



All Employee 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, 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 now submit their timesheets in Costpoint

Expenses | iCMS employees now submit their expenses in Costpoint

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

Applications | Access for iCMS to some applications/systems, including those linked to Oracle, have changed

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](#)
[Timeline to BAU](#)
[Transformation Lookahead](#)
[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

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](#)).

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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](#). Our new [Tools & Applications page](#) is under development. 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.

Get the latest [management system updates >](#).

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 Connect’ tool 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 should access e3 Learning for [compliance training](#) via a [new link](#). Training modules are being transitioned to Proficio, the system used by legacy Amentum, from October.

This [email](#) from 6 October welcomed iCMS International employees to Proficio. [Read more](#) for important actions to take in e3 learning to aid a smooth transition.

Performance Management Process (PMP) – this should now be completed in Workday – view the [step-by-step guide](#).

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 closed and the new subcontract arrangement with Jacobs commenced.

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.

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 a UK Belonging Working Group.

An update on the results of our first Culture Survey as the new Amentum is available [here](#).

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](#).



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10. Data Migration*

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 - view the new [pathways](#).

11. Document Control*

Ongoing work is focused on gathering requirements for our future document control approach, including alignment with global plans. Targeted communications are being sent to the Document Control community with more information regarding ProjectWise for example.

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)

An important update on our new ERM Procedure and risk matrix was shared on 6 October 2025 – please refer to the document below:

[Enterprise Risk Management \(ERM\) Procedure and Risk Matrix](#)

For further details on the latest update on the new Enterprise Risk Management (ERM) Procedure and Risk Matrix, please read the below newsletter:

[Amentum - Steve Arnette - Enhancing Our Growth and Security with Enterprise Risk Management](#)

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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 transitioned from the Oracle R12 system to Costpoint and Workday, which are both currently used by legacy Amentum.

Oracle to Costpoint*

iCMS 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 transitioned 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 also moved from Taleo to Workday for recruitment/applicant tracking at the end of July 2025. Further guidance has been 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 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. Training is available [here](#). 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](#)

All managers should now have an expense license in Costpoint. P-Card holders do not need to submit expenses at this time – [read more](#)

Please use the following resources if you need support submitting your expense claims: [Quick Guide](#)

- [Bitesize videos, cheat sheets and job aids](#)
- [Troubleshooting guidance](#)
- [Optional drop-in sessions](#)

Expense drop-in sessions are available twice a week. [Download an invitation >](#)

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*

iCMS should now seek IT, HR and Payroll via [Amentum ServiceNow](#) (SNOW).

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 with consultation expected to commence in Oct 2025.

P11d benefits statements* – access to Cordis ends 15th September 2025 - view access [guidance](#).

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.

Join the [new MS Team](#) to keep you updated on the latest Amentum employee benefits

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](#).

Please check your employee profile in Workday and ensure that the emergency contact details section is populated and accurate. Follow this guidance: [iCMS link](#) | [legacy Amentum link](#)

[Read more](#) for a recap of information regarding employee grades, job profiles and levels in Workday.

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* - [Amentum ServiceNow](#) went live for iCMS from 28 July for queries relating to IT, Costpoint, Workday, HR & Payroll Support, Migrated Applications, OnBase etc.

Tickets should be logged via the online portal unless users are at work stoppage (e.g. cannot log in to computer), in which case the new Amentum service desk phone numbers (Mon-Fri) are available [here](#).

Important - There are currently a small number of unresolved Jacobs Help Hub tickets. These will be closed on 26 September if your issue still exists, please submit a new ticket [Amentum ServiceNow](#).

iCMS employees can use our regular [Virtual Tech Bars](#) for real-time access to Amentum IT Support.

Jacobs Email Forwarding* - Please be aware that the auto-forwarding from your Jacobs email address will be disabled on 26 September. Please update any subscriptions etc to avoid losing access.

New Password Reset Process | Please follow the new instructions [here](#).

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.

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

Latest Updates – As of 6th October [Read More](#)

23. OneJavelin

Our new global intranet is now live. [Read more >](#)

Our iCMS E&E-I intranet is also now accessible to legacy Amentum, and work is ongoing to consolidate the legacy Amentum UK intranet with this site

24. 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.

Items marked with an * are applicable to iCMS only.

25. 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

26. Procurement

Please continue to reach out to your current point of contact for procurement. Any changes will be communicated at the appropriate time. [Procurement training](#) has been provided to relevant employees. Guidance on applying for a P card is available [here](#).

27. Project Delivery Approach*

A [Project Delivery 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](#).

28. 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](#).

29. 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.

30. 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.

31. 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](#).

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

Holiday Balances are now visible in Costpoint. More information is [here](#). Guidance on carrying over holidays (UK) is available [here](#).

Booking codes for Capex projects and details of our timesheet coordinators have been added to the [quick guide](#) (cheat sheet)

UPDATE: The [guide](#) also includes info on requesting holidays / leave of absence, booking leave, viewing balances, and holiday carry over.

32. Transitional Services Agreements (TSAs)*

A huge amount of work is ongoing to ensure that we minimise disruption to our people and the business as we exit almost 100 TSAs with Jacobs, the majority of which end at the end of Sept 2025 if not before.

33. 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 Amentum BCD travel booking portal is now live. The email sent on [11 August](#) contains more information on accessing the new portal.

34. Useful Links

Further information is available via our Transformation Hubs, including:

- Latest updates
- Transformation bulletin archive and timelines
- 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](#)
- [OneClick](#)
- Amentum ServiceNow
- New OneJavelin | [Read more](#)

Go to the iCMS International Transformation Hub

Go to the legacy Amentum International Transformation Hub

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Go to Bitesize Videos & Quick Guides for New Systems

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