

Albany County

Department of **HUMAN RESOURCES**

Daniel P. McCoy, Albany County Executive

Jennifer Skelly Clement, Commissioner

MEMORANDUM

TO: Hon. Andrew Joyce, Chairman, Albany County Legislature

CC: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Majority Counsel
Minority Counsel

FROM: Jennifer Skelly Clement, Commissioner of Human Resources

DATE: 07/03/2023

RE: Human Resources Information System (HRIS)

Attached please find the RLA to approve a contract with Payroll Paycom, LLC. Paycom was selected, through the Albany County RFP process, among five bidders. This program will work in tandem with legacy MUNIS and Kronos systems and provide enhanced employee access and streamlined payroll delivery.

The HRIS scope of services will allow Albany County to have a single database for all employee and retiree information. Employees and retirees can access their own data, including payroll and W2 information. The new system empowers employees to make changes on their own behalf and keep HR/payroll efficient. Employees will be able to directly change such things as their own home address or emergency contact information, enroll in voluntary deductions or request payroll documents; to name a few self-service benefits.

RFP Summary: Of the five proposals, Paycom was consistently the top scorer, although not the lowest bidder for cost/price. The reviewers consistently found that the services offered by Paycom exceeded the existing program and service capabilities extensively.

	Combined Score
Primepoint	2
Fourth Square	2.71
UKG	3.16
Evolutionary Systems	3.56
PayCom	3.84

The Department of Human Resources intends to utilize savings that were realized through the use of the specialty drug program administered by HISI. The savings through this program will allowed us to purchase a program that will enhance access and vastly improve services delivered by the Department of Human Resources.

Investing in a new Payroll and Benefits/HRIS system is an essential step towards enhancing employee satisfaction and streamlining HR operations. While this proposal does not aim to achieve immediate cost savings, its long-term benefits in providing a better service, reducing manual tasks and optimizing HR processes make it a strategic investment for the growth and success of Albany County.

Please feel free to contact me with any additional questions you may have.