

Staff Report

Subject: Approval of Proposal from Paycor for an HRIS/Payroll Software System

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Departments: Multiple

Meeting Date: May 2, 2023

Item Description: Proposal from Paycor for an HRIS/Payroll Software System

Summary Recommendation: Staff requests approval of Proposal from Paycor for an HRIS/Payroll Software System for the multiple departments

Executive Summary/Background:

- The Human Resources and Finance Departments are requesting approval of the Proposal from Paycor for an HRIS/Payroll System. All Human Resources and Finance services are completed through ADG, which has limited capabilities. Many tasks are done manually and then entered for the record into ADG.
- Here are some of the benefits of moving to the Paycor system:
 - Onboarding for new hires will be more engaging and meaningful; instead of completing a 10-page packet of papers.
 - Optimizes and streamlines almost every aspect of HR, from performance reviews to compliance and employee communication.
 - Performance Reviews online, interactive org chart, and the county directory.
 - Goals are available online and easy to access. 1:1's so employees can visualize performance, help develop coaching for supervisors/leaders, schedule reminders, in-app notifications, and team/department/organizational goals.
 - Paycor Mobile App- allows employees quick access to all paystubs and tax documents. Review and approve time off requests, manage employee timecards, and view and adjust upcoming shifts/schedules.
 - Easily monitor your labor costs and optimize labor productivity. Manage and track overtime—mobile punching with geo-validation for field staff.
 - Automatic blended overtime, stress-free tax compliance, incentive and special pay, and special reports.
- The quote provided for the program is broken down by employee cost; this will vary month to month as our employee costs rise and fall through the year, depending on sports season for part-time recreation workers and election cycles for part-time poll workers. There is a 7-10-week implementation period, with the go-live target of July 2023 if approved tonight. Paycor also gave us a \$15,000 discount based on our broker relationship/direct access to vendors.
 - One-time set-up fee: \$10,000 after discounts

- Year 1 Total: approximately \$140,000- set-up fee included *could be lower*
- Locked in at these rates for 36 months

Alternatives for Commission to Consider

1. Approval of Proposal from Paycor for a HRIS/Payroll Software System for multiple departments
2. Take no action

Recommended Alternative: 1

Other Alternatives: 2

Department Review: County Manager, Finance, Human Resources, County Attorney

Funding Source: Dept. 136- IT's operating budget- a budget amendment may be necessary

Attachments:

1. Paycor Proposal
2. NeoGov Proposal