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An Equal Opportunity
Employer

M E M O R A N D U M

Date: September 5, 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 most of the focus to date has been on payroll, trainings have started on the finance module. We have had fixed asset setup, purchasing workflow and purchasing core trainings in August. September trainings will include fixed asset core training, purchasing/finance workflow testing and timecard entry overview, in addition to payroll/human resource training/testing. October trainings will focus on fiscal core training for the BCOE Fiscal Services department.

As noted in the July memo, some training 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.

Some users are anxious to learn about the software – that's great! Our software rollout is very methodical and orderly, so I ask for your patience during this time. As we get closer to January, more users will be included in the applicable training.

A BCOE purchasing training is scheduled for October 31st in the deRoco Conference Room. Two sessions will be available: 9 am to 11:30 am and 1 pm to 3:30 pm. For those that cannot attend in person, the afternoon session will also be a webinar. Please reserve the applicable time on your calendar. Individual users will be contacted by email with information on how to sign up. 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.

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FS-1718-017

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

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