

## EXECUTIVE COMMITTEE

DATE: Tuesday, August 21, 2018  
TIME: 8:00 a.m.  
LOCATION: Courthouse – Room 114  
Wisconsin Rapids, WI

1. Call meeting to order
2. Public comments
3. 1010 Airport Ave, offers to purchase, if any
4. Discuss 2019 Budget meeting dates
5. Discuss Dynamics Payroll
6. Consider any agenda items for next meeting.
7. Adjourn



# Wood County

## WISCONSIN

Office of  
Finance Director  
**Marla A. Cummings**  
Finance Director

August 21, 2018

To: Executive Committee

From: Marla Cummings, Finance Director *MAC*

Subject: Dynamics Payroll

On 1/1/2016 IT and HR implemented HRMS. There were numerous complaints from employees and department heads on how payroll was being handled. In addition, Finance repeatedly asked HR to reconcile the withholding accounts. Therefore, Finance went to the Executive Committee.

On October 3<sup>rd</sup>, 2017, the Executive Committee made a unanimous motion to move Payroll to Finance. Finance recommended implementing Dynamics Payroll. On November 7<sup>th</sup>, 2017, the Executive Committee made a unanimous motion to accept Wipfli's quote of approximately **\$56,000** to implement Dynamics Payroll.

I was given a mission which I have done successfully. I am now asking to be given the same respect that other Department Heads are given and allowed to do my job as I believe is in the best interest of the County.

I propose that we finish the implementation of Dynamics. I also proposes that effective immediately, the following be implemented between Human Resources and Finance. Both departments have discussed this process and are in agreement.

- Finance inputs all payroll data into the payroll system.
- Finance is the administrator of TimeStar.
- Finance inputs all payroll data into TimeStar.
- Human Resources verifies all data to ensure accuracy.
- Human Resources is backup to the above steps.
- A secure file will be created on the "L" drive, accessible by only Human Resources and Finance, to eliminate the need to pass confidential data through interoffice mail.

The County has made an investment in this project in both time and money. I believe the County needs to see this project to the end. We should not settle for 2 – 4 errors a payroll but strive for an error free payroll every payroll.

On November 29<sup>th</sup>, 2017, two Engagement Letters were signed with Wipfli to implement Dynamics Payroll, of which copies are attached.

Dynamics Payroll	\$48,700
SmartList & SmartConnect Software	<u>5,650</u>
<b>Total Cost</b>	<b>\$54,350</b>
Amount Paid to Date	<u>13,635</u>
<b>Balance to be Paid</b>	<b><u>\$40,715</u></b>
Additional cost for travel for the vendor	

***Annual Maintenance Costs***

Dynamics – No Additional Cost	\$ 0.00
SmartList & SmartConnect Software per year	1,129.00
Remove Payroll from HRMS Savings per year	(5,115.00)
Remove Aatrix; provided by Dynamics	<u>(699.00)</u>
<b>Total Increase (Decrease) Annual Costs</b>	<b><u>(\$4,685.00)</u></b>

- Currently, Aatrix is used for tax reporting and producing W2's. Dynamics Payroll has the capability to provide both. There is no issue regarding security.
- Wipfli gave a quote of \$7,000 for additional software for Advanced Payroll and Advanced HR. It has been determined this is not needed.
- IT staff has already put an investment towards this project. They have extracted the data and setup an account on Wipfli's secure site. The next step is for IT to give the data to Wipfli.



Date	Email Subject	Finance	IT	HR	WIFPLI	Other	Email Detail / Other Details
5/1/2017	HR/PR Followup Call	FINANCE - Martin, Cummings	IT - Amy Kaup	HR - Warren Kraft	WIFPLI		Set up phone call to review HR/PR
6/14-6/16/17	Dynamics Payroll	FINANCE - Martin, Cummings	IT - Amy Kaup	HR - Kraft, Pingel			Set up meeting with City of Marshfield for 6/28/17
7/11/2017	Demo Dynamics	FINANCE - Martin, Cummings	IT - Brandl, Kaup	HR - Kraft, Pingel			IT set up demo of Dynamics
8/30/2017	Transition of payroll	FINANCE - Martin, Cummings	IT - Amy Kaup				Finance wanting to set up meeting to discuss payroll issues
9/11-9/12/17	Dynamics Payroll	FINANCE - Martin, Cummings	IT - Amy Kaup				Set up meeting w/WIFPLI, IT attended 9/14/17, quote provided by WIFPLI
9/15/2017	HRMS Interfaces	FINANCE - Martin, Cummings	IT - Amy Kaup				IT sent email regarding reports
10/3/2017							Executive Committee makes a motion to move payroll to Finance
10/18/2017	Payroll Transfer	FINANCE - Martin, Cummings				Lance Pliml	*** Martin expressing concerns with transfer to Finance. IT said no time to be involved at Executive Meeting
10/4-10/23/17	Payroll	FINANCE - Martin, Cummings	IT - Amy Kaup	HR - Warren Kraft			Emails from Finance to HR to set up time for better understanding of HR's process.
10/31/2017	Division of Payroll Duties	FINANCE - Martin, Cummings	IT - Amy Kaup	HR - Kraft, Pingel, Quinnell		Pliml, Wagner	Emails regarding job description for payroll clerk
11/27/2017	Payroll Kickoff meeting	FINANCE - Cummings	IT - Amy Kaup				IT DECLINED to be involved in meeting unless Finance thought differently.
11/28/2017	Data Migration	FINANCE - Cummings	IT - Amy Kaup				Finance requesting payroll data. IT responded information is housed by HR.
11/28/2017	Data Migration	FINANCE - Cummings		HR - Kraft, Pingel, Quinnell			Finance requested payroll data from HR. HR director wanted confidentiality agreement signed by WIFPLI
11/29/2017	Data Migration	FINANCE - Cummings		HR - Kraft, Pingel, Quinnell			Pingel asking for specifics of data. Cummings sent template. Kraft wanting to see confidentiality agreement provided by WIFPLI
11/29/2017							Sign Contract with Wifpli for Dynamics Payroll
12/6/2017	Confidentiality Agreement	FINANCE - Cummings		HR - Kraft			Confidentiality agreement created by Wood County, sent to WIFPLI
12/12/2017	Meeting	FINANCE - Cummings	IT - Amy Kaup	HR - Kraft, Pingel			Finance request to set up meeting with IT & HR.
12/12/2017	Meeting	FINANCE - Cummings		HR - Kraft, Pingel			Recap of meeting. Finance setting deadline for payroll data - 12/21/17. Finance also requesting withholding accounts to be reconciled. Original deadline 12/15/17. Request was made one year prior.
12/14/2017	Finance Director Transition	FINANCE - Martin				Lance Pliml	Marlin expressing concerns to Pliml regarding payroll transition. Marlin retired 12/15/17
12/14/2017	Data Migration	FINANCE - Cummings	IT - Amy Kaup	HR - Kraft, Pingel			Received email from Pingel about data. Finance stated HR is unable to get the needed data. Finance sent email to Kraft and Kaup for assistance in getting data.
12/18/2017	Data Migration	FINANCE - Cummings	IT - Amy Kaup	HR - Kraft, Pingel			IT responded with IT's position on project. IT dept. does not have resources for project if not a turnkey solution.
12/20/2017	Confidentiality Agreement	FINANCE - Cummings	IT - Amy Kaup	HR - Kraft, Pingel			Finance sent signed confidentiality agreement to Kraft.
1/2/2018	Payroll	FINANCE - Cummings			WIFPLI		Finance asking Wifpli if they can extract data from current system.
1/3/2018	Payroll	FINANCE - Cummings	IT - Amy Kaup				Finance asking IT to give Wifpli details and access to data. IT wanting a meeting with Pliml
1/4/2018	HRMS	FINANCE - Cummings	IT - Amy Kaup	HR - McGrath			Email from Finance regarding complete access to HRMS. Finance only had limited. IT would work with Jodi to get HRMS setup. Finance initially given read only access.
1/9/2018	HRMS	FINANCE - Cummings	IT - Amy Kaup				Email from Kaup. IT working on getting full access to Finance. IT asking Finance if in favor of reviewing other HR systems besides Dynamics. Stated be nice to eliminate HRMS all together.
2/7/18 - 2/9/18	HR and Payroll Demo	FINANCE - Cummings			WIFPLI		Finance working with Wifpli to set up demo of Dynamics HR and Payroll.
2/12/2018	Dynamics Demo	FINANCE - Cummings	IT - Amy Kaup	HR - McGrath			From IT: working with Wifpli to schedule online demo. Stated Wifpli has a good understanding of needs for payroll
2/12-2/15/18	Dynamics Demo	FINANCE - Cummings	IT - Amy Kaup		WIFPLI		From IT: sent to Wifpli list from HR regarding requirements and functionality
2/12/2018	Dynamics Questions	FINANCE - Cummings	IT - Brandl		WIFPLI		Brandl began working on extracting queries from HRMS to excel templates. Emailed questions to Finance.
3/2/2018	Dynamics Questions	FINANCE - Cummings	IT - Brandl, Kaup		WIFPLI		Brandl and Wifpli email communication regarding items for data extraction.
3/5/2018	Dynamics Questions	FINANCE - Cummings	IT - Brandl, Kaup		WIFPLI		Wifpli provided a quote for Extended HR and Payroll = \$7,000
3/23/2018	Dynamics Questions	FINANCE - Cummings	IT - Brandl, Kaup		WIFPLI		Wifpli provided a secure site to upload files.
3/29/2018	Dynamics Questions	FINANCE - Cummings	IT - Brandl, Kaup				Brandl extracted the first version of payroll data
4/20/2018	Dynamics Questions	FINANCE - Cummings	IT - Brandl, Kaup				Brandl created an account with Wifpli's secure site. Wanted data to be reviewed.
4/27/2018							Dynamics Demo with Wifpli
4/27/2018	Dynamics Upgrade	FINANCE - Cummings	Markworth, Kaup				Received email from Markworth regarding Dynamics upgrade and discussing Dynamics payroll and HR test systems and capabilities
5/3/2018	Dynamics Payroll	FINANCE - Cummings	IT - Amy Kaup				IT requesting a meeting to discuss Dynamics Payroll
5/4/2018	Dynamics Payroll/ HR in Demo Co.	FINANCE - Cummings	Markworth, Kaup		WIFPLI		From Markworth: asking Wifpli to have Dynamics payroll available in a demo company (requested by Finance). HR wanted to try out Dynamics HR in a demo company
5/4/2018	Dynamics Payroll/ HR in Demo Co.	FINANCE - Cummings	IT - Amy Kaup				IT sent email to Finance asking about charges for IT questions.
5/30/2018	Comp Time- Exempt Employees	FINANCE - Cummings		HR - McGrath			Discovered Comp time issue
5/30/2018	Today's Meeting	FINANCE - Cummings	IT - Amy Kaup	HR - McGrath		Doug Machon	Meeting regarding next steps for HR/Payroll software



## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, October 3, 2017  
**TIME:** 8:30 a.m.  
**PLACE:** Room 114, Wood County Courthouse  
**PRESENT:** Al Breu, Bill Clendenning, Hilde Henkel, Lance Pliml, Donna Rozar, Ed Wagner  
**EXCUSED:** Michael Feirer  
**OTHERS PRESENT** (for part or all of the meeting): Reuben Van Tassel, Brenda Nelson, Marla Cummings, Mike Martin, Adam Fandre, Amy Kaup, Heather Gehrt, Terry Stelzer, Sue Kunferman, Jordan Bruce, Shane Wucherpennig, John Peckham, Doug Passineau, Cindy Robinson, Dennis Polach, John Nystrom (Marshfield YMCA), Warren Kraft, Kelli Quinnell, Steve Kreuser

The meeting was called to order by Chairman Wagner.

**Public Comment** – No public comment

### **Consent Agenda**

**Motion (Breu/Pliml) to approve the consent agenda minus the minutes from the September 5, 2017 Executive Committee meeting. Motion carried unanimously.**

Rozar requested the minutes of the September 5, 2017 Executive Committee meeting be pulled for further discussion. Discussion of a bill from Design Unlimited, LLC was included as an agenda item for the next meeting but was not put on the October agenda. The bill is for \$8,665 in additional costs for extra work requested to the plan for a possible new Human Services building in Marshfield. As this expense was not budgeted, the money will need to come out of contingency. A resolution to approve payment will be presented at a special meeting of the Executive Committee prior to the County Board meeting on October 17<sup>th</sup>.

**Motion (Henkel/Pliml) to approve the meeting minutes of the September 5, 2017 Executive Committee. Motion carried unanimously.**

Rozar introduced John Nystrom, CEO of the Marshfield YMCA, and led discussion regarding the YMCA's request for an easement from Wood County allowing them to construct a driveway off of Chestnut Street to their facility to help alleviate traffic backups on McMillan Street (their only access) and improve safety. Nystrom provided a drawing to the Committee which laid out the proposed new driveway and stated that the Y will be covering all costs associated with the construction and maintenance of this driveway.

**Motion (Clendenning/Breu) to approve Wood County entering into negotiations with the Marshfield YMCA for an easement. Motion carried unanimously.**

The County Clerk Letter of Comments was reviewed.

Maintenance Manager Van Tassel reviewed his Letter of Comments. Van Tassel stated he was approached by the Wisconsin Rapids Police Department with a request for permission to conduct training in the vacated 12<sup>th</sup> Street building. Seeing no reason to deny this request, the training will be scheduled.

Van Tassel gave an update on the Courthouse and River Block construction projects. The River Block construction is winding down with the north end sidewalk being replaced and installation of glass for the third floor breakroom.

Risk Management Director Stelzer reviewed his Safety and Risk Management Letter of Comments.

The IT Letter of Comments was reviewed. IT Director Kaup stated that Matt Ives has been hired to fill the Programmer position. IT will be moving the remaining equipment out of the old data center into the new center on October 14<sup>th</sup>.

Wellness Coordinator Fandre presented his update. Quarter 5 of the Wellness Program has been implemented. Approximately 200 new participants have joined the Wellness Program.

Treasurer Gehrt reviewed her Department's Letter of Comments. She has a request from a Town of Cameron resident whose property is being tax deeded that he be allowed to rent the space from the County until March to allow time to remove all of his property. The matter will be addressed at the October 17<sup>th</sup> special Executive Committee meeting prior to County Board.

The Finance Department Letter of Comments was reviewed.

Finance Director Martin gave an update on the 2018 budget which included changes to the County Board budget. Projections on the debt issuance cost and premium on the new debt were discussed. Total budget for 2018 stands at \$109,672,569 with an operating tax rate of \$4.485, debt service tax rate of \$0.648 and library tax rate of \$0.384.

**Motion (Pliml/Rozar) to approve the 2018 budget and tax rates as presented. Motion carried unanimously.**

Martin requested that an official motion be made to move the payroll function to Finance as well as to approve the Wipfli proposal. Martin shared the cost estimate provided by Wipfli to implement the Dynamics payroll module and Wipfli will turnkey the process. Discussion was held regarding moving the payroll function from Human Resources to Finance. Kaup expressed concern with IT not driving the project and stated she has a lot of questions. Pliml shared his concern that there is not enough time to make sure Dynamics will work with TimeStar. Wagner requested that Finance, HR, and IT continue to work together on this project.

**Motion (Clendenning/Breu) to approve moving the Wood County payroll function from Human Resources to Finance. Motion carried unanimously.**

With the payroll function being moved to Finance, Martin is requesting a full-time employee for payroll processing. Cummings and Martin will develop a job description for the position.

**Motion (Rozar/Clendenning) to approve the addition of one full-time employee to Finance for payroll. Motion carried unanimously.**

An initial resolution for borrowing not to exceed \$1 million for highway construction was presented by Passineau. The resolution is being supported by the Highway Infrastructure & Recreation Committee and this Committee is asking the Executive Committee to co-sponsor it. Discussion was held with several Committee members stating they are not comfortable with adding that much debt while others stated that a commitment was made to highway improvement and it needs to be seen through.

**Motion (Clendenning/Breu) to have the Executive Committee co-sponsor the resolution for borrowing not to exceed \$1 million for highway construction. Breu-yes; Clendenning-yes; Henkel-no; Pliml-no; Rozar-yes; Wagner-no. Motion failed.**

Discussion was held on the \$5.44 million debt issue for Highway, Refunding STFL, and 2018 Capital projects. Martin reviewed the timeline for the process which includes a ratings conference call with Moody and Springstead on October 5<sup>th</sup>, bid opening on October 16<sup>th</sup>, and a resolution to accept the bid being presented to the Executive Committee at a special meeting before County Board on October 17<sup>th</sup> with presentation to the County Board that same day.

Finance Department correspondence was discussed as outlined on the agenda.

Break at 10:07 a.m. Meeting reconvened at 10:17 a.m.

#### **Human Resources (HR)**

Warren Kraft discussed HR's Monthly Letter of Comments and gave a staffing update of the HR office. He noted that due to a retirement in the office, HR will exceed the administration line item of the budget.

Kraft also presented a memo regarding the Educational Reimbursement Policy. Discussion on the memo took place. Further discussion will take place at the next regularly scheduled Executive Committee meeting.

Future agenda items: Discussion of lease with the City of Marshfield and Kurt Heuer request for office space within the Courthouse

A special meeting will be held on Tuesday, October 17<sup>th</sup> at 8:30 a.m. prior to County Board.  
Next regularly scheduled Executive Committee meeting: Tuesday, November 7<sup>th</sup>, 8:30 a.m.

**Motion (Wagner/Henkel) to adjourn the Executive Committee meeting at 10:50 a.m. Motion carried unanimously.**

Respectfully submitted and signed electronically,

*Donna M. Rozar*

Donna Rozar  
Secretary

Human Resources agenda items minutes taken and prepared by Kelli Quinnell. Other minutes taken and prepared by Brenda Nelson. All minutes reviewed by the Executive Committee secretary.



## EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** Tuesday, November 7, 2017  
**TIME:** 8:30 a.m.  
**PLACE:** Room 114, Wood County Courthouse  
**PRESENT:** Al Breu, Bill Clendenning, Michael Feirer, Hilde Henkel, Lance Pliml, Donna Rozar, Ed Wagner

**OTHERS PRESENT** (for part or all of the meeting): Reuben Van Tassel, Brenda Nelson, Cindy Cepress, Marla Cummings, Mike Martin, Adam Fandre, Amy Kaup, Heather Gehrt, Terry Stelzer, Sue Kunferman, Shane Wucherpennig, Cindy Robinson, Andrew Smith (US Bank), Dennis Polach, Warren Kraft, Kimberly McGrath

The meeting was called to order by Chairman Wagner.

**Public Comment** – No public comment

### **Consent Agenda**

**Motion (Rozar/Feirer) to approve the consent agenda as presented. Motion carried unanimously.**

County Clerk Cindy Cepress reviewed her Letter of Comments.

Maintenance Manager Van Tassel reviewed his Letter of Comments, stating that he is in the process of choosing a facility management software program and has had the opportunity to visit two counties to see how their facility management software is being utilized. Chairman Wagner asked Van Tassel to present his findings to the Ad Hoc Property Committee before making a final choice.

Discussion was held regarding the Ad Hoc Property Committee meeting held on October 26. During that meeting, three motions were made regarding how to move forward with County properties located at 1010 Airport Avenue and 2611 12<sup>th</sup> Street South in Wisconsin Rapids, as well as the two CBRF properties in Marshfield. The need for a commercial appraisal on the 12<sup>th</sup> Street property was discussed and the consensus of the Committee was that the cost for appraisals would be paid out of the Maintenance Department budget.

**Motion (Rozar/Pliml) to accept the three motions made at the October 26, 2017 Ad Hoc Property Committee. Motion carried unanimously.**

Van Tassel requested that the Executive Committee assign space needs in both the Courthouse and River Block to the Ad Hoc Property Committee as there are still a number of items that need to be addressed in both buildings. Wagner would like the Ad Hoc Committee to prioritize the remaining space needs that need to be addressed.

**Motion (Pliml/Feirer) to assign the issue of space needs to the Ad Hoc Property Committee. Motion carried unanimously.**

Risk Management Director Stelzer reviewed his Safety and Risk Management Letter of Comments.

The IT Letter of Comments was reviewed. IT Director Kaup gave an update on the data center move that took place last month.

The Committee reviewed a Social Media policy presented by IT. Kaup stated this policy has been a work in progress over three years. Drafts of the policy were sent to department heads and employees involved in the policy writing twice for their review.

**Motion (Pliml/Breu) to accept the Social Media Policy as presented. Motion carried unanimously.**

Wellness Coordinator Fandre presented the Wellness Program update. He stated there are 217 new participants in the Wellness Program.

Treasurer Gehrt reviewed her Department's Letter of Comments. Gehrt stated the software system in her Department is changing the application used by the Property Lister, creating more work and requiring more training. She budgeted to cut a half-time position but will be keeping 20 percent to make the Tax Lister I position full-time so that employee can assist the Property Lister. This change will not have an impact on her Department's budget.

Gehrt introduced Andrew Smith from US Bank. He gave a presentation on a purchase card program. Under this program, the County would have an administrator who would oversee all departments, and each department head would oversee the cards issued to employees in their departments. The administrator would be able to make real time changes to accounts as needed. Pliml stated he believes a purchase card program is a good idea but would like to have Gehrt look into other options before the County commits to one. Smith offered to set up a webinar for department heads to get more information. This issue will be addressed again at the December Executive Committee meeting.

Gehrt presented a resolution to accept offers of sale of tax deeded properties in the Town of Dexter, Town of Remington, and City of Marshfield.

**Motion (Rozar/Breu) to approve the resolution to accept offers of sale of tax deeded properties in the Town of Dexter, Town of Remington, and City of Marshfield. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

A resolution to tax deed properties in the Town of Sigel and City of Wisconsin Rapids was presented.

**Motion (Feirer/Henkel) to approve the resolution to tax deed properties in the Town of Sigel and City of Wisconsin Rapids. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Gehrt presented a resolution to authorize the sale of tax deed property in the Town of Grand Rapids to the former owner.

**Motion (Henkel/Clendenning) to approve the resolution to authorize the sale of tax deed property in the Town of Grand Rapids to the former owner. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Gehrt discussed a parcel of land in the City of Marshfield located at the corner of N Maple Ave and Becker Road. The parcel is only 0.07 acres and has been in the County's possession since the 1980s. The neighboring property owner has been maintaining the property, not realizing the parcel did not actually belong to him. He is willing to purchase the parcel for \$1 if the County pays for removal of a dead willow tree on the lot. Gehrt received one quote for \$2,500 for tree removal. The Committee would like Gehrt to pursue additional tree removal quotes.



**Motion (Rozar/Feirer) to allow the Treasurer to move forward with the sale of the property for \$1.00 after removal of a dead tree at a cost not to exceed \$2,500. Motion carried unanimously.**

Gehrt presented information regarding County owned property in the Votava Subdivision in the City of Nekoosa. The property is in wetlands and a flood zone. The City has no plans to ever complete a roadway to these properties. Gehrt proposed contacting the Nekoosa School District to see if they would be interested in purchasing the properties at the cost of \$1.00 each to be used for educational/conservation purposes. The Committee directed Gehrt to move forward with contacting the Nekoosa School District.

The Finance Department Letter of Comments was reviewed.

Finance Director Martin distributed updated copies of slides to be presented at the November 14<sup>th</sup> public hearing on the proposed 2018 budget for review by the Committee.

Martin requested that an official motion be made to allow the Finance Department to accept the quote from Wipfli for the implementation of the new payroll software. The quote is for approximately \$56,000.

**Motion (Breu/Clendenning) to approve entering into the agreement with Wipfli for the implementation of new payroll software. Motion carried unanimously.**

Martin stated there continued to be issues with a number of payroll withholding accounts that need resolution. Wagner stated he is working with the HR Director on these issues. A meeting on November 2<sup>nd</sup> with Finance, IT, HR, and Wagner was held with the job description and duties for the new payroll position finalized. The Payroll Administrator position has been posted. Also, a Deputy Finance Director has been hired and will be joining the Department November 27<sup>th</sup>.

Break at 9:46 a.m. Meeting reconvened at 9:53 a.m.

#### **Human Resources (HR)**

Warren Kraft, HR Director, introduced Kimberly (Kim) McGrath as the HR Administrator, effective November 6, 2017. Kim succeeds Paula Tracy who retired last month.

Kraft presented a memo regarding the Educational Reimbursement Policy, including research about other counties' practices. Discussion on the research took place. Warren requested Committee members present the memo to their oversight committees for review with their respective department heads and provide comment. Further discussion will take place at the scheduled Executive Committee (EC) meeting in January 2018.

Kraft announced that Tim Deaton of The Horton Group will attend the next regularly scheduled EC meeting to share with the committee a preliminary peek at year-end claim experience.

Agenda items for next meeting: Purchase card program, Resolution from University Commission: UW-Marshfield/Wood County regarding communication tower

A special meeting will be held in Marshfield at City Hall on Monday, November 20<sup>th</sup> at 12:00 p.m. to conduct department head reviews for which the EC has oversight.  
Next month's Executive Committee meeting is scheduled for Tuesday, December 5<sup>th</sup> at 8:30 a.m.

**Motion (Wagner/Henkel) to adjourn the Executive Committee meeting at 10:19 a.m. Motion carried unanimously.**



Submitted and signed electronically,

*Donna Rozar*

Donna Rozar  
Secretary

Human Resources agenda items minutes taken and prepared by Kimberly McGrath. Other minutes taken and prepared by Brenda Nelson. All minutes reviewed by the Executive Committee secretary.



Wipfli LLP  
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PO Box 690  
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715.832.3407  
fax 715.832.5254  
www.wipfli.com

November 28, 2017

Ms. Marla Cummings  
Wood County  
400 Market Street  
P.O. Box 8095  
Wisconsin Rapids, WI 54494-8095

Dear Marla:

Thank you for selecting Wipfli LLP ("Wipfli") as your provider of professional consulting services to meet the unique requirements of Wood County ("Client"). We are looking forward to working with you to assist in achieving the business and information technology goals and objectives established by your organization.

This letter ("Engagement Letter"), together with the attached Wipfli LLP Professional Services Terms and Conditions Applicable to Nonattest and Nontax Engagements ("Terms and Conditions") records Wipfli's engagement by Client; sets forth the purpose, objective, and scope of the project; confirms our understanding of the terms of our engagement; and conveys the nature and limitations of the services provided. Client agrees that it will hold the contents of this Engagement Letter in confidence and will not disclose, use, or copy the same in whole or in part for any purpose other than to evaluate Wipfli's engagement.

### Project Purpose and Objective

The primary purpose of Wipfli's engagement is to provide professional consulting services related to assisting Client with its Microsoft Dynamics® GP ("Dynamics GP") payroll implementation (the "Project"). The primary objective of the Project is to complete the tasks and activities as outlined in the Statement of Work.

*Please refer to Appendix A for the Statement of Work, which further describes the Project.*

## Client Acceptance of Its Responsibilities

This consulting engagement will be conducted in accordance with standards established by the American Institute of Certified Public Accountants (AICPA). When providing these services, Wipfli's professional standards require us to document that you understand and accept your responsibilities regarding these services, which include the following:

- Assume all management responsibilities.
- Oversee the service by designating an individual, preferably within senior management, who possesses suitable skills, knowledge, and/or experience.
- Evaluate the adequacy and results of the services performed.
- Accept responsibility for the results of the services.

Wipfli specifically does not have the authority to perform management functions, make management decisions, or act in a capacity equivalent to an employee.

## Fees

Our fees will be billed as work progresses, and progress billings may be submitted. The fee for the professional services for the Project is \$48,700. We have provided you with this fee based on our knowledge of your current requirements and project goals. In addition, travel time and expenses, taxes, and other out-of-pocket expenses are not included in the provided fee and will be billed as incurred. Travel time will be billed at \$90 per hour. The stated fee will be honored for 30 days from the date of this Engagement Letter.

Client may ask Wipfli to perform tasks or projects that are outside the current scope of work. This work will be scheduled and will be covered by a Change Order or a separate Engagement Letter. This procedure protects both your organization and Wipfli from unexpected results. Client acknowledges receipt of a copy of the Terms and Conditions, and further acknowledges that, from time to time, Wipfli may change its Terms and Conditions with respect to future engagements.

Wipfli will meet with Client prior to project completion to determine the managed services plan that will best meet Client's needs for ongoing support and maintenance of Client's implementation.

*Please refer to Appendix B for the Terms and Conditions applicable to this engagement.*



## **Health Insurance Portability and Accountability Act of 1996**

Both parties recognize that some of the data exchanged as part of this engagement is subject to the privacy regulation (the "Privacy Rule") issued by the Department of Health and Human Services (DHSS) pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Client shall provide Wipfli with only that individually identifiable health information (Protected Health Information [PHI]), which is minimally necessary for Wipfli to provide services. It is agreed that Client will de-identify PHI provided by Client. In the event that PHI is transmitted to Wipfli, Wipfli shall develop, implement, maintain, and use appropriate administrative technical and physical safeguards to prevent the use or disclosure of PHI.

## **Employment of Wipfli Personnel**

Because our employees are highly qualified and knowledgeable and have had extensive training, many clients would like to employ them on a permanent basis. Because our employees are our most valuable and cherished resource, their separation would be a tremendous loss to our firm. As part of this engagement, we discourage any offers of employment from Client to our employees without prior written approval of the Engagement Manager for this engagement, without regard to whether that offer was a result of an advertisement for employment in a newspaper, recruiter, or direct solicitation from your organization.

Client agrees to pay Wipfli a placement fee of 40% of the employee's expected compensation (including bonuses) for the first 12 months at your organization if any Wipfli employee who participates in this engagement is hired by Client for any position during the period of this engagement, any other subsequent engagement, or a one-year period following the conclusion of such engagements between our organizations. This placement fee would be due and payable upon the employee's starting date of employment with your organization.

Ms. Marla Cummings  
Wood County  
Page 4  
November 28, 2017

### Approval to Proceed

The signing of this Engagement Letter is a condition to our working with Client in accomplishing the stated goals. If the preceding terms are acceptable to you and the services as outlined are in accordance with your needs, please sign this Engagement Letter and return via email to [BBell@wipfli.com](mailto:BBell@wipfli.com). If you are a tax-exempt entity, please provide us with a copy of your tax exemption certificate.

We appreciate the opportunity to work with Wood County and we look forward to the Project. If you have any questions or comments, please contact Barb Bell at 920.662.2873.

Sincerely,

*Wipfli LLP*

Wipfli LLP

ACCEPTED AND AGREED TO: WOOD COUNTY

By: *Marla Cummings*

Date: *November 29, 2017*

RE: GP Payroll Implementation

# Statement of Work

## Project Purpose

The primary purpose of Wipfli's engagement is to provide professional consulting services related to Client's Dynamics GP payroll implementation. The primary objective of the Project is to complete all tasks as assigned by Client related to its implementation of Dynamics GP payroll. The scope of the Project includes only tasks and deliverables as identified in this Statement of Work.

## Changes, Review, and Control of Project Scope

The project scope will be continuously monitored by Client's Overall Project Manager. Requirements or specifications that have not been defined before the Project begins, that evolve during the Project, or are added after the Project has begun, will be evaluated by Client's Overall Project Manager to determine the impact to the overall project plan. Wipfli shall assign its own Project Manager to manage its own staff and this individual shall coordinate with and support Client's Overall Project Manager.

A formal change management approach will be used to control project scope. Any changes to the scope of the Project identified by Wipfli or Client should be submitted to Client's Overall Project Manager. An assessment will be performed to determine the cost, effort, and time frame aspects of the proposed changes. The assessment will be reviewed with the Project's service delivery team, which will determine the disposition of any change.

## Project Service Delivery Team and Organization

To truly drive change and a successful software implementation, the initiative must be championed from Client's top-level management. Their involvement is critical not only in the early stages of the Project, but also on an ongoing basis. Client's Project Champion will be a pivotal role to help direct the overall success of the Project. In addition, Client must assign an Overall Project Manager to ensure a successful project. The Overall Project Manager shall be responsible for coordinating and enforcing Client's team tasks and responsibilities, deliverables, and communication with Wipfli's project management.

It is also critically important to have the end users of Dynamics GP involved in the analysis and design of the solution to ensure that we are delivering tools and processes that meet their needs.



# Statement of Work

## Project Service Delivery Team and Organization

Depending on availability at the time of project approval, Wipfli will assign specific resources to the Project. Barb Bell, Senior Manager, will provide overall engagement management oversight, quality control, and have responsibility for the successful delivery of the Project. Dawn Schwarz, Senior Consultant, shall manage Wipfli's services and lead the Project. Other qualified members of Wipfli's staff will be assigned as needed at Wipfli's discretion.

## Solution Implementation Scope

*Please refer to Appendix A-6 for a statement regarding Wipfli's overall project approach, together with the detailed steps of the Project.*

### Professional Services

Professional services include the following:

- Project Consultation and Advice
- Business Analysis and Review
- Training
- Reporting
- Integrations
- Data Migration

### Modules for Setup and Training

Software Company	Module/Functionality
<b>Microsoft</b>	
Dynamics GP	Payroll – US (unlimited employees)
	Payroll Direct Deposit
<b>eOne</b>	
	SmartList Builder
	SmartConnect

# Statement of Work

## Notes:

- *Payroll Module*
  - *Advise on payroll module setup*
  - *Modify payroll check format and Direct Deposit Advice Slip*
  - *Conduct training on payroll processing, reporting, and inquiry*

## Solution Technical Scope

### Data Migration

Professional services fee for data migration includes assisting with importing the following data:

- Employees
- Payroll setup codes – pay codes, deductions codes, etc.
- Monthly payroll transactions for January and February 2018

Templates will be provided to format the data to be migrated. Client shall be responsible for extracting and scrubbing the data and providing it to Wipfli in the specified file formats. Client is responsible for reconciling the migrated data.

## Client's and Wipfli's Project Responsibilities

The nature of the Project will demand significant involvement on the part of Client and Wipfli. Therefore, it is important that you are committed to your implementation of Dynamics GP. See the Detailed Project Approach, Appendix A-6, for other specific Client and Wipfli responsibilities. The following lists the anticipated overall respective responsibilities for Client and Wipfli.

### Client's Responsibilities

- Wipfli may have assisted Client by providing product demonstrations, presentations, customer testimonials, or other information or services to assist Client in its software selection process. In some cases, Wipfli may receive fees or commissions from Microsoft for providing presales and/or consulting services. Regardless of whether Wipfli does or does not receive a Microsoft fee or commission, Wipfli's intent is to act in your best interest and to disclose all pertinent product information to help you determine whether any product will or will not fit your business needs or solve your business issues. Ultimately, it is Client's responsibility to determine the software solution that will best fit its business requirements.

# Statement of Work

## Client's Responsibilities

- Provide an Overall Project Manager and an Overall Project Champion.
- Responsible for the overall project management, the Client team, and, ultimately, the success of the Project.
- Be available for module setup and training, as well as other project segments.
- Project team will be responsible to provide a significant portion of their time to support project activities.
- Be available during the Client's implementation of Dynamics GP. This includes any information technology staff, key system users, and other system champions.
- Expected to have personal computer skills, Windows experience, and be available for training to operate the new system.
- Availability of required hardware (desktop and server platforms) and operational in the recommended configuration. Hardware should be certified and tested to be compatible with the system requirements.
- Provide assistance and access to necessary physical hardware and the administrative system (e.g., administrative security clearance). This includes information technology staff or individual(s) responsible for network administration.
- Technology staff is responsible for configuring and implementing remote access to the system (e.g., Internet, VPN, Citrix, etc.).
- Responsible for exporting the data files and "scrubbing" the data so that the files and related data are provided to Wipfli in an acceptable format.
- Project Champion or Manager will sign off after completion of business requirements and trainings.

## Wipfli's Responsibilities

- Assist on project planning.
- Coordinate Wipfli resources.
- Provide status reports to the Project Champion and Manager.
- Install software on server if applicable.
- Create Test and Live databases.
- Advise on module setups.
- Assist with data migration.
- Conduct end user training.
- Provide ongoing software support per Client's designated support preference that can be defined in an ongoing support agreement between Client and Wipfli.



# Statement of Work

## Overall Project Assumptions

The following are the overall assumptions related to the Project:

- All data migrated into Dynamics GP will be validated by Client's internal resources.
- To maximize Client's training experience, Wipfli recommends Client review Microsoft's eLearning courses for Dynamics GP prior to Wipfli providing onsite training.

## Service Delivery Schedule

The final project dates depend on your timely approval of this Engagement Letter, final agreed-upon project objectives and scope, and your availability and participation. The services have been scheduled to begin the week of November 27, 2017, with a go-live date targeted by the March 2018 timeframe.

## Microsoft Technical Specifications and Online Support

CustomerSource is an authorized Microsoft website for customers enrolled in a Microsoft enhancement plan. The site contains a searchable knowledge base, downloads, documentation, discussion boards, online training, news, and other features. It can be accessed by going to <https://mbs.microsoft.com/customersource/northamerica>. For additional instructions pertaining to accessing CustomerSource, go to the following website: <https://mbs.microsoft.com/customersource/northamerica/news-events/news-events/news/NeedAccessToCustomerSource>. Wipfli is also available to assist you with access to CustomerSource.

# Statement of Work

## Detailed Project Approach

In addition to the overall approach and detailed steps provided below, a software implementation plan, which will identify specific timelines, will also be developed upon completion of the Project's kick-off.

PHASE	RESPONSIBLE	MILESTONE/TASK	DELIVERABLE/Tool
<b>PROJECT CONSULTATION AND ADVICE</b>			
	Client and Wipfli	<ul style="list-style-type: none"> <li>Create a project team.</li> <li>Project kick-off meeting.</li> <li>Ongoing project management.</li> <li>Finalize and communicate project objectives, expectations, scope, deliverables, and schedule.</li> <li>Project planning meeting(s).</li> <li>Finalize detailed project schedule.</li> </ul>	Detailed project schedule
<b>BUSINESS ANALYSIS AND REVIEW</b>			
	Client and Wipfli Wipfli Client	<ul style="list-style-type: none"> <li>Review of current and future business requirements.</li> <li>Documentation of business requirements.</li> <li>Finalization of business requirements document.</li> </ul>	Provide business requirements document.
<b>INSTALLATION</b>			
	Client Wipfli Wipfli	<ul style="list-style-type: none"> <li>Have a server available for Wipfli staff to install software.</li> <li>Install software on server – eOne SmartList Builder and SmartConnect.</li> <li>Create Test databases.</li> </ul>	Test databases
<b>TRAINING</b>			
	Wipfli	<ul style="list-style-type: none"> <li>Train individuals on all required modules identified in the Statement of Work.</li> <li>Provide training on how to modify Dynamics GP reports.</li> </ul>	Training manuals
<b>REPORTING</b>			
	Wipfli	<ul style="list-style-type: none"> <li>Wisconsin Retirement Reporting (ETF Report)</li> <li>Develop other reportings as needed up to 50 hours</li> </ul>	
<b>INTEGRATION</b>			
	Wipfli Client and Wipfli  Wipfli Client	<ul style="list-style-type: none"> <li>Develop integrations as needed, up to 50 hours.</li> <li>Identifying and mapping key data elements from staging table.</li> <li>Responsible for developing the integrations.</li> <li>Responsible for validating data.</li> <li>Testing integrations.</li> </ul>	

# Statement of Work

DATA MIGRATION			
	Wipfli	<ul style="list-style-type: none"> <li>• Provide data migration templates.</li> <li>• Responsible for training on data migration templates.</li> <li>• Migrate the following data:                             <ul style="list-style-type: none"> <li>– Employees and payroll setup codes</li> <li>– January and February 2018 payroll balances</li> </ul> </li> </ul>	Data migration templates
	Client	<ul style="list-style-type: none"> <li>• Responsible for extracting the data.</li> <li>• Responsible for "scrubbing" the existing data.</li> </ul>	
	Client and Wipfli	<ul style="list-style-type: none"> <li>• Identify and map key data elements.</li> <li>• Responsible for loading data.</li> </ul>	
	Wipfli	<ul style="list-style-type: none"> <li>• Responsible for reconciling and validating migrated data.</li> </ul>	
	Client		
GO-LIVE			
	Client and Wipfli	<ul style="list-style-type: none"> <li>• Cut-over of new system.</li> </ul>	Go-live transition



# Statement of Work

## Identified Project Risks and Risk Mitigation Methods

The following risks have been identified as possibly affecting the Project during its progression. Included are some strategies for mitigating these risks:

- Expectations –Sharing the same expectations for vision, objectives, action outcome, etc.
  - Project Approach and Implementation Plan –Developing a project plan to articulate the what, why, when, who, where, how much, etc., of the Project.
  - Scope Control –Defining a process and accountabilities for keeping the Project within the boundaries as articulated in the Statement of Work, as well as agreed-upon procedures and authority for altering the scope.
- Acceptance –Understanding and embracing the process, the options, the recommendations, etc.
  - Participation –Involving key participants based on their subject matter expertise (functional or technical), credibility, attitude, etc., who can serve as representatives for the group ultimately impacted by any recommendations.
  - Communication –Setting and managing expectations with some frequency and consistency for the remainder of the group ultimately impacted by any recommendations.
- Resources –Having the right skills and knowledge available at the right times.
  - Project Approach and Implementation Plan –Developing the time requirements and communicating the impacts on a timely basis.
- Timely Decision Making –Preparing and executing effectively for milestone review points in the Project, thus reducing time delays and resource schedule impacts.
  - Project Status Meetings –Conducting regular project team status meetings to discuss and resolve open issues.

# Wipfli LLP Professional Services Terms and Conditions

## Applicable to Nonattest and Nontax Engagements

### 1. Entire Agreement

These Terms and Conditions, together with the engagement letter ("Engagement Letter") to which these Terms and Conditions are attached, the Engagement Letter's other appendixes, and applicable Change Orders, if any, constitute the entire agreement between the parties on the subject matter thereof and supersede and merge all prior proposals (including prior proposals of Wipfli regarding the engagement), understandings, and agreements (oral or written) between the parties relating to the subject matter including, without limitation, the terms of any request for proposal issued to Client or the standard printed terms on any purchase order issued by Client. No modification, amendment, supplement to, or waiver of these Terms and Conditions or the Engagement Letter shall be binding upon the parties unless made in writing and duly signed by both parties. To the greatest extent reasonably possible, the provisions of the Engagement Letter, its Appendixes (including these Terms and Conditions), Implementation Plan, Change Orders, and any other exhibit, attachment, schedule, or other document referenced in or by the Engagement Letter shall be read together and harmonized to give effect to the parties' intent. In the event of a direct conflict among the express provisions of the foregoing, the Engagement Letter shall be given controlling effect. These terms and conditions do not apply to any attest services that may be performed by Wipfli for Client, such services being governed exclusively by the Engagement Letters issued with respect thereto.

### 2. Commencement and Term

An Engagement Letter or Change Order shall become effective when signed by duly authorized representatives of both parties and shall remain in full force and effect until the services to be delivered under the Engagement Letter are complete (as reasonably determined by Wipfli) unless earlier terminated by either party as provided in the Engagement Letter or these Terms and Conditions. Each person executing an Engagement Letter or Change Order on behalf of a party represents and warrants to the other that he or she has all power and authority to bind the party on whose behalf he or she is executing same.

### 3. Fee Estimates and Change Orders

Wipfli's Engagement Letter may set forth certain ranges for Wipfli's fees charged on any project or work. Wipfli provides fee estimates as an accommodation to Client. Unless otherwise indicated in the Engagement Letter, fee estimates shall not be construed as or deemed to be a minimum or maximum fee quotation. Although Wipfli reasonably believes suggested fee ranges are accurate, Wipfli's actual fees may vary from its fee estimates.

A "Change Order" means a mutually agreed-upon change in the schedule or the time for Wipfli's performance of the work on a project, the scope of specifications of a project, and/or the fees chargeable by Wipfli to Client, which is reduced to writing using an agreed-upon form that is executed by an authorized representative of each for Wipfli and Client.

If, during the course of Wipfli's engagement, Wipfli determines that more work will be required than initially estimated, Wipfli will discuss, as soon as possible, the reasons with Client. Work that falls outside the agreed-upon scope of Wipfli's engagement shall be covered by a Change Order. Service completion times are estimated and subject to change. Where applicable, all such estimates assume that Client's hardware platform/computer system will, at the commencement of the services, be fully operable as intended and designed, functioning as necessary and available to Wipfli without material restriction for the duration of the services. Such estimates also include necessary and reasonable cooperation from client personnel.

Unless otherwise agreed in the Engagement Letter, miscellaneous expenses incurred by Wipfli in the course of performing the service will be charged in addition to Wipfli's professional fees. Miscellaneous expenses may include, but are not limited to: travel, lodging, transportation, and meals for projects requiring travel; clerical processing; telecommunications charges; delivery expenses; and all sales, use, ad valorem, excise, or other taxes or other governmental charges.

### 4. Fees

Unless otherwise agreed, all invoices are due and payable within thirty (30) days of the invoice date. All business or commercial accounts will be charged interest at the lesser of one percent (1%) per month or the maximum rate permitted by law, except where prohibited by law, on Client's balance due to Wipfli that is outstanding over thirty (30) days. At our discretion, work may be suspended if Client's account becomes overdue and will not be resumed until Client's account is paid in full. Client acknowledges and agrees that we are not required to continue work in the event of a failure to pay on a timely basis for services rendered as required. Client further acknowledges and agrees that in the event Wipfli stops work or withdraws from this engagement as a result of Client's failure to pay on a timely basis for services rendered as required by this Engagement Letter, Wipfli will not be liable to Client for any damages that occur as a result of our ceasing to render services.

In the event Client requests us to, or we are required to, respond to a subpoena, court order, government regulatory inquiries, or other legal process against Client or its management for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this or any prior engagements, Client agrees to compensate us for all time we expend in connection with such response, at our regular rates, and to reimburse us for all related out-of-pocket costs that we incur.

### 5. Tax Responsibilities

Client shall pay and be solely and exclusively liable for all sales, use, ad valorem, excise, or other taxes or governmental charges imposed on the installation, implementation, licensure, or sale of goods or services by Wipfli or third parties to Client related to the Engagement Letter.

### 6. Termination of Agreement

An Engagement Letter may be terminated as follows: (i) by either party immediately upon written notice to the other if either party hereto becomes the subject of voluntary or involuntary bankruptcy or other insolvency proceeding; (ii) by Wipfli or Client if either party defaults in the performance of any of its covenants and agreements set forth in an Engagement Letter or Change Order (except when such default is due to a cause beyond the control of the party) and such default is not cured within thirty (30) days after notice from either party specifying the nature of such default; and (iii) by Wipfli or Client with or without cause upon providing thirty (30) days written notice. Termination of an Engagement Letter shall have no effect on either party's obligation to pay any amount due and owing with respect to such periods prior to the effective date of such termination.

### 7. Ongoing Support and Advice

Wipfli ongoing support and advice, whether or not it is defined by an Engagement Letter or Change Order, shall be subject to Wipfli's Terms and Conditions and will be provided under the same terms and conditions that would apply to services defined in Wipfli's Engagement Letters or Change Orders.



## Wipfli LLP Professional Services Terms and Conditions

### Applicable to Nonattest and Nontax Engagements

**8. Third-Party Products and Subcontractors**

When Wipfli is requested by Client through an Engagement Letter or Change Order to provide assistance with third-party products, Wipfli will use commercially reasonable efforts (as defined by Wipfli) to research, learn, and assist Client in the use of third-party products. However, Wipfli shall not be held liable for software or other products or services that have been written, produced, or provided by third parties. Client accepts all responsibility for, and risk-of-loss associated with, Client's use of third-party software, hardware, and products. Client accepts full responsibility for all communications with, and indemnifies and holds Wipfli harmless from, claims by third-party software developers, vendors, contractors, and/or subcontractors who have not been directly commissioned, engaged, retained, or hired by Wipfli. Wipfli hereby expressly disclaims all liability to Client or to any third parties that might be affected by the services performed or equipment installed by a third party who has not been directly commissioned, engaged, retained, or hired by Wipfli.

**9. Independent Contractor**

The relationship between Wipfli and Client is solely and exclusively that of independently contracting parties.

**10. Nonexclusivity**

No right of exclusivity is granted, guaranteed, or implied by Wipfli and Client entering into any Engagement Letter or Change Order. Client acknowledges that Wipfli regularly performs the same or similar services as are being provided hereunder to third parties.

**11. Wipfli Employees and Owners**

Wipfli expressly reserves the right to replace, in its sole discretion upon notice to Client, any of our professional project team members, as necessary, to provide quality and timely service to Client. From time to time, and depending upon circumstances, personnel from affiliates of Wipfli and other Wipfli-related entities or any of their respective affiliates or from independent third-party service providers (including independent contractors) may participate in providing services related to our engagement hereunder. In addition, Wipfli may utilize cloud-based services in connection with the delivery of certain services. Solely for the purpose of rendering services hereunder, Client acknowledges that we may share with these parties information obtained in the course of rendering our services. Wipfli remains committed to maintaining the confidentiality and security of Client's information, and accordingly, Wipfli maintains internal policies, procedures, and safeguards to protect the confidentiality of client information and in addition, ensures that our agreements with all service providers appropriately maintain and protect the confidentiality of client information. Some persons who own an interest in Wipfli may not be licensed as Certified Public Accountants and may provide services related to this engagement.

**12. Limitation of Liability**

Except for liability for personal injury damages caused by Wipfli's gross negligence or willful misconduct, and regardless of whether any remedy as set forth in these Terms and Conditions fails in its essential purpose, in no event shall Wipfli's cumulative liability to Client (or its successors, assigns, or affiliates) from all causes of any kind including liability based on contract, in tort, or otherwise arising from, out of, or related to the services or transactions contemplated in the Wipfli Engagement Letter or Change Order exceed the amount actually paid to Wipfli by Client under such Engagement Letter or Change Order.

**13. Dispute Resolution**

If any dispute arises among the parties regarding the subject matter hereof and such dispute cannot be resolved through informal negotiations and discussion, the parties agree to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for resolving professional accounting and related services disputes before resorting to arbitration or litigation. Costs of any mediation proceeding shall be shared equally by all parties.

**14. Governing Law**

All agreements between Wipfli and Client for any service shall be governed by and construed in accordance with the internal laws of the state in which the Wipfli office which issues the Engagement Letter related to the services is located.

**15. Severability**

The provisions of these Terms and Conditions shall be severable, so that the invalidity or unenforceability of any provisions will not affect the validity or enforceability of the remaining provisions; provided that no such severability shall be effective if it materially changes the economic benefit of these Terms and Conditions to either party.

**16. Record Retention**

We will retain records related to this engagement pursuant to our record retention policy. At the end of the relevant time period, we will destroy our records related to this engagement. However, original records will be returned to Client upon the completion of the engagement. When records are returned, it is Client's responsibility to retain and protect the records for possible future use, including potential examination by governmental or regulatory agencies.

**17. Assignment**

The Engagement Letter to which these Terms and Conditions are attached shall be binding on the parties hereto and their respective successors and assigns. Neither party may assign this Engagement Letter without prior written consent of the other, except that Wipfli may assign its rights and obligations under this Engagement Letter without approval of Client to an entity that acquires all or substantially all of the assets of Wipfli or to any subsidiary or affiliate or successor in a merger, acquisition, or change of control of Wipfli; provided that in no event shall such assignment relieve Wipfli of its obligations under this Engagement Letter.

**18. Intellectual Property Rights**

Client acknowledges that Wipfli owns all intellectual property rights, title, and interest to all information provided or developed throughout the duration of this engagement. Any use of this material, other than for the stated purposes in this Engagement Letter, is not authorized. In addition, Client shall not alter or remove any of Wipfli's trademarks, copyright registration marks, patent, or other intellectual property notices applicable to any of Wipfli's goods, marketing material, or advertising media and shall not in any way alter any of Wipfli's products. Client shall promptly notify Wipfli in writing of any infringement of Wipfli's intellectual property by third parties of which Client becomes aware. Neither party shall acquire any right, title, or interest in or to the other party's code, data, business processes, or other information to which such party may have access during the term of the engagement hereunder. All such code, data, business process, and other information shall be solely and exclusively the property of the originating party.



## Wipfli LLP Professional Services Terms and Conditions Applicable to Nonattest and Nontax Engagements

### 19. Mutual Confidentiality

During the course of performing services, the parties may have access to information that is confidential to one another, including, without limitation, source code, documentation, specifications, databases, system design, file layouts, tool combinations, development methods, or business or financial affairs, which may incorporate business methods, marketing strategies, pricing, competitor information, product development strategies and methods, customer lists, customer information, and financial results (collectively "Confidential Information"). Confidential Information may include information received from third parties, both written and oral, that each party is obligated to treat as confidential.

Confidential Information shall not include any information that (i) is already known by the recipient party or its affiliates, free of any obligation to keep it confidential, (ii) is or becomes publicly known through no wrongful act of the receiving party or its affiliates, (iii) is received by the receiving party from a third party without any restriction on confidentiality, (iv) is independently developed by the receiving party or its affiliates, (v) is disclosed to third parties by the disclosing party without any obligation of confidentiality, or (vi) is approved for release by prior written authorization of the disclosing party.

Without the advance written consent of the other party, neither party shall disclose to a third party Confidential Information of the other party. Each party agrees to maintain at least the same procedures regarding Confidential Information that it maintains with respect to its own Confidential Information. Each party may use the Confidential Information received from the other party only in connection with fulfilling its obligations under this Agreement. The parties further agree that expiration or termination of this Agreement, for any reason, shall not relieve either party, nor minimize their obligations with respect to Confidential Information, as set forth herein.



Wipfli LLP  
3703 Oakwood Hills Parkway  
Eau Claire, WI 54701  
PO Box 690  
Eau Claire, WI 54702-0690  
715.832.3407  
fax 715.832.5254  
www.wipfli.com

November 28, 2017

Ms. Marla Cummings  
Wood County  
400 Market Street  
P.O. Box 8095  
Wisconsin Rapids, WI 54494-8095

Dear Marla:

Thank you for selecting eOne software to meet the unique requirements of Wood County ("Client"). Wipfli LLP ("Wipfli") is pleased to assist you in acquiring the products you have determined will best satisfy the objectives Client has outlined.

Client agrees that it will hold the contents of this Product Order ("Order") in confidence and will not disclose, use, or copy the same in whole or in part for any purpose other than to evaluate its content.

This Order records Client's eOne product selections. The eOne enhancement plan is an annual plan that includes all product updates. The annual cost of the eOne plan is 17.5% of the current software list price. The products and enhancement plans pricing will be honored for 30 days from the date of this Order.

The Order includes the following:

<u>eOne</u>	<u>Software Fee</u>
SmartList Builder & SmartConnect	\$5,650.00
Maintenance plan (17.5%)	<u>988.75</u>
Total Due	<u>\$6,638.75</u>

Ms. Marla Cummings  
Wood County  
Page 2  
November 28, 2017

With the execution of this signed Order, please remit by check payable to Wipfli LLP the required payment, in the amount of \$6,638.75.

All software is subject to eOne's License Agreement and has a limited warranty as provided by eOne. Wipfli does not provide any additional implied or expressed warranty of the software.

Use of licenses under this Order and any Change Order shall be subject to the Wipfli Software License & Hardware Purchase Agreement located at <http://www.wipfli.com/LicenseAgreement>, as amended from time to time, which is incorporated herein by this reference. By signing this Order, you represent that you have reviewed the agreement and expressly agree to its incorporation into this Order.

If the preceding terms are acceptable to you and the products as outlined are in accordance with your needs, please sign this Order, enclose the required payment for the products ordered, and email a copy to [BBell@wipfli.com](mailto:BBell@wipfli.com).

We appreciate the opportunity to order these products for Wood County. If you have any questions or comments, please contact Barb Bell at 920.662.2873.

Sincerely,

*Wipfli LLP*

Wipfli LLP

ACCEPTED AND AGREED TO: WOOD COUNTY

By: Marla Cummings

Date: November 29, 2017





# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

August 16, 2018

To: Executive Committee

From: Kimberly McGrath, Director of Human Resources

Subject: Dynamics/HRMS Discussion

---

This memo is being provided to the Wood County Executive Committee in response to their request for information on the state of Wood County's HR and Payroll software solutions and internal processes.

### **History**

In February 2018, the payroll function moved from Human Resources to Finance. Human Resources staff provided training to the Payroll Administrator and were available, and continue to be available, for any questions and follow-up items.

The current system, Sage HRMS, functions as the County's employee database, benefit portal, and payroll system. It is a currently a joint system between Finance and HR. A meeting was held at the onset of the transition to determine what level of access each employee required to perform their duties and role. Those levels of access were set-up by HR with the transparency that if changes needed to be made, we were willing to accommodate.

Recently (after the August 7<sup>th</sup> Executive Committee meeting) we made some permission changes in HRMS to allow Finance improved permissions to view benefit enrollment data.

### **Current Process/Situation**

Human Resources currently enters all new hire information, benefit enrollments, employee status changes, and terminations into HRMS. More often than not these types of changes in the system affect payroll data.

At the onset of the transition of payroll from HR to Finance, with IT support, the three departments drafted a flowchart (see attachment) of the responsibilities of each department. As with any new process, we made several changes to the flowchart and finalized the current version in June 2018. HR routinely shares new hire forms, personnel change forms, and termination forms with Finance. At the start of the payroll week, HR produces a report to Finance with the benefit-related changes that affect payroll. These forms and reports are shared with Finance to cross-check and audit data entry and any errors are found and corrected prior to payroll being processed. This process has worked tremendously well! The communication between the HR and Finance departments is occurring and employees are being paid correctly.

Data entry errors are occurring and I have been made aware of them on three different occasions from the Finance Director (emails on June 18th, July 6th, and July 23rd). I have addressed these errors with my staff and some of these conversations have led to changes in our processes, additional internal checks/audits, and increased communication with payroll. Some of the data entry errors are simply human error. I certainly don't want to minimize the fact the errors are occurring- but they are trending downward and we are seeing a decrease in the number of data entry errors. (It should also be noted that not all of the items indicated as errors were actually errors. Some of the items were questions as to why things were processed or entered a specific way and we have shared that information with Finance as requested.)

Because data entry errors remain one of the main reasons that the Finance Director desires to implement Dynamics, my staff and I have worked together to find options to offer the Finance Department if they would like to take a more active role in data entry. I have offered these options to the Finance Director. HR will be short-staffed for the next several months (due to a medical leave) and this may be an optimal time to transition the payroll-related data entry to Finance.

### **Challenges of the Dynamics System**

Human Resources, Finance, and IT came together for a demo of the Dynamics system in April 2018. The preference of all parties was to have one solution and one system for both the employee database and the payroll system. The Dynamics HR portal (employee database) was unable to support some of the current functionality and automation we currently have with HRMS, such as:

- Automation of benefit deductions: HRMS automatically calculates the benefit deductions based on the employees elections and employment status (for medical insurances) and age or annual income (for life and disability insurances). For medical insurances, employee premiums are directly tied to their employment status. (Full time and part time 90%, 80%, 70%, 60%, and 50% all have different premium amounts). We were informed during the demo that Dynamics is unable to auto-calculate premiums based on employment status. This would increase the manual data entry and amount of time to process benefit-related enrollments and changes.
- Employee Self-Service: Dynamics itself does not have a self-service product (in which employees can login and enter their status changes, benefit changes, etc. for review and approval by HR). Self-service would also allow employees the ability to view paystubs and W-2's electronically. Wipfli's response was to implement a product called Greenshades which is a cloud-based solution and against the advice of the IT Director due to the heightened security risk. Greenshades also has an additional cost of \$7,000.
  - Currently, HRMS has a built-in Employee Self-Service portal that is already part of our yearly maintenance fee and that we have been preparing for implementation.
  - There has been an increased desire from supervisors and employees for a self-service product.
- Cost: The annual HRMS maintenance fee for the HR database, payroll functionality, CyberRecruiter, and employee self-service is \$20,700 for 2019. Removing the payroll piece would bring the annual cost down to \$14,234. My understanding is there is no current, updated, and realistic estimate of what the cost will be to move to Dynamics payroll as Wipfli continues to recommend additional add-on solutions with additional costs. Additionally, the integration work provided in the contract is for up to 50 hours. I question if that is enough time to integrate the many and complex systems that the County currently has integrated with HRMS.



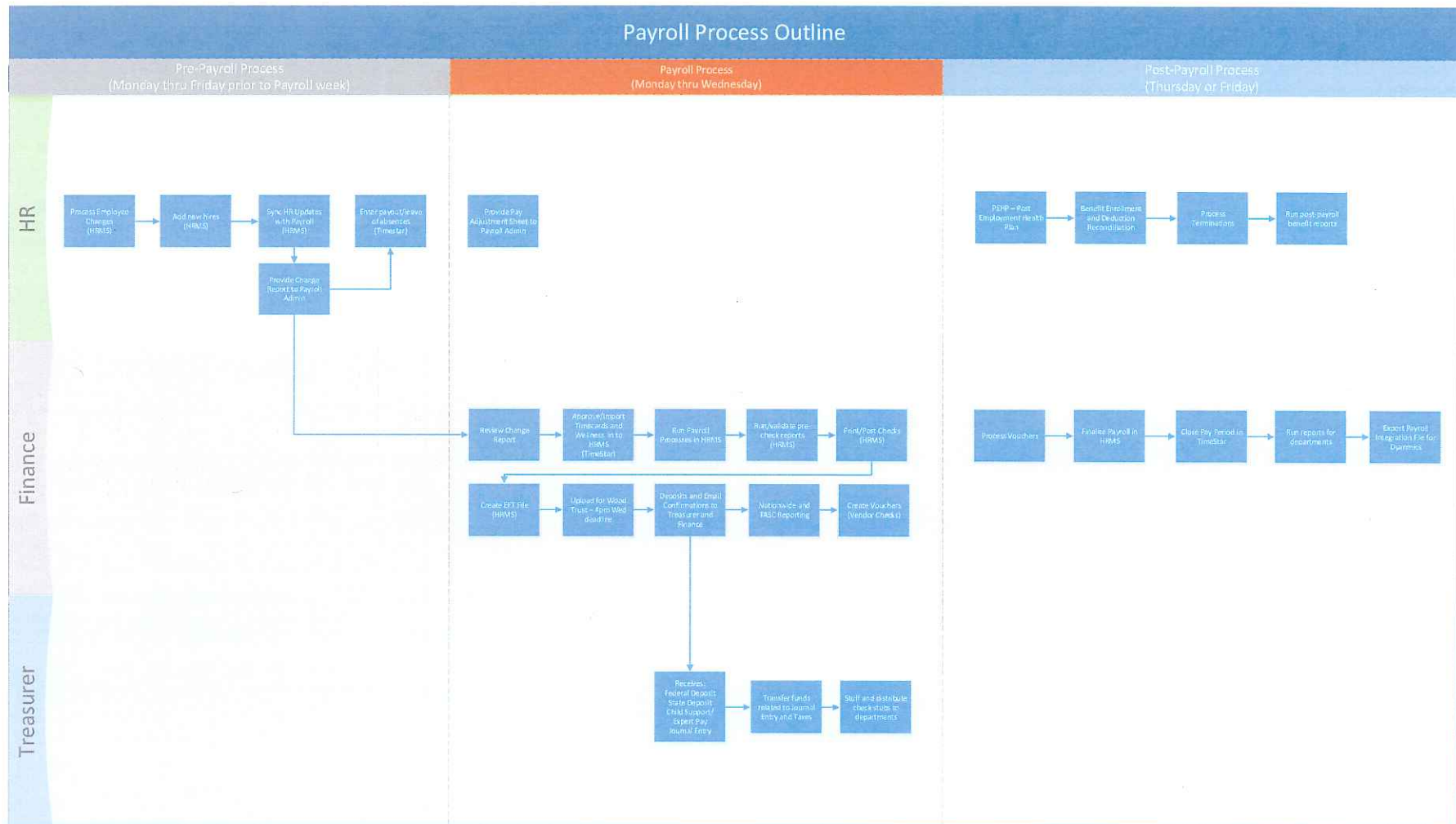
If payroll moves to Dynamics and the HR database and benefits portal stays with HRMS, at this point I don't know the effect it will have on our processes and employee information. We have not been given information on what the integration will look like, or how the two systems will communicate to ensure that payroll deductions are accurately reflected in Dynamics. Essentially employee information would be housed in two separate systems. When you keep information in two separate systems, there is a greater margin for error if the systems don't properly communicate.

**Recommendations/Proposed Solution**

As a Wood County Department Head, I am continually challenging myself and my staff to seek ways to improve our internal processes, create efficiencies and eliminate unnecessary costs. The information presented regarding Dynamics payroll does not seem to be the most advantageous payroll solution for the County due to the many unknown factors in regards to cost, integration with our current related systems, and change in scope/contract from the team at Wipfli. Before undertaking such a huge software migration, I encourage the Committee to allow IT Director Kaup, Finance Director Cummings, and myself to continue working on refining the payroll processes as it currently stands in HRMS. If the pain point for Finance is the limited data entry errors stemming from HR, my offer to transition that task to Finance stands, and my staff and I remain willing to work with all parties for a smooth transition of that task. This is not an issue that a new software system will correct.

Thank you for the opportunity to present these ideas to the Committee for review.





Wood County Executive Committee  
Wisconsin Rapids, WI

August 14, 2018

Ms. Amy Kaup  
IT Director  
Wood County Information Technology Department

Ladies and Gentlemen of the Committee:

This letter is in response to the Committee's August 7<sup>th</sup> request for positions on the current state of Wood County's payroll systems and software. I have based my position on the IT Department's involvement in supporting the HR and payroll processes and software, as well as Finance Director Marla Cummings's comments to the Committee.

In November 2017, the Executive Committee approved a turnkey contract from Wipfli, LLC on the premise that it would not require IT involvement to implement Dynamics Payroll software. Once Finance later discovered that the contract was not turnkey, Supervisor Pliml requested that IT be involved and help with the migration. IT worked with Wipfli and the Finance Department to proceed with this implementation as outlined in the attached timeline. IT quickly began to find problems with Wipfli's implementation plan, especially with regard to add-on software and services needed to meet requirements of the County payroll policies.

On June 4, 2018, Finance Director Cummings, HR Director McGrath, Supervisor Machon, and I met to discuss the status of the project. In that meeting we were all in agreement that it was neither possible to complete the Dynamics Payroll implementation within the budget stated in the contract, nor did the County need to proceed with new payroll software based on the good performance of the current system.

Even considering the County's complex payroll requirements, the current Sage Payroll software has been successfully handling the payroll process. I believe that everyone agrees on this point. The Committee's October 2017 policy directive moving the payroll function to the Finance Department has been a success, and in IT we have seen a decrease in payroll processing issues reported to us.

The only issue that stands out is Ms. Cummings's comments to the Committee on August 7, 2018, which describe data entry errors carried out by Human Resources personnel and requiring identification and correction by Finance personnel.

My position is that we can reduce the effect of these human errors through simple changes to the procedures and software setup, within the current policy framework. In fact, after the August 7<sup>th</sup> Executive Committee meeting, IT identified and worked with HR and Finance to implement improved permissions in the HR software. They give the Finance department greater visibility into benefit enrollment and other HR data that may affect payroll.

With regard to new payroll software, there is no indication that it will solve any problems. However, changing any part of the complex HR and payroll software system, which includes no fewer than six software packages, would be disruptive to the accuracy and timeliness of payroll processing. We experienced this in 2016 when an unprepared vendor led us down a similar path with the current software.

Finally, migrating a major system to new software would cause significant expense both in vendor fees and staff time. I do not recommend pursuing a new software package at this time, and would encourage the Committee to direct Finance Director Cummings to terminate the contract with Wipfli and recoup any funds due back to the County.

For your information, I have attached additional documents with this letter that support my recommendations and provide further detail.

Yours Respectfully,

A handwritten signature in black ink, appearing to read 'Amy Kaup', with a stylized flourish at the end.

Amy M. Kaup  
IT Director



# Notes in Support of IT Recommendation

Recommendation is to continue with the current payroll software and forego implementation of Dynamics Payroll modules and add-on software.

## Switching to Dynamics Payroll doesn't solve the problem

- The problem is a personnel / human data entry issue. The data entry issues are not due to software inadequacy. The problem can be resolved with procedural and policy changes.
- The Dynamics GP voucher entry issue is similar because there is a problem with data entry and human error. Replacing the Dynamics GP accounting software would not solve that data entry issue. Changing software does not correct data entry problems.

## Changing software to process payroll will be disruptive to the accuracy and timeliness of the payroll

- We went through this in 2016.
- The payroll process has become very stable and that is due, in part, to Finance staff processing payroll.
- The Wood County payroll policies are very complex
- Finance staff has been processing payroll for a very short time. It is an industry standard and best practice to perform system conversion and migration with experienced team members whenever possible. Inexperience and staff shortage presented significant challenges during the 2016 migration. However, it was not possible to postpone the 2016 migration because the ABRA software was at end of life. The 2016 migration was a top priority.

## Additional funding for a number of 3rd party products is needed in order to meet Wood County requirements

- Greenshades - 1095's, W-2's, Year-end reporting, Employee Self Service
  - Cloud Based - turning our data over to a third party. Wood County loses control over security practices used to protect our data.
  - Additional Cost \$7,000
- Advanced Dynamics Payroll Add-on for employee split distributions
  - Additional Cost \$10,000
- Limited time is allocated for re-creation of data interfaces and custom reports -- 50 hours each.
  - It is highly likely that additional hours will be needed to migrate these items at an additional charge of \$90 per hour

- To serve the best interest of the tax payer, we do always strive to enter into vendor contracts that are very specific when listing cost and charges. It is good practice to accept a contract that include costs to perform listed tasks with the clause of "not to exceed a specified dollar amount".
- See attached system integration chart
- The contract language does not claim to be all-inclusive, contrary to the way it was presented to the Executive Committee.
  - When additional work is needed, it will be charged at \$90 per Wipfli employee per hour, plus their expenses.
  - As IT worked with Wipfli on the data migration, Wipfli was charging the county for their time to answer IT questions regarding the migration.
  - This is not indicative of a turnkey solution.

# Contingency Recommendations

Depending on how the Executive Committee views the situation, in order of our preference, we would recommend these options.

Cost symbols are rough estimates to give an idea of expected relative cost between the solutions

Viewpoint -- The reported entry errors are a non-issue:

**\*\* Preferred IT Recommendation \*\***

**Continue with current system, there is no serious problem and adjust permissions and/or procedures so both departments can quality check data**

- Upfront Cost – None
- Ongoing Cost – Same as Current

Viewpoint -- HR is introducing unacceptable errors into the system and control needs to be given to Finance:

**Instruct IT to remove Sage HRMS and Timestar editing capabilities from HR and give them view-only access. HR must route change requests to Finance for processing.**

- Options to remove HR from just the payroll module, or remove them from the HR module as well.
- There would be more clerical work involved versus just having HR staff directly enter data into the HR software.
- Upfront Cost – None
- Ongoing Cost – Same as Current

Viewpoint -- The payroll process is just too cumbersome and we need a long-term solution to reduce cost to the County:

**Instruct HR and/or Finance to review payroll policy and propose simplifications. Update current software and/or purchase new software to carry out the simplified policy.**

- Timestar time card software makes many calculations regarding overtime pay, holiday pay, and time off. In case of policy changes, this software would need to be modified.
- This move would have long term benefits due to easier payroll entry, processing, reporting, and maintenance. However it will have some up-front costs in reconfiguring software
- Changing policy always generates friction with employees who are negatively affected
- Upfront Cost \$\$ - \$\$\$
- Ongoing Cost – Decreased



Viewpoint -- We need new payroll software regardless of problems or lack thereof with Sage Payroll:

**Instruct IT and Finance to evaluate our options for payroll software among the many that are commercially available, and pick a package based on its merits.**

- It doesn't seem like new software is needed at this time, but if it is decided to pursue new software, a proper evaluation process should be followed.
- Choose at least 3 candidate systems and create a written evaluation for each.
- Finance should have some input on ease of use and suitability
- IT should have some input on the technical benefits and drawbacks.
- Exec Committee may make the decision or assign a department head to decide.
- Upfront Cost \$\$\$\$
- Ongoing Cost – Approx. Same as Current

Viewpoint -- We must go to Dynamics Payroll software regardless of need or suitability:

**Instruct IT and Finance to evaluate new vendors for Dynamics GP and pick one that would be suitable for implementing Dynamics Payroll**

- IT has had significant issues dealing with Wipfli on preliminary steps, such as
  - Not receiving replies when asking to set up a test environment
  - Demands to turn over all of our payroll data to them using insecure methods
  - Deferring to the Finance Department rather than the Executive Committee when questions come up.
- Wipfli aggressively charges for every contact with us as the customer, but provides very little detail about to what the charges correspond.
- The "Turn Key" solution that Wipfli proposed IS NOT suitable for Wood County's requirements due to missing components.
- Upfront Cost \$\$\$\$
- Ongoing Cost – Approx. Same as Current

Viewpoint -- Wood County staff are incapable of efficiently processing payroll:

**\*\* Not recommended by IT \*\***

**Outsource all payroll processing**

- Move all payroll processing to an outside entity. We supply them with HR enrollment data and timecard data. They produce payroll EFT and a General Ledger integration file.
- There would be a great deal of work involved in keeping a remote organization up to date on all of the policies and employee changes needed to produce payroll. It is possible we would not be able to cut staff due to needing a dedicated contact point with the vendor.
- Upfront Cost \$\$\$
- Ongoing Cost – Likely much higher than Current

# Timeline of Events

\*The below event are only what IT department was made aware of or were a part of. This list may not include payroll migration events that did not involve the IT department.

**5-2-2017** – Supervisor Wager stated in Committee meeting that he “wants a seamless, errorless process” regarding the payroll function.

**7-31-2017** – IT set up Dynamics Demo with Heartland Business Associates. HR, Finance and IT attended.

**9-5-2017** - Martin/Cummings request Wipfli turnkey project to relieve burden on IT department firming up quote of **\$27,000**.

**9-17-2017** - IT meets with Finance and HR regarding the Payroll Migration.

**9-18-2017** - IT develops diagram for integrations tied to current Payroll System.

**9-22-2017** - Wipfli requirements discovery meeting with IT, HR and Finance.

**10-3-2017** - Executive committee approved Wipfli's turnkey solution contract and the payroll function to move to Finance. Kaup expressed concern with IT not driving the project and stated she has a lot of questions.

**11-7-2017** - Martin requested that an official motion be made to allow Finance to accept a quote from Wipfli for **\$56,000**.

**11-28-2017** - Wipfli provides Contract for a turnkey solution for **\$48,700**. Please note that Wipfli travel time, expenses, taxes, etc are NOT part of this **\$48,700**.

**11-28-2017** - Wipfli kick off meeting. Wipfli starts the migration work.

**1-5-2018** - Wipfli and Finance stated they needed the IT department's help with the data migration.

**1-31-2018** - IT created the Payroll shared network folder for Human Resources and Finance staff. This folder is populated and updated with payroll processing documentation on a regular basis. All three departments (IT, Human Resources and Finance) contribute payroll documentation.

**3-30-2018** - As IT is working on the data migration and asking Wipfli questions, Wipfli is charging the county for each answer they give to questions about their turnkey process. The rate they charge is unknown. Wipfli has never fulfilled IT's request to see an itemized list of charges or rates.

**4-2-2018** - IT discovers along with Finance that required components for Dynamics are not part of the turnkey solution. Wipfli states that it will be an additional **\$7,000**.

**Note:** The above answer was incorrect. The County Payroll Policy of split distributions requires an additional \$10,000 software component called Advance Payroll Module. Additional \$10,000 is needed to handle this county payroll requirement.

**4-27-2018** - Wipfli gives IT, HR and Finance a demo for the Cloud Software called Greenshades. Which will cost an additional \$7,000. This handles W-2s, 1095s and other year-end reports that the County Payroll Process requires. In addition, Wipfli stated we would need the \$10,000 advanced payroll add-on for split distributions.

**5-4-2018** - IT asked for test system setup from Wipfli, they did not respond.

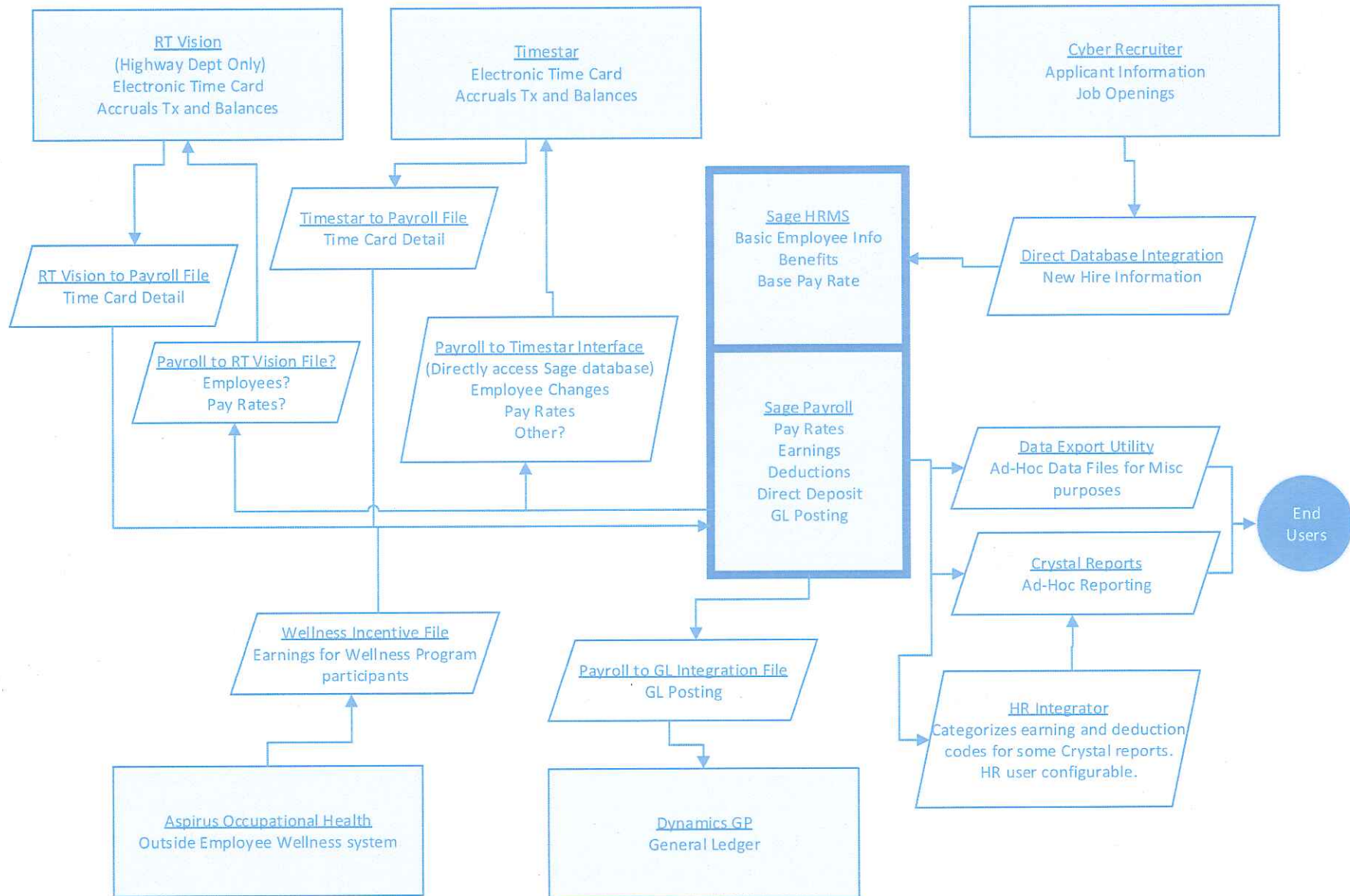
**5-11-2018** – IT follows up with Wipfli on the test system setup. Wipfli still does not respond.

**6-4-2018** – IT Director, HR Director, Finance Director & Supervisor Machon met to discuss status of the project. It was agreed that there was not a need to proceed with switching to Dynamics Payroll at that time. IT worked with HR & Finance to update the payroll workflow document.

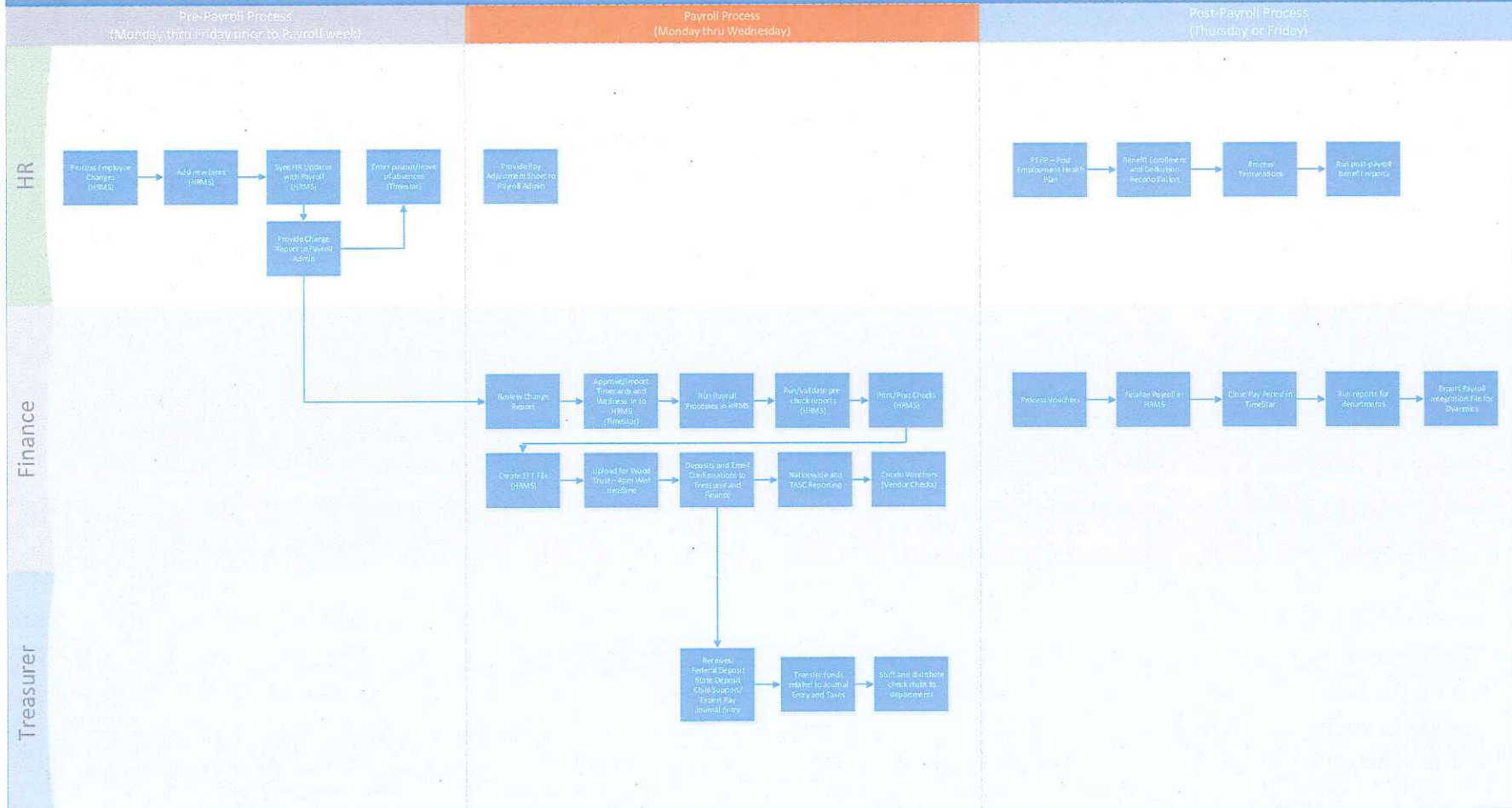
**8-7-2018** – Executive Committee requests Finance, HR and IT to supply letter of recommendation regarding payroll.



## Payroll – Related Systems - Integration Diagram



# Payroll Process Outline



August 9, 2018

## TimeStar Configuration Summary

Timestar software provides electronic time tracking for payroll data processing.

56 paygroups configured in TimeStar – each paygroup is configured differently. The paygroups support Wood County policy and the payroll diversity.

10 holiday groups configured in TimeStar - each holiday group provides is configured differently. The holiday groups support the Wood County policies and the payroll diversity.

56 earnings pay type codes configured in TimeStar – example codes for regular wages, vacation, per diem pay, holiday, etc.

31 accrual plans configured in TimeStar – example plans for vacation, part time vacation, illness, catastrophic illness, deputy vacation, etc

Supporting Documents:

Available on request due to being over 200 pages long. Please contact Amy Kaup or [helpdesk@co.wood.wi.us](mailto:helpdesk@co.wood.wi.us)

- Wood County Pay Groups Configuration
- Timestar Holiday Master Pay Groups