



Legislation Text

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**TO:** Mayor Richard C. Irvin

**FROM:** Alisia Lewis, Chief Human Resources Officer  
Mike Pegues, Chief Information Officer

**DATE:** September 1, 2023

**SUBJECT:**

A Resolution authorizing the Director of Purchasing to purchase a 60-month subscription for a Human Resources Information System from Ultimate Kronos Group (UKG), Weston, FL for a total award of \$1,279,400 with a 10% contingency.

**PURPOSE:**

The City seeks to improve efficiency and effectiveness by implementation of a Human Resources Information System (HRIS), throughout the City by automation and integration. The current HRIS utilizes portions of the City's payroll system (Naviline) and is no longer providing help desk support for this module. In addition, the City's Applicant Tracking System (ATS) was acquired by a new provider and the City will be without an ATS.

**BACKGROUND:**

Aurora currently utilizes CentralSquare's Superior NaviLine system (version number 9.1.20.3) for most financial and human resources administration. This version has officially received "Legacy" status, is off support, and requires replacement.

Even prior to legacy status, Superior NaviLine presented functionality gaps. For example, there are strict limitations on the kinds of data that can be tracked, and what fields can be edited. Limited built-in reporting capabilities mean that raw CSV exports are the most common way to export data from the current system, requiring manipulation in other applications to build a report. Furthermore, with the lack of functionality to create canned reports, Human Resource personnel is required to frequently duplicate work.

Superior NaviLine acts as a bolt-on to the CentralSquare payroll system, holding very little data and functionality itself. At this point, with the relegation to Legacy status, Aurora stakeholders have decided to seek a new solution.

**DISCUSSION:**

The City engaged Marketplace.city to find an HRIS solution.

Marketplace Process Summary:

- Created Market Landscape with 25 companies
- Drafted RFQ document based on Aurora Human Resources Department needs and industry

best practices.

- The Aurora team confirmed that the transfer of payroll functionality to a new system was out of scope of this procurement - the City would maintain status quo payroll processes.
- Any solution required the flexibility to carve out its own payroll functionality and integrate with the existing ecosystem.
- Based on the market landscape and City Stakeholder review, publicly posted and distributed the Opportunity and Scope Document for vendors to complete in order to be included in the reporting and selection process.
- The RFP was posted and distributed on 2/1/23 and closed 2/24/23.
- There were 3 responses completed by the deadline.

All 3 vendors were invited to meet with the project team and provide demonstrations.

- **Compu-Vision Consulting** quickly clarified that their solution required payroll adoption.
- **DiverseNote** confirmed the inability to integrate with other key Aurora HR software, including Vector Solutions (scheduling), Bentek (Benefits Admin), and Cornerstone (training software).
- **UKG** several follow-up conversations with UKG occurred to identify which module / product would be best for Aurora's ecosystem - settling on UKG Pro. Additionally, UKG confirmed they could extricate payroll, which motivated a further pricing discount from the original proposal.

Comparing functionality and pricing gaps, UKG was identified as the leading proposal.

After an internal impact assessment to determine if this was the right time to acquire a new HR software, the project team decided to move forward with UKG's proposal.

Additional benefits of this product include:

- Application tracking -- the current process will cost approximately \$30K to replace and is not integrated with any other HR system/process;
- Benefits Administration -- currently, the city utilizes Bentek for employee benefits which is \$80K annually and limited to benefits-only;
- OSHA tracking/monitoring -- the current product is approximately \$40K annually;
- Leave management tracking;
- Performance management;
- Training modules;
- Onboarding product;
- Grievance/arbitration/litigation tracking;
- EDI Dashboard using up to date employee data;
- Management/employee access to personnel file and personal information;
- UKG was also selected as the city's new time and attendance vendor which will provide seamless integration with payroll data. This is currently a manual process that requires multiple departments involvement.

### **IMPACT STATEMENT:**

Without a fully-automated HRIS solution in place city-wide, the current manual processes will result in decreased efficiencies, increased risk of entry errors and inability to track employee resources

accurately.

A Budget Amendment will be submitted for these funds and placed in Account number 101-1280-419.38-11.

**RECOMMENDATIONS:**

That the proposed resolution be adopted.

cc: Finance Committee



CITY OF AURORA, ILLINOIS

RESOLUTION NO. \_\_\_\_\_  
DATE OF PASSAGE \_\_\_\_\_

A Resolution authorizing the Director of Purchasing to purchase a 60-month subscription for a Human Resources Information System from Ultimate Kronos Group (UKG), Weston, FL for a total award of \$1,279,400 with a 10% contingency.

WHEREAS, the City of Aurora has a population of more than 25,000 persons and is, therefore, a home rule unit under subsection (a) of Section 6 of Article VII of the Illinois Constitution of 1970; and

WHEREAS, subject to said Section, a home rule unit may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals, and welfare; and

WHEREAS, a new fully-electronic Human Resources Information System (HRIS) is desired city-wide; and

WHEREAS, increased efficiency and accuracy in managing core HR and employee functions are desired; and

WHEREAS, an RFQ/RFP process was followed using Marketplace.city; and

WHEREAS, funds will be made available via a Budget Amendment in account number 101-1280-419.38-11.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Aurora, Illinois, as follows: the Director of Purchasing is hereby authorized to purchase a 60-month subscription for a Human Resources Information System from Ultimate Kronos Group (UKG), Weston, FL for a total award of \$1,279,400 with a 10% contingency.

