

Q: How will ADS handle the transfer of all VTHR data for IT identified positions?

A: ADS leadership w/ support of the finance folks is working w/ HR to transfer all positions along with updating all data within in VTHR for the first payroll of FY19 (6/10/18). IT staff should not see a major disruption in their time entry activities and roles. In late May, ADS will provide time entry training to all transferring and legacy staff in advance of the first payroll and will also provide a TaskProfile cross walk to assist in accurate time entry.

Q: I have never used the VTHR System as my former agency used a different time entry tool, will I be trained to use the VTHR system prior to 6/10/18?

Yes, ADS will hold trainings in late May, date still being confirmed in multiple locations. ADS Finance will also be available to answer and questions and offer additional training as needed prior to your first time entry deadline.

Q: How will ADS handle the transfer of staff expense reporting in VISION including default coding?

A: ADS finance folks are working w/ HR & F&M to identify the necessary data associated to all IT identified positions. Prior to the first payroll of FY19, ADS Finance will send out notice to all staff of any changes related to expenses as well as ADS specific polies and procedures.

Q: How will ADS handle the transfer of staff assigned VoIP and cell phones transfers to the ADS accounts?

A: ADS will be providing Agencies and Departments a worksheet for capturing all assigned phones. The expectation is that ADS Finance will use this list to coordinate with their contracted contacts to merge all lines to the ADS accounts. In providing the listing of this information, Agencies will also be requested to have their appointing authority sign off on the transfer of these lines. From 7/1/2018, the lines will be the financial responsibility of ADS.

Q: How will ADS handle the transfer of Assets?

A: ADS has divided this into two phases. Phase one will consist of moving all assets which are currently tied directly to positions identified to move to the ADS budget in FY19. Currently, ADS Finance is working to complete a list of known assets for CFO's to review and respond to. Once the list is agreed upon by both ADS and the respective agencies, Agency Heads will be required to sign off on the asset transfer to ADS. Other IT assets will be handled in the second phase of which will be further defined and outlined in the coming weeks/months.



Q: How will ADS handle the transfer the miscellaneous IT equipment agreements associated with IT staff set to transfer, Copiers?

A: ADS will send out a transfer document for agencies and departments to list out any agreements they have identified as transferring to ADS in FY19.

Q: How will ADS handle any Staff Aug Contractors assigned to projects? Will the associated contracts transfer to ADS along with and stated assigned hardware?

A: ADS is working with IT leaders to identify any staff augmentation contracts issued for IT roles which have been executed by the respective agencies or departments. All contracts which contain contracted staff identified as staff augmentation who will perform Project Management or Business Analysts roles will transfer to ADS for FY19. All equipment purchased by agencies or departments for use by vendors will remain the property of the respective agencies.

Q: How will office equipment (desks/chairs/etc.) be handled in FY19 as it relates to the transitioned IT staff?

A: Most office equipment will remain the property of the respective agencies and will be located in the agency's offices for use by ADS assigned staff. This includes workstation modular equipment or office furniture as aligned with agency or department configuration, agency approved office chair, state approved filing cabinets, and waste and recycling baskets. As replacements are needed for these items, it will be the agencies responsibility to purchase and bare the expense of those replacements. Any expenses related to an ergonomic assessment and resulting equipment will be the responsibility of ADS, and ADS staff will work through the proper processes within ADS for such assessments and purchases.

Q: How will ADS handle the approval of travel, training, and conferences?

A: For normal business, meaning whenever an ADS employee is required to travel to perform functions of their basic role, employees will work with their ADS manager and align with the appropriate ADS procedure. These expenses will be managed within the appropriate ADS rate and not be billed back to the assigned agency or department. For any to travel, training, and conference which is agency or department specific or is at request of an agency or department, ADS Finance will work the requesting agency/department finance team to identify the proper funding and payment arrangement under the bespoke billing method. In this situation, the ADS employee will work with their supervisor to gain proper approval from the agency or department prior to any encumbrance of funds. This approval must comply with the financially responsible agency/department's travel policy and approval procedures.

Q: as of July 1, 2018, how will staff professional memberships be handled?

A: All approval for payment of professional memberships will be in compliance with state policy and will the responsibility of ADS. These expenses will be included in the ADS rate calculation which is used for billing agencies for work performed by direct staff.

Q: Is the way we are configured for IT purchases going to change (right now IT requests and budget approves) but maybe we need to do our own requesting?



A: For PC's/Laptops staff will be folded into a hardware replacement lifecycle. For other forms of IT purchases, Agencies will work with their IT Leader (this is where the suggestion of a 'Store' would be helpful)

Q: How will ADS handle position Management and evaluations? Will ADS seek input from assigned agency or department staff?

A: ADS will follow state procedures in the evaluation of all staff as required under the associated union contract or state policy. For staff who are assigned to agency or department specific tasks or projects, the ADS manager will seek ongoing input from key customers as they deem appropriate as aligns with ADS procedure.

Q: How will ADS handle mailing/shipping expenses (UPS/FedEx/USPS/courier) for staff embedded with in agencies and departments?

A: for UPS, FedEx, and courier services, ADS staff will be directed to utilize the ADS specific accounts. For USPS services, (we ask that department and agencies work with ADS in FY19 to assist embedded staff in allowing access to these services. ADS plans to tie USPS and BGS Mail Delivery into the space conversation for FY20)

Q: How will ADS handle miscellaneous office expenses for staff embedded with in agencies and departments? This includes anything from pens, notepads, staples, tape to privacy screens, thumb drives, batteries, mice, etc.

A: ADS will work with agencies and departments with embedded staff to locate supply closets designated to ADS staff. All Supply ordering will be handled centrally (ADS finance will work AITLs to identify embedded staff who can manage the supplies and report to ADS finance their inventory needs. In FY19 we request that all agencies and departments work w/ ADS through this transition and we monitor success and failure collectively throughout the year.)

Q: Currently, our IT staff hold an Agency assigned purchasing card for use when purchasing IT related equipment or IT related travel expenses. Will ADS issue a replacement purchasing card to these staff members once they transfer to ADS?

A: ADS is working w/ agency CFO's to better understand the use of purchasing cards within the agencies and may test out multiple scenarios which may work for the business.

Q: It is understood that ADS will hold the IT Project Management tool contract, a.k.a. Clarity. Will agency staff who currently use this tool lose their license because of this change and will the cost associated with any licenses be billed back directly to agencies?

A: ADS is now identifying which staff will receive a full or limited license for clarity moving forward. Knowing the Clarity tool has been used by some departments in state government in the recent past consisting of IT staff as well as business staff, ADS is will work with those agency leads to properly assign licenses and billback the agreed upon costs via the bespoke function for FY19. It is intended that this cost will be moved to the SLA billing for FY20.

