

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION**

Date: April 10, 2014

SUBJECT: Purchase of ExecuTime Software

SUBMITTING DEPARTMENT: Management Services

PREPARED BY: Heidi Derryberry, Finance Manager

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

ATTACHMENTS: None.

SUMMARY/BACKGROUND: The Town has been utilizing its 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. Staff presented Council at the April 3, 2014 Work/Study meeting with a discussion of ExecuTime's programs. Some of the benefits of those programs are:

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.

OPTIONS ANALYSIS: Council may vote to approve the purchase of ExecuTime’s Scheduling and Time & Attendance programs, not approve them, or direct staff to pursue other options.

ACTION OPTION: Motion to approve the purchase of ExecuTime software. **VOTE.**

RECOMMENDATION: Staff recommends approval of this purchase.

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

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____