



CITY OF MOUNT VERNON, N.Y.
OFFICE OF THE COMPTROLLER

Darren M. Morton, Ed.D., CPRP, CMFO
Comptroller

City Hall, One Roosevelt Square
Mount Vernon, NY, 10550
(914) 665-2303

October 29, 2025

The Honorable City Council
City Hall
1 Roosevelt Square
Mount Vernon, NY 10550

RE: COMP2025-18 – Archiving of UKG Workforce Time and Attendance Data

Honorable City Council Members:

I write to respectfully request that the Mount Vernon City Council (“the Council”) enact legislation granting permission for the Comptroller to enter into agreement with of “PrimeForce” at a cost of \$10,000

At the end of the second quarter of 2024, the Finance Office successfully upgraded the UKG Workforce system (Kronos) to a new software version from the same company called UKG Ready. The new software has afforded us enhancements for easier employee time tracking and management as well as accrual reporting within our financials. As a result of the successful migration, we now must manage our old data through archiving to either an in-house configuration or one the is stored externally on the cloud off premise.

Due to the unique proprietary configuration of the Kronos system, there are not many vendors available to secure the integrity of the data after extracting it from the Kronos Cloud based kernel in which it is housed. We requested that UKG recommend to us a list of vendors that have consistently performed archiving services with minimal if any data loss. Based on their recommendation the only company that met the high success rate criteria was “PrimeForce.” The City has previously lost data from the 1990s to 2004 period due to inadequate data archiving on crashed in-house physical servers which has incapacitated our ability to respond to requests for data within that period from agencies such as the New York State Retirement System. It is our hope that utilizing in-house virtual server technologies, the City would be better equipped to secure this data into the perceivable future. Our deadline for completing the process of archiving before UKG removes the data from their servers is December 31, 2025.

Based on the reasoning outlined above, it is my recommendation as Comptroller for legislation to be established permitting the engagement of the services of “PrimeForce” at a cost of \$10,000 whereby fifty percent (50%) of the Project Fee will be paid upon execution of the project SOW and the final fifty percent (50%) paid at the completion of the project. The cost for these services will be charged to A1315.503 – Kronos Application Fees. The services to be performed in conjunction with our department of Management Services include the following.

- Install Timekeeping application software.
- Upgrade Kronos WFC Timekeeper to version 8.1.20
- Procure archive licenses from UKG on the City’s behalf.
- Get new WFC instance functional and tested, using Customer’s existing test system configuration.
- Convert current existing custom reports to function with v8.
- Integrate all current existing interfaces into Kronos v8.1 and ensure functionality.
- Provide read-only access to Kronos WFC v8.1 for certain Customer users for purposes of Customer verification and testing.

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- To configure WFC profiles to read-only mode.

By successfully archiving this data, the City will ensure its compliance with both the locally legislated retention policies, the New York State Office of the State Comptroller's (OSC) mandated guidelines such as the Local Government Schedule (LGS-1) memos, and also ensure the availability of timekeeping records for our internal stakeholders.

Respectfully,

A handwritten signature in black ink, appearing to read 'Darren M. Morton', is written over the typed name.

Darren M. Morton, Ed.D., CPRP, CMFO
Comptroller

cc: Mayor Shawyn Patterson-Howard
Corporation Counsel
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