



DHRM's Time, Attendance and Leave (TAL) Project

Presentation to the CIO Council

January 11, 2012



TAL Project Highlights

| Item | Highlight |
|------|---|
| TAL | <ul style="list-style-type: none">- The solution will provide a custom-built, web application to capture agency time, attendance and leave data- Agencies can evaluate and choose whether to adopt TAL- DHRM is not planning to charge agencies for TAL use |
| PMIS | <ul style="list-style-type: none">- TAL will use employee and position data already captured by PMIS- The TAL solution is not being built within the PMIS mainframe system |



TAL Project Highlights

| Item | Highlight |
|------------------|--|
| CIPPS | The TAL solution will send hours to CIPPS for payment for wage (regular and OT hours) and salaried (OT hours) employees. |
| CIPPS-Leave | The TAL solution can serve as a replacement for agencies for the CIPPS-Leave system. Functionality for TAL is planned beyond what the CIPPS-Leave system currently offers. |
| Cardinal Project | The Cardinal Project is implementing Time and Labor (T&L) and Absence Management (AM) modules only for VDOT. Currently there are no plans to roll these modules out statewide. |



Project Scope – What's In

The TAL solution will provide an automated means:

- 1) for state employees who fill salaried and wage positions to report time worked and for their managers to review and approve or deny that reported time
- 2) to interface hours worked to CIPPS
- 3) to calculate the accrual, earning, crediting or other accumulation of leave to employees and the use of leave by employees
- 4) for employees to request leave and for their managers to review and approve or deny those requests
**The employees to whom #3 and #4 apply must be tracked as employees in PMIS and abide by the Classified leave program*
- 5) for agencies to report on and download data entered into the TAL system



Project Scope – What's Out

- Administration of FMLA, Workers Comp and STD / LTD
- Tracking leave for those not using the Classified Leave System (e.g., faculty and appointees)
- Capturing hours worked for Contractors
- Work Scheduling Tool to enable supervisors to schedule multiple workers for operational coverage (Note: A schedule will be able to be established in TAL for an employee)
- Recording hours worked for employees whose employee and position data is not recorded in PMIS



Proposed Timeline

We are here

| | | | |
|-----------------------|--------------|--------------|--------------|
| Calendar Year | 2011 | | |
| Month | Oct | Nov | Dec |
| Project Stages | Pre-Planning | Pre-Planning | Pre-Planning |

| | | | | | | | | | | | | |
|-----------------------|------|---------------|--------|--------|--------|----------------|-------|-------|-------|--------------|--------------|--------------|
| Calendar Year | 2012 | | | | | | | | | | | |
| Month | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Project Stages | Plan | Plan & Design | Design | Design | Design | Design & Build | Build | Build | Build | Build & Test | Build & Test | Build & Test |

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|-----------------------|--------------|--------------|--------------|----------------|------------------|----------|------------------|------------------|------------------|------------------|------------------|------------------|
| Calendar Year | 2013 | | | | | | | | | | | |
| Month | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Project Stages | Build & Test | Test & Train | Test & Train | Train & Deploy | On-Board & Train | On-Board | O & M & On-Board |



Key Dates

| Milestone | Planned Start Date | Planned Completion Date |
|---|---------------------------|--------------------------------|
| Prepare & Submit Project Initiation Documentation | Oct 11, 2011 | Nov 30, 2011 |
| Receive Project Initiation Approval | Dec 1, 2011 | Dec 31, 2011 |
| Perform Detailed Project Planning | Jan 3, 2012 | Feb 28, 2012 |
| Receive Detailed Planning Approval | Feb 17, 2012 | Feb 28, 2012 |
| Perform Design Efforts | Feb 17, 2012 | Jun 30, 2012 |
| Conduct IV&V #1 | May 1, 2012 | May 30, 2012 |
| Perform Build Efforts | Jun 1, 2012 | Jan 15, 2013 |
| Perform Test Efforts | Oct 1, 2012 | Apr 15, 2013 |
| Conduct IV&V #2 | Feb 1, 2013 | Feb 28, 2013 |
| Perform Training Efforts | Feb 1, 2013 | May 30, 2013 |
| Go-Live for Initial Adopting Agencies (DHRM, HR Service Bureau Agencies and Other TAL Adopters) | Apr 25, 2013 | Jun 30, 2013 |
| Closeout Project | Jun 30, 2013 | Jun 30, 2013 |



Agencies Expressing Interest in TAL

1. Dept. of Motor Vehicles
2. Dept. Agriculture and Consumer Services
3. Dept. of Juvenile Justice
4. Virginia State Police
5. Virginia Dept. of Emergency Management
6. Dept. of Social Services
7. Dept. of Taxation
8. Dept. of Medical Assistance Services
9. Dept. of Corrections
10. Dept. of Health
11. Dept. of Behavioral Health and Developmental Services (only 720 & 722)
12. Dept. of Criminal Justice Services
13. Dept. of Health Professions
14. Dept. of Accounts
15. Dept. of Rehabilitative Services
16. Virginia Employment Commission
17. Treasury
18. Dept. Mine, Minerals and Energy
19. VCU, JMU, Longwood



Agencies Expressing Interest in TAL

(DHRM Shared Services Clients)

1. Dept. of Aviation
2. Dept. of Business Assistance
3. Board of Accountancy
4. Dept. of Planning and Budget
5. Compensation Board
6. Employee Dispute Resolution
7. Virginia Dept. of Fire Programs
8. Dept. of Human Resource Management
9. Human Rights Council
10. Dept. of Minority Business Enterprises
11. State Council of Higher Education of Virginia
12. State Board of Elections
13. Science Museum of Virginia
14. Southern VA Higher Education Center
15. Dept. of Historic Resources
16. Virginia Racing Commission



Contact Information

Website: www.dhrm.virginia.gov/TAL.html

- presentation to HR representatives
- proposed requirements
- agency questionnaire

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Questions