



May 2018 - Multco Align Stakeholder Update Human Capital Management



Executive Overview from HCM Sponsor, Travis Graves

January 2, 2019 is the adjusted date for Go-Live of Workday!

please read the 5/3/18 [announcement](#) from our Chief Operating Officer

Greetings HR Colleagues,

Our organization is experiencing tremendous change. This brings with it feelings of exhilaration, as well as a healthy amount of stress. With the newly adjusted timeline of implementing Workday in January rather than July, I believe we can all take a deep breath, exhale together, and know that we have time to prepare for our exciting future.

Preparation is the key to success. Our adjusted timeline allows us to thoroughly prepare Workday to meet our business needs, and to prepare ourselves for the new ways of conducting our day-to-day work.

We have confidence in our system testing methods, and have identified helpful process improvements for data validation. There is no denying that the work has been arduous, but everyone's dedication—core team and department teams—has put us in a very good place for the next steps of organizational readiness.

Here are the benefits of our timeline and what we can look forward to:

- ★ current hiring pause is lifted and NEOGOV recruitment lists can be utilized for several more months
- ★ FY2018 year-end transitions are not impacted (i.e. layoffs)
- ★ SAP Training Calendar in place through November
- ★ time to align our HR business transformation with the workforce equity strategy
- ★ thorough system testing and confirmation that business processes are working as expected
- ★ more advanced development and readiness of the Workday Learning module
- ★ new features of the Workday 31 release occurring in September are included in January go-live
- ★ full knowledge transfer about the system to our County system administrators
- ★ more fully developed training materials and ongoing learning resources
- ★ more hands-on learning for all HR staff prior to go-live

Challenging impacts of an adjusted timeline are:

- Benefits Enrollment in October using current process

Multco Align is the largest business transformation we have had in almost 20 years. It will remain as a priority for us well into 2019. Our call to action is to fully embrace the time we have for preparation. Stay tuned for more details as we revise the testing and training schedule, and let you know how you can be involved as an early learner.

Keep up the good work!

Travis Graves

Questions are encouraged! Email us at multco.align@multco.us, or ask anonymously [Ask Multco Align](#).



What's Happening Now: summary of impacts

Recruitment & Hiring:

- Current pause in recruitment & hiring is lifted.
- Recruitments will taper down in Fall 2018.
- NEOGOV eligible hiring lists in use through Fall 2018.

Performance Planning & Reviews (PPRs):

- All employees transition to a fiscal year PPR cycle (start in July, end in June).
- All managers wrap up current paper-based PPRs with employees by June 2018.
- Everyone starts the PPR "Planning" phase in July 2018.
 - A template similar to the Workday format will be available in June 2018.
 - New countywide competency model is included.
- Everyone does mid-year (January 2019), and year-end (June 2019) reviews in Workday.
- Trial Service reviews use the current paper process until go-live of Workday.

Testing & Training Plan for HR (subject to changes):

- May: System Integration Testing (SIT) and Payroll Compare continues, wraps up in early June.
- May-Jun: pre-UAT orientation to Workday functionality and business processes for all HR staff.
- Jul-Aug: User Acceptance Testing (UAT) for all HR staff begins late July, goes through August.
- Oct-Nov: Employee/Manager Roadshows and Manager Forums, dates TBD (dept HR presence)
- Nov-Dec: Functional Forums for all HR staff, dates TBD



HCM Team Members

Jodi Ballard-Beach, HCM Project Manager
Amy Aragon, Core HCM & Testing Validation Lead
Amy Lippay, Recruiting / Performance / Talent Lead
Cessa Diaz, Time Tracking / Absence & Discipline/Grievance Lead
Susan Mullett, Classification / Compensation Lead
Lorraine Newell, HR Department Representative

Tami Mahrt, Benefits & Leaves Lead
Vanessa Witka, Payroll Lead
Justin Hamburg, Learning Lead
Becky Renfro, Contracts & Reporting Support
Anne Berry, Talent & Performance Support
Anjani Basam, Testing Validation Support

Resources & Staffing:

- Given the new timeline, we are currently analyzing resource needs and budget. This will lead to some changes in HCM core staffing over the remaining course of the project.