Department of Human Resource Management

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TAL Bulletin

"Initial Adopters" Go Live with TAL!

TAL Implementation for DOA and DHRM

The Department of Accounts (DOA) and the Department of Human Resource Management (DHRM) began using TAL on April 25th. Employees, managers, and Human Resources staff are now using TAL to manage leave requests, leave balances, time worked, and approvals for leave and timesheets. The introduction of TAL means that these agencies are no longer using paper or email forms to administer these processes.

Initial results and feedback have been positive. Employees, managers, and Human Resources staff successfully completed TAL training and are reporting that TAL is easy to use.

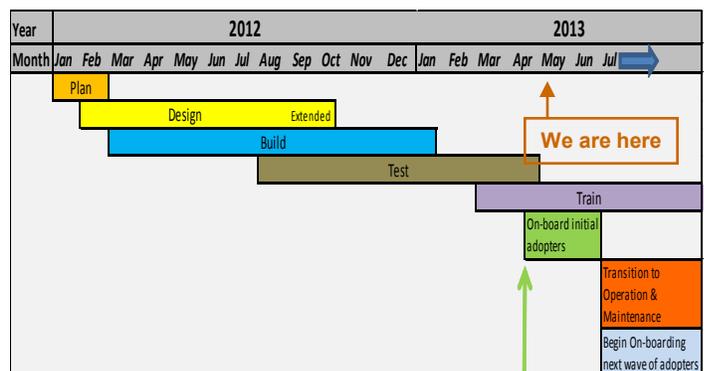Almas Moosa, Human Resources Manager for DHRM, has received feedback from

employees that TAL is "easy and user-friendly" and that "we have needed a system like this for some time". Also, she noted that employees felt that the training to use TAL was great and allowed employees to easily understand how to use TAL.

Jane Kearney, DOA's HR Analyst, has received employee feedback that TAL is "user friendly and easy to navigate". Employees and managers like having access to current leave balances and appreciate the email notifications for actions required and approvals in TAL.

Overall, TAL users generally report that TAL is an effective and usable tool for helping to manage leave benefits and time worked.

The TAL Timeline Update

The "Initial Adopters" went live on 4/25. They continue to ensure training has been completed and will continue for new employees. The TAL team is preparing for the next waves of on-boarding which will occur in late June and late July. The team will also continue to monitor and enhance the TAL system.

Go Live—Initial Adopters

TAL On-Boarding Preparation - What Does It Really Take?

Agencies should begin the report review process at a minimum of 3 months prior to TAL implementation.

Agencies must participate in an On-Boarding Orientation about 3 months prior to implementation. This is required prior to receiving On-Boarding Validation Reports.

With the on-boarding of the Initial Adopters, the TAL Project Team has a better idea of on-boarding preparation requirements. As agencies consider an on-boarding timeline for TAL, here are some key points to consider:

1. An agency should complete the Organizational and Cultural Readiness Assessment from the TAL Project website prior to beginning any TAL implementation activity. This assessment does not need to be submitted to the TAL Project Team. However, it is an excellent tool for agencies to evaluate their own readiness to implement TAL.

2. Agencies must request, review, and make necessary corrections from the TAL Assessment Reports. These include Organizational Chart, Position Funding, Overtime Eligibility, Wage Employee Data Assessment, Salaried Employee Data Assessment, and Leave Anniversary Data Reconciliation Reports.

Experience from the Initial Adopters indicates that the reconciliation process associated with the Leave Anniversary Data Reconciliation Report can be time-consuming. This process may require manual review of employee service history to correct discrepancies between CIPPS and PMIS. Based upon the Initial Adopters' early experience, the TAL Project Team encourages agencies to begin this review process as early as possible in the on-boarding schedule. It is suggested that agencies begin these reviews at a minimum of three months prior to TAL implementation. Larger agencies may want to lengthen that timeframe to accommodate the potential for a larger records review.

What Exactly Does TAL Change?

So, at a typical agency, what exactly does TAL change for employees, managers, and Human Resources staff?

The biggest change is that leave and timekeeping administration is completed electronically. This means that forms no longer need to be physically circulated for required approvals. It also means that employees and managers do not have to estimate or request reports of current leave balances as TAL will provide more up-to-date leave balances.

Agency Human Resources staff will be heavily involved in the "local" administration of TAL for the agency including some "behind the scenes" configuration of TAL and responding to employee and manager questions about TAL. Agency Human Resources staff will also continue to be agency experts on leave and timekeeping policies and practices in the agency.

What does not change with TAL? Executive Branch leave and timekeeping policies remain the same. The practice of administering these policies becomes electronic and no longer requires actual physical processes.

Executive Branch leave and timekeeping policies can be found on the DHRM Policy website.
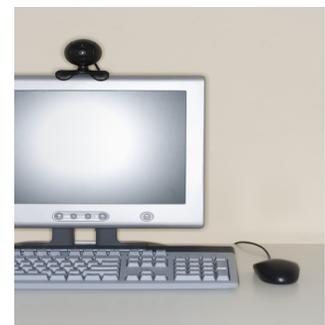
TAL Changes:

- Submit leave and time worked electronically.
- Electronically approve leave and time worked.
- More up-to-date leave balance access.

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