



Welcome!

Over the next several months, you will receive this informational e-newsletter that will discuss the features, benefits and status of Milwaukee County's new human resource, payroll, benefits and hiring system. This system is collectively known as the Ceridian Human Resource Information System (HRIS). You will also be encouraged to link to the *Ceridian Communicator* webpage for additional information. We welcome your questions and comments. Please feel free to identify specific issues in your department related to the project and we will work with you to address them.

I know first-hand that the transition to the new HRIS presents a significant challenge to departments. That is why we are working to actively communicate and share the benefits that you and your department will experience once the new system is fully implemented. We are working diligently to make this new system a success, but with a conversion of this magnitude there will inevitably be issues that arise throughout the process. We value your constructive feedback and ask for your participation and patience as we embark on this endeavor.

The first five *Ceridian Communicator* e-newsletters -- which you will receive each payday starting May 3 - June 28, 2007 -- will contain the following information:

News In-Brief

You will receive brief updates on the status of the new Ceridian HRIS and requests for your participation in specific areas. Here is an update on the latest Ceridian HRIS news:

- Milwaukee County is entering the test stage for the Ceridian Time and Attendance phase of implementation.
- 99% of County employees are trained to enter Time and Attendance online or via time clocks--this is GREAT PROGRESS!
- May 6 - May 19, 2007(pay period 11) begins the first major test of the Ceridian system involving all County employees.

- Employees will enter time in both Ceridian (online or via time clocks) and Genesys (paper timesheets). This process is called the Parallel Test and is a necessary step in order to verify the Ceridian System programs against the current pay system.
- ALL EMPLOYEES must enter their time in Ceridian using computers or time clocks AND complete their paper timesheet for Genesys.
- WE NEED YOUR PARTICIPATION to make this conversion a success!

Feature Issues

Each *Ceridian Communicator* will feature information about one of the following Ceridian HRIS categories:

- Week 1: **Time and Attendance**
- Week 2: **Recruitment and Hiring**
- Week 3: **Self-Service**
- Week 4: **Benefits**
- Week 5: **HR/Payroll**

Questions, Comments and Additional Information

For additional information and access to training documents, please visit the *Ceridian Communicator* online: www.milwaukee.gov/ceridiancommunicator

For questions or comments about Ceridian HRIS, talk to your department's Payroll Clerk. If you have specific issues within your department that we can work with you to address, please contact: ceridiancommunicator@milwcnty.com

Ceridian HRIS will have a long-lasting, positive impact on your department's personnel management, but we need your support, enthusiasm and full participation to ensure that this project is completed and performs as advertised.

Thanks for your participation!

*Rob Henken, Director
Department of Administrative Services*