



# Staff Report

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## Human Resources

**Report To:** Committee of the Whole  
**Meeting Date:** July 3, 2019  
**Report Number:** FAF.19.105  
**Subject:** Electronic Timesheets  
**Prepared by:** Jennifer Moreau, Director of Human Resources

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### A. Recommendations

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THAT Council receive Staff Report FAF.19.105, entitled “Electronic Timesheets”;

AND THAT Council direct staff to research and implement an electronic timesheet system for workforce tracking;

AND THAT Council approve the creation of an \$80,000 budget for an electronic timesheet software to be funded from Working Capital.

### B. Overview

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This staff report recommends Council allocate funds to implement an electronic timesheet solution for workforce tracking.

### C. Background

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As a Corporation with multiple employees the Town of The Blue Mountains must keep track of the hours each employee works. Currently the Town utilizes a paper document timesheet system that is manually entered into the Town’s payroll system.

For most departments costing is operational and allocated to a single source. The Town often have staff who are allocated to specific capital projects. Tracking this work against an operations or capital project in a paper-based system creates additional work for front-line staff and payroll staff. Currently the Town is limited in our ability to effectively track staff time to projects or facilities they are allocated to with our paper-based time sheet system.

### D. Analysis

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Town staff have begun to research electronic timesheets. The advantages of moving to an electronic timesheet system are:

- A reduction in paper.
- Increase in records management. Our current system creates many different paper documents and spreadsheets and many different documents stored throughout the Town. Electronic time sheets are stored in a single database.
- With everything in one location, it is easy to generate reports for individuals, small groups of employees, departments or the entire Town. Most electronic time sheets are part of a time-tracking application with built-in reporting features.
- Ease of tracking changes made to time sheets. Electronic time stamps show when fields were changed and by which users. You can quickly see if an employee updated their time sheet or if an error occurred when an employee tried to submit their time sheet.
- Good electronic timesheet options provide multiple points of system entry, meaning that an employee can enter time from their mobile device, their laptop or their smart phone. Management can approve and submit from multiple points, providing more nimble workforce management for our leadership group.
- The number of federal and provincial employment laws and regulations that human resources need to stay up to date on is increasing annually. Maintaining compliance is highly critical for the Town.
- Using automated timesheet software will allow the Town to take advantage of real-time projects, workforce, and asset management. It will allow the Town to analyze employee performance by tracking attendance, hours worked, and both unscheduled and scheduled absences all in one system. It will also allow managers to set and monitor schedules and plan for future projects based on staff resources and asset data from current and past projects.

## **E. The Blue Mountains Strategic Plan**

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Goal #2: Engage Our Communities & Partners  
Objective #2 Use Technology to Advance Engagement

Goal #4: Promote a Culture of Organizational & Operational Excellence  
Objective #1 To Be an Employer of Choice  
Objective #2 Improve Internal Communications Across our Organization  
Objective #3 To Consistently Deliver Excellent Customer Service  
Objective #4 To Be a Financially Responsible Organization  
Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

## **F. Environmental Impacts**

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Although the environmental impact will be minimal, there will be a reduction in our overall carbon footprint of the Town. Currently off-site supervisors and managers travel to town hall to deliver timesheets by-weekly. Implementing the electronic timesheet system will reduce the need for vehicles to be on the road travelling.

## **G. Financial Impact**

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If approved, staff will focus on the most efficient and financially appropriate solution for implementing an electronic timesheet system. Staff will begin to research procuring electronic timesheets from our software systems that we currently operate within the Town.

Staff had originally planned for this work to be included in the budget for 2020 and had estimated the project would have a cost of \$80,000. Staff would request this amount be allocated from working capital to implement this project within the 2019 budget.

The \$80,000 would be funded from the Efficiency Grant received from the provincial government and transferred into the Working Capital Reserve.

## **H. In Consultation With**

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Ruth Prince, Director Finance and IT Services

Sam Dinsmore, Deputy Treasurer/Manager Budgets & Accounting

Cathy Bailey, Manager IT Services

Shawn Everitt, Chief Administrative Officer

## **I. Public Engagement**

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The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Jennifer Moreau, Director Human Resources, [hr@thebluemountains.ca](mailto:hr@thebluemountains.ca).

## **J. Attached**

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Not applicable.

Respectfully submitted,

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Jennifer Moreau  
Director of Human Resources

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