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GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS

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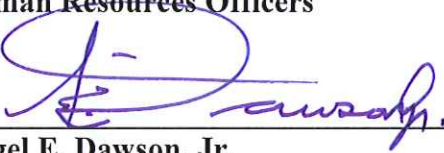
DEPARTMENT OF FINANCE

FINANCE MEMORANDUM NO. 012-2011

TO: ALL DEPARTMENT AND AGENCY HEADS

SPECIAL ATTENTION TO:  
Human Resources Officers

FROM:

  
Angel E. Dawson, Jr.  
Commissioner

DATE: May 16, 2011

RE: Introduction to STATS Project / Annual & Sick Leave Balances

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Over the upcoming months, the Virgin Islands Government (GVI) will standardize the various methods used across the government to capture bi-weekly time and attendance information, which is eventually recorded, validated and approved for payroll processing in the Enterprise Resource Planning (ERP) system. More specifically, **by September 30, 2011**, GVI will implement a **standardized automated time and attendance system (STATS)** to all central government departments/agencies, separate branches of government and component units of GVI that utilize the ERP Payroll Module to process their respective bi-weekly payroll.

Although further information regarding the STATS project will be forthcoming, in an effort to introduce the key attributes of the project, we take this opportunity to share the enclosed "*STATS Project Overview*" statement for purposes of imparting a general understanding of the project objectives, systems integrator (i.e., Qqest Software Systems) and illustration of the hardware products selected by GVI to standardize time and attendance. Undoubtedly, we have targeted several performance benchmarks that will allow for the timely completion of the STATS project; however, we recognize that this monumental achievement will truly be measured by the continued collaboration, communication, candor and commitment demonstrated by each department/agency throughout the ongoing implementation of the ERP system.

With this in mind, we are obliged to inform you that during the first quarter of fiscal year 2012, annual and sick leave balances from the ERP system will be synchronized with our STATS. To ensure maximum efficacy in the initial migration of annual and sick leave balances onto STATS, in advance of fiscal year 2012, GVI employees must review the annual and sick leave balances reported on their bi-weekly direct deposit advice (or check stub) and communicate, in writing, any discrepancy noted in either balance to the Human Resources officer within their respective department/agency, by a time certain. That is, as an integral component of the payroll process scheduled for **June 2, 2011**, the Department of Finance (DOF) will attach the following to each employee's direct deposit advice or check stub:

- 1) correspondence providing proper notification of the employee's responsibility to review the annual and sick leave balances reported in their direct deposit advice(s) or check stub(s), and
- 2) a "*Leave Balance Reporting Form*," which is initiated, with proper supporting documentation, by any active GVI employee seeking to correct their annual and sick leave balance(s) and submitted to their Human Resources officer by **August 3, 2011** for further processing.

In preparation of this activity, the Division of Personnel (DOP) and DOF will meet with your Human Resources officer(s) during the week of **May 24, 2011** to discuss the process of completing the "*Leave Balance Reporting Form*" and its importance to the impending STATS project.

We anticipate your time, consideration and full cooperation in all matters herewith.

cc: Honorable John P. deJongh, Jr., Governor  
Honorable Ronald Russell, President 29<sup>th</sup> Legislature  
Honorable Rhys S. Hodge, Chief Judge Supreme Court  
Honorable Darryl Dean Donohue, Sr., Presiding Judge, Superior Court  
Mr. Louis Penn, Sr., Chief of Staff  
Mr. Kenneth L. Hermon, Jr., Director DOP

Encl.: STATS Project Overview  
Leave Balance Reporting Form



**Government of the U.S. Virgin Islands**  
**Standardized Automated Time and Attendance System (STATS)**  
**Project Overview**

**Background**

The Government of the Virgin Islands (GVI) has always recognized that its most valuable asset, with respect to providing high-quality services to the constituency it respectfully serves via the critical functions of government, is the GVI's workforce. Notwithstanding these virtues, the GVI continues to utilize out-dated and unreliable methods to account and report the time, costs and statistics surrounding labor management.

On January 1, 2010, the GVI implemented the Tyler-Munis ERP Payroll module (or "Payroll Module") to address certain shortfalls in properly accounting for payroll related time, costs and other attributes across the GVI. While a critical dependency of the Payroll Module lay in the inextricable link to the data cleanliness inherent in the Tyler-Munis Human Resources Module (or "Human Resources Module"); realization of the Payroll Module's extensive capabilities will not be achieved without full automation of the existing processes used to capture time and attendance data. With this in mind, the GVI is fully committed to minimizing human intervention by complementing the Payroll Module through a Standardized Automated Time and Attendance System (STATS).

**Project Objectives**

STATS will assist the GVI in automating exiting manual time and attendance processes, thereby increasing payroll accuracy, decreasing payroll preparation time, eliminating redundancy, while providing comprehensive audit trails via a third-party systems integrator. The third-party systems integrator, which has been selected by GVI to provide specific hardware and software solutions to achieve full automation of time and attendance, must achieve the following objectives:

1. Develop and design "biometric" standardized automated time and attendance system that will integrate seamlessly with the Tyler-Munis Enterprise Resource Planning System (ERP) Payroll Module;
2. Supply the necessary hardware and associated software to fully automate time and attendance processing;
3. Provide a system that is capable of effectively tracking and reporting time and attendance for GVI employees, including part-time, temporary and other classifications of employees;
4. Provide extensive reporting using credible and sound data for monitoring payroll costs, and reduce "human errors" and intervention;
5. Eliminate manual time cards, administer and track leave accruals and expedite employee requests via "self-service" applications; and
6. Install the automated system and provide training to GVI employees using the selected hardware and software.

STATS will implement a Government-wide solution that automates every aspect associated with the capture, process and management of employee time worked and leave management. Specifically the project includes complete software licenses for all GVI employees utilizing TimeForce. The TimeForce software licenses include the ability for all employees to access time card data in real time, electronically verify time cards as well as process electronic leave requests. The capture of employee time worked will be accomplished using *biometric time clocks* designed and manufactured by Qquest.

**Government of the U.S. Virgin Islands**  
**Standardized Automated Time and Attendance System (STATS)**  
**Systems Integrator**

**Qqest Software Systems**

Business Longevity - 18 years (In business since 1992)

Corporate Headquarters – Salt Lake City, Utah

Regional Office – Atlanta, GA

Account Manager – Michael E. Smentkiewicz – 404-303-8004 – mikes@w4sg.com

**Company Profile**

Qqest Software Systems offers a full suite of products and solutions designed to help organizations more effectively capture, manage, process, and report labor-related data. From employee time punch to paycheck, Qqest products use the latest technologies to provide effective solutions that help organizations optimize the use of their critical labor resources. Time and attendance hardware and software, job tracking, human resource, and asset management software are included in our core product portfolio. The customers that use our solutions cross all industry segments and include all public & private organizations that manage employees. Qqest products are designed specifically to impact organizational effectiveness by reducing payroll preparation time, eliminating costly payroll errors, and streamlining administrative procedures. These benefits allow organizations to effectively & efficiently manage labor resources and reduce the overall cost of doing it.

Qqest's workforce management systems enable you to automate the time consuming task of collecting employee time worked, tracking employee leave, calculating time cards, tracking professional leave, and computing employee payroll data. Our solutions replace archaic manual punch clocks and hand written time sheets with an easy to use, powerful, computerized method of tracking employees' time and attendance. Improving accuracy by eliminating calculation errors and saving payroll preparation time are just a few of the benefits of our automated workforce management system. Over 42,000 customers around the world rely on Qqest products to streamline their time and labor resources.

Qqest has successfully implemented time and attendance solutions for organizations dealing with unions and collective bargaining agreements. Because TimeForce provides a flexible and configurable rules engine, time keeping policies can be created based on the client's specific needs and can be applied uniformly to employees individually or by group/bargaining unit. Should union or CBA rules change in future negotiations, TimeForce allows administrative users to configure these rules on the fly to incorporate new changes into the TimeForce rules engine and ensure that all policies are up to date.

Qqest is always on the forefront of new technological advances, including biometric solution, wireless applications, and ASP/Web delivery systems. TimeForce, our browser-based enterprise solution for Time & Attendance management, expands upon the functionality of Qqest's core products to provide greater scalability and ease of deployment to large governmental customers that require one complete and proven turnkey solution for their employees. To complement our software and hardware products, Qqest Professional Services (QPS) provides a full range of implementation services that manage every aspect of our solution's installation. Our services include network design and installation; server design, installation and maintenance; OS and application support; as well as complete end user training and program setup.



**GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS  
DEPARTMENT OF FINANCE / DIVISION OF PERSONNEL  
LEAVE BALANCE REPORTING FORM**



**Purpose:** This form is prepared by the employee, along with supporting documentation, to report discrepancies in annual and/or sick leave balances. This form must be transmitted to the appropriate Human Resources officer within the department/agency where the discrepancy in annual and/or sick leave occurred. For those discrepancies that occurred during tenure with a previous department/agency, a separate "Leave Balance Reporting Form" must be prepared by the employee and submitted to the appropriate Human Resources officer within their present department/agency for further processing.

**SECTION A: (To Be Completed By Employee)**

EMPLOYEE NAME: \_\_\_\_\_

EMPLOYEE NUMBER: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

POSITION: \_\_\_\_\_

Leave Type (Annual or Sick)	Pay Period End Date	Amount Reported	Correct Amount	Reason for Discrepancy

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**SECTION B: (To Be Completed By Human Resources Officer or Agency Head)**

DATE REQUEST RECEIVED: \_\_\_\_\_ RECOMMENDED FOR CORRECTION(S): YES ( ) NO ( )

JUSTIFICATION: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SECTION C: (To Be Completed By Department of Finance and Division of Personnel Only)**

DOF: PROCESSED BY: \_\_\_\_\_ ISSUE CODE(S): \_\_\_\_\_ DATE: \_\_\_\_\_

ENTERED INTO ERP SYSTEM: YES ( ) NO ( )

DOF: REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ REDIRECT DATE: \_\_\_\_\_

DOP: PROCESSED BY: \_\_\_\_\_ ISSUE CODE(S): \_\_\_\_\_ DATE: \_\_\_\_\_

ENTERED INTO ERP SYSTEM: YES ( ) NO ( )

DOP: REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ REDIRECT DATE: \_\_\_\_\_

**LEGEND**

Please list all appropriate Issue Code(s) as follows: 1 - Incorrect Employee Setup; 2 - Late Activation of Leave; 3 - Negative Balance; 4 - Intergovernmental Transfer - Regular; 5 - Intergovernmental Transfer - Teacher; 6 - Intragovernmental Transfer - Regular; 7 - Intragovernmental Transfer - Teacher; 8 - Incorrect Leave Recorded; 9 - Other.