

COUNCIL MEETING  
February 27, 2007

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

**Members of the City Council:**

**SUBJECT: Communications and Information Technology – Approve the purchase of additional staff training with the new timesheet data entry system from Kronos, Inc.  
Expenditure: \$10,400.00**

**RECOMMENDATION**

The Information Technology and Finance Directors recommend that the City Council approve the purchase of additional staff training with Kronos, Inc., of Chelmsford, MA, in the amount of \$10,400.00.

Funding

Funding is available from the Payroll System Project FEAP 19 of the Capital Improvement Fund.

**BACKGROUND**

The Communications and Information Technology Department purchased a two-year license agreement, contract # 2006-187, in the amount of \$155,909.00 (9/20/2006 - 9/19/2008) with Kronos, Inc. for direct online timesheet entry application software. The implementation of Kronos provides online timesheet entry, online timesheet approvals, and improved payroll reports. Kronos software provides departments with the ability to have direct online timesheet entry, therefore, reducing administrative costs for processing the City's payroll.

**ANALYSIS**

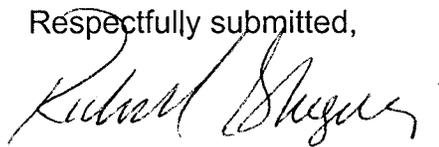
The Communications and Information Technology and Finance Departments both have a need for additional staff training to facilitate backup support for the Kronos online timesheet data entry system after implementation. Changes in assignments of designated Finance Department staff and CIT's need to have more than one staff knowledgeable enough to support the Kronos implementation has prompted the need for additional training.

The training will cover the following subjects:

<u>Title</u>	<u>Staff Attendees</u>
Project Team Fundamentals	2
Managing Timecards and Preparing for Payroll	3
Administering the Application	3
Architecture and Technology	1
Basic Template Design	1

It is recommended that the City Council approve the purchase of additional Kronos time entry software staff training.

Respectfully submitted,



RICHARD SHIGAKI  
Information Technology Director

CONCUR:



ERIC TSAO  
Finance Director

CONCUR:



LeRoy J. Jackson  
City Manager