



REQUEST FOR ACTION CITY COUNCIL

Agenda Date: 8/20/2024
Agenda Section: Consent Agenda

Department Origination: Finance/IT

Agenda Item: Authorize Execution of Contract with Andrews Technology for UKG Time & Attendance Solution

Approval Required: Simple Majority Vote

BACKGROUND

In the ongoing effort to utilize technology to improve internal efficiencies, staff recently reviewed time & attendance keeping systems that have direct payroll integration with the new Enterprise Resource Planning (ERP) software from BS&A being implemented this fall. After analysis of options, staff is proposing to acquire the UKG cloud-based time & attendance solution from Andrews Technology. The UKG platform is a modern solution that supports multiple methods of time entry (web, mobile and timeclock), manages time-off requests and accruals, schedules and timesheets electronically. Implementation of the UKG platform along with BS&A software should introduce countless efficiency gains for both employees and supervisors. Utilizing the software will result in more accurate real-time data and a significant reduction of staff time spent managing time, attendance, and payroll.

FINANCIAL IMPLICATIONS

The initial investment for software licensing, training, hardware, hosting fees, support and implementation services is \$10,975 for the first year. After the first year, the ongoing hosting and annual maintenance costs would be approximately \$6,400 per year with a five-year commitment term.

Initial costs for this project will be paid out of the Capital Equipment Fund as part of the ERP software project with funds set aside in previous years as part of the IT replacement program. Annual maintenance costs will be included in future operating budgets.

STAFF RECOMMENDATIONS

Staff recommends execution of contract with Andrews Technology for UKG Time & Attendance Solution

COUNCIL ACTION REQUESTED

Motion to authorize execution of contract with Andrews Technology for UKG Time & Attendance Solution