

RESOLUTION G2018-52

RESOLUTION AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH PAYCOR TO PROCESS PAYROLL AND OTHER HR FUNCTIONS FOR SYMMES TOWNSHIP IN THE AMOUNT NOT TO EXCEED SIX THOUSAND FOUR HUNDRED THIRTY-FOUR DOLLARS AND FORTY CENTS (\$6,434.40)

WHEREAS, it has been recommended by the Township Administrator that the Township switch payroll, W2 and tax payments, and human resources/time and attendance functions to an outside company due to the limited number of staff the township has; and

WHEREAS, the Township Trustees have discussed hiring an outside company to process payroll, W2 and tax payments and some human resources functions because it will benefit the township as the new company would be responsible for handling all tax payments, compliance with local law and updates, time and attendance would be available online and via all of the employees smart phones which would allow the employees to check their schedules, make changes to personal information, and check their leave balances, give management the ability to print multiple reports, export needed information to health insurance providers and distribute employee paychecks to multiple banks ; and

WHEREAS, it is necessary to maintain an effective operation of Symmes Township for the general public and continue to make improvements to existing systems or procedures; and

WHEREAS, the Board of Trustees finds it necessary to contract with Paycor to provide continuous services for payroll functions, W2 and tax payment processing, and human resources/time and attendance functions.

WHEREAS, the Board of Trustees have the authority pursuant to O.R.C. sections 9.35, 9.36, 504.04, 505.032, 507.04, 507.05, 117.43 and relevant sections of the Ohio Administrative Code, including, but not limited to, sections 117-1-01, 117-2-01 and 117-2-02 to enter into an agreement with Paycor to process payroll and other HR Functions for Symmes Township.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Symmes Township, Hamilton County, Ohio:

Section 1. The Symmes Township Trustees hereby authorizes the Township Administrator pursuant to O.R.C. sections 9.35, 9.36, 504.04, 505.032, 507.04, 507.05, 117.43 and relevant sections of the Ohio Administrative Code, including, but not limited to, sections 117-1-01, 117-2-01 and 117-2-02 to enter into an agreement with Paycor to

process payroll and other HR Functions for Symmes Township in an amount not to exceed \$5,059.40 each year plus a \$1,375.00 implementation fee for the first year (\$6,434.40).

Section 2. The funds for these services shall be taken from the General Fund (#1).

Section 3. The Fiscal Officer is hereby directed and authorized to make payment to Paycor for a total amount not to exceed \$5,059.40 each year plus a \$1,375.00 implementation fee for the first year (\$6,434.40).

Section 4. The Fiscal Officer is hereby directed to provide Paycor with the necessary information that has been requested and attached to this resolution for implementation within 5 business days of the passage of this resolution.

Section 5. It is hereby certified that all formal actions of the Board of Trustees of Symmes Township, Hamilton County, Ohio relating to the adoption of this Resolution were taken in an open meeting of the Board and that all deliberations of the Board were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 6. Upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of this Resolution upon its first reading.

Section 7. This Resolution shall take effect and be enforced from and after the earliest period allowed by law.

ADOPTED JULY 5, 2018 – RESOLUTION G2018-52

Vote Record: Mr. Bryant ____ Mr. Beck ____ Ms. Leis ____

BOARD OF TRUSTEES:

Kenneth N. Bryant, President

Philip J. Beck, Vice President

Jodie L. Leis, Trustee

ATTEST:

Carol A. Sims, Fiscal Officer

APPROVED AS TO FORM:

Kevin McDonough, Law Director