

# Enterprise Time, Leave and Attendance Project

August 23, 2012

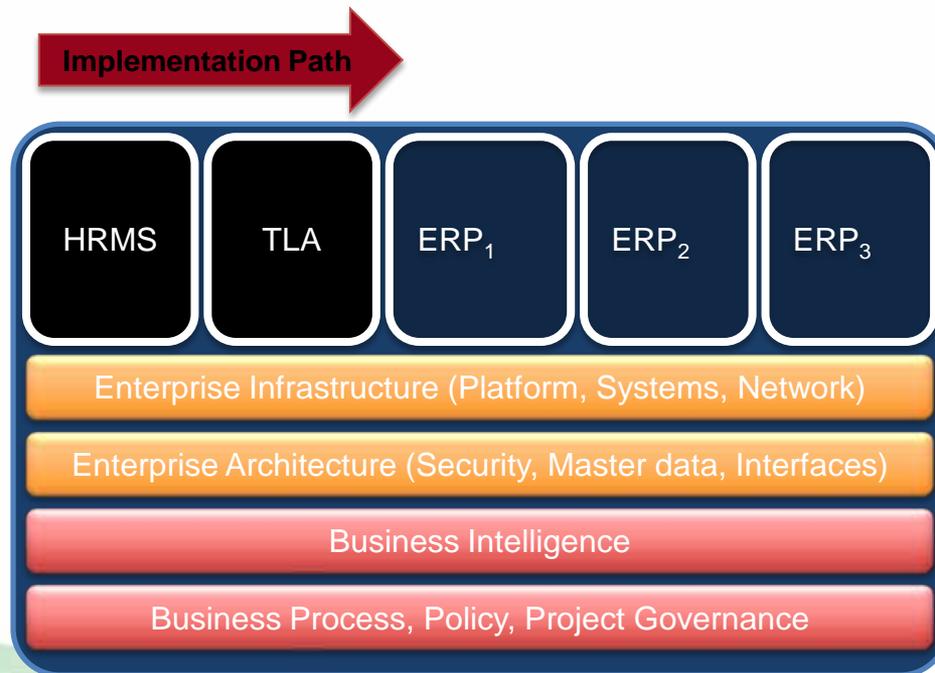
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# Program Overview

- Purpose

- Take the next step modernizing the State's financial systems
- Implement an enterprise-wide time, leave and attendance solution



# Drivers

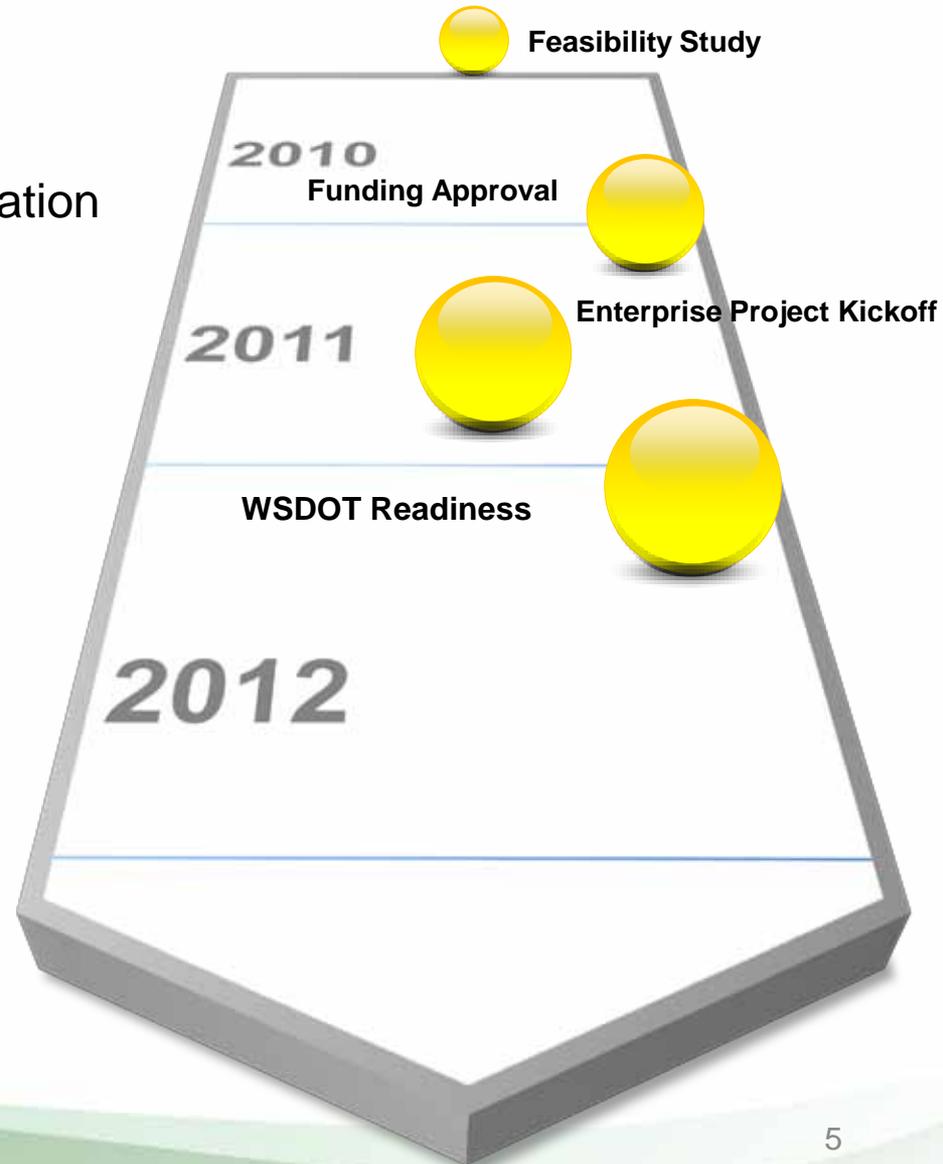
- State commitment to enterprise solutions for business process and systems improvement
- Costly to maintain more than 40 timekeeping systems exist across state agencies
- Many of the current systems fail to provide complete and timely data
- Compliance with laws, rules and bargaining agreements often dependent on manual processes
- Lack of consistency and efficiency in timekeeping processes
  - Current processes are often paper-based, inconsistent and inefficient
- Significant duplication of effort across agencies

# TLA Program Scope

- To implement a solution that will:
  - Enable electronic time and leave capture (electronic timesheets), approval and reporting, using automated workflow
  - Facilitate schedule development, assignment, and management.
  - Use configurable rules engine to enforce compliance with collective bargaining agreements (CBA), statutes, and rules
  - Provide robust management, exception and performance reporting
  - Integration with HRMS, AFRS and other required agency line of business systems
  - Provide employee self service (check work schedules, leave balances, leave approvals, etc.)
  - Based on the ERP enterprise infrastructure platform

# Background

- Feasibility Study (08-09)
  - WSDOT/DNR/OFM/DOP Collaboration
  - Evaluated alternative solutions
  - Developed baseline requirements
  - Provided a recommendation
- Funding Approval
  - Pilot implementation
  - WSDOT budget
- Enterprise Program Kickoff
  - Program Governance Definition
  - Requirements Development
  - Agency Readiness Activities
  - Program Planning
  - Communication



# Implementation Approach

- **Phase 1 – Planning/Analysis**
  - Requirements development
  - Conduct vendor demonstrations
  - Finalize requirements
  - Conduct RFP/Finalize contract
  - Phase 2 planning
- **Phase 2 – Pilot Implementation (WSDOT/ECY)**
  - Vendor integration, Design, Build, Test, Deploy, Support
- **Phase 3 – Full Implementation**
  - Lessons learned, Design, Build, Test, Deploy, Support

# Deliverables

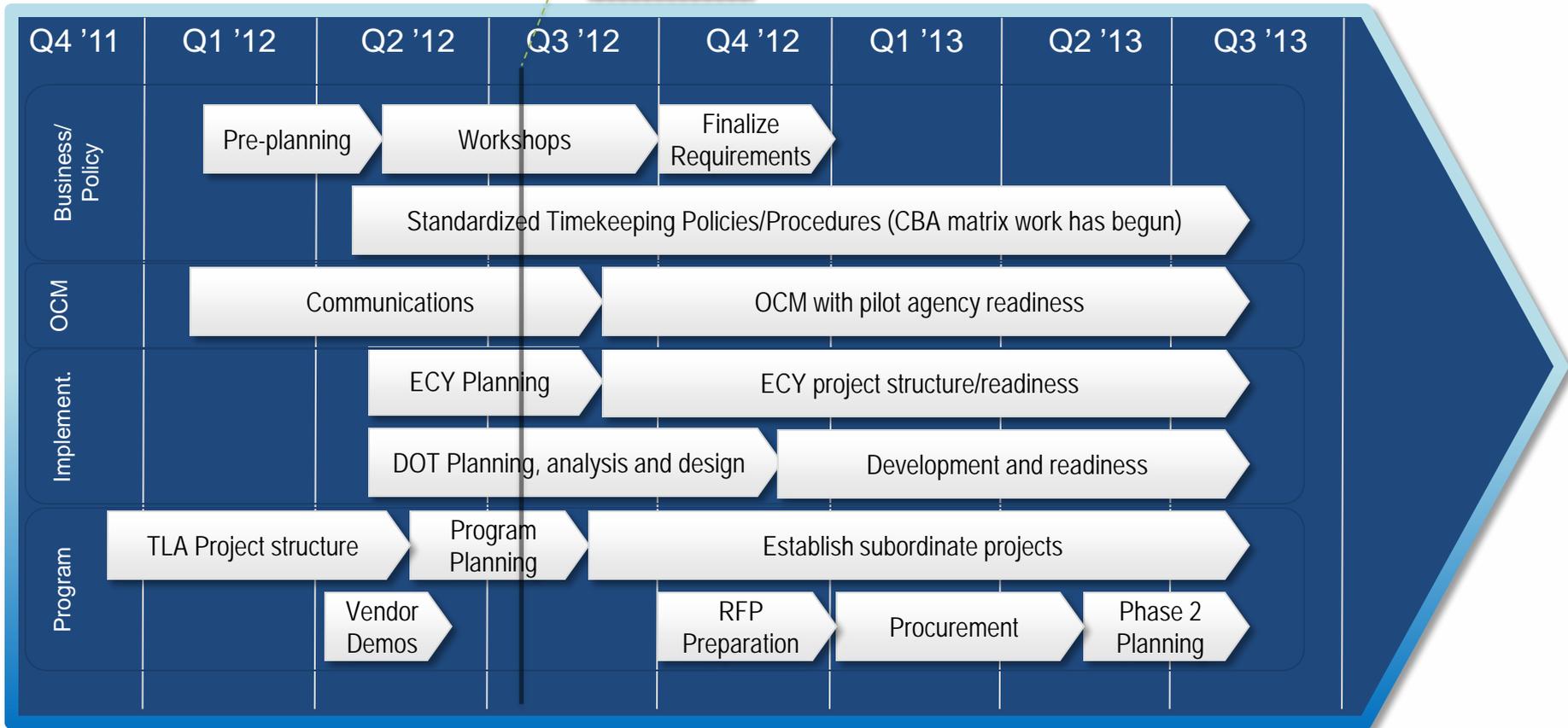
- Phase 1
  - Baseline requirements
  - Enterprise technical design
  - Timekeeping policy/process decisions
  - Vendor demonstrations
  - Change management plan, readiness assessments
  - Request for Proposal (RFP)
  - Vendor selected/contract signed
  - Application remediation
  - Consolidated pilot implementation plan

# WSDOT Standardization

- Source of FTE Data – WSDOT will no longer perform proprietary calculation of FTEs and instead accept state FTE data from HRMS
- “Weighted Labor Rate” will no longer be used and instead actual labor expenditures will be fully distributed each payroll cycle.
  - Employer Taxes & Contributions - HRMS will distribute employer costs in proportion to reported timesheet activities.
  - Leave and Comp Time – Alternative methods for equitably allocating these costs are under evaluation and viable alternatives will be presented at a future Secretary’s Planning meeting.
  - State unemployment & other fixed personnel costs – Alternative methods for equitably allocating costs are under evaluation and will be presented at a future Secretary’s Planning meeting.

# Phase 1 Milestones

Current Status



\* All dates are preliminary. Time periods are calendar years (not fiscal).

# Key Accomplishments

- **Market research for vendor demonstrations**
  - 3 demonstrations
  - 40-50 people per session
  - Goal: Build awareness of industry capability
  - Provided for validation of assumptions, confirmation of capability
  - 2<sup>nd</sup> round of demos underway
- **Requirements development**
  - Q&A period with vendors answered many questions
  - Completed sessions with WSDOT, Ecology, DSHS, others
  - Initial CBA matrix for WSDOT-specific agreements complete

# Questions?