

Time and Attendance Management System (TAMS)

Project Scope

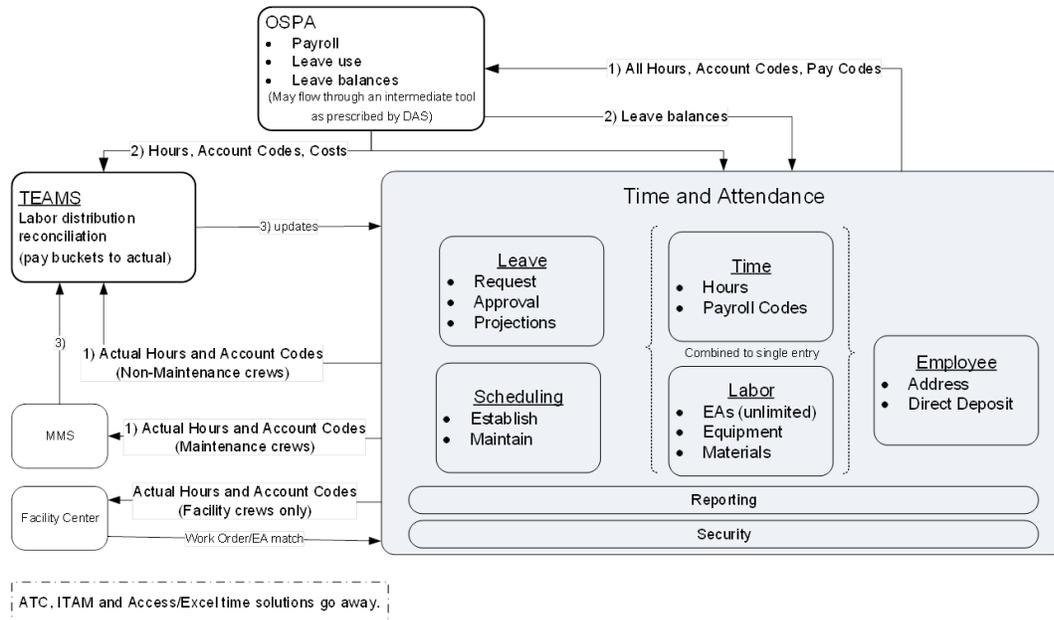
This section summarizes what areas are considered “in scope” for the TAMS project and calls out specific areas considered to be “out of scope”.

In Scope

Summary Level

- **Time and Attendance Management** – Improve efficiency and effectiveness by automating and supporting timekeeping activities, recording of attendance and compliance with applicable rules and regulations.
- **Time Capture/Entry** – Electronic entry or manual recording of hours worked. At the end of a specific time interval submitting it electronically as a time sheet for review and approval.
- **Time and Leave Approval** – Validation of the submitted time record for an interval of time related to a pay period. This process includes the review of both time (hours worked) and leave (scheduled hours not worked) and selecting a disposition such as Approved, Rejected, or Amended for that timesheet.
- **Leave Management / Leave Request Process**– The leave review process includes the receipt of a leave request and selecting an appropriate response (Approval/Denial/Amended) depending on the applicable options.
- **Management and Administration of FMLA/OFLA** – Ensure compliance with the employer responsibilities under FMLA/OFLA. The Family and Medical Leave Act (FMLA) and the Oregon Family and Medical Leave Act (OFLA) protect an eligible employee’s absence from work under certain conditions.
- **Detailed Activity Costing** – Recording of equipment activity hours for each valid project (EA or PCA) using an appropriate activity code for the phase and type of work performed.
- **Detailed Activity Cost Distribution** – Capturing of actual time worked on a specific project or asset tied to a charge code and communication of time and charge code data to accounting systems.
- **Schedule Management** – Creation, reporting and maintaining of employee schedules.
- **Work Shift Scheduling** using the **DAS Schedule** – validate work schedules against the statewide work schedule codes.
- **Reporting & Analytics** - Provide data to support decision-making, strategic workforce, planning and trend identification and provide robust reporting capability on employee time, leave and scheduling data.
- Robust ad hoc data manipulation for reporting purposes
- Interfaces (**List by name**) - TBD

Proposed System Architecture



Organizational – a listing of impacted or contributing agencies, departments, employee types /groups considered to be in scope for the project.

Agencies

- Department of Transportation (ODOT)
- Department of Environmental Quality (DEQ)
- Department of Agriculture (ODA)

Job/Position

- Management
- Salaried non-exempt employees
- Salaried exempt employees
- All overtime (OT) eligible employees
- Part time employees
- Seasonal employees
- Temporary employees
- Contractors (for project and time tracking purposes only)

Process - a listing of impacted business processes considered to be in scope for the project:

1. Time and Leave

- 1.1. Time capture by pay type for total hours worked
- 1.2. Leave request (formal / informal) submission, approval
- 1.3. Leave forecasting and balance adjustment
- 1.4. Management/administration of FMLA/OFLA
- 1.5. Supervisory approval
- 1.6. Assignment of delegates
- 1.7. Manage adjustments, exceptions, validation and calculations for hours worked
- 1.8. Employee self-service time and leave reporting
- 1.9. Advance scheduling and assignment
- 1.10. Equitably allocate leave, compensatory time and other fixed personnel costs to cost centers using allocation policies and methodologies appropriate for the business area
- 1.11. Leverage existing system(s) cost distribution functionality
- 1.12. Validate activities, funds, project, etc. for time and leave reported
- 1.13. Integration – Uploads / Downloads to and from OSPA, TEAMS

Business Functionality

This program will implement a solution for time, leave and attendance that will:

2. Regulation and Compliance

- 2.1. Provide the capability to support labor hour distribution
- 2.2. The system must support transmission to TEAMS, SFMA and OSPA for all scenarios
- 2.3. Storing rates and calculating costs is desirable, if available (Anticipated use is for reference only, currently TEAMS and OSPA are source systems for rates and responsible for calculating costs)
- 2.4. Provide the ability to capture materials and equipment usage associated with labor hours
- 2.5. Manages hours worked by: Validating activities, funds, projects, accounting codes, etc.
- 2.6. Manages leave hours: FMLA, shared leave, etc.
- 2.7. Reconciles payroll information to time and leave reported
- 2.8. Provides the capability to comply with federal and state laws and any bargaining unit rules
- 2.9. Integrates with agency specific and enterprise systems as required

3. Management

Provide scheduling functionality that:

- 3.1. Facilitates schedule development, assignment, dispatch and management
- 3.2. Facilitates electronic workflow for review and approval
- 3.3. Provides notifications to employees, supervisors, approvers

Provide time and leave functionality that:

- 3.4. Captures employee time worked and/or leave taken through electronic timesheets
- 3.5. Enables the utilization of data for decision making
- 3.6. Provides management and reporting on employee time and leave data
- 3.7. Facilitating cost distribution

4. Employee

Enables employee self-service to:

- 4.1. View group/crew leave schedules per established business rules
- 4.2. View employee scheduled shifts
- 4.3. Coordinate shift changes
- 4.4. View forecasted leave available
- 4.5. Request by leave type
- 4.6. View status of leave request (approved/denied)
- 4.7. View leave history
- 4.8. Record time worked with appropriate coding to project, activity, etc.
- 4.9. View status of timesheets submitted
- 4.10. Make adjustments and view status of corrections
- 4.11. View timesheet history
- 4.12. View assignment, work shift or schedule changes

Views or links to:

- 4.13. Applicable help desk materials
- 4.14. Department policies
- 4.15. Statewide policies
- 4.16. Procedure manuals/materials
- 4.17. Applicable collective bargaining agreement
- 4.18. Facilitates electronic workflow for review and approval
- 4.19. Provides notifications to employees, supervisors, approvers and payroll

5. System Administration

Provide system administration features that:

- 5.1. Enable the setup, management and assignment of all employee data, work schedule data, position data, activity codes, etc.
- 5.2. Allow for agency-specific categorization of employees to groups, crews, shifts, etc.
- 5.3. Allow flexibility to capture agency-specific accounting information for timesheets
- 5.4. Allow grants, work orders, other data in generic fields, etc.
- 5.5. Enable the configuration and management of all Collective Bargaining Agreement specific rules
- 5.6. Allow for custom workflow processing and notification rules

Assumptions and Constraints

The TAMS solution will not replace ODOT's TEAMS system.

The TAMS solution will require interfaces to TEAMS, OSPA, SFMS, and various agency specific systems.

The TAMS system functionality will be based on requirements (outlined separately) recommended by the TAMS Advisory Groups and approved by the TAMS Steering Committee.

The TAMS solution will be available to all state agencies upon project completion.

The initial implementation will include three pilot agencies; Department of Transportation (ODOT), Department of Environmental Quality (DEQ), and Department of Agriculture (ODA).

Agencies participating will provide staff (financial, technical, SMEs and change agents) and other resources to support their specific implementation.

The primary TAMS solution will be a best of breed Commercial Off-The-Shelf (COTS) solution procured through a competitive process. Other existing solutions may be identified and implemented to support the TAMS program goals.

The TAMS solution will be centrally hosted (or available via a SAAS / cloud solution) with agency-level and/or group-level separation of business rules.

Agency systems currently used for time and leave may be decommissioned upon completion of the agency implementation at the agency's discretion.

Out of Scope

Budgeting

Personnel Management

Management of Training

Benefits

Travel and Expense