City of MADISON

Requirements Survey Payroll	Requirements Response Rules:
The following functional, technical, workflow and reporting needs provide the minimum requirements of City of Madison. Please review the items carefully and respond in accordance with the requirements response rules provided. Any partial response will be deemed as an invalid response. MANDATORY: EVERY REQUIREMENT (Req#) MUST HAVE A RESPONSE TO BE CONSIDERED COMPLETE.	Column #1. **Mandatory** : Proposers are required to input one response per requirement using the drop down list provided. Response Types: F=Fully provided out of the box, or fully provided out of the box through basic configuration Mod= Provided through a technical modification of the software (i.e. a customization) TP = Provided through a proposed third party application or capability RT = Provided through a built in or proposed reporting tool NA = Not Available Column #2. Proposers are requested to itemize estimated costs for all modification requirements. Column #3. Proposers are requested to list the third party product name for all Third Party Product requirements. Column #4. **Mandatory** : Proposers are required to mark yes or no to whether the implementation costs of this functionality is included in their cost proposal. Column #5. **Mandatory** : Proposers are required to mark yes or no to whether the training costs of this functionality is included in their cost proposal. Column #6. If a subcontractor is implementing or providing training for this functionality, please indicate the name of the subcontracting firm responsible for this functionality. Column #7. **Mandatory** : Proposers are required to list the version number for all functionality proposed to the City.

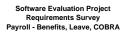| Req#	PROCESS	Ranking	1.Response	2.Costs for Mod response	3.Third Party Application for TP response	4. Included in Implementation Costs Yes/No	5. Included in training costs Yes/No	6. Subcontractor	7. Version Number	Comments/Narrative
	Time Entry and Capture									
	Critical & Unique Requirements									
M1	Ability to support electronic Time entry processes (various methods by level and employee type) AND allow for supervisor approval through workflow process	6								
M2	Ability to provide Self–service employee time entry that incorporates complex work/payroll time entry and validation rules	6								
	Time Entry and Capture Set Up									
1.00	Ability to set up various pay codes and special pay codes such as the following:									
2.00	Regular	5								
3.00	Multiple Overtime Pay Types–OT Reason Codes	5								
4.00	Paid Time Off	5								
5.00	Multiple holiday pays (e.g. worked, not worked)	5								
6.00	Multiple holiday premiums	5								
7.00	Deferred holiday used	5								
8.00	Deferred Holiday Earned	5								
9.00	Disaster Volunteer Leave	4								
10.00	Pandemic/Evacuation	4								
11.00	Leave day with pay (example: Christmas Eve)	5								
12.00	Multiple types of leave with pay	5								
13.00	Vacation	5								
14.00	Sick Leave	5								
15.00	Absent without Pay (payment of unused balance)	5								
16.00	Multiple Comp time accruals and payouts	5								
17.00	Multiple Early call pay types	5								
18.00	Retroactive pay	5								
19.00	Jury duty	5								
20.00	Military Leave With Pay	5								
21.00	Military Leave Without Pay	5								
22.00	Training	5								
23.00	FMLA leave + sick	5								
24.00	FMLA leave + multiple situations	5								
25.00	Bereavement	5								
26.00	Multiple leaves without pay	5								
27.00	Organ donation leave	3								
28.00	Deferred holiday pay accrued	5								
29.00	Deferred Holiday Balance Paid Out	5								
30.00	Bad Weather Pay	5								
31.00	Respirator–Scuba Other Premium	5								
32.00	Special Training Assessment pay	5								
33.00	Multiple Rates for Night, Evening and Weekend Shift Differentials	5								
34.00	Multiple On Call Pay Types	5								
35.00	Call Back Pay	5								
36.00	Multiple Call In Pay Codes (e.g. guarantee for minimum hours paid if called in to work)	5								
37.00	In Charge Pay (e.g. corrections officer working as supervisor)	5								
38.00	Supplement–W/C Pay	5								
39.00	Bilingual Differential	3								
40.00	Occasional Interpreter–Out of Class Pay	5								
41.00	Other Expenses (e.g. Conferences, Travel, Mileage, Parking and Tuition)	5								

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42.00	Other Differentials (e.g. Driver)	5								
43.00	Other Allowances (e.g. Tool Allowance)	5								
44.00	Other Reimbursements using sick leave balance or PTO balance (e.g. Health Club)	3								
45.00	Hazardous Pay	5								
46.00	Other User Defined Pay Codes and Types	5								
47.00	Ability to set up eligibility controls for pay codes and special pay codes such as the following:									
48.00	Bargaining–Compensation Group unit	5								
49.00	Position	5								
50.00	Department	5								
51.00	Exempt	5								
52.00	Non–exempt	5								
53.00	Elected group	5								
54.00	Job class	5								
55.00	By employee (including multiple jobs)	5								
56.00	Other user defined rules and controls	5								
57.00	Ability to setup maximum caps (annual, pay period, week, occurrence, day, hours) per pay code.									
58.00	Bargaining/Compensation Group unit	3								
59.00	Position	3								
60.00	Department	3								
61.00	Exempt	3								
62.00	Non–exempt	3								
63.00	Top 1000	3								
64.00	Job class	3								
65.00	By employee (including multiple jobs)	3								
66.00	Other user defined rules and controls	3								
67.00	Ability to charge hours worked without pay, for management tracking and analysis, for exempt employees (e.g. tracking hours over 80 hours for exempt employees).	5								
68.00	Ability to limit chargeability to FMLA, if an employee has not worked enough hours for eligibility (e.g. 1,250 hours in a rolling year).	5								
69.00	Ability to set up the following payout codes for lump sum payments:									
70.00	Grievance pay	5								
71.00	Severance/termination pay	5								
72.00	Uniform allowance	5								
73.00	Expense reimbursement including travel expenses	5								
74.00	Tuition reimbursement	5								
75.00	Mileage reimbursement	5								
76.00	Parking reimbursement	5								
77.00	Augmentation pay	5								
78.00	Retroactive pay	5								
79.00	Cash Merit Pay	3								
80.00	Referral Bonus Pay	3								
81.00	Vacation Donor Program	5								
82.00	Longevity Pay	5								
83.00	Other Reimbursements using sick leave balance or PTO balance (e.g. Health Club)	3								
84.00	Ability to preload employee schedule at the employee level.	5								
85.00	Ability to set up pay codes by :									
86.00	Day	5								
87.00	Pay Period	3								
88.00	Hour	5								
89.00	Week	3								
90.00	Year	3								
91.00	Ability to identify employee eligibility for holiday benefit (paid hours on the scheduled work day immediately preceding and the scheduled work day immediately following a holiday).	5								
92.00	Ability to identify holiday benefit eligibility for intermittent employees based on hours worked in pay period.–Hourly	5								
93.00	Ability to calculate holiday benefit for part time employees by different methods depending on bargain unit (Example: based on hours worked in a pay period or based on average hours worked in previous payroll quarter).	5								
94.00	Ability to flag observed holidays on the employee time sheet based upon employee schedule (e.g. Monday through Friday).	4								
95.00	Ability to flag actual holidays on the employee time sheet based upon employee schedule (e.g. 24/7 employees).	4								

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96.00	Ability to override and input pay code charges, by employee, with security (e.g. central payroll or payroll contact).	5								
97.00	Ability to bank time, such as holiday time, special leave without pay and comp time, in accordance to holiday calendar, union contract, or department overtime plan.	5								
98.00	Ability to calculate overtime on hours worked when employee has worked hours in multiple job classes and/or departments.	5								
	Project and Time Management									
99.00	Ability to override and input project charges, by employee with security (e.g. central payroll).	5								
100.00	Ability to track project and non-project time.	5								
101.00	Ability to input and track projects, activities and tasks.	5								
102.00	Ability to limit chargeability to projects based upon employee, job class, department, and other criteria.	5								
103.00	Ability to link payroll project information to project billing information.	5								
104.00	Ability for users to create and manage their own lists of frequently used projects.	5								
105.00	Ability to default timesheet with user preferred projects.	5								
	Time Entry Data Capture									
106.00	Ability to utilize Web based time entry.	5								
107.00	Ability to support the following types of time entry:									
108.00	Employee self service	5								
109.00	Batch entry by payroll contact	5								
110.00	Third party time entry system–Import	5								
111.00	Ability to submit time in tenths and hundredths of an hour (example 15 minutes = .25 hours).	5								
112.00	Ability for employees to charge to multiple cost centers and projects, with security.	5								
113.00	Ability to default employee timesheet with employee's linked cost centers.	5								
114.00	Ability to override default employee cost center charging, with security.	5								
115.00	Capability to show multiple detailed and summary timesheet views.	5								
116.00	Ability to upload time information.	5								
117.00	Ability to enter time via wireless device with security.	4								
118.00	Ability to enter time via electronic time clocks as entry devices.	5								
119.00	Ability to validate time entered against sick and vacation/PTO balances.	5								
120.00	Ability to capture vacation, sick and PTO usage on an employee's time record.	5								
121.00	Ability to automatically calculate/restore sick leave and vacation hrs used for workers compensation.	5								
122.00	Ability to project vacation, sick and PTO accruals for employees.	5								
123.00	Ability for employees to utilize projected sick and vacation/PTO balances before accrual but would be accrued in the current pay period.	5								
124.00	Ability for real time leave balances during time entry–Warnings?	5								
125.00	Ability for employee to approve time sheet electronically.	5								
126.00	Ability for multiple supervisors to approve employees' sheet electronically based on employees position and supervisor.	5								
127.00	Ability for employee to enter time for multiple positions.	5								
128.00	Ability to have multiple pay rates for an employee and record time against these multiple pay rates (Example: employees in Public Works receive a different base rate when working with different equipment).	3								
129.00	Ability for payroll clerks to review, edit and submit changes to employee's electronic time sheet.	5								
130.00	Ability to have multiple hourly rates in a pay period and at a shift level, and to track changes in one pay period because of salary adjustments during a pay period (e.g. mid pay period salary change such as promotion or demotion).	5								
131.00	Ability for employees, supervisors and payroll contacts to view historical time sheets.	5								
132.00	Ability to track source of time input (e.g., badge reader, supervisor, employee, other inputs).	4								
133.00	Ability for an employee's time sheet to be populated with projects specific to that individual over consecutive pay periods without having to re–enter each project.	4								
134.00	Ability to edit/override the pre-populated time sheet.	5								
135.00	Ability to have user defined lists by employees, as needed.	5								

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	Time and Expense Management									
136.00	Ability to attach and append notes to the timesheet.	5								
137.00	Ability to set up various timesheet templates.	5								
138.00	Ability to search timesheets.	5								
139.00	Ability to process retroactive timesheet changes with security.	5								
140.00	Capabilities for vacation, PTO, overtime, and other payroll tracking.	5								
141.00	Capability to export data to third party applications.	5								
142.00	Ability to lock timesheet periods.	5								
	Reports, Analysis and Inquiries									
143.00	Ability to accommodate multiple payroll schedules.	5								
144.00	Ability to track employee salaries, wages and bonuses.	5								
145.00	Ability to track earnings by employee.	5								
146.00	Ability to track deductions by employee.	5								
147.00	Ability to track user leave balances by employee.	5								
148.00	Ability to track labor distribution and accounting.	5								
149.00	Ability to track and report compensation by department, position, employee, and/or other criteria.	5								
150.00	Ability to track and report payroll budgeting and cost information.	5								
151.00	Ability to track project/program based labor costs.	5								
152.00	Ability to integrate payroll with position control tracking, FTE reporting and other information.	5								
153.00	Ability to track grant related time entry.	5								
154.00	Ability to do historical reporting/trend analysis on earnings.	5								
155.00	Ability to report and analyze employee starting salaries to a position.	5								
156.00	Ability to cost the impact of changes to base rates, special earnings rates, deduction rates based on past usage (by rep code, job class, dept, etc).	5								
157.00	Ability to report on costs for holidays worked and holiday paid.	5								
158.00	Ability to report on cost savings from vacation/PTO hours lost–Floating Holidays.	5								
159.00	Ability to report on employees by earning codes or special pay codes (e.g. on call employees, or uniform allowance employees).	5								
160.00	Ability to report on source of time input (e.g. employee vs. supervisor).	5								
161.00	Ability to report on and aggregate earnings hours and dollars for a specified period of time by employee (ex: dates and hours of suspension time; workers compensation hours, dates and totals.	5								

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	Benefits – Leaves – COBRA									
	Critical & Unique Requirements									
M1	Ability to accommodate Comp time calculations and updates in real–time (comp time accruals, comp time taken)	6								
M2	Ability to accommodate an expanded leave calendar: 1) Multiple leave types (FMLA, Vacation, Workers Comp, etc.) on a given day within a calendar view 2) Reflects the benefits applied/incorporated 3) Effective dating for Leave/FMLA	6								
M3	Ability to support electronic tracking of leave within system, which would include electronic request (by employee) and approval (by manager)	6								
M4	Ability to support reporting differences between State FMLA (calendar year availability) and Federal FMLA (52 week rolling availability)	6								
M5	Ability to support Leave time adjustments upon employee return (to include AWOP, over multiple years, calendar vs. work days, effect of longevity, seniority, steps, and vacation balance)	6								
M6	Ability to retroactively apply FMLA time and also have that change be reflected on all additional relevant tracking modules (i.e. leave calendar)	6								
M7	Ability to automate payroll processing of Workers Comp claim response from 3rd party administrator and payroll adjustments based upon that response.	6								
M8	Ability to tie Comp time that was earned to a specific GL account #.	6								
M9	Ability to provide reporting outputs (electronic file) which meet the requirements of the Wisconsin Retirement System (WRS)	6								
M10	Ability to facilitate an annual calculation of life, health, and dental insurance premiums for active and inactive employees, as input to a quarterly AR invoice billing. Calculation based on age, rate, and level of coverage.	6								
M11	Ability to allow both accrual of vacation time and allocation of lump sum vacation time based upon different department needs	6								
M12	Ability to facilitate annual employee vacation pick process (employees reserve vacation time for upcoming year) with vacation leave included into employee calendar/schedule	6								
	Benefits Administration General Requirements									
1.00	Ability to provide for processing the following benefits eligibility events:									
2.00	Initiation, modification, and maintenance of employee information	5								
3.00	Activation of coverage for employee, spouse, and non-spouse dependents	5								
4.00	Activation of coverage for survivors (former dependents of employees that are allowed to continue their benefits coverage)	5								
5.00	Maintenance of beneficiary information for multiple plans	5								
6.00	Medicare eligibility	5								
7.00	Initiation of COBRA processing when an individual's coverage is terminated due to a COBRA qualifying event	5								
8.00	Evidence of insurability verification	5								
9.00	Terminating/retiring employees	5								

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10.00	Termination of coverage for employee, spouse, and non-spouse dependents	5								
11.00	Ability to provide enrollment/change notification to employees via email or letter.	5								
12.00	Ability to confirm enrollment/changes in benefits to employee via US Postal or email as defined by user.	5								
13.00	Ability to provide detailed notifications to employees of benefit eligibility when eligibility begins or changes and as part of the annual enrollment.	5								
14.00	Ability to provide notification to benefits administration that employee's eligibility is beginning, ending or changing.	5								
15.00	Ability to automatically generate notification (email or letter) to employees based on certain events such as:									
16.00	Prior to obtaining Medicare Eligibility by virtue of age	5								
17.00	Prior to dependent's I9th birthday	5								
18.00	Prior to dependent's 24th birthday	5								
19.00	Proof of continuing eligibility (receipt of proof, i.e. college transcript)	5								
20.00	By semester for school age dependents	5								
21.00	Beginning and end of COBRA eligibility	5								
22.00	Other user-defined eligibility	5								
23.00	Ability to input and track benefit transactions by effective date or retroactively, with security.	5								
24.00	Ability to notify employee and payroll contact when placed on medical leave or medical layoff.	5								
25.00	Ability to allow employees to receive vacation or PTO hours as cash or deferred compensation.	5								
26.00	Ability to set up pay out effective dates (e.g. first pay check in March for next year's pay out).	5								
27.00	Ability to set up limits to employee requests for pay out amounts (e.g. 40 hours).	5								
28.00	Ability for employees to elect to receive vacation or PTO hours to pay out in following year either as cash or deferred compensation, with workflow and approval.	5								
	Benefit Plan Administration									
29.00	Ability to set up and track multiple types of benefit plans, including:									
30.00	Deferred Compensation (457)	5								
31.00	Medical insurance	5								
32.00	Life/accident Insurance	5								
33.00	Dental insurance	5								
34.00	Flexible spending accounts	5								
35.00	Transportation accounts	5								
36.00	Optional insurance	5								
37.00	Long term disability	5								
38.00	Short term disability	5								
39.00	Long term care	5								
40.00	Medicare supplement	5								
41.00	Wellness	1								
42.00	WRS	5								
43.00	Early retiree health	5								
44.00	Other user defined	5								
45.00	Ability to provide for various types of enrollment consistent with eligibility rules, including:									
46.00	Enrollment of new hires and rehires within a user defined period of hire date	5								
47.00	Annual enrollment transfer period	5								
48.00	Late enrollment with medical underwriting	5								
49.00	Special enrollment due to HIPAA qualifying event	5								
50.00	Other user-defined criteria	5								
51.00	Ability to maintain eligibility rules by benefit plan with the following variables:									
52.00	Plan type	5								
53.00	Group	5								
54.00	Geographic coverage	5								
55.00	Waiting period	5								
56.00	Minimum hours worked	5								
57.00	Dependent coverage	5								
58.00	Dependents eligible	5								
59.00	Split coverage	5								
60.00	Medicare eligible	5								

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61.00	COBRA	5								
62.00	HIPAA	5								
63.00	Job class	5								
64.00	Bargaining/Compensation Group Unit	5								
65.00	Effective date	5								
66.00	Hire date	5								
67.00	Age of employee	5								
68.00	Age of dependents	5								
69.00	Hours worked by pay period	5								
70.00	Wage base	5								
71.00	Track leave without pay for limitations	5								
72.00	Over-ride of eligibility with proper security	5								
73.00	All other user defined variables	5								
74.00	Ability to provide at least the following methods of calculating employee/City premium costs or contribution amounts:									
75.00	Percentage	5								
76.00	Flat amount	5								
77.00	Wage type(s) to include in calculation	5								
78.00	Individual, individual or spouse, individual and spouse, family	5								
79.00	Pre or post taxable income calculation	5								
80.00	Monthly limit	5								
81.00	Quarterly limits	5								
82.00	Annual limits	5								
83.00	Age	5								
84.00	Amount of coverage	5								
85.00	Frequency	5								
86.00	Group	5								
87.00	Premium level	5								
88.00	Administrative fee	5								
89.00	Health Insurance Billing									
90.00	Ability to bill active employees for regular health insurance contributions with 6 month leave threshold (employee responsible for entire premium after 6 months)	5								
91.00	Ability to bill retirees' (non-active employees) for health insurance contributions that are owed back to the city.	5								
92.00	Other user defined	5								
93.00	Wage-Disability Insurance Recalculation	5								
94.00	Life Insurance Recalculation	5								
95.00	Retirement Life Insurance Premium Billings	5								
96.00	Ability to administer benefits on total employment, all positions combined (How the position contributes to the total employment depends on the status of the position (example: 2 positions that are permanent combine for total employment; 1 permanent positions and 1 intermittent position do not combine - only the permanent position counts)).	3								
97.00	Ability to designate a group of employees for a specific benefit by bargaining unit, by base salary, by management level, by hours of service and other user defined criteria.	5								
98.00	Ability to link employee status to employee eligibility (e.g., leave of absence with out pay vs. leave of absence with pay).	5								
99.00	Ability to determine how long eligible after leave begins.	5								
100.00	Ability to determine benefit eligibility by the type of leave (military, workers compensation, and other user defined leave types).	5								
101.00	Ability to determine the dependents who are benefit eligible after employee's death.	5								
102.00	Ability to determine how long dependents are eligible after an employee's death.	5								
103.00	Ability to determine benefit re-enrollment eligibility after return from military leave.	3								
104.00	Ability to determine benefit eligibility after retirement.	5								
105.00	Ability to determine benefit eligibility based on employment status (full time, part time, and other user defined employment statuses).	5								
106.00	Ability to prevent employees from being enrolled in a plan for which they are not eligible, with secure override capability for exceptions.	5								
107.00	Ability to enter effective dates of enrollment across plan years or premium years.	5								
108.00	Ability to maintain different and multiple eligibility dates for different benefit plans.	5								
109.00	Ability to determine employee's eligibility based on employee's position, bargaining unit, job class and other user defined categories.	5								

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110.00	Ability to determine employee's eligibility based on an employee being associated with more than one job class.	4								
111.00	Ability to determine employee's eligibility based upon an employee being in one job class that is union and one that is non union.	4								
112.00	Ability to determine employee's eligibility based upon number of hours worked (e.g. 40 hours) even if in two positions that are not benefit eligible.	5								
113.00	Ability to update employee and City contributions based upon employee's bargaining unit (e.g. dental fund).	5								
114.00	Ability to setup, input and track a negotiated hourly rate for the calculation of a dental contribution by bargaining unit.	3								
115.00	Ability to track hours worked by bargaining unit for dental contribution calculation .	5								
116.00	Ability to automatically identify and report when an employee is assigned to a bargaining unit that has a dental contribution calculation.	5								
117.00	Ability to provide a deduction register by bargaining unit and employee for the dental contribution totals.	5								
118.00	Ability to convert the deduction register into a payment to the bargaining unit on a quarterly basis.	5								
119.00	Ability to maintain benefit plan history by employee.	5								
120.00	Ability to input plan changes based on effective dates.	5								
121.00	Ability to provide cafeteria benefit plans.	5								
122.00	Ability to change groups of employees from eligible to not eligible for a plan.	5								
	Benefit Plan Eligibility									
123.00	Ability to process eligibility of COBRA eligible individuals based on the following:									
124.00	Tracking of COBRA eligibility based on user-defined criteria	5								
125.00	Establish appropriate qualifying events that will initiate COBRA processing	5								
126.00	Extend COBRA eligibility and enrollment due to disability	5								
127.00	Prepare COBRA billings and issue accordingly	5								
128.00	Track COBRA payments based on pre-defined criteria	5								
129.00	Ability to extend COBRA enrollments for an additional specified period and bill the individual accordingly.	5								
130.00	Ability to maintain history of eligibility as well as a history of enrollments for dependents.	5								
131.00	Ability to track unpaid premiums.	5								
132.00	Ability to accumulate benefit costs by one or a combination of:									
133.00	City (organization at user specified level)	5								
134.00	Bargaining unit	5								
135.00	Benefit type	5								
136.00	Plan	5								
137.00	Vendor	5								
138.00	Employee	5								
139.00	Other Charts of Accounts	5								
140.00	Ability to process the following benefits eligibility events:									
141.00	Activation of coverage for employee, spouse, and non-spouse dependents	5								
142.00	Activation of coverage for survivors (former dependents of employees that are allowed to continue their benefits coverage)	5								
143.00	Maintenance of beneficiary information	5								
144.00	Extended coverage of dependent	3								
145.00	Medicare eligibility	5								
146.00	Early retiree health	5								
147.00	Initiation of COBRA processing when an individual's coverage is terminated due to a COBRA qualifying event	5								
148.00	Evidence of insurability	5								
149.00	Terminating/retiring employees	5								
150.00	Termination of coverage for employee, spouse, and non-spouse dependents	5								
151.00	Ability to manage STD and LTD history by employee.	5								
152.00	Ability to notify departments and employees of STD and LTD usage.	5								
153.00	Ability to monitor STD and LTD application by employee.	5								
154.00	Ability to monitor STD and LTD by number of days.	5								
	Workers Compensation									
155.00	Ability to integrate information between time and attendance, payroll and workers compensation.	5								

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						Yes/No	Yes/No			
156.00	Ability for employees to select to receive sick leave when receiving workers compensation.	5								
157.00	Ability for employees to charge time to sick leave when on workers compensation through self service.	5								
158.00	Ability for employees to request to return sick leave used (e.g., time charged to sick leave) when claim has been approved.	5								
159.00	Ability to adjust sick leave based upon security, workflow and approvals and other user defined criteria.	5								
160.00	Ability to work flow workers compensation data such as time cards to additional staff (e.g., workers comp staff) for a temporary period, based upon workers compensation action.	3								
	WRS (Wisconsin Retirement System)									
161.00	Ability to define WRS contributions by employer and employee	5								
162.00	Ability to define employees as WRS or non–WRS eligible.	5								
163.00	Ability to track employee changes to WRS eligible.	5								
164.00	Ability to track WRS adjustments and corrections.	5								
165.00	Ability to adjust FICA taxable earnings and calculate back withholding.	5								
166.00	Ability to track employees eligibility who has changed in relation to WRS.	5								
167.00	Ability to track employee types for WRS eligibility, including:									
168.00	Intermittent	5								
169.00	Temporary	5								
170.00	Permanent	5								
171.00	Seasonal	5								
172.00	Ability to track employees on leave eligibility for WRS.	5								
173.00	Ability to report on employees on leave without pay with reason code.	5								
174.00	Ability to report on payroll period on which contributions have been and should have been reported.	5								
175.00	Ability to track military leave for WRS reporting.	5								
176.00	Ability to track leave for active military duty for WRS reporting.	5								
177.00	Ability to have retro adjustments automatically generate appropriate reporting to WRS.	5								
	Reporting, Analysis and Inquiry									
178.00	Ability to project and inquire on future premiums due by individual, group, and other factors.	5								
179.00	Ability to utilize data from vendor for analysis of specific plans based on the following criteria:									
180.00	Costs by plan	5								
181.00	Costs by benefit type	5								
182.00	Costs by vendor	5								
183.00	Utilization	5								
184.00	Comparison reporting	5								
185.00	Ability to report current and historical employee information by user defined criteria.	5								
186.00	Ability to track and monitor utilization of benefit plans by user defined criteria.	5								
187.00	Ability to report benefit trends and costs.	5								
188.00	Ability to provide ad hoc reports for projected costs and numbers related to open enrollment.	5								
189.00	Ability to provide utilization reports.	5								
190.00	Ability to provide ad hoc reports for labor relations, including impacts of rate changes on employee and employer.	5								
191.00	Ability to produce vendor reports that provide the following information on detailed and summary reports:									
192.00	Plan participation	5								
193.00	Plan revenues	5								
194.00	City costs by vendor	5								
195.00	Ability to produce reports reflecting eligible employees not enrolled in benefit plans.	5								
196.00	Ability to provide audit reports with error messages.	5								
197.00	Ability to perform mass transaction updates, (e.g. premium deduction amounts based on supplemental life or other benefit age–banded rates tables and employee date of birth annually).	5								

Requirements Survey Payroll	Requirements Response Rules:
The following functional, technical, workflow and reporting needs provide the minimum requirements of City of Madison. Please review the items carefully and respond in accordance with the requirements response rules provided. Any partial response will be deemed as an invalid response. MANDATORY: EVERY REQUIREMENT (Req#) MUST HAVE A RESPONSE TO BE CONSIDERED COMPLETE.	Column #1. **Mandatory** : Proposers are required to input one response per requirement using the drop down list provided. Response Types: F=Fully provided out of the box, or fully provided out of the box through basic configuration Mod= Provided through a technical modification of the software (i.e. a customization) TP = Provided through a proposed third party application or capability RT = Provided through a built in or proposed reporting tool NA = Not Available Column #2. Proposers are requested to itemize estimated costs for all modification requirements. Column #3. Proposers are requested to list the third party product name for all Third Party Product requirements. Column #4. **Mandatory** : Proposers are required to mark yes or no to whether the implementation costs of this functionality is included in their cost proposal. Column #5. **Mandatory** : Proposers are required to mark yes or no to whether the training costs of this functionality is included in their cost proposal. Column #6. If a subcontractor is implementing or providing training for this functionality, please indicate the name of the subcontracting firm responsible for this functionality. Column #7. **Mandatory** : Proposers are required to list the version number for all functionality proposed to the City.

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	Compensation & Payroll									
	Critical & Unique Requirements									
M1	Ability to process payroll on multiple time cycles (e.g. Bi–Weekly, Monthly, and Random Manual Payrolls)	6								
M2	Ability to track/report on employee by 52 week moving period for: Sick Usage, Gross Wages, Hours Worked	6								
M3	Ability to calculate cash value of compensation and benefits for each employee OR position including Sick Leave Liability (GASB 34).	6								
M4	Ability to pay employee for multiple different positions/ multiple different rates	6								
M5	Ability to perform payroll adjustments after employee returns from leave (automatically)	6								
M6	Ability to accrue compensated absences (I.e. sick leave, vacation) by pay period, by a set number of hours, by hire date, month of hire, or by other user defined criteria	6								
M7	Ability to compute lump sum compensated absences (I.e. sick leave, vacation) at the beginning or during a fiscal period, by a set number of hours, by hire date, by month of hire, or by other user defined criteria	6								
	Salary and Compensation Set Up									
1.00	Ability to define and update compensation plan rules by one or more of the following classifications:									
2.00	Bargaining Unit	5								
3.00	Agency	5								
4.00	Job Class	5								
5.00	Position	5								
6.00	Ability to group employees by the following types:									
7.00	City employees	5								
8.00	*Other*	5								
9.00	Other user defined groups (e.g. retired citizen program)	5								
10.00	Ability to define and update a minimum rate of pay for a class.	5								
11.00	Ability to define maximum rates of pay for a class.	5								
12.00	Ability to set up monthly rates and convert to hourly rates and annual rates.	5								
13.00	Ability to set up salary ranges with steps and half steps.	5								
14.00	Ability to update salary steps by percentage, by dollar amounts, minimum increase (3% or $.30/hr), by percentage less $.XX/hour, by different amounts to maximum rate vs. steps below maximum, by adding steps/half steps *and ability to update steps by percentage plus an amount.*	5								
15.00	*Ability to NOT update an employee's salary until a range/step catches up to a frozen salary (red–circle)*	4								
16.00	Ability to calculate costs and percentage change of step–to–step increases for job classes with defined salary steps.	5								
17.00	Ability to link promotional increases with salary step increases.	5								
18.00	Ability to link salary increases to performance reviews.	3								
19.00	Ability to link salary increases to completion of probationary periods.	5								
20.00	Ability to link salary increases to one step increase or greater than one step increase.	3								
21.00	Ability to require a certain number of hours worked prior to receiving salary increases (e.g. 2,080 hours worked prior to receiving step increase).	3								
22.00	Ability to process a salary increase based on a special (non–scheduled) review.	5								

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						Yes/No	Yes/No			
23.00	Ability to update position title (job code) and pay range based upon the passage of time	4								
24.00	Ability for salary to be linked to acting appointments and define and update special rules related to salary when in an acting appointment.	5								
25.00	Ability to define employees and positions as non exempt and exempt (FLSA) for overtime rules.	5								
26.00	Ability to identify overtime cash or compensatory time eligibility for exempt employees by bargaining unit, job class, department, position.	5								
27.00	Ability to calculate and pay overtime to exempt and non exempt employees.	5								
28.00	Ability to define overtime rules for exempt positions/employees by department, rep code, job class, position.	5								
29.00	Ability to limit compensatory time accruals biweekly.	3								
30.00	Ability to automatically pay off compensatory time accruals when a specified balance is reached–*Police/Streets*.	5								
31.00	Ability to input and track additional compensation (e.g., when an employee reaches the maximum of the pay range for the job class).	5								
32.00	Ability to define and update severance pay rules by representation code and/or job class and/or position.	1								
33.00	Ability to define and update deceased employee payment of wages and pay rules.	1								
34.00	Ability to input and track compensation adjustments based upon security and workflow.	5								
35.00	Ability to maintain the following salary information:									
36.00	Effective dates	5								
37.00	Base Salary – Bi–weekly	5								
38.00	Bargaining Unit	5								
39.00	Salary range	5								
40.00	Step and half steps	5								
41.00	Pay change reason code (specific to payroll with user definable fields)	5								
42.00	Amount of change and percentage of change	5								
43.00	Previous salary	5								
44.00	Hourly Rates to 4 or 2 decimal places	5								
45.00	Other user defined fields	5								
46.00	Ability to set up and track multiple salary schedules.	5								
47.00	Ability to accommodate salary table linked to job classification.	5								
48.00	Ability to effective date salary increases for employee, job class, bargaining unit, and other criteria.	5								
49.00	Ability to track and report on job classes and bargaining unit of job classes who received special adjustments, effective date, implementation date and reason for special adjustment.	5								
50.00	Ability to amend classification plans and/or titles, such as those resulting from an organization change, new position or any other change.	5								
51.00	Ability to provide job class specifications on the internet &*intranet* and salary range(s) and salary administration guidelines for the job class.	5								
52.00	Ability to track and report on title changes to the job class including effective date and link to the *legislation code* that authorizes the changes.	5								
53.00	Ability to track and report on when a job class was established and link to the *legislation code* that authorizes the new class.	5								
54.00	Ability to track and report on when a when a job class is abolished and link to the *legislation code* that authorizes the action.	5								
55.00	Ability to track and report on changes to salary rates for a job class and bargaining unit including effective date of changes and implementation date of change Example: How many and which job classes received salary changes different from the general adjustment applied to all classes (Note: focus is on changes to the salary range/steps and not the employee's rates).	5								
56.00	Ability to apply mass changes to salary rates and to employee base rates.	5								
	Additional Payments including Fringe Benefits									
57.00	Ability to define earnings codes including:									
58.00	Type	5								
59.00	Method	5								
60.00	Calculation Method	5								
61.00	Deductions	5								

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62.00	Frequency	5								
63.00	Other Data	5								
64.00	Ability to define earnings codes as *WRS* eligible or not *WRS* eligible.	5								
65.00	Ability to define earnings codes as for benefits that are based on a calculation of % of earnings–*Commissions?*.	5								
66.00	Ability to set up earnings codes tables, with vary by job class or bargaining unit.	5								
67.00	Ability to automatically assign specific earnings codes to an employee/position based on bargaining unit, job class, and other user defined.	5								
68.00	Ability to setup and process multiple overtime based on FLSA.	5								
69.00	Ability to process multiple additional pay types in one pay period.	5								
70.00	Ability to track additional pay in order to eliminate any duplicate payments.	5								
71.00	Ability to make mass additional payments.	5								
72.00	Ability to perform electronic approval for online entry of payroll transactions.	5								
73.00	Ability to perform calculations and processing required for employee terminations including:									
74.00	Salary and additional pay	5								
75.00	Sick Leave Severance Pay	5								
76.00	Payoff of vacation/PTO	5								
77.00	Payoff of compensatory time balance	5								
78.00	Payoff of deferred holiday balance	5								
79.00	Capability of leave Buy–Back	3								
80.00	Produce a separate check for termination pay at employee option	5								
81.00	Combine last regular check and payoff check	5								
82.00	Ability to track and report on sick leave hours not paid out because employee is at maximum life time severance.	1								
83.00	Ability for decrease PTO/Sick Leave and convert hours into a lump sum based upon the employee's pay rate and decrease the employee's PTO/Sick Leave balance, based upon employee's program eligibility.	5								
84.00	Ability to payout sick leave balances earned in full, half or other partial payment when employees reach a given number of days or hours. Sick leave balances shall be decreased and any remaining balances carried forward or deleted	5								
85.00	Ability to have multiple sick leaves balances that maybe frozen at different pay periods throughout a fiscal period and available for future benefit calculations	5								
86.00	Ability to set up and track annual caps for payments made from programs, such as *Uniform Allowance/Safety Shoes*.	5								
87.00	Ability to perform calculations and processing of deceased employees.	5								
88.00	Ability to accumulate, store, and maintain creditable service by employee in order to calculate the amount of an annual longevity payment.	1								
89.00	Ability to input and track retroactive adjustments to earning codes.	5								
90.00	Ability to adjust leave accruals and hours based on retro adjustments.	5								
91.00	Ability to input and track retroactive adjustments for one employee, based upon criteria such as a performance review and late merit increase.	5								
92.00	Ability to input and track retroactive adjustments for a group of employees, based upon criteria such as job class or union affiliation.	5								
93.00	Ability to calculate retroactive pay for an employee who has changed bargaining units while the expired contract was under negotiation	5								
94.00	Ability to designate taxes or deductions on retroactive payments, by pay period, or percentage or at the current tax rate.	5								
95.00	Ability to input and track all additional payments (e.g., fringe benefits).	5								
96.00	Ability to forecast projections of the grievance payment amount.	5								
97.00	Ability to identify, calculate, and pay lump sum payments by bargaining unit, job class, employee base rate, hours of service, benefit eligible, and other user defined.	5								
	Total Compensation									
98.00	Ability to automate compensation and benefits information updates with automated workflow approvals.	5								
99.00	Ability to set up start dates for deductions based upon benefit types.	5								
100.00	Ability to automate pretax deduction refunds.	5								

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101.00	Ability to adjust pretax deductions.	5								
102.00	Ability to set up and deduct union dues from an employee based upon union.	5								
103.00	Ability to deduct union dues by a flat amount or percentage by pay period.	5								
104.00	Ability to maintain salary *compensation group* and range by position.	5								
105.00	Ability to set up accrual eligibility rules by pay code.	5								
106.00	Ability for employees to continue accruals even if on leave (e.g. military leave, time off due to workers compensation injury).	5								
107.00	Ability to track and report PAID Military leave.	5								
108.00	Ability to set up use–it–or–lose–it accruals maximums for various accruals.	5								
109.00	Ability to override use–it–or–lose–it accrual maximums for an employee, with security (e.g. HR director approval).	5								
110.00	Ability to set up multiple pay out rules by department, job class or union for comp and deferred holiday time.	5								
111.00	Ability to set up multiple pay out schedules by department, job class or union for comp and deferred holiday time.	5								
112.00	Ability to process paid time off by:									
113.00	A lump sum	5								
114.00	Hours	5								
115.00	Ability to maintain a vacation/PTO donation a specific employee.	5								
116.00	Ability to convert an employee's vacation/PTO hours into a dollar amount.	5								
117.00	Ability to convert an employee's donated dollar amount into another hourly rate based upon the recipient employee's hourly rate.	5								
118.00	Ability to assign donated hours to an employee and reduce the vacation/PTO donation from an employee.	5								
119.00	Ability to notify donors of PTO/vacation when and how many hours have been deducted.	5								
120.00	Ability to track employee benefit plan information for each of the following types:									
121.00	Health	5								
122.00	Dental	5								
123.00	Life	5								
124.00	Short–term disability	5								
125.00	Long–term disability	5								
126.00	Flexible spending plan	5								
127.00	Child care reimbursement	3								
128.00	State retirement program	5								
129.00	Automobile	5								
130.00	Deferred compensation plans (457 plan)	5								
131.00	Worker's compensation	5								
132.00	User–defined benefits	5								
133.00	*Worker's compensation Supplement*	5								
134.00	Ability to track the following dates for benefit plans:									
135.00	Effective date	5								
136.00	Multiple eligibility dates	5								
137.00	Termination date	5								
138.00	Renewal date	5								
139.00	End date of plan	5								
140.00	Ability to place a cap (ceiling) on total deduction amount or by deduction type.	5								
141.00	Ability to process grievance settlements by flat amount or related to a pay period.	5								
	Payroll Process									
142.00	Ability to calculate additional pay as defined in compensation (flat rate, % of base, skills & certificates).	5								
143.00	Ability to compute and re–compute benefits (leave balances) for when part–time employees are recertified to different work percentages (i.e. certified 75% to 60% part–time)	4								
144.00	Ability to calculate salary employee effective date step ups, as a result of actions changes (e.g., promotions, demotions, acting appointments, and other actions).	5								
145.00	Ability for one employee to be paid by more than one position.	5								
146.00	Ability to calculate benefit deductions for an employee in more than one position.	5								
147.00	Ability to calculate leave accruals on employees in more than one position.	5								

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148.00	Ability to have leave accruals based on all benefit eligible hours worked in multiple positions	5								
149.00	Ability for employees to use vacation/PTO and sick leave accruals for the current payroll period (example: employee has zero PTO balance, use PTO on day 1 of payroll period, will accrue 8 hours for the payroll period, therefore, will have enough to cover day 1).	5								
150.00	Ability to calculate pay for multiple positions for one employee that transfers during a pay period.	5								
151.00	Ability to calculate pay for employees paid from more than one line of business *Parks/Streets Snow or Bargaining Unit.*	3								
152.00	Ability to calculate/verify overtime and shift differential consistent with FLSA rules, including:									
153.00	Overtime calculations for employees in more than one position	5								
154.00	Overtime across multiple cost centers	5								
155.00	Overtime calculations for other user defined rules	5								
156.00	Overtime by job class	5								
157.00	Ability to calculate longevity payment.	5								
158.00	Ability to charge overtime to a funding source, with security.	5								
159.00	Ability to process partial deductions (if an employee's pay is insufficient) and track arrears.	5								
160.00	Ability to calculate employee deductions and City contributions based on the following:									
161.00	Fixed amount	5								
162.00	Percent amount of *taxable* pay (base pay, all pay, departmental pay, other amounts of pay)	5								
163.00	Maximum amounts (State defined and employee defined)	5								
164.00	Start dates	5								
165.00	End dates	5								
166.00	Ability to deduct, process, and track multiple 457 contributions (including monitoring limits from multiple 457s and providing information and payments to plan administrators) and other City sponsored employee retirement savings plans.	5								
167.00	Ability to set up and process predefined deductions for a designated group of employees (example: .X% of pay period gross earnings for employees in a specific bargaining unit with a specific minimum base wage to a Health Savings Account or X% of severance pay to a Health Savings Account).	5								
168.00	Ability to process the following flexible benefits:									
169.00	Track flexible benefit amounts – contributed and reimbursed on the payroll stub	1								
170.00	Pre-tax amounts	5								
171.00	Payment of reimbursed amounts when elected	1								
172.00	Ability to input, deduct and track garnishment rules.	5								
173.00	Ability to input, deduct and track Savings Bonds.	5								
174.00	Ability to provide direct deposit processing for multiple banks.	5								
175.00	Ability to support the ACH files.	5								
176.00	Ability to edit direct deposit file prior to transmission.	5								
177.00	Ability to run initial payroll for review prior to the final pay run including the following:									
178.00	Adjustments	5								
179.00	Recalculation	5								
180.00	Exceptions	5								
181.00	What if Forecasting	3								
182.00	Hours by type	5								
183.00	Earnings by type	5								
184.00	Employee tax liabilities	5								
185.00	Employee deduction amount	5								
186.00	Employer contribution amount	5								
187.00	Deductions not taken and set–up in arrears	5								
188.00	Employer portion of all taxes	5								
189.00	Any user specified chart of account field or combination of fields	5								
190.00	Totals by employee, project, cost center, division, department, total City	5								
191.00	Ability to flag user–defined exception conditions including:									
192.00	Zero Hours	5								
193.00	Worked over 40 hours in one week	5								
194.00	Incomplete data	5								
195.00	Timesheet not approved	5								
196.00	New hire	5								
197.00	Additional payments	5								

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						Yes/No	Yes/No			
198.00	Involuntary deduction start and stopped	5								
199.00	Other user defined exceptions	5								
200.00	Ability to group and sort checks, *by user defined field*.	5								
201.00	Ability to check for minimum check amounts to avoid zero payments.	5								
202.00	Ability to create check formats.	5								
203.00	Ability to enter manual checks with security and approvals.	5								
204.00	Ability to validate payroll run against:									
205.00	Deductions	5								
206.00	Job Class	5								
207.00	Tax information	5								
208.00	Accruals	5								
209.00	Input for new employees	5								
210.00	Changes for current employees	5								
211.00	Cost accounting data elements	5								
212.00	Balance of total rate, hours, over-time hours, exception hours	5								
213.00	Balance of vacation and sick used	5								
214.00	Department	5								
215.00	Other user defined data	5								
216.00	Ability to update all employee and employer accumulators automatically.	5								
217.00	Ability to provide central payroll processing reconciliation, including:									
218.00	Employee Salary by Pay Types and Earnings Codes	5								
219.00	Employee Leave Accruals (e.g. Sick Leave, PTO)	5								
220.00	Employee Deductions	5								
221.00	Employee Garnishments	5								
222.00	Employer Deductions	5								
223.00	Taxes	5								
224.00	Salary Changes	5								
225.00	Bargaining Unit and Union Dues Data	5								
226.00	Overpayments	5								
227.00	Retroactive payments and adjustments	5								
228.00	Union dues	5								
229.00	Arbitration/Grievance Settlements	5								
230.00	Other user defined	5								
231.00	Ability to process multiple payroll runs by type, including:									
232.00	Bi-Weekly	5								
233.00	Supplemental Run (Exception based run)	5								
234.00	Monthly	5								
235.00	Ability to process multiple payroll runs for verification prior to posting, for each payroll run type.	5								
236.00	Ability to set up multiple accrual rate schedules, with effective dates and end dates, by employee, position, department, line of business, bargaining unit or company.	5								
237.00	Ability to adjust paycheck for payment of vacation, sick allowance, and other based upon user defined criteria, with security.	5								
238.00	Ability to adjust accruals for vacation, sick allowance, and other based upon user defined criteria, with security.	5								
239.00	Ability to define and calculate imputed income.	5								
	Audit Controls									
240.00	Ability to validate beginning balances against ending balances from last run, prior to payroll processing.	5								
241.00	Ability to produce accounting transactions as a result of all payroll activity.	5								
242.00	Ability to produce detailed descriptions on pay stubs such as YTD balances, leave balances, hourly rates, and deductions.	5								
243.00	Ability to maintain payroll calendar.	5								
	Payment Adjustments, Replacement & Payment Reversal									
244.00	Ability to reissue a new check number while maintaining details of the old check number.	5								
245.00	Ability to process a check reversal using the check or advice number and create adjustment transactions.	5								
246.00	Ability to adjust an employee's year to date wages, taxes, and/or specific deductions.	5								
247.00	Ability to perform automatic adjustments to pay based on changes to hours worked.	5								

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248.00	Ability to identify employees who have changed bargaining units and adjust deduction rules and payment rules based upon the union rules (e.g. if the employee moves from a union who provided uniform allowance to a union that does not provide uniform allowance).	5								
249.00	Ability to flag adjustments to earnings and leave code based upon employee status (e.g. flag time entry adjustments if employee's status is on leave).	5								
250.00	Ability to adjust accruals based upon time card adjustments (e.g. adjust leave accruals based upon time card adjustments).	5								
251.00	Ability to recall overpayments.	5								
252.00	Ability to generate and track stop payments and reversal requests.	5								
	Reports, Analysis and Inquiry									
253.00	Ability to produce W–2 forms in electronic and paper form.	5								
254.00	Ability to produce W–2 forms for employees not FICA eligible (with appropriate W–2 boxes complete)	5								
255.00	Ability to produce the following standard reports:									
256.00	Deduction register	5								
257.00	Payroll adjustment register showing all changes to employee payroll record.	5								
258.00	Quarterly and annual payroll control register	5								
259.00	Current, quarterly, & year–to–date balancing reports	5								
260.00	Quarterly withholding summary	5								
261.00	Quarterly State unemployment insurance	5								
262.00	Federal 941 report	5								
263.00	W–2 audit / final reports by employee	5								
264.00	Social Security Verification Report	5								
265.00	Net deposit financial institutions	5								
266.00	Manual issue check	5								
267.00	Mid–pay period changes report	5								
268.00	W–4 changes	5								
269.00	Salary changes	5								
270.00	Earned income credit report	5								
271.00	Error log	5								
272.00	Payroll simulation report	3								
273.00	Retirement report	5								
274.00	Separating employee report	5								
275.00	Arrears report	5								
276.00	Longevity report	5								
277.00	Employee History	5								
278.00	Retroactive pay	5								
279.00	Payroll costs	5								
280.00	Employee leave balances report	5								
281.00	Annual , Compensatory, Sick Leave & Vacation Accrual Report including user defined probability tables for computing year–end leave balance accruals for financial statements (GASB 34)	3								
282.00	Payroll register	5								
283.00	Deduction and other earnings report	5								
284.00	Leave balance reports (vacation, sick, PTO)	5								
285.00	Ability to run year end audit reports, including:									
286.00	Status of employee	5								
287.00	Refund on deductions	5								
288.00	Gross Taxable to Net	5								
289.00	Overpayments of Direct Deposit	5								
290.00	Deduction adjustments	5								
291.00	Other user defined	5								
292.00	Ability to provide a payroll audit report of all payroll calculations, gross-to-net, before checks are produced, including:									
293.00	Hours by type	5								
294.00	Earnings by type	5								
295.00	Employee tax liabilities	5								
296.00	Employee deduction amount	5								
297.00	Employer contribution amount	5								
298.00	Deductions not taken and set–up in arrears	5								
299.00	Employer portion of all taxes	5								
300.00	Charges to cost centers	5								
301.00	Ability to report historical information by job class and by employee.	5								

Req#	PROCESS	Ranking	1.Response	2.Costs for Mod response	3.Third Party Application for TP response	4. Included in Implementation Costs	5. Included in training costs	6. Subcontractor	7. Version Number	Comments/Narrative
						Yes/No	Yes/No			
302.00	Ability to report hours worked for intermittent employees over previous 26 pay periods even when there is a break in service or a change in employment status during the 26 pay periods (not to exceed 1039 hours).	5								
303.00	Ability to track and report a not–to–exceed calendar limit for specific appointments (example: Temporary employees can work up to a total of 6 months in any 12 month period).	5								
304.00	Ability to report on future dated salary ranges and steps (Example: provide 2008 salaries in December for new hire processing, provide 2009 salary rates for inclusion in 2008 – 2009 union contract).	5								
305.00	Ability to report on counts of employees in a variety of categories (bargaining unit, job class, department, health insurance plan, benefit eligible, years of service, at salary maximum, at each step in pay range, etc).	5								
306.00	Ability to report on the cost of adjusting salary steps/ranges by bargaining unit, job class by a %, by a % with minimum increase value, by adding step to top of range, by a % to all steps except top step and different % for top step, etc.	5								
307.00	Ability to report on the cost of different employee and employer contributions options for Health insurance.	5								
308.00	Ability to report on sick leave/vacation/other leave with pay types usage trends by bargaining unit, job class, years of service.	5								
309.00	Ability to report on the cost of adjusting differentials by % or flat amount (example, increasing evening differential by $.05/hour).	5								
310.00	Ability to report on the cost of overtime and overtime/comp time trends by bargaining unit and job class and department.	5								
311.00	Ability to calculate and report on the % difference between steps in a salary range.	5								
312.00	Ability to track and report on a terminated employee's sick leave balance (the balance can be accessed if employee rehires).	5								
313.00	Ability to run leave usage summaries by employee for a specific time period to check patterns of leave usage.	5								

City of MADISON

Requirements Survey Payroll	Requirements Response Rules:
The following functional, technical, workflow and reporting needs provide the minimum requirements of City of Madison. Please review the items carefully and respond in accordance with the requirements response rules provided. Any partial response will be deemed as an invalid response. MANDATORY: EVERY REQUIREMENT (Req#) MUST HAVE A RESPONSE TO BE CONSIDERED COMPLETE.	Column #1. **Mandatory** : Proposers are required to input one response per requirement using the drop down list provided. Response Types: F=Fully provided out of the box, or fully provided out of the box through basic configuration Mod= Provided through a technical modification of the software (i.e. a customization) TP = Provided through a proposed third party application or capability RT = Provided through a built in or proposed reporting tool NA = Not Available Column #2. Proposers are requested to itemize estimated costs for all modification requirements. Column #3. Proposers are requested to list the third party product name for all Third Party Product requirements. Column #4. **Mandatory** : Proposers are required to mark yes or no to whether the implementation costs of this functionality is included in their cost proposal. Column #5. **Mandatory** : Proposers are required to mark yes or no to whether the training costs of this functionality is included in their cost proposal. Column #6. If a subcontractor is implementing or providing training for this functionality, please indicate the name of the subcontracting firm responsible for this functionality. Column #7. **Mandatory** : Proposers are required to list the version number for all functionality proposed to the City.

Req#	PROCESS	Ranking	1.Response	2.Costs for Mod response	3.Third Party Application for TP response	4. Included in Implementation Costs Yes/No	5. Included in training costs Yes/No	6. Subcontractor	7. Version Number	Comments/Narrative
	Information Management									
	Information Management Set Up									
1.00	Ability to maintain records for up to 20 years, with various time periods based upon the records (e.g. audit records, asset records, etc.).	4								
2.00	Ability to set up archival rules for documents and records.	4								
3.00	Ability for departments to have additional records retention rules based upon department.	3								
4.00	Ability to set up certain data elements and records only accessible to a department (e.g. a departments' employee files).	5								
5.00	Ability to set up certain data elements and records with appropriate security.	5								
6.00	Ability to set up certain data elements as hidden (e.g. employee social security number) on an employee records, based upon security.	5								
	Processing									
7.00	Ability to flag data elements as the following:									
8.00	Public Data	5								
9.00	Private Data on Individuals	5								
10.00	Confidential Data on Individuals	5								
11.00	Private Data on Descendents	5								
12.00	Confidential Data on Descendents	5								
13.00	Nonpublic Data Not on Individuals	5								
14.00	Protected Nonpublic Data Not on Individuals	5								
15.00	Ability to flag certain employees personnel files as confidential based upon unit/division/department (e.g. undercover employees in *Police Dept*).	5								
16.00	Ability to flag and secure information within a personnel file (e.g. medical records, background checks, drug tests, etc.).	5								
17.00	Ability to upload documents and mark as private or public (e.g. FML documents or scanned fingerprints).	5								
18.00	Ability to change the classification of data, with security and approvals.	5								
19.00	Ability to have an online request *form/forms for access to City records with approval routing*.	3								
20.00	Ability to enter and receive requests for data.	3								
21.00	Ability to input City assessment of how much information will be provided.	5								
22.00	Ability to limit release of information if flagged as private and/or confidential.	5								
23.00	Ability for employees to authorize the release of certain information.	5								
24.00	Ability to set up workflow and approvals based upon the department and the type of data (e.g. custody information, health information, financial information, location information, juvenile information, etc.).	4								
25.00	Ability to maintain applicant records for a defined number of years (e.g. in case a file against the City is made).	5								
26.00	Ability to set up workflow and approvals for archiving information.	3								
27.00	Ability to reinstate a record that was archived (e.g. employee file that was inactive and now active).	4								
28.00	Ability to inquire within a previously archived record that is now active (e.g. previous employee background checks for rehires).	4								
29.00	Ability to approve temporary access to an employee file or other records by department (e.g. if a department needs to hire from another department and needs access to performance reviews).	3								
30.00	Ability to place a litigation hold on any type of record.	5								
31.00	Capability to provide a list of records that have been destroyed by type and date.	3								