

**To the Mayor and Members of the City Council****August 6, 2024**

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**SUBJECT: PUBLIC SAFETY PAYROLL SOLUTION RECOMMENDATION****Public Safety Payroll Solution (PSPS) Project Status Update****Overview**

This report provides an update to the City Council on the status of the Public Safety Payroll Solution (PSPS) project. As outlined in the Informal Report dated September 28, 2021, the Payroll Task Force (PTF) recommended the United Kronos Group (UKG) Dimensions product for time and absence tracking and payroll calculations for all Fire and Police personnel. The project was approved, and the PSPS kick-off meeting was held on November 17, 2021.

**Project Reset on March 7th, 2024**

Deputy City Manager Mark McDaniel is providing executive leadership for the project and has established ground rules for communications and meeting protocols. The project is now primarily supported by the IT Solutions department. An internal Information Technology Solutions (ITS) resource from the ERP team filled the vacant Testing Coordinator position, and a contract resource filled the Change Management position.

Since the last update, adjustments have been made to accommodate additional configurations for holiday pay scenarios. As of now, UKG has completed both Fire and Police environment builds.

The Project is currently in Functional Testing Phase. The project has experienced staff turnover in key positions. Police lost key timekeeping personnel but has hired a new employee with UKG-specific expertise (both Telestaff and Workforce Manager). ITS has engaged staff augmentation partners to identify payroll resources to backfill day-to-day operations, allowing Police staff to focus entirely on the PSPS project. Fire has recently identified new testers from other internal divisions who showed proficiency with the tools to assist in testing efforts.

**Employee Retention Strategy**

Project leadership has implemented two strategies to retain current employees and incentivize the completion of each project phase on target.

The first strategy is an incentive program in which full-time employees may be eligible to receive a lump sum amount as a Public Safety Payroll Solutions (PSPS) Project Completion Incentive based on the eligibility criteria and timely and successful completion of project phases.

The second strategy is reclassifying current payroll personnel, establishing a fair and equitable compensation structure, ensuring internal consistency, and aligning job roles with market-competitive pay ranges. Human Resources conducted a job evaluation analysis of current duties and responsibilities for payroll-related positions in the Financial Management Services (FMS), Human Resources (HR), and Fire and Police Departments. Job evaluations consisted of identifying position factors such as skills, responsibilities, working conditions and qualifications; a salary survey was conducted to ensure market competitiveness and determination of any pay

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grade adjustments and utilized the Point-Factor Method to assess the value of each payroll position objectively.

The evaluation recommended changes to seven current job titles impacting fifteen positions across three departments (outlined in the chart below):

<b>Department</b>	<b>Job Code</b>	<b>Current Job Title</b>	<b>Proposed Job Title</b>
Fire	TC5010	Administrative Assistant	Payroll Specialist
	PR3032	Payroll Coordinator	Payroll Specialist Coordinator
	PR1991	Payroll Supervisor	Payroll Specialist Supervisor
Police	PR1991	Payroll Supervisor	Payroll Specialist Supervisor
	CL5140	Payroll Technician	Payroll Specialist
FMS	PR2691	Treasury Supervisor	City Payroll Administrator
	TC5010	Administrative Assistant	Payroll Specialist
	CL5010	Account Technician	City Payroll Analyst
	PR3032	Payroll Coordinator	City Payroll Coordinator

HR’s comprehensive review of the payroll positions and recommendations address the need for consistent classification and equitable compensation, reflecting the complexity and fiduciary responsibilities of these roles. The implementation of UKG will further enhance efficiency and ensure that classifications are equitable and aligned with the demands of each role.

**Summary of the changes to the Project Timeline** The project schedule is dynamic and being finalized, with changes made to the build completion and go-live dates for the Fire and Police departments.

Timeline Adjustments were made on 03/22/24 due to clarifications during the Holiday Overtime Double (HOD) review sessions. Extra time was taken by staff and UKG to analyze the HOD scenarios (Holiday + Disaster, Holiday + Acting Up, etc.), but UKG ultimately could not automate the HOD scenarios.

FD Project:

- Scheduled System Build completion date 4/10/24, revised to 4/17/24
- Scheduled Fire Go Live date 7/26/25, revised to 08/15/25



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PD Project:

- Scheduled System Build completion date 5/06/24, revised to 5/15/24
- Scheduled PD Go Live date 10/11/25, revised to 11/01/25

**Due to concurrent and overlapping tasks, opportunities for timeline compression will be executed as we progress with the testing phases. The project remains on track for the overall target date of December 2025.**

The project remains under budget for FY24, with funds transferred by Approved Appropriation Ordinance Nos. 26724-02-2024, 26725-02-2024, and 26727-02-2024.

If you have any questions or if you require any additional information, please contact Kevin Gunn at x2015 or Deputy City Manager Mark McDaniel.

**David Cooke**  
**City Manager**