

# Corporation of the Town of Hawkesbury

## Recommendation to Council

N° : 2019\_REC\_66\_système de paie intégré\_fr

File N°:

Date of meeting: August 26, 2019

Subject: Human resources and pay information system

### Recommendation

Whereas the automation of our payroll and human resources is identified as a priority in the efficiency review of the Town of Hawkesbury and;

Whereas the Human Resources Department has analysed multiple software solutions.

Be it resolved that the payroll modules, self-service, time management and human resources modules from MPEX Business Solutions Inc. be implemented as recommended in document 2019\_REC\_66\_système de paie intégré\_ang.

### Explanation, history, context

When priorities from the Human Resources Department were presented to Council, one project was the automation of the payroll processes in order to decrease manual entries, increase employees management, increase data quality and quantity for better resources management and reduce the use of paper.

Every week, employees complete paper timesheets and multiple copies absence sheets that are entered manually by the payroll agent into the system for the biweekly payroll. Once the payroll is created, the pay stub is printed, put in envelopes and distributed manually to employees. The associated reports are also printed and managed manually. Managers do not have access to relevant information on their employees, whether is hours of work, absenteeism, training, overtime costs without requesting reports to the HR department. Moreover, many reports are maintained manually by the HR department, increasing risks of errors and costly in time.

Many software solutions were analysed for the Town of Hawkesbury, taking into account the complexities of the various work conditions of the different groups, the ease

of use and customization, the continuity risk should the payroll agent is no longer able to assume her responsibilities and the costs/benefits equation for such solutions.

MPEX Business Solutions was the company chosen because of their flexibility, cost, bilingualism and a solution for continuity of payroll if needed. In addition, the payroll modules were implemented at the United Counties of Prescott and Russell several years ago and were highly recommended.

### **Options/alternatives**

1. Statu quo;

### **Impact on budget**

\$10 800 recurring annual fees

\$12 005 implementation fee

The costs are not planned in 2019's budget. However, they were planned in the grant received by the Province of Ontario

### **Relevant studies**

### **Supporting document**

### **Communication plan**

### **Department(s) involved**

Human Resources

## **Submitted and recommended by**

Dominique Dussault

August 26, 2019

## **Comments of the Chief Administrative Officer**

This project is part of the operational optimization plan for the reduction of long term operational costs.

Daniel Gatien, CAO

## Report Approval Details

Document Title:	2019_REC_66_système de paie intégré_ang.docx
Attachments:	
Final Approval Date:	Aug 13, 2019

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

**Daniel Gatién - Aug 13, 2019 - 2:35 PM**