



Payroll Transition Strategy

3/26/18

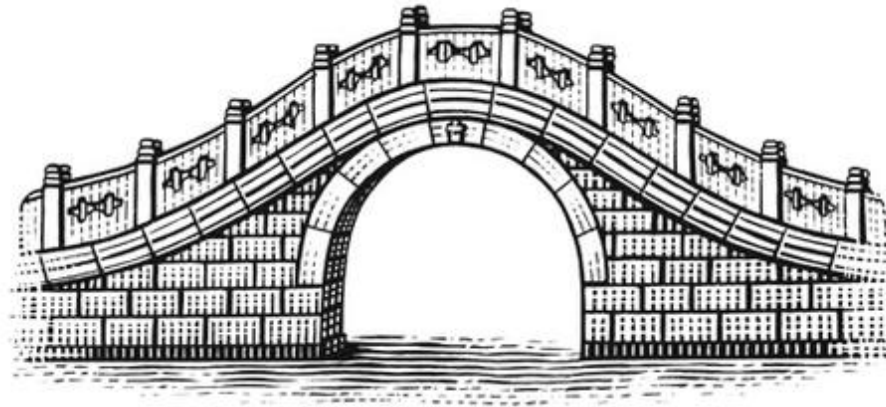
Payroll Transition Strategy

Analyze, Optimize,
Document, and Train

Payroll Run by
Finance
Glenys

Current

Payroll Run by
Accounts Payable
Dor



Final

Payroll Run by
HR
Kristen

The Challenge from Council

- Achieve Error-Free and Fully IRS-Compliant payroll
- Maximize use of existing staff
- \$0 impact to the Budget

Root Challenges with Payroll

- Inconsistent and manual time tracking
 - *Current time clocks are end-of-life*
- Badly designed and overpriced payroll software
- Insufficient customer service support

Payroll Options



TimeClock Plus®
a better sense of time_{SM}

Bangor
Savings Bank

You matter more.

Member FDIC

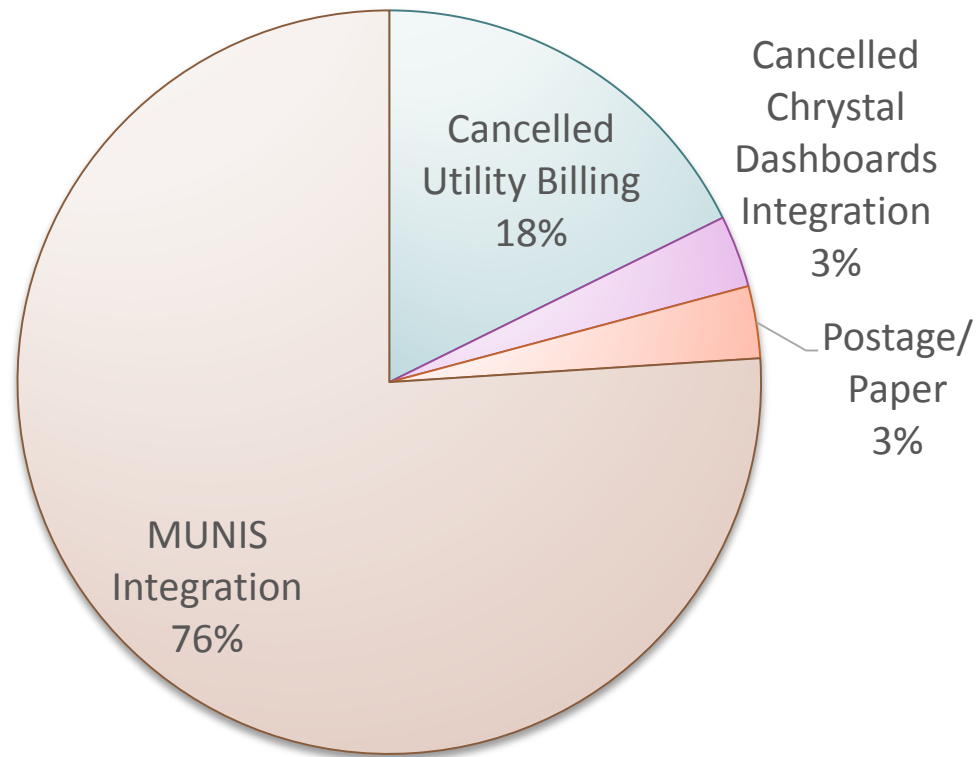


munis®
a tyler erp solution

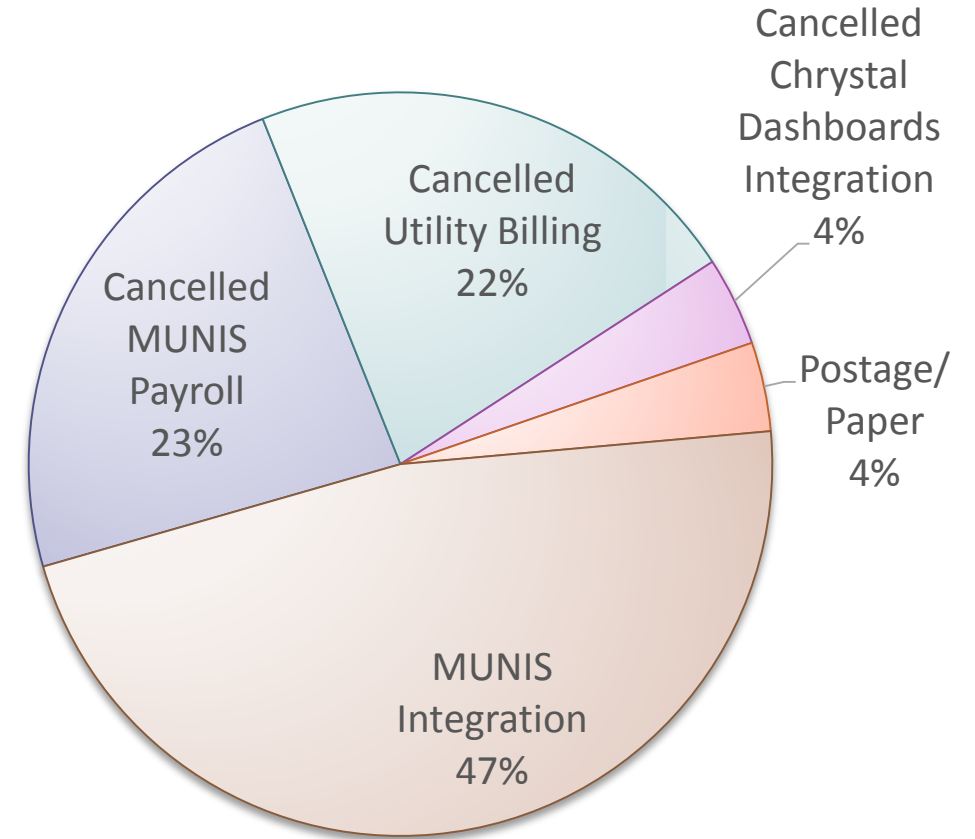
PAYCHEX

Savings Identified to Fund Software Improvement

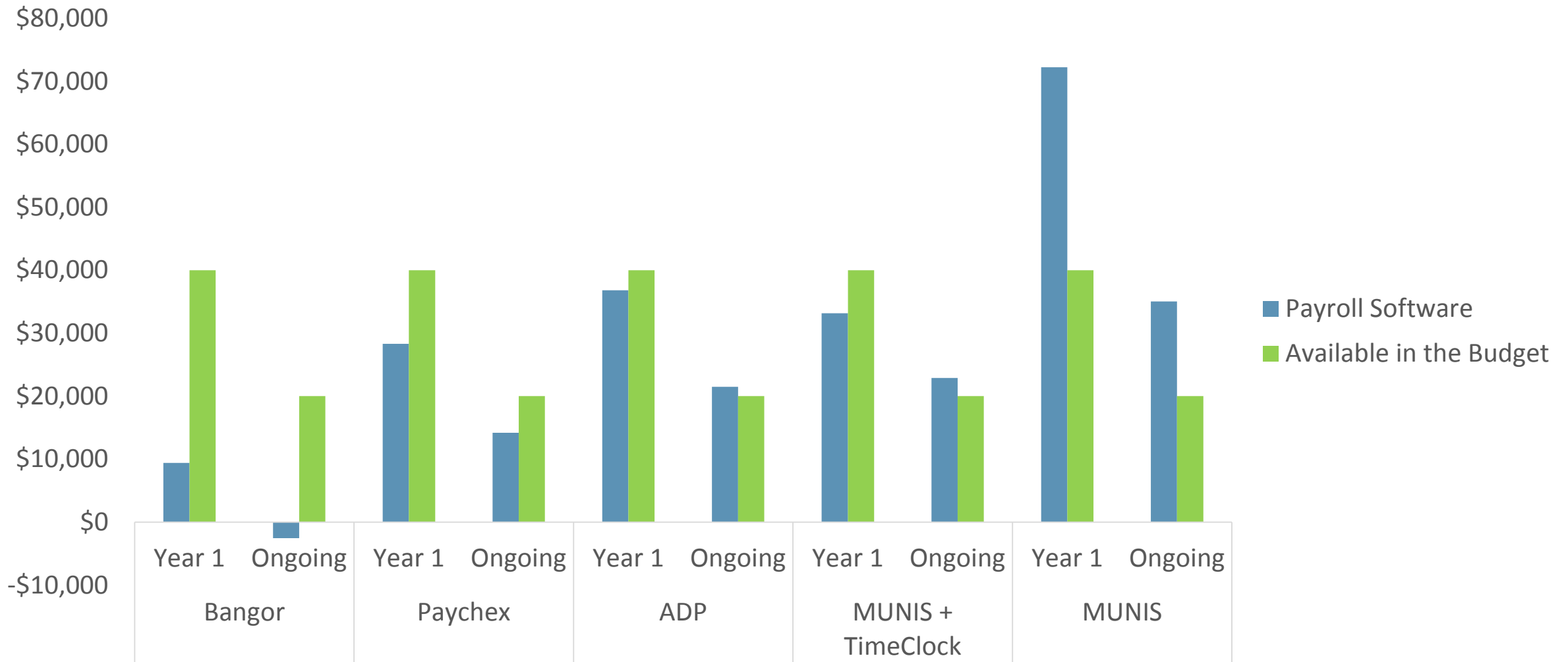
Year 1



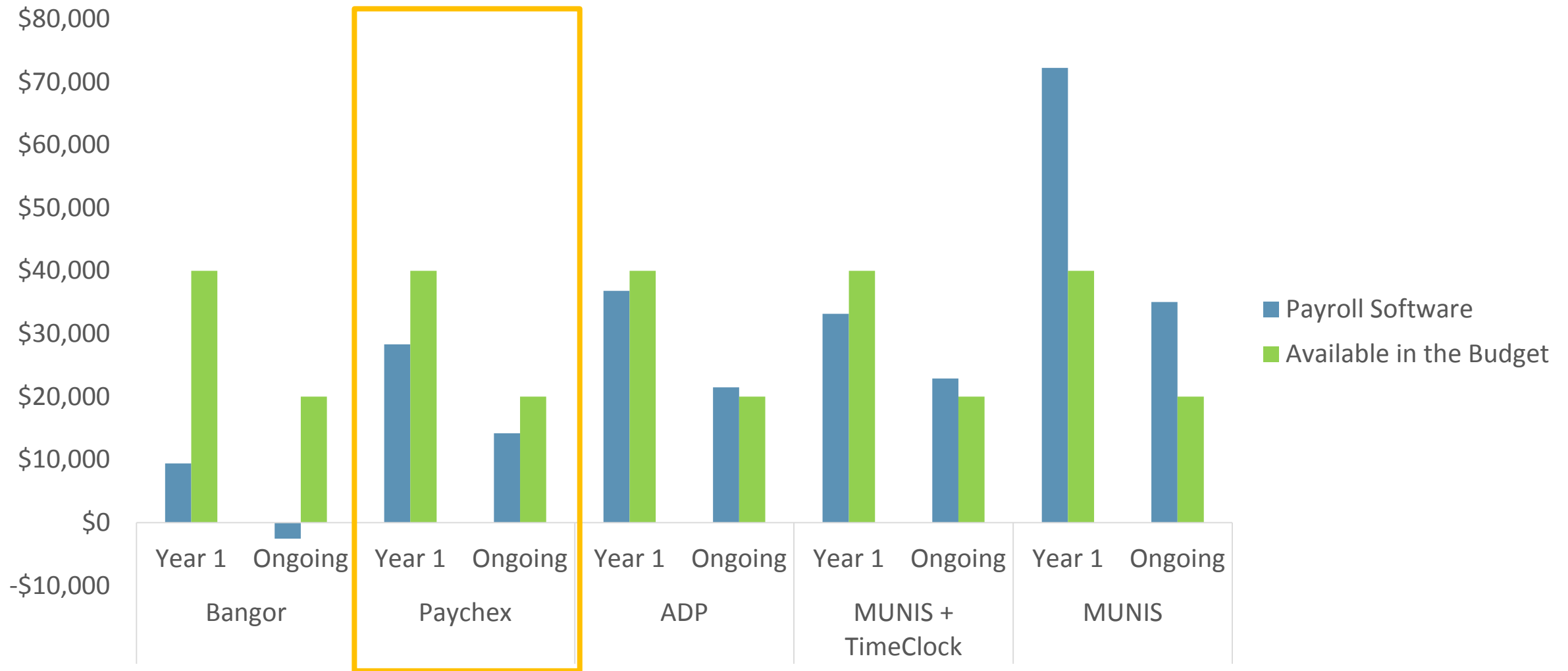
Ongoing



Proposal Comparison



Selection



Expected Savings

- \$85,000 in more accurate payments of hourly wage workers
- \$92,000 in reduced risk related to IRS-compliance
- ≈\$100,00 in reduced risk related to employee relations
- \$20,000 in improved productivity

\$297,000

Saved

\$0

Net Cost

Paychex: A Perfect Fit for Saco

- ✓ Guarantees Error-Free and Fully IRS-Compliant payroll
- ✓ Thoroughly vetted and approved by current staff
- ✓ \$0 net impact to the Budget

Paychex: A Perfect Fit for Saco

- ✓ Consistent and automated time tracking
- ✓ Easy to use and reasonably priced payroll software
- ✓ 24/7 customer service support and dedicated team

We'll Bring Saco's Payroll into the 21st Century!!!



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munis[®]

a tyler erp solution



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Appendix



Purchasing Policy Exceptions to Bid Process

Purchasing Policy Page 20,

7.d. If the purchase is for professional services, and the City Administrator or Person with Authority is satisfied that the service is a good value for the City, considering, quality, reliability of past or expected future service, and the professional's pre-existing knowledge, understanding and experience with regards to the service to be performed.

Detailed Comparison

	Bangor		Paychex		ADP		MUNIS + TimeClock		MUNIS	
	Year 1	Ongoing	Year 1	Ongoing	Year 1	Ongoing	Year 1	Ongoing	Year 1	Ongoing
Time & Attendance	\$12,200	\$10,200	\$12,911	\$8,761	\$25,375	\$20,000	\$22,029	\$18,229	\$61,073	\$30,353
HR/Benefits	\$4,320	\$4,320	\$3,331	\$3,331	\$12,175	\$12,175	\$5,756	\$5,756	\$5,756	\$5,756
Payroll Processing	\$5,513	\$5,513	\$18,291	\$18,291	\$9,388	\$9,388	\$16,361	\$9,881	\$16,361	\$9,881
W-2 Reporting	Included	Included	\$1,783	\$1,783	\$2,500	\$2,500				
ACA Reporting	Included	Included	\$4,620	\$4,620	Included	Included				
Savings from Cancelled Software		-\$9,964		-\$9,964		-\$9,964				
Cancelled Utility Billing	-\$9,317	-\$9,317	-\$9,317	-\$9,317	-\$9,317	-\$9,317	-\$9,317	-\$9,317	-\$9,317	-\$9,317
Cancelled Crystal Reports	-\$1,647	-\$1,647	-\$1,647	-\$1,647	-\$1,647	-\$1,647	-\$1,647	-\$1,647	-\$1,647	-\$1,647
Saved Postage/Printing	-\$1,650	-\$1,650	-\$1,650	-\$1,650	-\$1,650	-\$1,650	\$0	\$0	\$0	\$0
Total	\$9,418	-\$2,546	\$28,322	\$14,207	\$36,823	\$21,484	\$33,181	\$22,901	\$72,225	\$35,025
Time Clocks	\$875		2400		\$1,700		\$1,849			
	\$5,250		\$14,400		\$10,200		\$11,094			