



# TAL Bulletin

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Special points of interest:

- TAL— An automated solution to capturing time, attendance, and leave usage.
- Targeted implementation to begin April 2013 in phases.

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## What Is TAL?

Time, Attendance and Lease (TAL) administration is often a complex and cumbersome process for employees and agencies. DHRM has begun efforts at developing an automated means for agencies to administer time, attendance and leave. TAL will:

- Realize statewide cost savings and cost avoidance through lower operating costs;
- Eliminate data entry and streamline business processes;
- Improve the accessibility and analysis of time, leave, and attendance data;
- Create measurable efficiencies in agency staff time and effort;
- Improve agency compliance with policy and federal & state law; and
- Improve speed and accuracy in central agency data exchange and reporting.

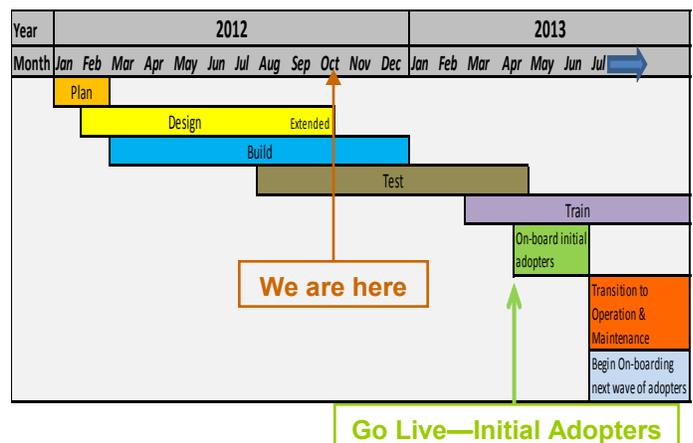


As a means to provide regular updates on the status of TAL, DHRM will publish this **TAL Bulletin** on a regular basis. Look for updates at the following link:

[TAL Project](#)

## The TAL Timeline

TAL is a significant project for the Commonwealth. As such, the project has a comprehensive timeline with various stages. Agencies interested in participating will be on-boarded beginning in April 2013 in phases.





TAL Project Team will provide a TAL Readiness Self-Assessment Tool for agencies in Fall 2012.

## Agency Onboarding Preparations for TAL

Onboarding to TAL is a partnership between DHRM and agencies that begins prior to implementation. Because TAL will rely on Personnel Management Information System (PMIS) data and the integration of Commonwealth Integrated Payroll Personnel System (CIPPS) processing requirements, it is critical that agencies planning to adopt TAL begin assessing their readiness for on-

boarding. Key onboarding preparations for TAL include the following:

1. Begin using the PMIS Wage 3 subsystem to maintain records for wage/hourly employees (if not already using).
2. Assess the accuracy and completeness of relevant PMIS Data Fields critical to TAL performance.
3. Identification of agency TAL system roles related to TAL Processing and Maintenance.
4. Assess agency culture and readiness for transition to an online timekeeping and leave system.
5. Keep up to date with TAL requirements, functionality, and onboarding expectations.

## Culture Readiness—Not to be Underestimated

“Underestimating cultural factors can often lead to organizational frustration and failure...”

An agency’s culture and level of readiness can be influenced by many variables and can heavily influence the success of any initiative. When considering agency readiness to implement TAL, it may be helpful to evaluate these factors.

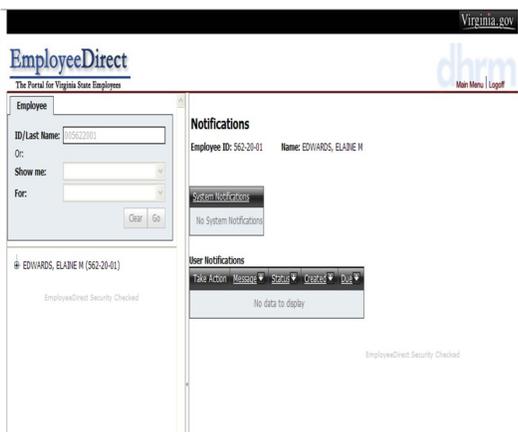
- Management commitment to operational

change.

- Employee access to web-enabled computers for accessing TAL.
- Employee “comfort” with online services.
- Agency commitment to resources required for training and onboarding deadlines.

- Other agency activities to minimize situations of “overload”.

Underestimating these factors can often lead to organizational frustration and failure. So, be sure to spend some time evaluating agency cultural readiness in addition to technical readiness.



## So, How Will TAL Work?

Curious about how TAL will look and work? If so, the TAL Project Team is preparing short recordings of the employee and manager view in TAL. These recordings will allow

future users to see what TAL will look like to them. They will also provide brief demonstrations for submitting and approving leave requests.

Once completed, the

recordings will be posted on DHRM’s [TAL Project](#) website. So, be sure to check the website regularly for these and other updates!



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The Virginia Department of Human Resource Management (DHRM) is the central human resource (HR) agency for the Commonwealth of Virginia. We are dedicated to promoting a culture of leadership that cultivates a talented and proficient public workforce for the citizens of Virginia. We design and deliver the framework for human resource programs through a system of centralized program and operational services for state government and their stakeholders, including employee information, online learning systems, salary administration, human resource policy, human resources shared services, equal employment services, state employees workers' compensation services, state and local government health benefits programs, wellness, and workplace giving.



[DHRM's Website](#)

[TAL Project Website](#)