

ADP Benefits Module

Improving Benefits
Processing

March 14, 2016



Aspiring. Achieving. Accelerating.

Summary

- Conversion to ADP was successful, on-time, and under-budget
- Positive employee feedback and the City has achieved desired stability
- City's benefits management is manual process which increases the likelihood of errors
- City has the option of using ADP Benefits Module to improve benefits handling, employee access and process efficiencies

Project Goals

- Reasonable and sustainable cost
- Find existing funding to cover implementation
- Provide:
 - Benefits recordkeeping and plans administration for HR
 - Online benefits selection, confirmation, and updates for employees
 - Electronic plan data exchange with benefits carriers
 - Cost reconciliation and paperless processing

Logistics

- Use TCPN Cooperative Award to Purchase
 - Implementation = ~\$16,000
 - FY17, FY18, FY19 = ~\$26,000 annually
 - FY20 and Forward= \$38,500 annually
 - Implementation to FY19 Includes ~33% Discount
- Project Structure
 - Sponsor – City Management
 - Project Management – IT
 - Project Support – HR, Finance and Budget, IT

Phases

- **April-July 2016— Implement and Configure**
 - Setup, training, testing
 - HR enters FY17 benefits, builds expertise
 - Complete reporting and carrier connections
- **July 2016— Open Employee Access**
 - Release to employees to review & maintain selections
- **May 2017— All-Online Benefits Selection**

Recommendation

- Staff recommends that Council approve sales order between the City of Avondale and ADP, to purchase the Benefits Administration solution, including implementation and support services.