HR
Transformation Toolkit

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

Last updated: 26 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 the HR, Talent Acquisition, Payroll, Benefits and Learning and Development Teams.

Key Changes

Several key changes came into effect for iCMS employees at the **end of July** as we transitioned from the Oracle R12 system to Costpoint and Workday.

HR Platforms | Oracle and Compensation Workbench moved to Workday

Employee numbers | iCMS employees received a new Workday employee / ID number

Talent Acquisition | Recruitment activities moved from to Workday

Timesheets | @Work moved to Costpoint

Timesheets for UK Contingent Workers | Timesheets are completed directly via Linx

IT/HR/Payroll Support | Jacobs HelpHub moved Amentum ServiceNow (SNOW)

Learning & Development | e3 Learning will be moving to Proficio during October

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 Embrace **Collaboration** & Employee Engagement

We Take On **Challenges** with Courage

Our Values

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

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Workday - HR Platform

The processes associated with the 'hire to retire' lifecycle of an employee transitioned into Workday 28 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.

Link to Job Aids
Link to training slides conducted in UK
Link to training slides conducted in Poland

Topics covered:
- Overview & Navigation
- Workday Concepts
- Business Process Workflows
- Manager Self Service
- Interfaces
- Reporting
- Additional Resources inc. SNOW

Please note: This change is for iCMS employees only and links to all employee and manager training can be found below:
All Employee Workday Training
Manager Workday Training

Mapping Job Profiling

The Compensation Team are working on a full structure review whilst mapping job profiles from Oracle to Workday.

This is as part of the systems migration and there will be no change to job architecture organisation.

Workday — Talent Acquisition

Our Talent Acquisition platform Taleo moved to Workday for all recruitment/applicant tracking 28 July 2025.

Link to training materials conducted in UK
Link to training slides conducted in Poland
Link to Job Aids

Additional Topics covered:
- Resources for TA inc. SLA's & Dashboards

All Amentum vacancies will now appear on Amentum Careers

Please note: This change is for iCMS employees only

Workday for Compensation Workbench

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

All pay review activities for iCMS employees will be communicated accordingly.

Further details to follow.

Employee Numbers

As part of the migration all iCMS employees received a new Employee number from 28 July 2025 which will need to be used for initial log on for Workday, Costpoint and other applications.

Please note: This will be iCMS employee number going forward.

Employees were advised of their number(s) w/c 28 July 2025 when Workday and Costpoint launched.

Click on the menu below to skip to a section

- Workday - Your HR Platform
- Workday for Talent Acquisition
- Workday for Compensation Workbench
- Workday & Mapping Job profiling
- Workday — New Employee Numbers
- Payroll - Costpoint for Timesheets
- Payroll - Timesheets for Contingent Workers
- Payroll — SafeGaurd for Payslips
- Learning & Development
- Ask A Question — Amentum ServiceNow
- Onboarding
- Business Management System
- Benefits & Wellbeing

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Costpoint - Timesheets

iCMS has now migrated from Oracle and @Work to Costpoint (from 28 July 2025). This was a complex project as there are also a large number of other applications and processes that are intrinsically linked to Oracle.

HR Touchpoints in Costpoint:
- Timesheets
- Booking leave
- Holiday Balances
- Reporting

All Employee Costpoint Resources
Workday Job Aid Costpoint Time & Expense Fields

Please note: This change is for iCMS employees only and links to all employee training is available below:

Timesheets — Contingent Workers UK

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

Managers and approvers of Contingent Workers will also need to access Linx to approve these timesheets.

Linx has communicated the change and how to use the system directly to contingent workers and approvers.

Amentum Contact: adrian.godding@global.amentum.com

Linx information is available here >>

Payslips - SafeGuard

Payslips are now available via a new Employee Portal:
https://unityemployeeportal.safeguard-pay.com/amentum/login/

Note: VPN access is required.

Log in using your Amentum email address (User.ID@global.amentum.com) and your existing password.

Learning & Development

e3 Learning continues through to the end of December 2025 for mandatory training.

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

e3 Learning is due to move to Proficio, the Amentum platform, in October 2025.

Further details to follow.

Annual Reviews, Goal Setting & Self Reflection

All Workday users need to enter their goals and complete their reflections between 19 August and 2 September 2025 before the window opens for managers to advance the workflow in the system. The deadline for managers to complete their steps is 30 September, prior to merit planning commencing on 1 October.

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Amentum ServiceNow

HR and Payroll questions / support requests should now be submitted via [Amentum ServiceNow.](#)

Relevant Knowledge Articles are also being transitioned to Amentum ServiceNow. Employees are advised to raise a question in Amentum ServiceNow if a knowledge article is not available.

Requests submitted via Amentum ServiceNow will continue to be managed and triaged by the same GDO/HR teams who handled cases previously.

Please note: This change is for iCMS employees only and legacy Amentum will join this system shortly.

[Access Amentum ServiceNow](#)

[Access HR Amentum Service Desk](#)

[HR ServiceNow Job Aids](#)

[TA ServiceNow Job Aids](#)

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 hires start date. The interim solution for this process is outlined [here.](#)

Business Management Platform/ Integrated Management System

Harmonisation of our Business/Integrated Management System continues.

Please bookmark our key updates document ([iCMS link](#) | [legacy Amentum link](#)) which explains where to access the correct content.

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

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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 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 2025.

Information has been sent to UK iCMS employees directly.

The new Legacy Amentum Platform, Embark, has also been launched and information has been sent to legacy Amentum UK employees directly.

Wellbeing

The iCMS Optum account is now available using the passcode: amentum.

Access additional wellbeing information is available via SharePoint:

Employee Assistance Programme – Optum

Wellbeing information - iCMS

Details of the legacy Amentum EAP can be found here.

Employee Assistance Programme – Lyra

Alternatively, you can contact a member of our Mental Health & Wellbeing Community. iCMS link | legacy Amentum link

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Useful Links

Further information is available via our Transformation Hubs, including:

– Latest updates

– Transformation bulletin archive

– Useful links e.g. document templates

Can't find what you're looking for?

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