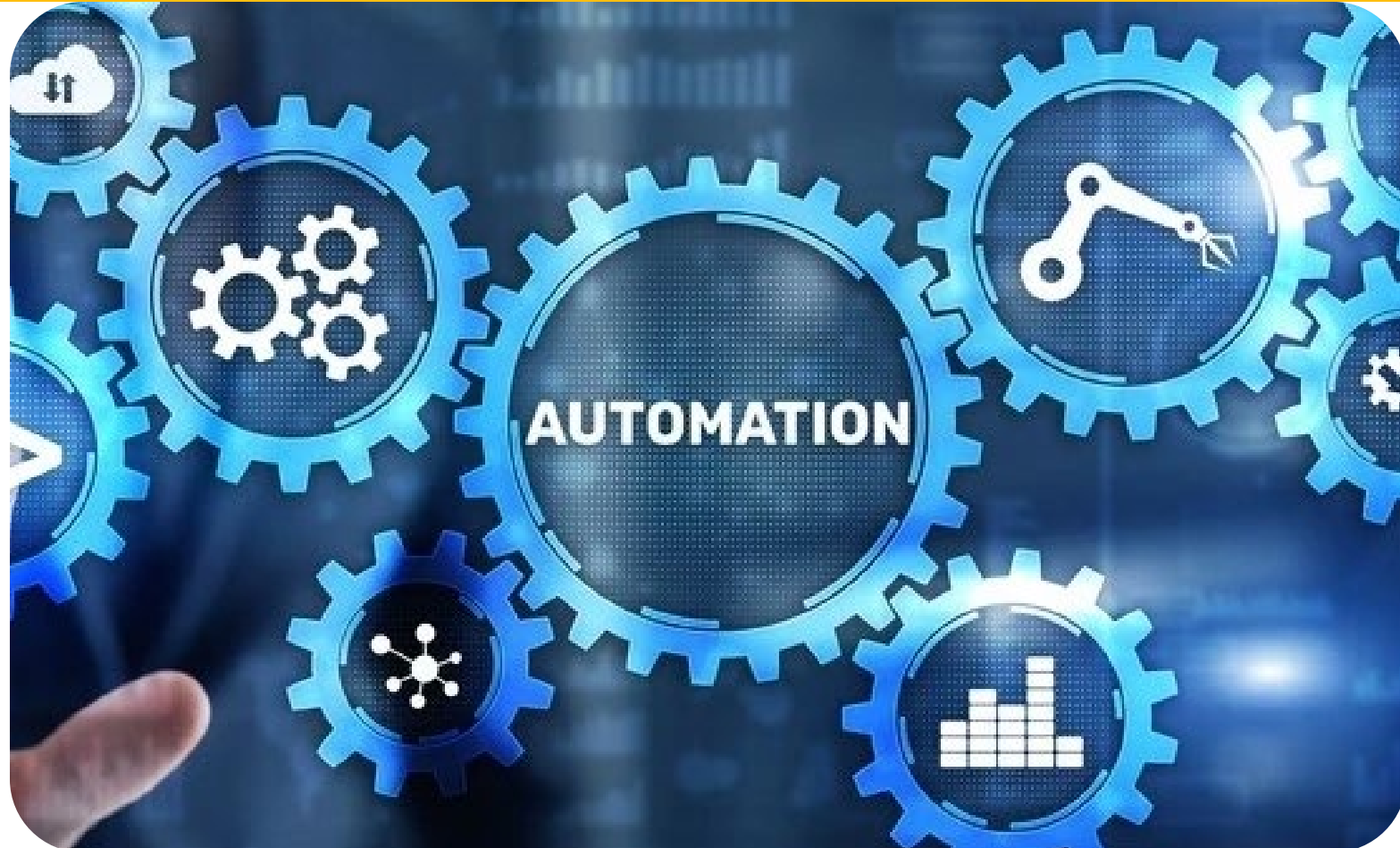


FY 26 Strategic Plan

Automation of Employee Processes





FY 26 Strategic Plan

Automation of Employee Processes



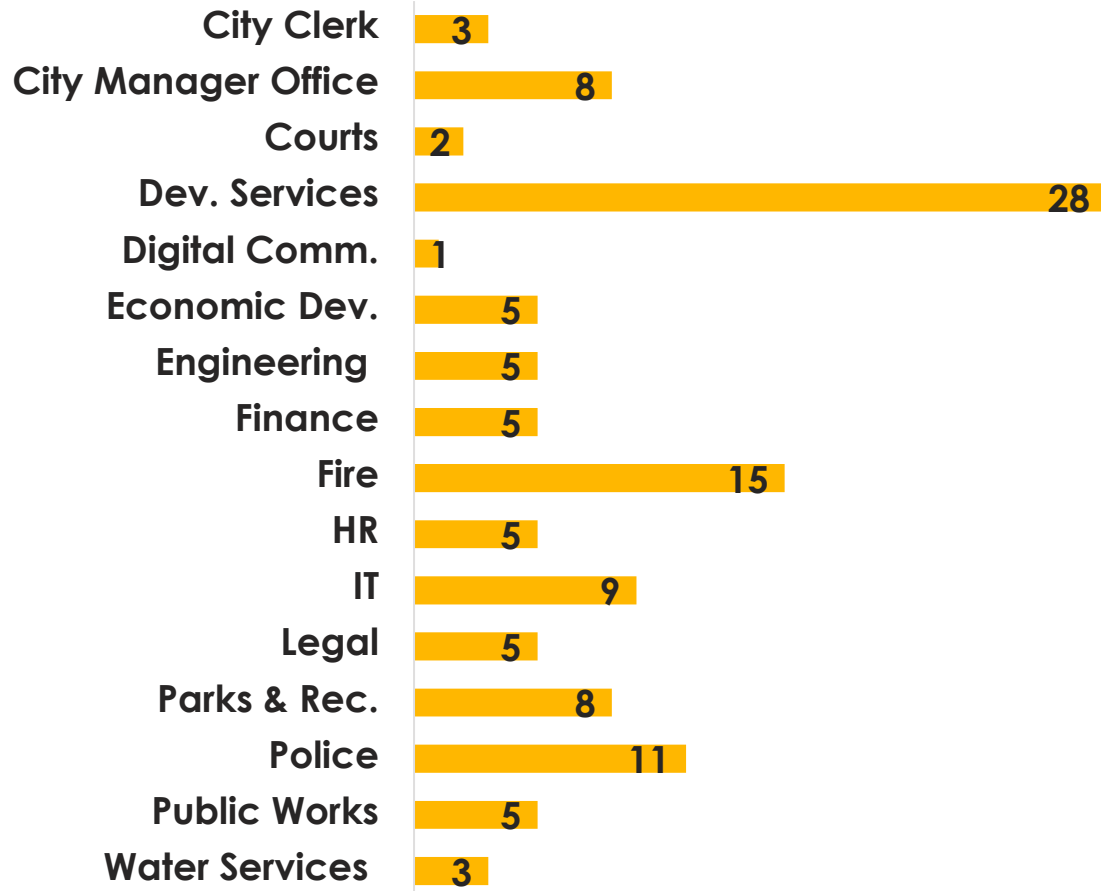
INNOVATIVE & HIGH PERFORMING ORGANIZATION

ACTION ITEM	DESCRIPTION
Automation of Employee Processes	Identify process improvement to eliminate duplicative activities (paper forms, scans, etc.)



FY 26 Strategic Plan

Automation of Employee Processes



- ☐ 118 employees responded, across 16 departments (14% overall participation)
- ☐ Identify process improvements to **eliminate duplicative activities** (paper forms, scans, etc.)
- ☐ **Survey employees** in each department to identify opportunities



FY 26 Strategic Plan

Automation of Employee Processes

Repetitive Workflows

Repetitive tasks require extensive touch time & leads to discrepancy in data mismatches and .

Opportunity Areas:

Travel Processes and Financial Reconciliation

System Integration

Loss of time rekeying from one to another system. Prone to error and delays in transferring information.

Opportunity Areas:

Payroll, Onboarding, Financial Reporting, Payments

Paper Processes

Paper Reliance and Data Collection from Manual Forms.

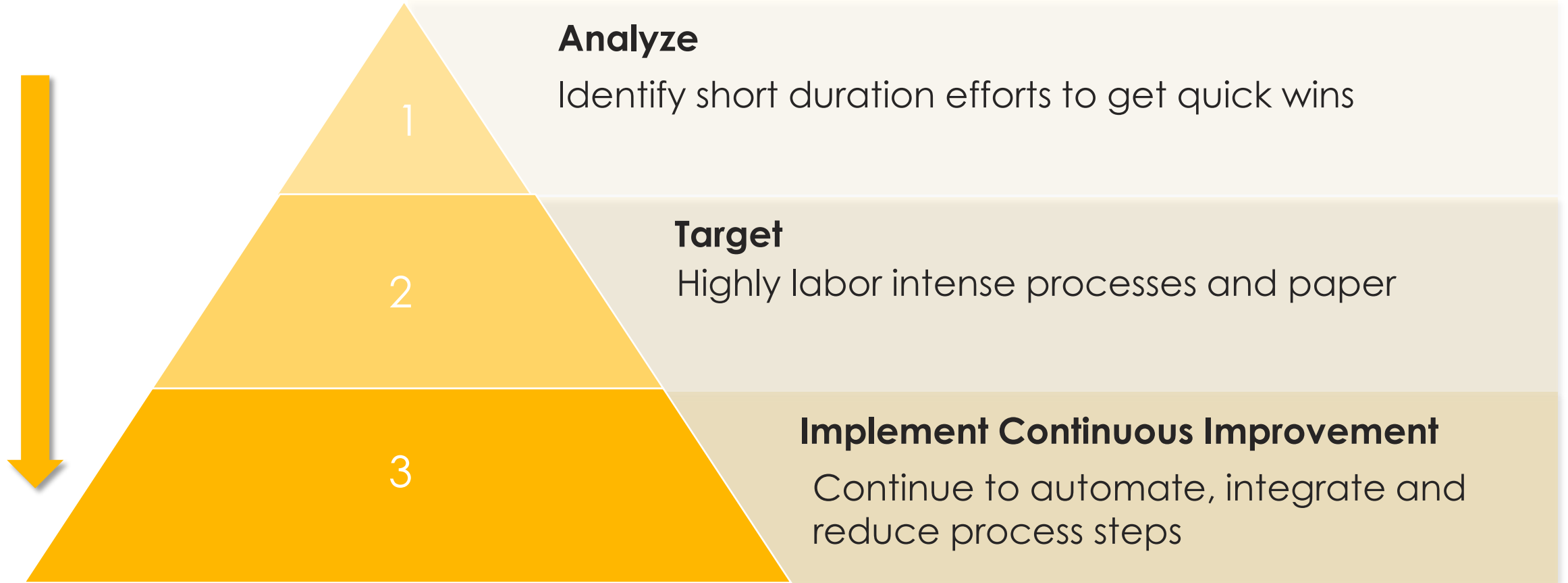
Opportunity Areas:

Forms, Onboarding, Utilities Start/Stop



IT Strategic Initiative FY26: Automation of Employee Processes

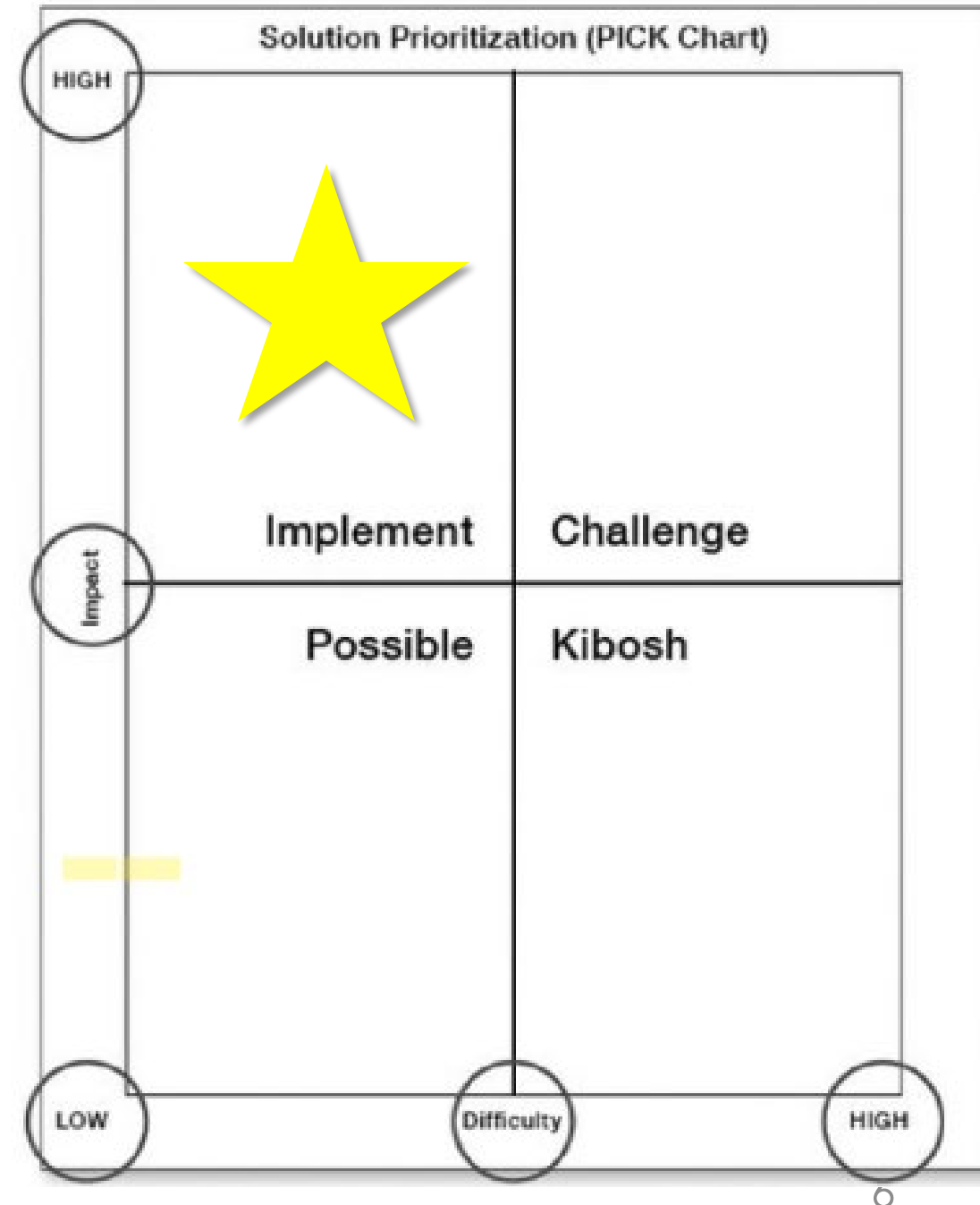
Next Steps





Quick Wins

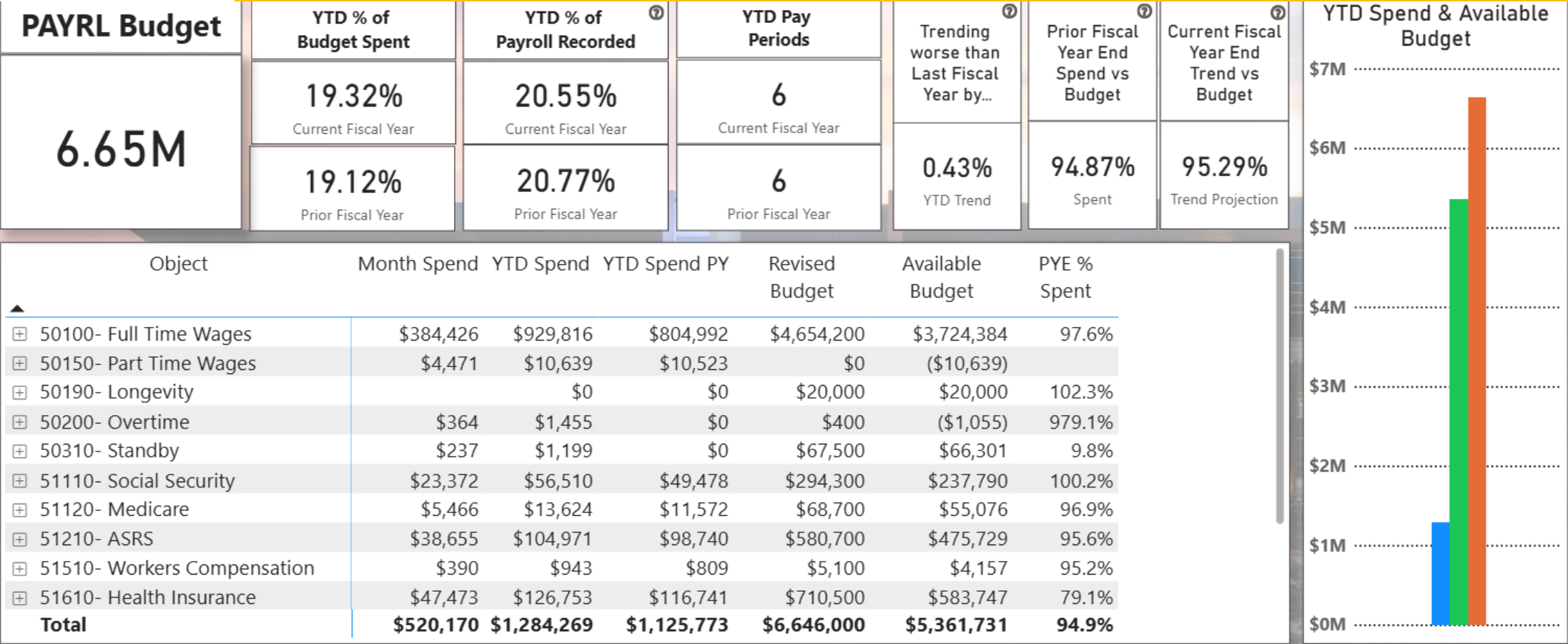
- Digitize paper
- Single point of data entry
- Use of Power BI to automate reporting
- Reduction of overall steps
- LEAN Methodology





FY 26 Strategic Plan

Automation of Employee Processes



Detail by PayPeriod vs Prior Fiscal Year ⓘ

Recommendation

Continuous Improvement

- Work with our IT Executive Steering Committee for Prioritization
- Use the Smart City Committee to identify opportunities & Solutions

