DATE: December 20, 2022

TO: Peter Zanoni, City Manager

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Infor Workforce Management System

CAPTION:

Resolution authorizing a five-year license agreement with Infor US, Inc., of New York, New York, for a Workforce Management ("WM") software module for time management to assist Human Resources and Payroll in improving employee timekeeping, automating workflows, and shortening the time to process payroll for a total amount of $1,039,996.16 and authorizing an agreement with The Arcanum Group, Inc., of Aurora, Colorado, for implementation of the WM module for $562,552.00, with FY 2023 funding of $758,877.00 from the Information Technology Fund.

SUMMARY:

Infor's Workforce Management is an approved 2023 budget initiative which provides for leave requests, electronic overtime and timecard approval, schedules, leave balances, manage add-on and certification pays, pay code rules, electronic approval workflows and other time management processes. Infor's Workforce Management system will replace the existing Kronos Time Keeping system.

BACKGROUND AND FINDINGS:

Currently completing payroll takes approximately 3 days and includes manual processes and two separate integrations between Kronos and Infor. Time keeping is managed in Kronos and the

payroll processing is completed in Infor. This process includes employee paychecks, custom overtime calculations and pay code conversions.

Implementing Workforce Management provides:

- Full integration to Infor

- Faster payroll processing, timecard, and schedule management. Data will be integrated into Infor's payroll system and will have no manual entry.

- Reduce the number of steps and eliminate paper timecards, exception requests and manual data entry.

- Reporting for weekly schedule views and approved leave requests.

- Full mobile capability (clock in/out), time off requests, and schedules. Approvals can be handled directly from mobile devices.

- Automated workflow approvals

- More robust employee and managerial reporting

- Greater employee access to leave balances and pay information.

The move to Infor's Workforce Management will improve timekeeping, implement automated approval workflows, shorten time to complete payroll, and make information more readily available to managers and employees.

PROCUREMENT DETAIL:

This procurement for the Infor license agreement is being facilitated through the Subscription License and Services Agreement between Infor (US), LLC ("Infor") and City of Corpus Christi, Texas ("Customer" or "Licensee") with an effective date of April 23, 2021 (the "Agreement").

The procurement for implementation through The Arcanum Group is being facilitated through DIR Cooperative. Contracts awarded through the DIR Cooperative have been competitively procured in compliance with Texas Local and State procurement requirements. The savings on the DIR Cooperative is $15,224 with an additional savings of $102,000 for a total savings of $117,224.

ALTERNATIVES:

Continue using the existing payroll time keeping system with the interfaces to Infor, which need to be maintained, and the manual processes required by staff to complete payroll.

FISCAL IMPACT:

The FY 2023 fiscal impact for this approved 2023 budget initiative will be $758,877.00 from the Information Technology Fund for the initial year of the agreement.

Future years will be budgeted annually through the budget process for a total project cost of $1,602,548.16.

FUNDING DETAIL:

Fund: 5210
Organization/Activity: 40470
Mission Element: 244
Project # **(CIP Only):**
Account: 520105

RECOMMENDATION:

Staff recommends approval of the five-year license agreement with Infor US, Inc., and for an agreement with The Arcanum Group, Inc., for implementation of the WM module as presented.

LIST OF SUPPORTING DOCUMENTS:

Resolution
Co-op Agreement
Pricing Sheet