

CITY OF WASHINGTON
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MEMORANDUM

TO: Mayor Manier and City Council
FROM: Joanie Baxter, Controller *JB*
Mike McCoy, Chief of Police
DATE: September 28, 2018
SUBJECT: Timekeeping Solution for Payroll

As discussed with the Finance & Personnel Committee at its last meeting, the Police Department was interested in finding a solution for electronic timekeeping that would also allow for shift scheduling. Working in conjunction with Jeremie from Clifton, they found a solution that is compatible with our current payroll system – MSI under the Harris umbrella and is actually offered as a third-party product. After several demos, Public Works and Finance/Administration are also interested in taking advantage of the advanced technology which offers multiple benefits including replacement of paper timesheets with a computer and/or smart phone portal, electronic entry and review by managers, leave request and approval, benefit accrual and determination of available balances, automatic calculation of overtime, ability to track time by job code, comprehensive reporting function, and advanced scheduling features just to name a few. The software is customizable and can be tailored to the needs of the department and employee. It is very user friendly and intuitive and can be used as simply or complex as we desire. Best of all and most critical is the ease of integration with our current system which will allow for the most streamlined and efficient approach for payroll processing.

Attached is a quote received by Harris for a total cost of \$21,625.23. This includes the software licensing as well as professional services for project management, training, configuration and implementation. An optional quote was also received for a \$1,500 annual fee for hosting as our current server does not meet the required specifications. Replacement of the server is a FY 2018-19 budgeted item and thus the new server will include the required specifications and as such, hosting should not be necessary.

This is an unbudgeted expense, however, spreading the costs among the different funds including L/A, City Hall, Streets, Planning & Zoning, Police, Water and Sewer will result in smaller charges to the funds that I believe can be absorbed as part of contingency line items. However, it may be necessary to amend the budget for one or more line items depending on expenses for the remainder of the year and Staff will continue to monitor the need to do so during the budget process next spring.

Staff recommends approval of an expenditure for purchase of TimeClock Plus at an amount not-to-exceed \$21,625.23 plus hosting if required at a rate of \$1,500 per year. The annual maintenance and support for MSI products will also increase approximately \$2,500 due to the purchase.



Purchase Agreement

Date: 9/26/2018
Contract#: HKC-C9X5N7
Effective To: 10/31/2018
Prepared By: Holly Caston

This understanding between **Washington, City of** at 301 Walnut Street, Washington IL 61571 ("Purchaser") and **Municipal Software, Inc.** at 2429 Military Road Suite 300, Niagara Falls, NY 14304 ("Harris") confirms the purchase of the following licensed software products and/or services:

Qty	Item	Price	Ext Amount
SOFTWARE LICENSES:			
1	TimeClock Plus v7 Professional Edition	\$1,086.30	\$1,086.30
80	v7 Professional Employee Licenses	\$36.00	\$2,880.00
15	TimeClock Plus Advanced Scheduler module - MSI	\$36.00	\$540.00
1	MSI-TimeClock Plus Time and Attendance Interface - Standard	\$2,500.00	\$2,500.00
1	AutoImport Module - MSI	\$584.00	\$584.00
1	MSI - TimeClock Plus Export Module	\$907.38	\$907.38
1	MSI - TCPlus Advanced Comp time tracking	\$708.58	\$708.58
1	TimeClock Plus Job Costing Module - MSI	\$525.25	\$525.25
1	MSI - Criteria Based Employee Access Builder	\$567.00	\$567.00
1	MobileClock for Android, iOS (Unlimited Devices)	\$1,276.72	\$1,276.72
Total SOFTWARE LICENSES:			\$11,575.23
PROFESSIONAL SERVICES:			
Application Consulting			
5	TimeClock Plus Consulting & Training Travel expenses will apply for onsite visits.	\$1,050.00	\$5,250.00
25	TimeClock Plus Project Management Includes Project Management and Configuration of System	\$150.00	\$3,750.00
Subtotal			\$9,000.00
Infrastructure			
1	TimeClock Plus Installation Remote installation	\$1,050.00	\$1,050.00
Subtotal			\$1,050.00
Total PROFESSIONAL SERVICES:			\$10,050.00
TOTAL:			\$21,625.23
ANNUAL MAINTENANCE & SUPPORT:			\$2,546.57