

ALAN M. ARAKAWA
Mayor



DAVID J. UNDERWOOD
Director

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Deputy Director

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COUNTY OF MAUI

DEPARTMENT OF PERSONNEL SERVICES

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August 20, 2018

Honorable Alan M. Arakawa
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

For Transmittal to:

Honorable Riki Hokama
Councilmember
Maui County Council
200 South High Street
Wailuku, HI 96793

APPROVED FOR TRANSMITTAL

Mayor Date 8/21/18

Dear Councilmember Hokama:

SUBJECT: HUMAN CAPITAL MANAGEMENT (HCM)/PAYROLL REPLACEMENT PROJECT (BF 106)

We are in receipt of your communication BF-106, which requests information regarding the Human Capital Management (HCM)/Payroll Replacement Project. Please find our answers below:

1. *Provide a status of the Human Capital Management (HCM)/Payroll Replacement Project. Will the October 2018 implementation date be on schedule? If not, explain why. Include a timeline for the implementation of the project.*

The project is currently in active implementation, in the "end-to-end" testing stage. The original go-live date of October 1, 2018 has been revised to December 16, 2018. This shift was in recognition of the extensive testing efforts required to ensure the system accurately accommodates the County's extremely complex payroll and timekeeping requirements. The remaining timeline for the project is as follows:

July 1 – September 16: End to End Testing
September 16 – November 4: Parallel Testing
October 14 – December 16: End User Training
November 11 – December 16: Deployment preparation
December 16: Go Live
December 16 – February 17, 2019: Stabilization
January 6 – June 9: Phase 2 implementation

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2. *Has there been any change orders or contract amendments for the project? If so, provide the reasons and indicate if additional funding is required.*

As this project is actually located in the Department of Management IT Services Division (ITSD), and all contract administration is being done by staff from that division, we have no direct knowledge in this area. To our knowledge, the only contract amendments to date are to encumber the fiscal year 2019 funds, which are currently pending final execution. There have been a number of change orders executed, but these have been primarily shifting the order of certain tasks on the project schedule, and only one involved additional costs to the County. At this time, it is not anticipated that additional funding will be required.

3. *Provide the current encumbrance and amount expended to date for the project. Indicate whether funds appropriated for the project for Fiscal Year 2019 are included in the current encumbrance. Also, if future funding is required for the project, provide the amount and when the funds will be needed.*

As we noted above, contract administration is being done by staff from ITSD, so we have no direct knowledge in this area. Please accept our apologies. As far as we are aware, it is not anticipated that additional funding will be required.

I hope this addresses your request. If you have any questions, please feel free to contact me at extension 7850.

Sincerely,



DAVID UNDERWOOD
Director of Personnel Services

DJU