



Request for City Council Committee Action from the Department of Finance

Date: December 1, 2010

To: Ways & Means Committee
Referral to: None

Subject: Finance Plan for the Time & Labor Project

Recommendation: Approve funding plan for the Time and Labor software implementation

Previous Directives: None

Department Information

Prepared by: Chuck Elliott, Controller, 673-2621
 Approved by: Patrick Born, City Finance Officer _____

 Steven Bosacker, City Coordinator _____
 Presenters in Committee: Chuck Elliott, Controller, 673-2621

Financial Impact

- The project budget is \$1.1 million, with costs incurred in 2010 and 2011. This project is funded by Finance, Public Works and the Minneapolis Convention Center from their respective operating budgets.

Supporting Information

The Finance, BIS and Human Resources Departments have initiated a project to fully implement the Time & Labor module within the City's Human Resources Information System (HRIS). The implementation will significantly change the way employees submit their bi-weekly pay information as well as the way this information is processed. Current methods for processing employee pay time is intensely manual, redundant and involves enormous amounts of operating department and payroll staff.

The Time & Labor project will allow City employees to enter their bi-weekly pay information directly into HRIS, thus reducing the amount of staff time directed toward the payroll process every two weeks and significantly reducing the use of paper involved in the current process. Additionally, the components of Collective Bargaining Agreements that affect pay such as overtime, shift differential and premium pay will be built into the module and will interpret employee bi-weekly payroll data in order to pay them properly.

Funding for the Time & Labor project is outlined as follows:

Department	Project Funding
*Finance	\$400,000
Minneapolis Convention Center	\$250,000
*Public Works	\$500,000
Total:	\$1,150,000

* The project cost will be borne initially by the Business Information Services (BIS) Department. BIS will be reimbursed in 2010 by the Convention Center for their share while the Finance and Public Works departments will utilize operating budget dollars to cover their share of project expenditures and will pay back their respective amounts over a three or five-year period beginning in 2012. Both Finance and Public Works expect to realize significant savings upon completion of this project.