



# Staff Report

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## Human Resources

**Report To:** Committee of the Whole  
**Meeting Date:** September 16, 2019  
**Report Number:** FAF.19.194  
**Subject:** Single Source Procurement for 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.19.194, entitled "Single Source Procurement for Electronic Timesheets";

AND THAT Council approve the single source procurement of HRISmyWay an electronic timesheet system for workforce tracking that was created to integrate with our current payroll and financial software system.

### B. Overview

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This staff report recommends Council approve a single source purchase to implement an electronic timesheet solution for workforce tracking.

### C. Background

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On July 15, 2019 Council approved a budget of \$80,000 to implement an electronic timesheet software system. Following this approval research ensued regarding the best options for electronic timesheets for the Town. Our current software provider for payroll and financial management has an electronic timesheet system called HRISmyWay. In reviewing multiple options, the e-timesheet add-on provided by Diamond proved the best option for the Town from a cost and integration perspective and for efficiency of project time for all stakeholders involved.

### D. Analysis

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From the Town's Purchasing Policy, single source procurement is acceptable:

"Single sourcing will be permitted [when]... the compatibility of a purchase with existing equipment, product standards, facilities or service is a paramount consideration"

Diamond/Great Plains is our software solution for both payroll and our financial system. Diamond is a leading provider of local government solutions and has been focused solely on the

public sector since 1993. The Town implemented Great Plains software for payroll and financial management in January of 2006.

In order to implement the HRISmyWay electronic timesheet system the Town will require an update to our current Great Plains software. We currently operate Great Plains 2016. The IT department had planned on requesting an upgrade to Great Plains 2018 as part of the 2020 capital budget. With the implementation of the electronic timesheets this will need to be completed as part of the E-timesheet project. Whether or not the Town chooses to move forward with HRISmyWay the upgrade to Great Plains will still occur.

## **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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Council previously approved \$80,000 funded from the Efficiency Grant received from the provincial government for this project. The purchase of HRISmyWay is estimated at:

HRISmyWay: \$3,330/ year

Implementation Services Cost: \$8,600

Security Audit: \$5,000

Software Upgrade to Great Plains 2018: \$8,500

Total Estimated cost: \$25,430

The initial \$25,430 will be funded through the capital budget, starting in year two the \$3330 per year will be funded from the IT Service Agreement operating budget.

## **H. In Consultation With**

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Ruth Prince, Director Finance and IT Services

Sam Dinsmore, Deputy Treasurer/Manager Budgets & Accounting

John Walsh IT Infrastructure and Security Coordinator

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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