We are excited to announce our move to a new Human Capital Management (HCM) system: ADP Workforce Now. This system will provide a new user experience for staff and create many efficiencies around payroll processing and HR functions.

Our teams are working hard to build this system and prepare for staff training. We commit to sharing more information as we approach key launch dates.

What is ADP Workforce Now?

- This system will provide all payroll processing services, including time off request features, timesheets/timeclocks, pay stubs, tax form history, personnel demographic information, benefits enrollment, reporting functions and more.
- This system will allow employees to easily change their personal information, such as address and tax withholdings, use one system for benefits changes, and have all their pay history in one easy-to-access location.
- Managers will have access to organizational charts, robust personnel data and reports and be able to manage time and attendance easily.

Why are we moving to ADP Workforce Now?

- The current payroll system (EDEN) is sunsetting (R.I.P) and lacks many features, including the self-service option for staff.
- This is not the same ADP EZ LABOR MANAGER we currently use for timesheets! A very manual way of getting time and attendance into the payroll processing system.

When will we move to ADP Workforce Now?

Estimated key launch dates are below. Communication will be provided as the launch dates near.

Payroll processing May/June 2024 → New Hire Onboarding June 2024 → Employee Self Service Portal June 2024 → Position Control September 2024 → Time and Attendance Early 2025

Is there anything you need to do at this time?

The initial changes for current staff will be minimal as payroll will continue to use the existing timesheet processes until later in the year. For now, keep your eyes open for communications around training on accessing the system to retrieve pay stubs and to make personal information changes.

There will be much more training later in the calendar year on Open Enrollment, time and attendance and report building.

Information will be communicated via City Central, Management Team, Payroll Coordinators, and paper fliers throughout our workspaces.

Questions & Comments

Most of the questions you may have cannot be answered by HR or payroll staff at this time because we are learning and building this system. If you still have pressing questions, you can submit these using this **LINK**.

Please do not directly send questions to HR or payroll staff.