# Financial Information Systems Department

## Mission

*To provide guidance, support, training, and documentation to all departments in the use of the City's financial software applications; analyzes departmental financial functions and makes recommendations on how the use of software could streamline operations; implements new software releases to provide greater functionality to financial operations*

PARCEL ID CORRECTION

REAL ESTATE + PERSONAL PROPERTY

SENIOR WORK

UTILITY ABATEMENTS

PAYMENT REDISTRIBUTION

BILL DETAIL ADJUSTMENTS

MOTOR VEHICLE AND BOAT EXCISE

W-2   1099-M   1099-R

OPEB

PAYRUN IDS

HIRE/TERMINATE

EEO-4

DATASTAT

DOR EARNINGS REPORT

HIRD

RETIREMENT   CASH OUT

PAYCODES

POSITION CONTROL

EMPLOYEE RECORD/ DATABASE

CHANGES

TROUBLESHOOTING

MEDICARE REFUNDS

SUMMER PAY

FISCAL YEAR END

MUNIS CHARGE CODES

PAY RATES SETUP

APIF

BUDGET   FPLUS   VOID CHECK

MTRS   AP WARRANTS

DEDUCTIONS

MIU

NEGATIVE DEDUCTIONS

ACA

Affordable Care Act

The FIS Department acts as the interface between the financial software and financial software data and end user, providing testing, training, and documentation, especially with new updates and releases. Additionally, FIS staff process all payrolls; prepare all City regulatory billings; and manage federal and state reporting, such as annual W-2, 1099-M, 1099-R tax forms, and Affordable Care Act preparation; IRS and DOR wage reports; and changes to salary schedules.

Over the past year, the Financial Information Systems Department has accomplished the following:

- Populated payroll and human resources setup tables, salary schedules, charge codes, and other reference information for migration from FinancePlus to the human resources and payroll modules of the Munis software system;

- Worked with Tyler Technology implementation staff to resolve data categorization issues such as job class, position control, pay code, and special leave designations;

- Assisted IT in the review and elimination of redundant and obsolete employee data, salary schedules, pay codes, charge codes, etc. Also, reviewed and corrected Tax and Utility Billing charge codes in the upgrade of our receivables from version 10.5 to 11.3 in Munis;

- Processed paychecks for over 5,400 full- and part-time employees, and pension checks for 1,350 retirees, each pay period;

- Prepared 26,699 vendor checks on 430 warrants;

- Managed the W-2, 1099-R, 1099-M, and Affordable Care Act 1095-C processes;

- Prepared receivables billings as required by law: motor vehicle excise, boat excise, real estate, and personal property;

- Calculated retro payments with the settlement of multiple union contracts; updated the payroll system to reflect contractual changes; implemented union contract agreements to specifications; and updated employee pay rate records;

- Provided one-on-one training for end users on Munis software, for requisitions processing, invoices to be paid, and financial accounts detail inquiry ;

- Offered ongoing guidance to payroll clerks for appropriate pay codes and leave codes; salary adjustments; longevity; and stipends;

- Continue to develop training manuals for end users of the new Munis software; updated other previously developed manuals as appropriate.

This year, we have been working exhaustively to implement the Human Resources/Payroll functions in our conversion from FinancePlus to Munis software. As part of that process, we have taken this opportunity to examine all our existing data, eliminating, consolidating, and revising as needed. In addition, we are confident that the data being converted is updated, applicable, and necessary.
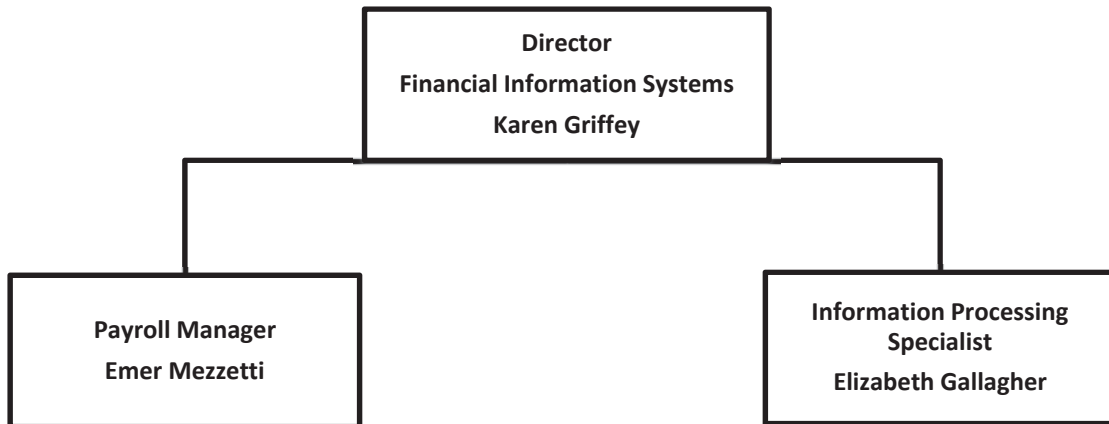
The annual maintenance fee for our Munis financials and receivables software contract has been transferred to the Information Technology Department budget. Thus, there is a significant decrease in budget levels from the last several fiscal years to this fiscal year.

We look forward to July 1, when human resources and payroll information will be fully functional on Munis. As one of the more eagerly awaited enhancements, we anticipate significant improvement in data retrieval for analysis, with greater end user satisfaction.

*Karen Griffey*

Director, FIS Department

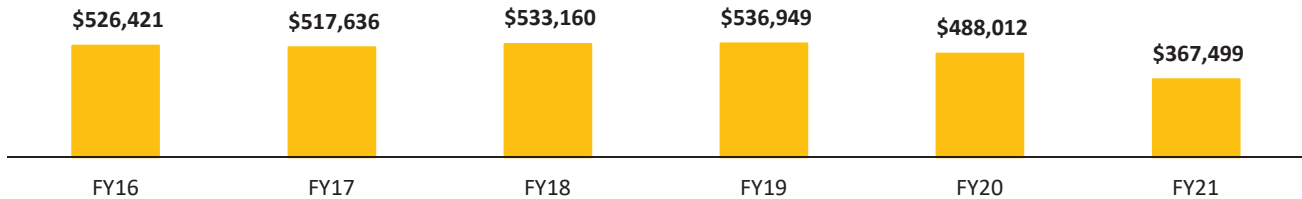# FINANCIAL INFORMATION SYSTEMS

**Director**
**Financial Information Systems**
**Karen Griffey**

**Payroll Manager**
**Emer Mezzetti**

**Information Processing Specialist**
**Elizabeth Gallagher**

# Financial and Operating Highlights

**Financial Highlights**

| | | FY2016 | | FY2017 | | FY2018 | | FY2019 | | FY2020 | | FY2021 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | <--------------------------------------------Actual--------------------------> | | | | | | | | <-Adj Budget-> | | <-Proposed-> |
| **Expenditure by Department** | | | | | | | | | | | | |
| FIS | $ | 526,421 | $ | 517,636 | $ | 533,160 | $ | 536,949 | $ | 488,012 | **$** | **367,499** |
| **Total** | $ | 526,421 | $ | 517,636 | $ | 533,160 | $ | 536,949 | $ | 488,012 | **$** | **367,499** |
| **% Incr** | | | | -1.67% | | 3.00% | | 0.71% | | -9.11% | | **-24.69%** |
| | | | | | | | | | | | | |
| **Personnel** | | | | | | | | | | | | |
| Full-Time | | 3 | | 3 | | 3 | | 3 | | 3 | | **3** |
| Part-Time | | 1 | | 0 | | 0 | | 0 | | 0 | | **0** |
| **Total** | | 4 | | 3 | | 3 | | 3 | | 3 | | **3** |

### Total Financial Information Systems Expenditures

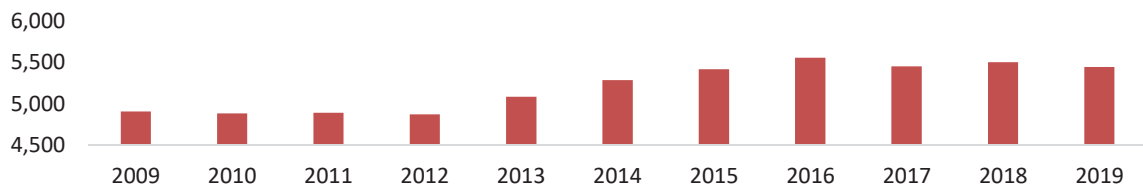| FY16 | FY17 | FY18 | FY19 | FY20 | FY21 |
|---|---|---|---|---|---|
| $526,421 | $517,636 | $533,160 | $536,949 | $488,012 | $367,499 |

**Operating Highlights**

### Vehicles Billed
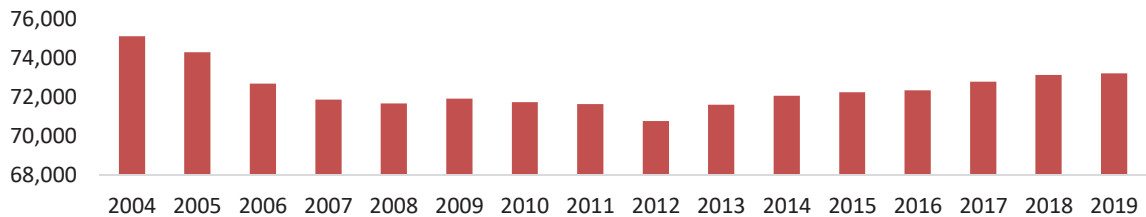
### W-2s Issued

# Financial Information Systems
# Fiscal Year 2021 Outcomes and Strategies

## Outcome 1

Prepare Munis Setup Tables and Employee Data for Implementation of and Migration to the new Payroll/Human Resources Software

Set up, build, and populate background tables "from scratch," to eliminate existing corrupt and obsolete data. These include pay codes, deduction codes, leave codes, salary tables, union contracts obligations, and tax information. In addition, critical parallel testing is being conducted to verify setup tables and employee records are correct, in advance of "going live." Work with Munis experts and Information Technology staff to resolve issues during implementation.

## Outcome 2

Develop Training Materials for End Users of the Financials Software; Train the Administrative Workforce Extensively

Create a new user manual for distribution to each newly hired administrative/clerical employee. This will be provided in coordination with other orientation programs through Human Resources, with one-on-one scheduled training. MUNIS software implementation includes training in all modules purchased. City employees will receive formal training from the software company prior to the "go live" date, focused on the modules to be incorporated into their daily responsibilities. Ongoing, FIS, in collaboration with the Human Resources staff, will schedule training sessions for all new administrative employees, as a regular part of their orientation. In addition, ongoing refresher training, as well as training for any new computer software purchases, will be scheduled as needed, but offered at least twice per fiscal year.

# Financial Information Systems
# Fiscal Year 2021 Outcomes and Strategies

## Outcome 3

Ensure Timely and Accurate Billing and Reporting; Fulfill Payroll Data Requests; Reconcile Payroll Tax Reporting

Continue to schedule and prepare all billings to meet statutory billing requirements in a timely and accurate manner. Prepare the necessary reports for specified governmental regulatory bodies, assuring accuracy, timeliness, and clarity. FIS staff continue to be the knowledge experts for personnel and payroll use and reporting functions. This includes the continued verification of employment and/or income; payroll history verification; individual earnings analyses; compliance with union employee requests; as well as employee payroll-related public records requests. In addition, FIS staff will monitor, reconcile, and verify federal, state, and Medicare tax withholdings.

## Outcome 4

Implement the Employee Self Service Center

In collaboration with the Information Technology Department, implement the Employee Self Service Center module sometime in the future. This should empower our employees with the ability to update their addresses, change tax exemption statuses, look up payroll history, reprint lost forms, enroll in health care, dental, and life insurance, add dependents to their health care coverage, apply for voluntary offerings such as flexible reimbursement, and view their special leave and vacation bank balances.

| | ACTUAL 2017 | ACTUAL 2018 | ACTUAL 2019 | ORIGINAL 2020 | RECOMMENDED 2021 | CHANGE 2020 to 2021 |
|---|---|---|---|---|---|---|
| **FINANCIAL INFORMATION SYSTEMS SUMMARY** | | | | | | |
| 51 - PERSONAL SERVICES | 240,808 | 248,897 | 257,359 | 267,047 | 275,439 | 8,392 |
| 52 - EXPENSES | 217,066 | 224,784 | 233,364 | 154,260 | 22,860 | -131,400 |
| 57 - FRINGE BENEFITS | 59,761 | 59,478 | 64,154 | 66,705 | 69,201 | 2,495 |
| **TOTAL DEPARTMENT** | **517,636** | **533,160** | **554,877** | **488,012** | **367,499** | **-120,513** |
| | | | | | | |
| **FINANCIAL INFO SYSTEMS** | | | | | | |
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| **TOTAL FINANCIAL INFO SYSTEMS** | **517,636** | **533,160** | **554,877** | **488,012** | **367,499** | **-120,513** |

|  |  | ACTUAL FY2017 | ACTUAL FY2018 | ACTUAL FY2019 | ORIGINAL 2020 | RECOMMENDED 2021 | CHANGE 2020 to 2021 |
|---|---|---|---|---|---|---|---|
| **118 - FINANCIAL INFORMATION SYSTEMS** | | | | | | | |
| **0111855 - FINANCIAL INFO SYSTEMS** | | | | | | | |
| **PERSONAL SERVICES** | | | | | | | |
| 511001 | FULL TIME SALARIES | 238,141 | 245,332 | 252,059 | 263,547 | 271,439 | 7,892 |
| 513010 | REGULAR OVERTIME | 292 | -285 | 0 | 0 | 0 | 0 |
| 514001 | LONGEVITY | 1,875 | 3,000 | 4,500 | 3,500 | 4,000 | 500 |
| 515005 | BONUSES | 0 | 350 | 300 | 0 | 0 | 0 |
| 515102 | CLEANING ALLOWANCE | 500 | 500 | 500 | 0 | 0 | 0 |
| | **TOTAL PERSONAL SERVICES** | **240,808** | **248,897** | **257,359** | **267,047** | **275,439** | **8,392** |
| **EXPENSES** | | | | | | | |
| 524010 | OFFICE EQUIPMENT R-M | 0 | 0 | 836 | 4,000 | 4,000 | 0 |
| 524050 | COMPUTER EQUIPMT R-M | 196,307 | 199,348 | 200,663 | 132,000 | 0 | -132,000 |
| 524080 | DEPARTMENTAL EQUIP R- | 797 | 797 | 493 | 800 | 800 | 0 |
| 531900 | TRAINING EXPENSES | 13,890 | 21,889 | 26,889 | 10,000 | 5,000 | -5,000 |
| 534010 | TELEPHONE | 75 | 95 | 102 | 110 | 110 | 0 |
| 534100 | POSTAGE | 94 | 0 | 5 | 50 | 5,650 | 5,600 |
| 534200 | PRINTING | 206 | 276 | 131 | 300 | 300 | 0 |
| 542000 | OFFICE SUPPLIES | 738 | 494 | 760 | 1,000 | 1,000 | 0 |
| 558500 | COMPUTER SUPPLIES | 4,959 | 1,886 | 3,486 | 5,000 | 5,000 | 0 |
| 571100 | IN-STATE CONFERENCES | 0 | 0 | 0 | 500 | 500 | 0 |
| 573000 | DUES & SUBSCRIPTIONS | 0 | 0 | 0 | 500 | 500 | 0 |
| | **TOTAL EXPENSES** | **217,066** | **224,784** | **233,364** | **154,260** | **22,860** | **-131,400** |
| **FRINGE BENEFITS** | | | | | | | |
| 57DENT | DENTAL INSURANCE | 1,552 | 1,615 | 1,679 | 1,746 | 1,746 | 0 |
| 57HLTH | HEALTH INSURANCE | 52,623 | 52,270 | 56,535 | 56,184 | 58,431 | 2,247 |
| 57LIFE | BASIC LIFE INSURANCE | 113 | 113 | 113 | 57 | 57 | 0 |
| 57MEDA | MEDICARE PAYROLL TAX | 3,619 | 3,578 | 3,717 | 3,871 | 3,994 | 123 |
| 57OPEB | OPEB CONTRIBUTION | 1,853 | 1,903 | 2,111 | 4,847 | 4,973 | 126 |
| | **TOTAL FRINGE BENEFITS** | **59,761** | **59,478** | **64,154** | **66,705** | **69,201** | **2,495** |
| | **TOTAL FINANCIAL INFO SYSTEMS** | **517,636** | **533,160** | **554,877** | **488,012** | **367,499** | **-120,513** |
| | **TOTAL FINANCIAL INFORMATION SYSTEM** | **517,636** | **533,160** | **554,877** | **488,012** | **367,499** | **-120,513** |