



# HRMS Monthly Newsletter

Linked Together Through Technology

## CONTENTS

1. Introducing the HRMS Newsletter  
Keys to Success
2. FAQ's  
What's Happening, When?
3. HRMS Project Team  
Spotlight on Sponsorship Team

## NEXT ISSUE

### What does it mean to be I.N.S.P.I.R.E.(d)?

Informed  
Necessary  
Supported  
Prepared  
Involved  
Realized  
Engaged

## Introducing the HRMS Newsletter!

*This is the first issue of the HRMS newsletter. It has been developed specifically for you as a key stakeholder. We'd like to ask you to let us know what you would like to see in future issues. Our goal is to make the information relevant, timely and informative. We can only do this if you give us feedback. Please email your comments to [HRMS@sonoma-county.org](mailto:HRMS@sonoma-county.org).*

## Keys to Success

What are the keys to success on a project like this one? As you can imagine there are many. A couple of the areas identified in Prosci's *Best Practices in Change Management* benchmarking report are face to face communications and involvement of employees in the overall process.

It is the project team's goal to create a plan that will do just that. In this issue you will see a list of HRMS information sessions. During these sessions we will review the team's communication plan with you.

We hope to have a participant from every department attend one of the sessions. We will provide you with information about what the future will look like with an HRMS and give each of you the opportunity to provide valuable feedback to the team.

In other words, one of the keys to our success is **YOU!**

Written by: Janell Crane  
HRMS Change Manager

# HRMS Newsletter

June 2009

## Frequently Asked Questions

**Q: In the FAQ's last month you told us about the systems that will go away after the HRMS implementation. Which of the County's current systems will remain?**

- A:** The main systems that will remain are CORS, TimeSaver, FAMIS and the Budget System.
- **CORS** – the County will continue to use CORS for course management, course registration and wait list management. The existing interface of employee demographic information to CORS will remain, and a new interface will be developed to transfer course completion data from CORS into our HRMS (ePersonality), which will allow for better tracking of courses completed and courses required in one location.
  - **TimeSaver (Kronos)** – the County will continue to use TimeSaver for time recording. Time data will be sent from TimeSaver to ePersonality at the end of each pay period for payroll processing (similar to the way time data is currently sent from TimeSaver to the existing payroll system). The updated accrual balances will be loaded back into TimeSaver, from ePersonality, after each final payroll processing is completed. New interfaces will be developed to populate TimeSaver with new employee information as well as updating employee information when the data is modified in ePersonality.
  - **FAMIS** – this is the County's financial/general ledger system, and so it will remain. There will be an interface from ePersonality to FAMIS for the posting of employee labor costs for each pay period, similar to the interface that exists today between the current payroll system and FAMIS.
  - **The Budget System** – There will be an interface which will populate the Budget system position data with data from ePersonality, although it is too early in the project to be able to know to what extent this will be changed from how the current process works.

**Submit questions to:  
HRMS@sonoma-county.org**

## What's Happening, When?

### **HRMS Information Session for:**

#### **HR Liaisons: (choose one)**

When: June 9, 2009 from 2:00-4:00 p.m.  
or  
June 10, 2009 from 2:00-4:00 p.m.

Where: HR Large Training Room

#### **Payroll Clerks:**

When: June 11, 2009 from 3:00-5:00 p.m.

Where: HR Large Training Room

### **Human Resources Department**

#### **Manager Information Session:**

When: June 5, 2009 from 9:30-11:00 a.m.

Where: HR Conference Rm. C

#### **Auditor Payroll Staff:**

When: June 10, 2009 from 1:30-2:30 p.m.

Where: Aud/Payroll Office

In the HRMS information session you will learn:

- ❖ About some of the specific processes that will be re-engineered as part of the HRMS project.
- ❖ About how Change Management can increase the likelihood of success.
- ❖ Our plan for communicating with you about the project.

**Alone we can do so little;  
together we can do so much.**

*- Helen Keller*

# HRMS Newsletter

June 2009

## HRMS Project Team at Work



### HRMS Project Team

Scott Conrad, Project Director

Cassandra Bridges, Project Manager

Lorna Blanc, ISD Lead

Sutton Reid, Senior Programmer Analyst

Janell Crane, Change Manager

Carrie Reed, Payroll Lead

Lori Passantino, HR Lead

Linda Miele, HR Business Analyst

Serena Chamberlain, Benefits

Tracy Kane, Payroll/TimeSaver

Katie Holt, Senior Office Assistant

## SPOTLIGHT ON:

### Sponsorship Team

The HRMS Sponsors have a very important role on this project. In each issue of the newsletter we will put the spotlight on one or more of our sponsors. This month the Spotlight is on the Project Director, Scott Conrad and Project Manager, Cassandra Bridges.

Together, Scott and Cassandra work with the project team to ensure that the project deliverables meet your needs and that the changes implemented by the project are sustained.

Scott Conrad began working as the HRMS Project Director in February. He comes to the County with 28 years of Project and Change Management experience from Hewlett Packard/Agilent, where he led major implementation projects.

Cassandra Bridges was hired as a Project Manager for ISD and joined the HRMS Project Team in March. Cassandra comes to the County with 20 years of Project Management experience, most recently working for B.I.G. Innovations Consultants, LLC (a small consulting firm) and Intel Corporation out of Phoenix, Arizona.

Welcome Scott and Cassandra!