



Time & Attendance Management System (TAMS) Frequently Asked Questions:

What is TAMS?

TAMS abbreviates “Time and Attendance Management System” and this project’s goal is to acquire a single enterprise-wide, integrated time, leave and scheduling application that automates manual processes, saves time, mitigates duplication of efforts and reduces errors.

Who is involved in TAMS?

The agencies involved in this pilot include ODOT, DEQ, Agriculture, and DLCD. The project team has engaged managers and stakeholders throughout the agencies to represent business lines and provide their feedback on process and needs.

What will it do for me?

Our aim is that TAMS will support agencies by:

- Saving time, reducing duplication of work and errors
- Automating leave requests and approvals
- Tracking temp hours
- Providing scheduling, leave and reporting metrics
- Making previous period corrections online
- Supporting FMLA/OFLA management

Will there be punch clocks?

Punch clocks are not in the scope of this project. The aim is to support current business practices and policies.

Will it interface with other systems?

You bet! TAMS has to interface with numerous systems internally to agencies and at an enterprise level including SFMA, TEAMS, OSPA, PPDB, LARS, MMS and others. The project team is involving key experts and system owners to make sure that the new system will successfully integrate.

Will the FIMS system be linked to TAMS so vehicle hours can be tracked automatically?

It is not in scope to interface FIMS and TAMS.

Will there be a uniform time keeping process across the agency/enterprise?

It is not in scope to change policies surrounding time and leave, but process will be streamlined and automated. It is likely that some processes will vary by teams and agencies, and the Project Team recognizes the need for this flexibility. Key stakeholders and subject matter experts have been consulted throughout this process to make sure the system requirements support current business needs. Features such as templates, configurable business rules and automated work flows (i.e. approval paths) will be available.

Will every employee have to fill out a timesheet? Field employees may have limited access/use of online systems. How is this being addressed?

Every employee will need to have time and leave entries made into the system. There will be flexibility built in to the system so that when data needs to be entered by proxy, as appropriate, it can be. There will be options for field employees with limited computer access. During market research, vendor demonstrations presented numerous possible features including hand held units that store data and upload later, kiosks at the shop or field office and mobile apps for smartphones that upload data once in a service area. The solution for our field employees will depend on the vendor's options, consideration of cost, and feedback from our business lines.

Will there be electronic approvals?

Yes! Electronic approvals and routing for timesheets and leave requests will be available. If a reviewer or approver is out of office, they may delegate to another reviewer or approver.

If we're getting rid of paper, will the system have my timesheets and leave requests stored?

The system will store time and leave data, completed time sheets and leave requests according to state retention schedules. There will also be print options if an employee would like to maintain hard copies.

Will the system forecast my current available leave in real-time?

We fully anticipate TAMS having this capability to view "real-time" leave. The State Payroll system will still be the official record of leave but our scope has included a view function to help employees see what their current and forecasted balances and accruals will be. There will be a disclaimer associated with the forecasted leave noting that anything newer than a certain date is only an estimate.

Will the system have features to help with coding?

There will be business rules configured into the TAMS solution to assist with coding. These rules can be managed by the agency system administrator. This may include drop-down menus with only the appropriate codes (time, leave, EA/SJ, PCA) available for the user. In demonstrations, vendors had pass over bubbles and numerous help features that could be implemented to assist employees.

Will the replacement of ATC and Standard Labor cover all our functions?

The goal of TAMS is to replace ATC and Standard Labor without losing any functionality, and maintaining full support of business needs. To this end, we have met with subject matter experts and key stakeholders at length to understand the system requirements needed to replace ATC and Standard Labor functions as seamlessly as possible.

Will the system have features besides time capture?

Yes! The TAMS solution will not only have time and labor capture, but also online leave requests, FMLA/OFLA management tools, scheduling features, reporting and analytics, notification features that can be configured, leave balance forecasting and possibly more.