



Request for Proposals (RFP)

for a

Human Capital Management (HCM) System

RFP Timeline, Functional Requirements

MAGNOLIA PUBLIC SCHOOLS (MPS)

2019

Company Profile and Project Guidelines

1. Company Overview

MPS is a Charter Management Organization (CMO) that operates ten tuition-free public charter schools across California that focus on Science, Technology, Engineering, Arts, and Math (STEAM) based teaching to ensure its students are well-rounded and college-ready from day one. We offer smaller class sizes, more attention from teachers, as well as safe campuses that foster ideal learning conditions for our students.

Magnolia Public Schools are known for successfully supporting students through Innovation, Connection, and Excellence. MPS provides a high-performing, STEAM-focused public school option to Low-Income and High-Need Communities. Magnolia schools outperform their neighborhood public schools, achieve prestigious honors in competitions, and send students to top colleges.

2. Project Scope

Magnolia Public Schools seeks to establish a true Human Capital Management (HCM) business solution that manages the life cycle of the employee. The system will be used to manage employee data. Below are the functions we anticipate utilizing:

- Payroll Processing – Domestic only
- Time and Attendance
- Talent Management
- Compensation Management
- Human Resources
- Benefits – Including ACA
- Employee Self-Service
- System Integration
- Reporting and Analytics
- Compliance Requirements

VALIDITY PERIOD FOR THE WINNING HCM BID

The winning HCM bid can be utilized by MPS for a period of up to 5 fiscal years starting with 2019-20 FISCAL YEAR. The MPS Board of Directors may extend this period based on staff recommendation at the end of the 5-year term, before or on June 30, 2025.

COMPANY LOCATIONS AND DETAILS

Please refer to the following information when submitting implementation and system costs analysis.

Number of Employer FEIN	45-4683724
Number of Employees	385
Payroll Processing Frequency	Semi-monthly
Locations	10 schools and 1 Home Office
Magnolia Educational & Research Foundation (MERF) MPS Home Office	250 E 1 st St. Suite 1500, Los Angeles CA 90012
Magnolia Science Academy-1	18238 Sherman Way, Reseda, CA 91335
Magnolia Science Academy-2	17125 Victory Blvd, Van Nuys, CA 91406
Magnolia Science Academy-3	1254 E Helmick St., Carson CA 90746
Magnolia Science Academy-4	11330 W Graham Place, Los Angeles CA 90064
Magnolia Science Academy-5	18230 Kittridge St., Reseda CA 91335
Magnolia Science Academy-6	3754 Dunn Dr., Los Angeles CA 90034
Magnolia Science Academy-7	18355 Roscoe Blvd., Northridge, CA 91325
Magnolia Science Academy-8	6411 Orchard Ave., Bell, CA 90201
Magnolia Science Academy Santa Ana	2840 W 1 st ., Santa Ana, CA 92703
Magnolia Science Academy San Diego	6525 Estrella Ave., San Diego, CA 92120

3. RFP Timeline

RFP Posted date	March 25 th , 2019
RFP Q&A Period Please email all your questions to dhajmeirza@magnoliapublicschools.org makbas@magnoliapublicschools.org sacar@magnoliapublicschools.org	Between <i>March 25th, 2019</i> and <i>April 12th, 2019 5pm.</i>
RFP Deadline to submit	April 19 th , 2019 Friday 5pm
In Person Presentations by the bidders: Please get in touch with the MPS Staff mentioned under "4. Technical Requirements" to schedule a date for your presentation (<i>Please be ready to provide any data security / integrity certificates prior to the presentation date; i.e. SOX compliance, information on vendor server data location / backup methods, etc.</i>)	Between April 22 nd , 2019 Monday 9am and May 3 rd , Friday 5pm. (Subject to change)
Evaluation Committee Meeting Date Members (Subject to change): Suat Acar, COO Nanie Montijo, CFO Derya Hajmeirza, Director of HR	May 6 th , 2019, 1pm (subject to change)
MPS Board Meeting Date to decide winning bidder	June 13 th , 2019 MPS Regular Board Meeting (subject to change)

4. Technical Requirements

The HCM system must be fully integrated with current financial and moderately integrated with IT applications. Current systems in use that require integration include:

- **OUTLINE CURRENT SYSTEMS**

All questions on this Functional Requirements document should be directed to the following during the “RFP Q&A Period” stated in the RFP Timeline above. No questions will be answered after this stated time frame:

Mrs. Derya Hajmeirza, Director of Human Resources
Mr. Murat Akbas, HR Administrator
Mr. Suat Acar, Chief Operations Officer

Product Functionality

Please review the functional requirements below and put a response code next to each requirement as described below:

Response Code	Description
“Y” – Existing	Requirement can be met by the standard delivered 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 timeframe.
“C” – Customer Customization*	Not included. Tools are provided for customization at no additional cost.
“V” – Vendor Customization*	Not included. Vendor can provide customization at an additional cost.
“T” – 3 rd Party*	Feature provided by a third party partnering arrangement. Please indicate any preferred partner agreements.
“N” – Not available	Requirement cannot be met.

Please specify the name and version of the HCM system considered in this Functional Requirement document:

Name of HCM System:	
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A. Enterprise Structure

Please be prepared to demonstrate how multiple organizational levels are created and maintained within the system.

	Requirements	Code	Comments
1.1	System supports employees and users in multiple companies and corporations (FEINs) in one database.		
1.2	System provides capability to view and report on all employees simultaneously regardless of FEIN association.		

Requirements		Code	Comments
1.3	System provides a searchable “preferred” name field (i.e. first name / last name).		
1.4	System provides for at least 8 client-defined organizational levels.		
1.5	System provides for organizing groups of employees for the purpose of segregation for payroll cycles, security access, reporting (i.e. pay groups).		
1.6	System supports maintenance of global employee data.		
1.7	System provides for web portal communication to all employees in the organization.		
1.8	System provides for the posting / acknowledgement of company policies, forms, and other postings in the web portal.		
1.9	System provides employee searches by:		
1.10	<ul style="list-style-type: none"> • Employee Code and SSN 		
1.11	<ul style="list-style-type: none"> • Last Name, First Name, or Preferred Name 		
1.12	<ul style="list-style-type: none"> • Organizational Levels 		
1.13	<ul style="list-style-type: none"> • Location 		
1.14	<ul style="list-style-type: none"> • Status 		
1.15	<ul style="list-style-type: none"> • Job 		
1.16	<ul style="list-style-type: none"> • Pay Group 		
1.17	<ul style="list-style-type: none"> • Supervisor 		
1.18	System provides for an unlimited number of:		
1.19	<ul style="list-style-type: none"> • Companies in one database 		
1.20	<ul style="list-style-type: none"> • Departments 		
1.21	<ul style="list-style-type: none"> • Divisions 		
1.22	<ul style="list-style-type: none"> • Locations 		
1.23	<ul style="list-style-type: none"> • Jobs 		
1.24	<ul style="list-style-type: none"> • Pay Groups 		
1.25	<ul style="list-style-type: none"> • Schedules 		

B. Human Resources

1. Human Resources

Please be prepared to demonstrate how this system integrates with external Payroll applications.

	Requirements	Code	Comments
1.1	Provide on-line support / instructions for completion of routine tasks.		
1.2	System allows user to establish new organizational entities (i.e. companies, departments, GL, etc.) with no vendor intervention.		
1.3	System allows user to add / change organizational entities and easily / effectively transfer employees within and / or across companies without restarting tax or other deduction liabilities.		
1.4	System maintains employee demographic data for all employment-related details (i.e. address, DOB, gender, DOH, contact information)		
1.5	Maintains EEO, visa and I-9 data		
1.6	Maintains marital, family and dependent / beneficiary related and tax elections.		
1.7	Maintains historical data for current and former employees		
1.8	Maintains audit trail of employee file / data adds / changes / deletions by date / time and origin / user.		
1.9	System will generate, identify, and track employees by unique employee number across all FEINs.		
1.10	System can maintain language, education and certification data.		
1.11	System can track SSN changes (old and new) for U.S> based employees and alert for quarterly amendments as needed		
1.12	Establish jobs / roles / positions and all relevant details.		

	Requirements	Code	Comments
1.13	System maintains fixed data values for all position-related details (i.e. FLSA, EEO code, salary rage, WC code, Union code, schedules).		
1.14	System permits override of fixed data values defined by position at employee level with admin access.		
1.15	System allows administrator to make simultaneous changes to large employee groups based on selected parameters (i.e. batch changes)		
1.16	System allows deactivation of specific positions to prevent additional use but permit validation of history views.		
1.17	System enables effective / future dating of pending transactions and maintains transaction history that is reportable.		
1.18	New hires are automatically routed for approval using a workflow based on company hierarchy.		
1.19	Job / Salary changes are routed electronically for approval using a workflow based on user defined and conditional approvals.		
1.20	System enables designated Managers to view employee salary information with workflow.		
1.21	System enables designated Managers to run previously established reports based on their security access.		
1.22	System enables designated Managers to submit new hires.		
1.23	System enables designated Managers to view employee training and employment records.		
1.24	Disciplinary actions are securely tracked, reportable, and PDFs can be attached to each record.		
1.25	Email alerts can be generated based on system or user defined events.		

Requirements		Code	Comments
1.26	System automatically validates accuracy and completeness of data / transactions submitted by managers (specifically required fields, cross validate)		
1.27	System stores life-to-date history on all employee data fields, with effective date for each value and date / time / user stamp for each entry.		
1.28	System maintains break in service rules		

2. Compliance

Requirements		Code	Comments
2.1	Software to be automatically updated with any compliance requirement changes		
2.2	All compliance reporting can be generated for current periods and historical periods using point-in-time methodologies		
2.3	Standard compliance reports include:		
2.4	<ul style="list-style-type: none"> EEO-1 		
2.5	<ul style="list-style-type: none"> OSHA 101, OSHA 200, OSHA 300 and OSHA 301 		
2.6	<ul style="list-style-type: none"> Multi-Worksite Reports, BLS 590, 790 reports 		
2.7	<ul style="list-style-type: none"> Vets-100 		
2.8	System tracks visa type and expiration		
2.9	System produces automatic notification of I-9 document expiration.		
2.10	COBRA qualifying events are automatically trigger based on employee life events		
2.11	System provides military and veteran status for employee		
2.12	System provides Affirmative Action and OFCCP compliance features		
2.13	System provides HIPAA support, track training certifications		
2.14	System provides Worker's Compensation support including DOI, claim numbers, status, and non-reportable incident tracking		

Requirements		Code	Comments
2.15	System has ability to create separate mandated governmental reports for each individual tax entity		
2.16	System include state-mandated "New Hire" reports		

3. Performance Appraisal

Please be prepared to demonstrate your Performance Appraisal features:

- Show how the system can provide real time monitoring of performance appraisals.

Requirements		Code	Comments
3.1	Deliver a configurable performance management process (goal setting, feedback gathering, and review process) with standard best practices functionality		
3.2	System facilities solicitation of performance feedback from multiple reviewers (i.e. subordinates, direct/other managers, peers) Exchange data between multiple users simultaneously		
3.3	Save work in process / draft review and return to complete		
3.4	System tracks performance review status / dates (i.e. complete, pending HR approval, incomplete, presented to employee)		
3.5	System maintains performance feedback and rating history		
3.6	Enable reporting and analysis of performance rating for various employee groups		
3.7	Provide email reminders and overdue notices throughout process		
3.8	System allows for managers, HR and administrators to view the status of the review process at any time		
3.9	Administrators can assign different review forms for different employees within the same review cycle based on organizational level, exempt status, job family or a combination of parameters		

	Requirements	Code	Comments
3.10	System prohibits release of reviews until HR provides final approval		
3.11	The system is delivered with standard competencies and objectives which can be customized by the client		
3.12	System allows employee to complete self-evaluations using a format which can be customized by the client		
3.13	Historical reviews can be accessed easily by Managers or Administrators		
3.14	Review results are automatically updated in the HRIS system for processing pay increases and reporting		
3.15	Appraisal steps can be easily defined by administrators and can be processed with or without a final performance review		

4. Compensation

Please be prepared to demonstrate how compensation modeling is handled in your system:

	Requirements	Code	Comments
4.1	System provides complete employee compensation history		
4.2	System maintains pay history for merit, annual incentives and long term incentives		
4.3	No limit to the number of steps in a salary progression		
4.4	No limit to the number of salary grades or families		
4.5	System enables administrators to update salary grades		
4.6	System can establish / maintain salary structure / ranges by grade, and apply geographic differentials		
4.7	System accommodates employment agreement tracking and management		
4.8	System calculates annual comp for hourly based on scheduled hours, daily rate employees based on scheduled days		
4.9	System enables date-driven salary changes (allowing past and future changes)		

Requirements		Code	Comments
4.10	Automate retroactive pay calculation feed into any system as necessary		
4.11	Provide total compensation views / reports to employees		

5. Salary Planning

Requirements		Code	Comments
5.1	System allows managers to view summary data and analyze salary budget information for their department and integrate into budget, planning and consolidation		
5.2	Planning tool will incorporate performance data and distribute total amount of allowable increase for each department based on client-specific standard calculations		
5.3	Planning tool will poll database to identify changes to position, department or rate which have been processed during the salary planning cycle		
5.4	System allows managers to allocate different percentages or dollar amounts to different employees or apply flat percentages to all		
5.5	System allows managers to create "what if" employee scenarios to ensure that increase do not exceed department salary budget		
5.6	Salary planning tool operates via workflow for approvals and consolidate into a single worksheet at the highest organizational level		
5.7	Upon approval, rate information is updated with effective date, and any required retro pay is brought into a pay-data file for processing.		

6. Employee Relations

Requirements		Code	Comments
6.1	System allows a large number of disciplinary action and incident types		

6.2	System allows managers and HR staff to record the date and type of incident and action taken.		
6.3	System permits attachment of PDF of original notes and other relevant documents to each specific incident record		
6.4	System permits cross referencing of the same incident across multiple employee records		

7. Employee Development

Requirements		Code	Comments
7.1	System accommodates succession planning		
7.2	System tracks core competencies associated with next / future job		
7.3	System allows employees to be flagged as recommended for a specific job		
7.4	System tracks the date an employee will be ready for the next position, end of training period, etc.		
7.5	System allows manager to create a career plan based on license, skills, training and education		
7.6	System tracks the following data:		
7.7	<ul style="list-style-type: none"> • Skill Code 		
7.8	<ul style="list-style-type: none"> • Skill Description 		
7.9	<ul style="list-style-type: none"> • Experience Level 		
7.10	<ul style="list-style-type: none"> • Proficiency Level 		
7.11	<ul style="list-style-type: none"> • Last Date Skill Used 		
7.12	System tracks employee licenses and certification and expiration dates.		
7.13	System tracks employee professional associations.		

8. Worker's Compensation, OSHA and Safety

Requirements		Code	Comments
8.1	System maintains OSHA logs at the employee level		
8.2	System allows users to view a summary screen, showing all incidents for an employee		

8.3	System allows users to view the detail of an individual employee incident		
8.4	System tracks incident details including:		
8.5	<ul style="list-style-type: none"> • Accident or Exposure 		
8.6	<ul style="list-style-type: none"> • Date and Time 		
8.7	<ul style="list-style-type: none"> • Days Away from Work 		
8.8	<ul style="list-style-type: none"> • Days of Restricted Work 		
8.9	<ul style="list-style-type: none"> • Illness or Injury 		
8.10	<ul style="list-style-type: none"> • Complete Incident Description 		
8.11	<ul style="list-style-type: none"> • Case Number and Adjuster Assigned 		
8.12	<ul style="list-style-type: none"> • Compensation Information 		
8.13	<ul style="list-style-type: none"> • Reportable vs Non-Reportable Injuries 		
8.14	Incident information and history are accessible through ad-hoc reporting		
8.15	System enables managers to enter First Report of Injury using Manager Self-Service		
8.16	First Reports are managed via workflow all the way to the adjuster		

9. Organization Charts

	Requirements	Code	Comments
9.1	System has built in organization charts or provides ability to export data to an organization charting application		
9.2	System provides a standard employee export that provides data in required format		
9.3	System can generate organization chart without requiring user to make any changes		
9.4	System provides ability to create more customized export templates		
9.5	System structures the organization chart based on the reporting relationships defined for each employee including secondary reporting		
9.6	System provides multiple organizational structures based on organizational levels and reporting relationships		
9.7	System provides the ability to establish different export records to create		

	Requirements	Code	Comments
	organization charts for selected organizational structure level		
9.8	System permits users to save generate organization chart file as a new editable document to show proposed reorganization schemes		
9.9	System contains an Update Supervisor utility to provide “open position” naming followed by replacement name		
9.10	System provides system administrator / HR notification when supervisors terminate		

10. Position Management

Please be prepared to demonstrate the following:

- How are position statuses maintained in the system?
- How does a user find positions in your system?
- What information associated with the employee is controlled by the position?
- How the system will enable us to track positions currently, including those budgeted now, in the future and in the past?
- How does the system enable us to enter and track the next logical job or position for an employee?

	Requirements	Code	Comments
10.1	System provides position management reports by different organizational levels		
10.2	System tracks headcount and full-time equivalents (FTE) associated with positions		
10.3	System tracks multiple position assignments for an employee		
10.4	System calculates FTE employees		
10.5	System stores unlimited history of changes recorded to the position record		
10.6	System tracks unlimited history of changes to employee position assignments		
10.7	System records information for replacement planning, indicating likely next positions for employees		
10.8	System integrates with recruitment and Staffing for establishing requisitions		

Requirements		Code	Comments
10.9	System supports the generation of organization charts based on position "reports to" hierarchy		
10.10	System tracks status of position approval		
10.11	System allows overstaffing for positions		
10.12	System prohibits assignments to a position if overstaffing is not allowed		
10.13	System maintains approved budget by position, including dollars, hours, and FTE employees		
10.14	System tracks budget variances		
10.15	System maintains multiple budget plan years on-line		

11. History

Please be prepared to demonstrate the types of historical information your system maintains:

Requirements		Code	Comments
11.1	System provides for storing narrative histories		
11.2	System provides point-in-time reporting capability		
11.3	All historical data is viewable		
11.4	All historical data is reportable		
11.5	Maintain unlimited history on the following:		
11.6	• Job Information		
11.7	• Salary and Wage Data		
11.8	• Evaluation and Performance Data		
11.9	• Career, Skills and Education		
11.10	• Training Information		
11.11	• OSHA and Worker's Comp Data		
11.12	• Organizational Changes		
11.13	• Employee Status		
11.14	• Benefit Elections		
11.15	• All Company Setup Tables		
11.16	System provides ability to keep history for same employee across FEINs		

C. Benefits

1. Benefits Administration

Please be prepared to demonstrate the following:

- How the system integrates between benefits and 3rd party payroll provider
- Overall system structure of the benefits administration module, including where functions are table driven versus customized
- How the system facilitates reporting to 3rd party benefits providers and payroll administrators

	Requirements	Code	Comments
1.1	System provides integration between 3 rd party payroll and benefits providers		
1.2	System maintains 125, 132, and 401(k) calculations and limits in compliance with federal legislation		
1.3	System assigns different benefit packages to different groups of employees based on eligibility rules. Rules to include multiple parameters.		
1.4	System allows for establishment of benefit/deduction plans with multiple types and options and track employee costs, employer costs, and domestic partner imputed income amounts		
1.5	Supports “effect date” based functionality for the following:		
1.6	<ul style="list-style-type: none"> • Benefit / deduction plans and renewal rates (allows benefit cost to be set up for the new year, while continuing processing for the current year, based on pay cycle) 		
1.7	<ul style="list-style-type: none"> • Employee / Employer benefit / deduction changes 		
1.8	Supports tracking of registered domestic partners versus unregistered		
1.9	System requires update to benefit / deduction plans if employee data used in rules no longer passes rules validation. Sends alert to employee and Benefits team		
1.10	System tracks “waived” benefit / deduction plans		

Requirements		Code	Comments
1.11	System assigns a rate schedule to apply new rates with future effective dates for the new plan year		
1.12	System automatically enrolls eligible employees in employer-provided or required plans		
1.13	System updates premiums for age / salary driven benefit calculations automatically		
1.14	System cancels specified employee benefits upon termination automatically		
1.15	System allows client to define whether benefit deductions are calculated on check date or period end date		
1.16	System tracks and maintains information for dependents and beneficiaries		
1.17	System automatically calculates arrearage for late enrollments and submits calculation to 3 rd party payroll administrator through integration		
1.18	System calculates imputed income for GTL		
1.19	Provides one screen that shows employee data "Benefits-At-A-Glance", without having to scroll through multiple screens		
1.20	System provides total compensation statement		
1.21	Tracks Evidence of Insurability process for voluntary life coverage		
1.22	System calculates monthly limits for Section 132		
1.23	System calculates annual limits for Flexible Spending Accounts (FSA) and Dependent Care Assistance (DCAP) plans		
1.24	Supports benefit / deduction goals and limits		
1.25	Supports "catch up" contributions on deferred compensation plans		
1.26	Supports multiple arrears types		
1.27	Permits adjustment of individual arrears balances when employee pays company for benefits while on leave		
1.28	System contains defined start and stop dates for benefit / deduction		

Requirements		Code	Comments
1.29	System provides flags for key and highly compensated employees to facilitate 401k plan testing		
1.30	Differentiate pre-tax and post-tax benefit / deductions		
1.31	Supports a designated default amount for each deduction code		
1.32	Supports multiple types of life insurance, long term disability and short term disability		
1.33	Supports FSA and DCAP accounts		
1.34	System can provide link to 3 rd party FSA		

2. Open Enrollment

Requirements		Code	Comments
2.1	From a web browser, system allows employees to:		
2.2	<ul style="list-style-type: none"> View current benefits and related information 		
2.3	<ul style="list-style-type: none"> Compare current benefits to the new benefits employees may choose to elect 		
2.4	<ul style="list-style-type: none"> Make benefit elections from a list of eligible benefits 		
2.5	<ul style="list-style-type: none"> Keep existing benefits elections with no change 		
2.6	<ul style="list-style-type: none"> Modify existing benefit elections 		
2.7	<ul style="list-style-type: none"> Waive or decline benefits 		
2.8	<ul style="list-style-type: none"> Review, add, modify and remove dependents and beneficiaries 		
2.9	<ul style="list-style-type: none"> Use links to view and print benefit summaries and summary description documents 		
2.10	<ul style="list-style-type: none"> Link to benefit plan provider web sites for additional information to help in making informed benefit and provider choices 		
2.11	<ul style="list-style-type: none"> Save “in progress” enrollments and then later return to modify choices, make additional elections and complete the enrollment process 		

Requirements		Code	Comments
2.12	<ul style="list-style-type: none"> • Make life event benefits changes 		
2.13	From a web browser, system allows Benefit Administrator to:		
2.14	<ul style="list-style-type: none"> • Describe benefit plans and include specific plan details 		
2.15	<ul style="list-style-type: none"> • Include customized messages to employees on enrollment pages, for example, new benefits notifications, additional instructions, deadlines for completion, or a disclaimer for those employees who decline a benefit 		
2.16	<ul style="list-style-type: none"> • Specify the display order in which each benefit plan appears to employees 		
2.17	<ul style="list-style-type: none"> • Identify required and optional activities that designate an active versus passive enrollment 		
2.18	<ul style="list-style-type: none"> • Validate number and type of dependents enrolled in each plan to plan level selected 		
2.19	<ul style="list-style-type: none"> • View an overview of the status of all enrollments 		
2.20	<ul style="list-style-type: none"> • Drill down 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 		
2.21	<ul style="list-style-type: none"> • Add or modify employee elections 		
2.22	<ul style="list-style-type: none"> • Send due-date reminders using and integrated email feature 		
2.23	<ul style="list-style-type: none"> • Use a “manage paperwork” feature to track requests for additional information or paperwork, for example, proof that a dependent is enrolled in school or a required Evidence of Insurability form 		
2.24	<ul style="list-style-type: none"> • Create Internet links to benefit plan provider Websites such as provider directories so employees can obtain 		

	Requirements	Code	Comments
	additional details to help them make informed choices		
2.25	<ul style="list-style-type: none"> Attach information sheets as to valid forms of proof for employees to use when making life-event benefit changes 		
2.26	<ul style="list-style-type: none"> Report and track benefits-related information and activities as they relate to new hires, benefit group changes, dependents, session setup, employee elections and terminations 		
2.27	<ul style="list-style-type: none"> Export census data and import deduction data to 3rd parties like 401k(k) provider, FSA/DCAP provider, COBRA provider 		
2.28	<ul style="list-style-type: none"> Export employee enrollment data to a ready-to-send file that can be transmitted to appropriate plan providers or third-party administrators prior to the plan effective date 		
2.29	System supports default benefits which can be set up for new hires		
2.30	System support unique enrollment dates for each benefit plan		
2.31	System provides a next-year enrollment capability		
2.32	System provides ability to report life event, pending the change until receipt of documents providing proof, and allow only "eligible" changes to benefit elections		
2.33	System allows update to dependent information for life events pending proof		
2.34	System provides confirmation statements via email to each employee for all election changes and enrollments		
2.35	System provides paycheck modeling when electing benefits		
2.36	System prompts employees electing domestic partner coverage in certain states		

	Requirements	Code	Comments
	to indicate whether they are registered or not		
2.37	System uses workflow to provide benefit notices to eligible employees the first time they use self service		

3. COBRA

	Requirements	Code	Comments
3.1	System defines employee's COBRA status, date of a qualifying COBRA event, description of COBRA event and date the COBRA notification letter was sent		
3.2	System defines dependent COBRA status, date of a qualifying COBRA event, description of COBRA event and the date the COBRA notification letter was sent		
3.3	COBRA information is automatically captured during the termination process		
3.4	COBRA notifications can be automatically generated		
3.5	System can create COBRA notification letters and invoices		
3.6	System tracks all payments made by date		
3.7	System provides exports for all employee and dependent COBRA information to a third party COBRA administrator		

4. Paid Time Off (PTO) & Leave Administration

	Requirements	Code	Comments
4.1	System supports at least 50 separate plans. Please define limit		
4.2	PTO plans can be configured to accrue based on length of service and user defined rates		
4.3	PTO plans can be configured to accrue based on user defined frequencies:		
4.4	<ul style="list-style-type: none"> Per number of days, weeks, or months 		
4.5	<ul style="list-style-type: none"> Per number of years 		
4.6	<ul style="list-style-type: none"> Per fixed date 		

Requirements		Code	Comments
4.7	<ul style="list-style-type: none"> Per included hours up to a limit 		
4.8	<ul style="list-style-type: none"> Per included earnings 		
4.9	<ul style="list-style-type: none"> Per customer defined rules 		
4.10	PTO plans can be configured to adhere to user defined carry over rules		
4.11	Accrued PTO amounts will automatically update the appropriate GL liability accounts		
4.12	All history of PTO accruals, taken and applied caps and the PTO rule set in use can be viewed for each payroll transaction		
4.13	System supports unlimited types of leave		
4.14	Tracks the approved date when the employee's leave of absence is expected to start		
4.15	System tracks the approved date when the employee is expected to return from the leave		
4.16	System facilitated generation and tracking of FMLA notice letters, receipt of medical certification, etc		
4.17	System permits triggering of COBRA events associated with leaves		
4.18	System tracks and reports cumulative FMLA time taken		
4.19	System maintains leave of absence history		
4.20	System tracks FMLA intermittent leave taken as entered in payroll		
4.21	System calculates the planned duration, based on expected end and expected start dates		
4.22	System allows employees to view PTO / Leave plan balances		
4.23	System allows employee to request PTO / Leave		
4.24	System allows manager to view employee's PTO / Leave plan balances		
4.25	System allows manager to view pending employee PTO / Leave requests		
4.26	System allows manager to request PTO / Leave		

Requirements		Code	Comments
4.27	Workflow approval processes are included for PTO / Leave requests initiated by employees or managers		

D. Manager Self-Service

Requirements		Code	Comments
1.1	From a web browser, system enables managers to search for employees by:		
1.2	Name		
1.3	Employee Number		
1.4	All Employees in Their Reporting Structure		
1.5	From a web browser, system enables managers to view standard reports (employee listing, PTO balances, salary history)		
1.6	From a web browser, system enables managers to view the following information:		
1.7	<ul style="list-style-type: none"> Employee Personal Information (SSN Blocked) 		
1.8	<ul style="list-style-type: none"> Employee Job Information 		
1.9	<ul style="list-style-type: none"> Employee Job History 		
1.10	<ul style="list-style-type: none"> Employee Current History 		
1.11	<ul style="list-style-type: none"> Employee Compensation History 		
1.12	<ul style="list-style-type: none"> Previous Employment Information 		
1.13	<ul style="list-style-type: none"> Educational Background 		
1.14	<ul style="list-style-type: none"> Licenses and Certifications 		
1.15	<ul style="list-style-type: none"> Labor Allocation Data 		
1.16	<ul style="list-style-type: none"> Salary History 		
1.17	<ul style="list-style-type: none"> Performance Reviews 		
1.18	From a web browser, system enables managers submit workflow for approval:		
1.19	<ul style="list-style-type: none"> Create Job Requisitions 		
1.20	<ul style="list-style-type: none"> Hire an Employee 		
1.21	<ul style="list-style-type: none"> Hire an Employee directly from an applicant pool 		
1.22	<ul style="list-style-type: none"> Rehire an employee 		
1.23	<ul style="list-style-type: none"> Update Employee Personal Information 		

Requirements		Code	Comments
1.24	<ul style="list-style-type: none"> Generate a transaction to change employee position information 		
1.25	<ul style="list-style-type: none"> Change an employee type 		
1.26	<ul style="list-style-type: none"> Change employee salary 		
1.27	<ul style="list-style-type: none"> Update employee's work location 		
1.28	<ul style="list-style-type: none"> Update organization information 		
1.29	<ul style="list-style-type: none"> Change employee fixed labor allocations 		
1.30	<ul style="list-style-type: none"> Enter first aid report of injury or non-reportable first aid incident 		
1.31	<ul style="list-style-type: none"> Enter a disciplinary action incident and attach documents 		
1.32	<ul style="list-style-type: none"> Assign training requirements to an employee 		
1.33	<ul style="list-style-type: none"> Approve employee training request 		
1.34	<ul style="list-style-type: none"> Terminate an employee 		
1.35	System enables managers to review candidate information		
1.36	System enables manager to review scheduled interviews		
1.37	System enables managers to enter notes in regards to interviews that have taken place		
1.38	System can suppress employee ssn for privacy		
1.39	System enables managers to view a calendar of all scheduled PTO for their staff		
1.40	System enables managers to have limited access to above listed information and actions through use of role-based security rights		

E. Employee Self-Service

Requirements		Code	Comments
1.1	System enables employees to view communications posted by Administrators		
1.2	System enables employees to access links that can launch:		
1.3	Documents		
1.4	Websites		
1.5	E-mails		

Requirements		Code	Comments
1.6	System enables employees to view and update personal information including:		
1.7	<ul style="list-style-type: none"> Name 		
1.8	<ul style="list-style-type: none"> Address 		
1.9	<ul style="list-style-type: none"> Phone Numbers 		
1.10	<ul style="list-style-type: none"> Emergency Contacts 		
1.11	<ul style="list-style-type: none"> Previous Employment 		
1.12	<ul style="list-style-type: none"> Educational Background 		
1.13	<ul style="list-style-type: none"> EEO Ethnicity 		
1.14	<ul style="list-style-type: none"> Direct Deposit 		
1.15	System enables employees to view their status and key dates		
1.16	System enables employees to view company property assigned to them		
1.17	System enables employees to view EEO / I9 information		
1.18	System enables employees to view job information including:		
1.19	<ul style="list-style-type: none"> Job code and title 		
1.20	<ul style="list-style-type: none"> Date and time in job 		
1.21	<ul style="list-style-type: none"> Compensation 		
1.22	<ul style="list-style-type: none"> Supervisor 		
1.23	<ul style="list-style-type: none"> Organizational levels 		
1.24	<ul style="list-style-type: none"> Union information 		
1.25	Unlimited job history including change reasons:		
1.26	<ul style="list-style-type: none"> Unlimited performance review history 		
1.27	<ul style="list-style-type: none"> Unlimited salary review history 		
1.28	System enables employees to view and update competencies including:		
1.29	<ul style="list-style-type: none"> License / Certifications 		
1.30	<ul style="list-style-type: none"> Skills 		
1.31	<ul style="list-style-type: none"> Tests 		
1.32	<ul style="list-style-type: none"> Awards 		
1.33	<ul style="list-style-type: none"> Training 		
1.34	System enables employees to view training class history renewal dates		
1.35	System enables employees to view training class schedules		

Requirements		Code	Comments
1.36	System enables employees to view benefit information including:		
1.37	<ul style="list-style-type: none"> • Current Benefit Elections 		
1.38	<ul style="list-style-type: none"> • Employer Contributions by Code 		
1.39	<ul style="list-style-type: none"> • Beneficiaries and Dependents 		
1.40	<ul style="list-style-type: none"> • PTO Accruals and Balances 		
1.41	<ul style="list-style-type: none"> • COBRA Qualifying Events 		
1.42	Using a web browser, system enables employees to:		
1.43	<ul style="list-style-type: none"> • Participate in an Electronic Open Enrollment 		
1.44	<ul style="list-style-type: none"> • View all plans that they are eligible for 		
1.45	<ul style="list-style-type: none"> • View the costs associated with these plans 		
1.46	<ul style="list-style-type: none"> • Choose their benefit plan and coverage option 		
1.47	System enables employees to request time off from their Manager		
1.48	System enables employees to update current benefits coverage based on the following life events:		
1.49	<ul style="list-style-type: none"> • New hire 		
1.50	<ul style="list-style-type: none"> • Add a dependent 		
1.51	<ul style="list-style-type: none"> • Removing a dependent 		
1.52	<ul style="list-style-type: none"> • Change in Martial Status 		
1.53	<ul style="list-style-type: none"> • Change in Address / Location 		
1.54	System enables employees to view documents attached to their employee record		
1.55	System enables employees to view open jobs		
1.56	System enables employees to apply for open positions		

F. System Administration, Security, Reporting

1. User Control / Security

Requirements		Code	Comments
1.1	System provides role-based security		

Requirements		Code	Comments
1.2	System provides field level security		
1.3	System provides functional/menu/screen level security		
1.4	System provides organizational level security		
1.5	System provides read / write access differentiation by function and field		
1.6	System offers the ability to copy roles when creating them		
1.7	System includes built-in workflow		
1.8	System will warn a user that the record they are trying to access is present but they are denied access to it		
1.9	System provides audit trails for all changes to user security in a standardized report format		
1.10	System provides audit trails for all changes to the system's setup tables		
1.11	Allow single sign on using our existing network logins		
1.12	System includes a web business rules feature that enables administrators to view and edit entries in code and description tables		
1.13	Utilize HCM database to provide data elements to interface with Exchange Server and Company Directory, providing real time updates to IT for employee terminations		
1.14	System includes the ability to upload and securely share documents		
1.15	System offers a page linking tool that allows users to create hyperlinks from our portal to external Websites, other products or benefit provider directories		
1.16	System includes the ability to designate whether page links will appear inside the product framework or be launched in a second browser		
1.17	System includes the ability to customize the color scheme for our web pages		

Requirements		Code	Comments
1.18	System includes the ability to rebrand the web pages		
1.19	System can use workflow to notify exec when changes to user security have been made		
1.20	System includes the ability to add our own menu items and webpages and still be contained within the system's security framework		
1.21	System includes the ability to establish user-defined fields on webpages		
1.22	System offers the choice to display or not user-defined fields on employee webpages		
1.23	System allows for designation of 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		
1.24	System provides selection options for default web login name and password		
1.25	System generates data-driven user names and passwords to increase the options for creating Web user login names and default passwords		
1.26	System allows administrators to view user login activity		
1.27	System allows administrator to add non-employee users (IT, auditors) as system users		
1.28	System allows administrator to activate or inactivate Web users		
1.29	System allows administrator to choose to activate new Web users automatically or manually		
1.30	System allows administrator to choose to have terminated employees' Web access inactivated automatically or manually		
1.31	System allows administrator reset user passwords manually when required		
1.32	System requires strong passwords (case sensitive)		

Requirements		Code	Comments
1.33	System requires that passwords expire, based upon a number of days designated by the system administrator		
1.33	System requires that passwords for a given user are always different by maintaining password history		
1.34	System requires that passwords for a given user are always different by maintaining password history		
1.35	System reports to sys admin unauthorized user attempts and concurrent user sign on attempts		
1.36	System provides a mass password reset function to change the default password for one or all users		

2. Workflow

Requirements		Code	Comments
2.1	System provides built-in approvals for a hierarchy (multiple levels) of approvers		
2.2	System provides for approval by role, where anyone who is assigned the same role within the same unit within the same org level can approve incoming requests, not just a single individual		
2.3	System allows the re-allocation or delegation of tasks from one approver to another on a one-off or temporary substitute basis		
2.4	System allows the assignment of specific observers and email recipients to specified workflow processes		
2.5	System can automatically send email notices to approvers to inform them that they have a request that requires their attention		
2.6	System can automatically send email notices to the initiator of a request to let him know it has been approved or denied		
2.7	System allows initiating users and other observers to view outstanding workflow		

	Requirements	Code	Comments
	transactions in various states such as pending or complete		
2.8	System allows out of the office delegations to automatically manage workflows during an individual's absence.		
2.9	System allows initiating users or admin users to cancel pending workflows		
2.10	System provides wizards to walk managers through work event processes		
2.11	System uses audit trails to capture all modifications to employee information		
2.12	System captures the date and time when a request was approved		
2.13	System captures who approved a request		
2.14	System captures any comments an approver makes associated with a request		
2.15	System releases data and performs real-time updates to employee information		
2.16	System allows users to make date-sensitive changes, which are applied on the desired date		
2.17	System allows users to add, change, or delete employee out of office information		
2.18	System allows users to view summary statistics about all workflow activity		
2.19	System allows workflow e-mail messages to be customized		
2.20	System can combine multiple notifications on a single e-mail, collated periodically throughout the day		
2.21	System's workflow is role-based and/or is easily maintained by client		
2.22	Workflow includes conditional routing logic based on data values in document		
2.23	System can display both warning and error messages to users, in relation to changes requested		

3. Reporting & Interfaces

Requirements		Code	Comments
3.1	System provides managers with standard pre-formatted reporting functionality:		
3.2	<ul style="list-style-type: none"> Managers can run reports on live data 		
3.3	<ul style="list-style-type: none"> Managers can select report criteria at run time 		
3.4	<ul style="list-style-type: none"> Access to reports is based upon a manager's role (filtered security setup) 		
3.5	<ul style="list-style-type: none"> Data on reports is filtered by the manager's security (filtered security setup) 		
3.6	<ul style="list-style-type: none"> Report results can be stored 		
3.7	<ul style="list-style-type: none"> Managers can view and reuse a stored report 		
3.8	<ul style="list-style-type: none"> Managers can select a report sort order 		
3.9	<ul style="list-style-type: none"> Managers can select a report group order 		
3.10	<ul style="list-style-type: none"> Managers can select report page breaks 		
3.11	<ul style="list-style-type: none"> Managers can set expiration dates for reports 		
3.12	<ul style="list-style-type: none"> Managers can output reports in PDF format 		
3.13	<ul style="list-style-type: none"> Managers can output reports in Excel format 		
	Ad-hoc reporting from a web browser		
3.14	<ul style="list-style-type: none"> System provides integrated and robust ad-hoc report writer 		
3.15	<ul style="list-style-type: none"> Calculated / derived fields can be generated 		
3.16	<ul style="list-style-type: none"> Ad-hoc reports can be scheduled 		
3.17	<ul style="list-style-type: none"> Managers can store and continue to access previously run reports 		
3.18	<ul style="list-style-type: none"> Managers can create custom reports 		
3.19	<ul style="list-style-type: none"> Reports can be auto-assigned an expiration date for automatic purging 		

Requirements		Code	Comments
3.20	System provides standard reports to meet government requirements, including new hires, EEO-1, etc.		
3.21	System provides ability to schedule standard reports		
3.22	Provides hierarchical reporting capabilities		
3.23	System provides executive dashboard -type tools		
3.24	System provides ability to auto schedule and push reports to managers at defined org structure levels		
3.25	System provides flexibility for defining selection criteria, data ranges, sorting and grouping options, and report output format, enabling users to tailor information to their specific needs		
3.26	System provides user-friendly graphical user interface for accessing and running reports		
3.27	System provides point-in-time reporting capabilities		
3.28	System provides for multiple interfaces as specified by client		
3.29	System generates reports on all fields that exist in the data dictionary		
3.30	System allows for incorporation of graphics such as logos		
3.31	System provides easy-to-use report catalog; user is not required to understand the database design		
3.32	System presents data in a way that makes it easy for users to navigate within a database and assemble reports		
3.33	System provides ability to bring user-defined field names to reports automatically		

5. Technology

A. Architecture

1. Please provide an overview of your system's architecture.

2. Detail the application response times, benchmarks for processes such as new hire processing, screen navigation, etc.
3. How many concurrent users can your product support? Describe the extent to which your processing system is scalable.
4. How is system auditing implemented in the application?
5. Please describe your testing environments and how they are utilized.
6. Please describe the types of functional system testing you perform.
7. What is the largest number of concurrent users the HCM application supports?
8. What is the largest number of employee records the HCM application will support?
9. What network operating system are supported?
10. What web browsers are supported by the system?
11. When was the Human Resources product developed?
 - a. Was the application developed in-house or purchased?

B. Database

1. What databases does your application support?
2. Describe the enterprise's responsibility in maintain and managing database(s).
3. Does your system allow backups with no downtime?
4. Does your system allow unattended backups?
5. Describe the ease and flexibility for extrapolating data, and maintaining and creating sub-files, macro-processes, etc.
6. Do you provide your clients with a data directory?
7. Do you make use of stored procedures and trigger functions?
8. How does your application handle multi-user contention or concurrency?

C. Security

1. Describe your company's security policies and procedures.
2. Does your system provide NT authentication via Active Directory for single sign-on?
3. What are the user sign-on requirements?
4. How is security administered?
5. Is your security role based or user based?
6. Can users have more than one security profile?
7. Does your application allow for customer defined ID and password methodology?
8. Does your application allow for global policies?
9. Provide a brief description of your security measures provided in your hosting environment.
10. How do you ensure your customers that their data is secure?

11. If data centers are physically secured, explain the method / technology used.
12. Please describe your security architecture.
13. Provide a description of your company's disaster recovery and data archiving options.

D. Customization

1. Describe the available tools and methods used in and required for customizing your application.
2. How are customizations preserved during product updates?

E. Product Development

1. Do you offer your products in a hosted environment?
2. If you offer in a hosting solution, what is the data center and network infrastructure?
3. Are there any requirements by the client to maintain the data, or is it cloud based?
4. Describe your customer support process for application hosting.
5. Does your hosting solution include a guaranteed level of system performance, and if so, please describe?
6. Please describe your workflow services and how they are maintained.
7. Please describe your customization and extensibility.
8. Please define your system architecture, as well as hardware and other software requirements.
9. Who are your technical partners?
10. Please describe how your organization evaluates system performance.
11. Please provide a copy of your hosting service level agreement.
12. How do you stay current with changes in Human Resources / Payroll regulations?
13. How are these regulations implemented into the system?
14. What enhancements are planned for your product in the next three years?

6. Implementation, Training & Support

A. Implementation

1. What is your implementation methodology?
2. What differentiates your project management and implementation processes?
3. What is your process for effectively managing the implementation process?
4. Please describe the typical implementation project team. Who is the primary point of contact during implementation?
5. Describe the tenure of your implementation team.
6. Describe the sales force role in the implementation process.

7. Describe your approach to identifying, managing, mitigating, and tracking of project risks.
8. Describe our ability to leverage and reuse knowledge capital from prior engagements of a similar nature.
9. Describe your issues management approach and plan.
10. Describe your change management approach and plan.
11. Describe your role in developing a plan to convert existing data from our current system to your product.
12. Describe training and product documentation resources that accompany implementation.
13. How many employees are dedicated to support, implementation, and development of your system?
14. What is the feedback or re-evaluation process during implementation when a problem has been identified?
15. What is your process for moving from implementation to customer maintenance?

B. Training

1. Describe your training delivery method.
2. Where are your training facilities located?
3. What ongoing training is available?
4. What training materials do you provide?
5. Is there a sand box available during implementation and training?
6. How often are the training manual or resources reviewed / updated?

C. Support / Customer Service

1. Describe your customer support and maintenance services.
2. What differentiates your support and services model?
3. Do you use your website as a mechanism to provide support to your clients?
4. What skills and experience do you require for your service and support staff?
5. What is the average client retention rate?
6. How does your firm educate and train your service and support staff?
7. What is the average length of service in your HRMS support area?
8. What is the average length of service in your Payroll support area?
9. Are your clients assigned one or more dedicated representatives?
10. What technologies do you take advantage of to run your support organization?
11. What hours does your company provide service and support?
12. How many support centers do you have and where are they located?
13. How often do you release new versions of your software?
14. What is the migration process in upgrading to new versions?
15. Please provide a copy of your customer support service level agreement.

7. References

For each reference site, please provide the following:

- Client Company Name
- Client Contact Person
- Client Phone Number
- Client E-mail Address
- Client's Number of Employees in System
- Client Industry
- Package or module that was delivered
- Duration of Implementation
- The date of delivery

8. Costs: Questions to expect after demo

1. Please provide pricing for all service requirements outlined in this Functional Requirements document.
Please isolate costs for any separate modules dedicated to supporting additional functionality outside of the standard modules offered.
Pricing should include all recurring and non-recurring expenses.
Please provide cost for storing non-active employee information or non-paid employee information.
2. Identify any volume rebates, or other incentive that your company can offer that would encompass all services.
3. Please outline Total Cost of Ownership as well as Economic Benefits of selecting your proposed solution.
4. Please outline contract negotiation process. This should include any pricing changes that would occur after the first year and so on.