ALBEMARLE COUNTY SERVICE AUTHORITY

AGENDA ITEM EXECUTIVE SUMMARY

AGENDA TITLE: Report on Status – Payroll/HR System Implementation **STAFF CONTACT/PREPARER:** Quin Lunsford, Director of Finance	**AGENDA DATE:** April 21, 2016 **ACTION:** Informational **ATTACHMENTS:** No

BACKGROUND: The ACSA is nearing completion of the second stage (payroll/HR modules) of the ERP implementation project with an expected "go-live" date of 5/2/16.

DISCUSSION:

Having successfully implemented the financial modules of Dynamics AX at the end of last calendar year, project focus was transitioned to the final phases of the payroll/HR module buildout and implementation. ACSA staff, with support from its implementation consultant, has configured these modules to meet current business needs and enhance functional capability of payroll related processes.

At the December 2015 Board meeting, we anticipated being live with these modules in April 2016. Through a thorough and robust testing process, a few modifications to software code were deemed necessary to function properly. The ACSA identified these issues and the consultants worked with its development team and Microsoft to resolve these issues. The development of these resolutions impacted the expected go-live date. The ACSA received the software updates the week of April 4th and has subsequently updated the software. We continue to test the newly released updates but they appear to be functioning as intended and we expect to process our first "live" payroll for the pay period ending May 13, 2016. Multiple parallels have been performed over the last four months and meetings are being scheduled with staff to review changes to the format of pay statements (direct deposit advices and pay checks).

The implementation of the payroll/HR modules will complete the core phases of the ERP project and allow staff to begin focus on other features within the system that will be utilized in the months/years to come.

BUDGET IMPACT: Informational only.

RECOMMENDATIONS: None

BOARD ACTION REQUESTED: None; informational item only.