



Cook County Government
Bureau of Finance
Office of Enterprise Resource Planning

Cook County Time (CCT) Project Status Report

Item #16-4042

June 28, 2016



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Cook County Time (CCT) Time & Attendance Implementation

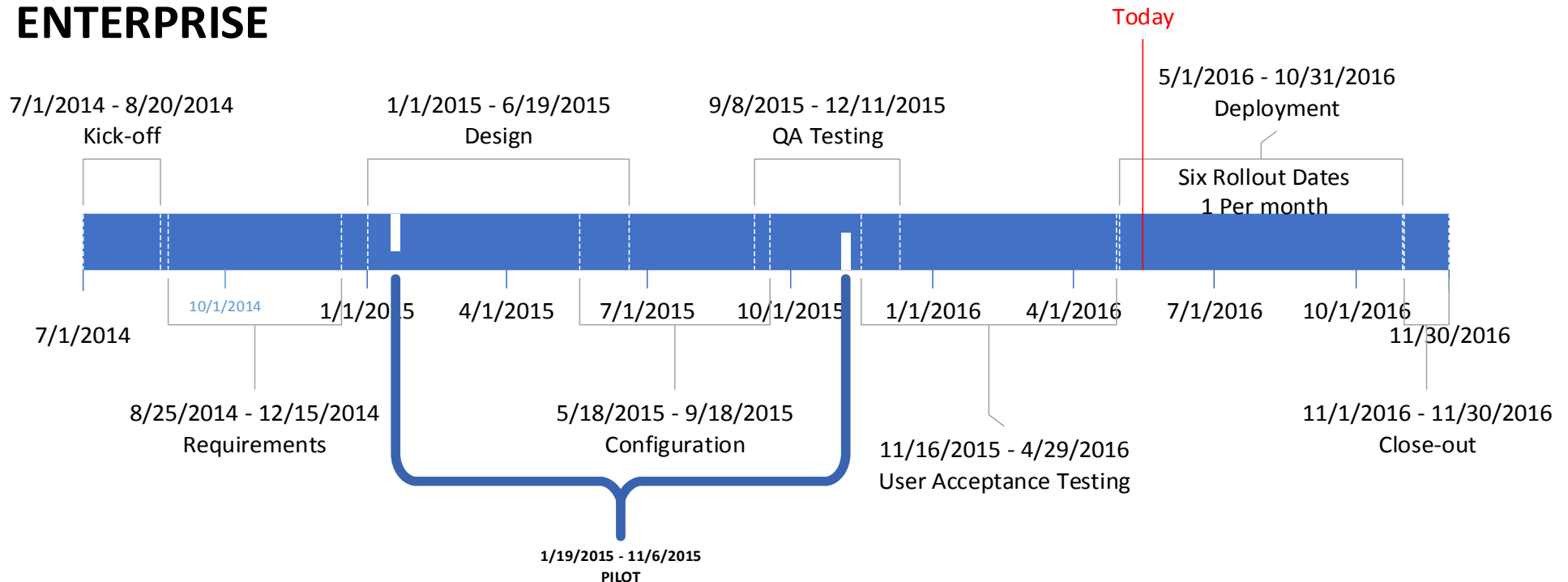
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CCT Time & Attendance Implementation Project Timeline



ENTERPRISE



All facility wiring is complete, with 594 biometric timeclocks currently being installed Countywide

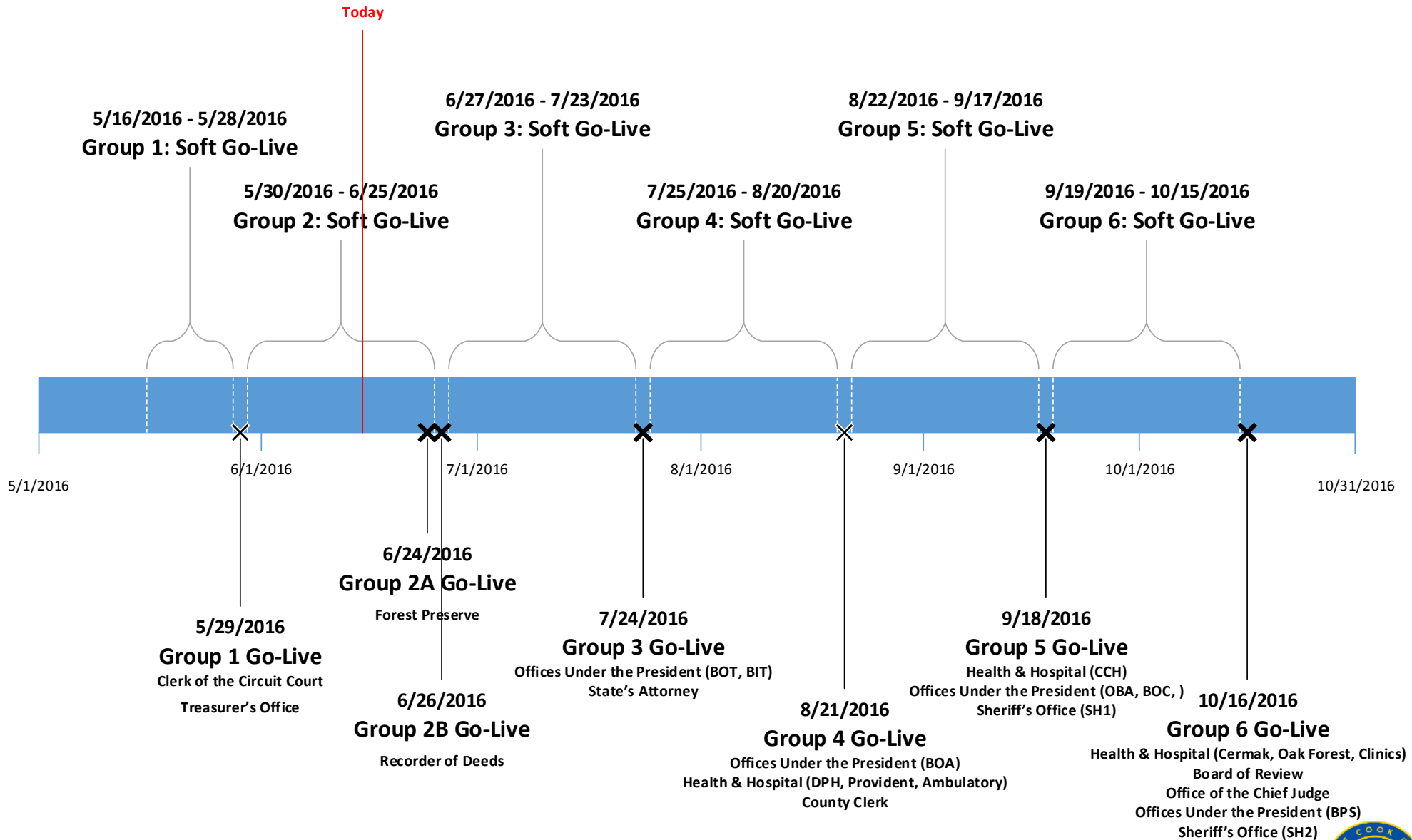
Pilot successfully launched Q3, with Enterprise Deployment now underway

Maintenance and ownership of system transferred back to Bureau of Technology





CCT Time & Attendance Implementation Enterprise Deployment





CCT Time & Attendance Implementation

Enterprise Deployment



	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
Soft Go-live Date	5/16	5/31	6/27	7/25	8/22	9/19
Go-Live Date	5/31	6/24	7/24	8/21	9/18	10/16
	Treasurer	Forest Preserves	State's Attorney	County Clerk	Commissioners' Offices	Board of Review
	Clerk of the Circuit Court	Recorder of Deeds	Bureau of Technology, GIS	BOA-Chief Admin. Officer	CCHHS-Stroger	Chief Judge
			Bureau of Human Resources	BOA-Planning and Development	Sheriff Court Services (SH2)	BPS-Public Defender, DHSEM
			BOF-Revenue	BOA-Economic Development	OBA-Human Rights	CCHHS-Cermak, Oak Forest
			BOF-Risk Management	BOA-Building and Zoning	OBA-Office of the President	Sheriff (SH1)
			BOF-Budget	BOA-Environmental Control	OBA-Admin Hearing Board	
			BOF-Comptroller	BOA-Marketing	OBA-Capital Planning	
			BOF-Chief Financial Officer	BOA-Medical Examiner	OBA-County Auditor	
			BOF-Contract Compliance	BOA-Supportive Services	OBA-Inspector General	
			BOF-Enterprise Resource Planning	BOA-Highway	OBA-Facilities Mgmt	
			BOF-Procurement	BOA-MFT Illinois First	OBA-Public Administrator	
				BOA-Animal Control	OBA-Brd of Elec Comm-Election Fund	
				BOA-Law Library		
				BOA-Land Bank Authority		
				BOA-Community Development		
				CCHHS- DPH, Provident, Ambulatory		



Training



Group	Go-Live Date	Training Dates	Roles/Modules
1	May 27, 2016	E-Learning Deployed- April 25, 2016	Employee, Supervisor, Certifier, HR Administrator, Enroller
		Live Training Deployed-May 2-6, 2016	Timekeeper, Payroll Administrator, ACT Case Manager, IT Triage Training
2	June 26, 2016	E-Learning Deployed- May 23, 2016	Employee, Supervisor, Certifier, HR Administrator, Enroller
		Live Training-May 31-June 3, 2016	Timekeeper, Payroll Administrator, ACT Case Manager, IT Triage Training
3	July 24, 2016	E-Learning Deployed- June 20, 2016	Employee, Supervisor, Certifier, HR Administrator, Enroller
		Live Training- June 27-30, 2016	Timekeeper, Payroll Administrator, ACT Case Manager, IT Triage Training
4	August 21, 2016	E-Learning Deployed- July 18, 2016	Employee, Supervisor, Certifier, HR Administrator, Enroller
		Live Training- July 25-29, 2016	Timekeeper, Payroll Administrator, ACT Case Manager, IT Triage Training
5	September 18, 2016	E-Learning Deployed- August 15, 2016	Employee, Supervisor, Certifier, HR Administrator, Enroller
		Live Training- August 22-25, 2016	Timekeeper, Payroll Administrator, ACT Case Manager, IT Triage Training
6	October 16, 2016	E-Learning Deployed- September 12, 2016	Employee, Supervisor, Certifier, HR Administrator, Enroller
		Live Training- September 19-23, 2016	Timekeeper, Payroll Administrator, ACT Case Manager, IT Triage Training





Extended User Acceptance Testing



Code Freeze	Issue Submission Due Date	Re-Testing Dates	Freeze Dates (Regression Testing)	Impacted Agencies	Migration Date
2	May 13 th	May 26 th – 27 th	May 30 th – June 10 th	1. Forest Preserve	June 16 th
3	June 10 th	June 20 th – June 24 th	June 27 th – July 8 th	1. State's Attorney 2. Sheriff's Office 3. County Clerk 4. Health & Hospital 5. Office of the Chief Judge/JDTC	July 14 th

- WorkForce Software is managing the Extended UAT period with a dedicated Test Lead, Carol Tessier
- Project Team recommends adding another Code Freeze round to accommodate new development requests for Sheriff's Office





Data Readiness



Office	Missing Supervisor Field in Production	Missing Other Fields in Production	Email Addresses ready in Active Directory		
			Total Employees	Total Emails	%
Board of Review	3	0	122	118	97%
Clerk of the Court	1	0	1636	1629	100%
Cook County Health & Hospital	12	4	6260	4950	79%
County Clerk	1	7	294	294	100%
Forest Preserves	2	0	662	654	99%
Office of the Chief Judge	1	1	2684	2667	99%
Offices Under the President	16	0	2418	2348	97%
Recorder's Office	1	0	158	158	100%
Sheriff	15	2	6583	6572	100%
State's Attorney	2	1	1337	1331	100%
Treasurer	1	0	89	89	100%

Data as of 6/7/2016





Enterprise Operational Readiness



- On-Boarding/Off-Boarding/Transfer processes created to ensure employees have access to CCT day one of change
- HR Data Maintenance responsibilities clearly defined on a managerial level
- HR policy clearly defined and communicated to employees regarding time clocks and swiping
- Supervisory responsibilities clearly defined including time sheet approval, time off request approval, and scheduling
- IT service desk process clearly defined and communicated to employees





External Dependencies



Bureau of Finance

- ✓ Payroll Process Support
- ✓ Payroll Schedule
- ✓ End of Payroll Deadline
- ✓ Interim Payment Process

Bureau of Human Resources

- ✓ Issue Proximity Card Badges
- ✓ Record ID# on Employee Records
- HR Data Maintenance (including onboarding/offboarding)
- Revised HR Policies

Bureau of Technology

- ✓ Support Model
- ✓ Application Support
- ✓ Infrastructure Support
- ✓ Email Maintenance (within BOT Domain)
- ✓ Level 2/3 Help Desk Escalation Procedures

Offices

- ✓ Level 1 Help Desk
- ✓ Issue Triage
- Email Maintenance (by Domain Owners)





New Development Requests



PCO #	Description	Amount
020	CCHHS Clairvia Interface Requirements	\$29,280
043	FPD Police Schedules	\$18,000
048	Additional Code Freezes & Dedicated UAT Test Lead	\$146,560
050	Sheriff's Office OT, FMLA Display, New Codes	\$137,553
051	Forest Preserve OT Rules	\$19,840
053	State's Attorney Gracing, Comp Display, New Codes	\$34,321
054	Treasurer's Office Seasonal Employees	\$29,233
055	Clerk of the Circuit Court Union Leave, Time-Off Increments	\$15,620
056	CCHHS Clairvia Implementation	\$237,400
057	County Clerk Overtime Premium Sick Day, Seasonal Employees	\$29,000
058	10 Additional Clock Cabling Locations	\$27,392
059	Sheriff's Office & CCHHS Web Services Data Integration	\$22,400
061	CCHHS Premiums, Accruals, New Codes	\$84,180
062	OCJ (JTDC) Premiums, Accruals, Gracing	\$23,500
063	Sheriff's Office CBA Work Rule Changes	\$95,380
	TOTAL	\$949,659

new development requests identified during User Acceptance Testing





New Development Requests



- Sheriff's Office Overtime Approval Workflow
- Web Services Real-Time Data Integration
- Sheriff's Office CBA Work Rule Changes
- Forest Preserve Changes
- State's Attorney Changes
- Treasurer's Office Changes
- Clerk of the Circuit Court Changes
- County Clerk Changes
- CCHHS Clairvia Interface Requirements & Implementation
- CCHHS Contingency
- Additional Testing/Code Freeze Round
- Additional Clock/Cabling Locations

ERP preparing a contract amendment for Board Review in July to fund new development requests identified during User Acceptance Testing

