

Budget Journal Entry

Document Number: BJE - 0009097

Document Description: Establish Appropriations for Additional ERP Staffing and Vendor Services

Post On: 8/29/2023

Batch ID: 2799238

Processed On:

Processed By:

Created On: 7/5/2023 3:58:54 PM

Created By: Kyle Slattery

References

Audit Trail: Actualizing JE:

Budget Revision Request

Agenda Item: Agenda Date: 8/29/2023 Approval: BOS 4/5 Has Board Letter: Yes

Related Event:

Title: Establish Appropriations for Additional ERP Staffing and Vendor Services

Budget Action: Establish approp of \$1.815M in Gen Co Progs G/F for Intrafund Expend Txfrs Out (\$1.765M) and S&S (\$50K) funded by release of Co ERP Project Fund Balance; inc approp for S&B (\$498K) and S&S (\$200K) in the A-C G/F, inc approp for S&B in the HR G/F (\$484.2K), and inc approp for S&B in the IT G/F (\$672.8K) funded by Intrafund Expend Txfrs In from the Gen Co Progs G/F, and dec approp for S&B in the GS G/F (\$89.5K) and reduce Intrafund Expend Txfr In from Gen County Progs G/F.

Justification: The Workday ERP System will include most of the County's finance, payroll, human capital, and budget applications. A-C, HR, and IT are responsible for countywide support and are heavily impacted by the level of staff effort necessary to implement and support the Workday ERP System.

A-C is requesting funding for one manager, two Financial Systems Analysts, and one Financial Accounting Analyst to staff the A-C Workday Support Division. HR is requesting three Team/Project Leader positions and one Admin Office Pro position to backfill staff dedicated to the project along with funding for a temporary pay increase. IT is requesting one Program/Business Leader, two EDP Sys & Prog Analyst Sr, one EDP Office Auto Spec I, and one Computer Systems Spec II to serve as the Technical team for the Workday Support Team. Funding provided to GS in the FY 23-24 Adopted Budget for the Procurement Lead for the fiscal year is being reduced to the amount needed for half of the fiscal year due to the anticipated completion of Phase 1 by December 2023.

A-C is also requesting funding for vendor services (\$200K) to support data conversion and payroll implementation. An additional \$50K of funding is also being requested in Gen County Progs for vendor services anticipated for integrations and/or training content development.

These costs will be funded through one-time use of the Gen County Progs G/F Countywide ERP Project fund balance. Departments will be reimbursed based on actual

Budget Revision Request Financial Summary

Fund	Department	Project	Object Level	Source Amount	Use Amount
0001 - General	061 - Auditor-Controller		50 - Salaries and Employee Benefits	0.00	498,000.00
0001 - General	061 - Auditor-Controller		55 - Services and Supplies	0.00	200,000.00
0001 - General	061 - Auditor-Controller		80 - Intrafund Expenditure Transfers (-)	0.00	(698,000.00)
Fund: 0001 - General, Department: 061 - Auditor-Controller Total:				0.00	0.00
0001 - General	063 - General Services		50 - Salaries and Employee Benefits	0.00	(89,500.00)

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0001 - General	063 - General Services	80 - Intrafund Expenditure Transfers (-)	0.00	89,500.00
Fund: 0001 - General, Department: 063 - General Services Total:			0.00	0.00
0001 - General	064 - Human Resources	50 - Salaries and Employee Benefits	0.00	484,200.00
0001 - General	064 - Human Resources	80 - Intrafund Expenditure Transfers (-)	0.00	(484,200.00)
Fund: 0001 - General, Department: 064 - Human Resources Total:			0.00	0.00
0001 - General	067 - Information Technology	50 - Salaries and Employee Benefits	0.00	672,800.00
0001 - General	067 - Information Technology	80 - Intrafund Expenditure Transfers (-)	0.00	(672,800.00)
Fund: 0001 - General, Department: 067 - Information Technology Total:			0.00	0.00
0001 - General	990 - General County Programs	55 - Services and Supplies	0.00	50,000.00
0001 - General	990 - General County Programs	85 - Intrafund Expenditure Transfers (+)	0.00	1,765,500.00
0001 - General	990 - General County Programs	93 - Changes to Committed	1,815,500.00	0.00
Fund: 0001 - General, Department: 990 - General County Programs Total:			1,815,500.00	1,815,500.00

## Accounting

Fund	Dept	GL Acct	LI Acct	Debit Amount	Credit Amount	Prog	OUnit	Proj	Budget Period	Description
0001	990	2420	9839	1,815,500.00		8300			202406	Release from Technology Fund Balance
0001	990	2530	9320		498,000.00	8300			202406	Intrafund to 061 for ERP Staffing
0001	990	2530	9320		200,000.00	8300			202406	Intrafund to 061 for ERP Vendor Services
0001	990	2530	9323		484,200.00	8300			202406	Intrafund to 064 for ERP Staffing
0001	990	2530	9330		672,800.00	8300			202406	Intrafund to 067 for ERP Staffing
0001	990	2530	7510		50,000.00	8300			202406	ERP Vendor Services
0001	990	2530	9322	89,500.00		8300			202406	Reduce Intrafund to 063 for ERP Staffing
0001	061	2530	9125	498,000.00		1060			202406	Intrafund from 990 for ERP Staffing - 061
0001	061	2530	9125	200,000.00		1011			202406	Intrafund from 990 for ERP Services - 061
0001	061	2530	6100		498,000.00	1060			202406	Salary and Benefits for ERP Staffing - 061
0001	061	2530	7510		200,000.00	1011			202406	Services and Supplier for ERP Services - 061
0001	064	2530	9125	484,200.00		1000		SBCERP	202406	Intrafund from 990 for ERP Staffing - 064
0001	064	2530	6100		484,200.00	1000		SBCERP	202406	Salary and Benefits for ERP Staffing - 064
0001	067	2530	9125	672,800.00		2000			202406	Intrafund from 990 for ERP Staffing - 067
0001	067	2530	6100		672,800.00	2000			202406	Salary and Benefits for ERP Staffing - 067
0001	063	2530	6100	89,500.00		1100			202406	Reduce Salary and Benefits for ERP Staffing - 063
0001	063	2530	9125		89,500.00	1100			202406	Reduce Salary and Benefits for ERP Staffing - 063

Budget Journal Entry

Total	<u>3,849,500.00</u>	<u>3,849,500.00</u>
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Signatures

<u>Signed By</u>	<u>Approval Level</u>	<u>Department/Agency-Fund Group</u>	<u>Signed On</u>	<u>Valid</u>
Kyle Slattery	Chief Deputy Controller	All Depts-All Funds	8/18/2023 3:17:23 PM	Y
Lynne Dible	Fund/Department	063-General Services Funds	8/18/2023 3:29:39 PM	Y
Onelia Rodriguez	Fund/Department	067-1915 ITD	8/18/2023 4:02:18 PM	Y
Don Nguyen	Fund/Department	064-Human Resources Funds	8/18/2023 4:16:07 PM	Y
Steven Yee	CEO Analyst	All Depts-All Funds	8/21/2023 7:34:06 AM	Y
Sara Weal	FACS Supervisor	All Depts-All Funds	8/21/2023 12:02:12 PM	Y
C. Price	Chief Deputy Controller	All Depts-All Funds	8/21/2023 12:12:29 PM	Y
Paul Clementi	Budget Director	All Depts-All Funds	8/21/2023 1:18:50 PM	Y