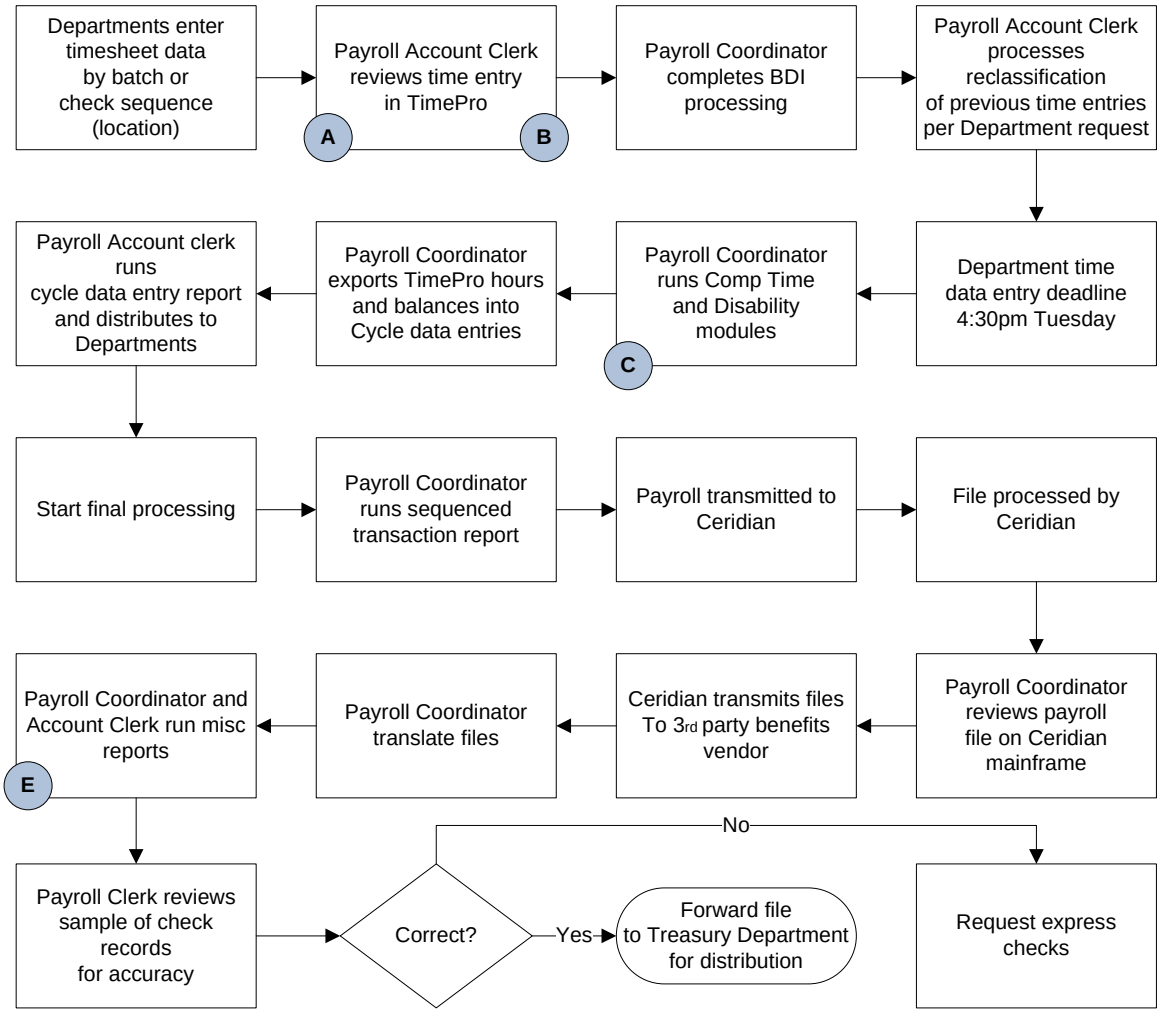
Appendix I

Waukesha County

Biweekly Payroll High-Level Process Flow - Current



A Cycle time: Monday and Tuesday of payroll week.

B Payroll Account Clerk reviews for FMLA documentation, disability documentation, FT/PT hours by position type.

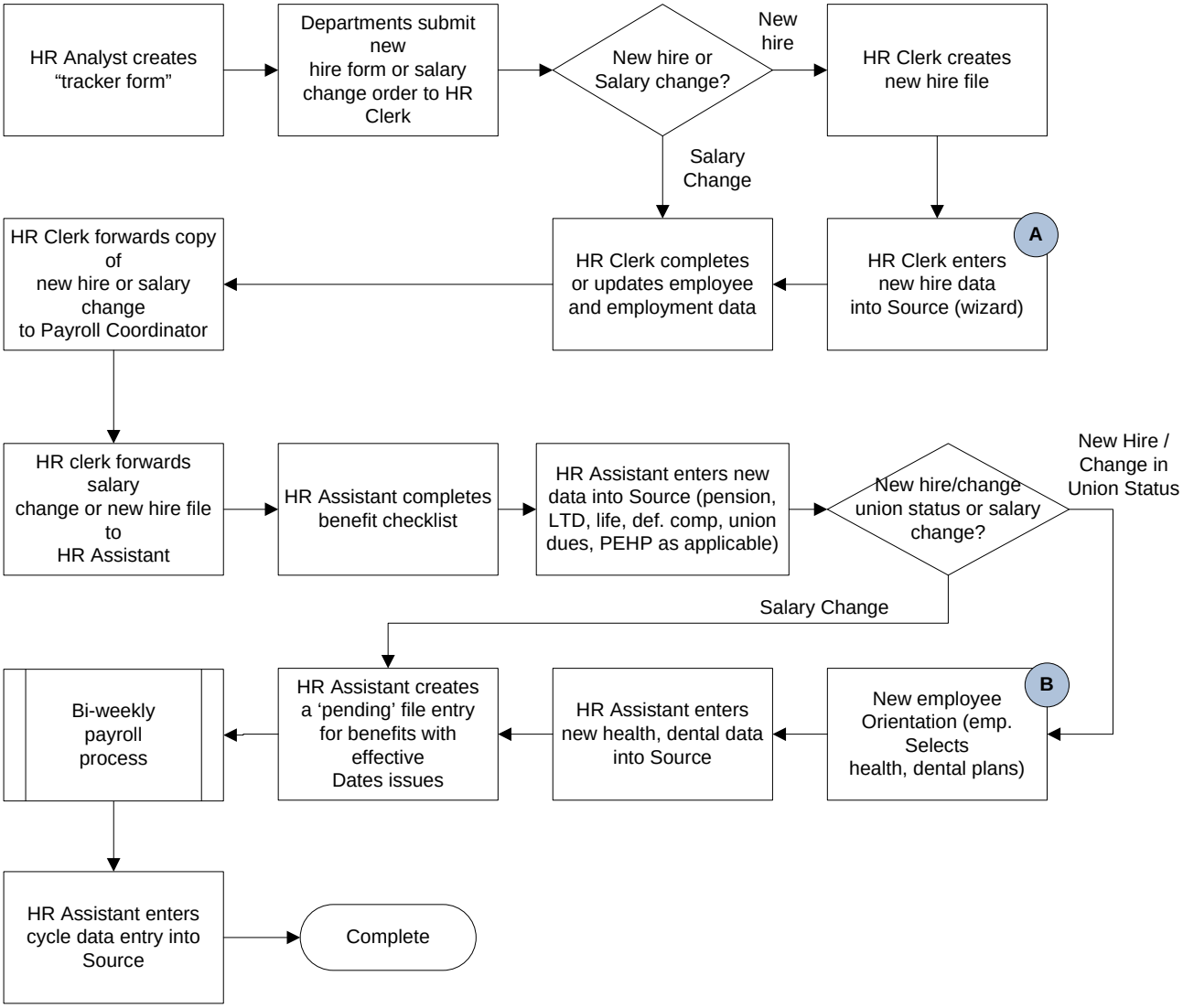
C Typically occurs noon on Wednesday of payroll week

E Step takes approximately 1 hour, includes minimum deductions report, wage assignments, and other reports

Appendix I

Waukesha County

New Hire/Position Change High-Level Process Flow - Current



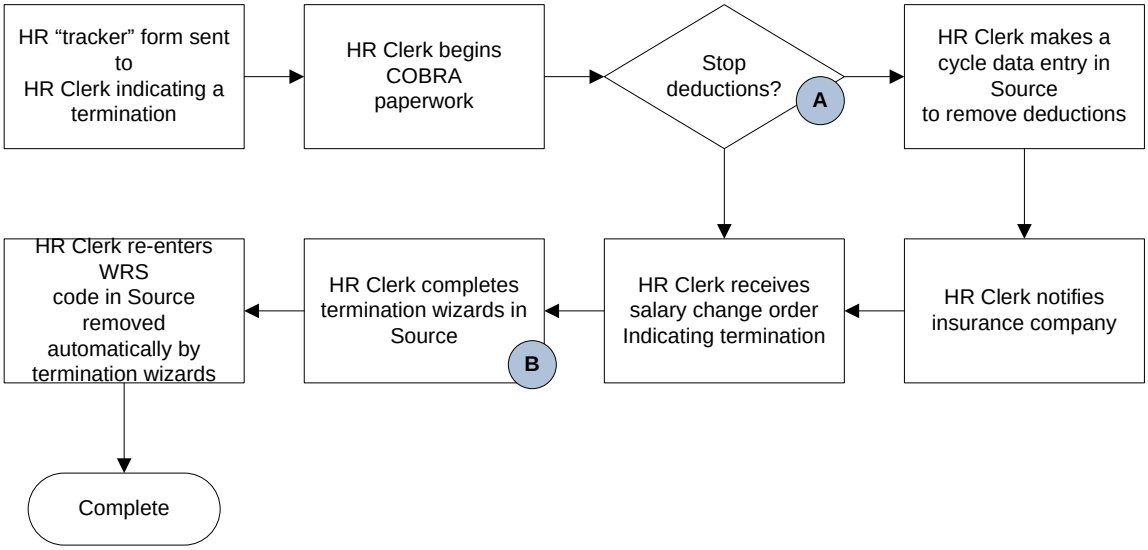
A Entry time increased from 2 minutes per employee to 5 minutes due to wizard

B Orientation typically occurs within first week of hire

Appendix I

Waukesha County

Termination High-Level Process Flow - Current



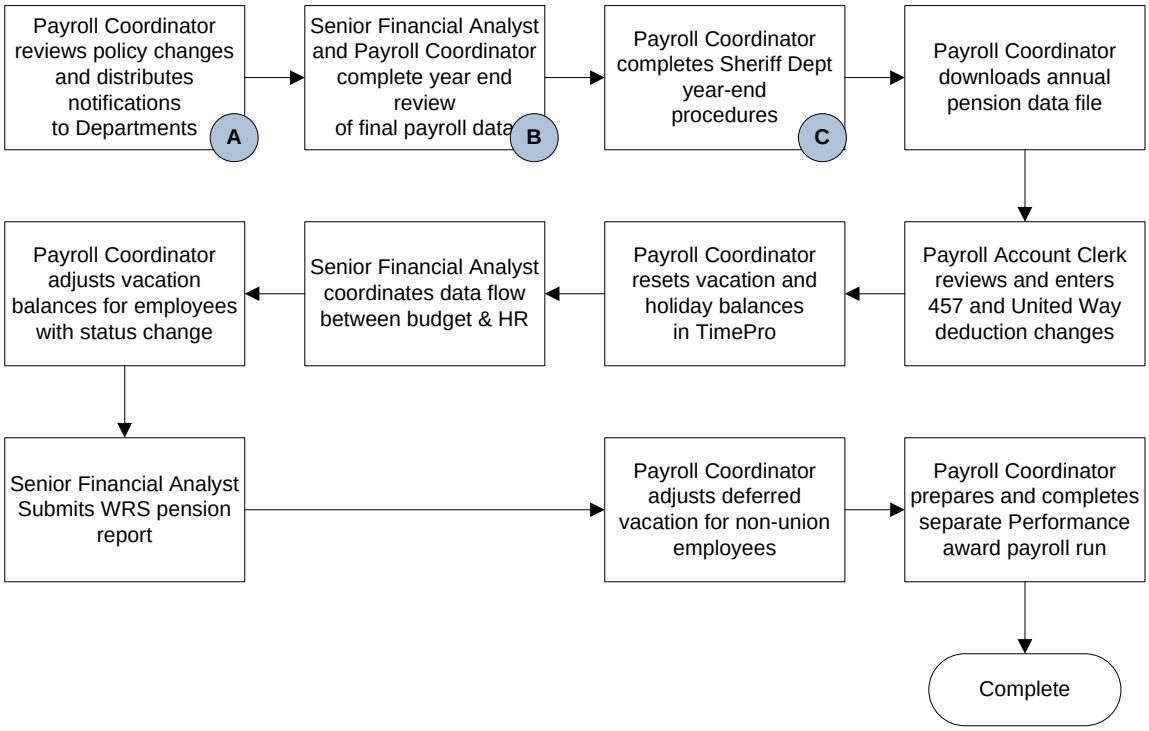
A Deductions stopped in cases where employee should not have a deduction for that paycheck

B Source termination wizard involves more screens than previous system to complete termination, increasing time to complete termination

Appendix I

Waukesha County

Year-End High-Level Process Flow - Current



A Notices include comp time payout procedure and holiday payroll processing schedule

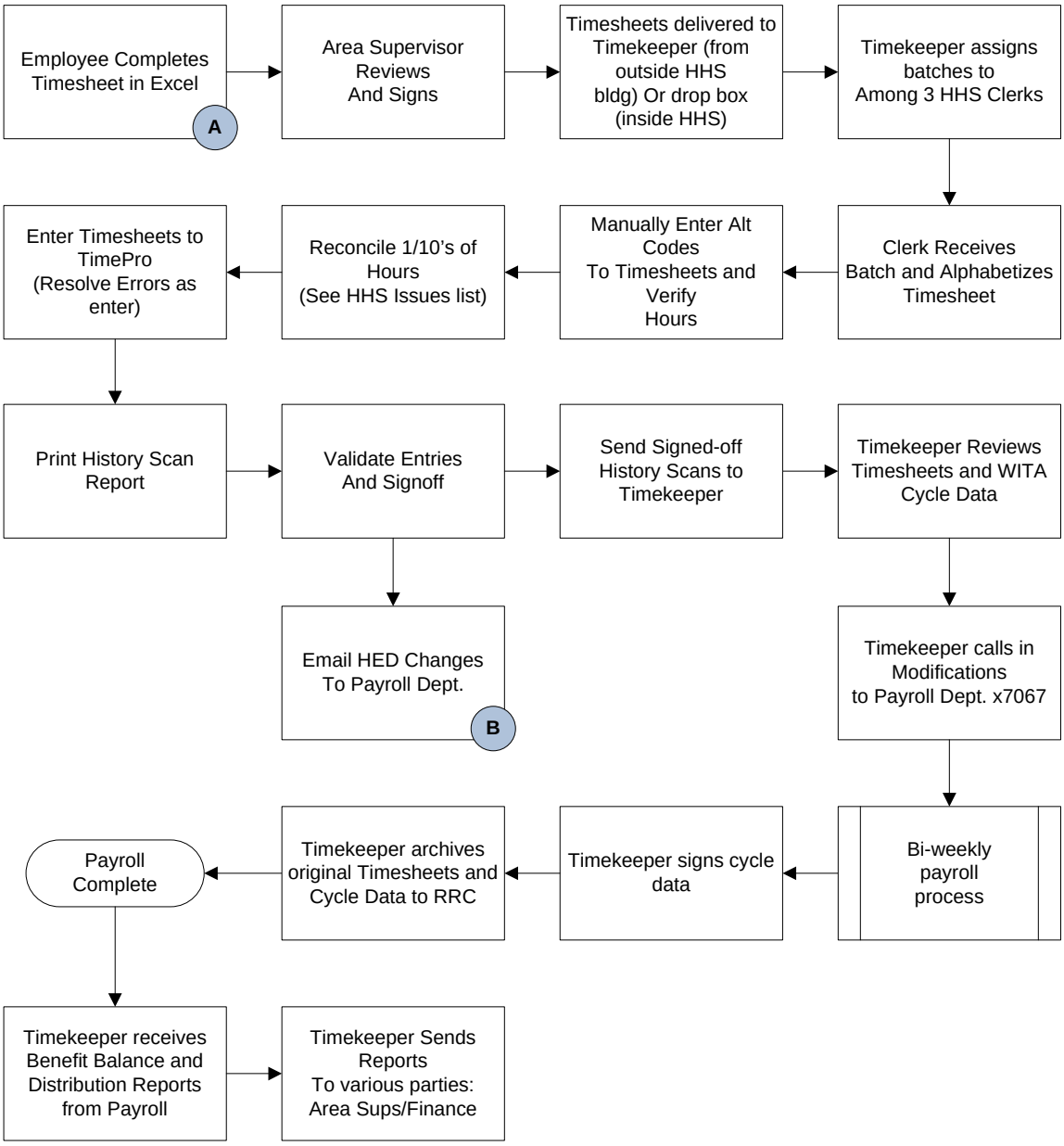
B Includes review of pension data, W-2 data, address and contact information, and 457 contribution limits.

C Sheriff-specific procedures include ensuring uniform payments and holiday payments are processed correctly

Appendix 1

Waukesha County

Department of Health and Human Services Payroll Process - Current



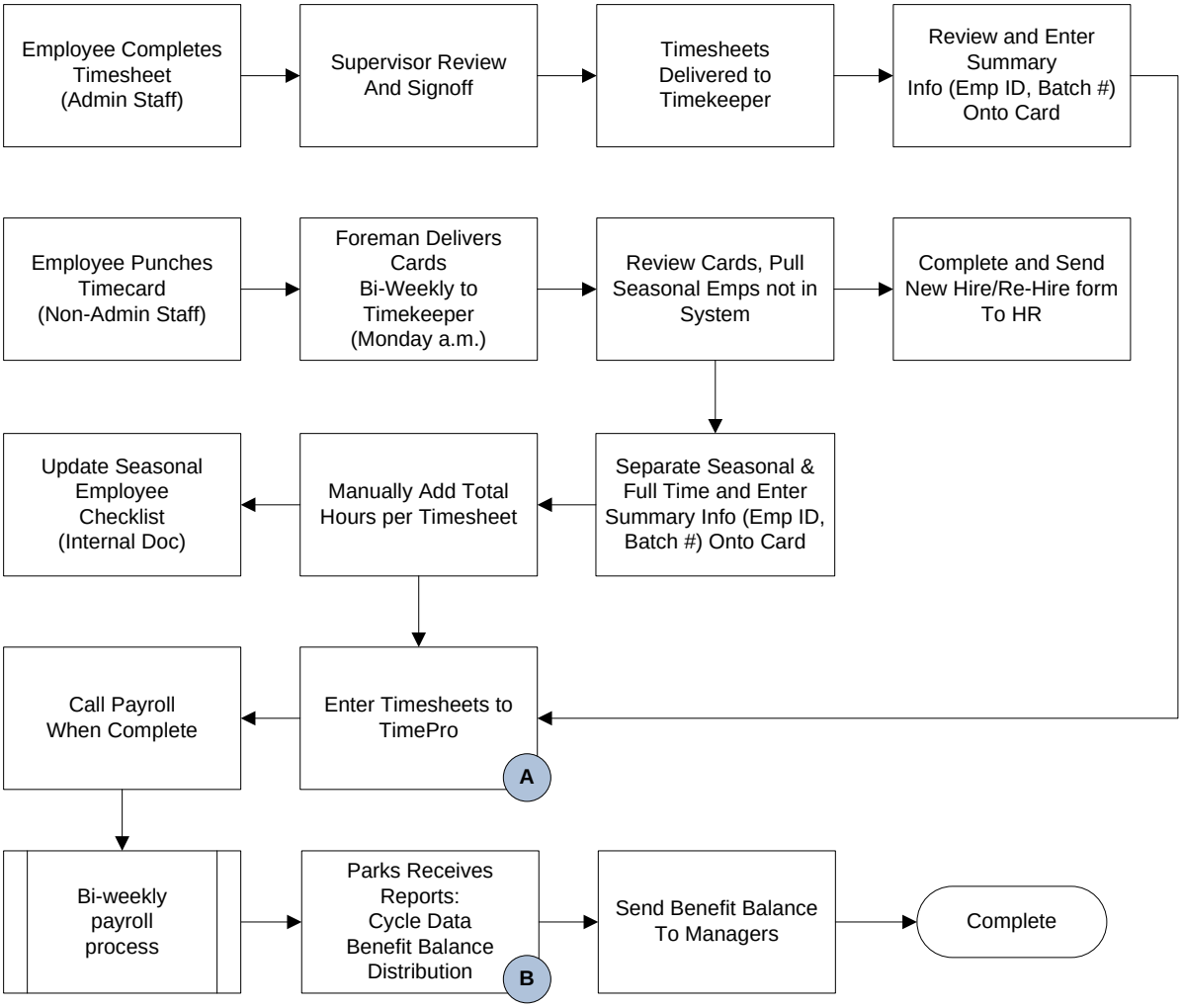
A Timesheets same for all areas of HHS except the nurses in Mental Health & Juvenile Center. Other areas: Admin, Public Health, Workforce Development.

B HED Changes are changes to labor distribution for a given person during a pay period / Wages / CN Pay / Weekend RN

Appendix I

Waukesha County

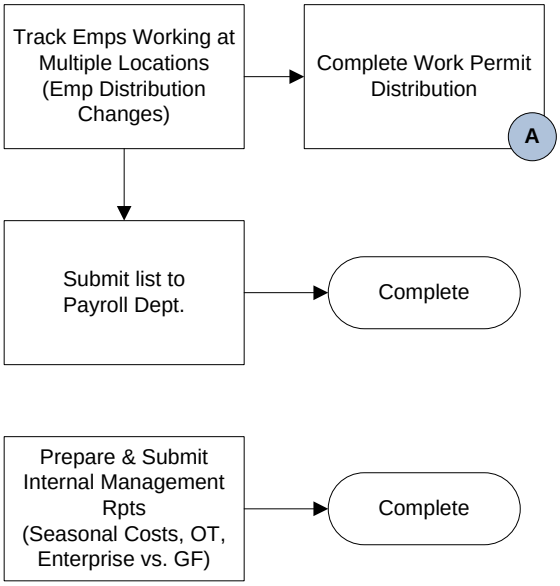
Parks Department Payroll Process - Current



A	Seasonal entered Weekly, Admin entered Bi-Weekly
B	Cycle Data and Distribution Reports not used

Appendix I

Waukesha County
Parks Department Payroll Process - Current
(Continued)

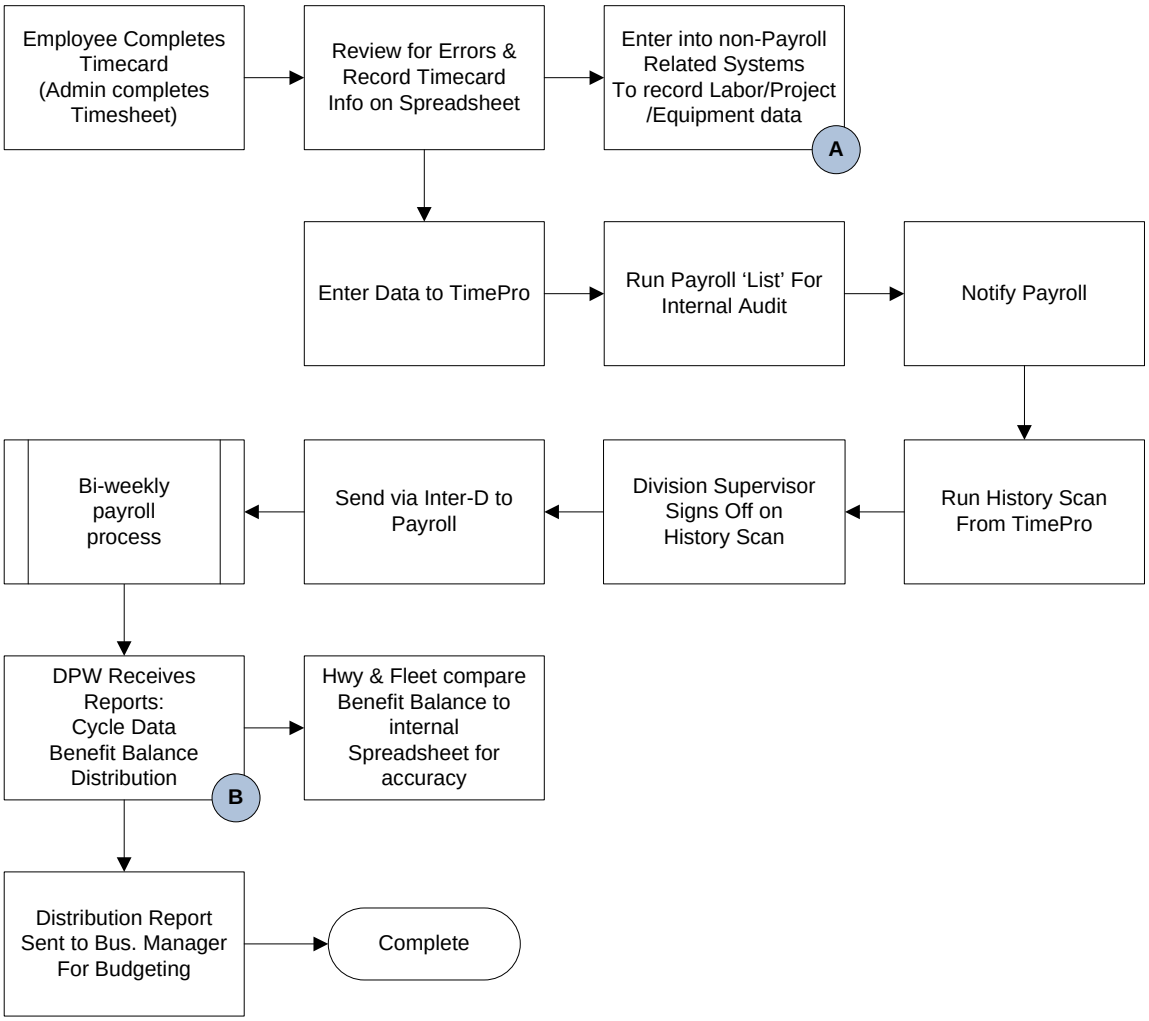


A Non-Payroll Related Activity

Appendix I

Waukesha County

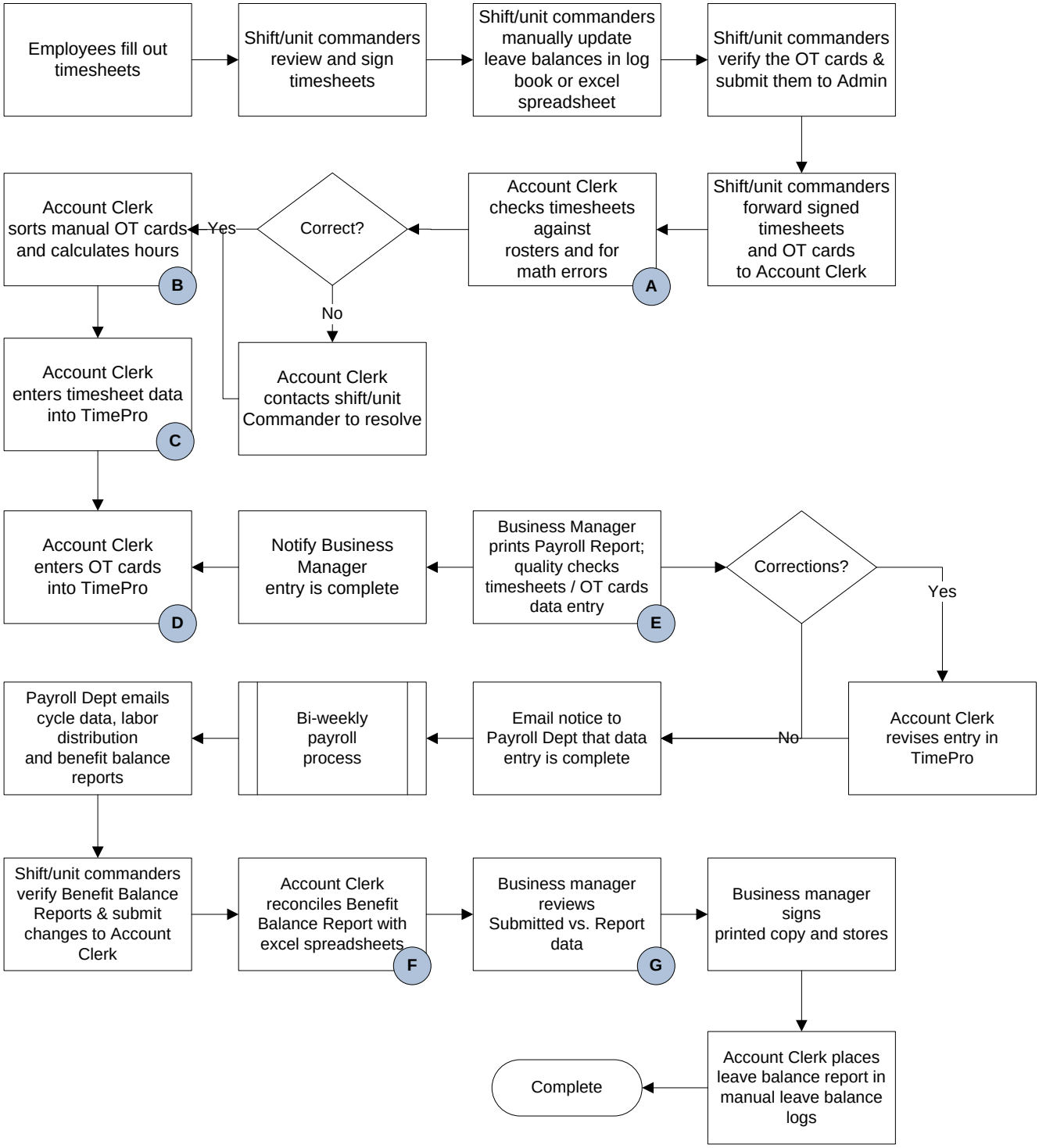
Department of Public Works Payroll Process - Current



A	Fleet enters to 'eFleet' daily; Highway enters to 'CHEMS' daily; Facilities enters to 'Focus' daily.
B	Cycle Data Report not used

Waukesha County

Appendix I Sheriff Department High-Level Process Flow – Current



A This step takes approximately 3-4 hours. Log entries frequently have discrepancies.	**E** This step takes 3 hours.
B This step takes between 2-3 hours in the 2-week period.	**F** This step takes between ½ hour to 1 ½ hours.
C This step takes approximately 16 hours.	**G** This step takes about 20 minutes.
D This step takes between 4 and 5 hours.	