![Amentum logo]

Line Manager
Transformation Toolkit

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

Last updated: 14 October 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 timelines

Go to the iCMS International Transformation Hub

Go to the legacy Amentum UK Transformation Hub

Timeline to BAU

Transformation Lookahead

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 Embrace **Collaboration** & Employee Engagement

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Our Values

We Believe **Safety and Wellbeing** are Integral to Success

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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 moved to Workday

Employee numbers | iCMS employees received new numbers when moving to Workday

Get support | Support requests for IT, HR and Payroll should now be submitted via [Amentum ServiceNow (SNOW)](#)

Timesheets | Have moved from @Work to Costpoint

Timesheets for UK Contingent Workers | Have moved directly to Linx

Expenses | iCMS employees now submit their expenses in Costpoint

Credit Cards | New company credit card arrangements are [in place>>](#)

Travel Booking | We have transitioned 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 have changed due to the methodology within Costpoint and Workday.

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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.

There are drop-in sessions for timesheets, expenses and OnBase 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 to Amentum ServiceNow during the Autumn.

Requests submitted in Amentum SNOW for HR and Payroll 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)

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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.

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*

iCMS has transitioned to Amentum BCD Travel. Read more >>

A new travel booking process for legacy Amentum went live in March 2025.

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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 / merit planning activities will migrate to Workday for iCMS employees from the end of September / early October.

Performance Management*

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

Deadlines for the performance management review have been communicated separately.

Impact Bonus

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

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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 has changed. Information on how to log in is available [here](#) and booking codes details can be found [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 who use this system.

Annual Leave Bookings*

There is currently no holiday planning feature in Costpoint (this will follow at a later date). Future holiday bookings have not been migrated to Costpoint, but holiday balances have .

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](#)

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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, with consultation expected to commence in October 2025.

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.

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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.

We will update the new International Tools & Applications page as links and Quick Reference Guides (QRGs) 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.

The QRG Library can be found here >> (additional guides will be added as they become available)

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Careers

Learning and Development*

iCMS employees should access e3 Learning for compliance training via a new link until the end of December 2025. Support has now moved from HelpHub to e3LearningSupport@us.amentum.com.

Training modules are being transitioned to Proficio, the system used by legacy Amentum, available from October. More details are available here. 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 email addresses before their start date. The form to do this is available on ServiceNow – login, leave the browser window open, and then click on this link: International IT Onboarding

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

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

Can't find what you're looking for?

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