



**TO:** Elizabeth Pauli, City Manager  
**FROM:** Andy Cherullo, Finance and Gary Buchanan, Human Resources  
**COPY:** Government Performance and Finance Committee  
**PRESENTER:** Ben Thurgood, Assistant Human Resource Director  
**SUBJECT:** Human Resource and Payroll Replacement Project  
**DATE:** January 21, 2020

**PRESENTATION TYPE:**  
Informational Briefing

**SUMMARY:**

Staff will be providing an overview of the Human Resource (HR) and Payroll replacement project that will be taking place in 2020-2022. In 2025, SAP functionality will no longer support the HR and Payroll functions. The staff has an opportunity to be proactive and take necessary steps to remove these functions from SAP which will allow more flexibility to stay on SAP beyond 2025. Staff is providing an information briefing.

**BACKGROUND:**

SAP is the City's system of record. In 2025, the HR and Payroll functions will no longer be supported by SAP. The City will need to find a replacement system for the HR and Payroll functions prior to 2025.

In 2020, staff will be working with HR and Payroll to identify core processes, concerns, define future state, create a business case and request a budget enhancement.

In early 2021, staff will determine Request for Proposal (RFP) requirement, identify critical solution requirements, develop RFP, select vendor, seek council approval and negotiate a contract.

In late 2021- 2022, staff will begin deployment of the system or systems.

**ISSUE:**

In 2025, SAP will no longer support the HR and Payroll function. The City will need to replace the HR and Payroll functions to be able to compensate, hire and track their employees.

**ALTERNATIVES:**

This is an information briefing only. There are no alternatives presented.

**FISCAL IMPACT:**

This is an information briefing only. There is no fiscal impact.

**RECOMMENDATION:**

This is an information briefing only. There is no recommendation.