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"Where Students Come First"

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An Equal Opportunity
Employer

M E M O R A N D U M

Date: July 19, 2017
To: All BCOE Employees
From: Lisa Anderson *LAA*
RE: Escape Software Implementation Update

The Butte County Office of Education (BCOE), districts and other local education agencies continue to train on the Escape software. Most of the trainings to date have concentrated on payroll setup and data import. BCOE's Human Resources and Payroll staff have been heavily involved in this stage of the process and will be maintaining both human resources and payroll data in both systems until we go live in January 2018.

Although the focus to date has been on payroll, trainings will soon start on the finance module. This will include purchasing, inventory, fixed assets, workflow, accounts payable, budget transfers, etc. and will take place over the next several months. Some trainings will specifically target certain user groups, such as "super users" and others will include a broader group. It is extremely important that you attend the specific training you are invited to attend. In some cases, there may be homework and/or the need to maintain data in Escape as well as BusinessPLUS until January. Trainings will take place on either Tuesdays or Wednesdays, as these are the scheduled Escape training days for Butte County, so your flexibility is appreciated.

I will start to contact individual users by email within the next couple of weeks regarding applicable trainings. Please share this information with your manager so they can support you during this project.

Contact me at 530-532-5617 or landerso@bcoe.org should you have any questions.

lb
FS-1718-001

cc: Tim Taylor, Butte County Superintendent,
Mary Sakuma, Butte County Deputy Superintendent
Neil Meyer, District Support Services

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