



TAL Bulletin

Volume 1, Issue 2

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Special points of interest:

- TAL Readiness Self-Assessment—preparation is key!
- TAL Project Team is engaged in Building and Testing; enter next phases in early 2013.

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TAL Readiness Self-Assessment

How will you know if your agency is ready to adopt and implement TAL? The TAL Project Team has prepared a TAL Readiness Self-Assessment Tool to help agencies identify where they are “ready” and “not ready” when considering TAL implementation.

Agency Human Resources (HR) staff will be able to use the tool to identify challenges to TAL introduction. Additionally, HR staff can use the self-assessment to create action plans to address areas identified as “not ready”. The TAL Readiness Self-Assessment Tool considers many different factors including:

- Technical preparation and readiness; for example, evaluating the accuracy and completeness of key PMIS fields.
- Organizational readiness for implementation; for example, do competing organizational priorities currently exist?



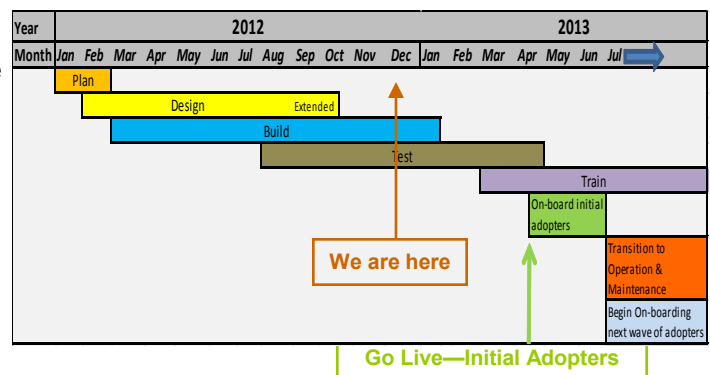
- Cultural readiness to introduce change; for example, is the organizational culture generally supportive and prepared for change efforts?

The tool can be accessed at this link: [TAL Readiness Self-Assessment](#).

The TAL Project Team highly encourages all agencies considering TAL adoption to invest some time in completing the self-assessment. An understanding of agency readiness is key to successful TAL adoption.

The TAL Timeline Update

TAL project work continues to progress according to the TAL Project Timeline. The TAL Project Team is continuing their work in the Build and Test phases of the TAL Project Timeline. Training efforts for the Initial Adopters will begin in the early part of 2013.



The screenshot shows the EmployeeDirect web interface. At the top, it says 'EmployeeDirect' and 'The Portal for Virginia State Employees'. Below this, there are search filters for 'Employee' with fields for 'ID/Last Name' (containing '15022004'), 'Or', 'Show as:', and 'For:'. There are 'Clear' and 'Go' buttons. To the right, there are 'Notifications' and 'New Notifications' sections, both showing 'No System Notifications' and 'No Data To Display' respectively. The user's name 'EDWARDS, ELAINE H (362-20-01)' is visible at the bottom left.

TAL Overview Demonstrations provide a glimpse into TAL appearance and functionality.

TAL Employee and Supervisor Overviews

How will an employee submit a leave request in TAL? How will a supervisor approve a leave request? If you are curious, you can view employee and supervisor overview demonstrations on the [TAL Project](#) website.

The employee demonstration briefly shows the TAL user interface and describes how an employee would submit

a leave request to the employee's supervisor.

The supervisor demonstration also shows the TAL user interface. Additionally, the demonstration describes how a supervisor would know a leave request is waiting for action and describes how a supervisor would take action on an employee submitted leave request (in this

case, approving a leave request).

Some of the features shown in TAL may change upon final release but these demonstrations give all users a general feel for how TAL will work. Be sure to take few minutes to view them!

“...it will be important to not only evaluate these key fields for initial implementation, but to also have a plan for on-going maintenance.”

PMIS—TAL Required Fields

In order to implement TAL, agencies must ensure that certain PMIS fields are complete and accurate. These field categories include:

- Reporting structure
- Overtime eligibility
- Position information
- Budget information
- Employee data

These fields are critical to TAL functionality. If they are incomplete or inaccurate, employees and supervisors may encounter challenges in using TAL. Additionally, inaccuracies in these fields may result in the need for manual corrections for pay, leave, and/or corrections in other systems.

Agencies should be aware that these fields need to

be complete and accurate on an on-going basis. So, it will be important to not only evaluate these key fields for initial implementation, but to also have a plan for on-going maintenance.

Details about these fields can be found at the following link:

[Required PMIS Data Fields](#)



Agency TAL Assessment Reports

Agency TAL Assessment Reports are available to agencies a few months before their targeted TAL on-boarding dates. These reports can help agencies better understand where they may have gaps in PMIS data that will be important for TAL accuracy.

These reports are identified in the TAL Readiness Self-Assessment and include information related to organizational structure, leave anniversary, leave liability, overtime eligibility, and salary & wage employee data assessment.

Agency Human Resources Staff can contact the [TAL Mailbox](#) a few months prior to the scheduled on-boarding date to request these reports. On-boarding schedules will be communicated at a later date.



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Our Mission...

The Virginia Department of Human Resource Management is the central human resource agency for state government dedicated to providing a broad range of leadership, services and guidance to the Commonwealth and its stakeholders.

Our Vision...

To be a national leader of innovative human resource practices.



[DHRM Website](#)

[TAL Project Website](#)