



All Employee 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, please complete our [short form](#) or raise via your Change Agent ([iCMS link](#) | [legacy Amentum link](#)).



Introduction

This toolkit provides updates for International employees 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 employees.

Key Changes

Several key changes came into effect for iCMS employees at the end of **July** when we transitioned from the Oracle R12 system to Costpoint and Workday. These are outlined below, and guidance/training has been provided.

Timesheets | iCMS employees will now submit their timesheets in Costpoint

Expenses | iCMS employees will now submit their expenses in Costpoint

Credit Cards | Alternative company credit card provision is now in place for those who require this

Applications | Access for iCMS to some applications/systems, including those linked to Oracle, may change

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

[Read the latest FAQs](#)

[Go to the iCMS International Transformation Hub](#)

[Go to the legacy Amentum UK Transformation Hub](#)

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

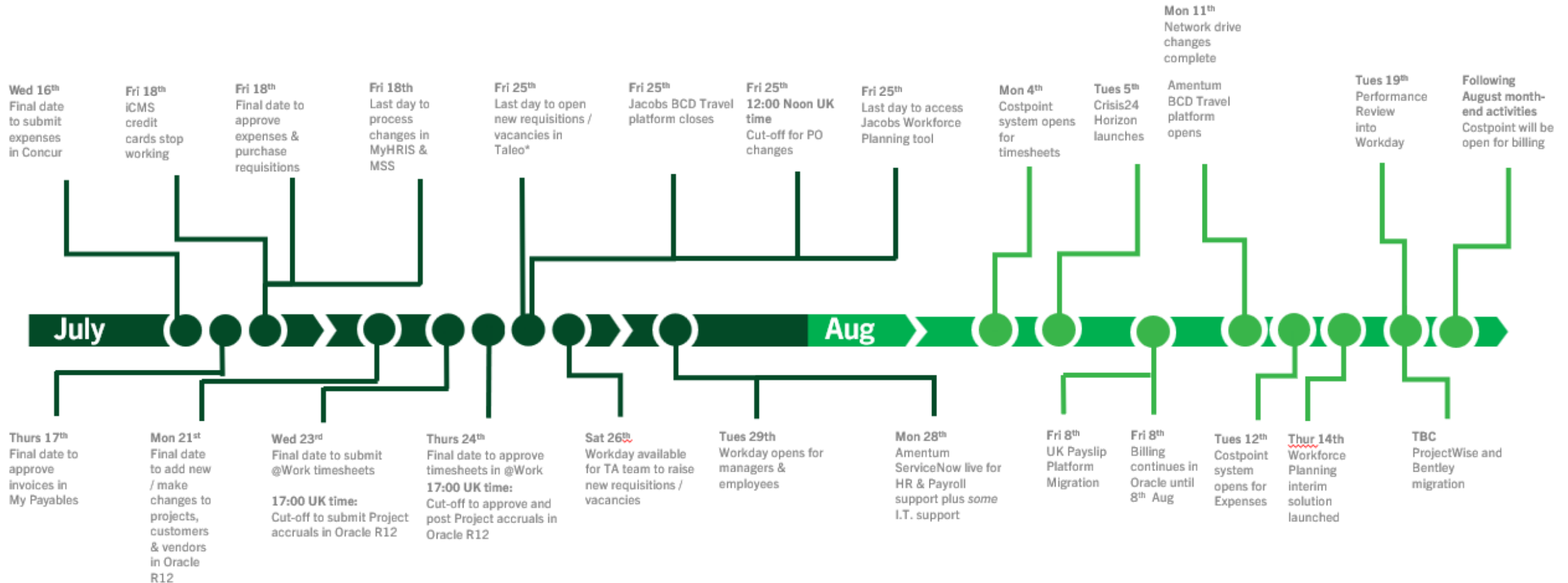
We Take On Challenges with Courage

We Embrace Collaboration & Employee Engagement

We Believe Safety and Well-being are Integral to Success


Key Transition Dates

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



* Requisitions / candidates in Taleo prior to the transition to Workday will continue to be processed in Taleo.

A-Z Directory

Get started! Use the  icon at the bottom of your screen click on the hyperlinked contents list below. Items marked with an * are applicable to iCMS only.
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](#)).

A – C

1. [Applications*](#)
2. [Branding](#)
3. [Business / Integrated Management System](#)
4. [Capabilities](#)
5. [Careers](#)
6. [Commercial*](#)
7. [Credit Cards*](#)
8. [Cross-Business Working](#)
9. [Culture & Belonging](#)

D – E

10. [Data Migration*](#)
11. [Document Control*](#)
12. [Employee Stock Purchase Plan](#)
13. [Enterprise Risk Management](#)
14. [Enterprise Resource Planning*](#) (ERP - Oracle to Costpoint/Workday)
15. [Environment, Health & Safety](#)
16. [Environmental, Social & Governance](#)
17. [Expenses*](#)
18. [Export Controls](#)

F – P

19. [Facilities/Offices](#)
20. [HR & Payroll](#)
21. [Intelex*](#)
22. [I.T.](#)
23. [Operating Model](#)
24. [Personal Protective Equipment](#)
25. [Procurement](#)
26. [Project Delivery Approach*](#)

S – U

27. [Security](#)
28. [SOX Compliance](#)
29. [Strategy](#)
30. [Time Booking / Timesheets*](#)
31. [Transitional Services Agreements*](#)
32. [Travel](#)
33. [Useful Links](#)

Glossary

ACN – Amentum Connect Network
 BMS – Business Management System (iCMS)
 E&E-I – Energy & Environment International
 EHS – Environment, Health & Safety
 ERP – Enterprise Resource Planning
 ESG – Environmental, Social & Governance
 ESPP – Employee Stock Purchase Plan
 GDBO – Group Director, Business Operations
 iCMS – Independent Critical Mission Solutions
 IMO – Integration Management Office
 IMS – Integrated Management System (legacy Amentum)
 PPE – Personal Protective Equipment
 TSA – Transitional Services Agreement

Please note: This directory focuses on changes that impact a large number of users. Changes impacting small groups will be communicated directly to those users. Please note that contingent workers are unable to access OneJavelin links.

Items marked with an * are applicable to iCMS only.

1. Applications*

A vast number of applications are used across iCMS currently, many of which link to other systems such as Oracle. More information on apps used by a large number of employees can be found on [OneJavelin](#). A list of apps frequently used by Project Managers and Project Controllers is also [available here](#) and our new [Tools & Applications page](#) is under development. The most recent updates can be found [here](#). More information on the changes will be communicated to the relevant user groups at the appropriate time – for example, communications have now been sent to users of Aveva and Primavera P6.

2. Branding

Brand Awareness – our campaign to raise the profile of Amentum commenced when the merger completed and is continuing to gather pace. More information is available [here](#) (iCMS link).

Templates – find [font](#) and [email signature](#) guidance plus new Amentum templates on our [E&E-I SharePoint site](#) (iCMS) and [OneJavelin](#).

Rebranding – a significant amount of rebranding has been completed, including office signage, PPE and document templates. Amentum merchandise is available at <https://amentum.asagroup.ie/>

Spotted outdated branding? Please notify the appropriate person e.g.: Office signage - local Facilities Manager; PPE - local HSE Manager; BMS documents – document/process owner; Brochures/webpages – email E&EI.Comms@global.amentum.com

Social media – please follow our [UK and International](#), [Australia](#) and [France](#) LinkedIn profiles and like/ share our posts.

3. Business/Integrated Management System (BMS/IMS)

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.

4. Capabilities

Work has been ongoing to identify the capabilities within both legacy organisations, pinpoint any gaps, and develop a plan to ensure that capability development directly supports our business goals. We also intend to create a searchable ‘capability directory’ to help colleagues understand the breadth of our capabilities and provide useful contacts.

Items marked with an * are applicable to iCMS only.

5. Careers

e3 Learning* – 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 September. More details are available [here](#). [Read more](#) for the login process change from 28 August.

Goal/Objective Setting – find the correct process for all employees [here](#). This is an interim process for iCMS prior to the transition to the Workday system. More information will follow once iCMS can access Workday.

Skills* – to replace e3 Lens, the Skills Assured platform will be rolled out to capture and verify skills. Look out for more information soon. Please also refer to the [Capabilities](#) section.

Training – please ensure you have discussed any external/funded training with your manager/mentor/Head of Profession. Once approval is in place, email TrainingSupport@global.amentum.com and the team will support with the booking process.

Vacancies – live vacancies from across our organisation can be viewed on our website: www.amentumcareers.com.

Line managers should continue to liaise with their TA contact for recruitment requirements.

6. Commercial*

Contract Novations – c80 client contracts and 30 supplier contracts require novation (replacement) post-merger. This process is well underway and is intended to complete soon.

Work Orders – at the point of [ERP](#) migration in July, all red and blue work orders will close and the new subcontract arrangement with Jacobs will commence. Project Managers should ensure closure of existing work orders before ERP migration. [Read more >>](#)

7. Credit Cards*

Credit cards for iCMS that were provided under TSA from Jacobs stopped working on 18 July.

Please find more information [here](#) about the new credit card process including how to apply for and activate a card. Latest updated information on credit cards is available [here](#).

See our credit card sections in the [FAQs](#) for more detailed information.

Items marked with an * are applicable to iCMS only.

8. Cross-Business Working

The [ERP](#) transition will implement an updated cross-business working approach, which has been communicated during training.

Please see the [Project Delivery Transformation Toolkit](#) for more information

9. Culture & Belonging

We are dedicated to fostering a culture where everyone feels a sense of belonging. We have established our E&E-I Steering Council for Culture and Belonging and are initiating a UK Belonging Working Group.

The responses to our first Culture Survey as One Amentum are being evaluated to ensure we take appropriate actions; more information will be shared once available.

Culture & Belonging continued...

We continue to strive for better representation within International and have set Aspirational Goals for Gender and Ethnicity (UK only) to support this effort.

Amentum Connect Networks (ACNs)— Our ACNs play an integral part in our company’s culture. View the latest information on each network on [OneJavelin](#) – click on ‘Sites’ on the main menu and scroll down to Amentum Connect Networks.

We encourage you to consider joining one or more of our networks by completing [this MS Form](#).



Items marked with an * are applicable to iCMS only.

10. Data Migration*

Plans for data migration (from Jacobs to Amentum) are underway. You do not need to move your own data - this will be managed for you. We will issue communications at the relevant time with more information. Migrated data will remain accessible through backups within the Jacobs environment for 12 months.

The migration of CMS shared network drives has been completed. You must now remap your network drives to the new AmentumCMS folders before accessing shared files. The new pathways are available via this Jacobs Helphub KB article ([J\)UK iCMS Network Drive Migration](#) - you will need your Jacobs credentials to access.

As a part of migration, legacy CMS network drive data is being migrated to a CMS-dedicated data centre – view new [pathways](#).

11. Document Control*

Ongoing work is focused on gathering requirements for our future document control approach, including alignment with global plans. In the short term, this includes migrating all relevant documents and electronic document management systems to Amentum (between June and September 2025) and establishing an integrated document control process. Targeted communications are being sent to the Document Control community with more information.

12. Employee Stock Purchase Plan

The Amentum Employee Stock Purchase Plan (ESPP) has now been launched within the US, with plans for international expansion coming soon. Further information is available [here](#).

13. Enterprise Risk Management (ERM)

The Amentum ERM is undergoing review and improvement, including overall risk management, risk criteria, risk categorization and approval authority. Until any changes are identified and issued, the Enterprise Approval Matrix and legacy delegations of authority continue to govern who is required to sign off/approve varying levels of business decisions such as purchases and bids. CDRS also continues to be iCMS's system of record for approvals.

Please refer to the following:

[AM-LEG-PL-0505-AM Enterprise Approval Matrix and Delegations of Authority](#) (OneJavelin link)

[JT-RK-WI-7501-TI-G-01 Delegated Review and Approval Matrix](#) (applicable to E&E-I, based on iCMS)

Items marked with an * are applicable to iCMS only.

14. Enterprise Resource Planning (ERP)*

Our ERP system encompasses many critical processes, shown in the graphic below:

Hire to Retire H2R	Order to Cash O2C	Procure to Pay P2P	Record to Report R2R
Pay your employees <ul style="list-style-type: none"> • The correct amount • On the right day • To their bank 	Contracts / Projects: <ul style="list-style-type: none"> • Records costs • Invoice Clients • Receive Cash 	Suppliers: <ul style="list-style-type: none"> • Place subcontracts • Receive goods • Pay suppliers 	Legal: <ul style="list-style-type: none"> • File accounts • Shareholders • Pay taxes

As part of the ERP integration, iCMS will be transitioning from the Oracle R12 system to Costpoint and Workday, which are both currently used by legacy Amentum.

Oracle to Costpoint*

iCMS has now migrated from Oracle to Costpoint as of the end of July 2025. This has been a complex project as there are also a large number of other applications and processes that are intrinsically linked to Oracle.

[Training and Guidance](#) has been provided for the users who will see the most change, such as Project Managers, Project Controllers, Project Accountants and those working in Accounts Payable/Receivable.

Oracle to Workday*

Processes associated with the ‘hire to retire’ lifecycle of an employee will transition into Workday at the end of July 2025. This includes functionality that iCMS users previously accessed within MyHRIS and Manager Self-Service, for example employees viewing their salary details or people leaders initiating a change of line manager/job title for a member of their team.

Employee access opened in the week of 28 July 2025.

Please ensure that you have completed the [training](#) which also includes information on how to log into the system, and how you will receive your login credentials. Read more [here](#).

Recruitment

iCMS will also move from Taleo to Workday for recruitment/applicant tracking at the end of July 2025. Further guidance will be provided for those involved in the hiring process.

Items marked with an * are applicable to iCMS only.

15. Environment, Health & Safety (EHS)

Good progress has been made in bringing together our EHS people, processes and systems, including:

- [Integrated Mental Health & Wellbeing Network](#)
- [Harmonised Travel & Approval Processes](#)
- New SafeUp® observation and leadership reporting tool ([iCMS link](#) | [legacy Amentum link](#))
- Incident reporting – please report all work-related incidents to your manager and safety representative immediately.

16. Environmental, Social & Governance (ESG)

The [Amentum UK Sustainability Strategy 2025](#) has been rolled out.

Key next steps include the rollout of new software to capture sustainability and social value data, to support bids.

- Visit our new UK volunteering platform: [iCMS link](#) | [legacy Amentum link](#)

**iCMS employees can continue to access 4 hours of company-funded STEAM volunteering time and we are looking into whether this can be extended to legacy Amentum.*

17. Expenses*

iCMS employees have now transitioned to Costpoint to submit their expenses. Further information and guidance is provided [here](#).

Please also refer to the [Travel](#) and [Credit Cards](#) sections for further information, and to the detailed sections in our [FAQs](#)

Costpoint Expenses Training now available – more info is [here](#).

18. Export Controls

Our Sales, CRM and Export Control teams are building a replacement app for the sales-led Export Control Triage Review that previously ran on CSP, plus establishing the required licences/ data access. This will be applicable to iCMS E&E-I EMEA initially.

Further updates on Export Controls and International Trade Compliance will follow; in the meantime, please continue to use your in-country or regional contacts for all trade compliance queries.

19. Facilities/Offices

Please visit our [Amentum EMEA Office Locations](#) list (iCMS link, legacy Amentum access coming soon) for the latest information about our offices, including how to book desks/ meeting rooms etc.

Items marked with an * are applicable to iCMS only.

20. HR & Payroll

Note: Information for new starters relating to the topics below will be updated at the relevant time.

Getting help*

As part of exiting the Jacobs TSAs, iCMS employees will lose access to the HR module of ServiceNow/HelpHub. iCMS employees will get HR and Payroll support via the Amentum ServiceNow platform from w/c 28 July. More information will be shared soon.

Benefits/ Pensions/ 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 (e.g. Oracle) 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 has been sent to UK iCMS employees directly.

iCMS: P11d Benefits Statements – access to Cordis ends 15th September 2025 - view [access guidance](#).

Payroll*

From 11 August 2025, please use the new link to access your payslips [here](#). More detailed are available via the email sent on 11 August [here](#).

Only one payment account is now permitted - read more [here](#).

Workday*

Workday, which is already used by legacy Amentum, was rolled out to iCMS employees w/c 28 July and is the system that replaces actions previously taken in MyHRIS and Manager Self Service. As part of the Workday implementation, iCMS employees received a **new Workday employee number**, read more [here](#).

2025 Performance Management Process (PMP) to be completed in workday – self evaluation deadline is 8 Sept 2025 – [step by step guide](#).

Wellbeing

The iCMS Optum account is now available [here](#) (passcode: amentumtech). Access additional wellbeing information in this [Help Hub article](#) - Jacobs login required).

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](#))



Items marked with an * are applicable to iCMS only.

21. Intelex*

On 9 December, iCMS transitioned from Jacobs Intelex to Amentum Intelex. Only BMS documents will continue to be managed via Intelex (plus incident reporting for EHS team only). New systems have been implemented for our other processes.

22. I.T.

Getting help* - iCMS employees should continue to raise tickets via the [Jacobs HelpHub](#) for some IT support relating to your laptop, password issues, hardware and non-migrated applications.

[Amentum ServiceNow](#) went live for iCMS from 28 July for queries relating to Costpoint, Workday, HR & Payroll Support, Migrated Applications, OnBase. **More information is available [here](#).**

iCMS employees can use our regular [Virtual Tech Bars](#) for real-time access to Amentum IT Support (please bring your ticket number). [Hypercare](#) is also available throughout July and August.

Laptop migration* - Please log a [Jacobs HelpHub](#) ticket if your laptop has not been migrated yet. We also recommend using these resources: [IT Migration Document Library](#). Please raise any issues via the [Jacobs Help Hub](#).

Jacobs Email Forwarding* - Please be aware that the auto-forwarding from your Jacobs email address will be disabled on 12 September. Update any subscriptions etc to avoid losing access.

Collaborating between iCMS and legacy Amentum – We are working through security and compliance arrangements to enable colleagues from both legacy organisations to collaborate more easily on platforms such as SharePoint and MS Teams. A [one-way SharePoint solution](#) is currently available, and a two-way solution will be implemented post TSA exit in Sept 2025.

Future IT Improvements | Find out what's planned in the short- and longer-term in our [IT updates summary](#)

23. Operating Model

Planned for roll out in **October**, the new E&E-I Operating Model explains how E&E-I operates and ensure clarity in roles and responsibilities. In doing so, it will help to drive growth through aligned strategies and innovation.

24. Personal Protective Equipment (PPE)

Visit our new portal to order Amentum-branded PPE. Please use the **view only log in** to select your items and send your selection to your designated purchasing representative shown in this list: [iCMS link](#) | [legacy Amentum link](#)

Access the portal here: <https://www.jkross.co.uk/login.aspx>

Username: AMENTUM | Password: hV05#aE2f8

Items marked with an * are applicable to iCMS only.

25. Procurement

Please continue to reach out to your current point of contact for procurement. Any changes will be communicated at the appropriate time. Information obtaining new Amentum P-cards was shared in communications sent on 11 & 12 June. [Procurement training](#) has been provided to relevant employees.

26. Project Delivery Approach*

We are currently reviewing the legacy iCMS project delivery approach to verify its alignment with the functionality of the new ERP and associated applications. A toolkit was released at the time of [ERP](#) transition to support the project delivery community in using the correct approach and tools. We are also sending targeted communications to these communities. *Please refer to the [Business Management System](#) section for process guidance.* Supporting resources are available [here](#).

27. Security

All vetting requests (including renewals and transfers) should be directed to: security.vettinguk@global.amentum.com. All other enquiries covering physical and secure IT-related items (such as project reviews, SAL reviews and bid queries) should now be directed to securityuk@global.amentum.com. Security Induction [Information is available here](#).

28. SOX Compliance

SOX compliance is the act of adhering to the financial reporting, information security and auditing requirements of the Sarbanes-Oxley (SOX) Act, a US law that aims to prevent corporate fraud. As a company on the NYSE, Amentum must comply with this law. There is a Corporate exercise underway to ensure that our controls are, and will continue to be, compliant as we integrate.

If you are contacted about SOX controls, it is very important to respond promptly. If you believe you have been contacted in error, please respond accordingly to the sender.

29. Strategy

We are excited to continue the roll out of our new E&E-I strategy which will guide the next phase of our growth. It shows the great potential our business has across International markets.



Items marked with an * are applicable to iCMS only.

30. Time Booking / Timesheets*

iCMS employees transitioned to the legacy Amentum time booking system (Costpoint) to submit their timesheets from w/c 28 July.

You can find training materials for Costpoint Timesheets [here](#).

The format of your timesheet booking codes has changed. Mapping documents have been shared to identify new booking codes.

Further information on how to log in is available [here](#). Information on booking [codes](#) and [bitesize training](#) videos are also available.

All unsubmitted timesheets should now be submitted – [read more](#) for guidance on this.

31. Transitional Services Agreements (TSAs)*

We have a suite of TSAs with Jacobs covering knowledge exchange and a multitude of systems. Many of these are due to end 12 months after Day 1 and, in some instances, we are intending to exit TSAs early to align with other business priorities.

A huge amount of work is ongoing to ensure that we minimise disruption to our people and the business as we exit these TSAs and they are integrated into our timeline/ roadmap ([iCMS link](#) | [legacy Amentum link](#)).

32. Travel

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

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

For iCMS, the Jacobs BCD [online](#) travel portal closed on 25 July and the new Amentum portal opened on 11 August.

Please read the [detailed information shared on 15 July](#). The email sent on [11 August](#) contains more information on accessing the new portal.

33. Useful Links

Further information is available via our Transformation Hubs, including:

- Latest updates
- Transformation bulletin archive
- Transformation roadmap
- Useful links e.g. document templates
- Hypercare is live – [Landing Page](#)
- [Toolkits](#) for specific audiences, including line managers
- [Training library](#) (including Workday and Costpoint training) and [checklist](#)
- iCMS All-Hands Integration Briefing (17 July) (iCMS [Replay Link](#) | [Integration Briefing Slides](#))
- [OneClick](#)

Go to the iCMS International Transformation Hub

Go to the legacy Amentum International Transformation Hub

Coming soon!

- IT Support Moving to Amentum ServiceNow
- Hexagon | Targeted communications will be sent accordingly over the next few weeks

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](#)).
- [Supporting you through Integration](#)

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

