



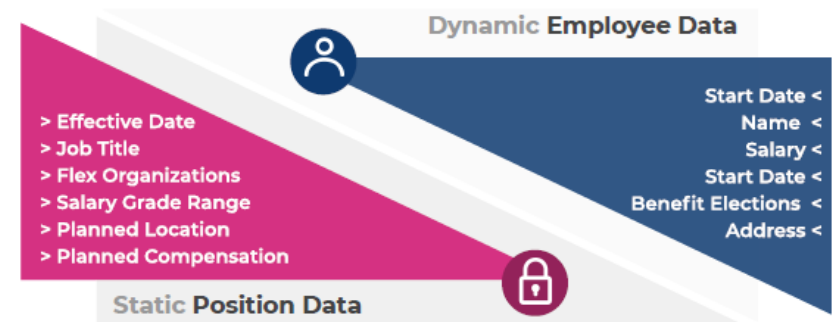
# Human Resources



# Goals:

- ▶ Provide a multi-departmental tool (*ie: HR, Finance, Payroll, Operations*) that streamlines and automates manual disjointed processes
- ▶ Provide real-time key insight and visibility across our Workforce (*ie: DEI, Turnover, Tenure, etc*)
- ▶ Ensure budgeted headcounts and labor spend are accurately operationalized and tracked real-time (*position vs person system*)

\*Position = Budget  
Placeholder\*



# Objectives:

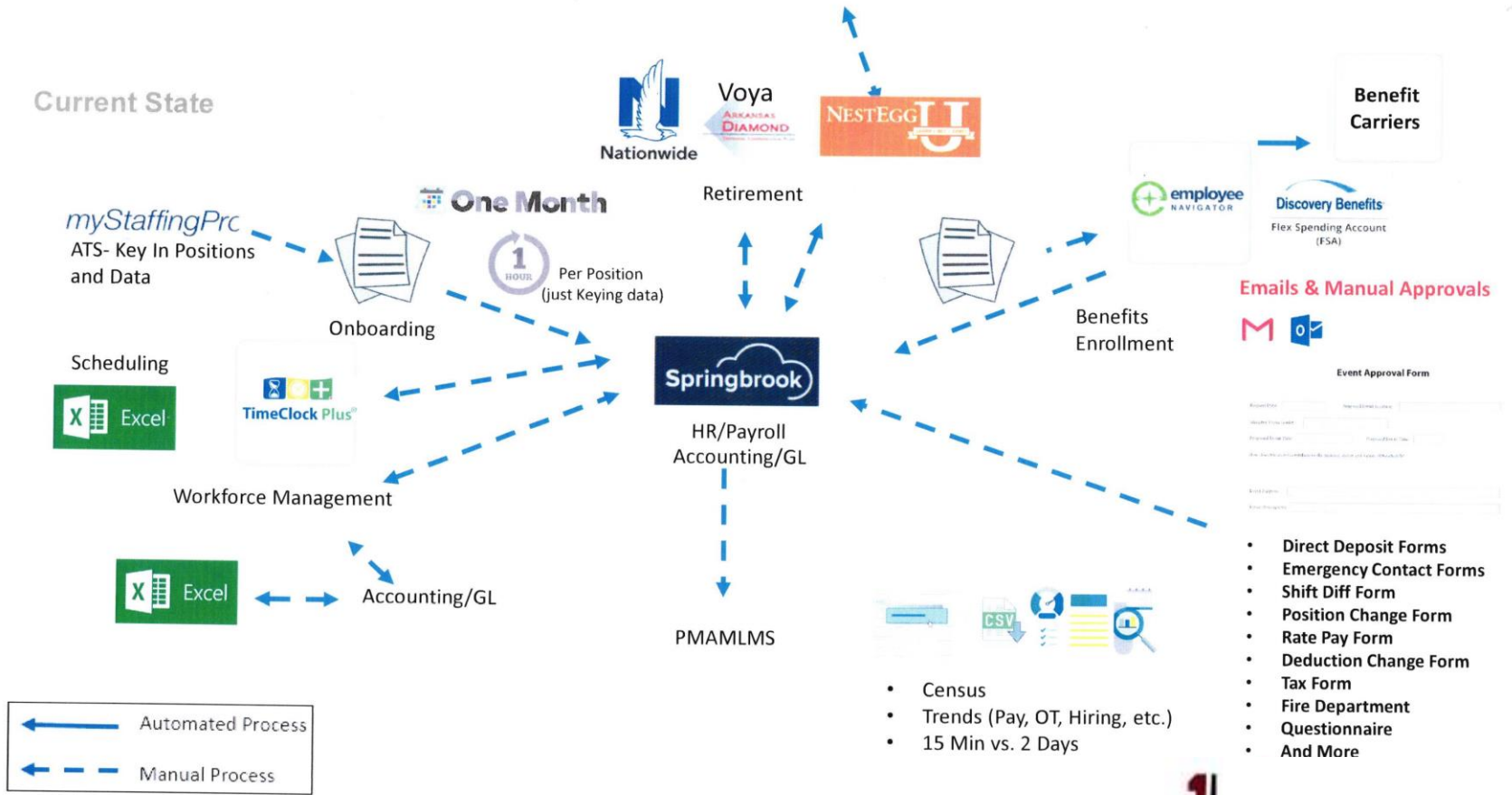


- ▶ Consolidate multiple outdated systems to one unified platform; improving processes for HR and Payroll
- ▶ Add an auto scheduler for departments to minimize unnecessary OT, ensure proper coverage, and eliminate tedious scheduling requirements
- ▶ Eliminate manual processes to minimize mistakes, ensure accuracy, and improve visibility across departments and systems
- ▶ Provide employees with Single Sign On access to manage and view their data, pay history, vacation, benefits, etc

# Where we are today:

- ▶ Multiple Systems and Vendor Partners
  - Springbrook – Payroll
  - TimeClocksPlus – Time Tracking
  - Employee Navigator – Benefits Platform
  - Paychex – Applicant Tracking & Onboarding
  - PMAM – Training Software
  - JJ Keller – FMLA Tracking
  - Manual processes:
    - Do not utilize – Performance Management tool
    - Fire uses a paper schedule and time sheet
    - Do not have technology to forecast schedule and control payroll, OT, and personnel expenses

# Present : Today we have several pieces of software

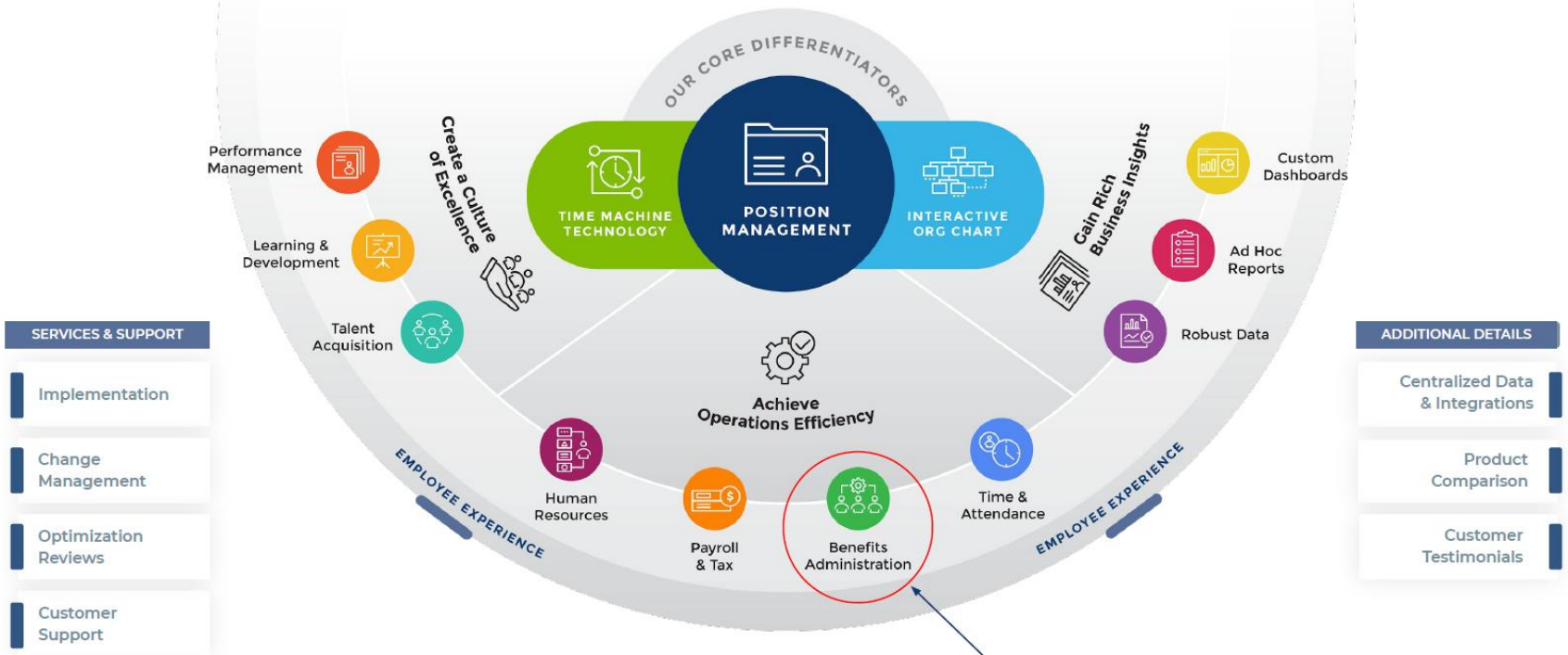


- Census
- Trends (Pay, OT, Hiring, etc.)
- 15 Min vs. 2 Days



# Future: One software for all processes

**\*\*One unified system of record for everything HR Related\*\***



**Employee Navigator will remain in place for Jonesboro Benefits Administration**

# Recommendation:



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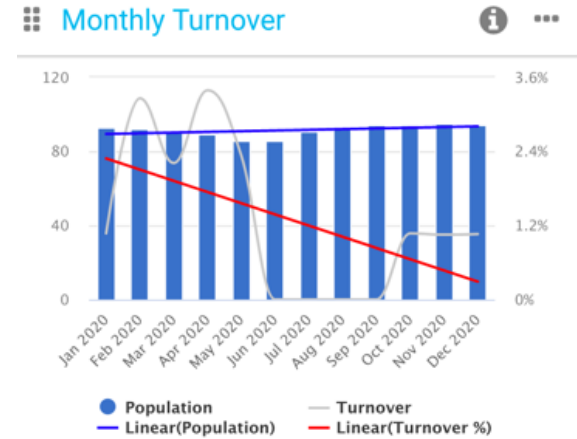
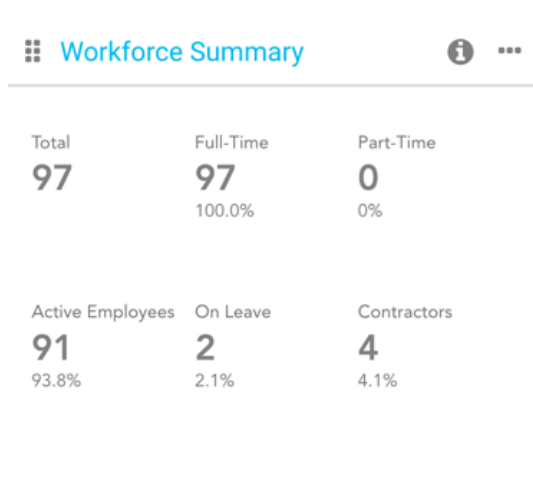
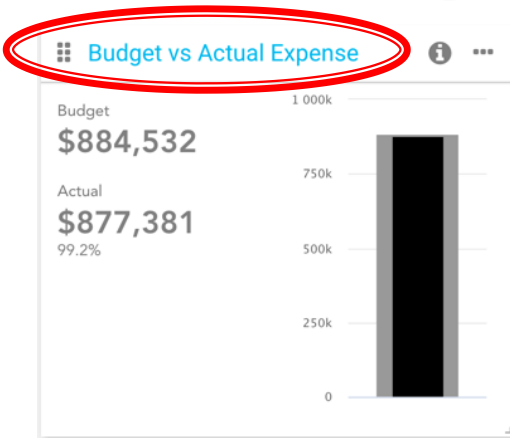


## ▶ PrimePay's SyncHR Technology

- Consolidated system of record
- Position-based system (*Budget vs Actual*)
- Single Sign On for HR and Employees
- Advanced Scheduler for the complex Fire Department and PD scheduling needs
- Ability to automate the step pay plan of the city
- FMLA is tracked within time and attendance
- Automate PCN, position request forms, and many other paper forms used now
- Real time reporting to allow for strategic action
- Labor cost forecasting instead of reacting



# PrimePay Dashboard Examples



# Implementation Timeline

## High Level Timeline

### PROJECT MANAGEMENT

- Facilitate team updates
- Track progress against plan
- Manage issues and risks

### PLAN

- Project Kickoff
- Project Setup
- Approach Definition

### BUILD

- Domain Config.
- Learn Do Test
- Conversion

### VALIDATE

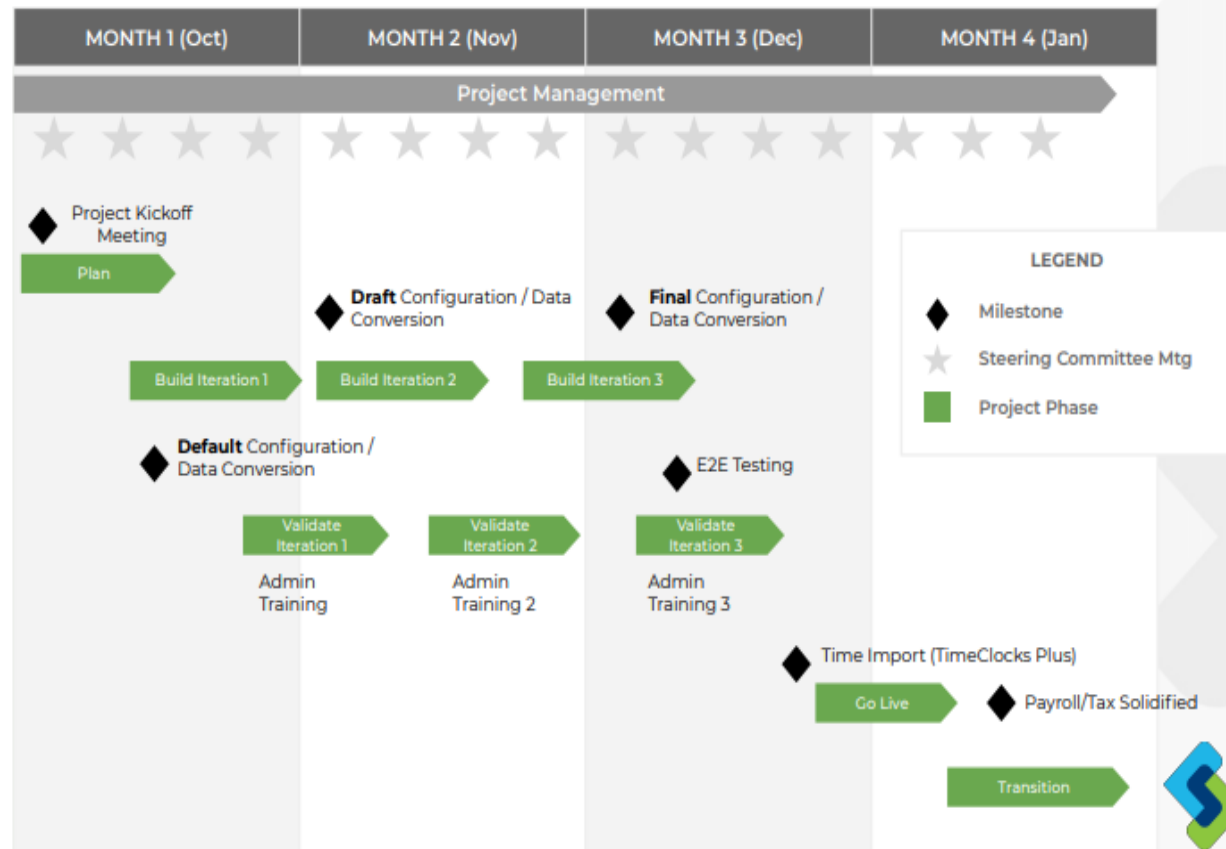
- Req. Validation
- Conversion and Config Val.
- Sign Off

### GO LIVE

- Bank/Tax Sign Off
- Customer Feedback

### TRANSITION

- Transition Session/Comm.
- Customer Journey Update



# ROI Examples

## ▶ Soft Costs:

- Time – minimizing time spent on mundane administrative tasks (*ie: setting up a new employee in multiple systems (1hr+), addressing paper forms, compiling information from multiple systems for reporting purposes, etc*)
- Manual Processes – eliminating manual intervention substantially reduces errors and labor expense leakage (*ie: manual payroll adjustments, manual scheduling, manual retro calculations, etc*)
- Employee Engagement – employees will have access to all their information in one intuitive, easy to use application

# ROI Examples

## ▶ Hard Costs:

- OT Management – with Advanced Scheduling and Timekeeping Jonesboro will be able to proactively manage unnecessary Overtime expense
- Example – Employee A (\$15.00/hr) is mistakenly scheduled for 5 hours of OT **OR** is mistakenly assigned a shift for a call out and consequently goes into an OT situation

Employee A					
Rate of Pay	OT Rate	OT Hours	OT Wages	ER Tax	Total Cost
\$15.00/hr	\$22.50/hr	5 hrs	\$112.50	\$8.61	\$121.11

Employee B					
Rate of Pay	OT Rate	OT Hours	Reg Wages	ER Tax	Total Cost
\$15.00/hr	\$22.50/hr	0 hrs	\$75.00	\$5.74	\$80.74

Cost difference (w/o Workers Comp or Retirement impact) = \$40.37

1% of workforce works 5 hours of unplanned OT per pay period =  $6 \times \$40.37 \times 26 = \$6,297.72/\text{year}$

# Those Considered

	Primepay	Paylocity	TPC	ADP	Paycom	Proliant	Paycor
Single Sign-on	✓	✓	✓	✓	✓	✓	✓
Fire Schedule	✓	X	✓	✓	✓	X	X
Fire Shift Swap	✓	X	✓	✓	X	X	X
Auto-pay plan steps	✓	✓	✓	X	X	X	X
FMLA Tracking	✓	✓	X	✓	✓	X	X
Positive Referrals	✓	✓	✓	X	NA	NA	NA
Price Competitive	✓	✓	X	✓	✓	✓	✓
Annual Fee	\$121,680	\$136,000	\$129,600	\$123,991	NA	NA	NA
Implementation Fee	\$15,000	\$10,000	\$9,700	\$15,125			
Yes	✓						
No	X						

# Pricing for Primepay

## ▶ Cost Illustration

- ▶ Monthly subscription per employee = \$16.90
- ▶ Average number of Active Employees = 600
- ▶ Total Annual Subscription = \$121,680
  - One-Time Implementation Fee = \$15,000
  
- ▶ 2021 Fees = \$15,000 + \$20,280 (Nov & Dec)
- ▶ 2022 Fees = \$121,680
- ▶ 2023 Fees = \$121,680
- ▶ 2024 Fees = \$121,680

# Questions?

