



Department of Employee Relations

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Mayor

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Director

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Employee Benefits Director

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Job Evaluation Report

City Service Commission Meeting: May 20, 2025

Comptroller – Payroll Administration Division

Current	Recommended
New Position	Time Tracking Lead PR 2KX (\$70,501 - \$98,703) (One Position)
New Underfill Title	Time Tracking Specialist PR 2IN (\$62,040 - \$86,854) (Underfill)

Note: Residents receive a 3% Resident Incentive Allowance.

The Comptroller's Office has requested the classification of one new position and an underfill title within the Payroll Administration Division. Job descriptions were provided and discussions were held with Charles Roedel, Deputy Comptroller, Andrea Knickerbocker, Human Resources Manager, and Amy Hefter, Human Resources Representative.

Background

Various departments will be using non-Workday time tracking systems (e.g., UKG, Citytime 2). This will require an in-house expert in the Comptroller's Office Payroll Administration division who has expertise in both Workday and the non-Workday systems being used for time tracking.

The Workday Executive Committee has approved the use of project funding for a Time Tracking Specialist position for immediate hire. The Comptroller's Office anticipates this will be a permanent position and will be included in the 2026 Budget.

Time Tracking Lead

Current	Recommended
New Position	Time Tracking Lead PR 2KX (\$70,501 - \$98,703) (One Position)

Under the direction of the City Payroll Manager, this position will provide primary direction and support for the overall implementation and operation of the Workday Time Tracking module, in

addition, this position will also monitor time entry of non-Workday time tracking systems (e.g., UKG, Citytime 2). Duties and responsibilities include:

- 40% Serve as project leader for Workday Time Tracking application during the City's transition from PeopleSoft to Workday ERP. The incumbent of this position will review, analyze and evaluate Workday functionality. Define and configure the basic setup components for Workday Time Tracking. The incumbent of this position will also serve as payroll administration liaison for all integrations from Workday payroll to third party applications (e.g., UKG, Citytime 2).
- 20% Performs Workday testing; create and execute test scripts. Performs balancing activities. Performs configurations within Workday based on customer advice.
- 20% Monitoring time entry to ensure all time is entered and approved; works with the developers to run the inbound integrations. This will also require the running of the batch jobs for the processing of the integrations if submitting and approving. Researching errors from integrations and returning to city departments for resolution.
- 10% Providing functional analysis and support to Comptroller's Office staff and City-wide users as it relates to issues with Workday Time Tracking transactions, configurations and procedures; identifying the need for alternative processes; ensuring integrity of the City of Milwaukee's financial records.
- 5% Provide backup support for payroll administration functions.
- 5% Performing other duties as assigned by the City Payroll Manager, Financial Services Director, Comptroller, and Deputy Comptroller.

Minimum qualifications include an associate's degree in business administration, information systems, or related field of study; three years of experience with payroll and time and attendance systems; and one-year experience leading time and attendance function. Equivalent combination of education and experience will be considered. Experience with Workday Time Tracking application is preferred.

This new position is located in the Comptroller's Office Payroll Administration Division. Prior to Workday implementation, the incumbent of this position will be the lead on all time entry tests to ensure data integrity and configure earn codes in each system because there is no automatic integration. Post-implementation, the incumbent of this position will be the primary responsible party for maintaining data integrity between Workday and non-Workday time tracking systems.

Analysis and Recommendation

These duties, responsibilities, and requirements are currently comparable to the work performed by the already classified Accountant – Leads throughout the city. Based on this comparison, the

recommendation is to classify this new underfill position as a Time Tracking Lead in Pay Range 2KX (\$70,501 - \$98,703).

Time Tracking Specialist

Current	Recommended
New Underfill Title	Time Tracking Specialist PR 2IN (\$62,040 - \$86,854) (Underfill)

Under the direction of the City Payroll Manager and Assistant City Payroll Manager the incumbent of this position will coordinate the overall implementation and operation of the Workday Time Tracking module. Duties and responsibilities include:

- 40% Serve as project coordinator for Workday Time Tracking application during the City's transition from PeopleSoft to Workday ERP. Review, analyze and evaluate Workday functionality. Define and configure the basic setup components for Workday Time Tracking module. Serve as payroll administration liaison for all integrations from Workday payroll to third party payroll applications (e.g., UKG, Citytime 2).
- 20% Perform Workday testing; create and execute test scripts. Perform balancing activities. Perform configurations within Workday based on customer advice.
- 20% Monitor time entry to ensure all time is in and approved; work with the developers to run the inbound integrations. This will also entail the running of the batch jobs for the processing of the time tracking integrations if submitting and approving. Research errors from time tracking integrations and return to city departments for resolution.
- 10% Provide functional analysis and support to Comptroller's Office staff and City-wide users as it relates to issues with Workday Time Tracking transactions, configurations and procedures; identify need for alternative processes; ensure integrity of the City of Milwaukee's financial records.
- 5% Provide backup support for payroll administration functions.
- 5% Perform other activities as assigned by the City Payroll Manager, the Financial Services Director, the Comptroller, and the Deputy Comptroller.

Minimum qualifications include Associate's degree in business administration, information systems, or related field of study. Three years of experience with payroll and time and attendance systems. Equivalent combination of education and experience will be considered. Experience with Workday preferred.

This underfill title is requested for the Time Tracking Lead position. While underfilling, the incumbent of this position will be expected to execute the tasks related to time and attendance as closely managed by the City Payroll Manager and Assistant City Payroll Manager. After fulfilling the underfill, this position would be expected to be the subject matter expert for time and attendance and lead the process.


Analysis and Recommendation

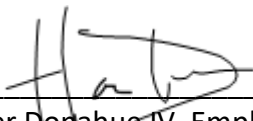
These duties, responsibilities, and requirements are currently comparable to the work performed by the already classified City Payroll Specialists throughout the city. Based on this comparison, the recommendation is to classify this new underfill position as a Time Tracking Specialist in Pay Range 2IN (\$62,040 - \$86,854).

Action Required – Effective Pay Period 13, 2025 (June 8, 2025)

* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by: 
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Reviewed by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Harper Donahue IV, Employee Relations Director