Towards the end of January, the Personnel Committee suggested that BDL look into acquiring Human Resource (HR) management software to streamline our increasingly cumbersome extant methods of disparate spreadsheets and paper records.

Our goals for a successful system were:

- Time and Attendance Tracking (to replace When I Work, BDL's current scheduling and time management system)

- HR functionality, like onboarding documents, benefit tracking, and performance review tracking (When I Work doesn't do any of this)

Since then John has investigated and had demonstrations of 4 different platforms: SwipeClock, BambooHR, Zoho People, and Paycom. A request for information was made to Kronos, but after initial contact was made the Michigan reseller for Kronos never got back in touch with us. Other companies' offerings were investigated and rejected without a formal demonstration.

None of the 4 in serious consideration were perfect, but all things considered, John and the Committee recommend we go with SwipeClock. SwipeClock provides scheduling, time and attendance records, HR portal, benefit tracking, and more. Another added bonus of SwipeClock is that it can interface with our current payroll system, so we should be able to eliminate duplication of effort and potential errors that exist now. SwipeClock has been in business for 20 years, and we got a positive testimonial from a public library in Kentucky who uses them.

The cost of going with SwipeClock is a 1-time setup fee of $438, plus $6.58 per staff per month. There is no contract obligation, we can stop at any time. Over a full year the recurring charges would be $2,844, assuming our staffing stays at current levels. This amount is within the Director's purchasing authority, but the committee wanted it to come before the Board due to the budget implications.

We currently pay $1,280 for When I Work, paid once a year in September. SwipeClock is giving us two months for free to start out, so we'll have time to test drive it fully before our When I Work renewal. Assuming SwipeClock works out, we'll not renew When I Work and start paying for SwipeClock later this autumn. Our budget amendment last month contained a little extra to cover the cost of moving to a new system, but as it looks to turn out, extra money was probably unnecessary. If we end up paying only 3 months this year, plus the setup fee, that will come to $1,149, or less than we were already planning for When I Work.

In summary, we are requesting permission to go with SwipeClock for a setup fee of $438 and an ongoing fee of $237/month at current staffing levels, to be paid from our operating budget.