



Legislation Details (With Text)

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**Type:** Resolution      **Status:** Passed

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**Title:** Resolution to Approve Onboarding Supplement to the Agreement with Ultimate Software Group, Inc.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. City of Ann Arbor - Onboarding Supplement 12.9.2019.pdf

Date	Ver.	Action By	Action	Result
1/21/2020	2	City Council	Approved	Pass

Resolution to Approve Onboarding Supplement to the Agreement with Ultimate Software Group, Inc. The attached Resolution authorizes the execution of the attached Onboarding Supplement to the 2006 Agreement with Ultimate Software Group, Inc. (“UltiPro”) and the City for Hosted Human Resources and Payroll System (“Agreement”). The supplement will procure a software module to automate the Onboarding process and orient new employees to the City. With this technology, the Human Resources department will be able to collect all employee pre-employment documentation electronically, schedule pre-employment screenings and provide pre-employment training before a candidate’s first day of employment. In addition to streamlining the internal HR process, this will greatly improve an employee’s initial experience with the City, improve the manager’s insight into the Onboarding process, and reduce paper. The City previously collected all paperwork manually and used sticky notes to track missing documents and information. In 2018 we hired and on-boarded 1124 employees - 105 regular employees, 523 temporary employees, 4 elected officials and 492 election workers.

**Budget/Fiscal Impact:** Implementation is a flat \$10,000 fee and there is a \$1.60 charge per active employee per month. The HR budget will not be increased this fiscal year, due to other savings in the overall HR budget. The annual cost moving forward is estimated to be \$19,000. The UltiPro Agreement is in the process of being renegotiated and we may be able to absorb some of this cost in the new contract.

The overall costs for the program will fluctuate monthly depending on the number of active City employees any given month.

**...Staff**

Prepared by: Deb Carmack, HR Technology Specialist  
Reviewed by: John Fournier, Interim Director of HR & Labor Relations  
Approved by: Howard Lazarus, City Administrator

**...Body**

Whereas, The City executed an agreement with Ultimate Software Group, Inc. (“UltiPro”) on or about

November 20, 2006 for Hosted Human Resources and Payroll System (“Agreement”);

Whereas, The Agreement has been amended through various addenda, supplements, and amendments since that time;

Whereas, UltiPro is the sole source to provide the proposed onboarding module solution;

Whereas, The attached Onboarding Supplement will increase HR efficiency, improve the hiring experience, and reduce paper;

Whereas, There are sufficient funds in the General Fund Human Resources budget to pay for this Supplement and funds will be budgeted in future years;

Whereas, UltiPro complies with the requirements of the City’s Non-Discrimination and Living Wage Ordinances; and

Whereas, Human Resources Services recommends the supplement of the Agreement;

RESOLVED, That City Council approve the attached Onboarding Supplement to the Agreement with Ultimate Software Group, Inc., to implement and license UltiPro Onboarding;

RESOLVED, That the City Council authorize the expenditures for the Supplement (e.g., related launch fee and ongoing per monthly cost based upon the number of active employees) for the term of the Supplement to be paid from the General Fund Human Resources budget in FY20 and to be budgeted and paid from the IT Fund budget in future years;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute said supplement after approval as to substance by the City Administrator and approval as to form by the City Attorney; and

RESOLVED, That the City Administrator be authorized to take all necessary actions to implement this resolution including execution of any authorized renewals and any changes or amendments that do not exceed the authorized amount.