



County of El Dorado

Chief Administrative Office

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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 financial system on January 2, 2018. Since go-live, the county has completed the conversion of P-Card transactions and all contracts. Departments are finalizing processing invoices, journals, and p-card transactions in the system for Fiscal Year 2017-18. We had some significant issues with the contract conversions that caused months of testing and working with Tyler to complete the fiscal year end close process. On August 30, Tyler fixed the last of the errors we were encountering for the year end process and the Auditor's office successfully completed a test run of year end close.

Budget Module

The budget module is still on schedule for a November go-live. A lot of work has been completed and the team is getting more comfortable with the functionality. Security forms have been developed and sent out to departments. Demonstrations for departments on system functionality will begin in September. The procedure manual is being finalized by the CAO office. Training will start in late October allowing staff to be trained for the November go-live.

HR/Payroll

On August 28, 2018, the Board of Supervisors approved the consolidation of the PAF (Personnel Action Form) function, allowing a single unit to implement the Payroll function in the new system. The HR team will still manage the PPF process in the current payroll system allowing the team to learn and implement our new system. An ongoing challenge relates to the inconsistent language in Labor MOUs. In an effort to reduce complexity to the payroll system, the County is attempting to standardize compensation language within the MOUs.

The team has completed tests of the payroll system in Munis with all County departments. With the close of pay period 18 on August 31, 2018, the team will load all County employees into the system including all special pays and deductions. We are currently testing a modification (paid for by Marin County) that will assist with managing 375 pay deductions. Department security forms are being sent out for financial inquiry access into FENIX. The team is setting up demonstrations for department inquiry training.

Kronos

Kronos will be the new time collection system. The Kronos system allows employees to complete their time records online, electronically sign and send to their supervisor for approval. Staff from the CAO, Sheriff, Probation, and HHSA have attended training and overview sessions. As we did with the financial module role out, we will be using the train the trainer methodology, ensuring super users are available in the departments to assist users with questions. Super user training sessions will begin in September and will assist with testing of setup and Kronos parallels. All County staff will go through training during November and December with a go live of PP1 of 2019.

FENIX Project Expenses			
Fiscal Year			Annual Maintenance
17/18	\$1,093,428		\$267,276
16/17	\$1,360,651		\$228,506
15/16	\$288,692		\$220,073
14/15	\$782,345		\$213,933
13/14	\$449,093		\$9,250
12/13	\$765,119		
Total	\$4,739,328		\$939,038

Implementation Cost (*Total expense minus Annual Maintenance.*) **\$3,800,290**

FENIX Implementation Budget **\$5,600,000**

Available Implementation Budget **\$1,799,710**

PROJECT TIMELINE

<u>Module</u>	<u>Scheduled Go-Live Date</u>	<u>Target Go-Live Date</u>
Budget	November 2018	November 2018
HR/Payroll	July 2018	December 2018

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

c. Jim Mitrisin, Clerk of the Board