



# TAL Bulletin

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Special points of interest:

- TAL adoption continues to quickly grow and will continue well into 2014.
- Leave Records with discrepancies between payroll and HRIS must be corrected prior to TAL implementation.

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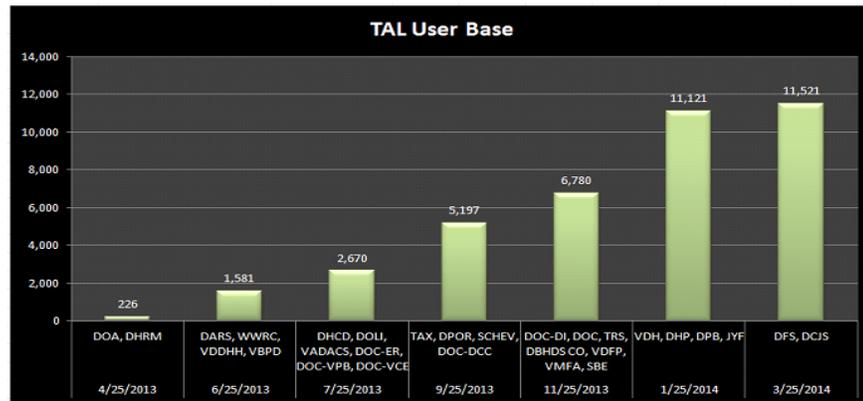
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## TAL Implementation Continues!

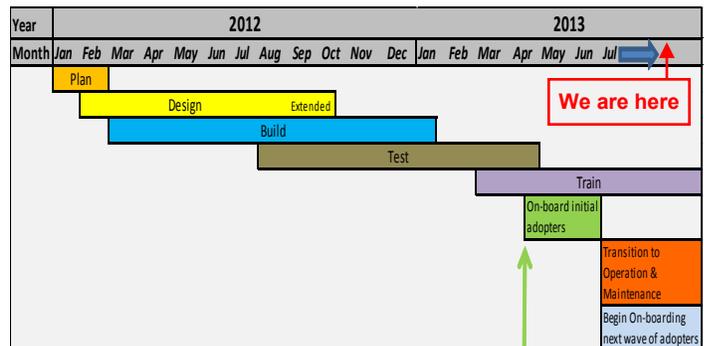
Over the past five months, TAL usage has continued to expand as more agencies have implemented TAL. As of late September, TAL has captured 16,018 leave requests and 11,159 timesheets. The TAL user base has expanded from 226 users in the April pilot implementation to 5,197 users in late September, a 2,200% increase in just five months! TAL growth is expected to continue well into 2014.

Agencies are scheduled to on-board throughout 2014 and many agencies continue to express interest in adopting TAL. If your agency is interested in adopting TAL and is not currently formally scheduled for TAL on-boarding, Human Resources staff should contact [Rue White](#), AHRS Director to determine an on-boarding schedule for your agency.



## The TAL Timeline Update

The TAL Project is now operating in an on-going operations and maintenance mode. Agency on-boarding to TAL will continue throughout 2014. The TAL team is also focusing on determining, prioritizing, and implementing on-going enhancements to the TAL system.



Go Live—Initial Adopters



### **TAL Enhancements**

Future TAL enhancements that are being evaluated by the TAL team include:

- Streamlining leave request entries when multiple days of leave need to be entered.
- Tool to display anticipated annual leave lost.
- Enhancing the alternate supervisor assignment feature.

## **The Agency Experience—TAL Feedback**

Since April 2013, sixteen agencies have implemented TAL. During this time, valuable feedback has been provided by TAL users and administrators. This feedback has been extremely valuable for on-going operations and in identifying opportunities for future enhancements.

Below is a sampling of feedback received from the Department of Housing and Community Development and the Department of Agriculture and Consumer Services about their TAL experience:

*Employees have been very pleased with the ease of use of TAL. Being able to see their “up-to-date” balances is great. Managers have commented they really like being able to see the employee’s leave balances.*

*Many of our supervisors work in the field so we put a TAL link on the Agency Intranet site so supervisors*

*can quickly link to TAL when in travel status. Also, by being able to electronically approve TAL requests, supervisors can stay abreast of these requests when in travel mode whereas previously they would come back to a pile of hardcopy forms to approve.*

*I was concerned at first about the increase in time needed of HR in maintaining TAL. But the time monitoring and processing is minimal after the agency gets through the initial on-boarding. It has saved so much time in not having to correct employee’s leave submissions and there’s nothing to file!*

*TAL is a great system and the TAL Project Team is extremely responsive which has made the transition very easy for our Agency. We appreciate the quick response and their dedication to the TAL system.*

## **TAL On-Boarding Preparation - Leave Record Corrections**

For agencies adopting TAL, the on-boarding process begins three months in advance of the targeted implementation date. During this on-boarding preparation period, agency Human Resources staff works closely with the TAL team to ensure that the agency is well prepared to successfully implement TAL.

Based upon agency on-boarding experience over the past five months, there is one key area that will

likely require extra focus in the on-boarding process. In order to ensure that the data loaded into TAL is accurate, most agencies must correct employee leave anniversary date records where there are discrepancies between payroll (CIPPS) and human resources (PMIS) records. This is important because the leave anniversary date determines the correct accrual rate for employee leave.

Often, these discrepancies appear for employees who have long employment tenure in state government.

The process for determining the correct leave anniversary date may require researching Virginia Retirement System records, prior service records, rehire dates, and periods of leave without pay to determine the accurate leave anniversary date. Sometimes, information may have been keyed incorrectly or service was counted incorrectly.



The amount of research largely depends on how many discrepancies are found in the reports provided by the TAL team. The TAL team will help guide agency Human Resources staff through this process to ensure that agencies are well prepared with accurate data for their scheduled TAL implementations.



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#### 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.



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