

ALAN M. ARAKAWA  
Mayor



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Director

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Deputy Director

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COUNTY OF MAUI

DEPARTMENT OF PERSONNEL SERVICES THE MAYOR

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August 30, 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 8/31/18

Dear Councilmember Hokama:

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

We are in receipt of your communication BF-106, which requests the following information regarding Phase 2 of the Human Capital Management (HCM)/Payroll Replacement Project:

*"Provide a detailed description of what is included in Phase 2 of the Project. Also, indicate the estimated cost for Phase 2."*

This project is broken down into two phases, Phase 1 and Phase 2. Phase 1 consists of the core HR functionality, as well as benefits, absence, payroll, and time tracking. Phase 2 consists of the following modules:

**Learning:** Workday provides a full learning management system, which will allow the County to not only schedule and manage its classroom training, but will also allow us to store and distribute online learning content, such as e-learning courses, training videos, pre-recorded presentations, and other materials.

**Recruiting:** This will allow hiring departments to receive their candidates online and manage the hiring process through interview, selection, negotiation, and hire.

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*Talent Management:* This module provides the ability to help many areas of employee management, including:

- Helping manage performance by automating and reporting on performance reviews,
- Tracking and assessing skills and abilities,
- Tracking and reporting on organizational and individual goals,
- Establishing succession plans for key positions and helping identify and develop likely succession candidates,
- Facilitating mentorships programs and helping match employees with suitable mentors, and
- Facilitating employee surveys and educational campaigns

As we noted previously, contract administration is being done by staff from ITSD, so we do not have direct knowledge of the costs. Based on information provided by staff from that division, however, we believe the cost of Phase 2 is approximately \$700,000.

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