

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE: March 7, 2014

TO: Supervisor David Cullen, Co-Chair, Committee on Finance, Personnel and Audit
Supervisor Willie Johnson, Jr., Co-Chair, Committee on Finance, Personnel and Audit

FROM: Scott B. Manske, Comptroller

SUBJECT: **Letter in Support of Centralization of Data-Entry Functions for the County's Human Resources Information System (Ceridian)**

The Department of Human Resources (DHR) has requested an appropriation transfer to fund two full-time clerical positions to centralize data-entry functions for the County's Human Resources Information System (Ceridian). I would like to express my support of DHR's actions to centralize this data entry function.

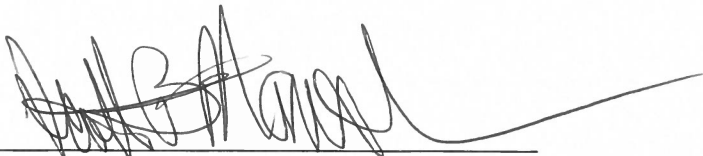
As Comptroller, I am responsible for administering payroll for the County. Accurate and timely administration of payroll relies heavily on the employee information inputted into Ceridian at the time of hire, termination, or other job change. The employees responsible for this data entry function vary by department, change frequently, and often have not been properly trained, which all have contributed to an increase in errors in Ceridian. In the past several months, these data entry errors have resulted in unacceptable payroll errors. For example:

- Newly hired employees have not been paid timely because their employee information was not inputted into the system accurately. In some cases, there information was not inputted at all.
- Annuity codes have improperly been entered, resulting in employees either paying too much or nothing towards their pension contributions.

Because of the increase in erroneous data being entered into Ceridian, the hours spent by payroll staff on data integrity issues has increased substantially in the past several months. It is my opinion that centralizing this function within DHR will result in more accurate data entry within Ceridian and reduce the hours spent by payroll staff correcting data issues.

Last year, I worked closely with the departments across the County to create a centralized unit for payroll functions, removing those duties from field staff. As a result, we limited access to sensitive employee information, increased payroll and data integrity, and created a specialized staffing unit that now applies County payroll policies consistently across all departments. I am confident that centralization of data entry in DHR will produce similar results.

I respectfully request you join me in supporting the Department of Human Resources' in their actions to centralize the data entry functions described above and provide the funding necessary to support those actions. I am happy to provide any additional information requested.



Scott B. Manske
Comptroller