

**APPROVED**

President's Cabinet

*William J. Smoggin*

July 21, 2020

**IMMEDIATE NEED REQUEST**

2020-21

Requested by: Human Resources			
		Date to VP: 7/15/2020	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Human Resources	Date to Cabinet: 7/21/20	
Division:		Outcome:	
Vice President:	Abe Ali		
Budget Request(s)	Justification for Request(s)	Funds Requested **	
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount	One-time
		Ongoing	Funding Approved
1. Workforce Leaves Software	On June 26, 2019, the Board approved a three year agreement with Workforce for absence compliance tracking in order to ensure ADA compliance with state and Federal Law. In working with the Workforce during the implementation process, we have discovered that our needs are more complicated than originally anticipated. Ensuring that the leaves software program is in line with regulations is crucial in the event of an auditing. The June 26, 2019, Board item covers the additional expenses in that it states "...additional work and customizations billed at \$220 per hour". Upon finalizing the implementation and roll-out of the program we will only be charged the annual contract fee (ongoing funds previously established)	52,000.00	X
Account Number(s):	XXXXXX-200000-584000-673000		

\*\* Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.