

Time & Attendance Management System (TAMS)

March 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.

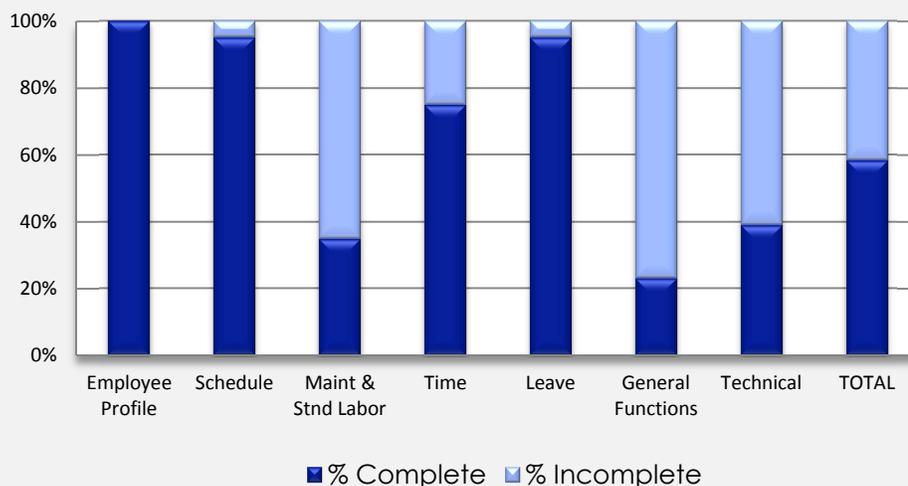
Milestones

- Met with Oregon Dept. of Aviation to bring them up to speed.
- Transitioned requirements work to our new Analyst, Tracy Posey.
- The TAMS external website is live and new documents are posted (<http://www.oregon.gov/odot/cs/SitePages/TAMS.aspx#\>)
- Timeline and project schedule are updated
- Statewide workshops held for requirements validation
- RFI, vendor demos & market research completed

Next steps

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

TAMS Requirements Status As of 3/6/15



On the Horizon:

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- Requirements workshop for DEQ on March 10th in Portland.
- The next Management Team meeting is on March 11th.
- The Project Team is building a list of FAQ's for the website – look for the update in Inside ODOT.
- Bring Oregon Dept. of Corrections up to speed on TAMS. 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 – 3/31/15
- Draft RFP to DAS – 4/10/15
- DOJ Legal Sufficiency – 5/8/15
- Release Solicitation – 6/19/15

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