Request for Proposals:
Human Resources Information System (HRIS) Solution

Issue Date: February 23, 2026

Proposal Due Date: March 20, 2026

To be considered, proposals must be submitted via email to:

Richard Schlameuss
Chief Executive Officer
Monroe County Transportation Authority
134 MCTA Drive
Swiftwater, PA 18370
PH: 570 243 3432
Email: rschlameuss@gomcta.com

<u>**Proposal responses will be considered valid for a period of 60 calendar days after the proposal due date.**</u>

Table of Contents

Introduction

Monroe County Transportation Authority (MCTA) in Swiftwater, PA is requesting proposals from qualified vendors to provide a Human Resources Information System (HRIS) solution to MCTA. The scope and functionality for the proposed HRIS solution is to include HR, Data Administration, Benefits, Payroll, Time and Attendance, Talent Acquisition (e.g., Recruiting, Onboarding), Talent Management (e.g., Performance, Training), Compliance and Coordination with Sage 100. Other elements may be added to this scope dependent upon the application of industry best practices and agency needs.

This request for proposal (RFP) contains background information on MCTA and specific information that must be included in the proposals submitted. An electronic version and hard copies of the proposal must be received no later than Friday, March 20, 2026.

This procurement is a competitive sealed proposal. After the bids are opened, but prior to evaluation scoring, MCTA will arrange an online meeting for each vendor deemed responsive and responsible to demonstrate their product. An award may be made to the responsive and responsible firm that provides the best value and is most advantageous to MCTA, price and other factors considered. MCTA reserves the right to conduct discussion with the highest ranked proposer, and if the discussion does not yield an award, then MCTA will move to the next highest ranked proposer. MCTA reserves the right to request a best and final offer from the apparent highest ranked proposer.

The initial contract term will be three years with two one-year mutual agreed upon extensions The contract resulting from the successful Proposal is subject to financial assistance grants between the MCTA, the U.S. Department of Transportation, and the PA Department of Transportation. The successful Proposer will be required to comply with all applicable laws and regulations. All Proposers will be required to certify that they are not on the United States Government list of debarred contractors. If you obtain this solicitation information from the MCTA website (www.gomcta.com) contact Richard Schlameuss (rschlameuss@gomcta.com) to be added to the bidder's listing for any addenda that might be issued.

The successful proposer will be required to comply with all applicable Non-Discrimination and Non-Collusion laws and regulations to certify that they are not on the Comptrollers General's list of ineligible contractors. MCTA solicits and encourages Disadvantaged Business Enterprise (DBE) participation. The successful bidder will be required to comply with all applicable Equal Employment Opportunity (EEO) laws and regulations. Monroe County Transportation Authority and MCTA may be used interchangeably throughout this document.

MCTA provides equal opportunity in Employment, Service and Contractual Agreements. **There are sections included in the Attachments that must be reviewed, signed, and returned with your proposal package.** The proposal must be clearly marked on the outside bearing the name and address of the proposer and marked **Human Resources Information System (HRIS)**.

I. Background

Monroe County Transportation Authority (MCTA) is the primary public transportation provider for the Monroe County, PA region. Currently, MCTA provides fixed route transit service and provides American with Disabilities Act (ADA) paratransit service and shared ride (Reserve-A-Ride) services within Monroe County.

MCTA is a municipal authority and is governed by the Municipal Authorities Act of 1945. MCTA is governed by a nine-member Board of Directors. Members are appointed by the Board of Commissioners of Monroe County. MCTA employs 86 employees in a variety of operating and administrative positions. MCTA operates a fleet of sixty-four revenue vehicles. MCTA is funded through a variety of programs at the Federal, State, and local level. MCTA follows all applicable third-party procurement policies in accordance with the Federal Transit Administration (FTA) Circular 4220.1G.

II. Solicitation Key Dates and Timeline

(Dates are subject to change at any time in MCTA's sole discretion)

RFP Activity	Dates
RFP Issue Date	Monday, February 23, 2026
Questions Due by Proposers	Wednesday, March 4, 2026
Responses to Questions Released	Friday, March 6, 2026
Proposal Due Date	Friday, March 20, 2026 | 4 PM EDT
Vendor Demos	March 23 through April 3, 2026
Award Notice	TBD
Meeting with Successful Vendor to Begin	TBD

III. Scope of Work

The scope of work for the HRIS project includes the following functionalities and modules: HR, Data Administration, Benefits, Payroll, Time and Attendance, Talent Acquisition (e.g., Recruiting, Onboarding), Talent Management (e.g., Performance, Training), Compliance and Coordination with Sage 100 and any other functionality included herein. Other elements may be added to this scope dependent upon the application of industry best practices and agency needs.

IV. Proposal Outline

To simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below.

1. Letter of Transmittal

A letter of transmittal briefly outlining the proposer's understanding of the work and general information regarding the proposer and individuals to be involved is limited to a maximum of two pages. The letter should clearly identify the local address of the office of the proposer performing the work, the telephone number, and the name of the authorized representative. The letter shall include a clear statement from Proposer that this offer is binding and shall remain open for 60 days from the due date of this RFP and acknowledges that its proposal cannot be withdrawn within that time without the written consent of MCTA.

2. Table of Contents

   Include a table of contents that identifies the material by section, page number, and a reference to the information to be contained in the proposal.

3. Profile of Proposer Proposing

   a. State whether the proposer is a local, national, or international proposer and include a brief description of the size of the proposer. State whether the proposer is a qualified small or minority-owned business, women's business enterprise or labor surplus area proposer.

   b. State whether the proposer is in compliance with the registration and permit requirements to do business in Pennsylvania.

4. Qualifications

   a) General qualifications and experience in providing public transportation services and administration of transit services under a contract with transit authorities or other public agencies.

   b) Describe recent experience with implementing an integrated HRIS solution for organizations of a comparable size and/or industry to MCTA.

   c) Include three client references, preferably organizations similar in size and industry to MCTA. If possible, please indicate at least one reference based in Pennsylvania.

5. Personnel

   Please include the names of professional, technical and management personnel who will be assigned to this project. Briefly discuss their areas of expertise and relevant background. Resumes may be included as an appendix to the proposal.

6. Scope of Services and Proposed Project Schedule

   Briefly describe the proposer's understanding of the scope of services to be provided including the name/version of the product(s) proposed and estimated implementation schedule.

7. Fees and Compensation

Provide the following information as relevant to the fee proposal:

a) Estimate of all costs for product, implementation, and servicing/support.

Please make sure the following are included:
- License Fee
- Annual Maintenance
- Implementation costs
- Training costs
- Customization costs
- Interface/feed development costs
- Monthly hosting fees
- Monthly processing fees
- Monthly service fees
- Other monthly fees
- Other one-time fees
- All third-party costs

b) The frequency and timing of the billing process.

c) Five-year cost proposal.

	Year 1	Year 2	Year 3	Year 4	Year 5
Base Fee(s) and Licenses					
Implementation Fees					
Training Fees					
Other					
Total					

If the fee is proposed under a different methodology (e.g., a fixed price for all services), please provide a basis for the proposed fee.

8. Required Certifications

The following certifications shall be submitted with the proposal on the forms provided by the MCTA:

   a. Acknowledgement of Receipt of Addenda (Exhibit A)
   b. Disadvantaged Business Enterprise (DBE) Certification (Exhibit B)
   c. Affidavit of Non-Collusion (Exhibit C)
   d. Debarment Certification (Exhibit D)
   e. Certification Regarding Lobbying (Exhibit E)

Commented [1]: Identify for each in the addendum

     f. Cost Proposal Form (Exhibit F)
     g. Commonwealth Non-Discrimination Clause (Exhibit G)

Subcontractors - The Contractor must indicate any and all services to be provided under this project by subcontractors.

Disadvantaged Business Enterprise - If not addressed under subcontractors, please identify any participation in the project by disadvantaged business enterprise.

V.   Submission

To be considered, proposals must be received by 4:00pm (EDT) on Friday, March 20, 2026. Electronic proposals will be accepted and are preferred. At that time proposals will be distributed to the Evaluation Committee. The proposal must be clearly marked bearing the name and address of the proposer and clearly marked **Human Resources Information System Proposal**.

Proposals should be submitted electronically to Richard Schlameuss, CEO at rschlameuss@gomcta.com. Electronic copies received after the established deadline for submission will not be considered.

Submission of a proposal shall constitute the firm's representation that it:
- Has thoroughly examined and become familiar with the scope of work set forth in this RFP.
- Understands the requirements of the scope of work, the nature of the work and all other matters that may affect the work.
- Will honor its proposal for no less than 60 days after the submission date stated in this RFP (or until execution of a final contract with the selected proposer, if sooner), and acknowledges that its proposal cannot be withdrawn within that time without the written consent of MCTA.
- Will comply with all requirements set forth in this RFP, and in the ensuing contract, if any.
- Does not have a current relationship with MCTA that could create a conflict of interest.

VI.   Evaluation Scoring

Evaluation Criteria

This RFP will be evaluated based on the following criteria and scoring.

Evaluation Criteria	Scoring / Points
Overall Presentation	10
Qualifications	10
Personnel	10
Understanding of Scope of Services	10
Responsiveness (completed forms, completeness of proposal)	10
Fees and Compensation	20
Technology Architecture	5
Product Deployment (including cybersecurity and data security)	5
Product Functionality / Product Demonstration	20

An evaluation committee will be established by MCTA to review responsive and responsible proposals. The committee will use the evaluation criteria to score the proposals. The proposal with the highest score will then be offered an opportunity to

VII.   Questions

Prospective proposers are encouraged to submit substantive questions, comments and concerns related to this Request in writing via email. Verbal questions will NOT be accepted. Responses thereto will not be binding on MCTA unless they are in writing. Written questions received no later than 3:00PM (EST) on Wednesday, March 4, 2026, will be answered in writing and distributed to all Proposers on the RFP distribution list. Questions should be addressed to Richard Schlameuss at rschlameuss@gomcta.com. All submitted questions will be posted on the www.goMCTA.com/business.php#rfp website by or on March 6, 2026.

VIII.   Technology/Architecture

- Provide a brief overview of your products with a summary of the functionality. Indicate if the product was developed by your company or purchased.
- What is the core product of your business?
- What separates your product from your competition?
- Provide an overview of your system architecture.
- Describe your workflow services.
- Describe your customization and extensibility capabilities.
- Describe your system's ability to have customers "configure" the system vs. having you "customize" the system to meet their needs.
- Describe your security architecture, including any significant failures, breaches or issues encountered in the last five years.
- Define your system architecture, as well as hardware, and "other" software requirements.

- Who are your technical partners?
- Provide a description of your company's disaster recovery options.
- Describe how your organization provides periodic system performance evaluations for all installed applications. Identify ways to improve system utilization and improve overall performance. How frequently are these evaluations done and what is the cost?
- How does your company stay current with technology?
- How many concurrent users can your product support?
- Are both the front-end and back-end fully 32 bit? If not, what is the makeup?
- Is your application compiled or interpreted? Specify the ratio of compiled code versus interpreted code.
- What network operating systems are supported?
- What type of network does your web module utilize?
- Do you consider your proposed architecture to be "open"? Please explain.
- How is system auditing implemented in the application? Is this server side or client side?
- Does the proposed system support XML web services?
- Describe your multi-layered architecture for scalability and extensibility.
- Detail the application response times, benchmarks for processes such as payroll processing, screen navigation, report generation, etc.
- Describe how your system complies with applicable federal, state and local laws, regulations or ordinances.

It will be understood by every vendor that:

- MCTA retains sole ownership of all HR, payroll, and employee data.
- Vendor must provide full export in usable format upon termination.
- Records retention minimum 3 years after final payment.
- Access to records for FTA, PennDOT, and auditors.

IX. Product Deployment

- Do you offer your products as Licensed, Hosted, SaaS or all three?
- If you offer a Hosted and/or a SaaS model, what is your target market?
- If you offer a Hosted and/or a SaaS model, why should we select it?
- If you offer a Hosted and/or a SaaS solution, what is the data center and network infrastructure?
- If you host the application, what types of technical resources are required?
- Provide a brief description of the security measures you provide in your hosting and/or SaaS environment.
- If data centers are physically secured, explain the method/technology used.

- Does your hosting solution include a guaranteed level of system performance, such as sub-second response time?
- Describe your customer support process for application hosting or SaaS customers.
- If Hosted and/or SaaS, what control would we have with making application modifications – screens, tables and fields?

Each vendor must discuss their cybersecurity posture and address these topics:

- SOC 2 Type II
- Multi-factor authentication
- Encryption at rest and in transit
- Incident reporting timeline (e.g., 24 hours)
- Data breach liability
- Compliance with NIST or similar framework

X.   Product Functionality

Please use the following matrix as a key for responding to the functionality tables in the RFP.

Response Code	Description
Y - Existing	Feature is delivered as standard functionality in the proposed version of the software and can be demonstrated by the vendor.
F - Future *	Feature is not currently included but will be available in a future release. Please indicate time frame (e.g., 12 months).
C - Customer Customization *	Not included. Tools are provided for customization at no additional cost.
V - Vendor Customization *	Not included. Vendor provides customization at an additional cost.
T - Third Party *	Feature is provided by a third-party partnering arrangement. Indicate any preferred partner agreements.
N - Not Available	Requirements cannot be met.

	Requirements	Code	Comments
1.	Supports multiple companies in one database		

		Requirements	Code	Comments
2.		Supports individual tax filings by EIN		
3.		Provides capability to view all employees simultaneously regardless of EIN association or separately by company or division		
4.		Reports on all EINs without having to consolidate data		
5.		Reports on actual from check history		
6.		Provides for client defined organizational levels		
7.		Provides Web portal communication to all people in the organization		
8.		Provides Web portal communication to a specific company		
9.		Provides for the posting of company specifics, such as policies and forms, in the Web portal		
		Provides employee searches by:		
10.		Employee Number		
11.		Last Name & First Name		
12.		Organizational Level		
13.		Company		
14.		Location		
15.		Status		
16.		Job		
17.		Pay Group		
18.		Department Manager		
19.		Supports multiple languages		
20.		Supports multiple currencies		

	Requirements	Code	Comments
1.	Provides ability to export data to an organizational charting application.		
2.	Structures the organizational chart based on the reporting relationships defined for each associate.		
3.	Provides an on-line organization or report to chart.		
4.	Establishes new organization entities (i.e., companies, cost centers, etc.) without vendor professional services.		
5.	Adds/changes organization entities and easily transfers associates within and/or across entities (including companies).		
6.	Manages organization restructuring including position control and salary changes.		
7.	*Provides the ability to establish exports to create organization charts for:*		
8.	Companies		
9.	Locations		
	Pay groups		
10.	Departments within company		

RECRUITING AND APPLICANT MANAGEMENT:
- Provide a brief description of your recruiting and applicant management system.
- Describe your candidate pre-screening or qualification process.
- What job boards are supported with your product? Describe how jobs are posted to Internet.
- Does your system allow for an automatic e-mail response to applicants and candidates? If so, please describe the communication types included in the application. Can we customize the responses?
- How is an applicant transitioned to an employee in your system? If the systems are integrated, describe the file transfer process and the technology applied.
- How does an applicant apply for a job online?

	Requirement	Code	Comments
1.	Communicates automatically with job boards. 2-way clearing house for HRIS updates, job board updates, recruiting statistics and reporting.		
2.	Posts internal and external jobs to company Internet site and company intranet site with effective dates.		
3.	Has a requisition library of job templates that can be utilized when creating requisitions.		
4.	Tracks expenses by applicant/candidate level and associates them with a specific requisition or a general recruiting activity.		
5.	Sends automatic responses, notifications, or e-mails to applicants/pre-screening questionnaire for candidates.		
6.	Allows administrators to customize verbiage on the e-mail messages (including confirmation acknowledgement and job filled) to external and internal applicants/candidates		
7.	Allows users to e-mail potential interview times, applications, corporate material, job opening status.		
8.	Provides a library of standard communication correspondence for printing and distribution.		
9.	Integrates seamlessly with standard e-mail systems (Microsoft Outlook, Lotus Notes) for applicant/candidate activity for hiring managers and recruiters.		
10.	Allows administrators to schedule interviews, notify interviewers of times, locations and topics to cover.		
11.	Distinguishes applicant/candidate status for internal or external candidates.		
12.	Associates' applications and resumes to a specific requisition without having to change screens/databases.		
13.	Has a history that consists of one candidate's record with all the associated recruiting activity regardless of the number of requisitions.		

		Requirement	Code	Comments
14.		Can a resume/application be maintained in the system?		
15.		Can a resume/application be searched using key words?		
16.		Stores resumes for future use by category, job title, skill, or other user-defined attributes.		
17.		Allows applicants/candidates to modify or replace their existing resume.		
18.		House interview question templates for each job		
19.		Hiring managers and recruiters can review pre-screened applicant/candidate		
20.		Hiring managers and recruiters can track applicant/candidate status		
21.		Hiring managers and recruiters can schedule interviews		
22.		Hiring managers and recruiters can communicate with applicants/candidates via e-mail		
23.		Hiring managers and recruiters can view communication history		
24.		Hiring managers and recruiters can report on communications		
25.		View multiple recruiter schedules		
26.		Hiring managers and recruiters can view and print assessments between applicants/candidates		
27.		Hiring managers and recruiters can view and print applicant/candidates job history, qualifications and resume		
28.		Hiring managers and recruiters can record interview notes		
29.		Hiring managers and recruiters can enter additional applicant /candidate information if needed		
30.		Searches applicants/candidates based on a variety of criteria (e.g., location, skills, prior employers, zip code, and metropolitan areas).		

		Requirement	Code	Comments
31.		Has embedded workflow for approvals based on company-defined process including requisition approval, offer approval, and new hire approval.		
32.		Allows users to attach documents to an applicant/candidate record.		
33.		Provides Web-based data collection for jobseeker users (both employee and non-employee)		
34.		Allows administrators to create behavioral interview question sets per job opening		
35.		Allows administrators to determine which fields are required for completion by applicant/candidate and/or recruiters/hiring managers.		
36.		Allows administrators to establish access levels in the system by role (i.e., administrator, recruiter, hiring manager).		
37.		Increments requisition numbers automatically or entered manually.		
38.		Allows users to enter and access secure Notes.		
39.		Integrates with third-party screening services including criminal background check, drug testing and assessments.		
40.		Allows applicant/candidate to choose if he/she would like to be alerted when a future position becomes available based on qualifications.		
41.		Generates offer letters containing all compensation options to applicant/candidate		
42.		Job openings will track the requisition number, status and reason for the opening		
43.		Job openings will include employment information including FLSA type, salary range, and full/part time indicator.		
44.		Job opening will include education and skill requirements.		
45.		Assist in the creation of and house job descriptions.		

	Requirement	Code	Comments
46.	Generates reports on all fields that exist in the database.		

HIRING:

Describe your employer configurable new hire workflow.

	Requirement	Code	Comments
1.	HR and manager new hire/rehire checklist ability, by position, with check-off ability as tasks are completed (for example, offer letter has been sent and received).		
2.	Provides ability to automatically notify other areas of organization of new hire (security, payroll, etc.)		
3.	Provides ability to automatically notify new hire of activities they need to complete and remind them if they don't do them in a timely manner.		
4.	Manager is prompted to assign correct property to the employee.		
5.	Ability to enter new hire before start date (effective dating) and new person will not appear on org charts until effective start date.		

TERMINATION:
- Describe your employer's configurable termination workflow and how it supports termination of employees and independent contractor assignments.

- How is your system used to notify appropriate areas of the organization (security, IT, payroll) that an employee or independent contractor has been terminated?

	Requirement	Code	Comments
1.	Enables manager self-service request for termination workflow.		
2.	Tracks terminations by reason (e.g., discharged, better opportunity, etc.), date, rehire eligibility, COBRA election.		
3.	Customizable termination reason codes		
4.	Can the termination workflow be different based on the termination reason, or other termination criteria?		
5.	Maintains exit interview information.		

	Requirement	Code	Comments
6.	Can automatically cancel specified employee benefits upon termination.		
7.	Reconciles deductions and prompts payout package.		

ONBOARDING:

- Please provide a brief overview of your onboarding solution.

- What are examples of the forms your solution supports that are typically completed by the hiring manager and/or new hire?

- Please provide examples of how your solution assists in conducting employment verification.

	Onboarding Requirements	Code	Comments
1.	Ability to predefine workflows and workflow tasks that vary according to the position being filled.		
2.	Ability to delegate a proxy or change the owner for any specific task.		
3.	Ability to track expected lead times vs. actual lead times to assist in planning (e.g., to determine the lead times for telephone provision is 72 hours).		
4.	Ability to output a well-formatted completed form to hard copy print.		
5.	Ability for hires to return and update or correct their information after the initial submission.		
6.	Ability to provide task response and status via email reply.		
7.	Ability to measure the performance of the onboarding process.		
8.	Ability to vary the onboarding process workflow according to multiple candidate and position factors — employee type, business unit, job function, country and state, etc.		
9.	Ability to monitor the overall status of the onboarding process, providing a clear indication of "new hire readiness."		

		Code	Comments
10.	Ability to make completion of one task a firm prerequisite to the initiation of other tasks.		
11.	Ability for the hiring manager to enter all required data on behalf of the contingent worker.		
12.	Ability to pre-populate form fields using data provided by unified Recruitment.		
	Onboarding Requirements	**Code**	**Comments**
13.	Ability to brand the forms and pages seen in the new hire portal or page flow.		
14.	Ability to automatically notify other areas of organization of new hire (security, payroll, etc.).		
15.	Ability to close the requisition tracker — does the new hire automatically close the open requisition?		
16.	Ability to facilitate automation of new hire paperwork collection and new hire responses.		
17.	Ability to link to person prior to bringing on board to enable new hire process to begin earlier.		
18.	Ability for HR and manager new hire/rehire to create/access checklist, by position, with check-off ability as tasks are completed (e.g., offer letter has been sent and received).		
19.	Ability to automatically notify new hire of activities they need to complete and then send reminder if they do not complete tasks in a timely manner.		
20.	Ability to enter new hire before start date and not appear on org charts until effective start date.		
21.	Ability to click a button to hire the person, and data is automatically routed to payroll, benefits, and other applicable areas.		
22.	Ability to interface employee's I-9 to E-Verify for United States.		
23.	Ability to generate acceptance email notice/workflow notification to hiring manager, with start date.		
24.	Ability to include range of documents, such as W-4, I-9, employee agreement, non-compete agreement, etc.		

25..	Ability to provide electronic new hire packets, with ability to attach.		
26.	Ability to deliver employment eligibility verification, with automatic status update and validation noted in employee profile.		
27.	Ability to print a new hire package for candidate's signature as well as workflow to generate appropriate pre-employment forms to be sent to the candidate. Electronic signature eligible?		

HUMAN RESOURCES:

- Describe your system's HR functionality.
- Is this system integrated with the payroll system?
- When were these human resources products developed?
- Was this application developed in-house or purchased?
- Describe the types of historical information your system maintains (including number of years maintained).
- How do you support electronic signatures?
- Describe the HR process for transferring an employee between departments and/or companies.
- Are there duplicate fields in both HR and Payroll that can be updated and modified?   What is the timing? Describe how it works.
- Explain how a "re-hire" is identified and how previous history and years of service are recognized.
- Can electronic files and scanned documents be stored by employee on your system? What limitations, if any, exist?
- Describe the process to terminate an associate on the system.
- Describe how your system can trigger events beyond pay for terminated employees (e.g., remove system access, revoke access cards, remove PIN numbers for wire transfers, etc.).
  - Describe how a terminate action can be reversed on the system.
- How often data is backed up in the event of a data loss? What is the time to restore data to a functional state? Number of days/hours of data lost.

	Onboarding Requirements	Code	Comments
1.	Provide on-line support/instructions for completion of routine tasks.		
2.	Establish new organizational entities (e.g., companies, cost centers, and other variables) with no IT or programming required.		
3.	Add/change organizational entities and easily/effectively transfer employees within and/or across them.		
4.	Maintain employee demographic data for all employment-related details (e.g., birth date, employee number, gender, hire date, contact information).		
5.	Maintain ethnic, visa, and I-9 related data.		
6.	Maintain marital, family, and dependent/beneficiary related and tax-related elections.		
7.	Maintain historical data for current/former employees (e.g., names, employment, job/assignments, performance ratings, status, and pay).		
8.	Maintain audit trails of employee file and data updates by date, time, and origin of update.		
9.	Generate, identify, and track employees by unique employee numbers. Track Social Security Number for U.S. based employees.		
10.	Maintain language, education, and certification data.		
11.	Establish jobs/roles/positions and all relevant details.		
12.	Maintain data for all job-related details (e.g., grade, exemption status, EEO code, salary, job family).		
13.	Make simultaneous changes to large employee groups (e.g., new hires, salary changes, transfers).		
14.	Enable effective/future dating of pending transactions/events and maintain transaction history.		
15.	New hires automatically route approval based on company's hierarchy.		
16.	Routes job/salary changes electronically for approval based on user defined approvals.		

	Onboarding Requirements	Code	Comments
17.	Managers can run reports (export to various formats such as Excel).		
18.	Managers can create ad-hoc reports based on security access.		
19.	Managers can view employee training and employment records.		
20.	Progressive disciplinary actions can be tracked and reported.		
21.	E-mail alerts can be generated based on system or user defined events.		
22.	Data/transactions submitted by managers automatically validate for accuracy and completeness.		
23.	Life-to-date history on all employee fields.		
24.	Audit trails for all additions, updates and changes.		
25.	Retains employee status code history.		
26.	Date and time stamp on narrative history (e.g., disciplinary actions, grievances) and changes.		
27.	No limit to historical data captured.		
28.	Unlimited user defined fields.		

COMPLIANCE:
- As human resource regulations change, how do you ensure your clients stay in compliance?
- Describe how the software facilitates the maintenance of employee data and creation of employee history.

	Requirement	Code	Comments
1.	Changes to compliance requirements are maintained and updated by HRIS vendor.		
2.	All compliance reporting can be generated for current periods and historical periods.		
	Standard compliance reports include:		
3.	EEO-1		

	Requirement	Code	Comments
4.	Multi-Worksite Reports		
5.	Vets-100		
6.	Automatic notification of I-9 expiration/visa expiration.		
7.	COBRA qualifying events are automatically triggered based on employee transactions.		
8.	COBRA letters can be generated from the system.		
9.	Tracks any accommodations made to support the American with Disabilities Act (ADA).		
10.	Tracks ADA and disability information.		
11.	Provides military and veteran status for employees.		
12.	Includes affirmative action compliance features.		
13.	Provides HIPAA support.		
14.	Provides worker's compensation support.		
15.	Creates separate, mandated government reports for each individual tax entity.		
16.	Includes state-mandated "New Hire" reports (for child support payment tracking).		
17.	Updates from HRIS vendor when federal/state/local regulations change. Release notes sent to end user when product updates are applied.		

PERFORMANCE APPRAISAL:
- Please describe your performance appraisal feature.
- Describe how the system can provide real time monitoring of performance appraisals.
- Can completed performance reviews be attached to an employee record?
- Can another performance appraisal system be integrated with this module?

	Requirement	Code	Comments
1.	Delivers configurable comprehensive options to allow administrators to configure the performance review		

	Requirement	Code	Comments
	process to their specific business needs without the need for technical or consultative services.		
2.	Intuitive user experience that eliminates the need for end-user training for administrators, employees, and managers. Product/feature tutorials and videos are easily accessible.		
3.	Solicits performance feedback from multiple reviewers (e.g., subordinates, directors, other managers, peers) and exchanges data among multiple users simultaneously.		
4.	Saves work in process/draft reviews and provides option to return to complete.		
5.	Enables administrators to assign different review forms for different employees within the same review cycle.		
6.	Enables employees to complete self-evaluations.		
7.	Tracks performance review status and dates (e.g., complete, incomplete).		
8.	Provides email reminders and overdue notices throughout the process.		
9.	Maintains performance feedback and ratings history.		
10.	Provides historical reviews that can be accessed easily by managers or administrators.		
11.	Enables administrators to view the status of the review process at any time.		
12.	Provides delivery of standard competencies and objectives.		
13.	Provides goals management that allows either the employee or manager to create and add their own personal goals or objectives.		
14.	Enables individual weighting of goals.		
15.	Provides ability to assign employee performance objectives that align with your overall business strategy.		
16.	Provides access to all talent factors, including employee information, review history, skills and competencies,		

	Requirement	Code	Comments
	education, salary history, and learning history, based on role.		
17.	Enables reporting and analysis of performance ratings for various employee groups (e.g., by job, manager, geography).		
18.	Provides a centralized gateway for managers to monitor the progress of their performance management activities — in one place.		
19.	Summarizes performance review in an easy-to-read format that can be printed for future reference.		
20.	Integrates with career development and succession management applications and processes (e.g., learning plans/career planning).		
21.	Integrates with career development and succession management applications and processes (e.g., learning plans/career planning).		

SUCCESSION MANAGEMENT:

- Please provide a brief overview of your succession management functionality.

- Please explain how Succession Management is unified with your Performance Management and Career Development offerings.

- Please explain how succession plans are created.

- How much historical information is available?

- What types of reporting and metrics are available on the succession data?

	Succession Management Requirements	Code	Comments
1.	Stores multiple iterations of possible succession plans for each team/leader.		
2.	Provides printable/PDF capabilities.		
3.	Allows configurability by the client or allows hard coding from the vendor. (Ability to create Primary, Secondary, and Tertiary Supervisors for company hierarchy and workflows)		

4.	Provides the ability to track and report on critical roles and critical talent.		
5.	Delivers robust reporting, including exception reporting.		
6.	Provides the ability to track core competencies associated with next/future job.		
7.	Provides the ability to track the date/timeframe an employee will be ready for the next position.		
8.	Provides the ability for employees and managers to create a development plan based on license, skills, training, education, and competencies.		
9.	Provides the ability to track multiple language proficiency information, including speaking, reading, and writing, for each employee.		
10.	Provides the ability to maintain multiple educational information per employee such as schools attended, dates of attendance, degrees, and course of study.		
11.	Provides the ability to track and search on the following data:		
	skill description		
	experience level		
	proficiency level		
	competency description		
12.	Provides the ability to track employee licenses and certification and expiration dates. (Customizable fields to translated to our industry)		
13.	Provides the ability to track employee professional associations.		
14.	Provides the ability to identify where employees are in their current performance and potential growth.		
15.	Provides the ability to provide audit records.		
16.	Provides the ability to be delivered with standard competencies and objectives. Administrators		

	should be able to add and modify client-specific, effective-dated competencies,		
17.	Enables the graphic display of the manager's direct report organization.		

COMPENSATION:

Provide an overview of the key compensation features of your system.

- How are the compensation features integrated with the HRIS and payroll functions?

- Explain how your system creates and retains salary history.

- What types of reports are available for compensation?

- Describe how your system manages commissions.

- Describe how your system manages bonus pay.

- Describe how your system manages incentive pay.

- Describe how your system manages separation pay and other discretionary pay.

- Explain how pay changes are entered in the system.

- Describe how a mid-period salary change is processed.

- Explain how the system allows managers to plan salary increases online, process approvals via workflow, and automatically implement increases on the effective date.

- Explain how annual merit increases are processed in your system.

- Does your system validate minimum and maximum salary (of grade) when pay is changed, and provide warning messages as needed?

- Describe how salary ranges/grades are established in the system, grades are assigned to positions, and positions are assigned to associates.

- Describe how salary range/grade changes are made in the system, those changes are reflected in positions, and to associates assigned to those positions.

- Explain how job information is established and maintained in your system (e.g., grade, exemption status, EEO code, etc.).

- Explain how your system calculates, displays, and reports Compa-Ratio and/or quartile information.

- Explain how the same job can have different salary ranges based on job location.

EMPLOYEE RELATIONS:
- Please describe how disciplinary actions are accommodated.

- Please describe your capabilities to track grievances.

	Requirement	Code	Comments
1.	Tracks disciplinary actions including a description of the incident.		
2.	Managers and HR staff can record the type of action taken (i.e., written warning, verbal warning, termination).		
3.	Records required follow-up steps and the time frame for completion.		
4.	Schedules review of employee response to actions.		
5.	Electronic grievances submittal with customizable workflow for company protocol can be viewed in summary format.		
6.	Managers can drill into specific grievances.		
7.	Tracks the date and type of grievance (i.e., inequality, unfair pay, unfair working conditions).		
8.	Tracks final outcome of the grievance and the date it was closed.		

EMPLOYEE DEVELOPMENT:
- Please describe how employee development and succession planning are accommodated in your system.

- Describe how the employee development feature is used by employees.

- Please describe how employee development and succession planning are accommodated in your system.

- Describe how the employee development feature is used by employees.

	Requirement	Code	Comments
1.	Tracks core competencies associated with next/future job.		

		Requirement	Code	Comments
2.		Flags employees that are recommended for a specific job.		
3.		Tracks the date an employee will be ready for the next position.		
4.		Managers can create a career plan based on license, skills, training and education.		
5.		Tracks multiple language proficiency information including speaking, reading, and writing, for each employee.		
6.		Maintains multiple educational information per employee such as schools attended, dates of attendance, degrees, and course of study.		
7.		Does the system track the following data?		
		Skill code		
		Skill description		
		Experience level		
		Proficiency level		
		Last date skill used		
8.		Tracks employee licenses and certification and expiration dates.		
9.		Tracks employee professional associations.		

SAFETY

		Requirement	Code	Comments
1.		Maintains safety logs at the employee level.		
2.		Can view a summary page/window showing all incidents for an employee.		
3.		Can view the detail of an individual employee incident.		
		Incident details include:		

	Requirement	Code	Comments
	Accident or exposure itself		
	Date and time		
	Days away from work		
	Days of restricted work		
	Illness or injury		
	Complete incident description		
	Ability to add notes.		
4.	Case number may be auto incremented.		
5.	All incident history is maintained indefinitely.		
6.	Incident information and history are accessible through reporting.		
7.	Managers can view and update accident information using Manager Self- Service.		

ORGANIZATION CHARTS:
Explain how your system creates organizational charts.

- Describe how your system maintains employee "report to" data.

- Describe how your system handles/manages large reorganizations.

	Requirement	Code	Comments
1.	Provides ability to export data to an organization charting application.		
2.	Provides a standard employee export that provides data in the required format (PDF, CSV, XLS, XLSX).		
3.	Generates organization chart without requiring the user to make any changes.		
4.	Provides ability to create more customized export templates.		
5.	Structures the organization chart based on the reporting relationships defined for each employee.		

	Requirement	Code	Comments
	Provides the ability to establish different export records to create organization charts for the following:		
	Locations		
	Pay groups		
	Organization levels (by using the company and data selector options).		
6.	Tracks open positions in the organization chart.		

BENEFITS:

- Describe the integration between benefits and payroll.

- How does your system handle benefits administration?

- Explain how your system facilitates reporting to third party vendors such as benefit providers.

- Does the benefit data automatically populate in payroll? Is it real-time or a batch process?

- Does your system have a module to maintain Worker's Compensation Claims, Costs, tracking lost time, restrictions, legal reporting requirements, regular reporting, etc.? Does the system allow for tracking of all notes, conversations, etc.?

- Does the system allow for tracking of all notes, conversations, etc.?

- How do you support electronic signatures?

	Requirement	Code	Comments
1.	Provides total integration between benefits and payroll including other payroll vendors.		
2.	Maintain calculations and limits in compliance with federal legislation.		
3.	Assigns different benefit packages to different groups of employees based on eligibility rules.		
4.	Establishes benefit/deduction plans with multiple types and options.		

	Requirement	Code	Comments
	Supports effective dated:		
	Benefit/deduction plans		
	Employee benefit/deduction plan enrollment		
	Employer benefit/deduction plan enrollment		
5.	Updates benefit/deduction plans based on employee status change.		
6.	Tracks "waived" benefit/deduction plans.		
7.	Assigns a rate schedule to apply new rates with future effective dates for the new plan year.		
8.	Without writing a separate program, automatically updates premiums for age/salary driven benefit calculations.		
9.	Automatically enrolls employees in required plans.		
10.	Automatically cancels specified employee benefits upon termination.		
11.	Allows benefit costs to be set up for the new year while continuing processing for the current year.		
12.	Tracks and maintains information for dependents and beneficiaries.		
13.	Calculates imputed income.		
14.	Tracks and reports workers' compensation claims.		
15.	Facilitates reporting to third-party vendors such as benefit providers.		
16.	Provides one screen that shows employee data ("benefits-at-a-glance"), without having to scroll through multiple screens.		
17.	Defines and maintains benefit/deductions for the employee and employer		
18.	Includes automated schedules for benefits/deductions.		
19.	Supports benefit/deduction goals and limits.		

	Requirement	Code	Comments
20.	Supports "catch up" contributions on deferred compensation plans.		
21.	Support outside payment options for benefit deductions while an employee is on leave (FMLA/LOA)		
22.	Recovers benefit/deduction amounts that have been put into arrears.		
23.	Supports multiple arrear types.		
24.	Includes defined start and stop dates for benefit/deduction.		
25.	Processes one-time benefit/deductions.		
26.	Maintains and tracks savings bond benefits/deductions.		
27.	Restricts participants from receiving more than the annual limit for reimbursement accounts including 403(b) and 401(k).		
28.	Includes pre-tax and post-tax benefits/deductions.		
29.	Supports a designated default amount for each deduction code.		
30.	Supports multiple types of life insurance, long term disability, and short-term disability.		

OPEN ENROLLMENT:

- Describe the system capabilities for online benefits enrollment (e.g., eligibility rules, tenure or grade level-based premiums, plan dates).

- Describe how your self-service solution can be used to guide employees through benefits enrollment.

- What tools do you have available for benefit administrators to monitor and provide a smooth enrollment process for the company and its employees?

- Is workflow associated with benefit enrollment and life event changes?

	Requirement	Code	Comments
1.	System provides next-year enrollment capability while in current year.		
	From a Web browser <u>and</u> Smartphone App employees can:		
	View current benefits and related information.		
	Compare current benefits to the new benefits employees may choose to elect.		
	Compare the cost of current versus new benefits.		
	Make benefit elections from a list of eligible benefits.		
	Keep existing benefit elections with no changes.		
	Modify existing benefit elections.		
	Make new benefit elections to replace existing benefits.		
	Waive or decline benefits.		
	Review, add, modify and remove dependents and beneficiaries.		
	Review benefits and summary description documents.		
	Link to benefit plan provider Web sites for additional information to help in making informed benefit and provider choices.		
	Save "in progress" enrollments and then later return to modify choices, make additional elections and complete the enrollment process.		
	Make life event (e.g., baby, marriage) benefit changes.		
	From a Web browser, managers can:		
	Describe benefit plans and include specific plan details.		

	Requirement	Code	Comments
	Include customized messages to employees on enrollment pages, (e.g., new benefit notifications, additional instructions, deadlines for completion, disclaimer for those employees who decline a benefit).		
	Specify the display order in which each benefit plan is viewed by the employee.		
	Identify required and optional activities that designate an active versus passive enrollment.		
	Limit the number of dependents to the employee for each benefit plan offered.		
	Limit the number of dependent relationships to the employee for each benefit plan offered.		
	View the statuses of all enrollments.		
	Drill into benefit groups and plans to check specific enrollment information such as a list of employees whose enrollments are completed, in progress, or not yet started.		
	Add or modify employee elections.		
	Send due date reminders using an integrated e-mail feature.		
	Use a "manage paperwork" feature to track requests for additional information or paperwork (e.g., proof that a dependent is enrolled in school, required Evidence of Insurability form).		
	Create Internet links to benefit plan provider Web sites so employees can obtain additional details to help them make informed choices.		
	Attach enrollment worksheets for employees to use when making life event benefit changes.		
	Report and track benefits-related information and activities as they relate to new hires, benefit group changes, dependents, session setup, employee elections, and terminations.		

	Requirement	Code	Comments
	Export employee enrollment data (e.g., 401(k) plan), to a ready-to-send file that can be transmitted to appropriate plan providers or third-party administrators prior to the plan effective date.		
2.	Supports default benefits which can be set up for new hires.		
3.	Supports unique enrollment dates for each benefit plan.		
4.	Provides next year's enrollment capability. Roll current plan forward changing dates (minimal coverage changes)		
5.	Provides ability to report life event (e.g., marriage) and allow "eligible" changes to benefit elections.		
6.	Allows updates to dependent information for life events.		

LIFE EVENTS

- Please describe the life events that come standard without configuration.

- Describe how the available life event options are established and maintained in your system.

	Requirement	Code	Comments
1.	Allows online enrollment form for associates to use when making life-event benefit changes.		
2.	Supports life events processed through the associate self-serve function of the system.		
3.	Provides online ability to make life event changes (marriage, birth of a child, death, divorce).		
4.	Automatically prompts "eligible" changes to benefit elections when life event change made.		
5.	Allows update to dependent information for life events.		
6.	Allows removing a dependent.		
7.	Alerts student status end date to associate and employer		

	Requirement	Code	Comments
8.	Allows update address changes.		
9.	Allows change in marital status.		

LEAVE ADMINISTRATION

- How are leaves of absence identified and processed in the system? i.e., Personal Leave (PL) and Family and Medical leave Act (FMLA)

- Explain how your system facilitates handling the provisions of the Family and Medical Leave Act (FMLA).

- Explain how you coordinate and manage FMLA with STD management. Describe in detail how the communication and workflow would operate.

- Describe how the system maintains leave of absence history records, time/hours used, including multiple leaves in a 12-month period so time off does not exceed maximum time allowed.

- Describe how your system monitors workers' compensation and the related leave of absence.

- Describe the benefit premium collection process when associates are on leave without pay.

- How are leave associates notified about open enrollment and their benefit elections processed?

	Requirement	Code	Comments
1.	Supports leave types		
2.	Supports maximum duration of leave types and combined leaves, i.e., FMLA to PL, etc.		
3.	Tracks due dates of Certification of Healthcare Provider Form by associate		
4.	Tracks the approved date when the associate's leave of absence is expected to start.		
5.	Tracks the approved date when the associate is expected to return from the leave.		
6.	Tracks and reports cumulative FMLA/PL time taken.		
7.	Maintains leave of absence history.		

	Requirement	Code	Comments
8.	Calculates the planned duration, based on expected end and expected start dates.		
9.	Supports workflow approval processes for leave requests initiated by associates or managers.		
10.	Displays warning message during pay processing if time entered exceeds the leave balance.		

PTO
Paid Time Off (PTO), Vacation, Personal Day, Sick
- Can employees request PTO?

- Describe how your system calculates accrued PTO. Can it handle multiple types of "time off" accounts (i.e., PTO, VAC, Sick & Personal Day)?

	Requirement	Code	Comments
1.	PTO accruals and leave administration can be processed without Time and Attendance feature.		
2.	PTO plans can be configured for a lump sum accrual on an annual basis.		
3.	PTO plans can be configured to accrue based on length of service and user defined rates.		
	PTO plans can be configured to accrue based on user-defined frequencies.		
	Per number of days		
	Per number of weeks		
	Per number of months		
	Per number of years		
	Per fixed date		
	Per included hours		
	Per included earnings		
	Per pay period		
	Per customer defined rules		

	Requirement	Code	Comments
4.	PTO plans can be configured to adhere to user-defined carryover rules.		
5.	Supports unlimited types of leave.		
6.	Tracks the approved date when the employee's leave of absence is expected to start.		
7.	Tracks the approved date when the employee is expected to return from the leave.		
8.	Tracks and reports cumulative (FMLA) time taken.		
9.	Maintains leave of absence history.		
10.	Calculates the planned duration based on expected end and start dates.		
11.	Employees can view PTO/leave plan balances.		
12.	Employees can request PTO/leave (available from smartphone app and website).		
13.	Manager can view PTO/leave plan balances.		
14.	Managers can view pending employee PTO/leave requests.		
15.	Manager can request PTO/leave.		
16.	Workflow approval processes are included for PTO/leave requests initiated by employees or managers.		
17.	Ability to have multiple leave rules based on the state in which the employee works.		

PENSION
- Provide an overview of pension-related features/functionality of your system.

- Describe how the system manages years of service for rehires and breaks in service.

- Explain how your system tracks pension payouts to terminated associates.

- Describe how years of service are managed in the system.

- Does your system provide a way to determine if a rehire has already had a pension pay out and the date of pay out?

- Pension and service years can be determined by reflecting an associate's leave of absence under FMLA.

- Can your system calculate the employer contribution amount by participant?

401(k)/457
- Describe how your system exports 401(k) enrollment/change data to a ready-to-send file that can be transmitted to record keeper/trustee on a weekly basis or at initial enrollment.

- Describe how you manage 401(k) changes from third-party vendors.

- What types of information have you provided to third-party vendor regarding address changes, terminations, etc.?

- Explain how your system will enable us to handle associate loans against 401(k) plans, including repayment through payroll deductions.

- How will the system notify us that an associate has an unpaid loan balance at termination?

- Explain how your system handles maximum IRS allowable annual contributions. How is this maximum changed as IRS maximums change?

- Describe how your system calculates IRS maximum allowable contributions when participant chooses to contribute to both pre-tax and after-tax plans.
- Describe how calculations for "employer portions" are established and managed in the system. Pre-tax & after-tax?

- How are "catch up" contributions handled in your system?

- Describe how 401(k) contributions, sent to our record keeper/trustee, are reconciled.

POSITION MANAGEMENT:
- How are position statuses maintained in the system?

- What information associated with the employee is controlled by the position?

- What are the system rules for calculating FTE?

- Will the system enable us to track positions currently including those budgeted now, in the future, and in the past?

	Requirement	Code	Comments
1.	Provides position management reports by different organizational levels.		
2.	Tracks headcount and full-time equivalents (FTE) associated with positions.		
3.	Tracks multiple position assignments for an employee.		
4.	Calculates FTEs in multiple ways.		
5.	Stores unlimited history of changes recorded to the position record.		
6.	Tracks unlimited history of changes to employee position assignments.		
7.	Records information for replacement planning, indicating possible new positions for employees.		
8.	Integrates with recruitment and staffing feature for establishing requisitions.		
9.	Supports the generation of organization charts based on position "reports to" hierarchy.		
10.	Tracks status of position approval.		
11.	Allows overstaffing for positions.		
12.	Prohibits assignments to a position if overstaffing is not allowed.		
13.	Allows position codes in the GL distribution.		
14.	Allocates employee pay by position code automatically.		
15.	Assigns position number manually or automatically.		
16.	Provides on-line position incumbent data.		
17.	Provides on-line prior position incumbent data.		
18.	Indicates budget period.		
19.	Maintains approved budget by position including dollars, hours and FTEs.		
20.	Tracks current budget accumulators and provides on-line views.		

	Requirement	Code	Comments
21.	Tracks budget variances.		
22.	Maintains multiple budget plan years on-line.		
23.	Standard reports that assess budgeted vs. actual FTE's and dollar amounts.		

PAYROLL:
- Describe your application's payroll functionality.

- Is this application integrated with the main HRIS application?

- Was this application developed in house or purchased?

- Explain how changes are tracked and viewed throughout the system.

- Describe the payroll process for transferring an associate between departments, companies, or states. Is this integrated with the HR function or is a separate process required?

- Describe tools/features available for employees to submit inquiries on their pay.

	Requirement	Code	Comments
1.	Ensures payroll system reflects appropriate earnings and deduction codes based on company benefits and compensation structures.		
6.	Allows system to be set-up to receive and manage company initiatives such as United Way.		
7.	Provides online help in application for end-users.		
8.	Provides online help in application for administrators.		
9.	Provides "wizards" to walk users through completing tasks.		
10.	Provides a "test" system for customers to test new features and potential changes.		
11.	Provides a "test" system for customers to use for internal training. Testing for initial implementation/product feature additions		

EARNINGS:

- Explain how your system will enable us to pay multiple earnings that are taxed differently, but paid on the same paycheck (e.g., regular wages taxed based on the W4, and bonus wages taxed at the supplemental rates on one paycheck).

- Explain how your system will enable us to combine multiple earnings for an individual working multiple positions or jobs.

- Are there limits to the number of earning codes that can be established in your system?

- Can specific earnings be scheduled for a specific payroll cycle?

	Requirement	Code	Comments
1.	Provides an unlimited number of earnings codes		
2.	Pays various earnings types (e.g., severance or bonus) after an employee is terminated on system.		
3.	Provides automatic gross up calculation for earnings.		
4.	Allocates earnings by different organizational levels.		
5.	Delivers all federal, state and local earnings tax categories.		
6.	Calculates and initiates off-cycle/special payments (e.g., signing bonus, annual bonus).		
7.	Allows for earnings to be scheduled in the payroll calendar.		
8.	Specifies start and stop dates for earnings.		
9.	Differentiates which earnings to include/exclude from other calculations (e.g., shift, deferred compensation).		
10.	Earnings codes are specific for different types or groups of employees (e.g., part time or executive).		
11.	Tracks YTD amounts, by earnings type, for an unlimited number of years in check detail history.		
12.	Tracks YTD hours worked, by hours type, for an unlimited number of years in check detail history.		
13.	Supports the calculation of taxable fringe benefits.		
14.	Supports the calculation of imputed income.		

	Requirement	Code	Comments
15.	Provides ability to enter non-taxable reimbursements.		
16.	Handles employees with multiple rates of pay.		
17.	Calculates various shift premiums.		
18.	Accurately pays shift premium for employees who work multiple shifts.		
	Overtime calculations include:		
	Half time		
	Time and a half		
	Double time		
	OBBBA FLSA time		
19.	Calculates co-efficient overtime on the payroll input screen.		
20.	Distinguishes between regular and premium wages for workers' compensation.		
	Automatically accumulates hours and earnings by:		
	Fiscal year-to-date		
	Year-to-date		
	Quarter-to-date		
	Month-to-date		
	Last payroll		
21.	Employees can view YTD earnings through employee self-service.		
22.	Define hours per week by employee or job level.		
23.	Is file ID# unique i.e., no instances where a new number needs to be reassigned a new number regardless of entity?		

DEDUCTIONS/BENEFITS:

- Describe the integration between benefits and payroll. When a change is made to an employee's benefit election (e.g., single to family coverage), how does the deduction amount get changed in payroll or other outside systems?

- How does your product recover deduction amount that have not been withheld from an employee's pay?

- Does your system calculate garnishments based on the state and federal calculation rulings?

	Requirement	Code	Comments
1.	Provides an unlimited number of deduction codes.		
2.	Calculates garnishments based on the state and federal calculation rulings.		
3.	Stores other relevant garnishment data at the deduction level (e.g., case number, payee).		
4.	Delivered logic to properly calculate multiple garnishments.		
5.	Sends child support and/or other payroll deduction information to accounts payable for separate check processing.		
6.	Delivers all federal, state and local deduction/benefit tax categories.		
7.	Accommodates one-time deductions.		
8.	Delivers an expression builder to create company specific deduction calculations.		
9.	Allows for deductions to be scheduled in the payroll calendar.		
10.	Allows client-defined prioritizing of deductions.		
11.	Associates goal limits to deduction codes.		
12.	Supports start and stop dates for deductions.		
13.	Automatically cancels specified employee deductions upon termination based on company business rules.		
14.	Supports effective dating with deductions.		
15.	Includes a rate table at the company level for benefit deduction amounts, so they are not manually entered on each employee.		
16.	Deduction cost can be entered for the new year, while continuing processing for the current year		

		Requirement	Code	Comments
17.		Deduction codes are specific for different types or groups of employees (e.g., part time or executive).		
18.		Tracks YTD amounts, by deduction type, for unlimited number of years in check detail history.		
19.		Allocates deductions by multiple organizational levels.		
20.		Maintains unlimited history of all deduction changes.		
		Automatically accumulates deductions by:		
		Fiscal-year-to-date		
		Year-to-date		
		Quarter-to-date		
		Month-to-date		
		Last payroll		
21.		Allows employees to view YTD deductions through employee self-service.		
22.		Ability to temporarily override deduction amounts		
23.		Temporarily inactivate deductions at the employee level one-time or on an on-going basis		
24.		Temporarily inactivate deductions at the company level to affect all employees		

CALCULATING PAY

- Where is gross pay calculated (i.e., payroll or time and attendance system)?
- Describe how a time and attendance system would be integrated into the calculation of pay.
- Describe how an out-of-cycle check is calculated and processed. Manual payments allowed?
- Describe how time without pay and partial pay are calculated by your system. Include exempt and non-exempt.
- Describe how pay is calculated for new hires and terminations.
- Describe how adjustments to exempt salaries are calculated, particularly partial pay.

	Requirement	Code	Comments
1.	Supports unlimited earnings, deductions and tax codes.		

	Requirement	Code	Comments
2.	Supports different types of income.		
3.	Supports associates with multiple rates of pay and department/cost center assignments.		
4.	Tracks associates with multiple pay rates and departments/cost center assignments.		
5.	Maintains and updates overtime and pay specific rules including state specific rules.		
6.	Supports automatic retroactive pay calculations and payments.		
7.	Enables date-driven salary changes (allowing past and future changes).		
8.	Allocates by different organizational levels and/or projects.		
9.	Calculates shift differentials and job premiums automatically.		
	Automatic calculations		
10.	Performs gross to net calculations per associate per check and are immediately viewable.		
11.	Calculates and initiates off-cycle and special payments (e.g., signing bonus, annual bonus).		
12.	Provides automatic gross up calculation for earnings.		
13.	*Overtime calculations include:*		
14.	Half time		
15.	Time and a half		
16.	Double time		
17.	Guaranteed overtime (e.g., paid overtime for working Saturday even if normal work week does not exceed 40 hours)		
	Customer can override an associate paycheck by entering or changing:		
18.	Tax frequency		
19.	Method of payment (check vs. direct deposit/Pay Card)		

	Requirement	Code	Comments
20.	Rate of pay		
21.	Shift codes – How many are allowed? (Shift differentials)		
22.	Hours		
23.	Earnings		
24.	Deductions		
25.	Deduction arrears		
26.	Taxes (State, Federal, and Local)		
27.	Allocation Fields (Dept, Project, Location, etc.)		
	Non-Wage Income		
28.	Handles earned income credit.		
29.	Handles imputed income by pay period.		
30.	Handles moving expenses to reflect as income		
	Wage Allocations		
31.	Supports multi-tier wage allocations across multiple cost centers		
	System provides wage allocations by:		
	Companies		
	Departments		
	Divisions		
	Regions		
	Locations		
	Branches		
	Cost centers		
	Projects		
	Pay groups		
	Terminated Associates		

		Requirement	Code	Comments
32.		Automatically stops deductions and calculates final pay based on associate's termination date (including PTO, benefit deductions, etc.).		
		Reporting		
33.		Provides standard wage allocation reports		
		Reports can be created with actual cost allocations including:		
		Rate of pay		
		Shift codes – How many are allowed?		
		Hours		
		Earnings		
		Deductions		
		Deduction arrears		
		Taxes (State, Federal, and Local)		

TAXES:

- Describe tax resources provided to your customers on tax regulations at the federal, state, and local levels? How do your customers access this information?

- Note whether you developed your own tax calculation system or you use another company's tax calculation system. If you use another company's tax calculation system, explain how it integrates with your payroll system.

- What tax updates, if any, are provided and how are these updates received?

- Describe how your system can accommodate consolidated tax returns for multiple companies.

- Do you provide full tax filing processes?

	Requirement	Code	Comments
1.	Provides for all federal, state and local taxing jurisdictions within the United States and its territories.		
2.	Supports tax calculations of lived in versus worked in state and local payroll taxes.		
3.	Supports state and local reciprocal agreements.		

		Requirement	Code	Comments
4.		Provides all relevant end of year payroll processing reports, including W-2, 941, 1099s, State, SUI, and worksite reporting.		
5.		Supports the outsourcing of payroll tax deposits and filings.		
6.		Vendor can provide a print service for W-2s.		
7.		Supports client with preparing tax deposits and filings internally.		
8.		Produces tax documents, magnetic media, and signature ready reports to file.		
9.		Allows a customer to create/print their own W-2s.		
10.		Allows an employee to view/print their own W-2.		
11.		Supports federal, state and local supplemental wage taxation.		
12.		Allows for earnings to be taxed at different tax rates (e.g., regular and supplemental) on the same check.		
13.		Delivers all wage tax categories for wages reported (e.g., W-2, 1099).		
14.		Maintains tax rates within the proposed system.		
15.		Maintains a history of tax tables by change date.		
16.		Employees can change W-4 information via a Web portal.		
17.		Managers can change employee W-4 data via a Web portal.		
18.		Tax documents (e.g., signed W-4, I-9) can be attached to an employee's record.		
19.		Employees can perform paycheck modeling.		
20.		Provides a payroll tax reconciliation tool.		
21.		Tracks YTD taxes, by tax, type for an unlimited number of years in check detail history.		
22.		Tracks YTD taxable wages, by tax type, for an unlimited number of years in check detail history.		

		Requirement	Code	Comments
23.		Accommodates separate tax-exempt controls for federal, state, and local taxes.		
24.		Provides additional withholding fields for federal, state, and local taxes.		
25.		Supports one-time additional tax amounts in payroll processing.		
26.		Allows for payroll adjustments to correct taxes to be posted to current quarter.		
27.		Allows for payroll adjustments to correct taxes to be posted to a prior quarter.		
28.		Allows for a payroll administration user to generate an employee W-2C.		

PAYROLL TIME ENTRY:

- Explain how employee timesheets can be entered on-line. How are these timesheets approved?

		Requirement	Code	Comments
1.		Allows customization of the pay sheet so that only data for a specific payroll appears on the pay sheet.		
2.		Specifies the columns the user wants to display on the pay sheet.		
3.		Controls the properties of the columns the user specifies.		
4.		Designates specific groups of employees to pay.		
5.		Views employee and group totals as payroll data is entered.		

PAYROLL PROCESSING:

- Describe the process, steps, and time required for running payroll.

- Describe the payroll gross-to-net process. Include manual checks.

- Describe situations that cause down time for other areas of the application when payroll is processed.

- Describe the audit process for each payroll.

- How are unscheduled payrolls handled?

- Describe payroll and year-end processing in the proposed system.

- Describe your adjustment process for a typical payroll. How are quarter-end and year-end adjustments processed?

- Are all custom payroll reports available to view during payroll processing? Please explain.

- Are there any payroll reports that cannot be accessed while payroll is running? Why?

- What is the process if payrolls need to be re-run multiple times?

- Is there a limit to how many times payroll can be re-run?

- Is data syncing necessary for payroll processing? Why?

- Can you reprint checks if the printer or something errors?

	Requirement	Code	Comments
1.	Run supplemental payrolls at any time.		
	Provides for pay data entry by:		
	Employee online		
	Manager online		
	Batch uploads		
2.	Import from third party time and attendance solution		
3.	Exception-based/autopay (e.g., salaried or fixed hourly employees).		
4.	Performs gross-to-net calculations per employee per check, which are immediately viewable.		
	User can override an employee's paycheck by entering or changing:		
	Tax Frequency		

	Requirement	Code	Comments
	Method of payment (e.g., check vs. direct deposit)		
	Rate of pay		
	Hours		
	Earnings		
	Deductions		
	Deduction arrears		
	Taxes		
	Allocation fields (e.g., dept, job, project, location)		
5.	Performs gross up calculations.		
6.	Allows for an unlimited number of checks issued to an employee per payroll processing.		
7.	When preparing multiple checks for an employee during a payroll process, options exists for direct deposit or live check as well as the ability to exclude or process deductions.		
8.	Provides pre-check registers and audit reports prior to processing payroll.		
9.	Allows for manual checks to be printed onsite or any location.		
10.	Voids payroll checks by selecting the appropriate check; changes should be applied to applicable quarter's totals.		
11.	Provides capability to re-run selected steps of the payroll process.		
12.	Provides for check reconciliation.		
	Using Web browser, administrators can run the entire payroll process including:		
	Collect employee time		
	Open payroll		
	Calculating pay (including gross-to-net)		

		Requirement	Code	Comments
		Pre-check preview and editing		
		Check payroll processing status		
		Generating pay checks and/or direct deposit advises		
		Payroll reporting		
		GL reporting		
		Post payroll		
		Close payroll		
		Create manual checks (interim, voided)		
		Print checks from the Web		
		Update deduction goal amounts		
		Perform check reconciliation		
		Tax filing		
13.		Supports different types of payment methods (e.g., direct deposit, live check).		
14.		Print checks in any order, which may differ from payroll registers.		
15.		Proposed vendor can provide check printing services.		
16.		Provides internal check printing capability.		
17.		Supports laser printed pay statements to include MICR coding and signatures.		
18.		Supports unlimited check detail history.		
19.		Provides online pay statements to employees without creating paper statements.		
20.		Allows for paid time off information (e.g., vacation) to be on pay statement.		
21.		Supports paying employees from different bank accounts.		
22.		Create an "ACH" file for direct deposit.		

	Requirement	Code	Comments
23.	Can rerun "ACH" file to include adjustments.		
24.	Allows employees to have up to 99 direct deposit accounts.		
25.	Supports partial direct deposits in either a flat dollar amount or a percentage of an employee's pay.		
26.	Supports Positive Pay.		
27.	Process a refund (negative deduction) with no earnings, pretax and after-tax deductions (taxes adjusted with refund).		

CHECK MANAGEMENT:

- Describe how your customers process and print a check locally at their site.

- Explain how your system provides direct deposit for associates including direct deposit to multiple accounts. Indicate the maximum number of accounts to which an associate can deposit pay and the methods (fixed amount, percent, or other) by which the funds can be split.

	Requirement	Code	Comments
1.	Supports different types of payment methods (e.g., direct deposit, live check, etc.).		
2.	Supports printing checks in any order, which may differ from payroll registers.		
3.	Supports check printing services by vendor.		
4.	Supports unlimited check detail history.		
5.	Provides online pay statements to associates, without creating paper statements.		
6.	Allows for Paid Time Off and Accrued Absent Time (AAT) information to be on pay statement.		
7.	Supports paying associates from different bank accounts.		
8.	Creates an ACH file for direct deposit.		
9.	Allows customer to rerun ACH file to include adjustments.		
	Voided Checks		

		Requirement	Code	Comments
10.		Provides ability to void checks by number and reversals are immediately fed to the general ledger.		
11.		Provides ability to enter multiple check voids by range.		
	Direct Deposits			
12.		Handles direct deposit to multiple financial institutions in various federal reserve districts.		
13.		Allows for an unlimited number of checks issued to an associate per payroll processing.		
14.		Allows for manual checks to be printed onsite.		

LABOR ALLOCATION:

- Explain how the proposed system would be allocated by different organizational levels and projects.

- Describe how the proposed system handles employees with multiple rates of pay and department or cost center assignments. How would employees with multiple jobs or positions be handled?

- Describe how your system recognizes overtime for employees who work across various divisions or companies within the same work week.

	Requirement	Code	Comments
	System provides for an unlimited number of the following:		
	Companies in one database		
	Departments		
	Divisions		
	Locations		
	Cost centers		
	Jobs		
	Supervisors		
	Pay groups		
	GL base accounts		

	Requirement	Code	Comments
1.	Tracks an unlimited number of labor distributions in history.		
2.	Allows at least four client definable organizational levels.		
3.	Supports a multi-tier labor allocation (e.g., allocation on different fields, dept, job, location).		
	Reports can be created with actual cost allocations including:		
	Earnings		
	Employee deductions		
	Employee taxes		
	Net pay		
	Employer deductions		
	Employer taxes		
	Workers' compensation premiums		
4.	Supports the creation of labor allocation files with user defined timeframes (e.g., 1 payroll period or 7 payroll periods).		
5.	Allows actual labor allocations to be fed into General Ledger.		
6.	Creates labor allocation reports.		
7.	Allows for end of month accrual processing		

GENERAL LEDGER:

- Describe your general ledger process.

- Identify general ledger and financial systems that interface with your software?

- Please describe how the proposed system will support multi-tier labor allocations to post actual employee cost to GL. This includes the allocation of wages, employee and employer taxes, and employee and employer deductions by multiple organizational levels.

- What reporting tools are available to query General Ledger transactions generated from payroll?

- Can data be exported to excel for editing capabilities?

- Is there a limitation to length, character segments of General Ledger number?

- Can you use descriptions in the General Ledger?

- What setup is required for integration i.e., import and exports?

	Requirement	Code	Comments
1.	Maps GL account numbers within your payroll system.		
2.	Accommodates multiple GL segments and can be printed separately or all together on reports.		
3.	GL setup tables are accessible by users to change at any time.		
4.	GL distribution report or file can be created for a user defined period.		
5.	An exception to the GL mapping is accommodated down to the employee level.		
6.	Creates GL accruals.		
7.	GL account numbers can be changed by the user and the GL can be rerun for specified pay period(s)		
8.	Immediate availability of GL data when the payroll is posted to history.		
9.	GL historical data is accessible to users.		
10.	Adjustments (e.g., manual and void checks) are automatically posted to GL.		
11.	GL feature includes tools to export data in a user specified format.		
12.	Provides an ad hoc query tool for reporting on GL data.		
13.	Provides an OLAP tool for reporting on GL data		

TIME AND ATTENDANCE:
- Please describe your Time and Attendance functionality.

- Does your system include a leave management feature?

	Requirement	Code	Comments
1.	Includes multiple rounding rules by pay group.		
2.	Multiple grace periods by pay group.		
3.	Unlimited number of user defined time/earnings codes		
4.	Includes the definition and application of complex pay rules based on timesheet details.		
5.	Date effective recording of all timesheet- and employee-related data.		
6.	Can maintain and modify any and all complex pay rules without vendor intervention.		
7.	Allow employee punches to be captured for start and stop times of breaks and lunches.		
8.	Allow group change capabilities to modify common elements in a group of employee timesheets.		
9.	Employees can enter hours using on-line timesheets.		
10.	Timesheet values can be adjusted by week and selected days within a week by authorized users (Capability of adding present schedules and hours for employees with recurring schedules).		
11.	Provides a comprehensive audit trail of all changes made to the timekeeping records.		
12.	Tracks both standard and actual hours by activity code for analysis purposes.		
13.	Stores employee (contractor) hours to be withheld from payroll upload.		
14.	Retro calculations based on payroll transfer date.		
15.	Allow the viewing of overtime by employee(s) by time period.		
16.	Allow validation of over 100,000 docket codes, in an on-line fashion, when activity code is entered at timekeeping device.		
17.	Includes various types of payroll lockdown dates to freeze timesheet edits for payroll processing (i.e., supervisor lockout date, hands-off date, etc.).		

		Requirement	Code	Comments
18.		Allow a fully reconciled payroll, labor and job activity information captured and maintained within the application		
19.		Allow the tracking of labor metrics (includes project, job, department and dockets).		
20.		Allow the real-time alerting of immediate time and attendance value/ rule violations including. Minor rule violation State rule violation Local rule violation No shows Approaching Overtime		
21.		Allow employees to punch in and out and make position changes on-line.		
22.		Allow on-line edits to daily timesheets by employee and by authorized users.		
23.		Allow real time access to activities and related costing information.		
24.		Allow the validation of absence codes against associated leave balances.		
25.		Allow for absence tracking with year at a glance scoring and analysis.		
26.		Allow for the viewing employee attendance data for a given year.		
27.		Allow employees to request time off, tracks status with dynamic validation against time off business rules.		
28.		Allow for the employee to view their timesheet along with weekly hours and costs.		
29.		Allow for non-technical personnel to generate standard reports via a web-based, wizard-style interface.		

		Requirement	Code	Comments
30.		Allow for scheduled reports to run automatically and be distributed to specific users/distribution lists, via email or other means of distribution.		
31.		Allow for the building, modification and maintenance of custom reports by non-technical employees.		
32.		Allow for the report hours of worked/dollars earned by employee by selected date range.		
33.		Allow the reporting employee leave balances totals.		
34.		Allow for reports to be created by copying an existing report and modifying it.		
35.		Allow for the routing of exception report results to supervisors.		
36.		Allow for business intelligence rules to be built supporting customer specific requests.		
37.		Tracks FMLA including intermittent leave.		
38.		Report on FMLA status include intermittent leave based on rules established.		

HISTORY:

- Explain the kinds of historical information your system maintains.

- For archived records, what is the retrieval time?

- How is system performance affected by the growth of the historical records?

		Requirement	Code	Comments
1.		Provides a narrative history (e.g., for disciplinary actions, grievances, exit interviews).		
2.		Provides point-in-time reporting capability.		
3.		All historical data is viewable.		
4.		All historical data is reportable.		
		Maintain unlimited history on the Pension Detail:		
		Job information		
		Salary and wage data		

	Requirement	Code	Comments
	Evaluation and performance data		
	Career, skills and education		
	Training information		
	Workers' compensation data		
	Organizational changes		
	Employee status		
	Benefit elections		
	Paycheck details		
	Earnings detail		
	Deduction detail		
	Tax detail		
5.	Archives older historical records.		
6.	Can bring firm history from prior software.		

CONVERSION
Describe how existing history is extracted and imported to your system at conversion.
Are there fees associated with converting history?

POST CONVERSION
Define the historical information your system maintains and how long it is available to
your customers.

EMPLOYEE SELF SERVICE:
Describe your application's employee self-service functionality. What are the major
features?

Is this application integrated with the main HRIS application?

When was this product developed?

Was this application developed in house or purchased?

Please explain how your employee self-service feature will assist in the communication
between the company and employees. What types of information can be made
available to our employees, reducing the number of calls to human resources and
payroll?

Can pictures be embedded in an employee record? What are the file types?

	Requirement	Code	Comments
1.	Employees can view communications posted from administrators.		
	Employees can access links that can launch:		
	Documents (forms may be saved and/or printed).		
	Web sites		
	E-mails		
2.	Employees can model their paycheck for changes including deductions, marital status, and exemptions.		
	Employees can view and/or update personal information including:		
	Name		
	Address		
	Phone numbers		
	Emergency contacts		
	Previous employment		
	Educational background		
3.	Employees can view their status and key dates.		
4.	Employees can view company property assigned to them (allows property tracking).		
5.	Employees can view EEO/I9 information.		
	Employees can view job information including:		
	Job code and title		
	Date and time in job		
	Compensation		
	Supervisor.		
	Organizational levels		
	Unlimited job history including change reasons		

	Requirement	Code	Comments
	Unlimited performance review history		
	Unlimited salary review history		
	Licenses		
	Skills		
	Tests		
	Awards		
	Employees can view unlimited pay history including:		
	Net pay		
	Hours by code		
	Earnings by code		
	Deductions by code		
	Taxes by code		
	Direct deposit distribution		
6.	Employees can view current and previous year-to-date totals.		
7.	Employees can view and update their direct deposit distribution and set effective date.		
8.	Employees can download and print their W-2.		
9.	Employees can designate that the electronic copy of the W-2 is the only copy that they require.		
10.	Employees can enter time transactions.		
	Employees can view benefit information including:		
	Current benefit elections		
	Employer contributions by code		
	Beneficiaries and dependents		
	PTO accruals and balances		
	Cobra qualifying events		
	Participate in an electronic open enrollment		

	Requirement	Code	Comments
	View all eligible plans		
	View the costs associated with these plans		
	Choose their benefit plan and coverage option		
	Request time off from their manager		
	Employees can update current benefits coverage based on the following life events:		
	New hire		
	Adding a dependent		
	Removing a dependent		
	Change in marital status		
	Change in address/location		
11.	Employees can view documents attached to their employee record.		
12.	Employees can view open jobs.		
13.	Employees can apply for open jobs.		

MANAGER SELF-SERVICE

- Provide an overview of the features available through the manager self-serve.

- Describe how managers are limited to information for only their direct reports (or within their organizations).

- Describe the integration between your manager self-service application and your HRIS/payroll software.

- Describe to what level access to information can be controlled (e.g., screen, field, etc.).

- Does the application provide managers access to the entire employee self-service functionality? Please explain.

- What employee data is a manager NOT able to access and does client control?

- Are managers able to run reports from self-service? How is this performed?

- Describe how managers can create and save their own reports.

		Requirement	Code	Comments
1.		Managers have access to the entire employee self-service capability.		
2.		From a Web browser, managers can search for employees by name or employee number.		
		From a Web browser, managers can view and/or modify the following information:		
		Employee personal information		
		Employee job information		
		Employee job history		
		Employee compensation history		
		Previous employment information		
		Educational background		
		Licenses and certifications		
		Salary reviews		
		Performance reviews		
		Begin requisition process to create job openings		
		Review and approve vacation request		
		Review and approve leave request		
		Update organization information (e.g., department, division, supervisor).		
		Assign employee paid through dates		
		Attach documents to an employee record		
		Establish whether attached documents are viewable by the employee		
		Begin termination workflow process.		
		Access on-line forms/checklist, etc.		

SYSTEM ADMINISTRATION:
- Explain the delivered capabilities for a system administrator to manage self-service?

- Can you have multiple system administrators?

- What limitations would a system administrator have in managing self-service in a hosted environment?

	Requirement	Code	Comments
1.	Offers role-based security (system access based on an individual's role within the organization).		
2.	Offers control over which values a user may select from when changing employee data (e.g., user is allowed to assign a certain number of job or department codes).		
3.	Offers the ability to copy roles when creating them.		
4.	Includes built-in workflow.		
5.	Includes a Web business rules feature that enables administrators to view and edit entries in code and description tables.		
6.	Includes a company communication posting feature that enables you to make company information available 24 x 7 to users via the Web.		
7.	Includes the ability to upload and securely share documents such as Microsoft Word documents, Excel spreadsheets, and PDF files.		
8.	Offers a page linking tool that allows users to create hyperlinks from your portal to external Web sites, other products or other Web pages (e.g., link to your benefits network).		
9.	Includes the ability to designate whether page links will appear inside the product framework or be launched in a second browser.		
10.	Includes the ability to customize the color scheme for your Web pages.		
11.	Includes the ability to re-brand the Web pages (i.e., use your own logo).		
12.	Includes the ability to add your own menu items and Web pages, and still be contained within the system's security framework.		

		Requirement	Code	Comments
13.		Includes the ability to establish user-defined fields on Web pages.		
14.		Offers the choice to display or not display user-defined fields on employee Web pages.		
15.		Designates different levels of ability to manage system administration activities, from a super user with all rights, to users with lesser degrees of system administration access.		
16.		Generates data-driven usernames and passwords to increase the options for creating Web user login names and default passwords.		
17.		Allows you to view user login activity.		
18.		Adds non-employee users (e.g., IT support, auditors) as system users.		
19.		Activates new Web users automatically or manually.		
20.		Terminates employees' Web access inactivated automatically or manually.		
21.		Resets user passwords.		
22.		Requires strong passwords (case sensitive).		
23.		Requires that passwords expire based upon a number of days designated by the system administrator.		
24.		Requires that passwords for a given user are always different by maintaining password history.		
25.		Stores and displays password hints to help remind users of their passwords.		
26.		Uses a mass password reset to change the default password for one or all users.		
27.		Ability to secure at a field level.		
28.		Ability to audit who has viewed/changed items in the system.		
29.		Can the system establish a single log on for all components of the system?		

WORKFLOW:

- Describe the workflow capabilities delivered with employee self-service.

- Is the workflow part of the employee self-service application, or is it delivered through a third party?

- Please describe the workflow setup including where custom programming is required. Do you supply any predefined workflow processes? If so, how many are delivered as standard? How much flexibility does the client have in building workflows?
- Can you have multiple levels of approvals for your workflow?

- Ability to configure notifications upon hire/term via both email and APIs to enable automated business workflow orchestrations.

- What tools are available to enable workflow in your system?

- Is there any limit to the number of approvals an action can go through? Can there be different workflow/approval paths based on reason or if/then else logic of a change (e.g., over threshold, level of person requesting the change)?

	Requirement	Code	Comments
1.	Provides built-in approvals for a hierarchy (multiple levels) of approvers.		
2.	Provides for approval by role, where anyone who is assigned, the role can approve incoming requests.		
3.	Allows the re-allocation or delegation of tasks from one approver to another.		
4.	Allows the assignment of observers and e-mail recipients to workflow processes.		
5.	Automatically send e-mail notices to approvers to inform them that they have a request that requires attention.		
6.	Automatically sends e-mail notices to the initiator of a request to let him/her know it has been approved.		
7.	Allows users to view outstanding workflow transactions in various states such as pending or complete		
8.	Allow out of the office delegations to automatically manage workflows during an individual's absence		

		Requirement	Code	Comments
9.		Allow users to cancel pending workflows (e.g., when an employee leaves the company).		
10.		Provides wizards to walk managers through work event processes.		
11.		Uses audit trails to capture all modifications to employee information.		
12.		Captures the date and time when a request was approved.		
13.		Captures who approved a request.		
14.		Captures approver comments associated with a request.		
15.		Performs real-time updates to employee information.		
16.		Allows users to make date-sensitive changes, which are applied on the desired date.		
17.		Allows users to view summary statistics about all workflow activity.		
18.		Allows workflow e-mail messages to be customized.		
19.		Displays warning and error messages to users in relation to requested changes.		

REPORTING:

- Provide a brief overview of your reporting tools and how they are integrated with your HR and payroll system.

- Does your system have point-in-time reporting capabilities?

- Describe your ability to create workforce alerts (e.g., email reminders, reports, etc.).

- Describe the ad-hoc report writer that is delivered with your software.

- Is this part of the software or a 3rd party addition?

- Describe the difference between Web and client reporting functionality.

- Describe your point-in-time reporting capabilities.

- Describe your ability to create workforce alerts (e.g., e-mail reminders, reports).

- Describe any limitations of creating online web reports? (e.g., formatting, fields, tables)

- Do hosted clients and non-hosted clients have the same ad-hoc and web reporting capabilities?

- Can the system support links to other websites?

- Discuss how a non-technical user can obtain reports from the system without assistance.

	Requirement	Code	Comments
1.	Provides standard report capabilities.		
2.	Provides ability to schedule standard reports.		
3.	Provides access to unlimited years of check and schedule history.		
4.	Provides flexibility for defining selection criteria, data ranges, sorting and grouping options, and report output enabling users to tailor information to their specific needs.		
5.	Provides ability to set up and run batch reports.		
6.	Provides ability to access reports area from within the system.		
7.	Provides user-friendly, graphical user interface for accessing and running reports.		
8.	Provides point-in-time reporting capabilities.		
9.	Provides integrated ad hoc report writer.		
10.	Generates reports on all fields that exist in the data dictionary.		
11.	Allows for incorporation of graphics such as logos.		
12.	Provides easy-to-use report catalog; user is not required to understand the database design.		
13.	Presents data in a way that makes it easy for users to navigate within a database and assemble reports.		
14.	Provides ability to change field names.		

		Requirement	Code	Comments
15.		Provides "open" system so that it can be used with other report writer tools.		
16.		Provides managers with standard pre-formatted reporting functionality.		
17.		Managers can run reports on live data		
18.		Managers can select report criteria at run time		
19.		Access to reports is based on a manager's role (filtered security setup).		
20.		Data on reports is filtered by the manager's security (filtered security setup).		
21.		Report results can be stored		
22.		Managers can view and reuse a previously stored report		
23.		Managers can select a report sort order		
24.		Manager can select a report group order		
25.		Manager can select report page breaks		
26.		Managers can set expiration dates for reports		
27.		Managers can output reports in PDF format		
28.		Managers can output reports in Excel format		
29.		Ad hoc Reporting from a Web browser		
30.		Ad hoc reports can be scheduled		
31.		Reports be run while managers are in other parts of the system		
32.		Managers can store and access previously run reports		
33.		Managers can create custom reports		
34.		Reports can be assigned an expiration date for automatic purging		
35.		Does the system have the ability to export reports in a format that may be sent to recipients electronically without manual reformatting?		
36.		Can letters be generated as well as mailing labels in multiple formats directly from the system?		

	Requirement	Code	Comments
37.	Can the system perform calculations within reports such as Turnover and Retention rates for a specific time interval?		

DATABASE:
- What databases does your application support?
- Describe the enterprise's responsibility in maintaining and managing the database(s).
- Does your system allow backups with no downtime?   Does it allow for backups to be unattended? When are backups completed i.e., time of day?
- Describe the ease and flexibility for extrapolating data and maintaining and creating sub-files and macro-processes.
- Do you provide your clients with a data dictionary?
- How does your application handle multi-user contention or concurrency?

SECURITY:
- Describe the proposed system's Application-level security.
- Does your application use a secure connection if hosted? If so, please explain the security model used.
- Does the proposed application support single sign on?
- Are your security features role based, or user based?
- How are the users and security roles administered?
- What is the application authentication process? What methods are used to authorize users?
- Can users have more than one security profile?
- Does your application allow for customer defined ID and password methodologies?
- Does your application allow for global security policies (e.g., number of invalid attempts before reset, time outs)?
- How is validation for forgotten passwords processed when an employee locks out or has forgotten log-on information?

CUSTOMIZATION:
- Describe the delivered tools and methods required to customize your application. Can we perform these customizations or do you, the vendor, need to modify the system?
- Describe customer configuration vs. vendor customization for product.
- Can we customize the look and feel (e.g., logos and colors) in your application?
- How are customizations preserved during product updates?
- What is the effect of future upgrades on our customizations?
- Explain the ability to configure data entry screens and to create new inquiry screens.

IMPLEMENTATION:
- What is your process for effectively managing the implementation process?

- What is the ratio of implementation and training to software license fee?
- How long is a typical product implementation?
- Describe the typical implementation project team. Who is the primary point of contact during implementation?
- Describe your approach to identifying, managing, mitigating, and tracking of project risks. Provide a sample risk mitigation plan.
- Describe your issues management approach and plan. Provide a sample issues management plan and log.
- During the implementation process, do your consultants assist with process improvement and/or best practices? Provide examples.

XI.   Required Forms

Complete the following pages and return with proposal.
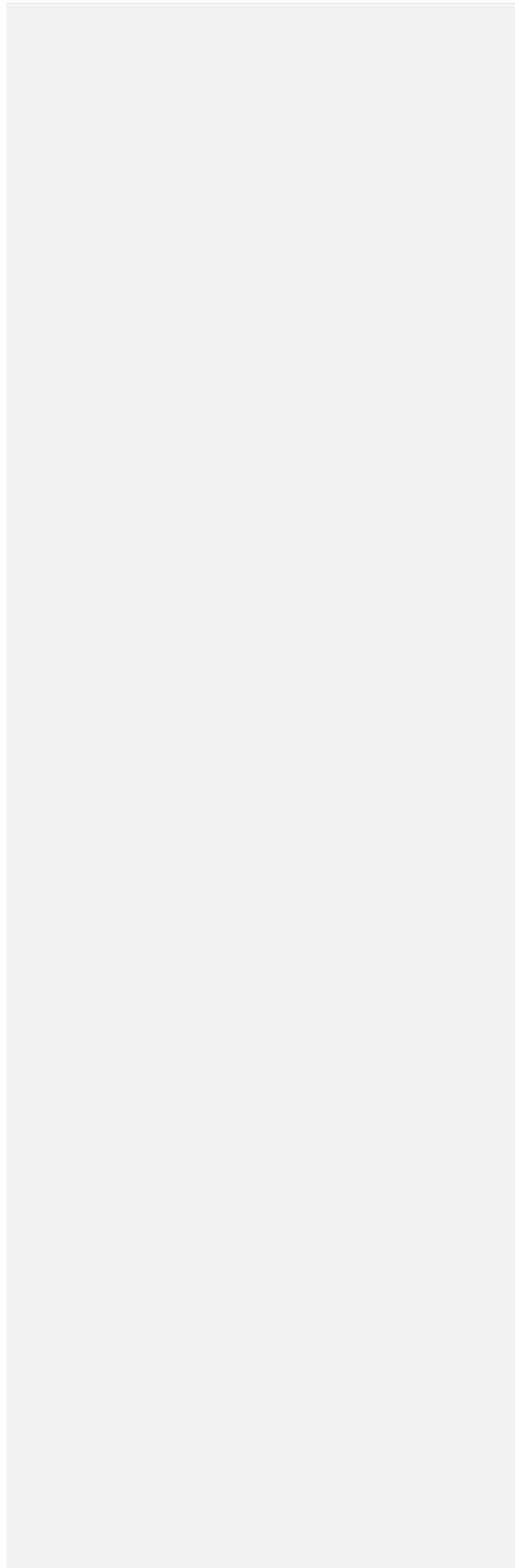
NON-COLLUSION AFFIDAVIT

It is hereby certified that the undersigned is the only person(s) interested in this bid as principal, and that the bid is made without collusion with any person, firm, or corporation.

_____

NAME OF INDIVIDUAL, PARTNERSHIP OR CORPORATION

_____

_____

_____

ADDRESS

_____

AUTHORIZED PERSON

_____

SIGNATURE

_____

TITLE

_____

DATE

(FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR BID MAY RENDER THE BID NON-RESPONSIVE)
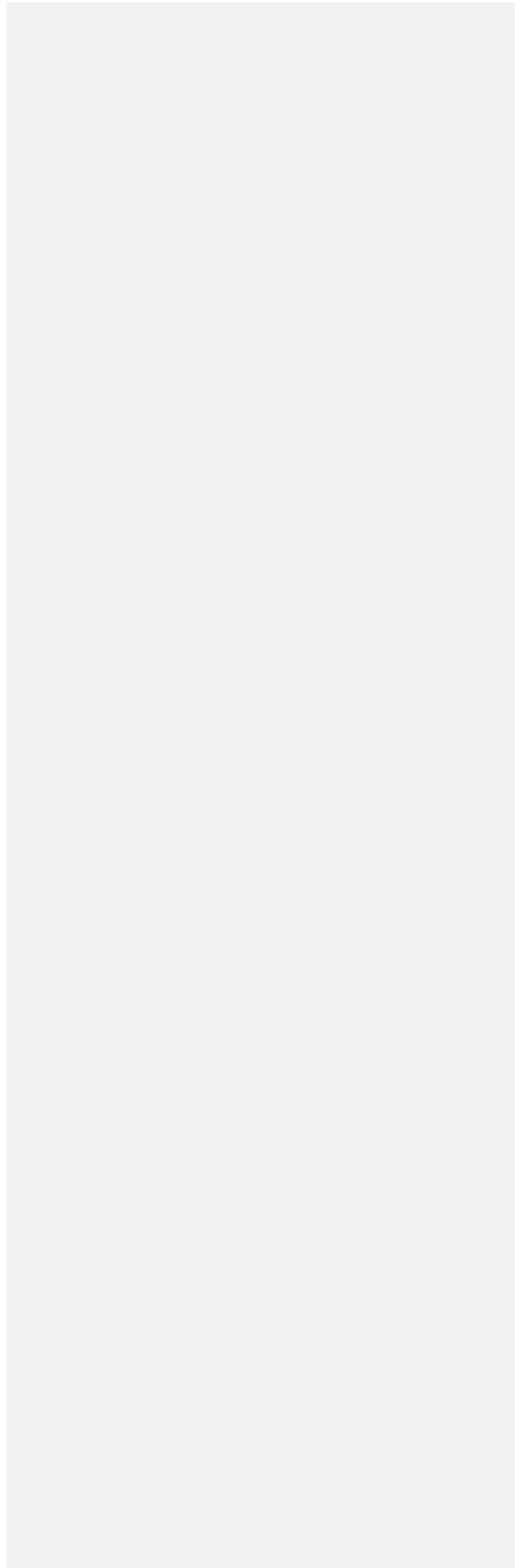
CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION, AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION

The Lower Tier Participant (potential sub-recipient under an FTA project, potential third-party contractor, or potential subcontractor under a major third-party contract),

(Name of
Firm)_____certifies,
by submission of this BID, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

(If the Lower Tier Participant (potential sub-recipient under an FTA project, potential third-party contractor, or potential subcontractor under a major third-party contract),

(Name of
Firm)_____ is
unable to certify to any of the statements in this certification, such participant shall attach an explanation to this BID.)

THE LOWER-TIER PARTICIPANT (potential sub-recipient under an FTA project, potential third-party contractor, or potential subcontractor under a major third-party contract),

(Name of Firm)

_____
CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 USC SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

_____
Signature and Title of Authorized Official

The undersigned chief legal counsel for the

(Name of Firm)

_____
Hereby certifies that the

(Name of Firm)

_____
Has authority under State and Local law to comply with the subject assurances and that the certification above has been legally made.

_____
Signature of Applicant's Attorney and Date

(FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR BID MAY RENDER THE BID NON-RESPONSIVE)

DISADVANTAGED BUSINESS ENTERPRISE (DBE) ASSURANCE

1. Policy Statement

It is the policy of the U.S. Department of Transportation (DOT) that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. Consequently, the requirements of 49 CFR Part 26, as amended, apply to this contract.

The Recipient and its contractors shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract.

2. Certification Standard (Post-2025 Interim Final Rule)

DBE certification under 49 CFR Part 26 shall be based on an individualized demonstration of social and economic disadvantage, consistent with the DOT Interim Final Rule published October 3, 2025.

Race- and sex-based presumptions of social and economic disadvantage are no longer applicable. All DBE eligibility determinations shall be made pursuant to the current certification criteria established by DOT and the applicable Unified Certification Program (UCP).

Only firms certified under the revised Part 26 standards by the appropriate UCP at the time of bid or proposal submission shall be recognized as DBEs for purposes of this contract.

3. Contract Assurance (Required Federal Language)

The contractor, subrecipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract.

The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts.

Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in termination of the contract or such other remedy as the Recipient deems appropriate.

The contractor shall include this assurance in every subcontract and shall take all necessary and reasonable steps to ensure that DBEs have the maximum opportunity to compete for and perform subcontracts.

Signatures found on next page.

_____

NAME OF AUTHORIZED PERSON

_____

SIGNATURE OF AUTHORIZED PERSON

_____

TITLE AND DATE

(FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR BID MAY
RENDER THE BID NON-RESPONSIVE)

COMMONWEALTH NON-DISCRIMINATION CLAUSE

1.   Contractor shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex, handicap or disability.

Contractor shall take affirmative action to ensure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex, handicap, or disability. Such affirmative action shall include, but is not limited to, the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training.

Contractor shall post in conspicuous places, available to employees, agents, applicants for employment and other persons, a notice to be provided by the contracting agency setting forth the provisions of this non-discrimination clause.

2.   Contractor shall in advertisements or requests for employment placed by it or on its behalf state all qualified applicants will receive consideration for employment without regard to race, color religious creed, ancestry, national origin, age, sex, handicap or disability.

3.   Contractor shall send each labor union or workers' representative with which it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representative of its commitment to this non-discrimination clause. Similar notice shall be sent to every other source of recruitment regularly utilized by Contractor.

4.   It shall be no defense to a finding of noncompliance with the Contract Compliance Regulations issued by the Pennsylvania Human Relations Commission or this non-discrimination clause that Contractor has delegated some of its employment practices to any union, training program or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the Contractor was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

5.   Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so that Contractor will be unable to meet its obligations under the Contractor Compliance Regulations issued by Pennsylvania Human Relations Commission, or this non-discrimination clause. Contractor shall then employ and fill vacancies through other non-discriminatory employment procedures.

6.   Contractor shall comply with the Contract Compliance Regulations of the Pennsylvania Human Relations Commission, 16 PA Code Chapter 49 and with all laws prohibiting discrimination in hiring or employment opportunities. In the event of Contractor's non-compliance with the non-discrimination clause of this contract or with any such laws, this contract may, after hearing and adjudication, be terminated or suspended, in whole or in part, and Contractor may be declared temporarily ineligible for further Commonwealth contracts, and such other sanctions may be imposed and remedies invoked as provided by the Contract Compliance Regulations.

7.   Contractor shall furnish all necessary employment documents and records to, and permit access to its books, records and accounts by, the contracting agency and the Human Relations Commission, for purposes of investigation to ascertain compliance with the provisions of the Contract Compliance Regulations, pursuant to PA Code Chapter 49.35 of these Regulations. If Contractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the contracting agency or the Commission.

8.   Contractor shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.

9.   Contractor shall include the provisions of this non-discrimination clause in every subcontract, so that such provisions will be binding upon each subcontractor.

10.   The terms used in this non-discrimination clause shall have the same meaning as in the Contract Compliance Regulations issued by the Pennsylvania Human Relations Commission, 16 PA Code Chapter 49.

11.   Contractor obligations under this clause are limited to the Contractor's facilities within Pennsylvania or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

Wherever herein above the word Contractor is used it shall also include the word Engineer, Consultant, Researcher, or other Contracting Party as may be appropriate.

_____

NAME OF AUTHORIZED PERSON

_____

SIGNATURE OF AUTHORIZED PERSON

_____

TITLE AND DATE

(FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR BID MAY RENDER THE BID NON-RESPONSIVE)

DEBARMENT CERTIFICATION

The bidder hereby certifies to the best of its knowledge and belief that its principals:

1)   Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by the Commonwealth of Pennsylvania, the Federal Government or other states.

2)   Have not within the preceding three-year period been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal State or local) transaction or contract under a public transaction; violation of Federal or State antitrust or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3)   Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

4)   Have not within the preceding three-year period had one or more public transactions (Federal, State or local) terminated for cause or default.

THE BIDDER CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION.

_____

NAME OF AUTHORIZED PERSON

_____

SIGNATURE OF AUTHORIZED PERSON

_____

TITLE AND DATE

 (FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR BID MAY RENDER THE BID NON-RESPONSIVE)

AMERICANS WITH DISABILITIES (ADA) ACT COMPLIANCE

The undersigned agrees to comply with, and assure that any third-party contractor under this Project complies with all applicable requirements of the Americans with Disabilities Act of 1990 (ADA), 42 USC & 12101 et seq. and 49 USC & 322; Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC & 794; Section 16 of the Federal Transit Act, as amended, 49 USC app. & 1612; and the following regulations and any amendments thereto:

1) U.S. DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 C.F.R. Part 37.

2) U.S. DOT regulations, "Nondiscrimination on the basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 C.F.R. Part 27.

3) U.S. DOT regulations, "Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 49 C.F.R. Part 38.

4) Department of Justice (DOJ) regulations, "Nondiscrimination on the Basis of Disability in State and Local Government Services," 28 C.F.R. Part 35.

5) DOJ regulations, "Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities," 28 C.F.R. Part 36.

6) General Services Administration regulations, "Construction and Alteration of Public Buildings," "Accommodations for the Physically Handicapped," 41 C.F.R. Part 101-19.

7) Equal Employment Opportunity Commission (EEOC) "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630.

8) Federal Communications Commission regulations, "Telecommunications Relay Services and Related Customer Premises Equipment for the Hearing and Speech Disabled," 47 C.F.R. Part 64, Subpart F; and

9) FTA regulations, "Transportation for Elderly and Handicapped Persons," 49 C.F.R. Part 609.

_____

NAME OF AUTHORIZED PERSON

_____

SIGNATURE OF AUTHORIZED PERSON

_____

TITLE AND DATE

(FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR BID MAY RENDER THE BID NON-RESPONSIVE)

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The undersigned agrees to comply with and assure the compliance by its third-party contractors and subcontractors under this project, with all requirements of Title VI of the Civil Rights Act of 1964, 42 USC & 2000d; U.S. DOT regulations, "nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act," 49 C.F.R. Part 21.

_____

NAME OF AUTHORIZED PERSON

_____

SIGNATURE OF AUTHORIZED PERSON

_____

TITLE AND DATE

(FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR BID MAY RENDER THE BID NON-RESPONSIVE)

XII.   Federal Clauses

Federal clauses are found on MCTA's website – www.gomcta.com/business.php#rfp . These clauses are an integral part of the RFP and must be considered by the prospective proposer prior to the submission of a response.