

Big Red Email #1: [ASL VIDEO](#)

Log In and Peck Around!

Hey there Big Red fans,

Welcome to your first Enterprise Resource Planning (ERP) snack, a bite-sized morsel of information served up every Thursday to whet your appetite for our new human resources and payroll system launch.

Have you logged into ERP yet?

Let's fly over there and give it a go!

- Click [here](#) to log-in via the My Apps page; look for SRI ERP. Once you click on the app, it should automatically take you to your user profile!
- Need help? The Change Ambassadors are standing by – find yours [here!](#))

ERP Navigation Basics

While ERP is limited to finance functionality today, it's still an egg-cellent opportunity for you to log-in, peck about and get acclimated to the system.

Check out [this video](#) to digest some navigation basics.

You can find the accompanying job aid, a step-by-step guide that walks you through system navigation, [here](#).

Checking on Your Team

- Managers! Are your ducks in a row? Take a quick minute to view "Your Team" in ERP and make sure the flock is intact! Time tracking managers (who are responsible for approving time) were sent instructions on how to review teams in July.
- If you're an employee and you see an issue with the manager listed in your Supervisory Organization ("Sup Org"), please speak with the manager who currently approves your time.

Need more help and not sure where to go? [This guide](#) will direct you to the appropriate resource for updating information in your profile. The ERP team will continue to add and update resources as we introduce more system functionality!

We'll fly back next week with another quick message to help you prepare for ERP.

Love,
Big Red

P.S. [Check out the ERP website if you're curious about what more you can do in the ERP system!](#)

Big Red Email #2: [ASL VIDEO](#)

All About You, You, You!

Hey, party people!

It's time for this week's Enterprise Resource Planning (ERP) snack! Last week, we started from scratch with a general system intro. This week is all about YOU!

This egg-splainer [video](#) shares the nuances of your Worker Profile. View things like your home and work contact information, your supervisory organization (Sup Org) and more. After November 2, you will find your current compensation in this section, too. Check out the [job aid](#) for step-by-step instructions on accessing your Worker Profile.

See something in your profile that needs to be updated? Once the ERP human resource and payroll functionality launches on November 2, you'll be able to do it all yourself! Until then, [this guide](#) will direct you to the appropriate process, if you see something that needs a correction. *But that's no reason to hide our heads in the sand like a flamingo!*

After November 2, making updates/changes to your personal information in ERP are a few clicks away. No more drafting request letters and then snail (*delicious, by the way!*) mailing them to the appropriate folks. It will be quick and easy!

From a marital status change to updating your emergency contact, ERP's self-service keeps you in charge of your information. Check out [this job aid](#), a step-by-step guide to updating your personal information, ahead of the HR and payroll launch so you know what to do when the next phase of this system comes online.

Remember: before November 2, you need to request changes. After November 2, it's DIY via ERP! For more information, you can always go to the ERP website: erp.ecms.ri.gov

Love,
Big Red

Big Red Email #3: [ASL VIDEO](#)
We All Have (System) Preferences

Greetings, Rhody Red fans,

It's Enterprise Resource Planning (ERP) snack time!

Last week, we pecked around our worker profile. This week, it's all about *your* preferences.

Speaking of last week: You may have noticed some of the data you see in your current profile seems a little goofy. Specifically, you may see your "effective date" reflects 1900 (no, we don't think you experienced the end of the *actual* Gilded Age); or your Base Entry Date, Hire Date and/or Original Hire Date are inaccurate. The HCM/Payroll launch in November will automatically update this information!

Back to our regularly scheduled chit chat: These three job aids offer egg-cellent step-by-step instructions to:

1. [Manage your notifications](#)

Choose how (or if!) you want the system to notify you when tasks need your attention or are complete.

2. [Change your language preferences](#)

You decide what language to use to interact with ERP

3. [Manage your delegations](#)

This does not apply to everyone or to all business processes, but folks with delegation access today (like finance professionals and managers) can assign someone to execute tasks on their behalf, whether it is for a day or awhile!

Have questions and hungry for answers? Check out the [FAQs](#) on the [ERP website!](#)

Love,
Big Red

Big Red Email #4: [ASL VIDEO](#)
Securing the Hen House

Gobble Gobble,

Last week we snacked on updating our account preferences. Today, we're chowing down on Enterprise Resource Planning (ERP) security.

The ERP system is like a lockbox. The secure, encrypted system keeps your personal information safe. The State's Chief Information Security Officer and all-around good egg Nathan Laura explains in this [egg-cellent video](#) how Workday, the State's ERP vendor, locks up our info tighter than a chicken in a hen house.

Questions about security? Lettuce know: [Contact Us | Enterprise Resource Planning \(ERP\)](#)

Love,
Big Red

Big Red Email #5: [ASL VIDEO](#)
Even Chickens Need a Schedule

Hello again,

It's time to learn how to view your schedule in the Enterprise Resource Planning (ERP) system! We need to drop some quick background knowledge before we begin. The State's payroll and human resources system covers more than 15,000 state employees across many different agencies/departments, which means the system takes care of a lot of different needs when it comes to work schedules.

That includes agencies that operate 24/7 and public safety entities that run on unique schedules. So, this week's snack may not be applicable to some individuals or circumstances. Have no fear! There will be dedicated agency pages on the ERP website available in October with "cheat sheets" for all the major ERP processes or functions unique to your department. You can always refer back to your page if you forget how to do something or need a refresher on what your agency's ERP-related processes might be for certain groups. We'll share more in a future snack when we're ready to unveil the new pages!

Now that we've got that out of the way, it's time learn how to view your work schedule! As a reminder, you won't be able to see your schedule until HCM/Payroll is live in November. The ERP system will be loaded with the standard work schedule assigned to your position. However, if you work a 'rolling schedule' or shifts, there is a Scheduling Partner within your agency who is able to assign your schedule for two to four weeks at a time (similar to how it is done today, but in ERP!).

Check out the [video](#) for more details on how to view your work schedule and keep this [job aid](#) in mind for step-by-step instructions you can refer to when RI ERP launches on Nov. 2.

Have you checked in with your [Change Ambassador](#) yet? They're a great resource if you have questions!

Love,
Big Red

P.S. Remember the buddy system? It works with RI ERP, too! Pair up with your work bestie and support each other while learning ERP. Check out the [video](#)!

Big Red Email #6: [ASL VIDEO](#)
You've Got Tasks (and Notifications)!

Hola Paloma,

Get eggcited! Our Enterprise Resource Planning (ERP) snacking continues! Last week, we learned about work schedules. This week, we're grazing on "My Tasks" and notifications.

While you were pecking through the ERP system, did you happen to notice two icons at the top right of your screen? One looks like a little paper tray and the other a tiny bell? That's where you can find your "tasks" (little paper tray icon) and your "notifications" (little bell icon).

Not everyone is going to have tasks. But for those that do (such as managers, finance folks, and payroll peeps) "My Tasks" is where you can check on items that require you to take action (think approvals for time tracking, expenses, etc).

Notifications, on the other talon, are for everyone! The 'ringing' bell is a reminder that you need do something (like submit your time *in November, of course*), or a *notification* that actions others have taken are complete (like your manager approving your time). These notifications pop up on your ERP homepage, but you can update your preferences to set up email alerts and get those nudges delivered directly to your inbox. If some of this sounds familiar (good memory!), we touched on notifications earlier in this email series.

Learn more about My Tasks [in this short video](#); and check out [this job aid](#) for step-by-step instructions on using tasks in ERP. Visit this [job aid](#) for a refresher on updating your notifications. *Just a reminder, many functionalities in ERP will not be turned on until November Go-Live (I'm looking at you, Daily Digest).*

Love,
Big Red

Big Red Email #7: [ASL VIDEO](#)
Even Chickens Need Vacations

Hello friend,

This week's Enterprise Resource Planning (ERP) snack is a sweet treat! This week, we're talking about vacation time (*cue The Go-Go's*) and other accruals.

One of the coolest functions in ERP is how it forecasts your time off. Want to spend April in Paris but not sure how much vacation time you'll have by then? You can check out how many days you will accrue by the time you fly off to the City of Lights simply by logging into the ERP. [This video](#) explains how to do it!

Been here awhile? Your use-it-or-lose-it time will be available in ERP, too. Do you receive compensatory time? That's configured in the system, too!

I know we've mentioned this before, but our payroll covers 15,000+ employees across various agencies and work schedules. If your agency has a unique set up for any reason – whether it be employees without state-issued devices or a different type of work schedule based on your collective bargaining agreement with the State – chances are there will be information specific to you and your colleagues on your dedicated agency page, which will be available later this month on the [ERP website](#).

Quick note on a little quirk you'll see during our transition to the new system: When the payroll system goes live on November 2, the time off accrual balances you see will be "As Of October 18", accrual balances will update automatically in RI ERP on November 7. *More information to come!*

Love,
Big Red

Big Red Email #8: [ASL VIDEO](#)
Showing you the Benjamins

Hello friend,

We've been gobbling up Enterprise Resource Planning (ERP) snacks for several weeks now, and this week's snack is super filling!

Last week, we learned how to check your accrued time off. Today we're digging into our pay – specifically updating our direct deposit designations. Once payroll is live in ERP, you'll be able to make updates with ease!

In RI ERP, you can send a portion of your weekly check to up to five (5!) bank accounts – *six if you count RI Credit Union*. Whether you are saving for a new coop (*or coupe!*) or your bucket list vacation (*hellooo, Paris!*), you can route any amount you chose from your paycheck into designated bank accounts.

Check out the [job aid](#) for step-by-step instructions on setting up or editing your direct deposit designations once ERP goes live on November 2. *Please note, currently there may be only one bank account reflected in your ERP at this time. When we go live on November 2, there will be multiple accounts visible and you will have the ability to make changes or add additional accounts.*

Keep an eye on your inbox for another tasty morsel coming next week!

Love,
Big Red

Big Red Email #9: [ASL VIDEO](#)

Show Me My Money!

Hello friend,

Our next Enterprise Resource Planning (ERP) snack goes down as smooth as a chocolate egg cream on a hot summer day. Today we're noshing on our compensation and pay info in ERP.

Nested in one easy-to-find spot, you can see your pay slip, view your compensation history, and check out the value of your annual total rewards package, which includes the dollar value of items like medical benefits (*whoohoo!*).

Peck around this [video](#) to learn more about this ERP feature, which will be live when the system opens on November 3!

As a quick reminder, your November 7 paycheck will come from the (current) legacy system, and that will be the final paystub in Paystub RI. But once our first paycheck from the ERP system drops on November 21, Paystub RI will become 'read only.' You can still access past paystubs stored in Paystub RI, but the site will no longer be updated.

Love,
Big Red

P.S. Don't forget, it's [Open Enrollment](#) season! This year, the benefits enrollment process will not change, but this once-a-year opportunity to make changes to your State employee benefits plans ends on November 1. So, pick those plans for 2026!

Big Red Email #10: [ASL VIDEO](#)

FAQs on Security

Hello Hello,

A little bird told me you had more questions about the Enterprise Resource Planning (ERP) system's security. So, a few of my fine feathered friends collected your Qs for the FAQ below.

1. **How can you be sure the RI ERP system is secure?**
 - a. The RI ERP system, powered by Workday, is a global technology solution with leading security practices and powerful encryption technologies to protect state data.
2. **How has the state ensuring the RI ERP system meets RI security requirements?**
 - a. The State completed a detailed assessment of security needs and requirements as part of the implementation. We directly manage the maintenance of the system and has configured the system to meet state requirements. We are employing what is called a zero-trust architecture strategy and making sure that every user in the system is assigned a security role that determines what data they can view or edit.
3. **What does “zero trust” mean?**
 - a. Zero trust means that we treat all devices with the same high levels of protection. This helps balance the need for strong security with the convenience of accessing the system's resources anytime you need it.
4. **What is a security role?**
 - a. A security role defines what you can see and do in ERP and makes sure that users only have access to the information that is relevant to their job.
5. **Does this mean individuals will only have access to the data required?**
 - a. Yes. Your data (PII and/or sensitive data) is protected via security roles. The data is also protected from outside the system through encryption.
6. **What is encryption?**
 - a. Encryption scrambles readable data to make it unreadable to unauthorized users. Without a way to decrypt this data, the information remains secure.
7. **What is SSO?**
 - a. Single Sign On (SSO) allows a user to log in once to their work computer and access everything from Outlook to RI ERP. Through SSO, when you go to ERP, you will automatically be logged in without any additional steps. SSO logs you into the State's network on your state issued devices and is considered secure. If you have a work laptop, just like today for access to Outlook, you will be able to SSO from home, and just like today you will be required to MFA.
8. **What is MFA?**

- a. Multi Factor Authentication (MFA) is a security process that requires multiple methods to verify your identity. MFA can be a combination of password protection followed by an email or text verification code.
- 9. What is PII?**
- a. PII stands for personally identifiable information and refers to any data that can be used to identify someone either directly or indirectly. Direct examples include your full name or social security number while an indirect example can be your date of birth.
- 10. Who can see my PII?**
- a. Only those who require it - like you, and HR or Payroll professionals who may have access to our today. Your manager cannot see your PII or sensitive data – including your birthday
- 11. Who decides what kind of security access could I have in ERP?**
- a. Security roles, related to your position or role within your agency, were determined by agency leadership. That data was provided to the ERP Project team and will be enabled upon go live
- 12. Can I request additional security roles if I need it?**
- a. If you believe additional security roles are needed to perform your responsibilities, please speak with your manager.
- 13. If I am a user with a Username and Password, can I share my login with someone if they are helping me in ERP?**
- a. No. You should never share your login, password or verification codes (for any system!). If you need assistance with ERP tasks, please visit the [RI ERP website](#) or contact your change ambassador for assistance.

Love,
Big Red

Big Red Email #11: [ASL VIDEO](#)

Vocab Time!

Bonjour les poulets,

With the launch of the new Enterprise Resource Planning (ERP) system, we're putting a few human resource and payroll vocabulary terms out to pasture. *No fowl language or typewriter terms allowed!*

While many of the HR and payroll functions that you know and love are in the new ERP system, they may be called something different. For example:

- Need to submit a vacation request or put in sick or personal time?
 - o ERP lumps all time off into "*Absence*"
- The Agency where you work?
 - o That's called your "*Company*"
- Submitting a Time Sheet?
 - o You now will be "*Entering Time*"
- Looking for a paystub?
 - o Check out your "*Pay*"
- Looking for the organizational chart for your team and your agency?
 - o In ERP, that's your "*Supervisory Organization*"

We think vocabulary quizzes are for the birds, but if you are looking for a cheat sheet, [click here](#) for a full glossary of terms to help you navigate ERP's new lingo.

Love,
Big Red

P.S. A new resource just dropped on the fantastic [ERP website!](#) While the site is already chock full of helpful information, step-by-step guides and video tutorials, it now hosts agency-specific pages that have information unique to your agency as a reference! Check out [My Agency Info](#) and use the drop-down links to find your agency page. (If you don't see your page today, check back for updates! We'll continue to post in preparation for Nov. 16.)

Big Red Email #12: [ASL VIDEO](#)
Entering Your Time 'Cause it's Time to Get Paid!

Hey there buddy,

The Enterprise Resource Planning (ERP) launch is nearly here! In a few short days, you will be using the ERP for all your human resources and payroll needs. So, today we're reviewing how to enter and correct your time in the new system (and, for those who are on-call, how to input those on-call hours!)

There are two standard ways employees enter time: one process is specifically for hourly (non-exempt) employees, and the second process is for salaried (exempt) employees. This [video](#) walks you through each process in ERP. Looking for step-by-step instructions? There are job aids on this topic, too: [Non-exempt Employee Time Entry](#) or [Exempt Employee Time Entry](#).

Most important thing to remember? [A before T](#) – *just like the alphabet!* You need to input any Absences into ERP before you can submit your Time.

Questions? For anything you can't find on the ERP website, [Change Ambassadors](#) are hanging in the hen house and ready to assist!

Love,
Big Red

P.S. - Need a refresher on how to log into ERP? This [page](#) on the ERP website will help.

P.P.S. - Don't forget about the [agency webpages](#)! Each agency has a page on the ERP site dedicated to their specific businesses processes.

[THIS DOES NOT APPLY TO RISD - ENTER YOUR TIME OFF USING FRONTLINE](#)

Big Red Email #13: [ASL VIDEO](#)

Live from Rhode Island, it's ERP!

Hello friend,

Winner, winner, chicken dinner! The human resources and payroll functions are now LIVE in the Enterprise Resource Planning (ERP) system.

Before we get cracking, a quick note about your **benefits**. Currently in ERP you can see your 2025 benefit elections (things like your health care package, your covered dependents, your tax advantage accounts, etc.) Your 2026 benefit elections, which will activate on January 1, 2026, are not supposed to be in the ERP quite yet. We will let you know when these are available to review in the system.

Now, on to our regularly scheduled program! If you haven't already (*what are you waiting for?*), log in now and peck around! You'll find some pretty cool stuff in there. Can't remember how to log in? [We got you](#).

In fact, we have a bunch of ways to answer your ERP questions. The ERP team has created a "cheat sheet" available to you in one handy guide (attached) so you know where to go to find answers to certain types of questions. For quick reference, save it to your desktop or print it out and tack it up in your office space (*free décor!*).

But always make your first stop the [ERP website](#), which hosts a smorgasbord of learning resources like [on-demand training videos](#) and [step-by-step instructions](#) (a.k.a. job aids). There's also a calendar *for managers* detailing agency-specific [office hours](#) so managers can ask questions to a live ~~chicken~~ human in real time. And don't forget about your [Change Ambassadors](#) – they are ready, willing and able to aid in your success!

Love,
Big Red

P.S. Don't forget: if you are having log-in or access issues and you are not working in an agency serviced by the Department of Administration's Division of Enterprise Technology Strategy & Services (Wow, say that five times fast!), please reach out to your agency's IT team. Those supported by ETSS can submit access issues to the [ERP Help Desk](#).

Big Red Email #14: [ASL VIDEO](#)

Accruals

Hello, fellow chicken fanatics,

How are you doing with the new Enterprise Resource Planning (ERP) system? Remember, if you run into any obstacles, [help](#) is just a few keystrokes away!

Now that we're in mid-week, it's a great time to [log in](#).

While you are logged in (you are logging in, right? Right?), you might notice your accruals and think they look a little funky. That's because the paid time off accruals in the ERP system will not be completely up to date until the Monday of Thanksgiving week.

Since it is almost Turkey Day, you may be taking some time off. If you believe you are entitled to accruals that are not showing up in the system **prior to November 24** and it is causing an immediate issue, please file a ticket ASAP so our ERP gurus can get right on it. One more great reason to [log in](#) today!

And don't forget, your [Change Ambassador](#) is ready, willing and able to help with all things ERP.

Love,
Big Red

Big Red Email #15: [ASL VIDEO](#)
Coming in Hot - A Paycheck Hotline!

Hello my friend,

The first paycheck from the Enterprise Resource Planning (ERP) system is coming on Friday! Your new pay slip (which you can find in ERP) will include a bonanza of information that was not previously available due to the State's patchwork of outdated legacy systems.

This means things may look a little different, so you may have questions about your paycheck. *Don't panic!*

The State has set up the State of RI Payroll Employee Service Center, which is a dedicated payroll hotline, to answer employee questions, triage issues and resolve any payroll-related errors for employees starting tomorrow (Thursday, Dec. 4). The number is 877-647-4633.

Service Center operations will be Monday through Friday, 8 a.m. to 8 p.m.

You will be required to **verify your identity** for both phone and email assistance. *Be ready with the last four digits of your social security number, your birth year, and your home zip code.*

Because some banks (at their discretion) provide courtesy early deposit on the Thursday before pay day, the hotline will be up and running in time for employees whose banks use this perk. **(By the way, if your bank typically provides the courtesy early deposit on Thursdays and you don't see your check on Dec. 4, this does not necessarily mean your paycheck will not be available. In this scenario, please wait to confirm access to your paycheck until Friday, Dec. 5.)**

The payroll hotline hours are Monday - Friday, 8 a.m. - 8 p.m. (*remember, they open this week starting on Thursday 8a!*). Hotline representatives will have limited access to a portion of your payroll information in ERP. This will enable them to answer your questions and troubleshoot if necessary. For questions that are not paycheck-related, there are abundant DIY resources available on the [ERP website](#), including job aids, which provide step-by-step instructions, and on-demand training videos.

As always, the [ERP Help Desk](#) is also standing by if you need additional support for those non-paycheck related queries.

Love,
Big Red

P.S.: A new [Where to Go for ERP Help](#) guide is attached! Save it, print it, keep it handy so you know where to go!