

Time, Attendance and Leave System (TAL)

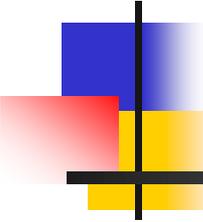


Department of Human Resource Management

Senate Finance Subcommittee on
General Government and Technology

General Assembly Building, Richmond, VA

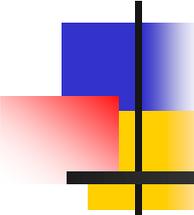
January 22, 2013



Background

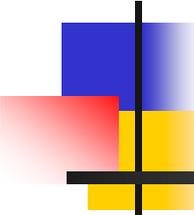
- Recommended by Governor McDonnell's Commission on Government Reform and Restructuring
- Required by Executive Directive 3 (2011)

“DHRM shall streamline and modernize the policies and paperwork requirements for state employee time, attendance, and leave (TAL). This shall include a wholesale review of the leave system and the plan for an online, employee-friendly system for more effective TAL tracking.”



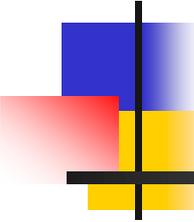
TAL Efficiency & Effectiveness

- Current Manual Process
 - Error-prone
 - Redundant
 - At times unsecure
- New Automated Process
 - Eliminates unnecessary data entry
 - Streamlines human resource management and payroll-related business processes
 - Supports internal controls related to ARMICS
 - Improves compliance with state and federal wage & hour laws
 - Offers opportunities for lowering operational costs in agencies



TAL Project Schedule

- Initiated project in October 2011
 - Received start-up grant from Productivity Investment Fund
 - Received project management approval from VITA
- All Executive Branch agencies are potential stakeholders
 - 40+ agencies actively participating in the project
 - Needed by agencies with limited funding
- Optional system, not a mandate
- Scheduled for implementation in April 2013.



TAL Budget Language

- FY 14 budget language included in Central Appropriations for a sum sufficient appropriation estimated at \$606,439
 - \$384,845 staff
 - \$221,594 maintenance
- Internal Service Fund
 - Users will be charged a fee
 - \$340,934 GF provided in Central Appropriations