

Time & Attendance Management System (TAMS)

April 2015 Update

Project Overview

The goal of the Time and Attendance project is to acquire a single enterprise-wide, time and leave application that automates manual processes, mitigates duplication of efforts and reduces errors. We are engaging stakeholders at all levels throughout the project to ensure that state-wide needs are adequately met. The agencies involved in this pilot include ODOT, DEQ, Agriculture, and DLCD. Oregon Department of Aviation will be using the system through ODOT, as a service provider.

Objectives: Statewide Price Agreement for multiple agencies • Integrate with statewide payroll application • Reporting to support payroll processing, project tracking and cost accounting • Automated leave requests and approvals, leave forecasting, and analytics • Provide training • Provide timely communication on activities and deliverables.

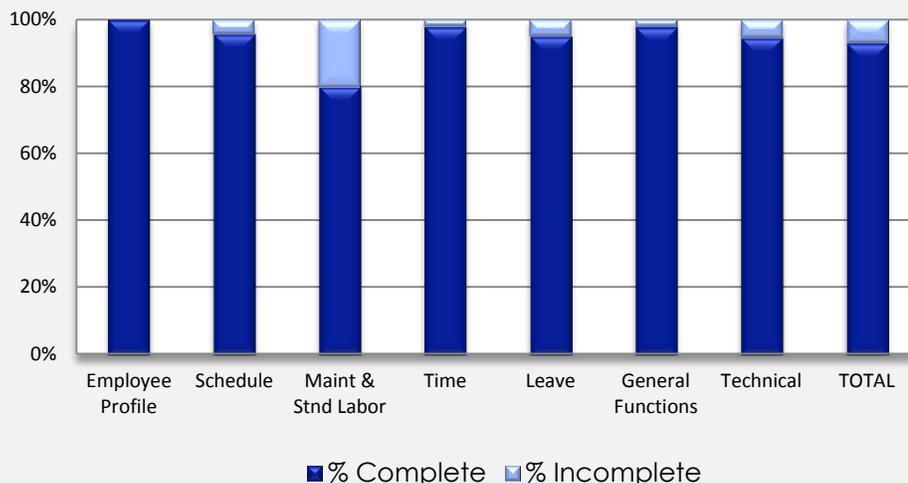
Milestones

- Oregon Dept. of Corrections & Oregon Youth Authority have been briefed on TAMS and engaged for feedback as interested parties
- Formed an action plan with DAS Procurement Officer for RFP
- Requirements gathering is 93% complete
- Process mapping & system context is 85% complete
- Statewide workshops held for requirements validation
- RFI, vendor demos & market research completed

Next steps

- Complete requirements work
- Finalize TAMS Scope and Governance documents
- Distribute Inter-Agency Agreements (IAA's) to partners for review
- Project Team is drafting RFP narrative sections
- Complete Request for Proposal (RFP) to acquire a new system
- DOJ Review of the RFP

TAMS Requirements Status As of 4/8/15



On the Horizon:

...

- The next Steering Committee meeting is on April 20th.
- The Project Team is building a list of FAQ's for the website – look for the update in Inside ODOT.
- Engage Oregon DOC & OYA on scheduling requirements. They are interested in our progress & want to get a jump-start for when the system is available state wide.

Short term benchmarks:

- Complete requirements – 4/30/15
- Draft RFP to DAS – 5/31/15
- DOJ Legal Sufficiency – 8/3/15
- Release Solicitation – 8/5/15

Contacts

...

Executive Sponsor:

Clyde Saiki

Project Manager:

John Cossu

Info Systems Liaison:

Kathy Johnson

Business System Managers:

April Carpenter

Marilyn Sherwood

Business Analysts:

Victoria Hawley

Tracy Posey

DAS Procurement:

Lori Nordlien

Steering Committee:

Stefan Hamlin

Jane Lee

Joyce Martinez (DAS)

Vicky McDermott (Ag)

Jim Roys (DEQ)

Clyde Saiki

Connie Sparks

Bret West (DAS)

Ron Winterrowd

Tracy Wroblewski