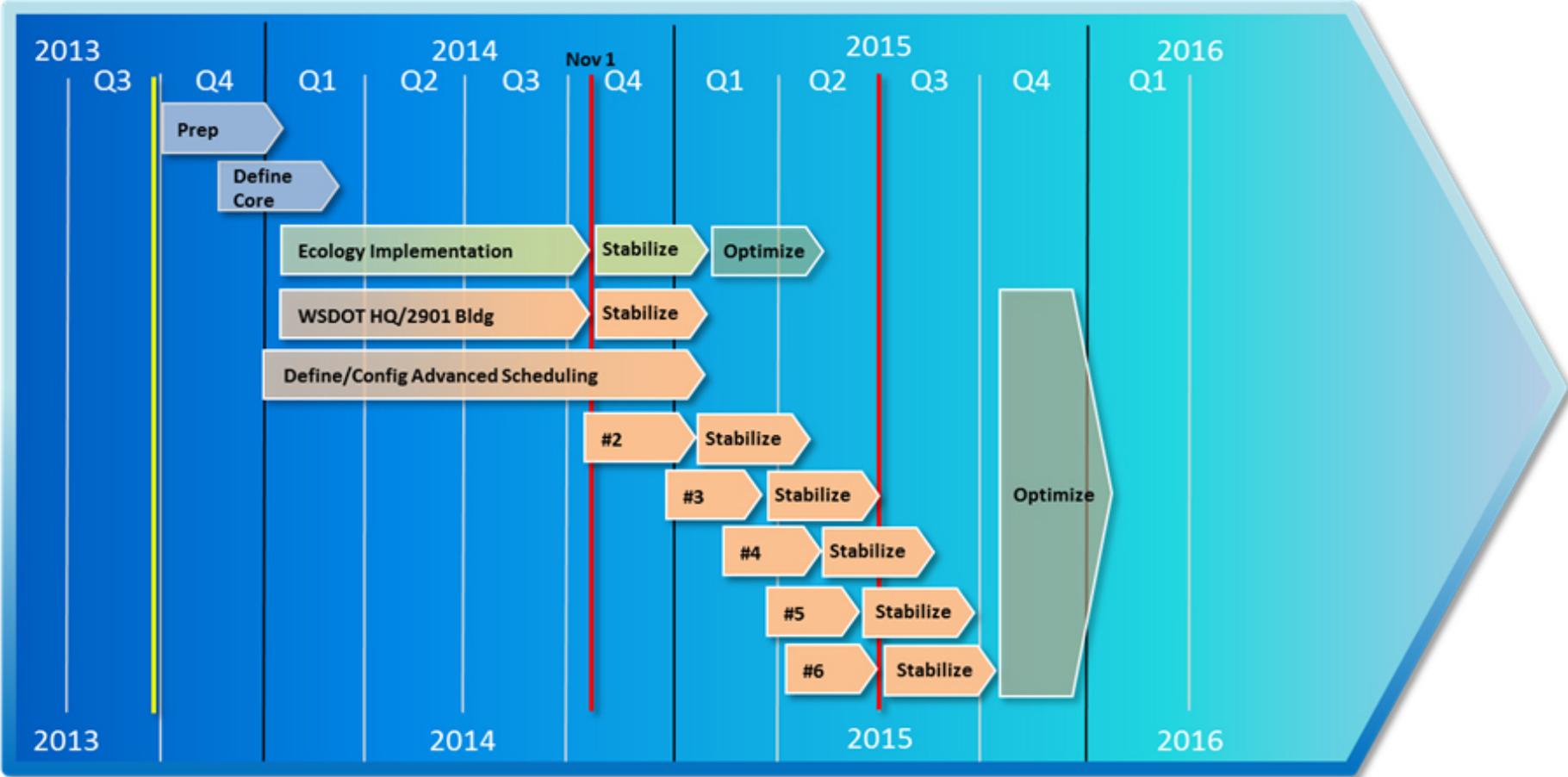
- DOL: Virginia Hansen
- DOT: Scott Kibler, Cindy Bellus, Teri Haffie
- ECY: Lisa Darnell, Alex Monroe, and Susan Jakeman
- DSHS: Bennett Holmes, Jay Minton, Michelle Harvey
- DOC: Tom Georg
- DOR: Niki Pavlicek
- DOH: Elizabeth Smith
- MIL: Laura Drybread
- DNR: Cheryl Walpole
- WSP: Angie Gill
- DES: Ashley Howard, Jim Morgan
- ESD: Mary Beth Strand

Next steps . . .

- Oct. 21 – Vendor arrives in Olympia
- Nov. 11 – Project Kickoff
- Nov. 13 – Primary Preparation/Demonstration
- Nov. 15-19 – Project Team Boot Camp
- Dec. 2-6 – Exec. Leadership Open House
- Dec. 2-3 – Open House for business units
- Dec. 9-11 – Workshop 1: Candidate Core
- Dec. 9 – Jan 7 – Workshop 2: Req. Gathering
- Jan. 8-14 – Workshop 2: Gap Analysis



TLA Projected Timeline



Getting questions about TLA?

This brochure provides answers to the what and why of TLA. It is a good starting point to understanding this change.

The brochure is available on the TLA web site.

<http://www.des.wa.gov/about/pi/TLA>

TLA



Sometimes people ask: “What is TLA?” or “Why do we need it?”

This brochure contains answers. Use it to help you, your family, and fellow state employees understand how the **Time, Leave, and Attendance Program** will make state government more efficient and cost effective.

Learn even more by going to www.des.wa.gov/about/pi/TLA/.

 Washington State Department of
Enterprise Services



Thank you . . .

- Our website is expanding, more information coming <http://www.des.wa.gov/about/pi/TLA>

The screenshot shows a web page with a navigation bar at the top containing 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. A breadcrumb trail reads: home > about > projects & initiatives > time, leave and attendance program. A search box is located on the right side of the page.

Time, Leave and Attendance Program

The goal of the Time, Leave and Attendance (TLA) Project 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 [Schedule of Activities](#).

Contract signed, vendor on board!

The Department of Enterprise Services is pleased to announce that a contract has been signed with [Workforce Software of Livonia, Mich](#), to implement the state's new Time, Leave, and Attendance (TLA) application.

The selection of Workforce Software was preceded by an extensive requirements building process that included input by a cross-section of state agencies. A request for proposals (RFP) was released in February 2013. The RFP process began last spring, and extended through the summer with proposal reviews, product demonstrations, and finally contract negotiations.

Workforce Software has a proven record in workforce management solutions with over 100 implementations under its belt. The company's software, EmpCenter® for Public Sector, is configured to automate complex time and labor policies in government. The software is designed to help large, diversified government employers meet the unique needs of each department, while providing a simple web-based access that can be tailored to each user group.

Related Topics

- Executive Steering Committee
- Single Points of Contact
- Sometimes People ask: "What is TLA?" (pdf) Printable Version

Contact Information

TLA Program Manger:
Michael York, Enterprise Services

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

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- Frequently Asked Questions
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- 1063 Block Replacement
- Capitol Campus Hillside Reforestation
- Garage Lighting Efficiency Project

