

Form 1. Individual Project Proposal Descriptions and Justification

Prepared by: Donald Steinhoff

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Project Title: Time-Keeping System

Program Area: Human Resources

Project Description: Give a brief (1-2) paragraph description of what the project includes. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

A web-based functional time and attendance system. Currently the Town uses a system of antiquated cardboard time cards and paper slips for tracking time and attendance. A web-based system would eliminate the use of time cards, the need for individuals to manually complete cards, handling of the time cards by supervisors for review and approval, transportation of hard copies to Town Hall, verification and recalculation by the Human Resources Director, manual entry into the Munis payroll system and long-term storage of documents in climate controlled vault.

Electronic time keeping will be available to all employees at their work station, at their work home base or from home. Entry can be accomplished in seconds and monitored and approved by supervisors as frequently as necessary. Upload of completed time and attendance will be automatic into the Munis payroll system eliminating hours of manual entry currently required.

Planning Context:

The parameters of the system will be defined by requirements of the two most complicated off-site departments, Police and Public Works. These two departments have the most complicated overtime; shift differential and holiday pay schedules. Once the specifics have been completed bids will be accepted.

Schedule: If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to the Previous Town Meeting Item.

Coordination: If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

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Previous Town Meeting Action: If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and Town Meeting action. Indicate the action taken, even in if the article was indefinitely postponed, referred for further study, or defeated. If there was a general planning study on which this project is now based, indicate the name of the study and when it was approved by the Town Meeting.

Project Priority: (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or be ready for action until three years from now.

_____ priority within department/program area

This project has a high priority within the Human Resources Department. It is one of the final pieces in a long term effort to move all Town bargaining units to a bi-weekly payroll and web-based time-keeping system. Six of the seven town unions have agreed to these terms with the final union nearing ratification.

Estimated Cost: \$

Instructions: Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

Total cost of the project and first year of support is not expected to exceed \$10,000

Basis of Cost Estimate: Check one of the following. If you want to provide more detail on the estimate, do so with a narrative after indicating the type of estimate.

___ Cost of comparable facility or equipment

___ Rule of thumb indicator, unit costs

XXX From the cost estimate from **vendor**

___ From bids received

___ Preliminary estimate, (e.g. no other basis for estimate, guesstimate)

Alternative Financing: Instruction: Include an amount and a source here only if it is a source other real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant or some reliable private funding.
