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Scheduling, Time, Leave and Attendance Reporting Project

Frequently Asked Questions

Why is the state looking at a time and attendance system now?

The state's current time collection, leave management, and payroll process is highly complex and is governed by federal and state statute, personnel rules/regulations, and numerous collective bargaining agreements (including associated memorandums of understanding). As a result of limited automation, old systems and this complexity, the process relies heavily on paper and manual data entry into the state's payroll mainframe in order to ensure that the state's 10,000+ employees are paid in accordance with applicable pay rules and statute. The process is cumbersome to manage and leads to a poor experience for the state's employees. The state has been attempting to address the need for a modern scheduling and attendance system for years and was able to secure funding through a capital budget request for fiscal year 2015.

Do all state agencies really use paper time sheets?

No. Some state agencies have developed their own stand-alone Time and Attendance systems with limited functionality over the years. For example, many DEM and DOT employees enter their time into a web-based time collection system. The Department of Corrections also has a stand-alone time management system, but continues to rely on manual data entry of employee hours. Of these agencies, only DEM has a direct interface to the state's payroll system.

Why can't the state just deploy DEM or DOT's solution to other agencies?

These systems were built and configured to accommodate the unique time collection and financial reporting requirements of each agency. Even with these systems, current time collection, leave management, and payroll processes are limited in scope, do not provide adequate management reporting capabilities, are costly to operate, and provide limited access and information to the state's employees. These systems are not appropriate candidates for an enterprise solution, despite their relative sophistication compared to completely manual, paper-based processes.

Who is in charge of this project?

The Department of Administration, Division of Human Resources is the primary stakeholder of this project. The project is being managed by the Office of Digital Excellence and receives key support from the Office of Accounts and Controls, the Division of Information Technology, and agency personnel.

When did this project begin?

Initial discussions with agency financial managers began in April 2014. A cross-agency leadership team was formed in late June, 2014 and has met regularly through the summer and fall to develop an RFP. Requirements for the RFP were developed by looking at state agencies with some of the most complex time-capture requirements. More than 300 individual requirements were captured via dozens of process-review meetings with human resources staff, payroll personnel, agency financial managers, and agency functional managers.

When will a system be completed?

The project contemplates a phased implementation: Phase I) software implementation for approximately 2,100 employees from two to five State agencies, and Phase II) software implementation for approximately 38 state agencies and commissions totaling roughly 8,500 additional employees. We anticipate that Phase I will require a 12-18 month implementation window. Phase II will require 18-24 months, though agencies will be on-boarded to the system throughout that period.

How will this system impact state employees?

The system will improve time recording, scheduling and leave management. Employees will be able to access this system via the internet at their convenience to view future work schedules, request time-off, view leave balances, and submit their daily or weekly timesheets securely online. The system will reduce errors in time recording and reduce the need for payroll and leave adjustments associated with incorrect time recording.

Will the system require employees to punch in and out?

It depends. The needs of each agency and their current practices will determine how their employees report time. For some agencies, employees who presently complete weekly timesheets may simply record their time in an online form. For agencies that work with 'roll call' at the start of a shift, the supervisor may simply enter the attendant roll into a web based system. Other agencies may leverage existing ID badge-reading capabilities to record attendance.

What agencies will use this system?

The initial project phase will be targeted towards a few specific Executive Branch agencies. (Selection of Phase I agencies has not yet been determined.) Subsequent project phases will incorporate additional agencies and branches of state government. The ultimate goal is to deploy a software solution capable of handling time and attendance needs for the entire state workforce.