



Meeting Date:	October 26, 2026
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Discussion 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 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 recommend **not** renewing the Caselle software for Payroll and HR and depending on the implementation date move to month-to-month or read-only access with the Payroll module until the City has the data needed to comply with federal and state requirements. Further, staff recommend the following UKG Ready modules:

- UKG Ready Time & Scheduling Bundle
- UKG Ready Payroll Plus Payroll Services w/ SmartCheck
- UKG Ready HR

The agreement with UKG will use preferred public-sector pricing through the OMNIA purchasing cooperative, saving approximately 35% of the standard pricing.

Budget Impact: The City has yet to receive the Caselle renewal rates, but those will be used to reduce the implementation and ongoing costs of the UKG Ready modules that are listed in the provided proposal.