Cook County Government

Bureau of Finance

Office of Enterprise Resource Planning

ERP Status Report

Item 16-0043

January 13, 2015

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Human Resources /Payroll System Enhancements

Employee Self-Service (ESS)

Employee Self-Service (ESS) portal

Employee Self-Service (ESS) is a web-based system that offers a single, secure source for the County employees to view their own personnel and payroll information from home or office, and from any computer with an internet connection and internet browser.

Empowers employees to:

- **View and print both current and prior paystubs showing pay rate, earnings and deductions**
- **View auto deposit instructions**
- **View personal information including mailing address, telephone number, and emergency contact(s)**
- **View and reprint W-2**
- **View benefits enrollment information**
- **View accrual balance information for sick, vacation, personal, and float**

Integrated module within JDEdwards E1 HR/PL System

Eliminates costs of printing and distributing paper paystubs

Over 17,000 employees registered to date

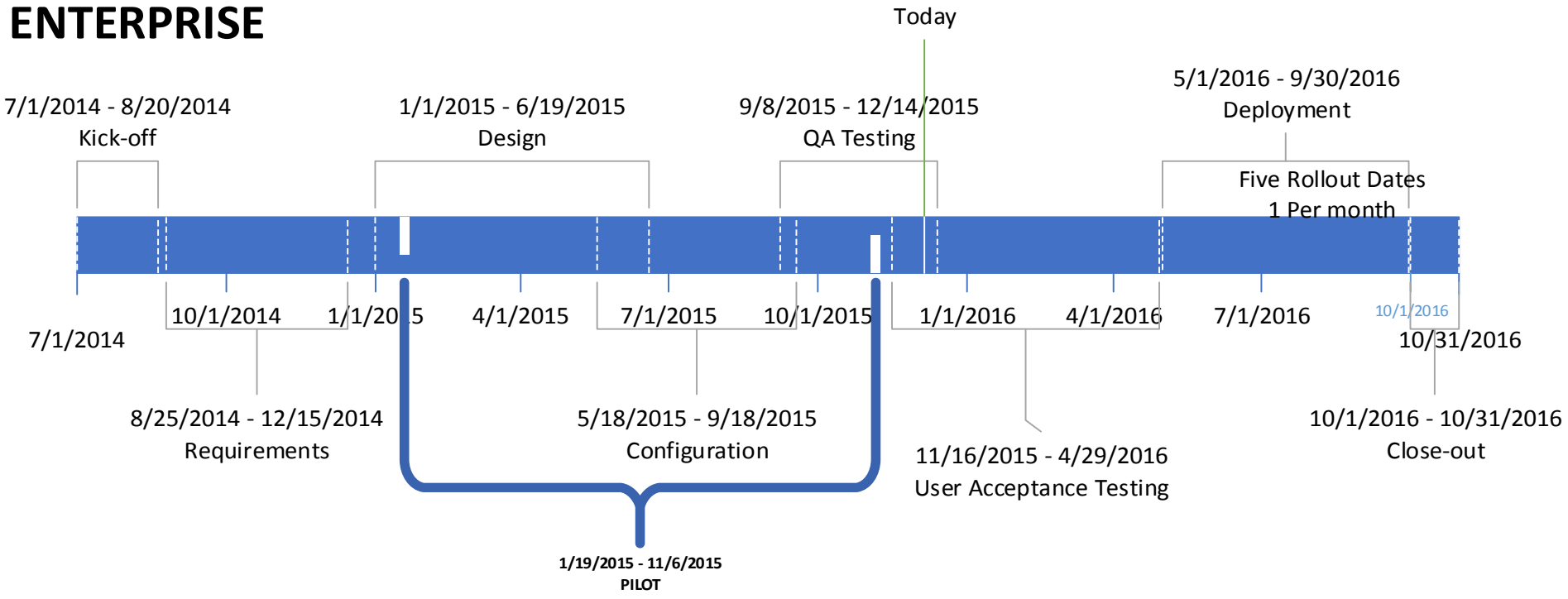
Maintenance and future development of system transferred back to Bureau of Technology

BOT preparing a contract amendment and exercise of renewal option through April 2018 for Board Review in February

CCT Time & Attendance Implementation

Project Timeline

ENTERPRISE



All facility wiring is complete, with 600 biometric timeclocks currently being installed Countywide

Pilot successfully launched Q3, with User Acceptance Testing (UAT) now underway

Maintenance and ownership of system transferred back to Bureau of Technology

CCT Time & Attendance Implementation
Pilot Lessons Learned

Top 5 Lessons Learned:

1. Frequent communication between the Project Team and agencies during UAT to ensure testing stays on track and to answer any questions

2. Agencies should replicate current time-cards when testing CCT to ensure the same results are produced (especially weeks with a holiday)

3. During UAT, the agencies need to think about how CCT might impact or change their business processes and plan accordingly for the Go-Live Date

   Example: Employees now able to request time-off electronically, Supervisors/Managers now able to approve time sheets electronically

4. UAT testers need to have "dedicated" time set aside for testing

5. All timekeepers and Supervisors/Managers need to take the training prior to Go-Live and be ready to use the system on the first day of Go-Live

ERP preparing a contract amendment for Board Review in February to include additional training, additional user support, and new user functional requirements to address lessons learned from Pilot

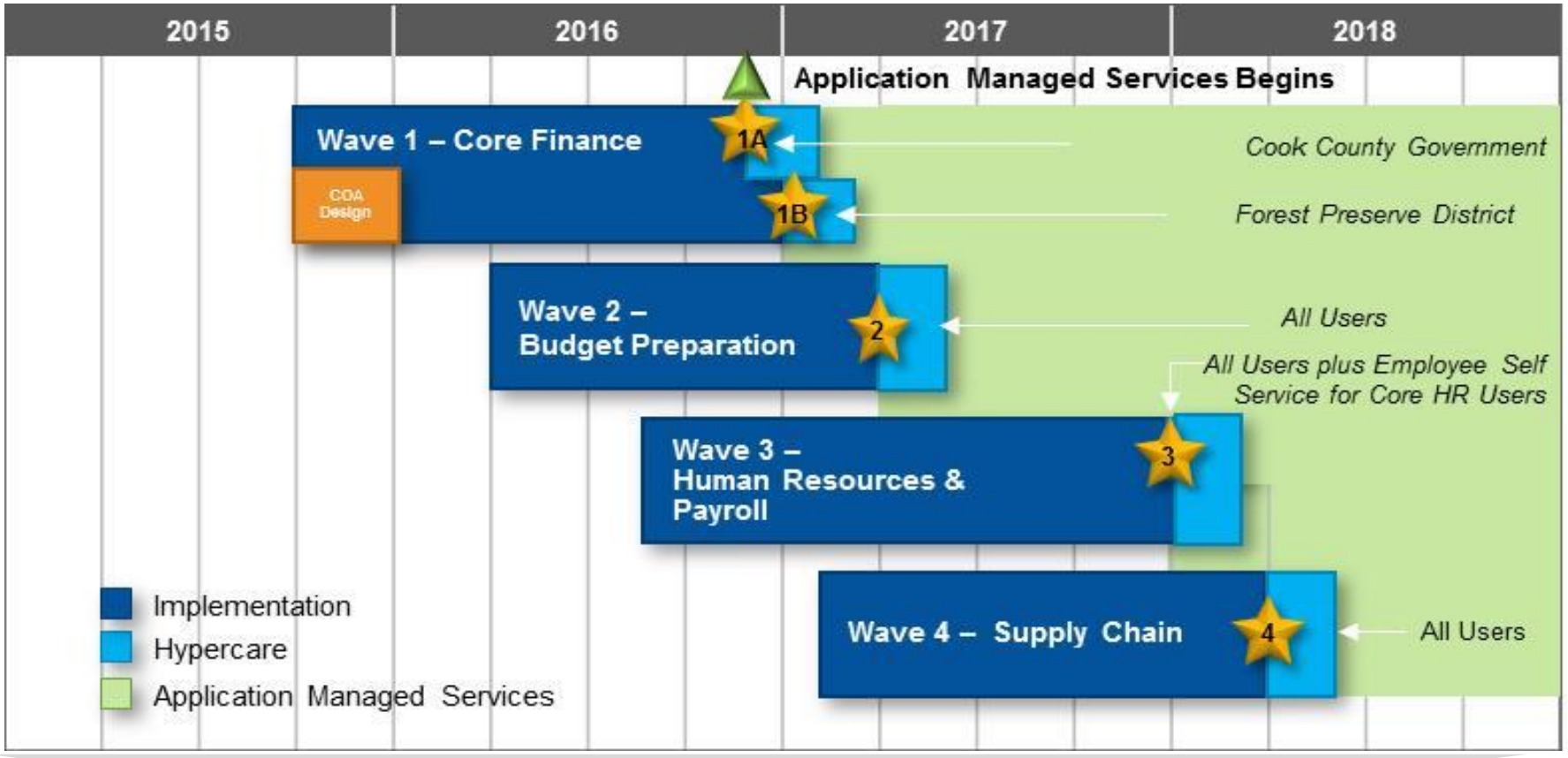
CCT Time & Attendance Implementation

Current Activity

Team/Sub-Committee	Past Activities	Upcoming/Current Activities for Next Month	
		Activities	Resources Involved
Project Management Team	• Documented Pilot Lessons Learned • Completed Enterprise Mid-Configuration • Preparing for Enterprise UAT	• Share Pilot Lessons Learned • Start Enterprise User Acceptance Testing (UAT)	Project Managers, ERP Team, Comptroller, BOT, WFS
HR Sub-Committee	• Ongoing Data Maintenance • Completed collection of work schedules	• The HR Sub-Committee is being replaced by weekly UAT meetings for each phase of UAT	HR/Payroll and Union subject matter experts from each agency
Facilities Sub-Committee	• Continue cabling/installation for Enterprise clock locations	• Continue cabling/installation for Enterprise clock locations • Finalize plan for hanging the Enterprise clocks	NCC, Telecom and Facilities contacts at each site

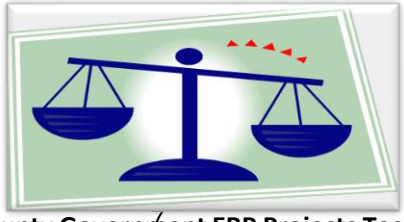
STEP Countywide ERP Implementation

Deployment Schedule & Wave 1 Timeline



Minimize

- Implementation time
- Implementation costs
- Business disruption
- Risk



Maximize

- Implementation benefits
- Use of technology
- Organizational Adoption
- Flexibility

Wave 1 - Finance, Purchasing & Inventory

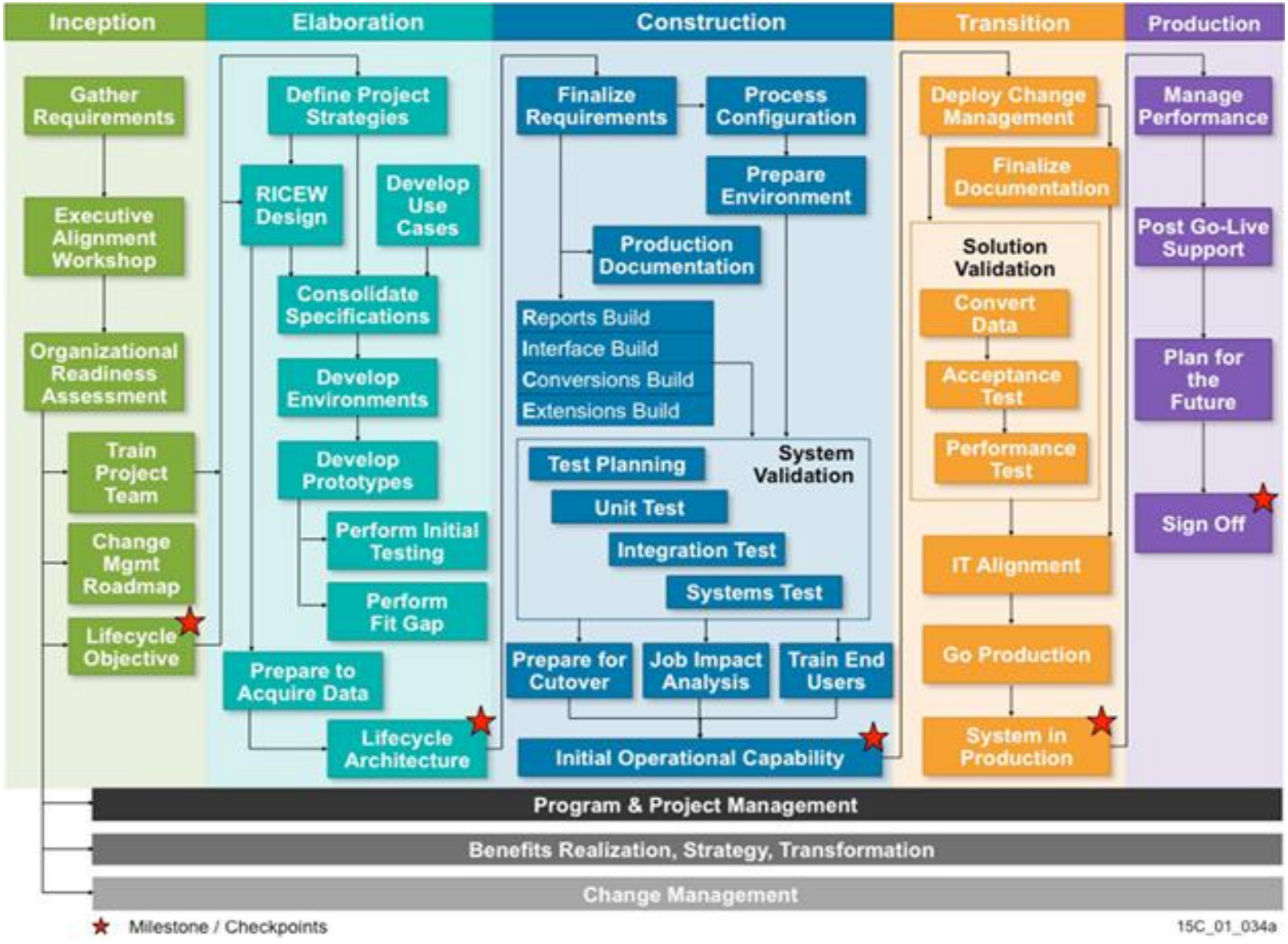
Wave 1 Modules

General Ledger
Accounts Payable
Payments
Accounts Receivable
Cash Management
Purchasing & iProcurement
Inventory (Foundation)
Fixed Assets
Grants Accounting
Projects (Foundation, Costing)
Human Resources (Core)
Financial Analytics

- Core financials replace aging JDE financial systems
- Multiple legacy systems can be retired without needing temporary interfaces
- Establishes foundation for cost savings in inventory management
- Unified Chart of Accounts design will involve all stakeholders
- HR functionality to support workflow, approvals and position control
- Ability to perform ad-hoc reporting requests
- Global process design template with organization-specific configuration
- New integrated capabilities in areas such as requisitioning, inventory, projects and grants

STEP Countywide ERP Implementation

Methodology



STEP Countywide ERP Implementation

Governance Structure

Board of Commissioners

Project Sponsors

Executive Steering Committee

Ad Hoc Teams

Advisors

Project Leadership/Executives

Project Managers/Administrators

Change Control Board

Project Leads and Teams

Waves

Financials

Budgeting

HR/Payroll

SCM

Organizational Change Management

Technical Infrastructure and Architecture / Technical Development

Independent Verification & Validation (IV&V)

STEP Countywide ERP Implementation

Training

Feb - March

Analysis and Design Plan

- Review business process
- UPK Considerations
- Leverage SMEs

March-Sept

Materials Development

- Identify topics
- Curriculum mapping, role identification
- Create Training Guides/Job Aids
- Create Sandbox
- Build Case Scenarios

October-Nov

- **Training – Wave 1A**
- Instructor Lead Delivery
- Rollout Self Study
- Conduct Evaluations

December 2016

- **GO-Live – Wave 1A**
- Monitor
- Support

- **Training- Wave 1B**
- Instructor Lead Delivery
- Rollout Self Study
- Conduct Evaluations

January 2017

- **GO-Live – Wave 1B**

- Monitor
- Support

STEP Countywide ERP Implementation

Current Activity

Month	Tasks/Activity
January	• Finalize COA Design • Complete Requirements Validation Sessions • Prepare and configure CRP 0 environment
February	• Execute CRP 0 • Elaboration Phase Begins Including: • Future State/Configuration Design • Key Business Process Design Decisions • Begin Functional Specifications
March	• Perform Fit/Gap and Gap Closure analysis • Finalize Key Business Process Design Decisions • Continue to create Functional Specifications • Create Future Business Process Flow documents • CRP1 Readiness