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ORDER OF THE BOARD OF ALDERS OF THE CITY OF NEW HAVEN AUTHORIZING THE MAYOR, AND/OR CONTROLLER, TO ENTER INTO A FIVE-YEAR AGREEMENT WITH ADP WORKFORCE NOW PAYROLL SYSTEM TO PROVIDE THE CITY OF NEW HAVEN WITH A UNIFIED PAYROLL SYSTEM FOR ELECTRONIC TIME TRACKING, AUTOMATION OF PAYROLL PROCESSING, AND PAYROLL REPORTING.

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WHEREAS, the City of New Haven seeks to modernize and enhance its payroll operations by implementing a secure, automated, and fully integrated payroll and timekeeping system that aligns with best practices and compliance standards; and

WHEREAS, the City's current manual payroll processes rely heavily on paper-based timecards, departmental spreadsheets, and manual data entry, resulting in increased risk of errors, inefficiencies, audit challenges, and processing delays; and

WHEREAS, the adoption of a citywide electronic timekeeping and payroll platform will improve efficiency, reduce human error, ensure timely and accurate employee compensation, and strengthen compliance with state and federal wage and hour regulations; and

WHEREAS, ADP Inc. offers the ADP Workforce Now system, a cloud-based, comprehensive solution designed to unify payroll, time and attendance, and workforce management for both the City of New Haven and the New Haven Board of Education; and

WHEREAS, implementation of the ADP Workforce Now system will provide automated workflows, centralized reporting, employee self-service capabilities, and enhanced data security, thereby improving transparency, accountability, and operational efficiency across all departments; and

WHEREAS, the Controller's Office has determined that ADP Inc. is uniquely qualified to provide this system and that the adoption of this platform represents a critical investment in the City's modernization and financial integrity initiatives.

NOW, THEREFORE, BE IT ORDERED that the Board of Alders of the City of New Haven hereby authorizes the Mayor and/or Controller to enter into a five (5) year agreement with ADP Inc. to provide the City and the New Haven Board of Education with a comprehensive, cloud-based payroll and electronic timekeeping system; and

BE IT FURTHER ORDERED that the Mayor and/or Controller are hereby authorized to execute any and all necessary contracts, revisions, amendments, or modifications to said agreement as deemed necessary or desirable to effectuate the purpose of this Order, including but not limited to indemnification provisions; and

BE IT FURTHER ORDERED that the Mayor and/or Controller are authorized to act as the City's designated representatives in all matters related to the administration, implementation, and oversight of this five-year agreement.