

TAL Bulletin

Newsletter Submission



**Department of Human Resource Management
Commonwealth of Virginia**

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Link to **TAL Bulletin**
<http://www.dhrm.virginia.gov/tal.html>

Narrative

1. Provide a brief description of the submission.

The **TAL Bulletin** is a newsletter designed, created, and published by the Virginia Department of Human Resource Management (DHRM). The **TAL Bulletin** provides regular updates on the progress of the **Time, Attendance, and Leave (TAL) Project**. Specifically, it presents high-level information about the purpose, history, and progress of **TAL**, a grant-funded information technology project that DHRM is leading. **TAL** will automate and streamline the Commonwealth's timekeeping and leave administration process by delivering a web-based time, attendance, and leave application for Executive Branch agency use. The **TAL Bulletin** is a critical component in our overall change management strategy to ensure that stakeholders remain engaged and informed.

2. How long has the submission been in existence?

The first issue of the **TAL Bulletin** was published in the fall of 2012. The format is designed to provide crucial snapshots of **TAL's** progress to a wide audience including elected officials, government executives, state agency leadership, agency human resources staff, supervisors and managers, and employees. The **TAL Bulletin** has been published three times. The next issue will be released when **TAL** goes live in late April.

3. Why was the submission created?

The **TAL Bulletin** was created to provide a central and reliable source of information to a broad audience on the progress of **TAL**. **TAL** is a significant project for Commonwealth Executive Branch agencies because it will automate a decades-old, labor-intensive, largely manual process of recording time worked and leave accumulated/used. **TAL** will provide a cost-free solution for the automated recording, submission, and approval of employee leave accumulation/usage and time worked. This application will interface with state payroll systems to ensure proper compensation of time worked and improved compliance with state policies and related employment law.

When working on a project of this magnitude, DHRM values the role of its key stakeholders. The agency is committed to a process that communicates progress on efforts to deliver more efficient administrative and operational services to our customer base. The **TAL Bulletin** accomplishes that objective, and will continue to expand in content as training, onboarding, and resulting administrative efficiencies are communicated.

4. How does this submission support the goals and objectives of your agenda/department?

The Virginia Department of Human Resource Management is the central human resource agency for state government, and is dedicated to providing a broad range of leadership, services, and guidance to the Commonwealth and its stakeholders.

Communicating with stakeholders at all levels is a key goal, and is central to our agency's mission.

The **TAL Bulletin** supports the goals of the **TAL Project** by educating, informing, and helping stakeholders understand its progress, and how this application will benefit the Commonwealth by delivering modern solutions that return administrative efficiencies.

5. Have you been able to measure the effectiveness of this submission? If so, how?

When a new issue is ready, it is immediately posted to the [TAL Project Web Site](#) and distributed to stakeholders in the Executive Branch, and potential stakeholders in Legislative, Judicial, and Independent agencies, many of which have already expressed interest in **TAL**. Feedback confirms that the **TAL Bulletin** and related communications are well-received and appreciated by stakeholders. This strategy has resulted in increased interest in adopting **TAL** as the leave and timekeeping system for their agencies.