



## **WELCOME BACK!**

*In this edition of the Ceridian Communicator, we will highlight the Self-Service function of the Ceridian Human Resource Information System (HRIS). Dr. Karen R. Jackson, Director, Human Resources will share some thoughts on how Self-Service will provide secure access to benefits and profile information for employees. In addition, the News In-Brief section provides an update on the project timeline as a result of the ongoing test of Ceridian and Genesys. We ask for your patience and support as we implement the new system.*

*Thanks for your continued efforts to make Ceridian HRIS a success!*

*- Rob Henken, Director  
Department of Administrative Services*

## **News In-Brief**

- May 6 - May 19, 2007 (pay period 11)-- was the first major test period of the Ceridian system and required all County employees to enter time in both Ceridian (online or via time clocks) and Genesys (paper timesheets).
- During the testing period, a problem was identified in data that was being converted from Genesys to Ceridian. We are working to address and fix the problem. This issue -- as well as an ongoing effort to re-map the project master plan -- will result in a new go-live date that will be announced in the near future. The good news is that the testing period has served its purpose by uncovering issues that need to be resolved. In the meantime, we will continue the testing of both Ceridian and Genesys and we ask for your continued participation and patience.

## **A Note on Self-Service**

*- Dr. Karen R. Jackson, Director  
DAS-Human Resources*

### ***Ceridian Self Service is coming to Milwaukee County!***

In the eyes of some employees, "human resources" has become synonymous with red tape. You've moved and need to change your address; you've misplaced your payroll stub and need a replacement or you want to add another account to your direct deposit and cannot. In our current structure these things take time, paperwork and sometimes 'snail mail' to complete. Administrative intervention is often required. This way of doing things will soon end.

Milwaukee County is moving towards a new model that will streamline workflow. Automated workflow is a sign of the times for DHR these days, as evidenced by the growing number of organizations moving towards these new models. Change is difficult but it is also inevitable. You can take the first steps of accepting changes by taking charge of your personal information through the use of the Ceridian Self-Service system.

In the very near future, it will no longer be necessary to go to your payroll clerk and request a change of address form or a copy of your payroll stub. Using the Ceridian Self Service model you will be able to enter and retrieve your personal information right from your desk or a nearby kiosk. You will have 24-7 accessibility to make changes from any computer.

We hope that you will take advantage of the Self – Service model, as it will help to streamline the Human Resources workflow and allow us to serve you better. We look forward to offering you Self Service options.

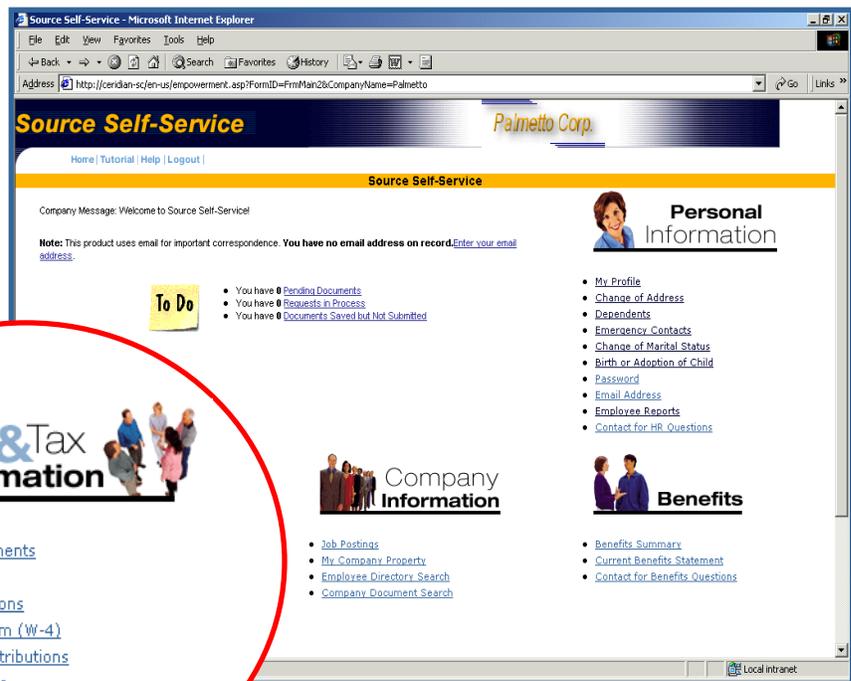
***Our number one customer is you, the employee!***



## Feature Issue: Self-Service

The Self-Service function of the new Ceridian HRIS is a quick, easy and secure way for employees to access their individual benefit information and make changes to their individual profile. Through the new Self-Service web site, employees will be able to:

- Access and edit your own profile online, including password, address, email, emergency contacts, marital status, direct deposit and federal W-4.
- View your individual benefits, earnings statements, retirement contributions, job postings, employee directory, and available training online.
- Edit individual benefits during the open enrollment period.



### Questions, Comments and Additional Information

For links and additional information, please visit *Ceridian Communicator* online at:

[www.milwaukee.gov/ceridiancommunicator](http://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](mailto:ceridiancommunicator@milwcnty.com)