



DEPARTMENT OF ADMINISTRATION & FINANCE
FINANCE DIVISION

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December 10, 2015

Mayor and Common Council
Administration and Finance Committee
West Allis, WI

Dear Council Members:

I wanted to provide an update as to the status of the NOVAtime time and attendance implementation.

As of the pay period which began on December 5, all City Hall staff, Health Department staff, Senior Center staff and Library staff are using NOVAtime for their timesheet entry. That is a total of 191 employees, or 68% of the total potential NOVAtime-eligible employee population.

We had established a goal to get all departments, other than Police, Fire, and DPW, using NOVAtime by the end of 2015, so we have achieved that goal!

Credit goes to Kathryn Perrone, Nicole O'Connor, Shawn Hart and Kris Moen, who are the NOVAtime Implementation Team, Laurell Kohler and Melissa Weisnicht in payroll, and all the departments who are currently utilizing NOVAtime. These departments embraced the NOVAtime solution and worked with the Implementation Team to resolve individual problems and find solutions in a collaborative manner.

The goal now is to have DPW using NOVAtime in 2016. While the Police and Fire weren't originally envisioned to use NOVAtime, there is interest by both of those departments into looking at the solution to see if it will serve their needs as well.

I will keep you posted as to the progress of the DPW implementation as we go.

Sincerely,

Mark D. Wyss
Finance Director/Comptroller/City Treasurer