

Information Technology Capital Investment Program  
Project Status Report

---

**To:** Information Technology Strategy and Investment Committee  
John Vittner, Office of Policy and Management

**From:** Mark Raymond

**Email:** Mark.Raymond@ct.gov

**Agency:** Department of Administrative Services

**Project:** DAS - Timekeeping, Scheduling and Leave Management Solution

**Project Manager:** Diane Benedetto

**Reporting Period:** Project Inception through 12/31/2019

**Total Funds Requested:** \$20,713,707

**Total Funds Allotted to Agency:** \$20,530,864

**Accumulative Total Capital Fund Expenditures to Date:** \$10,584,580

**Brief Project Description/Summary:**

The Department of Administrative Services is modernizing the processes related to timekeeping, scheduling, management of leave requests and state/federal family medical leave. All state agencies have a set of diverse and uncoordinated business processes and systems to manage daily workforce tasks creating inefficiencies across the enterprise. A new technology investment and statewide process design will improve the efficiency of day to day tasks for front line supervisors, managers, human resources, and payroll.

The Enterprise Workforce Management Program will be implemented in multiple phases. The technology to support the new and/or updated business processes include the following Kronos solutions - Workforce Scheduler and TeleStaff, Timkeeper, Absence Manager, and Analytics.

Statewide implementation has been removed from scope as of 7/2019. Reduced scope project is now: DOC, DDS, DVA, DCF, DESPP, DMHAS

**Summary of Progress Achieved to Date:**

Assessments with the following Phase I Agencies - DCF, DMHAS, DESPP, DVA to gather the business and scheduling requirements

Distribution, configuration, connectivity testing of time clocks for Phase I agencies and some installs have occurred.

Organizational Change Management workshops conducted to assess training and communication requirements

Integration design sessions conducted with Accenture, Kronos, Core-CT team, and the Central team to develop the integration between the PeopleSoft HR/Payroll and Kronos applications.

Development and launch of project website

Completion of Agency ROI analysis

Completion of new integration direction

Completed new scope / reduction of contract.

Completed selection of system integrator

Started work on system integration and currently testing for DCF end of Feb release.

**Issues and Risks:**

1. Slight slip in new timeline due to data cleanup and testing schedule
2. Permanent support team not in place and trained at this time
3. Overlap with HR Consolidation activities need to be closely monitored. Lots of moving people and parts

**Next Steps & Project Milestones:**

1. DCF initial go-live, end of Feb
2. DESPP, DVA, DMHAS go-live end of April