Payroll and Human Resources System Replacement

February 2019
Current State

- **Existing Systems:**
  - Pay at Work,
  - People at Work,
  - Easy Labour,
  - Payscale,
  - iKrut,
  - 7Shifts
  - ADP

- **Current Challenges:**
  - No true source of employee information in place
  - Multiple manual data entries of same information, current systems are not integrated
  - Performance management, onboarding and recruitment are manual processes
  - Confusion over payroll workflows
  - Current ADP systems cannot be upgraded further
What we are looking for..

- One stop shop for HR and payroll needs
- Reliability
- Real time information
- Accuracy of employee data
- Conduct vital HR activities electronically
- Speed of service
- User friendly
- 24/7 technical support
Options Considered

- ADP
- Ceridian Dayforce
- WorkDay
The top Two/Process Timeline

Note * Workday vendor was also contacted but their licensing starts from 700 employees
**Evaluation Criteria**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ceridian</th>
<th>ADP</th>
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</thead>
<tbody>
<tr>
<td>Functional</td>
<td>Meets</td>
<td>Partially meets</td>
</tr>
<tr>
<td>Technical</td>
<td>Meets</td>
<td>Not one system</td>
</tr>
<tr>
<td>Cost</td>
<td></td>
<td></td>
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<tr>
<td>Annual Cost (based on 550 Employees)</td>
<td>$79,029.50</td>
<td>$139,671.00</td>
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<tr>
<td>Implementation Cost</td>
<td>$67,635.50</td>
<td>$7,860.00</td>
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<tr>
<td>Timeline to completion</td>
<td>8-12 Weeks</td>
<td>8-14 Weeks</td>
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- Contingency- we need to add 10-15% to the implementation cost
- Total annual cost for the current systems is approx.$76,000.00 based on 450 employees
• Our top pick is Ceridian Dayforce which has been our main focus and hits everything we are looking for in one system.

• Ceridian licence cost per user is $11.92 whereas ADP licence cost comes to $20.43.

• No extra cost for temporary employees with Ceridian Dayforce.
Why Ceridian?

1. Applicant Tracking System + Onboarding
2. Payroll and Tax
3. Performance Management and goals tracking
4. Benefits Management
5. Compensation Management
6. Learning Management
7. Time and Attendance + scheduling
8. Labour Planning
9. Consolidated Reporting
10. Annual Employee Surveys + Exit Surveys
11. Able to transfer the existing data over to the new system
Organically grown technology vs. other models

There is a difference between a “Single System” and a “Unified System”
Rating and Reference Checks....

• Ceridian Dayforce’s rating on Featured Customers is of 4.6/5.  
  [https://www.featuredcustomers.com/vendor/ceridian](https://www.featuredcustomers.com/vendor/ceridian)

• Ceridian Dayforce’s rating on Software Advice is 4.31/5.  
  [https://www.softwareadvice.com/ca/hr/dayforce-hcm-profile/](https://www.softwareadvice.com/ca/hr/dayforce-hcm-profile/)

• Conducted references with University Saint- Boniface and Silver Hills- Very supportive of the system.
Source of Funds

• Initial cost of approx. $67,635.50 dollars + taxes would come from Capital Projects Fund, (current balance of fund is $2,153,922.50).

• Ongoing maintenance & support will be from the operating budget.
Who

How

What

When

Why

Where