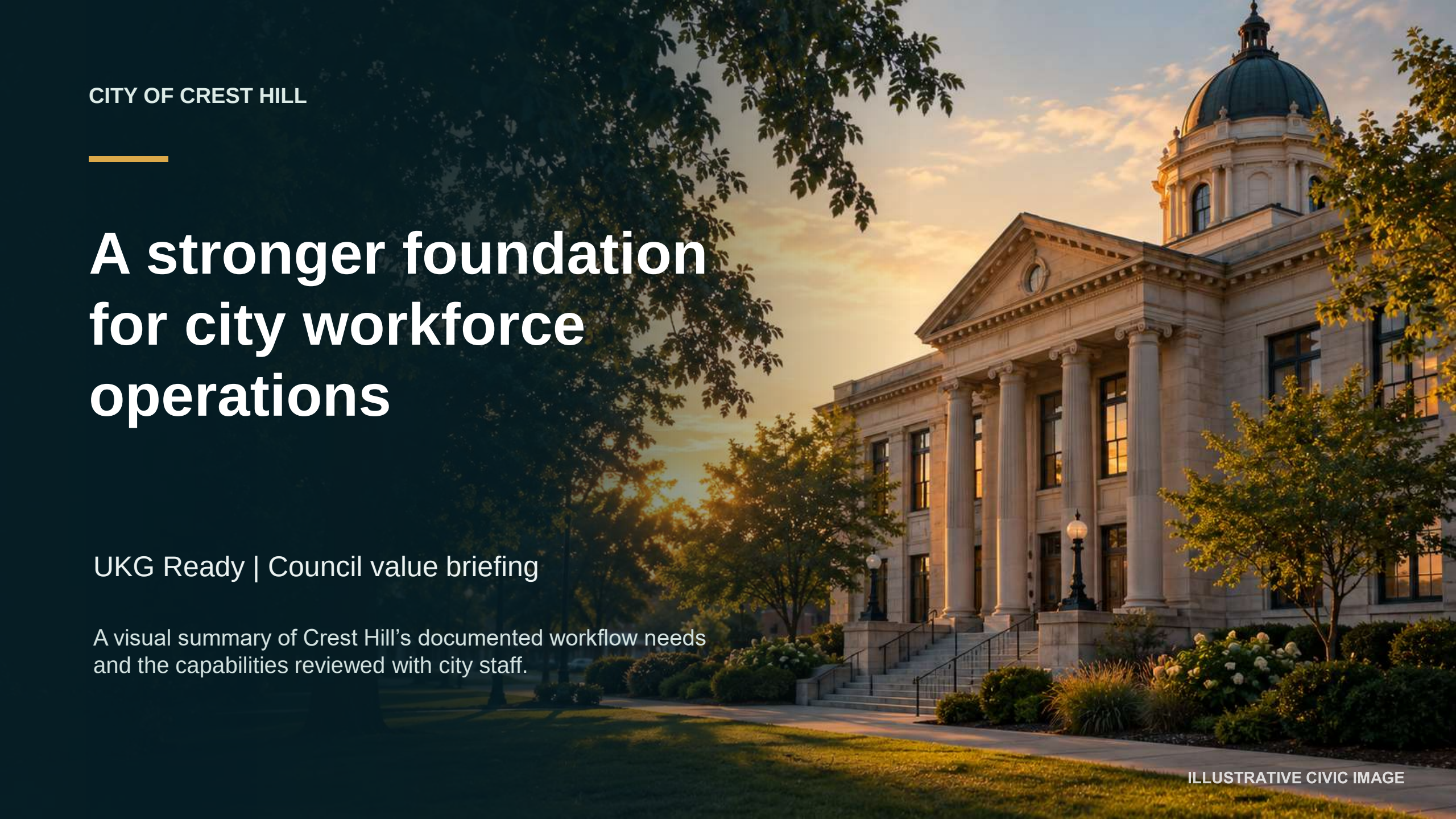
CITY OF CREST HILL

A stronger foundation for city workforce operations

UKG Ready | Council value briefing

A visual summary of Crest Hill’s documented workflow needs and the capabilities reviewed with city staff.



ILLUSTRATIVE CIVIC IMAGE

What is UKG Ready?

A connected system for managing the employee workday and turning approved time into payroll.

1

Employee record

One place for job, pay, tax, contact, and employment details.

2

Time and requests

Capture punches; submit time off, overtime, and comp-time requests.

3

Rules and approvals

Route work to supervisors and apply configured pay rules.

4

Payroll and reports

Review pay, finalize payroll, and produce labor and finance outputs.

Where Ready fits

Ready is a human-resources, time, and payroll platform. It is not the city's full finance or ERP system. Crest Hill's finance system remains responsible for accounting and other city functions; payroll and labor data can be mapped or exported to it.

COUNCIL TAKEAWAY

One connected employee and pay workflow, with city-specific setup.

Who would use Ready—and what would they do?

Different people use the same workflow for the parts of work they own.

EMPLOYEES

Use self-service

- Clock in by clock, web, tablet, or approved mobile method
- Request time off, overtime, or comp time
- Review pay statements and balances; complete forms

SUPERVISORS

Review and approve

- Review employee time and exceptions
- Approve requests and timesheets
- See team schedules and time reports

HR + PAYROLL

Maintain and process

- Maintain employee and pay records
- Configure agreements, codes, and payroll rules
- Check payroll, fix exceptions, finalize the run

FINANCE

Review and reconcile

- Review labor and payroll reports
- Check cost allocation and general-ledger data
- Use mapped outputs with the city finance system

The handoff: **Employee time and requests → supervisor approval → payroll calculation and review → finance reconciliation**

Today’s process carries avoidable manual work

Crest Hill staff described paper time capture, spreadsheet re-entry, and manual payroll checks.

CAPTURE

Paper time cards, time-off slips, overtime requests, and comp-time forms enter the process.

Paper records

RE-ENTER

Public Works time and requests are typed into employee spreadsheets before payroll.

Spreadsheet entry

RECONCILE

Payroll staff review exceptions and manually duplicate police time data across systems.

Cross-system checks

UP TO 3 DAYS

reported payroll processing time

Staff time goes to rekeying and checks

rather than having one shared workflow for time, approvals, payroll, and reporting.

A connected workflow for time, payroll, and HR

UKG Ready brings the core employee and pay processes into one configurable platform.

PUBLIC WORKS

Clock punches and time-off requests

CITY DEPARTMENTS

Employee records and approvals

POLICE

Telestaff schedule/time data

UKG READY

One employee work record

Time capture + approvals
Pay rules + payroll
HR records + benefits
Reports + GL outputs

FINANCE

Cost and payroll reporting

MANAGERS

Approvals and time visibility

EMPLOYEES

Self-service and HR requests

Design checkpoint: confirm Telestaff data flow, payroll rules, approvals, and GL mappings during solution scoping.

Time and payroll functions shown for Crest Hill

The system can collect time, route approvals, apply configured rules, and prepare payroll review.

01

Time capture

Employees can use a time clock, a web or tablet kiosk, or the Ready mobile app. Mobile location and geofencing controls can be configured for punch rules.

02

Requests and approvals

Route time-off, overtime, and comp-time requests for review. Managers can review and approve timesheets, with alerts for items needing attention.

03

Payroll rules and checks

Configured pay codes and rate tables apply pay rules such as rounding, accruals, comp time, and shift differentials. A payroll checklist flags outstanding items before processing.

04

Payroll and labor reports

Review pay statements, payroll comparisons, general ledger reports, and labor distribution before finalizing. Department or fund allocations need to be mapped during setup.

Illustrative configuration. Confirm pay rules, permissions, Telestaff data flow, and fund allocations during scoping.

Crest Hill’s payroll rules need explicit setup

The city described three union agreements and a specific police comp-time timing issue.

POLICE OFFICERS

Officer agreement
Distinct pay and comp-time rules

POLICE SERGEANTS

Separate agreement
Validate its own pay rules

LOCAL 150

Primarily Public Works, plus clerical roles

The city estimated about 90% of its workforce is covered by these groups; roughly 15 employees are non-union, with part-time and seasonal staff also in scope.

01

Comp time at 1.5×

Earn comp at 1.5× eligible hours. Crest Hill also described a 224-page pay-code report with inactive codes.

02

Available when earned

Police staff may use comp time as soon as they earn it under the agreements. The city said Caselle visibility follows a two-week cycle, creating disputes.

03

Quarterly buyback

The city buys back comp time quarterly with paper checks and hand-delivers them. Preserve and test that workflow.

Before go-live: clean up active pay codes, then test each agreement’s calculations, comp-time visibility, and quarterly paper-check flow.

What Ready Payroll would do each biweekly cycle

From department approvals to payroll review, the process follows Crest Hill’s configured rules.

1. **Approve time**
   Managers review timesheets. Ready can flag time-off requests still awaiting approval. Telestaff time data and Public Works time entry need validated setup.
2. **Apply pay rules**
   Use mapped active pay codes and employee groups to calculate eligible hours, overtime, comp-time banks, accruals, deductions, and other configured rates.
3. **Check payroll changes**
   The prep checklist looks for pay changes, promotions, address changes, new tax forms, and tax-rate updates that may affect the run.
4. **Review and reconcile**
   Preview employee pay statements and deductions. Review general-ledger and labor-distribution reports, fund allocations, vendor payments, and prior-run comparisons.
5. **Finalize and pay**
   Crest Hill can finalize payroll in-house. Optional Payroll Services can support ACH, taxes, garnishments, vendor payments, and W-2 processing.

Manual/on-demand checks remain an option. Confirm comp-time buyback, union dues, pension payments, fund mapping, Telestaff flow, and any optional service fees in the final design and quote.

HR, benefits, and reporting functions

Digital employee workflows can reduce paper handling while giving HR and Finance more usable records.

EMPLOYEE RECORDS

Self-service

Employees can submit profile changes and requests through web or mobile workflows.

Onboarding

Custom checklists, due dates, electronic forms, signatures, and document uploads.

Tracking

Maintain credentials, licenses, training, and equipment records with expiration reminders.

BENEFITS

Enrollment

Employees can review plan options and submit new-hire or life-event elections.

Contribution view

Track employee and employer amounts and show plan details in the employee profile.

Payroll link

Benefit deductions and employer costs can flow into payroll; GL mapping needs configuration.

REPORTING

Custom views

Add report fields, filter, reorder columns, save views, and share within permissions.

Finance outputs

Export reports to Excel, PDF, CSV, or text and schedule recurring delivery.

People analysis

Build reports for benefit participation, employee/employer costs, and HR fields.

Final features and functions depend on the modules included in the approved scope.

The value is better control over workforce information

A practical case for moving beyond paper and disconnected handoffs.

01

More staff capacity

Reduce time spent keying paper records, checking spreadsheets, and correcting repeated entries.

02

Clearer oversight

Give managers and administrators a shared view of requests, approvals, time, and employee records.

03

Better-informed choices

Use reports on overtime, comp time, insurance contributions, and labor cost to support budget and staffing discussions.

These are intended outcomes to track after implementation, not guaranteed savings.

What could payroll time savings be worth?

A simple scenario converts hours returned to the team into an annual value to validate.

CREST HILL REPORTED

Up to 3 days

to process payroll, with paper time cards, spreadsheets, manual pay-code entry, and recurring checks.

What that does—and doesn't—tell us

Three days is elapsed processing time, not measured labor hours. Track staff time before estimating savings.

ILLUSTRATIVE TIME RETURNED

If the overall payroll process takes this much less staff time each biweekly run:

1 hour / run

26

hours returned / year

≈ 3.25 days

2 hours / run

52

hours returned / year

≈ 6.5 days

4 hours / run

104

hours returned / year

≈ 13 days

ANNUAL LABOR VALUE

hours returned × loaded hourly labor cost

Scenarios use 26 biweekly payrolls/year and an 8-hour workday. They are examples, not UKG savings commitments.

A council-ready decision can stay focused

Compare the proposed investment with the work it replaces and the visibility it adds.

1. **Operating need** — Replace paper time handling and repeated spreadsheet entry with a controlled digital workflow.
2. **Management value** — Confirm the reports and approvals leaders need for payroll review, overtime, benefits, and staffing.
3. **Total cost** — Review the final UKG quote alongside current HR, payroll, timekeeping, and public-safety system costs.
4. **Purchase and transition** — Confirm the Omnia contract route, city procurement requirements, implementation scope, and timing.

The city discussed a work session followed by a council meeting. Omnia was reviewed as a potential cooperative purchasing path; confirm the city's requirements before relying on it.