M O T I O N

The Human Resources Payroll Project (HRP Project) is the comprehensive replacement of the City's existing payroll system with a modern human resources and payroll system implemented by the vendor, Workday, Inc. The HRP Project formally commenced in April 2020 and is being implemented in two phases (Phase 1 and Phase 2) with separate go-live dates, with each one focused on specific modules of the system.

Phase 1, which went live in May 2022, focused on Human Capital Management, Compensation, and reporting modules, with eight weeks of customer support from the vendor to assist the HRP Project team with the transition to production and managing the system independently. Since HRP Phase 1, the City now uses Workday as the system of record for all employee onboarding, hiring, transfers, promotions, electronic employee records, position control, and other human resource functions.

Phase 2 implementation is currently underway and includes the Benefits, Payroll, Absence, and Time Tracking modules, as well as, enhancements to the Compensation module. Upon completion of Phase 2, the City will retire its current payroll system, PaySR. The go-live date for Phase 2 was originally anticipated for December 2022, however, due to several delays with the Project detailed in the report from the Information Technology Oversight Committee dated October 31, 2022 (C.F. 20-0313-S10), the go-live date for Phase 2 was revised to December 2023.

The HRP Sponsor Departments, which includes the Information Technology Agency, Personnel, City Administrative Officer, and Office of the Controller, and the Project vendor, should report on the current status of the HRP Project and the ability to go-live with Phase 2 by December 2023. In addition, the Sponsor Departments should report on the knowledge gained from and any issues with the implementation of Phase 1.

I THEREFORE MOVE that the City Council instruct the Information Technology Agency, Personnel Department, and City Administrative Officer, and request the City Controller, to report to the Personnel, Audits, and Hiring Committee on Phases 1 and 2 of the Human Resources and Payroll Project (Project), including knowledge gained from Phase 1, current status of Phase 2 implementation, impact of the Project's implementation on hiring, and the resources needed to accelerate the timeline to complete the Project.

PRESENTED BY: _____
TIM McOSKER
Councilmember, 15th District

SECONDED BY: _____

FEB 1 5 2023

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