REQUEST FOR LEGISLATIVE ACTION

SUBJECT	Action Requested ☒ Resolution ☐ Ordinance Project/Title: Requesting Authorization to purchase a Timekeeping Component and Time Clocks for the existing HR/Payroll System and authorize the purchase of additional time clocks on an "as needed" basis from Paycor of Cincinnati, Ohio as a Sole Source Purchase.	
BUDGET INFORMATION *To be completed By Requesting Department and Finance*	Amount authorized by this legislation this fiscal year:	$31,463.00
	Amount previously authorized this fiscal year:	
	Total amount authorized after this legislative action:	$31,463.00
	Amount budgeted for this item * (including transfers):	$31,463.00
	Source of funding (name of fund) and account code number:	
	001-5101-56790 General Fund, Non-Departmental Other Contractual Services	$ 5,000.00
	003-1601-58170 Park Fund, Director, Other Equipment	$12,787.50
	008-2701-58170 Anti-Drug Fund, Corrections, Other Operating Supplies	$ 7,863.00
	004-1506-58170 Road & Bridge Fund, Public Works, Software Purchases	$ 2,325.00
	001-1204-58170 General Fund, Facilities Management, Building Operating Supplies	$ 2,325.00
	002-2001-58170 Health Fund, Medical Examiners, Other Equipment	$ 1,162.50
	Total	$31,463.00

* If account includes additional funds for other expenses, total budgeted in the account is: $

OTHER FINANCIAL INFORMATION:

☐ No budget impact (no fiscal note required)
☒ Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:
    Department: Various   Estimated Use:

Prior Year Budget (if applicable):
Prior Year Actual Amount Spent (if applicable):

PRIOR LEGISLATION	Prior ordinances and (date): 18948 Prior resolutions and (date):
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253
REQUEST SUMMARY	Jackson County, Missouri has the HR/Payroll Services contract with Paycor of Cincinnati, Ohio and would like to implement the Timekeeping component of this system, purchase time clocks for that system, and have the ability to purchase additional time clocks as needed. The purchases would be considered a Sole Source as the services and timeclocks can only be used with and purchased from Paycor, the developer of the software solution. This addition to the existing HR/Payroll Services will replace the Infinitime Systems which has become inadequate for County needs. The Timekeeping component will benefit the County by reducing administrative costs currently required with processing payroll and will consolidate the payroll services into one system. Pursuant to Section 1030.1 of the Jackson County Code, the Director of Finance and Purchasing recommends the purchase of a Timekeeping Component and Time Clocks for the existing HR/Payroll System and the purchase of additional time clocks on an "as needed" basis from Paycor of Cincinnati, Ohio as a Sole Source purchase.
CLEARANCE	☐ Tax Clearance Completed (Purchasing & Department) N/A ☐ Business License Verified (Purchasing & Department) N/A ☒ Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)

ATTACHMENTS	Memorandum from Michael Erickson, Director of IT and GIS and Paycor's proposal		
REVIEW	Department Director:		Date: 5/27/2016
	Finance (Budget Approval): *If applicable*	*Mary Rasmussen*	Date: 5/27/16
	Division Manager:	*Mary Jow Brown*	Date: 6/2/16
	County Counselor's Office:		Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

☒ This expenditure was included in the annual budget.

☐ Funds for this were encumbered from the _____ Fund in _____.

☒ There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.

☐ Funds sufficient for this expenditure will be/were appropriated by Ordinance #

☐ Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

☐ This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.

☐ This legislative action does not impact the County financially and does not require Finance/Budget approval.

Fiscal Note:
This expenditure was included in the Annual Budget.

PC# _____

Date: May 27, 2016   RES # 19179

Department / Division	Character/Description	Not to Exceed
General Fund - 001		
5101 - NonDepartmental	56790 - Other Contractual Services	5,000
1204 - Facilities - KC	58170 - Other Equipment	2,325
Health Fund - 002		
2001 - Medical Examiner	58170 - Other Equipment	1,163
Park Fund - 003		
1601 - Director	58170 - Other Equipment	12,788
Special Road & Bridge Fund - 004		
1506 - Road & Bridge Maintenance	58170 - Other Equipment	2,325
Anti Drug Sales Tax Fund - 008		
2701 - Corrections	58170 - Other Equipment	7,863
		31,464

Mary Rasmussen
Budgeting

Department of

INFORMATION TECHNOLOGY

Jackson County, Missouri – 415 E. 12th Street, Room G-8, Kansas City, MO 64106
816-881-3151-Phone   **816-881-3949-Fax**

MEMORANDUM

TO: BARBARA CASAMENTO, PURCHASING SUPERVISOR

FROM: MICHAEL ERICKSON, DIRECTOR OF IT AND GIS

DATE: MAY 26, 2016

SUBJECT: RLA TO REPLACE INFINITIME TIMECLOCKS WITH PAYCOR TIME CLOCKS

THE COUNTY IS REPLACING INFINITIME TIME TRACKING SYSTEM WITH PAYCOR'S
TIME AND ATTENDANCE SOLUTION.

BENEFITS TO THE COUNTY INCLUDE:
- REDUCE MANUAL ADMINISTRATIVE PROCESS FOR PAYROLL COORDINATORS AND IT STAFF
- ACCURATELY TRACK ACCRUALS AND ELIMINATE PAID TIME OFF OVERDRAFTS
- PROACTIVELY MANAGE OVERTIME AND GENERAL LABOR SPENT
- ELIMINATES UPDATING AND MANAGING PAYROLL INFORMATION ACROSS MULTIPLE SYSTEMS

THE EXISTING INFINITIME TIME CLOCKS ARE NOT COMPATIBLE WITH PAYCOR TIME AND ATTENDANCE AND
ARE REQUIRED TO BE REPLACED. THE COST TO REPLACE THE EXISTING TIME CLOCKS WITH DEVICES THAT
MEET PAYCOR'S STANDARD REQUIREMENTS FOR TIME AND ATTENDANCE IS $31,463.00.

Paycor.

Annual Fees & Implementation Costs

Annual Fees

Current or New Service	Description		Fees
Current	Payroll Processing Services		$72,240.37
Current	HR Monthly Services		$34,351.50
Current	End of Year for W2s		$10,472.50
		Current Annual Cost	**$117,064.37**
New	Time and Attendance		$39,916.80
		New Annual Cost	**$156,981.17**

Implementation Cost

Cost Description	One-Time Cost	
Purchase of 19 Clocks		**$26,463.00**
Time & Attendance Implementation		$5,000.00
	Total	**$31,463.00**

Clock Cost and Implementation Fees

Clock Purchase Cost

Work Group	Clock Model	Quantity	Cost	Total Cost
Medical Examiner	IT3100	1	$ 1,162.50	$ 1,162.50
Parks	IT3100	11	$ 1,162.50	$ 12,787.50
Corrections	GT 400	3	$ 2,621.00	$ 7,863.00
Road & Bridge	IT3100	2	$ 1,162.50	$ 2,325.00
Facilities	IT3100	2	$ 1,162.50	$ 2,325.00
			Total	$ 26,463.00

** IT3100 model clock reads the proximity badge currently used by Jackson County

Time and Attendance Implementation Fees

Work Group	Employee Count	Cost
County	656	$ 1,500.00
Medical Examiner	22	$ 500.00
Parks	137	$ 1,000.00
Corrections	401	$ 1,500.00
Road & Bridge	44	$ 500.00
	Total	$ 5,000.00

Time & Attendance Monthly Pricing

Paycor.

Time and Attendance Monthly and Annual Fee Breakdown by Workgroup

Work Group	Employees	Time & Attendance $2.20 PEPM	Leave Management $0.44	Total
County	656	$ 1,443.20	$ 288.64	$ 1,731.84
Medical Examiner	22	$ 48.40	$ 9.68	$ 58.08
Parks	137	$ 301.40	$ 60.28	$ 361.68
Corrections	401	$ 882.20	$ 176.44	$ 1,058.64
Road & Bridge	44	$ 96.80	$ 19.36	$ 116.16
Monthly Total		$ 2,772.00	$ 554.40	$ 3,326.40
Annual Total		$ 33,264.00	$ 6,652.80	$ 39,916.80

Challenges and Solutions

Paycor.

Current Issue:	Paycor Solution	Business Impact
Employees do not have a view of their own labor information in the same place they make their PTO requests. Consequently, they request time off when they don't have it, or supervisors approve time off when the employee did not have PTO hours to take.	Employees will be able to view their own: • Work schedules • Pay period totals • Hours worked • PTO Balances • Adjustments made by others (supervisors)	Drive accountability of employees to view and manage their own information, reducing the load on HR/Admin. Create efficiencies to focus on higher priority items that align with growth.
There is no way to track "Pending PTO".	Employees and supervisors will be able to view PTO requests that have been made and approved regardless of when they occur.	Eliminate awarding time off when the employee doesn't have it.
PTO requests are manual and difficult to track.	Employees can request time off through the system, and supervisors can approve, seeing: • What are they asking for • How much time do they have left • Who else is off that day • Approve the request, populating PTO to the schedule and flowing automatically to payroll	Eliminate awarding time off when the employee doesn't have it. Create efficiency around requesting PTO and paying PTO. Create accuracy around tracking PTO balances and when PTO days are scheduled. Create an audit trail of all PTO requests.

Challenges and Solutions

Paycor.

No way to track employee incidents such as left-earlies, late arrivals, missed punches, etc.	Easy access through Paycor's system to all employee incidences, with notification to supervisors.	Manage to the behaviors of employees with real data. Know which employees are offenders for performance management.
Supervisors don't have access to their team's information, so having to rely on other departments to get it.	With Paycor, Supervisors can see not just labor info, but also information about employee's assets, history, disciplinary actions, employee reviews, and other information upper management feels they need selective access to.	No more calling HR, IT or Payroll for information as a supervisor.
No means of proactively managing overtime and general labor spend. Hours worked reports are 'after-the-fact' and also need to be generated and sent by HR/Admin. Only able to see OT and other critical labor information in rear-mirror-view when it's not too late to do something about it. Managers don't have access to tools to 'better manage' their labor.	Supervisors can see ahead of time employees who are approaching hourly thresholds (O.T. thresholds, total hours worked in a shift, etc.) in simple dashboard format. Supervisors have access to real-time labor information for scheduling decisions to minimize OT. Executives/administrators can view real-time and historical hourly and dollar totals by company, department, dollars, etc.	Let managers do more managing proactively, lowering labor costs Provide upper management easy access to real-time and historical analytics to evaluate an control company labor costs Impacting labor spend for hourly employees by even a couple percentage points yields significant impact $.

Challenges and Solutions

Time is not being tracked to the minute so employees are being paid for hours they did not work.	Actual time worked can be captured for employees through the use of Paycor's Web Clock or physical time clocks.	Proactively control labor costs by capturing accurate time information from employees- to the minute.
No reporting ability to help tracking Affordable Care Act information	Large Employer Designation View: reporting on full-time and part-time reports Reporting on measurement period	Gives HR Department tools to help avoid costly fines and penalties due to ACA non-compliance.
Updating and managing information in multiple systems and spreadsheets. Information in one system may not match what's in others because of that, and it takes extensive time to manage the multiple systems- 20-30 hours each pay period! Managers and people at other sites don't have access to centralized information, causing disconnects.	All information is in a single, integrated, and secure system, including unlimited custom fields. Information is accessible from one single sign-on platform. Permissions to view information are all dictated by user-defined security, so users can see only the information owners want them to see.	Eliminate errors/disconnects of information, resulting in consistency and accuracy of information. Everybody would see the same (accurate) information. No more keying new hires, terminated employees, transfers, etc. multiple times in multiple systems.

Implementation Schedule

Best Practice/Expectations for Successful Implementation:

- One singular point of contact as a lead from the County to champion and coordinate with the different department heads. Participate in weekly status calls throughout the implementation.
- Initial discovery of current process to approve time cards, convert data, and import into paygrid. It may be best to allow for different imports by dept to assist in accuracy.
- Build in additional time for unforeseen County changes, department adoption, and prioritization changes.

3 Phased Approach

Approx Beginning Week		Approx. Ending Week
Monday, June 13th	**Phase 1** - Executive Offices, Finance, HR/Sports Authority, Muncipal Court, IT, Public Admin, County Counselor, Recorder fo Deeds, Election Board, Drug Task Force, Assessment, Collections	Friday, November 4th
Monday, July 4th	**Phase 2** - Communications, Legislative Auditor, Legislative Clerk, Prosecutor, Popluation Control, OHCRCC, Family Support, Parks, Combat	Friday, November 18th
Monday, July 25th	**Phase 8** - Sheriff, Corrections, Public Works, Public Works - Road & Bridge, Medical Examiner, Facilities	Friday, Decemeber 9th

Weekly Implementation Schedule

Time and Attendance Implementation Timeline	Complete By:
Paycor & Client - Initial Time Discovery Meetings (All Departments within Phase) with Client – Complete Time Business Requirements Documents	Week 1 - Week 3
Client Reviews and signs off on Business Requirements Document	Week 4
Paycor configures client's custom Time Application	Week 6
Client Completes Time application training courses	Week 6
Client Identifies employees to participate in the test punching pay period and determine roll-out plan	Week 6
Paycor & Client - Time application Configuration Review Mtg.	Week 7
Client Distributes online training email to supervisors	Week 10
Client distributes "Invitation to Register" Email and all supervisors and employees participating in the test punching self-register for Paycor.com Username and Password	Week 10
Client creates all "Supervisor" accounts in the Time application	Week 10
Client distributes recorded training course on Employee Self-Service to employees using this feature.	Week 10
Client installs clocks, enrolls employees In clock or distributes badges (if using clocks) OR ensures employees have access to Time Employee Self-Service through Paycor.com or direct URL	Week 10
Client's Time application test punching pay period	Week 14
Supervisors Q&A session	Week 14
Test Import of Time data to Payroll	Week 15
Client begins live punching, using Time and Attendance as their only time keeping system	Week 15
Client & Paycor complete First Live integration (import) of Time data to Payroll	Week 16
Second Live integration (import) of Time data to Payroll	Week 18
Client account assigned to permanent Time Support specialist	Week 20