Department of Human Resource Management

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TAL Bulletin

Volume 1, Issue 3 February 21, 2013

Special points of interest:

- Initial Adopters—Take 1! April Pilot Testing.
- TAL Project Team continues to conduct Testing. On-boarding and Training development are underway.

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Take 1: The TAL "Initial Adopters" - Who Are They?

As the TAL Project moves toward pilot testing in April, the Initial Adopters of TAL are busy preparing to be a part of the TAL launch. They are preparing and correcting PMIS data that will "feed" TAL, working on implementation needs in their agencies, and will be preparing for training to ensure that employees, managers, and HR staff are ready to use TAL. But, who exactly are these Initial Adopters and why are they so important?

In order to effectively implement TAL in Executive Branch agencies who wish to adopt TAL, the TAL Project Team determined that it would be important to "test" TAL on a small group of agencies to measure how TAL operates on a real-time, live basis. The team will use this information to adjust TAL in preparation for roll out to additional agencies.

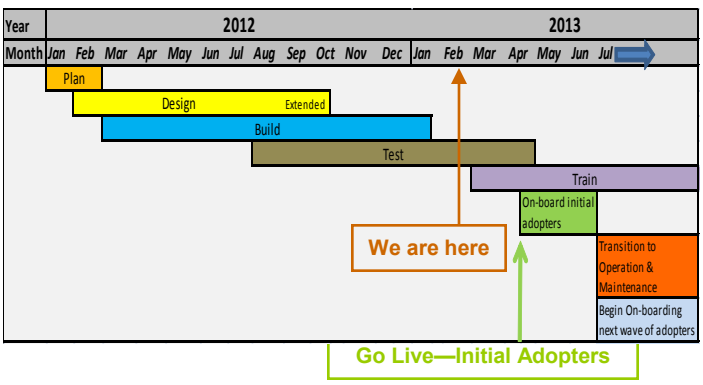
A few key agencies were invited to be part of the TAL pilot test and include the Department of Human Resource Management (DHRM), Department Of Accounts (DOA), and Department for Aging and Rehabilitative Services (DARS). DHRM believes that it is important to experience TAL first-hand as they work with other agencies to implement TAL. DOA has been an important partner in TAL development due to integration between PMIS and CIPPS. DOA will be able to provide invaluable feedback with integration topics. DARS represents a model agency for testing and challenging TAL due to its size, diversity, and complexity. DARS' well-respected HR staff will play a critical role in providing implementation feedback to the TAL team.

Be sure to check future TAL Bulletins to learn about Initial Adopters' implementation experiences as you consider/prepare for TAL implementation in your agency!

Please note that detailed agency on-boarding instruction will be available on the TAL website soon.

The TAL Timeline Update

The TAL Project Team concluded the Build phase of the TAL project in January and continues to focus on Testing. Training development and on-boarding preparations are also underway to ensure Initial Adopters are prepared for implementation.



Training will be targeted a few weeks prior to implementation to ensure retention of information learned.

TAL Training—What Will It Look Like?

When implementing a new system, thoughts of training often come to mind. How will employees, managers, and supervisors learn how to use the new system? Will other key staff be trained and be trained in time for implementation?

The TAL Project Team has prepared a comprehensive Training Plan and is currently developing key training modules. These modules will include:

- Employee Role Tasks—requesting leave, completing timesheets, checking leave balances.
- Supervisor Role Tasks—approving timesheets and leave requests, viewing leave balances.
- HR User Role Tasks—viewing/creating/updating timesheets, leave requests, employee data configuration.
- Other User Tasks

For the majority of TAL users, the training will be a series of on-line modules in the COV Knowledge Center. Components of these modules will also be available as help features directly in TAL. For a smaller group of users (e.g., HR Users), training will include additional hands-on instruction. Training will be targeted within a few weeks of TAL implementation to ensure retention of information learned. As each agency nears implementation, the TAL Project Team will provide the necessary information to begin this critical on-boarding component to ensure success.

The TAL Project Website—Your Source of Information

Have you taken a "spin" through the TAL Project Website? If not, we will show you the wealth of information available on the site!

The TAL Project website can be accessed from DHRM's homepage under the *Quick Links* heading on the right side of the homepage. The TAL Project website is divided into tabs to help users navigate to their particular interests or needs. The first tab is the *About TAL* section. This section includes information about the scope of the project, a timeline update, eligibility information, key contacts and also has links to employee and supervisor TAL demonstrations.

The 2nd tab, *TAL Bulletin*, contains the links to the TAL Bulletins published as general updates to TAL Project progress.

Employees and Managers, the 3rd tab, contains general FAQs about how agency TAL adoption will affect employees and managers.

The last tab, *Human Resources*, contains technical information related to the TAL Project. This tab also contains a series of FAQs targeted towards agency HR staff about TAL functionality and TAL preparation.

The website is updated regularly and the TAL Project Team encourages you to take a look at it periodically for new information.

The TAL Project Website

- About TAL
- TAL Bulletin
- Employees & Managers
- Human Resources

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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