



Memorandum

Date: 3/10/2026

File No. CM 26-140

Meeting of: Committee of the Whole - Finance, Administration, and Communications

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Human Resources	Cathryn Laird	425-556-2125
Technology and Information Services	Michael Marchand	425-556-2173

DEPARTMENT STAFF:

Technology and Information Services	Courtney Miller	Technology Project Manager
Human Resources	Kseniya Daly	Deputy HR Director
Technology and Information Services	Carmen Hall	Project Mgmt Office Manager

TITLE:

UKG Pro Extension - Additional Launch Support

OVERVIEW STATEMENT:

Implementing UKG Pro will bring a modern Human Resource Information System (HRIS) to the City, strengthening operational efficiency, expanding employee self-service capabilities, and ensuring a secure, reliable platform. The contract extension secures additional UKG support during launch to help ensure the system is fully aligned with City of Redmond policies, payroll procedures, and collective bargaining agreements.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

- Receive Information
- Provide Direction
- Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
2025/2026 BTIP
- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

UKG Pro benefits include:

- Integration of Core HR & Payroll with existing Timekeeping
- Increased self-service options for employees and managers for HR processes
- Streamlined Payroll processes with improved reporting and reduction of manual processes
- Eliminate risk associated with an outdated system (current system end of life 2027)

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

The cost for additional UKG launch support is \$75,000 through April 2026, followed by \$25,000 for each additional month beyond April. The total request is \$225,000, allowing for resource coverage through October. Actual spend will depend on final launch date.

Approved in current biennial budget: **Yes** **No** **N/A**

Budget Offer Number:

362

Budget Priority:

Strategic and Responsive

Other budget impacts or additional costs: **Yes** **No** **N/A**

If yes, explain:

N/A

Funding source(s):

Costs associated with the implementation will come from the 2025/2026 BTIP

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
3/10/2026	Committee of the Whole - Finance, Administration, and Communications	Provide Direction

Time Constraints:

Current Core HR/Payroll solution will be de-supported in Q1 2027.

ANTICIPATED RESULT IF NOT APPROVED:

If the change order is not approved, the City would be unable to complete implementation.

ATTACHMENTS:

Attachment A: UKG Service Request Order

Attachment B: Original UKG Pro Statement of Work