

MEMORANDUM

TO: Governing Board Members

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

DATE: May 13, 2008

SUBJECT: SAP HR Payroll Consultant
Retroactive Purchase Order - 4500013463

Background

The SAP HR Payroll Consultant was to provide technical support services consisting of business systems/process analysis and design, process diagramming, process narratives, issue resolution, configuration and testing support. The consultant was hired for a short period to work on:

- the configuration of Year End W-2's, other Federal Reports including 941 and FL State Report for State Unemployment Insurance,
- on upgrade and testing of tax factory from 7.0 to 8.0 version,
- configuration of year end payout's including sick leave and vacation payout and involved in testing of this major activity,
- integration of SAP HR payroll with Project Systems,
- year end configuration of time, payroll, benefits and other modules
- absence vacation, sick and personal holiday quotas for all managers and senior managers
- created personal holiday buckets for exempt, non-exempt, job share exempt & non-exempt employees
- created functional specs, designed and extensively tested the process to carry forward previous year leave balances for all managers, and
- the application of Year End Support pack.

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

This consultant was a critical component of the Mission Support program, and the District did not have qualified staff resources to perform this role at that time.

Funding Source:

The cost for this retroactive amendment is not to exceed \$15,238.13, of which ad valorem funds are budgeted in FY08.

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

The SAP Payroll functions affect 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 are making the payment retroactive. The consultant went over the hours estimated in order for the District to meet the deadlines to ensure that W-2's, other Federal Reports including 941 and FL State Report for State Unemployment Insurance, were completed on time.

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Why should the Governing Board approve this item?

The Governing Board should approve this item because the District had deadlines to meet and this consultant help meet them. The District was able to pay up to the amount allowed by policy and did not realize that the balance would need Governing Board approval. Our goal is to pay the vendor and close out this transaction.

PED/bc

Attachment: Resolution