



It's going to be E.P.I.C!

Let's begin



Our Team



Kady Doelling
City Manager



Ernesto Chávez
Chief Information Officer



Sarab Khalsa
Human Resources Director



The year is 2023 in a land called City of Lafayette. A project team sets out on a quest to find a solution to automate human resources and payroll management to rid their land of manual paper processes.

It is not without trials and tribulations as the team uncovers new secrets of decisions past, treasures of expertise and newfound knowledge -- building trust, collaboration and confidence across the land.

This journey will bring City of Lafayette staff together and transform their world into 21st century HR and payroll practices and technologies.



Backstory

01. Goals

02. Guiding Principles

03. Align Roles

04. \$\$\$\$

CITY OF LAFAYETTE OUR CORE VALUES

1 ACCOUNTABILITY

We are committed to excellence in everything we do. We take responsibility for our decisions, actions, and performance, as well as the resulting outcomes and impact to others.



2



COMMUNITY FOCUS

We are dedicated to inclusion and equity in partnership with our diverse community. We will provide customer service with respect and compassion.

3



INNOVATION

We foster a forward-thinking work environment by creating opportunities for partnership, creativity, and continuous improvement. We seek positive changes and new ideas that will support the City now, and into the future.

4



INTEGRITY

We will have the strength and courage to be ethical, honest, and transparent through the work we do, regardless of the circumstances.

5



TEAMWORK

We bring our unique experiences together to support our community and staff by consistently collaborating within teams and across work groups. We assume best intent, support each other, and believe in leaders at all levels.



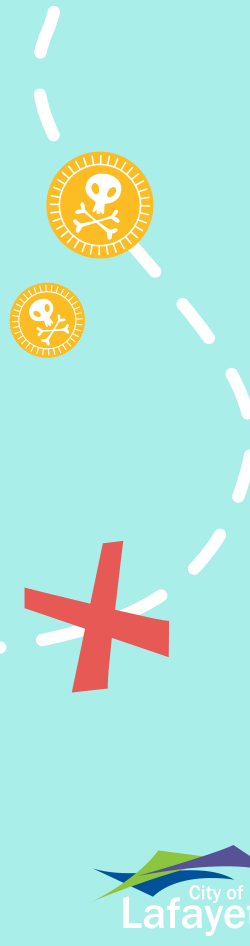
The Villains

Policy Phantom

Andy Analog

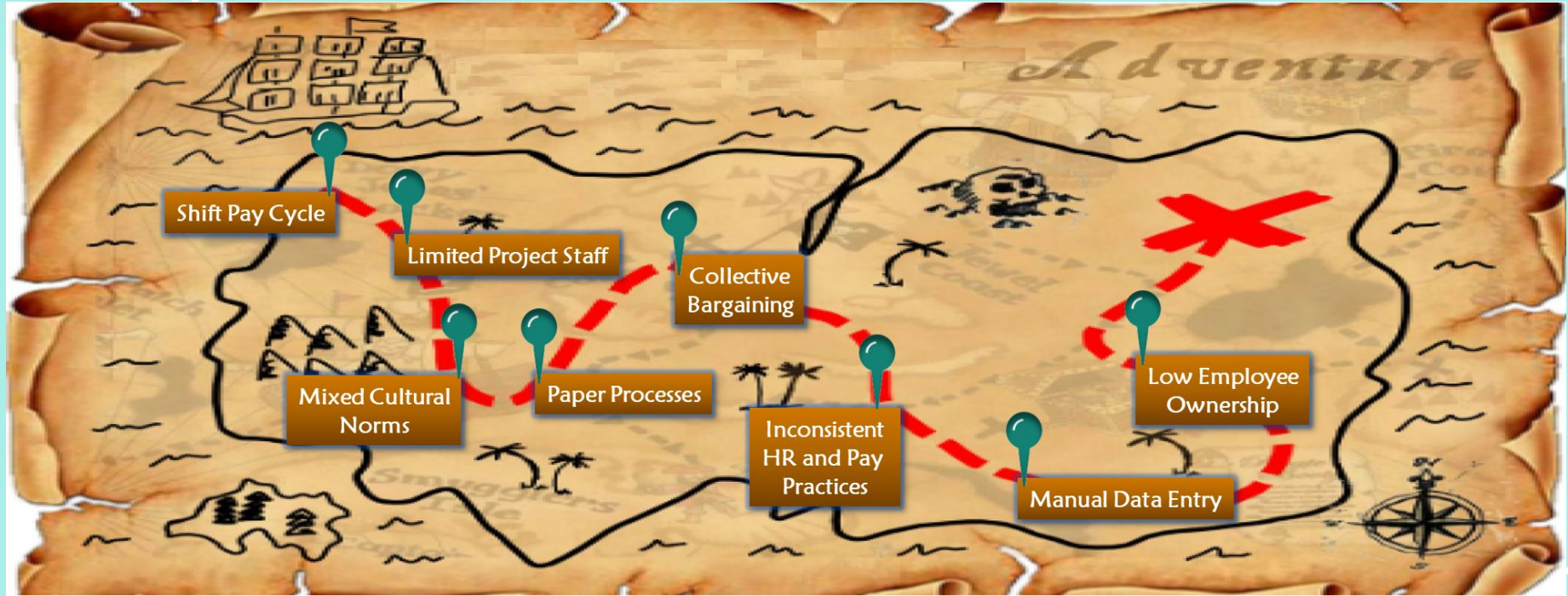
Manual O. Tasker

Archibald Status Quo





Obstacles and Dangers



01

The Journey Begins





Procurement





Requirements

- Use Existing Resources
- No Need to Self Discover!



Availability Key				
[C] - Available out of the Box				
[H] - Available with full partner integration. (H) = Yes				
Feature Requirements				
Availability				
General Capabilities	C	H	Y	N/A
HRIS				
Payroll				
Time Management				
Tenure and Compliance Management				
Recruiting				
Onboarding				
Self Service (Employees, Managers, Candidates)				
Payroll Administration and Payroll Management				
Payroll Administration (Integration)				
Compensation Management				
Performance and Goal Management				
Salary Planning				
Learning and Development				
Learning Management				
Succession Planning/Management				
Project Management				
Health & Safety / OSHA				
Organizational Charting				
Employee Self Service Capabilities				
Mobile				
Reporting, Query & Analysis, Trend, Metrics, and Dashboards				
Mobile & Business Intelligence Tools (Dashboards / Perspectives)				
Cloud Integration and Security (Cloud)				



Request for Information
RFI-5083-22-SDH

Human Resources Information System (HRIS)



City of
Golden

911 10th Street, Golden, CO 80401

REQUEST FOR PROPOSALS

HUMAN RESOURCES INFORMATION SYSTEM

Submissions Due: May 20, 2022, 4 p.m. MDT



BOULDER VALLEY SCHOOL DISTRICT RE-2

REQUEST FOR INFORMATION
NO. 14-04

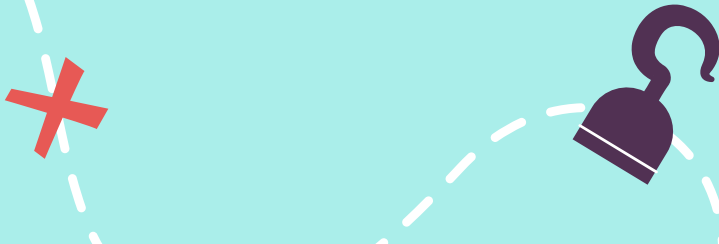
PAYROLL/HRIS SOFTWARE SERVICE

January 2, 2014



Market Research

- Leverage Requests for Information
- Use Market Research to Narrow Focus
- Invest in Collaborative Evaluation





Requests for Proposals

- Focused on Two Technology Options



- Separated Implementation Services





Implementation



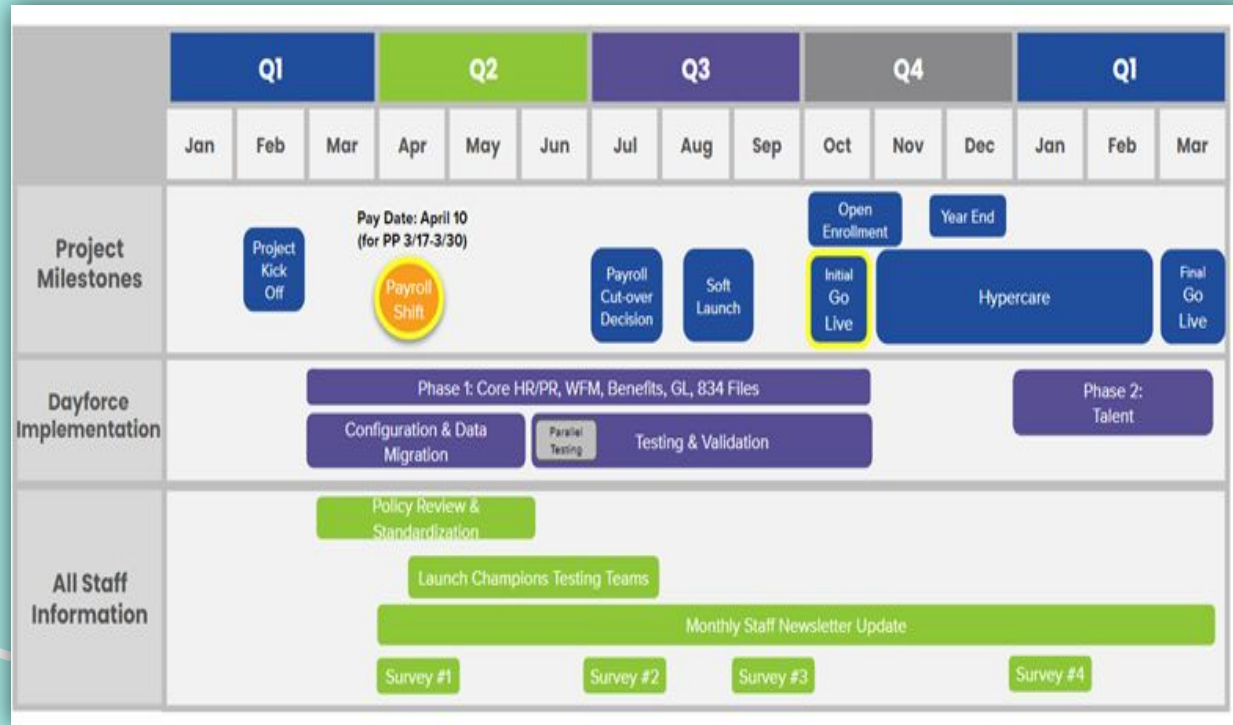
The Road Ahead

Teams	Responsibilities/Activities	Meeting Frequency		
		Weekly	Bi-weekly/ Monthly	As Needed
Steering Committee Devin Billingsley, Sarab Khalsa, Ernesto Chavez	<ul style="list-style-type: none"> Accountable for Project delivery Supports policy decisions Endorses any variations to the scope, budget, and schedule Champions the project at the executive level 		<input checked="" type="checkbox"/> With Magnisol & Leadline	<input checked="" type="checkbox"/> With Staff Teams re. decision making
Staff Project + Testing Team Joy Brinegar (HR) Mandy Staley (FIN) CJ Dickinson (IT)	<ul style="list-style-type: none"> Prepares all data and materials for migration Attends all design workshops and provide input and decisions on design Makes decisions to adjust the agreed in scope business processes if required Attends train-the-trainer and knowledge transfer sessions Participates in testing activities 	<input checked="" type="checkbox"/> 2-3 mtgs per week		
Change Management Team Melissa Hise (Library) Natalie Miller (Comms) Melissa Slater (IT) Lexi Bulch (Recreation) Ernesto Chavez (IT)	<ul style="list-style-type: none"> Develops a change management strategy and action plan Identify risks related to awareness, desire, knowledge, ability and reinforcement of the project Provide regular communications out to supervisors and staff Coordinates with project team to organize testing Develops swag and other engagement activities for staff across the City Accountable for delivery of training approach 		<input checked="" type="checkbox"/> With Leadline	<input checked="" type="checkbox"/> As needed to support changes and coordinate testing
Department Champions	<ul style="list-style-type: none"> Early adopters and representatives for department training and engagement needs Completes all online training in advance to testing Performs testing and provides feedback Provides support to peers during transition to Go-Live 			<input checked="" type="checkbox"/>

26



The Road Ahead





The Heros

Dedicated Project Manager

Dedicated Staff from Finance, HR, IT

Change Management Team

Change Champions Group





02

Plot Twist



Simultaneous Projects



Shift Payroll Timing



Classification &
Compensation Study



Policy Changes



Policy Changes

Part Time
Classifications

Accrual
Limitations

On Call & Call
Back Pay

Comp Time
Calculations

Overtime Pay

Leave Reporting

City of
Lafayette

Employee Handbook

1290 S. PUBLIC ROAD
LAFAYETTE, CO 80026

LAFAYETTECO.GOV

Updated March 2025

Holiday & Closure
Pay

FLSA & Breaks

Time Keeping

Over and Under
Payments



03

Engagement





Guiding Values



Change Philosophy



Prosci
PEOPLE. CHANGE. RESULTS.™

Rally for Support

Help Your Team
Succeed

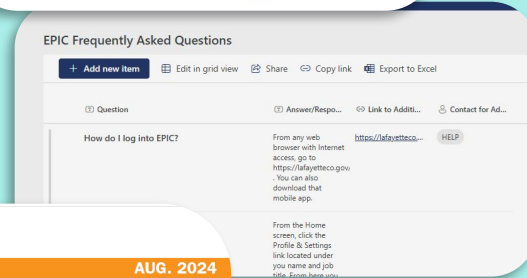
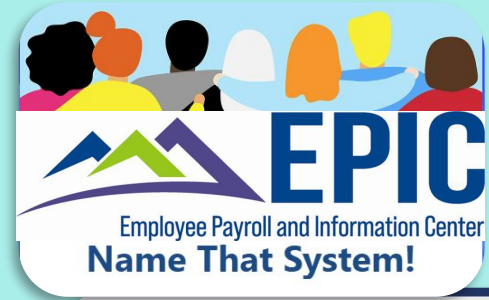
Participate and
Contribute to Policy
Discussions

Embrace the
Change!



Outreach

- Frequent Surveys
- Naming Contest
- Updates and Training
- Hyper Care – Go Live Support
-and swag!



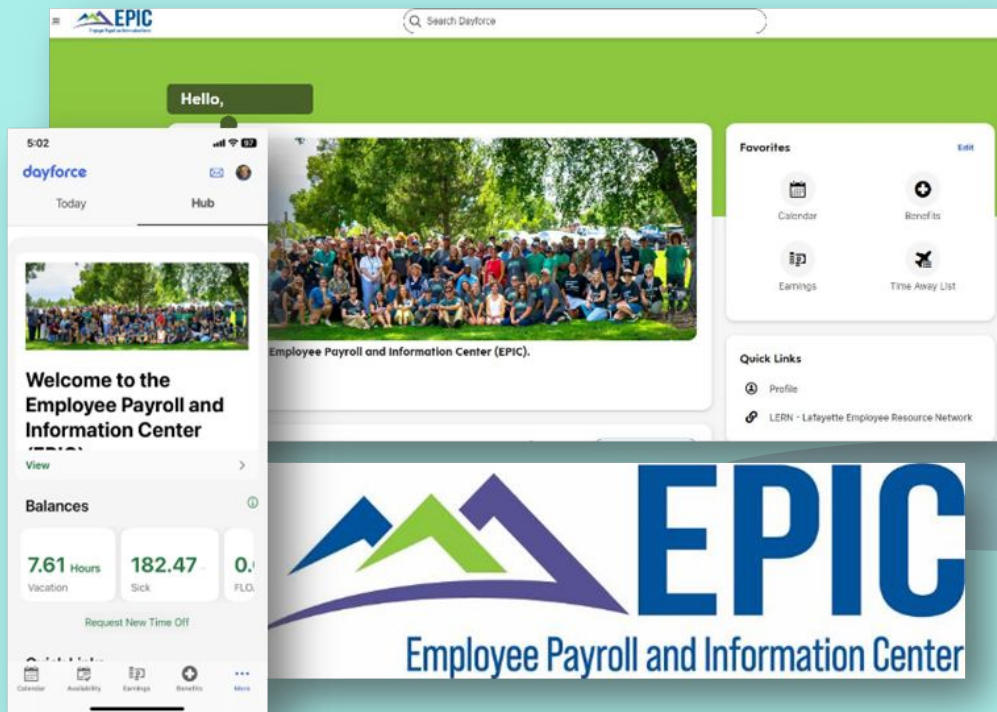


04

Final Destination and Beyond



Yes, the gold is yours!



Big numbers



93%

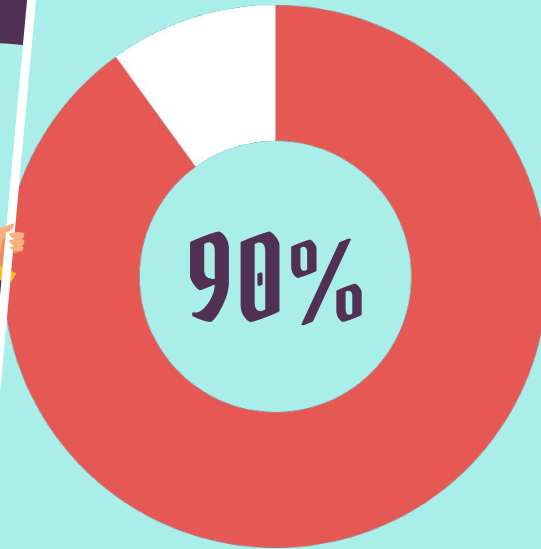
Employee Readiness Rating at Go-Live. Staff reported being ready and informed to perform basic functions of EPIC.



84%

Decrease in payroll errors resulting in pay adjustments. Payroll team can now focus on auditing vs. manual data entry!

Almost E.P.I.C!



Completed!

- Pay and Benefits
- Schedules
- Time Keeping
- Mobile App

Coming Soon!

- Learning
- Recruitment
- Performance Management



Success Beyond EPIC



Aligned
Leadership



Guiding
Values



Staff
Augmentation



RFI to Focus
Procurement



Integrator
Competition



Focused
Project Team



Dedicated
PM Support



Change
Management
Team



Supervisor
Engagement



Employee
Engagement



Staff Led
Training



Change
Champions



Go-Live
Support Plan

THANKS!



Thanks!

CREDITS: This presentation template was created by **Slidesgo**, including icons by **Flaticon**, and infographics & images by **Freepik**.

