



County of El Dorado

Chief Administrative Office

330 Fair Lane
Placerville, CA 95667-4197

Don Ashton
Chief Administrative Officer

Phone (530) 621-5530
Fax (530) 626-5730

April 3, 2018

TO: Members, Honorable Board of Supervisors
FROM: FENIX Executive Sponsors and Project Manager
SUBJECT: FENIX Project Update

Financials

The County went live with the FENIX system on January 2, 2018. Initially, the County went live with the accounts payable module which included; invoice processing, wire transfers, budget transfers and journals. In March, County staff was trained and P-card transactions are now processed in FENIX. In addition, the Contracts and Procurement module included the routing of contracts and contract amendments electronically along with departments submitting requisitions, all with electronic approval is now implemented. Workflows and security are continually being adjusted to improve efficiencies. We have begun training outside agencies and special districts such as the El Dorado County Office of Education and the fire districts on how to navigate the FENIX system and are allowing them view access to accounting information specific to their agency.

All the County staff who assisted with this implementation should be commended. Any new system that has significant impact on day-to-day operations is challenging and your staff are continuing to learn and become more proficient with the system while asking questions and not letting the change become overwhelming. The County will continue to provide training sessions and ensure staff have the necessary guides to be successful during this transition.

HR/Payroll

On February 27, 2018 the Executive Sponsors and the project manager met and decided on a go-live date of December 22, 2018 for the HR/Payroll system. Staffing resources have been assigned to the project and are working through our timeline. The team has been testing data sets and comparing to our current payroll system for accuracy and ensuring FLSA compliance. The amount of detailed work with setting up pay rules, pay codes, limit rules, and deductions (to name a few), cannot be understated. One of the biggest challenges we face is the approval of new MOUs that require unique identifications or are inconsistent with existing MOU language. In an effort to reduce complexity to the payroll system, the County is attempting to standardize compensation language within the MOUs.

The Executive Sponsors authorized the purchase of the accrual module from Kronos. The accrual module will enable tracking and forecasting of vacation time and allow managers to appropriately approve time off throughout the year while ensuring the employee has sufficient leave balances. The implementation cost of the accrual module was \$10,250 with a monthly license cost of 0.52 per employee. This cost is well within the project budget and will improve efficiencies throughout the County.

"Change does not roll in on the wheels of inevitability, but comes through continuous struggle." –**Dr. Martin Luther King, Jr.**

PROJECT TIMELINE

<u>Module</u>	<u>Scheduled Go-Live Date</u>	<u>Target Go-Live Date</u>
Finance	October 2017	January 2018
HR/Payroll	July 2018	December 2018

Project Budget

<u>Original Budget</u>	<u>Spent to Date</u>
<u>\$5.6 Million</u>	<u>\$3.97 Million</u>

If you have any questions or need additional information, please let Don Ashton know.

cc: Jim Mitrisin, Clerk of the Board