

Village of Ashwaubenon



PAYROLL PREDICAMENT

GREG WENHOLZ
FINANCE DIRECTOR

Village of Ashwaubenon



- 115 Full Time Employees

- Seasonal
 - Summer - 160 Part-Time
 - Non-Summer - 60 Part-Time

- 3 Unions
 - Public Safety
 - Public Works
 - Clerical

Village of Ashwaubenton



- **Payroll Processing - “The Old Way”**
 - Over 10 Different Paper Timecards
 - 4 Computer Programs for Entering Time and Tracking Accruals
 - Paper Time-Off Request Forms
 - 0.5 FTE Payroll Processing Employee
 - ✦ Over 1.0 FTE total for all time-card reviewing, entering and processing (not actual employee time card completion).
 - Payroll Ownership on Finance Department

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• Payroll Processing Objectives

- Place Payroll Ownership on Employees
- Increase Process Efficiencies
- Reduce Overall Administrative Costs
- Ensure Greater Accuracy & Strengthen Controls

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• **Why ADP?**

- Took active interest in our needs
- Evaluated our existing operations and provided a workable solution...Did not oversell!
- Followed up with a thorough action plan
- Displayed professional confidence to ease our payroll dilemma
- Price was right

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• **ADP Solution**

○ Workforce Now

- ✦ Expanded Payroll
- ✦ Essential HR
- ✦ Essential Time – Time & Attendance

○ ezLaborManager

- ✦ Phone Module T&A
- ✦ Numeric Bar Code Ethernet

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- **ADP Design and Implementation**

- Led by a project manager, assigned a dedicated team of professionals to assist with set-up and implementation.
- Led through each product and phase
- Aided through test environment; including mock payroll processing
- Assisted through first two live payroll runs

Village of Ashwaubenon



• **Goals Achieved**

- Supervisor / Employee buy-in
- Employees own their timecards
- Reduced overall payroll processing 70%
- Overall cost savings to Village of \$30k / year
- Payroll processing employee - 30% reduction
- Tighter controls in employee set-up and functionality.

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• Other ADP Successes

- ADP Support
- Reporting
- Flexibility
- Activities
- HR Functions

Village of Ashwaubenon



QUESTIONS?

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Village of Weston



PAYROLL CROSSROADS

JOHN JACOBS
FINANCE DIRECTOR

Village of Weston



- 3 Organizations beginning in 2014
 - Village of Weston
 - Everest Metro Police Department (joint with 3 communities)
 - South Area Fire & Response District “SAFER” (new in 2014)
 - ✦ In 2014 - 2 member communities
 - ✦ By 2017 - could be 5-7 communities

- 3 Unions - Village/Metro/SAFER
 - Public Works/Parks/Utilities - Village
 - Clerical - Village
 - Police Officers - Everest Metro
 - Fire Dept. - none in 2014

Village of Weston



- 42 Full Time Employees - 2013
- 31 Full Time Employees - 2014 (without Fire)

- 164 Seasonal Employees - 2013
- 134 Seasonal Employees - 2014 (without Fire)

- 206 Total Employees - 2013
- 165 Total Employees - 2014

Everest Metro & SAFER District



- 28 Full Time Employees - Everest Metro
- 8 Full Time Employees - SAFER (2014)
- 62 Fire Volunteer Employees - SAFER (2014)
- 70 Total Employees for SAFER in 2014
- Potential for up to 120 SAFER Employees by 2017
- Union vs. Non-Union:
 - Police Officers - Union
 - Fire Employees - NO UNION

Village of Weston



- All Combined Entities:
 - 2013 - 234 Total Employees
 - 2014 - 263 Total Employees
 - 2017 - 313 Total Employees
(projected)

Village of Weston



- 2012 - 1 Full-Time Employee retires
 - (0.50 FT payroll duties)
- 2013 - 1 Additional Full-Time Employee retires
 - (0.50 FT payroll duties)
- 2014 - Adding New SAFER District Employees to Village staff's responsibility (3rd government entity)

QUESTIONS from Village Administrator:

1) Do we need to replace ONE of the full-time positions?

OR

Do we outsource the payroll / human resources function in 2013-2014?

2) Where do we find the time to administer a third government agency's personnel needs?

3) Could we SAVE money by outsourcing?

4) Can we free up staff time by outsourcing?



PHILOSOPHY

- Government needs to focus FIRST on only those tasks that only government can do.
- How best to service the local taxpayers in the 21st Century? What are the CORE services?
- All other services could be outsourced in the Marketplace.

WHICH SERVICES TO OUTSOURCE?

- Garbage Collection
- Village Attorney
- Village Assessor
- Building Janitorial Services
- Financial Audit
- Ambulance Billing
- Tax Collection (20% done by local banks for “Free”)
- Pet Licensing (new for 2013)

- **Payroll / Human Resources (2014 new)**
- Lawn/Parks Mowing (2014 new - proposed)

THINK GLOBALLY,
ACT LOCALLY,
PANIC INTERNALLY



GLASBERGEN

FACTS ABOUT OUTSOURCING

- **Cost Savings** - At least 50% for outsourcing payroll.
- **Convenience** - Allows government to focus on CORE services to the public.
- **Time Savings** - Frees up staff time to do other tasks.....those CORE services again.

Payroll Processing Tasks

In house Staff Responsibilities

- Input/maintain employee data
- Input/balance employee pay data
- Verify accuracy of payroll results
- Process payroll
- Print checks and reports
- Stuff, sort and distribute checks
- Create and send banking files
- Create G/L interface file
- Calculate garnishments
- Process garnishment payments
- Research garnishment inquiries
- Prepare/send tax deposits
- Prepare/file quarterly tax reports
- Respond to agency tracers
- Quarter-end processing
- Year-end processing
- Production of W-2's
- Prepare/file year end tax reports
- Quarter and year-end close
- Prepare new year calendars
- Update tax tables
- Maintain check print s/w
- Maintain tax forms, W-2's
- Maintain PR reports
- Apply PR system updates
- Test and troubleshoot updates
- Order check forms, W-2 forms
- Disaster recovery plans/tests

Payroll Processing Tasks

In house Staff Responsibilities:

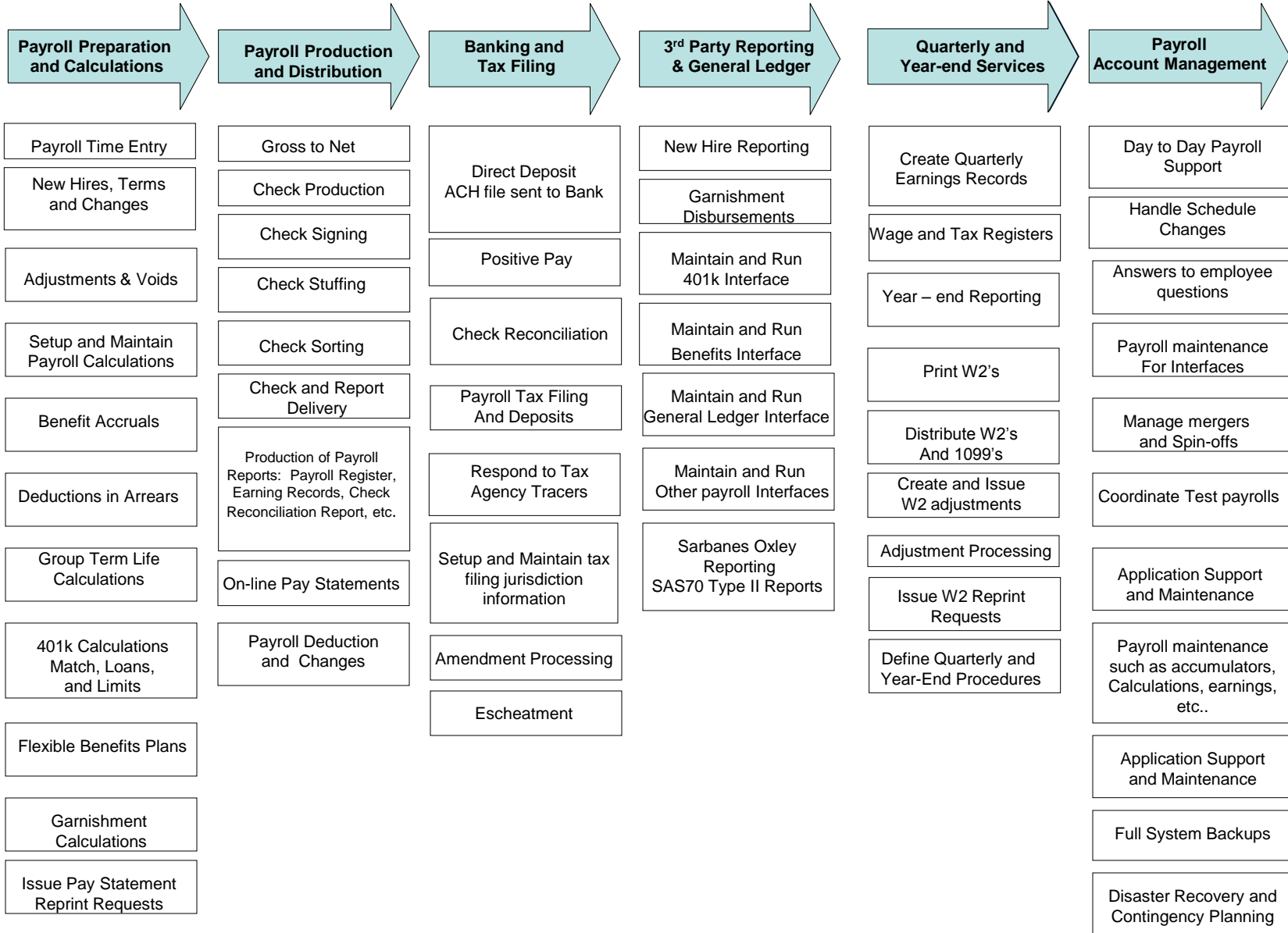
- Input/maintain employee data
- Input/balance employee pay data
- Verify accuracy of payroll results

- **Process payroll**
- **Print checks and reports**
- **Stuff, sort and distribute checks**
- **Create and send banking files**
- **Create G/L interface file**
- **Calculate garnishments**
- **Process garnishment payments**
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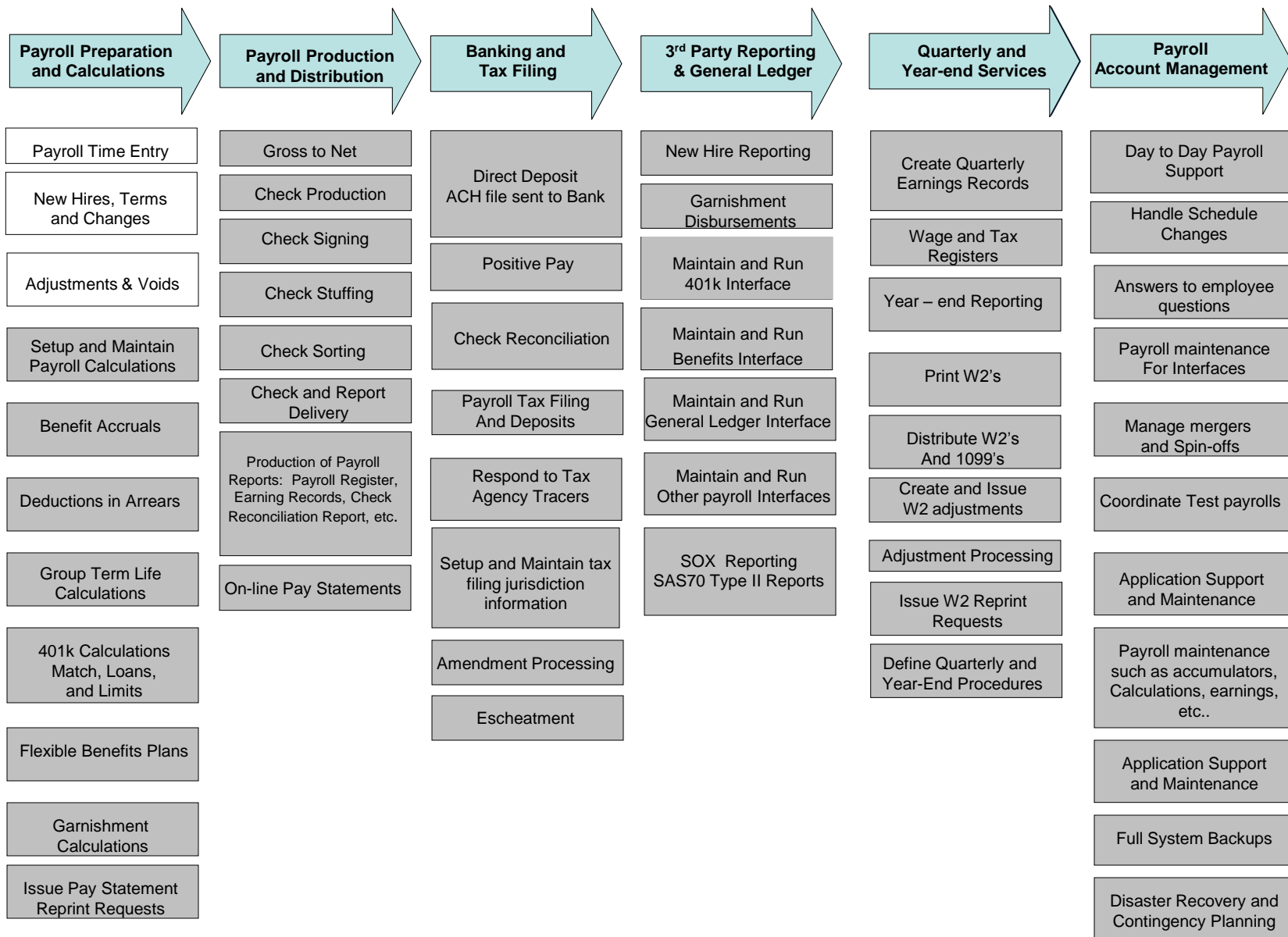
ADP Responsibilities:

- **Quarter-end processing**
- **Year-end processing**
- **Production of W-2's**
- **Prepare/file year end tax reports**
- **Quarter and year-end close**
- **Prepare new year calendars**
- **Update tax tables**
- **Maintain check print s/w**
- **Maintain tax forms, W-2's**
- **Maintain PR reports**
- **Apply PR system updates**
- **Test and troubleshoot updates**
- **Order check forms, W-2 forms**
- **Disaster recovery plans/tests**

Typical In-House Payroll Tasks



Payroll Tasks when partnering with ADP



Village of Weston



• Payroll Processing - “The Old Way”

- Paper Timecards
- Lost Timesheets from SEASONAL employees
- Spreadsheet Tracking for any Tasks performed for any neighboring community
- Paper Time-Off Request Forms
- Manual Black Book for Tracking Future Time-Off Requests by Employees
- Over 40 total combined hours spent by 3 employees to process bi-weekly payrolls for 2 Entities (tabulating hours, data entry, proofing, & HR) = Annual Cost to Village = \$55,000 - \$60,000 (including old payroll software)

Village of Weston



- **Payroll Processing - “The ADP Way”**
 - 100% Electronic Timesheets
 - Employees enter Timesheets, at office or from remote access
 - Code System for tracking Billable Hours to any Neighboring Municipality.....Labor, Materials, & Equipment
 - Electronic Time-Off Requests sent from Employee to Supervisor; once Supervisor approves, Time-Off is recorded already in Future Timesheet Slots (ex. Deer hunting)
 - 24/7 Online Inquiry for all Employees to Payroll Records
 - No more than 3 estimated hours spent by 1 employee to process bi-weekly payrolls for 3 Entities (HR Admin. & Payroll Submission to ADP) = Annual Cost to Village = \$22,000 - \$25,000 (including ADP costs)



MOST ATTRACTIVE REASON TO OUTSOURCE PAYROLL ---- Per Weston Staff

- Eliminate Quarterly & Year-End Reporting !!!!!
 - ✦ W-2's, Form 941's, Wisconsin Retirement, Unemployment, W-7 State, etc.
- Goal is to be "LIVE" in January 2014

Carol
Simpson
©2001



“You’ll receive your paychecks as soon as I remember where we outsourced the Payroll Department.”



**“Working here is a lot more fun since
we started outsourcing our stress!”**

Village of Weston



QUESTIONS?

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