

## MEMORANDUM

**TO:** Governing Board Members

**FROM:** Paul E. Dumars, Sr., Chief Financial Officer, Executive Office

**DATE:** December 15, 2008

**SUBJECT:** SAP HR Payroll/Time Lead PR# 10068855  
Cognix Technologies, Inc.

### **Background**

The SAP HR Payroll/Time Lead will provide technical support services consisting of SAP Payroll and Time/Travel production support. The objective of this agreement is to have a SAP Payroll/Time Functional Consultant that can collaborate with District staff and with other contractors to maintain, configure, and support payroll and time and attendance SAP processes. This consultant will provide the necessary configuration analysis and design specific to the software functionality; check requirements that have already been defined; understand the requirements and give feedback based on SAP functionality, conduct integration and unit testing on SAP Payroll/Time as needed given any configuration changes as well as maintain a catalog of all issues related to process design and implementation in the SAP Payroll/Time area. Another important task assigned to this consultant will be the implementation of the HR & EA Support Packages. These need to be applied in preparation of the year end W-2 forms. Two other highly critical tasks will be to work on creating the correct name space for the SAP HR Configuration and assisting in the integration of the SAP HR Module with the Public Budget Formulation.

### **How this helps meet the District's 10-Year Strategic Plan:**

The SAP Payroll and Time and Attendance processes are a critical component of the Mission Support program and the District does not have qualified staff resources that can perform this role.

### **Funding Source:**

The cost for this agreement is not to exceed \$242,876, which is part of the FY09 budget.

### **This Board item impacts what areas of the District, both resource areas and geography:**

The SAP Payroll and Time and Attendance functions will affect business processes across the District, including processes in Procurement, Finance, Operations and Maintenance, Project Management, Information Technology, and Human Resources.

### **What concerns could this Board item raise?**

The Governing Board may wonder why we still need outside contractors to help with this work. Until we have in-house resources to support essential functions in SAP, such as payroll, time and attendance, we will need to rely on the support from outside consultants.

### **Why should the Governing Board approve this item?**

The Governing Board should approve this item because the District requires these services to maintain the SAP payroll system. The contractor will also develop and work with technical staff to ensure that the designs are developed with proper methodologies and techniques, in addition to performing troubleshooting of technical issues.

PED/bc

Attachment: Resolution