



HRMS Monthly Newsletter

Linked Together Through Technology

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“The best way to get a good idea is to get lots of ideas.”

-Linus Pauling

*Written by: Janell Crane
HRMS Change Manager*

HRMS Soundings & Survey

A big THANK YOU to all who participated in these events intended to make ePersonality a highly effective and efficient tool. We are passionate as a team to make your jobs easier and access to information simpler. Of those invited to participate in the HRMS Soundings and/or the survey, 65% participated, representing 23 County Departments and Agencies.

Of those who participated in the survey, 78% indicated that they have been participating in the monthly HRMS Informational Sessions, 83% indicated that they are getting the information that they need to prepare for the transition to ePersonality, and 91% feel their level of awareness has improved in the last six months.

Your input provided us with specific worries we will focus on preventing and we will try to overcome any perceived hurdles, hoops, and obstacles to the greatest degree possible. We are also aware of serious resource and time constraints you are facing as you confront projected workloads given the future challenges you face.

If you were unable to participate in either event, it's not too late! Please contact us with your feedback. If you haven't been participating in the monthly sessions, you can start this month! We'll be demonstrating the Benefits module in ePersonality.

Please see the survey highlights on page 2 and how we plan to integrate the results of the events into our training plan on page 3.

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Survey Highlights

We asked:

Besides information, what else could we do to help prepare you for the transition?

The majority of you answered:

Training and demonstrations to help you become more aware of what's coming.

We asked:

What would help prepare your co-workers?

The majority of you answered:

Information that is meaningful to them, FAQ's, staff presentations and training after implementation as well as when we go live.

We asked:

What are the preferred methods for learning in your department?

You answered:

- First choice – Classroom or hands on group training*
- Second choice – Web based (self guided)*
- Third choice – Peer coaching*
- Fourth choice – Job-Aids*
- Fifth choice – User-Guides*

We asked:

Do you anticipate any issues or challenges during training?

The majority of you answered:

Scheduling conflicts, followed closely by competing priorities.

We asked:

How many of the employees in your department have limited or no access to computers?

The majority of you answered:

18 of the 23 departments indicated that less than 10 of their employees have limited or no access to computers. Four of all represented departments indicated that between 50 and 250 employees in their department have limited or no access to computers. Most of these are in field positions.

We asked:

How many of the employee's in your department have limited or no computer skills?

You answered:

18 of the 23 departments indicated that less than 10 of their employees have limited or no computer skills. Three of all represented departments indicated that between 50 and 250 employees in their department have limited or no computer skills.

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We Heard You!

Below are some of your key questions and our responses...

When can we see ePersonality so we can evaluate the look and feel?

We will begin scheduling demonstrations this month. Come and see the Benefits Module at the October Information Session on October 28, 2009. Additional demonstrations will be scheduled in the coming months.

How will we be trained?

We developed a training plan based on your input. Below are some of the highlights:

***Instructor Lead Training (ILT)** will be used to deliver classroom based sessions. Instructors will have knowledge of the system as well as a clear understanding of the County's processes. This will allow you to not only understand how the system works, but how the system will support the County's processes. Every effort will be made to provide the training in ways you can learn ePersonality quickly, and we will focus on what you need **FIRST** and use the **MOST**.*

*The HRMS project team will also provide you with **Web Based Training (WBT)** on the Self Service modules of ePersonality. All County employee's will participate in WBT. Plans are being developed for employees without access to a computer. This will allow end-users to participate in self service lessons at a time that is convenient for them. It will also allow end-users to practice what they have learned.*

***Job-Aides** will be developed to allow end-users to have quick access to information in the areas that they work in most.*

*A **User Guide** will be created with step-by-step instructions for all modules of ePersonality. This will be a more comprehensive tool for you to use as a reference guide.*

When will we be trained?

During the course of the project we are planning three phases of training. Each phase will focus on different groups and modules in ePersonality.

***Phase 1 training** will be provided to the **Human Resources staff, Auditor-Payroll staff, HR Liaisons and Payroll Clerks**. The training will be classroom style and will begin the week of **March 15, 2010** and will continue for 5 weeks. A limited amount of make-up sessions will be available for those who are unable to attend a regular training session.*

***Additional training** will be provided to a select group of departmental representatives who are responsible for creating reports. We will be reaching out to each of the departments to determine who those representatives will be. We are still working out the details for when this training will occur. We will update you with additional information as soon as it is available.*

***Phase 2 training** will be provided to **All County Employees** for the Self Service modules. Additional classroom training will be provided to the **Human Resources staff, HR Liaisons, and Department Managers**. All Phase 2 training will begin the week of **November 8, 2010**. The classroom training will continue for 4 weeks. A limited amount of make-up sessions will be available for those who are unable to attend a regular training session.*

What's Happening, When?

HRMS Information Sessions:

HR Liaisons and Payroll Clerks

Please register in CORS for the time that works best for you.

HRT-0624 HRMS Benefits Module Demonstration

October 28, 2009 from 10:30 -12:00 p.m.

HRT-0625 HRMS Benefits Module Demonstration

October 28, 2009 from 3:30 - 5:00 p.m.

Where: HR Large Training Room

HR Managers

When: October 23, 2009 from 2:00 – 3:00

Where: HR Conference Room C

Auditor Payroll Staff

When: October 28, 2009 from 2:00-3:00 p.m.

Where: Aud/Payroll Office

In the HRMS information sessions this month, there will be an ePersonality Benefits module demonstration. The HRMS Benefits module demonstration will include:

- ❖ The basic steps for navigating ePersonality
- ❖ How different groups are assigned to benefit plans
- ❖ Some basic scenarios that will walk you through the screens where benefit elections are made, dependents are defined, and an employee's history of benefit activity can be reviewed

Submit questions to:
HRMS@sonoma-county.org