

Payroll Vendors

AGENDA

Regional Government Services (RGS) Vendor Support

- Projects
- Payments
- Contract Approvals
- Robert Half Vendor Support
 - Projects
 - Payments
 - Contract Approvals



PROJECT	DEPARTMENT	STATUS
ASSISTED TEAM ON CLARIFYING PAYROLL RETENTION SCHEDULE	HR	COMPLETE
CREATED A 2025 PAYROLL CALENDAR OF DEADLINES RELATED TO CALPERS REPORTING AND QUARTERLY TAX DEADLINES	HR	COMPLETE
ADVISED ON GENERAL LEDGER ERRORS	HR	COMPLETE
TRAINED THE TEAM ON HOW TO FILE QUARTERLY TAXES, INCLUDING DE9 AND DEC	HR	COMPLETE
ASSISTED THE TEAM WITH 4850 EMPLOYEES ON DISABILITY AND PROPER MEDICARE TAX – REFUNDED AN EMPLOYEE	HR	COMPLETE
TRAINED THE TEAM ON HOW TO FILE A 941 AND A 941X (AMENDMENT)	HR	COMPLETE
ADVISED TEAM ON SDI RULES FOR FULL AND PART-TIME EMPLOYEES	HR	COMPLETE
REVIEWED CALPERS ERRORS, ASSISTED IN RECONCILING, INVESTIGATED CAUSE OF ERRORS, AND MADE RECOMMENDATIONS TO PREVENT ERRORS IN SYSTEM	HR	COMPLETE
ADVISED THE TEAM ON UNPOSTED PAYROLLS IN CALPERS	HR	COMPLETE
ADVISE THE TEAM ON WHAT IS PERSABLE VERSUS NON-PERSABLE (ONE-OFF LUMP SUMS, RETRO COLAS, ETC.)	HR	COMPLETE
ADVISED THE TEAM ON GARNISHMENT INQUIRIES	HR	COMPLETE
REVIEWED SOME PAYROLL TEAM SOPS AND MADE RECOMMENDATIONS	HR	COMPLETE
MET WITH TEAM TO REVIEW PROCESSES AND MADE RECOMMENDATIONS (BI-WEEKLY PAYROLL PROCESSING, PULLING TIME OVER FROM TIME AND ATTENDANCE, CALPERS REPORTING, RETRO PAYMENT CALCULATIONS, SEPARATION PROCESS, GAP CALCULATIONS FOR EMPLOYEES ON LEAVE, EPMC – EMPLOYER PAID MEMBER CONTRIBUTIONS)	HR	COMPLETE
ADVISED ON 27 PAY PERIOD PHENOMENON	HR	COMPLETE
ADVISED ON COMP TIME PAYOUT AND VACATION SELLBACK (REGULAR RATE OF PAY VS. BASE PAY)	HR	COMPLETE
ASSISTED WITH W-2 PLANNING, PROCESSING, AND SUBMITTING TO SOCIAL SECURITY ADMINISTRATION	HR	COMPLETE
ASSISTED WITH W-2 CORRECTIONS FOR HEALTH SAVINGS ACCOUNT IDENTIFIED DISCREPANCY	HR	COMPLETE



DEPARTMENT	YEAR	AMOUNT
HR	2025	\$11,444.80
HR	2026	\$1,468.74
TOTAL		\$12,913.54

RGS Contract Approval

Contract co-op approved by Interim City Manager in March 2025

Initial Contract approved not to exceed \$100,000 which is within the City Manager's authority to approve.

Contract is paid out of the ERP Budget account number as this funding was allocated to the Tyler MUNIS ERP Implementation project.

Scope of work included in contract – Attachment B

PROJECT	DEPARTMENT	STATUS
PAYROLL PROCESSING - EER PAYROLL SUPPORT	HR	COMPLETE
PAYROLL EXECUTIME VS MUNIS TIME ENTRY	HR	COMPLETE
PAYROLL ISSUE LOG REVIEW/SYSTEM AUDIT/REVIEW	HR	COMPLETE
PAYROLL OVERPAYMENT/REPAYMENTS	HR	COMPLETE
CALPERS REPORTING	HR	COMPLETE
EER DIRECT DEPOSIT - PERCENTAGE ALLOCATION DEDUCTION	HR	COMPLETE
TIMEKEEPING EXECUTIME REVIEW	HR	COMPLETE
PAYROLL ISSUE LOG - REVIEWED DEPARTMENT FEEDBACK	HR	COMPLETE
IDENTIFY A METHOD TO RUN PRENOTES DAILY	HR	COMPLETE
ACTING PAY & SPECIAL ASSIGNMENT PAY - PAY CODES DID NOT GENERATE INTO THIS PAST PAYROLL (WARRANT)	HR	COMPLETE
TIME ENTRY SUPERVISOR FUNCTIONALITY	HR	COMPLETE
REPRINTING PAY ADVICES FOR CITY PAYROLL	HR	COMPLETE
NEGATIVE COMP TIME - EXECUTIME	HR	COMPLETE
PDH ERRORS - DEDUCTIONS AND PROJECT LEDGER - GL ERROR RESOLUTIONS	IT - ERP	COMPLETE
HISTORY TRANSFER PROGRAM	HR	COMPLETE
GCC REPORTING 2024	HR	COMPLETE
SYSTEM AUDIT FUNCTIONALITY - INQUIRY	HR	COMPLETE

PROJECT	DEPARTMENT	STATUS
CSD - ACTIVITY CODE POSTING ISSUE	HR	COMPLETE
CRITICAL - YEARLY ACCUMULATOR IMPORTS 2024 - PROJECT - RESTORATION OF YEARLY RECORDS	HR	COMPLETE
LC4850 PAY CODE - IDENTIFY EMPLOYEES AFFECTED	HR	COMPLETE
SETUP OT AND BUSINESS RULES IN EXECUTIME	HR	In progress
REVIEW OF PD ADV. SCHEDULING LIST - TIME AND ATTENDANCE	HR	COMPLETE
PAYROLL GL - CREATE A PROCESS TO ADDRESS TO MITIGATE THESE ISSUES FROM HAPPENING BEFORE HAND	HR	COMPLETE
ACCRUAL CAP REPORTING	HR	COMPLETE
MID PAY PERIOD - DEEP DIVE PROJECT - (REVIEW PAY CODE SETUP FOR MID PAY PROCESS)	HR	In progress
ACCUMULATORS 2024 - AUDIT, MEETINGS, COMMUNICATIONS - PROJECT - (INVESTIGATION FOR PURGING OF 2024 ACCUMULATOR RECORDS)	HR	COMPLETE
EER CLAIMS - CONVERTED CLAIMS TO PAYROLL - NO LONGER NEEDED TO BE REIMBURSED	HR	COMPLETE
TEST COLA "COST OF LIVING ADJUSTMENT" - MID PAY PERIOD 7/1/2025 - PROJECT (PLANNING/TESTING/REVIEW/LIVE SUPPORT)	HR	COMPLETE
CALPERS - TYLER CROSSWALK CODES	HR	COMPLETE
EER PROJECT - EXPENSE CLAIM RECONCILIATION INSTRUCTIONS	HR	COMPLETE
ADD MUNIS DATA ELEMENTS TO TIME & ATTENDANCE MASTER WORKFLOW EMPLOYEE FILE PROVIDED BY ERP TEAM	HR	COMPLETE
BIRTHDAY ACCRUAL END DATES	HR	COMPLETE
DE9 AND DE9C	HR	COMPLETE
UPDATE PAYROLL TAX TABLES TO ACCOUNT FOR BONUS PAYMENTS IN THE EERP SYSTEM, CURRENTLY THE SYSTEM MAINTAINS A SUPPLEMENTAL TAX RATE OF 6.6% & NEEDS TO BE ADJUSTED TO A STATE TAX RATE OF 10.23%	HR	COMPLETE

PROJECT	DEPARTMENT	STATUS
GL POST - EXPENSE - FUND / OBJECT CROSS WALK - DEDUCTIONS	HR	COMPLETE
GL POST - SPLIT FISCAL YEARS	HR/Accounting	COMPLETE
LWOP TESTING & DOCUMENTATION	HR	COMPLETE
DEPARTMENT GL PAYROLL REPORT - IDENTIFY BEST OPTION TO PROVIDE THEM DATA	HR/Accounting	COMPLETE
PENDING TIME ENTRY - EMPLOYEE DID NOT COME THROUGH	HR	COMPLETE
GL JOURNAL IMPORT - REVIEW - PRJ (FY25)	Accounting	COMPLETE
POLICE PROJECT STRING PIVOT TABLES CUSTOM REPORT FOR ANALYSIS (PROJECT STRINGS, ACTIVITY CODES & REASON CODES - TIME ENTRY HISTORY / TIME AND ATTENDANCE - JANUARY 2025 - AUGUST 2025)	HR	COMPLETE
PAYROLL EXCEPTION REPORT - EARNINGS LWOP DRAFT V2.2 - SQL SERVER REPORTING SERVICES	HR	COMPLETE
SPMA, FIRE, FIRE MANAGEMENT MOUs FINALIZED - PAYROLL IMPACT - CRITICAL NEEDS PROJECT - RETROACTIVE COLA MID CYCLE INCREASES - PAYROLL - SEPTEMBER 09122025 (REVIEW, ANALYSIS, TESTING, GO LIVE)	HR	COMPLETE
STOCKTON - SSRS REPORTS - CURRENT WARRANT VS PREVIOUS - REPORT & VALIDATION / PARAMETERS - DYNAMIC REPORTS	HR	COMPLETE
EPMC CALCULATIONS REVIEW - TESTING/ANALYSIS OF SITUATION, DOCUMENTATION AND SPREADSHEETS	HR	COMPLETE
FIRE - 800 PAY TYPE - REVIEW CONFIGURATION/SETTINGS - REVIEW, TEST & PROVIDE GUIDANCE	HR	COMPLETE
SSRS REPORTS BUILDING, TRAINING	HR/IT/ERP	COMPLETE
W-2 - PROJECT - INITIAL PLANNING, MEETING, COMMUNICATIONS	HR	COMPLETE

DEPARTMENT	YEAR	AMOUNT
ASD	2025	\$28,872.92
ASD	2026	\$31,160.34
HR	2025	\$508,329.43
HR	2026	\$41,055.24
TOTAL	2025/2026	\$609,417.93

Robert Half Contract Approval

Contract approved by Interim City Manager in March 2025

Contract is paid out of the ERP Budget account number as this funding was allocated to the Tyler MUNIS ERP Implementation project.

Scope of work included in contract – Attachment C

Total not to exceed \$770k timeline:

- Original Contract. \$100,000. March 2025. City Manager authority. Total: \$100,000.
- Change order #1. \$300,000. July 15, 2025. Council item #25-0682. Total: \$400,000.
- Change order #2. \$140,000. Sept 2025. City Manager authority using resolution #2021-11-02-1502, which allows CCO's of 10% of contract price (\$40k) plus Council Limit (\$100k). Total: \$540,000.
- Change order #3. \$230,000. December 9, 2025. Council item 25-1111. Total: \$770,000.

QUESTIONS

