

Time & Attendance Management System (TAMS)

June 2016 Update

Project Overview

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

Objectives: Statewide Price Agreement • Integrate with statewide and agency systems • Reports & analytics • Automated leave requests, approvals & leave forecasting • Training • Communication

Current News

The Negotiation Team expects final documents by end of July. The Project documents are in review by the State CIO for Stage Gate 3 approval. The Project Team completed drafts of a Project Plan, Training Plan, Communication Plan, and Transition Plan. Victoria Hawley accepted the newly-created role of Implementation Manager to coordinate activities between the pilot project agencies. Erin Morris joined the Team as Sr. Systems Analyst. With Jim Roys's retirement, Mark Brown joins the Steering Committee representing DEQ.

June Happenings

- HBLT presentation on June 3.
- SEIU presentation on June 7.
- AEE presentation on June 7.
- All staff HR presentation on June 14.
- All staff TAD meeting presentation on June 14.

Future Happenings

- Contract documents will receive final updates, review and signing! Inter-Agency Agreement will be finalized
- Meet with agency partners for project planning session July 13.

FAQ's [Have questions?? Email us at AskTAMS@odot.state.or.us](mailto:AskTAMS@odot.state.or.us)

- **Will I be required to use TAMS?**
Yes, all employees will be required to use TAMS for three reasons: 1) TAMS will be the record of archived electronic timesheets. 2) TAMS provides reporting and analytics so it's important to have all timesheet information in TAMS. 3) TAMS will provide consistency in procedures across the agency.
- **What if I don't have access to a computer to do my timesheet?**
Employees will be able to access computers at their workplace either at their desk, office location, shop or kiosk. Because TAMS is web-based it can also be accessed using a smart phone or tablet just as you access your paystub.
- **Will I lose my job if entering timesheets is part of my duties?**
TAMS may change duties but it will be up to the manager of the unit to decide how best to reallocate those duties and time

More FAQ's can be found at: <http://www.oregon.gov/ODOT/CS/Pages/TAMS.aspx>

Meet our Team

Contacts

Executive Sponsor System Owner:

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Implementation Manager:

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