October 20, 2020

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, CA 94903

Subject: Status report regarding the Administrative Technologies of Marin (ATOM) Human Capital Management (HCM) project implementation

Dear Board Members,

RECOMMENDATION: Accept status report

SUMMARY: As part of our commitment to a successful ATOM project, we are providing your Board with another project status update at a key milestone. After successful completion of our final payroll test, the executive steering committee and the project team are ready to Go-Live with the Human Capital Management (HCM) phase of the system implementation in December 2020.

This go-live will provide new integrated tools to manage and control centralized aspects of Human Resources and Payroll processes including Employee Self-Service, Time and Attendance, Personnel Actions, Position Budget Requests, W2, and Year-end processes. The ATOM project is aligned with the County’s 5-Year business plan and delivers more added value to employees by providing quick access to employee data and tools from hire to retire in an enterprise-wide system. Below is a high-level summary of the events that will lead to this milestone.

- October 2020 – End-user training starts
- November 2020 – ATOM Informational Roadshows for Departments
- December 2020 – Go Live for Employee Self Time Entry
- January 2020 – Go Live for Munis Payroll Processing
- January 8, 2020 – First Munis Payroll Check

Personnel Actions and Personnel Budget Request processes were already successfully implemented in May 2020 and County departments have demonstrated their readiness and success in these areas. While we have already provided extensive end-user training in MUNIS, we will provide a refresh training opportunity in October-November, which is consistent with one of our project goals of providing "just in time" training for our users. In addition, a variety of resources will be available to support our organization through the transition to the new system including detailed procedure
manuals, recorded training sessions for replay at the user’s convenience, open labs, and a helpdesk support team. ATOM team members will hold training classes using video/web conferencing tools to support current social distancing guidelines and remote work.

We have a few remaining tasks which will be finalized later this month including testing the Marin County Employees Retirement Association (MCERA) interface and the retroactive adjustment process.

The support of both business owners and the successful and detailed integration tests have built the confidence that the project is ready to Go-Live. We appreciate the engagement of our user community, our dedicated implementation team, and your Board’s on-going commitment to ensuring that Go-Live is determined by readiness on all fronts. We are ready.

**FISCAL IMPACT:** The ATOM project remains under budget by approximately $3 million from both the HCM and Finance phases. The project is below budget because we have saved on staff backfill costs by absorbing the project staffing costs within the sponsor departments existing operating budgets.

Please let us know if you have any questions or concerns.

**REVIEWED BY:**

- (X) County Administrator
- (X) Department of Finance
- (X) County Counsel
- (X) Human Resources
- (X) Information Services & Technology

- ( ) N/A
- ( ) N/A
- ( ) N/A
- ( ) N/A

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