



Item Cover Page

GLYNN COUNTY BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: April 18, 2024

SPONSOR: T. Munson

ITEM TYPE: Procurement

AGENDA SECTION: GENERAL BUSINESS

AGENDA LANGUAGE: Approve contract terms, conditions and schedules to enter into an agreement with Paycom for a new Human Resources and Payroll Information System, utilizing an Information Technology procurement exemption, with an initial investment of \$40,180.20 funded by ARPA and an approximate ongoing annual cost of \$353,000 with funding to be provided by the Finance Department operating budget and a reduction of approximately \$290,000 annually from the Information Technology & HR budgets for an overall net increase in annual cost of approximately \$63,000. (T. Munson)

BACKGROUND: As a part of the Board of Commissioner's 2023 - 2026 Strategic Plan, multiple initiatives are tied to identifying efficiencies throughout departments, improving technological processes, improving customer service, reducing errors in processing and improving the human resource and payroll experience for current and future employees. Executive leadership has identified several areas of concern related to lack of efficiencies in the human resources and payroll processes, and tasked the Human Resources Director and Finance Director with identifying resolutions for issues noted. Many of the processes in both the HR and Payroll functions are manual and require hundreds of hours of staff time to process, reconcile and identify and correct errors. In 2023, the HR Director began searching for a comprehensive human resource and payroll

information system that would meet the needs of the County. A review and demo of several systems was completed and the top ranking system was identified as Paycom. The CFO, Finance Director, Payroll & Pension Administrator, Human Resources Director and Information Technology Systems Manager performed a full scale review of the product over a 12 week period, meeting six times with the representatives from Paycom to ensure the product would address all of our needs. Each member of the system review panel agrees that Paycom is the best solution for improving and enhancing the employee experience, from hiring through retiring as it relates to the HR and Payroll processes.

The current payroll, timekeeping and human resource systems will be replaced with Paycom, a full service payroll and human resource information system that will save employees throughout the county, department directors, Finance and HR staff as well as job applicants many hours of work and improve the overall experience to allow that time to be better utilized on other activities and duties. The net hard cost of this solution is approximately \$60,000 per year which includes the reduction in the cost of the current systems (~\$290,000 annually) and addition of the new system (~\$350,000 annually). The soft cost savings provided by the Paycom solution are immeasurable due to the anticipated efficiencies and error reductions this system will provide.

Contract terms, conditions and schedules have been approved as to form by the County Attorney's office.

ATTACHMENTS:

[BOC_Presentation.pdf](#)

[Paycom_Support_Material.pdf](#)

[GC Paycom Contract.pdf](#)