

Update: EWSD Update on Statewide Financial Software Implementation

Audience: All Staff

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Project Update

As we've shared in past staff newsletters and detailed on our [project web page](#), the HR/Finance/Payroll team continues to move forward in partnership with Vermont Agency of Education to transition to eFinancePlus (eFP) - the new state-mandated accounting system.

Here's what has been accomplished in the past month:

- **Employee Access Center (EAC)** - Once the new accounting system goes live on July 1, employees will be given instructions on how to access EAC. This secure portal will be the default location for accessing payroll direct deposit stubs unless otherwise requested. The portal also provides self-service to complete simple tasks like phone or address updates. More information and instructions for accessing EAC will be coming in the next couple of weeks. The current Tyler Employee Portal (iVisions) will continue to be available through June 30, 2021, for employees who want to access historical payroll information.
- **Parallel Payroll Testing** - EWSD payroll staff just completed a second test of the payroll system in eFP. This provided our team with corrections needed before go-live and ensures that the first payroll of the new fiscal year in eFP is successful.
- **Workflow Changes** - As mentioned in the last update, EWSD's decision to limit eFP users to Administrative Assistants and Finance Coordinators has resulted in changes to some workflows. This change will provide better alignment with operating best practices that are followed by many other school districts in Vermont.
- **Staff Training** - EWSD has configured eFP accounts for 30 initial users. The group is scheduled to participate in two half-day [Purchasing Process Trainings](#) by June 17. Training materials and user guides have been developed (see link below). Training sessions will be recorded so that they can be used for reference and to onboard future employees. We are eager for the group of trained users to continue to meet on a regular basis to deepen their learning of the software and to contribute to the continuous improvement of accounting processes.
- **eFinance Training Resources** - All training material and resources are available on the EWSD website at <https://www.ewsd.org/Page/7805>

Final Milestones: Here are the last project milestones EWSD will complete before going live on July 1.

- Create FAQ Informational Document for staff
- Complete Final Payroll Go-Live Requirements
- Create Year-Over-Year Financial Statement Reports for each school and department
- Setup Accounting Monthly Close-Out Process
- **Go-Live (July 1)**

In case you missed it, [read the May project update](#) with information on important changes that eFP will mean for our district.