



completed eBenefits Phase I project to implement the BenAdmin module.

### **eBenefits Phase II**

Implementation of the BenAdmin module automated the administration of benefits using eligibility rules and event rules. Prior to implementation of BenAdmin, benefit program and benefit plan eligibility and maintenance of employee enrollments was performed manually. With BenAdmin in place, the system automatically determines program and plan eligibility based on rules established in the system, automates benefits changes based on life events (such as new hire, family status changes, Cobra eligibility, etc.), and ensures data integrity. Phase II of the eBenefits project implements employee self-service and other automation features for the benefits open enrollment processes.

In addition to the configuration of event and eligibility rules for open enrollment, CherryRoad will provide technical analysis and specifications for changes to interfaces for the County deferred compensation programs, flexible spending, long-term disability, and life insurance providers. CherryRoad will also create training materials for end users and functional leads/power users and conduct train the trainer sessions. The full scope of the project is defined in Exhibit A of the proposed agreement (Attachment A).

### **Retro Pay and CALPERS Reporting**

The automation of the Retro Pay module will reduce the manual intervention needed to ensure correct pay each pay period. In addition to the automation of Retro Pay, CherryRoad will improve the CALPERS reporting process to include the newly enhanced retro pay process which will reduce staff time. This new process has the potential of saving the County 80 staff hours per pay period. CherryRoad will also create training materials for end users and functional leads/power users and conduct train the trainer sessions. The full scope of the project is defined in Exhibit A of the proposed Agreement (Attachment B).

### **FINANCIAL IMPACT:**

The agreements provide for the County to pay a maximum of \$146,640 and \$25,600, for eBenefits and Retro Pay and CALPERS Reporting, respectively. There are sufficient budget appropriations for these projects in the Department of Information Technology's FY2018/19 budget and it is already included in budgeted allocations to departments.

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

### **ALTERNATIVES:**

The Board could choose to not approve these Agreements but this is not recommended. CherryRoad Technology, Inc. is familiar with the County's Oracle/PeopleSoft Human Resources/Payroll system, configurations, customizations and has historically provided excellent service. More significantly, the eBenefits Phase II implementation automates the benefits enrollment process for Human Resources which will significantly reduce manual entry and errors, and allow staff to improve efficiencies and provide better service to employees. The Retro Pay and CALPERS reporting is estimated to save 80 hours per week in staff time, representing increased efficiencies and future savings to the County.

### **OTHER AGENCY INVOLVEMENT:**

County Counsel, Human Resources, Auditor/Controller, and the Department of Information Technology were involved in the development and review of the contracts with CherryRoad Technologies, Inc. and concur with the recommendation to approve these agreements.

### **CAO RECOMMENDATION:**

## APPROVE DEPARTMENTAL RECOMMENDATION