



FIRST CERIDIAN PAYCHECK DECEMBER 13

Log on to Self-Service to verify details

December 13 marks the first paycheck generated from Ceridian. I want to thank all those who have worked so diligently throughout the implementation process to ensure success, including Field Payroll Clerks, HR Coordinators, Central HR, Central Payroll and the Ceridian Implementation Team. This has been a true team effort that reflects well on Milwaukee County. I also want to thank all County employees for your patience and diligence throughout this implementation.

Based on verification activities and employee feedback that has been received to date, it appears that issuance of the first paychecks from Ceridian has gone relatively smoothly. As was anticipated due to the enormity of this system implementation, we have encountered some errors and discrepancies that we are actively working to correct. However, it appears that most of these problems have resulted from coding, communications and other human errors that can be easily fixed, and that the technology itself is working as we hoped it would.

Please log in to Self-Service to view your paycheck. If you notice any discrepancies, contact your Field Payroll Clerk immediately.

Change isn't always easy, but in this case it was a necessity due to the aging Genesys system and the need to move the County's human resource and payroll processes into the 21st Century. Thank you again for your patience and assistance.

- Rob Henken, Director
Department of Administrative Services

VIEW YOUR PAY IN SELF-SERVICE

Given the magnitude of this implementation, it was anticipated that some issues would arise regarding individual paychecks during the initial process. The Ceridian Implementation Team has worked to

ensure that issues are addressed in a diligent, timely and coordinated manner.

Please check your paycheck in Self-Service to ensure you understand the details provided in the check. Here is some general information you should know as you review your check information:

- Employees should view their paycheck online in Self-Service. Go to www.county.milwaukee.gov, click on "Milwaukee County Employees, and click on "Self-Service." Your ID is your Clock number (same as your ID for Time and Attendance). Your password is the last four digits of your Social Security number. If you have questions regarding your ID and/or password for Self-Service, please call the IMSD Support Desk at: 278-7819.
- **If you believe there is an inconsistency in your paycheck, you should document the problem and contact your Field Payroll Clerk.** There is a process in place to make corrections to paychecks.
- For employees that receive direct deposit, there will be no direct deposit statements distributed on December 13 – please view your paycheck online in Self-Service. For employees that receive paper checks, your check will be mailed to your home address.

REMINDER: Employees will no longer be required to fill out paper timesheets. ALL employees must enter time in Ceridian online or via time clocks:

- **Employees:** enter and sign your timesheet online by end of day on Sunday after payday (**Sunday, Dec. 16** for current pay period).
- **Approvers:** validate and approve time in Ceridian by noon on Wednesday after payday (**Wednesday, Dec. 19** for current pay period).

TO ACCESS CERIDIAN WEBSITES AND INSTRUCTIONAL DOCUMENTS, GO TO:

<http://www.county.milwaukee.gov/>

- Click on "Milwaukee County Employees"

Email Questions/Comments To:

ceridiancommunicator@milwcnty.com