

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: April 3, 2014**

**SUBJECT:** Discussion of Purchase of ExecuTime Software

**SUBMITTING DEPARTMENT:** Management Services and Police

**PREPARED BY:** Heidi Derryberry, Finance Manager  
James Edelstein, Field Services Commander

**AGENDA LOCATION:** Comments/Communications , Consent , Work/Study ,  
New Business , Public Hearing , Second Reading

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**ATTACHMENTS:** ExecuTime brochure

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**SUMMARY/BACKGROUND:** The Town has been utilizing their staff to manually enter timesheets in H T E for non-exempt employees for several years. Not only is this a time consuming responsibility on staff's part, but there is always concern for error in inputting. ExecuTime is offering software that encompasses both Scheduling and Time & Attendance programs. Some of the ways this software would benefit the Town include the following:

Time & Attendance

- Features electronic clock in/out; time tracking, exception reporting, manual time-editing capability and time off scheduling calendar, etc.
- Allows for work order, project and job number tracking
- Automates the most labor-intensive tasks associated with timekeeping – gives that time back to staff
- Reduces errors and oversights by eliminating several of the manual tasks associated with collecting time and entering data into the payroll system
- Offers a more accurate account of actual time worked and automates the process of collecting, calculating, computing and entering employee hours each pay period
- Accesses historical data through audit trails and reports ensuring secure and effective management
- Provides for free software for upgrades

Scheduling

- Can be customized to easily handle the complex scheduling in our Police Department and potentially the Public Works Department in the future
- Allows staff to securely access customized and insightful data to eliminate unnecessary confusion and scheduling errors while enhancing employee accountability
- Self-service tools allow staff to request schedule changes and shift swaps, leave requests, bid for days off and vacation requests, and more
- View and print daily roster reports, schedule grid and calendar view and overtime eligibility management

The proposed cost of this software, which includes both the Time & Attendance and the Scheduling programs, is \$65,000 plus incidentals. This amount includes the required server hardware, software, licensing and consulting installation services through ExecuTime.

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**OPTIONS ANALYSIS:** None. For discussion only.

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**ACTION OPTION:** None. For discussion only.

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**RECOMMENDATION:** None. For discussion only.

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**FISCAL ANALYSIS:** Approximately \$65,000 will be paid for out of Contingency and other sources, primarily salary savings.

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**REVIEWED BY:**

Management Services Director \_\_\_\_\_

Town Clerk \_\_\_\_\_

Town Attorney \_\_\_\_\_

Town Manager \_\_\_\_\_

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**COUNCIL ACTION:**

Approved  Denied  Tabled/Deferred  Assigned to \_\_\_\_\_