**RESOLUTION NO. \_\_\_\_-2021**

**APPROVING LICENSES, IMPLEMENTATION AND ONGOING SUPPORT AND MAINTENANCE FOR TYLER TECHNOLOGIES TIMEKEEPING AND RELATED SOFTWARE**

|  |
| --- |
| ***Background:*** Sauk County has made and will continue to make significant investments in developing computer networks, associated infrastructure, and software. The County is committed to accurate and timely information, both for the internal use of the County and to maintain compliance with external requirements. Grant compliance requirements, including time and attendance tracking, have increased significantly over recent years. Required reporting for workers compensation, Fair Labor Standards Act, and Family and Medical Leave Act necessitates details that are not readily obtained currently.Sauk County currently uses a variety of methods for tracking time and attendance usage, ranging from a number of computerized systems to paper timesheets. Standardized implementation of Federal and State requirements, the Personnel Ordinance, and other Personnel policies will aid in efficient and accurate processes for County employee and management use.Sauk County utilizes MUNIS by Tyler Technologies as its financial system for many centralized financial processes: general ledger, accounts payable, cash receipting, fixed asset, human resources and payroll. The platform on which one of the major currently-used timekeeping systems resides is at its end of life. Streamlining the number of different systems used will ease the burden on MIS staff. Further, cost and risk of data integration errors is increased by maintaining multiple systems and interfaces.Tyler Technologies has timekeeping solutions that provide robust scheduling, time and attendance, and employee “self service.” Once fully implemented, employees will access their schedules and leave balances (e.g. vacation, sick, etc.), request changes to their deductions (to be verified and approved by Personnel and/or Accounting), retrieve their historical documents (check stubs, W2’s), and submit their own time information. Managers will develop electronic schedules, approve time and attendance entry of their employees, and run management reports. Personnel and Accounting will have better data management for reporting, and fewer manual adjustments and errors. The MIS Department should have fewer systems to maintain that are assisting various departments with scheduling and time tracking. The Tyler Technologies solutions are fully integrated with the general ledger, human resources and payroll products Sauk County already uses, as well as the system security and data backups already in place.Preliminary quotes were obtained from other time and attendance solution providers. These quotes were more expensive than expansion of the County’s current system. Other systems would then create another layer of complexity with data transfer and integration. The management team of the Administrator, Finance Director, Human Resources Director and MIS Director all feel expansion Tyler Technologies is the most advantageous solution in terms of cost and efficiency. |
| ***Fiscal Impact: [ ] None [ X ] Budgeted Expenditure [ ] Not Budgeted*** |

**NOW, THEREFORE, BE IT RESOLVED**, by the Sauk County Board of Supervisors, met in regular session, that Tyler Technologies software licenses, implementation, and ongoing support and maintenance are approved.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **One-Time Cost****Licenses/Equipment** | **One-Time Cost****Implementation** | **Ongoing Annual Cost (based on year 1)** |
| ExecuTime:Time & Attendance with Mobile Access; Advanced Scheduling with Mobile Access | $71,735 | $38,480 | $26,888 |
| Employee Self Service | $7,612 | $2,960 | $3,760 |
| General Implementation | -- | $15,180 | -- |
| Subtotal | One-Time = $135,967 | Ongoing = $30,648 |
| Grand Total | $166,615 |

For Consideration by the Sauk County Board of Supervisors on February 15, 2021.

|  |
| --- |
| **EXECUTIVE & LEGISLATIVE COMMITTEE** |
|  |  |  |
| TIMOTHY B. MCCUMBER, Chair |  | BRANDON LOHR |
| WALLY CZUPRYNKO |  | MARTY KRUEGER |
| VALERIE MCAULIFFE |  |  |
| **FINANCE COMMITTEE** |
|  |  |  |
| MARTY KRUEGER, Chair |  | RICHARD “MIKE” FLINT |
| THOMAS DORNER |  | TIMOTHY B. MCCUMBER |
| LYNN EBERL |  |  |
| **PERSONNEL & INSURANCE COMMITTEE** |
|  |  |  |
| TOMMY LEE BYCHINSKI, Chair |  | CARL GRUBER |
| MARK “SMOOTH” DETTER |  | TERRY SPENCER |
| SHANE GIBSON |  |  |

**FISCAL NOTE:** Adequate funds are available for purchase and implementation of these solutions. Annual maintenance costs will not begin until implemented and will be prorated for the partial year. The 2020 Personnel budget contains $125,000 for this project. This will be carried forward to the Accounting budget, where an additional $30,000 is budgeted in 2021 for timekeeping support. Further, credits to Sauk County are due from MUNIS for the transfer from the system being self-hosted to being maintained remotely “on the cloud.”

**MIS NOTE:** Maintenance of multiple timekeeping systems involves increased cost for contracts, as well as MIS staff who need to remain proficient in more systems.