



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: June 6, 2022
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Request to purchase ACA module for UKG HRIS

Each year, as an applicable large employer, the City is responsible for filing 1095-C and 1094-C forms with the IRS. Additionally, employees must be furnished copies of 1095-C forms. The Payroll Administrator has historically manually performed the administrative tasks behind this reporting.

After our former Payroll Administrator left the position at the City, HR and Finance department looked into the possibility of using our HRIS (UKG) to perform the functions required to comply with these requirements. If we import some hours worked data into UKG from Springbrook, UKG would be able to perform this functionality.

The cost to purchase this module is approximately \$2,000 annually, with an additional one-time implementation cost of \$2,125. The implementation costs would come out of the Human Resources budget, so this request is to fund the additional \$2,000 cost each year. The cost would come out of the same budget line that we currently pay for our UKG access, which would mean that line would be over budget in 2022. If approved, I would request an additional \$2,000 during budget discussions for 2023.

Thank you for your consideration.

HUMAN RESOURCES

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