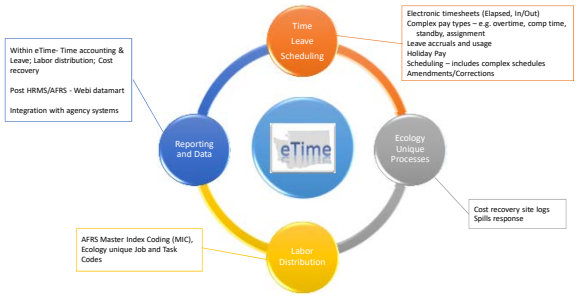
# eTime Implementation at Ecology

## Project History

- 1988 – Time Management System
- 2011 – DES/OFM initiated the TLA program. Ecology and WSDOT selected as pilot agencies for TLA
- October 2011 - June 30, 2015 TLA project
- March 2016 – eTime Project
- March 2017 – All Ecology staff using eTime

## Scope – What was Implemented?



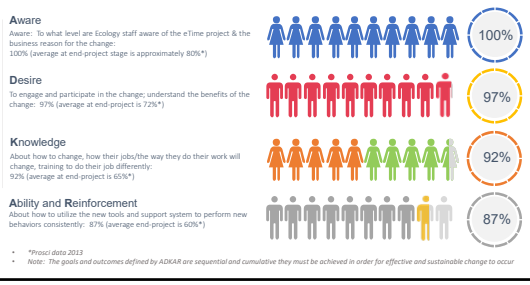
## Pilot Implementation
## December 1, 2016

- 170 Employees Participated
- Lessons learned for full implementation
  - Start cutover activities as soon as possible
  - Schedule creation and assignment
  - Delegations
- Benefits
  - Training approach/material updates
  - Targeted communications
  - HyperCare/Command Center

## Organizational Change Management
## - Champions, Training & Communications-

- Change Management Training for Managers, Supervisors & Champions
  - What is change management
  - What is my role
- Champion network
- Train the trainer (internal trainers statewide)
  - Presentation skills
  - Hands-on System training all roles
- Training (end-user)
  - 121 Employee sessions
  - 80 Supervisor sessions
  - 97% Attendance
- Communication strategy
  - 50+ Demonstrations
  - Regional and program visits
  - 91 Communications (various delivery mechanisms)
  - Go-live communication

## Change Management Results
## Prosci ADKAR Model®



## Project Results

**Cost**

Decreased paper and printing cost **from** $711 (monthly average) **to** $9 monthly average.
*Savings from March 1, 2017 through December 31, 2017 is $7,020.00*

**Time**

Payroll - Decreased time spent reconciling three data systems **from** 60 hours avg./month **to** zero hours/month. Other agency staff – Decreased time spent reconciling two data systems from 450 hours avg./month to zero. ***Total reduction in staff time for leave reconciliation is 4,590 hours for April through December 2017 (reconciled February time in March).***

**Time**

Decreased time spent unlocking timesheets to correct errors **from** 80 hours avg/month **to** zero hours/month.
*Total reduction in staff time is 720 hours from April through December 2017*
*(February unlocks still took place in March).*

## eTime
## Demonstration Video

## eTime implementation at your agency?
## Contact WaTech

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