

OFFICE OF THE AUDITOR-CONTROLLER

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Assistant Auditor-Controller

July 16, 2014

The Honorable E. Bradley Nelson
Hall of Justice
Department 4, Room 306
600 Union Avenue
Fairfield, CA 94533

RE: 2013-2014 Grand Jury Report: Intellitime Implementation

Pursuant to Penal Code Section 933(c) and 933.05, I am responding to the findings and recommendations in the FY 2013-2014 Grand Jury Report received on July 2, 2014 on the Intellitime Implementation.

I appreciate the Grand Jury's report on the Intellitime Implementation. However, I disagree with some of the information presented in the statement of facts section of the report. The following are the specific areas of disagreement:

Page 4, paragraph 5-The Auditor-Controller's Department then determined the County required an automated timekeeping system for all personnel throughout the county to ensure that the cause of the suit does not recur.

The Auditor-Controller recognized the County had an antiquated, labor and paper intensive time reporting system to process payroll for the County's 2800+ employees. With the paper timesheets, the County was spending an extraordinary amount of time chasing down leave requests, overtime requests, and timesheets. It often produced unnecessary payroll adjustments. The County was spending too much time after the fact making corrections to time reported. In addition, Solano County was one of four counties in the State processing paper time sheets. It was time to consider an automated solution.

Funding Requests for the intellitime Systems Corporations countywide timekeeping system are a total of \$1,047,670.

The total funding request presented in the Grand Jury Report includes the Appropriation Transfer Request (ATR) processed on April 26, 2011 in the amount of \$481,720. This appropriation transfer request was necessary to comply with Accounting Principles and did not impact the cost/funding of the project. The ATR was strictly a classification/capitalization accounting entry.

Page 5, paragraph 5-There is no designated training team for this system to train all of the various departments.

A component of the Intellitime contract includes a trainer for the project. The training has been provided by our training team comprised primarily of Terri McGlasson, Sgt. Tina Davis, Desiree Bodiford, Erica McFarland and Debby Doolittle. In addition, training to new employees within departments fully utilizing the Intellitime automated time entry system, is provided by the trained department liaisons that are in constant communication with members of the Auditor-Controller's payroll unit.

The findings and respective responses for the Solano County Auditor-Controller's Office are as follows:

Finding 3-There is no designated training component for this system to train all county employees.

Response: Disagree- Since the inception of the implementation, the training needs were and continue to be addressed by the group. We initially trained all the subject matter experts with all the county departments, also known as the department liaisons. In the subsequent group training, the trainers include dept. liaisons, staff from the Auditor's Office, Sgt. Tina Davis and Terri McGlasson from Intellitime. The group roll out schedule posted on the Auditor's Intranet site identifies the week the department(s) in the group will be trained as well as the parallel pay periods. Currently the training for new employees is provided by the department liaisons. In addition, the training manuals are posted on the Intranet site. However, as we complete 100% of the implementation, we will re-assess the training needs for new employees. Please see attachment.

Finding 4-The Intellitime timekeeping system was secured without a Request for Proposal process.

Response: Disagree- The Intellitime timekeeping system (component) was part of the initial RFP process which included both the electronic scheduling and timekeeping system.

Finding 5-The Intellitime project was obtained without anticipating the different requirements of various departments in the large number of Memoranda of Understanding, all of which created unnecessary time delays and additional costs.

Response: Disagree- The project team, specifically Human Resources and the Auditor Controller, were aware of the many variations and complex rules contained in the various Memoranda of Understanding. What we did not know were the number of interpretations that were in practice by county departments that differed from the MOU language. This required an enormous amount of time spent with County Counsel, the respective department and Human Resources. This created unanticipated delays in the automation process. However, this process will result in the consistent application of the various rules within the respective agreements; less errors due to interpretation by payroll clerks, and reduced timesheet revisions.

In summary, I strongly believe the implementation of the Intellitime time reporting system will reduce errors and prior pay period adjustments by requiring the advance completion and approval of all leave and overtime requests; provides increased accountability of time worked; reduces staff resources and the number of days necessary to process automated timesheets; reduces paper and manual processes for all departments eliminating the need to chase down paperwork in multiple locations within the County.

Respectfully,


Simona Padilla-Scholtens, CPA
Auditor-Controller

**TENTATIVE DEPARTMENT ROLL OUT
VTI TRAINING, PARALLEL AND GO-LIVE SCHEDULES**

Group	Departments	Dept ID	# of EEs	Training Week	Parallel #1 Pay Period	Parallel #2 Pay Period	Go Live Pay Period	Go Live Payday	
1A	Auditor-Controller	1200	30	Done	10/14/12-10/27/12	10/28/12-11/10/12	12/23/12-01/05/13	01/11/13	
1AB	Veterans Services	5800	4	Done	01/06 - 01/19	n/a	01/20 - 02/02		
1B	Agriculture Commissioner	2830	25	Done	01/06 - 01/19	01/20 - 02/02	02/03 - 02/16	02/08/13	
	Board of Supervisors	1000/1750	12						
	County Administrator	1100	15						
	County Counsel	1400	18						
	Human Resources (incl Risk Mgmt)	1103/1500/1830	24						
1C	DoIT (excludes 1883-1884)	1870	42	Done	01/20 - 02/02	n/a	02/03 - 02/16	03/08/13	
	DoIT-ROV	1550	47						
	Sheriff-Admin	6560	23						
1D	Treas/Tax Coll/Co Clerk	1300/1350	13	02/25 - 03/01	02/17 - 03/02	03/03 - 03/16	03/17 - 03/30		
1E	Sheriff-Admin	6598	1	Done	n/a	n/a	03/17 - 03/30		
2A	First 5 (Already Trained)	1530	10	03/25 - 03/29	03/17 - 03/30	03/31 - 04/13	04/14 - 04/27	05/03/13	
	Recorder	2909	13	Done	n/a	n/a	04/14 - 04/27		
	DA-Office of Fam Viol Prev	5500	4	03/25 - 03/29	03/17 - 03/30	03/31 - 04/13	04/14 - 04/27		
	District Attorney	6500	113						
	Public Defender	6530 (1&2)	59						
	Conflict Defender	6540	19						
3	RES MGMT-Delta Water Act	1450	1	07/08 - 07/12	07/07 - 07/20	07/21 - 08/03	08/04 - 08/17		
	Environmental MGMT	2910	50						
	RES MGMT-Public Works	3010	62						
	RES MGMT-Parks & Rec	7000	11	07/08 - 07/12	07/07 - 07/20	07/21 - 08/03	GOLive 08/18		
	HSSD - Admin- partial	7501*	23						
	HSSD - Substance Abuse	7560	16						
HSSD - Mental Health	7700	131							
3A	Assessor	1150	39	n/a	08/18 - 08/31	09/01 - 09/14	Go live 09/28		
3A	Sheriff - Dispatch	6571	17				Go live 09/28		
4	HSSD - Admin	7501 *	44	* only 7411, 7412, 7413, 7511, 7512, 7513 and 7517					
	HSSD - Welfare Admin	7545	47	09/09 - 09/13	09/15 - 09/28	09/29 - 10/12	Go Live 10/13		
4A	HSSD - Family Health Svcs	7580	131	09/09 - 09/13	09/15 - 09/28	09/29 - 10/12	Go Live 10/27		
	HSSD - Public Health Svcs	7800	142						
Total for Group 4A			273						
4A-1	HSSD - Inter Trnsfer Div	7598	5	Budget unit re-activated // ee's were already "live", so stayed live					
4B	Sheriff - Custody	6590, 91, 92, 93, 95, 97	244	1/19-2/1/14	2/2-2/15/14	2/16-3/1/14	Go Live 3/2/14	03/21/14	
	Sheriff - SET	6596	4	n/a	2/16-3/1/14 (5)	n/a	3/2/14 - 3/15/14 (6)	3/21/2014 (6)	
	Sheriff - Court Security	6581	39	3/24 - 03/28/14	3/16 - 3/29/14 (7)	3/30 - 4/12/14 (8)	4/13 - 4/26/14 (9)	5/5/2014 (9)	
	Prob - Juv Hall (Dynamic Sched)	6690	82	03/31; 04/02; 04/04/14	tbd	tbd	tbd	tbd	
	Library (Dynamic Sched)	6300	235	04/14 - 04/18/14; 04/21, 04/22/14	6/8 - 6/21/14 (13)	6/22 - 7/5/14 (14)	7/6 - 7/19/14 (15)	7/25/2014 (15)	
	Sheriff - Patrol	6580	51	nlt 08/02/14	8/3 - 8/16/14 (17)	8/14 - 8/30/14 (18)	8/31 - 9/13/14 (19)	9/19/2014 (19)	
	Sheriff - Animal Care	2851	19	Done	6/8 - 6/21/14 (13)	6/22 - 7/5/14 (14)	7/6 - 7/19/14 (15)	7/25/2014 (15)	
	Total for Group 4B			674					
5	General Services	All	88	7/07/14 - 7/11/14	7/07 - 7/19/14 (15)	7/20 - 8/02/14 (16)	8/3 - 8/16/14 (17)	08/22/2014 (17)	
	Probation	6650	115						
Total for Group 7			203						
6	DCSS	2480	106	9/2/14 - 9/12/14	8/31/14 - 9/13/14 (19)	9/14/14 - 9/27/14 (20)	9/28/14 - 10/11/14 (21)	10/17/14 (21)	
	HSSD - Child Welfare	7600	116						
	HSSD - OLDR & DISBL Adult SVCS	7640	58						
	HSSD - IHSS-Public Authority SVC	7690	4						
Total for Group 5			284						
7	HSSD - Employ & Elig Svcs	7650	319	9/2/14 - 9/12/14	8/31/14 - 9/13/14 (19)	9/14 - 9/27/14 (20)	9/28/14 - 10/11/14 (21)	10/17/14 (21)	
Total for Group 6			319						

County of Solano

COPY

ATR No.

11-135

Appropriation Transfer Request

Department Department of Information Technology Dept. # 1870

Action	Action	Budget Unit	Subject	Amount	Description
A Decrease Appropriation (From)	A	1877	2236	481,720.00	Consulting Services
B Increase Revenue Estimate (Unanticipated Revenue)				481,540-	
C Decrease Contingency					KP
				481,720.00	Total (must equal Total below)
				481,540-	

Action	Action	Budget Unit	Subject	Amount	Description
X Increase Appropriation (To)	X	1877	4522	481,720.00	Intangibles in Progress
Y Decrease Revenue Estimate (Unrealized Revenue)				481,540	
				481,720.00	Total (must equal Total above)
				481,540	

Explanation (Attach memo if necessary)

Accounting rules changes for Software capitalization requires the Intellitime project to be moved to construction in progress. The amount is being moved from the account where the consulting budget for the project is.

[Signature] 4/18/2011
 Department Head Date

Board Approval Required Four-fifths Vote
 Board Approval Not Required

[Signature] 4/21/11
 County Administrator Date

RECEIVED

MAY 02 2011

[Signature] 5/23/11
 Auditor-Controller Date

COUNTY AUDITOR

Board of Supervisors Approval

[Signature] 4-27-11
 Attest: Clerk of the Board Date