



To: All Kent County Employees

From: FMS Executive Advisory Committee
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Date: January 9, 2018

Subject: New Human Resources Management / Payroll System

Kent County is going live with a new Human Resource/Payroll System on January 25, 2018. The new system will provide 3 separate modules: HRM – the primary component of the HR/Payroll system, Management Self Service (MSS) and Employee Self Service (ESS). Some departments will be going live with Read Only access, while others (designated “Active”) will utilize ESS and MSS functionality including employee timesheet entry and management approval.

1. All Employees will use the ESS system to view information such as leave balances, paycheck information, and benefit enrollment information.
2. All employees in the Active Departments listed below will be submitting digital timesheets beginning PPE 1/28/18 using a new A360 Employee Self Service application.
3. Training for Active Departments in the new system will begin on January 16 – 24. You can register for one of the training sessions on the Learning Management System (LMS). Login to the LMS using this link: <https://www.accesskent.com/LMS/> Once you login, select Supplementary Classes, look for class offerings entitled “Employee Self Service” and “Manager Self Service Training.”
4. Training is for the Active departments listed below.
5. Read-Only Departments can refer to the documentation at <https://www.accesskent.com/a360/ess.htm>. Further information about the incremental roll out strategy to bring all departments to fully active status is forthcoming.
6. All employees will be required to activate an account in the new ESS module. Information regarding account activation will be coming out shortly.

Active Departments:

Human Resources
Information Technology
Health Department
Kent County-MSU Co-op Extension
County Clerk's Office
Register of Deeds
Treasurer's Office
Bureau of Equalization
Fiscal Services
Central Services
Fleet Services
Facilities Management
Purchasing
Administrator's Office
Community Action
Drain Commissioner's Office

7. Beginning January 25th there will be a dedicated Help Desk for A360-related questions. The Help Desk will be open from 8:00am – 5:00pm, M-F. You can reach the Help Desk by calling (616) 632-5360 or emailing a360@kentcountymi.gov.