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GOVERNMENT OF
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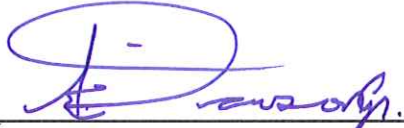
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DEPARTMENT OF FINANCE

FINANCE MEMORANDUM NO. 002-2012

TO: ALL DEPARTMENT AND AGENCY HEADS

SPECIAL ATTENTION TO:
**Human Resources Officers, Fiscal Officers and
Program Managers**

FROM: 
Angel E. Dawson, Jr., Commissioner

DATE: October 12, 2011

RE: STATS Communication on STATS Implementation Timeframes

On September 30, 2011, the STATS project achieved the critical milestone of obligating its funds, as required by the federal grantor under the American Recovery and Reinvestment Act of 2009 (ARRA). With the achievement of this milestone, the grantor has also approved our plan for the full implementation of automated time and attendance across all government agencies on an agreed upon timeline.

This memo transmits our newsletter **TIMEOUT for STATS** that will be distributed for the remainder of the project to share important details on the project and to keep you engaged in the process. Please print and post this newsletter where your employees can access it and understand its importance.

Once again, thank you for giving this project the required attention, and please continue to support the overall effort to improve the performance of government. If you need additional information, please feel free to call or email me at the Department of Finance.



TIMEOUT *for STATS*



October/November 2011 Issue

A Message From Commissioner Angel E. Dawson, Jr.



I am pleased to introduce the first bi-monthly issue of our newsletter created specifically to provide updates on The Government of the Virgin Islands' implementation of its Standardized Automated Time and Attendance System - **STATS!** September 30, 2011, marked a significant milestone when all federal funds for this project were obligated. Now we must deliver on the expectation of implementing a credible process for managing employee time, attendance and leave. This newsletter will be the primary communication channel for sharing successes, announcements, best practices and key information on **STATS**. Post it in a prominent place in your Departments and Agencies and stay informed. Welcome to **TIMEOUT for STATS!**

IN THIS ISSUE

1. Director of Personnel Kenneth Hermon Weighs In on **STATS**
2. Who's next in line to come on board?
3. First Automated Time Keepers Move on to **STATS!**

A Message From Director of Personnel Kenneth Hermon



STATS and its application have far reaching implications for many departments and agencies throughout government. In order to ensure a smooth transition for all involved, we at the Division of Personnel are happy to collaborate as a key stakeholder. In doing so, the Division's role will focus on policy setting and managing change with a multifaceted focus:

- Time and Attendance
- Employee Performance Issues
- Educating Union Leaders
- Docking
- Leave Management
- Educating Employees on Changes

Government Agencies and Departments Schedule for Moving Onto **STATS**

AGENCIES/ DEPARTMENTS	Fiscal Year 2012			
	1ST Quarter	2nd Quarter	3rd Quarter	4th Quarter
BUREAU OF CORRECTIONS; DEPARTMENT OF HEALTH; DEPARTMENT OF LABOR; DIVISION OF PERSONNEL; PLANNING AND NATURAL RESOURCES; VI FIRE SERVICES; INTERNAL REVENUE BUREAU; VI LEGISLATURE; COLLECTIVE BARGAINING; GOVERNOR'S OFFICE; SPORTS, PARKS AND RECREATION; SUPERIOR COURT; VI DEPARTMENT OF EDUCATION ; VI POLICE DEPARTMENT	X			
DEPARTMENT OF AGRICULTURE; BUREAU OF INFORMATION TECHNOLOGY; BOARD OF EDUCATION; CASINO CONTROL COMMISSION; DEPARTMENT OF JUSTICE; DEPARTMENT OF PUBLIC WORKS; JUDICIAL COUNCIL; OFFICE OF THE LIEUTENANT GOVERNOR; OMB; PROPERTY AND PROCUREMENT; PUBLIC EMPLOYEES RELATIONS BOARD; OFFICE OF THE PUBLIC DEFENDER, SUPREME COURT; TAXICAB COMMISSION		X		
ADJUTANT GENERAL; BUREAU OF MOTOR VEHICLES; BOARD OF ELECTIONS; LAW ENFORCEMENT PLANNING COMMISSION; OFFICE OF INSPECTOR GENERAL; PUBLIC SERVICES COMMISSION; SUPERVISOR OF ELECTIONS; TOURISM, VETERANS AFFAIRS; VITEMA; WTJX			X	
DEPARTMENT OF HUMAN SERVICES; JUAN LUIS HOSPITAL; ROY LESTER SCHNEIDER HOSPITAL				X

First 100 Enrollees Move on to **STATS**.



Employees at the Department of Finance on St. Thomas and St. Croix enrolled on **STATS** and are punching time as the only source of time reporting for the department. This process is working in tight coordination with the Department of Personnel and the Tyler Munis ERP system.

TIPS ON TIME

1. Managers and Supervisors must make review of employees' time part of a daily routine. This increases knowledge of the system, provides the best opportunity to timely address errors and assists employees in correctly recording time.
2. When it's your time to move onto **STATS**, get prepared by understanding the policies governing your employment and make sure you know your Employee ID number.