****

TAL Readiness Self-Assessment

Organizational, Cultural and Staff Readiness Factors

Key to TAL Implementation

Agencies that choose the TAL solution will expect a swift and efficient onboarding experience. This begins with a realistic approach to onboarding, and includes agency readiness, customer sequencing, and meaningful technical support and training. DHRM will employ a comprehensive view of potential TAL Adopters by assessing key factors that influence a successful transition. This includes the quality and accuracy of agency data, agency size and complexity, management commitment, an overall workforce profile to help prioritize the tiering schedule, and ensuring that DHRM is fully prepared to respond to program and technical needs.

If your agency is planning to adopt TAL, it is not too early to find out if you’re organizationally and operationally ready to move forward. An agency’s culture and level of operational preparedness can be influenced by many variables that can impact the onboarding experience. This self-assessment tool is a reliable first step for assessing readiness factors.

Please review the Organizational, Cultural, and Operational Readiness factors below to begin assessing your TAL readiness. Check the “Yes” or “No” column for each question. Use the “Notes and Action Plan Column” to record and track issues and action plans for the resolution of any barriers to potential success. Based on the outcome, consider the strategy and prevailing internal processes needed to enable your agency and your employees to successfully adopt and use the TAL system.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Organizational & Cultural Readiness | Yes | No | Notes/ Action Plan |
| 1 | **Does the introduction of TAL align with existing organizational strategies?** |  |  |  |
| 2 | **Are there competing organizational priorities that may make the introduction of TAL challenging during on-boarding?** |  |  |  |
| 3 | **Are organization leaders committed to sponsoring the introduction and ongoing utilization of TAL?** |  |  |  |
| 4 | **Is the organizational culture generally supportive of change efforts?** |  |  |  |
| 5 | **Is there a history of successful introductions of new systems or programs in the organization?** |  |  |  |
| 6 | **Does the organization have established management practices for the introduction of new programs and initiatives?** |  |  |  |
| 7 | **Has the organization provided DHRM with its list of TAL Points of Contact?** |  |  |  |
| 8 | **Do all employees have access to a computer with Internet Explorer 8?** |  |  |  |
| 9 | **Are there potential barriers to successfully implement TAL in the organization? What are they?** |  |  |  |
| 10 | **Is there organizational capacity to successfully transition current practices, processes, and people to TAL?** |  |  |  |
| 11 | **Is there an employee communication process in place that can help guide the workforce throughout the transition to TAL?** |  |  |  |
| 12 | **Are employees generally “comfortable” accessing and using online services?** |  |  |  |
|  | **Operational Readiness** | **Yes** | **No** | **Notes/ Action Plan** |
| 13 | **Is the WAGE 3 System in PMIS used to record employment data for *all* wage employees?** |  |  |  |
| 14 | **Do all of your wage employees have a COVA email address?** |  |  |  |
| 15 | **Data fields in PMIS that are critical to TAL functionality are *always* maintained.**  [***TAL Onboarding Preparations - Required PMIS Data Fields***](http://www.dhrm.virginia.gov/tal.html#technical) |  |  |  |
| 16 | **Does the HR Staff monitor announcements on the** [TAL Web Site](http://www.dhrm.virginia.gov/tal.html)? |  |  |  |
| 17 | **Are policies that relate to TAL administered proficiently and consistently across your agency?**   * [Compensation](http://www.dhrm.virginia.gov/hrpolicy/web/pol3_05.html) * [Leave Benefits](http://www.dhrm.virginia.gov/hrpolicy/policy/pol4_30LeavePolicies.pdf) * [Hours of Work](http://www.dhrm.virginia.gov/hrpolicy/web/pol1_25.html) * [Overtime Provisions - FLSA](http://www.dhrm.virginia.gov/hrpolicy/web/pol3_15.html) * [Pay Dockings](http://www.dhrm.virginia.gov/hrpolicy/web/pol4_45.html) |  |  |  |
| 18 | **Are supervisors and managers trained on policies that control or guide attendance and leave?**   * [Hours of Work](http://www.dhrm.virginia.gov/hrpolicy/web/pol4_45.html) * [FLSA & Overtime Approvals](http://www.dhrm.virginia.gov/hrpolicy/web/pol3_15.html) * [DHRM leave policies](http://www.dhrm.virginia.gov/hrpolicy/policy/pol4_30LeavePolicies.pdf) * [Types of Employment](http://www.dhrm.virginia.gov/hrpolicy/web/pol2_20.html) * [Holiday Pay](http://www.dhrm.virginia.gov/hrpolicy/web/pol4_25.pdf) * [Emergency Closings](http://www.dhrm.virginia.gov/hrpolicy/web/pol1_35.html) * [Workers’ Compensation](http://www.dhrm.virginia.gov/hrpolicy/policy.html) |  |  |  |
| 19 | **Has the agency requested and reviewed PMIS Data Analysis Reports from DHRM that aid in the assessment of TAL readiness?**   * **Organizational Chart** * **Leave Anniversary Date Reconciliation** * **Position Funding Report** * **Overtime Eligibility** * **Wage EE Data Assessment** * **Salaried EE Data Assessment**   [***Contact the TAL Mailbox***](mailto:TAL@DHRM.virginia.gov) |  |  |  |

|  |  |
| --- | --- |
| **Agency TAL Assessment Reports Available on Request** | |
| **Organizational Chart** | Identifies reporting relationships between supervisors and subordinates. Note: If a position does not identify a supervisor, it will not appear on this report. |
| **Leave Anniversary Date Reconciliation** | Leave Anniversary Dates must reconcile with CIPPS and reflect each employee’s eligible prior service history with the Commonwealth. |
| **Position Funding Reports** | Identifies the budget and funding codes associated with each position. |
| **Overtime Eligibility** | Lists each position’s Overtime Exemption Status and respective Overtime Eligibility Rate. Non-Exempt positions must be reviewed for OT eligibility at 1.5 rate of pay. |
| **Salaried EE Data Assessment** | Summary report of organizational data sets reported in quantifiable context:   * No. of Q Status Employees * No. of EEs in Traditional Sick Leave/VSDP * No. of EE on Temp Pay * No. of EE without email address, ETC. |
| **Wage EE Data Assessment** | No. of Wage EEs in CIPPS vs. PMIS  Wage Ees without email addresses |
|  |  |

FAQs regarding the TAL Project are available on the [TAL Web Site](http://www.dhrm.virginia.gov/tal.html)

Onboarding Coordinator: [Debbie Rigdon](mailto:debbie.rigdon@dhrm.virginia.gov)