VA Time and Attendance System (VATAS)
VACO Deployment Briefing

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Presentation for
National Partnership Council
Presented By
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• Opening Remarks
• VATAS Overview and Benefits
• VACO Deployment Plan
• The Path Forward
• Question and Answer
What is the VA Time and Attendance System (VATAS)?

- VATAS is a **web-based time system** that will replace outdated technology and centralize and standardize time and attendance data to support **effective, accurate pay** for all VA employees.

- VATAS allows for greater **responsiveness in implementing and accommodating system/policy changes** that pose significant liability to VA.

- Through integrated data, VA can **increase transparency of information sharing**, enabling the Department to extract critical HR data and provide more meaningful information to VA leadership to **drive business decisions**.

- Accurate and timely pay **improves employee morale** and supports the Secretary’s transformation efforts.

**Bottom line:** VATAS enables VA’s transformation into a high performing **21st century organization**
ETA’s outdated DOS-based platform cannot accommodate pay-affecting policy changes resultant from existing and new legislation, posing a $77 million cost to VA. VATAS’ technology, however, is designed to accommodate a 21st century workforce.

**ETA Challenges**

- Pay Policy violations due to system errors generated by manual entry
- Complex and unmanageable oversight
- Decentralized local payroll offices where supervisors abdicate their management roles
- Non user-friendly interface:

**VATAS Solutions**

- Automated system work flow allows for pay-to-policy mapping, resulting in reduced errors
- Provides accountability and internal controls to policies and processes
- Enterprise system enables Shared Services model for streamlined management
- Intuitive, automated system:
What is the VA Time and Attendance System (VATAS)?

What’s in it for me (Employees)?
- Ability to see accurate leave accruals, leave request status and **visibility into approval workflow**
- Access to self-service features *wherever you have internet access*

What’s in it for me (Leaders)?
- Simpler to *update* and **easier to manage** consistently across the organization
- Provides **tools that promote operational insight** and that document your compliance efforts with increased internal controls
- Ability to **assess and track labor to optimize workforce utilization** through detailed information on demand
- Supports a strong VA management infrastructure and integrated operating model

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**Department of Veterans Affairs Workforce**

- **322,199** Employees
- **24,478** Supervisors
- **16,899** Timekeepers & Payroll Technicians

**350,000+** VA employees **impacted by VATAS**

Including **93,690** Title 38 employees
Key Dates for VACO

• **January/ February**: Feedback/ Lessons Learned, Communications, Employee and Leadership Engagement
• **February 23 - March 15**: Role-Based Pre-Deployment Training
• **March 23 – April 3**: Go-Live/ Go-Live Support
• **April 6 – April 17**: Post-Deployment Training and Help Desk Support

The Journey to Go-Live

1. **Feedback/ Lessons Learned**
   - Focus groups have provided feedback on strengths and weaknesses of previous deployments

2. **Communication/ System Preparedness**
   - Key dates, actions, and information will be given to employees through multiple channels

3. **Leadership and Employee Engagement**
   - Employee and leadership feedback prior to deployment will help refine the VATAS approach and improve user adoption

4. **Pre-Deployment Training**
   - Role-based training will be provided to all employees and supplemented by job aids, quick reference guides and more

5. **Post Deployment Support**
   - Training support will be available during and following go-live and supplemented by Help Desk assistance
OM has developed a communications strategy and plan to engage users about the deployment. This strategy focuses on:

- **Empowering leaders** with the information they need to prepare their organizations for the implementation
- Providing **frequent and timely messages** so that users have the information they need at the time they need it
- Delivering communications through a **variety of channels**, including briefings, emails, and the VATAS intranet site
- Establishing **feedback mechanisms** for employees

**What You Can Expect:**

| Regular and informative updates from VATAS team leadership | Messaging and tools for leadership and supervisors | Special training for and activities hosted by Change Agent Network | Universal updates through the VATAS Portal | Distinct leadership and employee outreach through newsletters, memos, etc. |

**What We Need from You:**

- Support in distributing communications to staff when needed in a timely manner
- Awareness of available communication channels
All employees will receive training prior to the VATAS deployment. The VATAS training curriculum is role-based and will be offered through a variety of delivery channels including role-based Quick Guides, training manuals, and FAQs.

**Supervisor/TL Approvers (2 Hours Total)**
Supervisors/TL approvers will learn how to review, approve/deny employee leave and premium pay requests, and view employee information in VATAS. (Offered via LiveMeeting and Face-to-Face.)

**Employees (1 Hour Total)**
Employees will learn how to submit and track leave and premium pay requests in VATAS. (Offered via web-based training and LiveMeeting.)

**Payroll Techs (17 Hours Total)**
Payroll Techs receive extensive training to fully understand the VATAS payroll process and how to perform all system functions of their role as well as serve as a resource for Supervisors/TL Approvers and Timekeepers. (Offered via Face-to-Face.)

**Timekeepers (9 Hours Total)**
Timekeepers receive extended training where they learn how to manage schedules and timesheets in VATAS, track employee requests, and run reports. (Offered via Face-to-Face.)

**What We Need from You:**
- Disseminate training information when required in a timely manner
- Attend and promote training attendance and materials
Our next steps...

Continued Stakeholder Engagement
- Engage with the workforce through strategic communications
- Continue engagement with leadership

Execute Deployment Schedule
- Conduct Role-Based Training through various alternatives

What we need from you...

Leadership support for the rollout
- Support distribution of communications to staff when needed in a timely manner and maintain awareness of available communication channels
- Enable and promote employees’ participation in training and disseminate training information when required in a timely manner

Key Takeaways
- Software changes can be hard on staff – be an advocate for VATAS
- Please provide feedback to the VATAS team when needed
Question and Answer Session