



Line Manager Transformation Toolkit

E&E-I and SS&I UK & International Business * (excluding Australia)

Last updated: 9 September 2025

*Please note: Some countries within our International business have nuances in particular areas.

If you have any questions, Check the [FAQ document](#) for the latest updates

Complete the [Hypercare Triage Support Form](#) or raise via your Change Agent ([iCMS link](#) | [legacy Amentum link](#)).

Introduction

This toolkit provides updates and training links for Line Managers as we continue to integrate iCMS into the new Amentum. Some changes (marked with *) only impact iCMS employees but other information is also relevant to legacy Amentum Line Managers.

Supporting your teams

- Ensure your team is engaging with central communications (e.g. the Transformation Bulletin & Town Halls)
- Increase communications with your team – hold weekly calls to verbally reinforce key messages and actions
- Ensure that you, and they, are attending training (or watching the replays) and taking the necessary actions
- Help manage expectations - not everything will work perfectly straight away
- Provide an open forum for discussion / concerns

Further information is available via our Transformation Hubs, including:

- Latest updates
- Transformation bulletin archive
- Transformation Toolkits
- E&E-I transformation roadmap

Go to the iCMS International Transformation Hub

Go to the legacy Amentum UK Transformation Hub

Can't find what you're looking for?

- Check the [FAQ document](#) for the latest updates
- Complete the [Hypercare Triage Support Form](#) or raise via your Change Agent ([iCMS link](#) | [legacy Amentum link](#))

We Are Amentum

Advancing the future together

Our Vision

To create a secure and vibrant future

Our Mission

Bringing advanced engineering and technology solutions to the most significant challenges in science, security and sustainability



Key Changes

Key changes came into effect for iCMS employees at the **end of July**. These are outlined below, and guidance/training has been provided.

HR Platforms | MyHRIS, Manager Self Service and Compensation Workbench will be moving to Workday

Employee numbers | iCMS employees will receive new numbers when moving to Workday

Ask a question | Jacobs HelpHub will be moving to Amentum ServiceNow (SNOW) from 28 July for HR & Payroll support, plus *some* I.T. support. [Read more >>](#)

Timesheets | Have moved moving from @Work to Costpoint

Timesheets for UK Contingent Workers | Have moved directly to Linx

Expenses | iCMS employees will submit their expenses in Costpoint

Credit Cards | New company credit card arrangements will be in place for those who require them

Travel Booking | We are transitioning from Jacobs to Amentum BCD Travel. [Read more >>](#)

Tools and Applications | Access for iCMS to some applications/systems, including those linked to Oracle, may change. [Discover more >>](#)

Project Delivery Processes | Some of the **internal** iCMS project delivery processes will change due to the methodology within Costpoint and Workday.

We Are Amentum

Advancing the future together

Our Vision

To create a secure and vibrant future

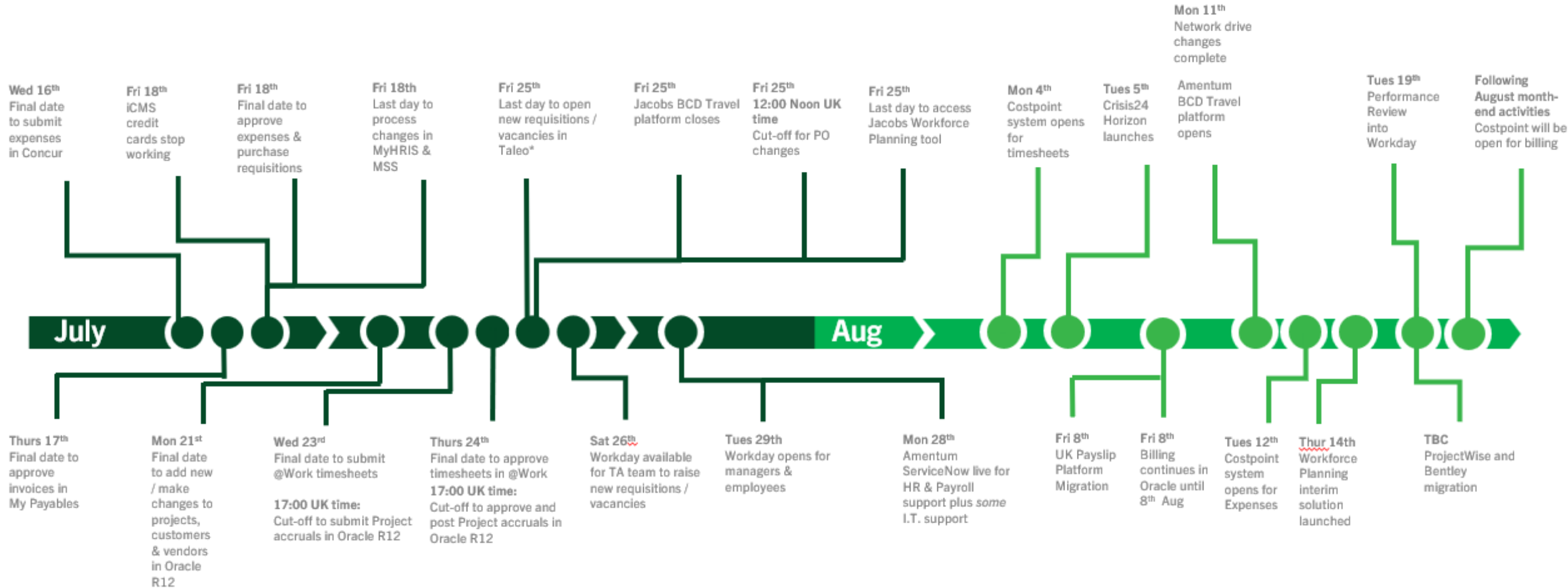
Our Mission

Bringing advanced engineering and technology solutions to the most significant challenges in science, security and sustainability



Key Transition Dates

Important: These dates are indicative and are subject to change.



Items marked with a * are applicable to iCMS only

Transformation Training*

Please ensure you complete all necessary [training](#) for new systems and that your direct reports are completing it too.

The majority of end user and manager training is self-service with materials available online (no live sessions).

There are [drop-in sessions for timesheets](#) for post go live support.

We have created a [training checklist](#), so everyone can tick-off training and avoid missing any essential training. This includes links to the relevant training materials.

Training booking codes*

Booking codes for integration training should only be used for live training sessions or watching pre-recorded sessions offline. Drop-in sessions, Town Halls, team meetings etc should all be covered under business as usual (project non-billable or divisional overhead) codes.

Please also refer to the Transformation Training section of our [FAQs](#) for further information.

Amentum ServiceNow*

[Amentum ServiceNow](#) (SNOW) went live on 28 July for queries relating to Costpoint, Workday, HR & Payroll Support, Migrated Applications, OnBase.

More information is available [here](#).

Relevant Knowledge Articles will transition by end of September and will still be accessible on Jacobs HelpHub for reference but will not be updated to newly migrated systems and some information may therefore not be applicable.

Requests submitted in Amentum SNOW will continue to be managed and triaged by the same GDO/HR teams who handle cases today.

Wellbeing

The iCMS Optum account is now available [here](#) (passcode: amentumtech). Access additional wellbeing information is available via SharePoint:

Details of the legacy Amentum EAP can be found [here](#).

Alternatively, you can contact a member of our Mental Health & Wellbeing Community ([iCMS link](#) | [legacy Amentum link](#))

Click on the menu below to skip to a section

Transformation Training
Wellbeing
HR Support – Ask A Question

Credit Cards and Travel

Workday
Our HR Platform

Costpoint
Timesheets / Holiday Booking / Expenses /
Procurement / Project Delivery

Payroll / Payslips /
Terms and Conditions / Benefits

Business Management Systems (BMS)
Tools and Applications

Careers / Learning & Development /
Performance Management /
Vacancies / Recruitment and Onboarding

Useful Links

Items marked with a * are applicable to iCMS only

Credit Cards*

Jacobs credit cards stopped working on 18 July.

Employees are now permitted to use a personal credit card for travel and expenses, and frequent business travelers can apply for a new Travel & Expenses (T&E) Card.

Travel and Expenses and personal cards cannot be used for purchasing or procurement. If you regularly procure or purchase items on behalf of Amentum, you will need to apply for a Procurement (P) Card

You can find more information [here](#).

For employees in your teams who do not have a company card / their new card has not arrived, and they cannot use a personal credit card, please use your company card (if you have one) to book their travel or contact your [Change Agent](#) for support. If they are a frequent business traveler, please arrange for them to apply for a company credit card to be issued in a future wave.

Please refer to the Credit Card section of our [FAQs](#) for more detailed information.

Travel Planning and Approval

Information on our harmonised travel and approval processes was shared in our [bulletin on 4 June](#).

We are widening the application of the ADT (Applied Driving Techniques) process, currently used in iCMS, to cover the whole of E&E-I. Legacy Amentum employees can [read more here](#). ADT are a third-party service provider used to manage driving risk, including annual licence checks, removing that responsibility from line managers.

Travel Booking*

For iCMS, the Jacobs BCD [online](#) travel portal closed on 25 July and the new Amentum portal opened on 11 August. Please read the [information](#) shared on 15 July for more details about the transition.

A new travel booking process for [legacy Amentum](#) went live in March 2025.

Click on the menu below to skip to a section

Transformation Training
Wellbeing
HR Support – Ask A Question

Credit Cards and Travel

Workday
Our HR Platform

Costpoint
Timesheets / Holiday Booking / Expenses /
Procurement / Project Delivery

Payroll / Payslips /
Terms and Conditions / Benefits

Business Management Systems (BMS)
Tools and Applications

Careers / Learning & Development /
Performance Management /
Vacancies / Recruitment and Onboarding

Useful Links

Items marked with a * are applicable to iCMS only

Workday – Our HR Platform*

The processes associated with the ‘hire to retire’ lifecycle of an employee transitioned into Workday from 28 July 2025. Workday hiring manager information is now available [here](#).

This includes functionality that iCMS users currently access within MyHRIS and Manager Self-Service.

Please refer to the Workday section of our [FAQs](#) for further information.

Workday Training*

Please ensure you and your direct reports complete all Workday training.

Links to all employee and manager training can be found below:

[Manager – Workday HR Platform](#)
[All Employee – Workday HR Platform](#)

Workday Login information*

Login information has been sent to the work email on file (if available) or personal email on file (if no work email).

Instructions for access are detailed in the training linked above. Read more [here](#).

Employee Numbers*

As part of the migration all iCMS employees received a new employee number from w/c 28 July 2025 which will be required for the initial log in to Workday and some other systems.

Please note: This will be the iCMS employee number going forward and any MYHRIS employee number will become obsolete.

Compensation Workbench*

Compensation Workbench activities will migrate to Workday for iCMS employees **from the end of September**.

Performance Management*

We will be moving to Workday to complete performance reviews and discussions.

More communications will be sent after the systems are live. Self-reflections are due to be entered by 8 September.

Impact Bonus

Guidance on requesting a one-time payment (replacing the previous Impact Bonus process) can be found [here](#).

Click on the menu below to skip to a section

Transformation Training
 Wellbeing
 HR Support – Ask A Question

Credit Cards and Travel

Workday
 Our HR Platform

Costpoint
 Timesheets / Holiday Booking / Expenses /
 Procurement / Project Delivery

Payroll / Payslips /
 Terms and Conditions / Benefits

Business Management Systems (BMS)
 Tools and Applications

Careers / Learning & Development /
 Performance Management /
 Vacancies / Recruitment and Onboarding

Useful Links

Items marked with a * are applicable to iCMS only

Costpoint*

iCMS transitioned from Oracle and @Work to Costpoint from 28 July 2025.

Timesheets*

iCMS employees use Costpoint to submit their timesheets from w/c 28 July.

[All Employee Timesheet Costpoint Training](#)

[Manager Timesheet Costpoint Training](#)

The format of timesheet booking codes will change – mapping documents have been shared.

Further information on how to log in is available [here](#) and the latest information on booking codes [here](#).

Timesheets – Contingent Workers UK*

iCMS Contingent Workers now input their timesheet directly into Linx instead of @Work from 28 July 2025.

Line Managers have access Linx to approve these timesheets. More details have been provided to those that use this system.

Annual Leave Bookings*

There will be no holiday planning feature in Costpoint at go live (this will follow at a later date). Future holiday bookings will not be migrated to Costpoint, but holiday balances will.

In the meantime, Line Managers will need to agree local arrangements for holiday planning with their direct reports (i.e., a spreadsheet or shared calendar).

Employees will book holidays direct to their timesheets as they take them.

Expenses*

iCMS employees transitioned to Costpoint to submit / approve expenses in August. All manager approvals will also be via Costpoint. Please refer to the Costpoint section of our [FAQs](#) for further information.

Procurement*

Our procurement systems have changed with the migration to Costpoint. Find out more in the [Procurement Toolkit](#)

Project Delivery*

Some project delivery-related processes and systems have changed with the migration to Costpoint. Find out more in the [Project Delivery Toolkit](#)

Click on the menu below to skip to a section

Transformation Training
Wellbeing
HR Support – Ask A Question

Credit Cards and Travel

Workday
Our HR Platform

Costpoint
Timesheets / Holiday Booking / Expenses /
Procurement / Project Delivery

Payroll / Payslips /
Terms and Conditions / Benefits

Business Management Systems (BMS)
Tools and Applications

Careers / Learning & Development /
Performance Management /
Vacancies / Recruitment and Onboarding

Useful Links

Items marked with a * are applicable to iCMS only

Payroll*

The payroll provider for iCMS will not change and your pay frequency will not change.

We are migrating all these arrangements to run from Costpoint.

Payslips – SafeGuard*

From **August 2025**, there is a new link to access your payslips – read more [here](#).

Terms & Conditions UK

The legacy companies have slight variances in their Terms & Conditions of employment, benefits and pension schemes.

We have decided to postpone the UK harmonisation exercise to minimise disruption to employees in the short-term and enable greater focus on system transitions which need to occur first as we roll off the TSAs with Jacobs.

Work is ongoing to review the options for harmonisation.

Flexible Benefits*

The new iCMS My Benefits platform was launched on 2 June to select options by 20 June for the 2025/26 benefit year (this is completely separate from the Jacobs platform).

More information was sent to UK iCMS employees directly.

Click on the menu below to skip to a section

Transformation Training
Wellbeing
HR Support – Ask A Question

Credit Cards and Travel

Workday
Our HR Platform

Costpoint
Timesheets / Holiday Booking / Expenses /
Procurement / Project Delivery

Payroll / Payslips /
Terms and Conditions / Benefits

Business Management Systems (BMS)
Tools and Applications

Careers / Learning & Development /
Performance Management /
Vacancies / Recruitment and Onboarding

Useful Links

Items marked with a * are applicable to iCMS only

Business Management System

Harmonisation of our Business/Integrated Management System (BMS/IMS) is underway, focused on ensuring we have a consistent approach across the organisation while accommodating specifics for the International business, such as regional legislation.

Please bookmark our key updates document ([iCMS link](#) | [legacy Amentum link](#)) which explains where to access the correct content. If you are unsure about how the changes affect your specific project/ programme, please speak to your Project Lead and/or Quality Lead.

Key business processes that change as part of the ERP migration will be included in ERP-related training.

Tools and Applications*

Many of our tools and applications are migrating or changing. Please check [here](#) for the latest updates

We will update the new International [Tools & Applications page](#) as links and Quick Reference Guides (QRG) become available

You can also explore the [Engineering Applications Hub](#) (VPN required) for a full list of supported applications and key contacts

In case you missed it - [Introducing Our Enterprise Engineering Applications Team](#)

For day-to-day software issues, [Amentum ServiceNow](#) remains your go-to platform for all migrated applications or refer to your individual user communications.

QRG Library can be found [here >>](#) (*support will be added as it becomes available*)

Click on the menu below to skip to a section

Transformation Training
Wellbeing
HR Support – Ask A Question

Credit Cards and Travel

Workday
Our HR Platform

Costpoint
Timesheets / Holiday Booking / Expenses /
Procurement / Project Delivery

Payroll / Payslips /
Terms and Conditions / Benefits

Business Management Systems (BMS)
Tools and Applications

Careers / Learning & Development /
Performance Management /
Vacancies / Recruitment and Onboarding

Useful Links

Items marked with a * are applicable to iCMS only

Careers

Learning and Development*

iCMS employees can access e3 Learning for [compliance training](#) via a [new link](#) until the end of December 2025. Training modules are being transitioned to Proficio, the system used by legacy Amentum, available from October. More details are available [here](#). Support has now moved from HelpHub to e3LearningSupport@us.amentum.com.

SharePoint will be used to store any migration training aids during transition. [Training Folder >>](#)

External/Funded Training

For external/funded training, when approved the employee should email TrainingSupport@global.amentum.com and the team will support with the booking process.

Goal/Objective Setting

Find the correct interim process for all employees [here](#). These can now be transferred into Workday – please follow the Performance Management Process guidance that has been shared.

Skills*

To replace e3 Lens, the Skills Assured platform will be rolled out to capture and verify skills. Look out for more information soon.

Vacancies

Live vacancies from across our organisation can be viewed on our website: www.amentumcareers.com.

Recruitment

Line managers should continue to liaise with their Talent Acquisition (TA) contact for recruitment requirements.

Onboarding*

The Hiring Manager remains responsible for onboarding their New Hire.

CHANGE: This now includes manually requesting equipment such as laptops and emails before their start date. This will need to be done via a ticket to the [Jacobs HelpHub](#) until migration is completed at the end of September and then this will move to Amentum SNOW.

The Onboarding Checklist is being updated and the link will be added to this toolkit soon.

Click on the menu below to skip to a section

Transformation Training
Wellbeing
HR Support – Ask A Question

Credit Cards and Travel

Workday
Our HR Platform

Costpoint
Timesheets / Holiday Booking / Expenses /
Procurement / Project Delivery

Payroll / Payslips /
Terms and Conditions / Benefits

Business Management Systems (BMS)
Tools and Applications

Careers / Learning & Development /
Performance Management /
Vacancies / Recruitment and Onboarding

Useful Links

Useful Links

Further information is available via our Transformation Hubs, including:

- Latest updates
- Integration Briefing replay
- Training materials
- Transformation Toolkits
- Hypercare & FAQs
- Useful links e.g. document templates

Go to the iCMS International Transformation Hub

Go to the legacy Amentum International Transformation Hub

Can't find what you're looking for?

- Check the [FAQ document](#) for the latest updates
- Complete the [Hypercare Triage Support Form](#) or raise via your Change Agent ([iCMS link](#) | [legacy Amentum link](#)).



We Are Amentum

Advancing the future together

Our Vision

To create a secure and vibrant future

Our Mission

Bringing advanced engineering and technology solutions to the most significant challenges in science, security and sustainability



We Realize Breakthroughs by Continuously Reinventing

We Deliver on Missions by Meeting Every Commitment

We Take On Challenges with Courage

We Embrace Collaboration & Employee Engagement

We Believe Safety and Wellbeing are Integral to Success