

**COUNTY OF MILWAUKEE**  
INTEROFFICE COMMUNICATION

DATE : July 1, 2013

TO : Marina Dimitrijevič, County Board of Supervisors, Chairwoman

FROM : Scott B. Manske, Comptroller

SUBJECT : Informational Report on the Upgrade of Ceridian TimePro (CTA)

**Issue**

The County currently uses Ceridian TimePro (CTA) to track employees' time and attendance. Ceridian, although it continues to support TimePro (CTA), has replaced this product with a new time and attendance system called Ceridian Dayforce Workforce Management Services (DWM Services). To expand the County's time reporting and tracking capabilities, the Office of the Comptroller – Central Payroll Division (OoC – Payroll) intends to upgrade the County's current TimePro (CTA) version to the newer Ceridian DWM Services.

**Background**

In 2006, the County automated several of its human resource related functions by implementing the Ceridian solution. In addition to TimePro (CTA), the County currently contracts with Ceridian for the following products and services: HPW; Tax Filing; UC; Payment Solutions; Self Service; Recruiting; Cobra; FSA; and H&W. Ceridian is currently the host for these modules and provides ongoing support for the software. Once upgraded, the County's time and attendance system will continue to be hosted and supported by Ceridian through an amendment to the current agreement.

The newer module of DWM Services will provide several enhancements that will generate greater efficiencies within our current time and attendance reporting procedures. DWM Services will include functionality such as time and labor tracking (departments, jobs, dockets, projects), scheduling (shift rotations, shift definitions, on-demand shifts), time away from work management, alerts and notifications, webclock and Ceridian payroll product integration (including payroll based accruals).

Ceridian will provide the implementation of DWM Services, which will include discovery, configuration, testing and knowledge transfer. In addition, Ceridian will provide the County with 130 specialized time clocks. It is estimated that the implementation will take approximately seven months to complete. In conjunction with the Ceridian implementation, OoC – Payroll intends to procure project management services to assist the implementation team in meeting project milestones and deadlines. It is anticipated that these services will be provided by an organization that has been certified as a disadvantaged business enterprise (DBE).

**Fiscal Impact**

The estimated cost of the upgrade is estimated as follows:

<b>One-Time Implementation Fees</b>	
Implementation Fee	\$ 215,000
Time clocks (readers, S&H)	\$ 217,750
Staging Fee (est. 7 months)	\$ 65,985
Miscellaneous	\$ 1,125
Project Management Services	\$ 36,550
Total	<b>\$ 536,410</b>

In addition to the one-time fees of \$536,410, the County will pay monthly fees based on the number of users. It is anticipated the monthly costs will average approximately \$19,000 (these costs will replace the current monthly fees paid for TimePro). An annual maintenance fee will also be paid for the time clocks of approximately \$29,000.

The cost of the upgrade will be paid for with surplus funds available in Org 1921 - Human Resources and Payroll System (HRIS).

**Recommendation**

This report is informational only. No action is necessary.

A handwritten signature in black ink, appearing to read "Scott B. Manske", written over a horizontal line.

Scott B. Manske, Comptroller