



Meeting Date:	November 2, 2026
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Approval of Payroll & HR Software with UKG

Summary: For the past nine (9) months, staff from various departments have been reviewing various software programs, as the City’s agreement with Caselle is coming up for renewal in early 2027 and some departments are still using paper-based processes. Those departments include Finance, HR, Community & Economic Development (for building permits, inspections, and code enforcement), and Public Works (for assets management and work orders).

The City’s Police Department already uses a UKG software (TeleStaff) for scheduling, time/attendance, and payroll, and thus as part of the review process, UKG’s non-public safety software solutions were also reviewed. Other vendors, such as BS&A, OpenGov, Caselle and others were also evaluated.

After months of demonstrations and proposals, the UKG Ready software was the solution that all of the City’s departments agreed on. From that point, the modules were narrowed down to the three (3) core modules that are needed for digital time clocks and geo-fenced logins, a modern software platform that will integrate HR and payroll, allowing work between Finance and HR to become more coordinated and efficient. The opportunity to have ready-made HR-process checklists, due-date reminders, and recordkeeping for training and certifications will keep the City in compliance with required laws and our own policies. Additionally, having a payroll system that works with the software the Police Department uses will reduce (to eliminate) grievances that were complicated due to software constraints, and will save time.

Staff are **not** recommending renewing the Caselle software for Payroll and HR and will only go to month-to-month/read-only access with the Payroll module until the City has the data needed to comply with federal and state requirements. Thus, staff recommend the following UKG Ready modules:

- UKG Ready Time & Scheduling Bundle: \$5,148/year
- UKG Ready Payroll Plus Payroll Services w/ SmartCheck: \$7,293/year
- UKG Ready HR: \$6,006/year

The attached agreement with UKG will use preferred public-sector pricing through the OMNIA purchasing cooperative, saving approximately 35% of the standard pricing. There is a one-time \$16,018.75 implementation cost.

Budget Impact: The City is awaiting Caselle’s 2026 pricing for the modules to be discontinued or moved to month-to-month access during the transition to UKG Payroll and HR. Based on prior bills, staff estimate that \$6,500 to \$8,500 annually could be reallocated toward UKG’s \$18,447 annual cost. Staff anticipate an annual increase of approximately \$10,000 over the prior year’s cost for the Caselle modules.

Approval: Administration and Finance staff are recommending approval of the 5-year term, with final language finalized by the City Attorney.