

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE : March 14, 2014
TO : Chairwoman Marina Dimitrijevic
FROM : Scott B. Manske, Comptroller
RE : Request to Abolish 1.0 FTE Payroll Assistant and to Create 1.0 FTE Payroll Systems Coordinator

ISSUE

The Comptroller is requesting authorization to abolish 1.0 FTE Payroll Assistant (Title Code 00001541) (PR 04P) and to create 1.0 FTE Payroll Systems Coordinator (Title Code NEW) (PR 31M) to meet the reporting and processing needs of the recently centralized Payroll Division.

BACKGROUND

During 2013, the Office of the Comptroller removed payroll functions from field staff and consolidated the function under its Payroll Division. In doing so, it increased payroll and data integrity, limited access to sensitive employee information, and created a centralized and specialized staff that applies county payroll policies and procedures uniformly across departments.

During the time of consolidation it was anticipated that eight Payroll Assistants would be necessary to meet the needs of a centralized unit. After approximately six months of full scale, centralized operation for the Payroll Division, the Office of the Comptroller has realized staffing efficiencies in the payroll processing unit. However, by limiting departmental access to the payroll system, there has been an unanticipated increase in technical and reporting assistance required by administrative, professional and other personnel throughout the County. There has also been an increased need to address system related issues in cooperation with the Department of Human Resources, the outside provider of payroll/human resource data services and IMSD.

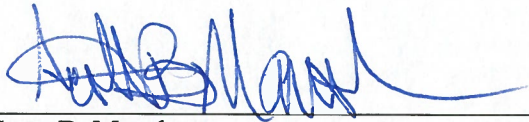
The Payroll Manager currently has responsibility for the day-to-day payroll system administration and functionality. However, given the demand of these responsibilities, the time necessary to complete these tasks has more than doubled consuming most of the Payroll Manager's time. It is anticipated that the newly created position will work directly with the Payroll Manager to meet these system demands and to assist in the systems oversight of payroll processing. In addition, this position will assist in implementation of Ceridian upgrades for the time and attendance and payroll modules.

RECOMMENDATION

The Comptroller respectfully requests that the position of Payroll Assistant (Title Code 00001541) (PR 04P) be abolished and the position of Payroll Systems Coordinator (Title Code NEW) (PR 31M) be created.

FISCAL IMPACT

The estimated expenditure difference between one position of Payroll Assistant and one position of Payroll Systems Coordinator for 9 pay periods in 2014 is approximately \$12,148. The Office of the Comptroller is currently projecting a salary surplus for 2014 in excess of \$20,000. For 2015, the increase in costs is approximately \$35,095. These costs will be offset by salary savings achieved in other areas of the Office of the Comptroller.



Scott B. Manske
Comptroller