

**CITY OF BALTIMORE
COUNCIL BILL 18-0068R
(Resolution)**

Introduced by: Councilmembers Cohen, Dorsey, Scott, Bullock, Henry, Pinkett, Burnett, Clarke,
Reisinger, Stokes, Middleton, President Young, Councilmembers Sneed, Schleifer
Introduced and adopted: February 26, 2018

A COUNCIL RESOLUTION CONCERNING

Moving Baltimore City To Paperless Paychecks

1
2 FOR the purpose of calling on the Department of Finance and the Department of Human
3 Resources to ensure that fiscal 2019 payroll negotiations emphasize security, efficiency, and
4 waste reduction – including a process for electronic time keeping and an opt-in feature for
5 paper paycheck advices – and to issue an RFP for competitive bids for Baltimore City’s
6 payroll in anticipation of 2020 payroll contract negotiations.

Recitals

7
8 Currently, Baltimore City provides a paper paycheck advice to each employee, even those
9 with direct deposit with no option to cease receiving paper pay advices. Furthermore, the current
10 payroll system demands submission of paper time sheets. This requires the City to print, pay for,
11 and produce tens of thousands of avoidable paper pages each month. Hundred of hours are
12 wasted each pay period because sheets require manually entry.

13 Eliminating paper paychecks, or even just reducing the number of unnecessary printed stubs
14 issued to employees who receive their pay electronically, could significantly improve efficiency
15 and minimize the environmental impact of the City’s payroll process. Moving to a fully
16 electronic timekeeping process, instead of the mixed paper and electronic process used in many
17 agencies, could add to these benefits in the long term and increase efficiency of all staff.

18 As the City seeks to cut unnecessary expenses and reduce its impact on the environment in
19 line with long-term sustainability goals, these are changes that should be seriously considered. In
20 order to ensure that the City has the safest, most effective, most fairly priced payroll system, the
21 City should bid out its payroll services contract during the fiscal 2020 payroll contract
22 negotiation. The new payroll contract should commit to reducing overall cost and waste,
23 ensuring safety, and improving government efficiency.

24 **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BALTIMORE,** That the
25 Council calls on the Department of Finance and the Department of Human Resources to ensure
26 that fiscal 2019 payroll negotiations emphasize security, efficiency, and waste reduction –
27 including a process for electronic time keeping and an opt-in feature for paper paycheck advices
28 – and to issue an RFP for competitive bids for Baltimore City’s payroll in anticipation of 2020
29 payroll contract negotiations.

30 **AND BE IT FURTHER RESOLVED,** That a copy of this Resolution be sent to the Mayor, the
31 Director of Finance, the Director of Human Resources, and the Mayor’s Legislative Liaison to
32 the City Council.

EXPLANATION: Underlining indicates matter added by amendment.
~~Strike out~~ indicates matter deleted by amendment.