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To: [All Staff](#)
Subject: Employee Update
Date: Wednesday, March 10, 2021 11:07:36 AM
Attachments: [Employee Vaccination Policy.pdf](#)

Hello Everyone,

It was great to see so many of you on the All Employee zoom call on February 26, 2021. If you were unable to attend and would like a copy of the recording please email Human Resources at HR@alamedaca.gov.

Today we wanted to provide updates on the City's Vaccine Policy (attached), the use of COVID-19 Administrative Leave, and the status of the upgrade of the Finance/HR/Payroll System (Wyatt ERP Project).

Vaccine Policy

We recognize that many of you are anxiously awaiting your turn to receive the COVID-19 vaccine. The City is fortunate that many employees, because of their role as emergency service workers, have already qualified. We continue to evaluate the criteria to determine other employees who may qualify as a result of their role with the City. We encourage all eligible employees to receive the vaccine. In order to assist employees, the City has developed a policy (attached) that will allow up to two hours of release time for employees to receive each dose of the vaccine during work hours. In many cases you will need less than two hours, and we ask you only take the time needed. If you use this release time, please use the COVID Admin Leave code 152 when entering the time on your timesheet.

It is also important to remember, that even as more people receive their vaccines, we need to continue to follow all social distancing protocols and keep wearing our CDC compliant masks.

COVID-19 Administrative Leave

There have been some questions about the use of COVID-19 Administrative Leave ("COVID Leave"). As a reminder, this time was granted to employees at the start of the pandemic. This time can be used when employees are unable to report to work because of office closures, lack of childcare, illness or quarantine of themselves or a family member. Employees working a modified schedule are also able to use this time to supplement any unassigned work-time. Once the emergency is over, any unused administrative leave will be moved to an administrative leave bank for the employee to use in the next two years. We are hopeful we will soon be able to move past this emergency and allow employees to use COVID-19 Leave for other uses but at this time, the leave may only be used for the reasons listed above.

Wyatt ERP Project – 117 Days to Go Live

There may have been a pandemic during the last year but the City has continued to move forward with the Wyatt ERP Project! We did move back the implementation date to July 1, 2021 for both the Financial and Human Resource/Payroll modules. This has allowed the ERP implementation team to refine what data we are entering into the system.

The most significant accomplishment to date for Finance is the finalization of our new general ledger! Also known as the chart of accounts, the current general ledger is burdened down with obsolete accounts, an outdated organizational structure, and limited opportunities for growth. We expect the changes made to the chart of accounts will improve the ease with which departments manage their budgets.

Finance doesn't get to have all the fun, though! HR and Payroll staff have also been hard at work implementing their portion of the software, which includes time entry, payroll, and HR functionality. This team is nearly complete with the design of the HR components of the software. Soon we will begin parallel testing, which will allow us to confirm that paycheck data is calculated correctly in the new system. The team is also beginning their work on the new employee self-service portal, which will allow you to complete more tasks without the assistance of HR, such as changing your W-2 information and submitting benefits changes.

One of the most meaningful changes that will impact all employees is the new ability to complete time entry and leave requests electronically. Employees will have access to a web portal to enter their time. Supervisors will have the ability to then approve time entries and leave requests in this portal. This change will allow for easier tracking of missing time and calculation errors, eliminate duplicate data entry, and will use less paper. Employees will be trained on this new system as we get closer to the "go live" date.

The Wyatt ERP project team is looking forward to the time when we can show you the software and provide more details on the positive changes that will come with the migration to the new software. Until then, please don't hesitate to reach out to a member of the project team with questions.

Nancy