



*"...meeting community needs...enhancing quality of life."*

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**TO:** Human Resources/Information Technology Committee, and Common Council  
**FROM:** Jeri Ohman, Finance Director  
**DATE:** May 25, 2022  
**RE:** Request Approval of Over Hire for Payroll Coordinator

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The City of Appleton Payroll Coordinator has provided notice of retirement effective September 2, 2022. This position has been performed by the incumbent for over 20 years.

This position is critical to the organization and works independently on bi-weekly payroll processing, payments related to payroll withholdings, and monthly/quarterly/annual reporting requirements. It is responsible for knowing and applying federal and state regulations pertaining to payroll. This position is also responsible for maintaining the payroll module of Tyler Munis.

In order for us to have a successful transition, I believe the City would benefit from having the incumbent provide training over a six week period. This would allow for three pay periods and one monthly reporting period during the over hire timeframe.

The hiring process has started and our hope is to have a successor start on July 25, 2022. The financial impact is expected to be approximately \$9,000. This cost can be absorbed within the current 2022 Finance Department budget.

Thank you for your consideration of this request. Please feel free to contact me if you have questions.