

**ATTACHMENT A PAYROLL/HRIS CHECKLIST
RFP08022022**

Payroll Functionality	Contractor Meets Requirements (Yes/No)	Comments
Processing:		
<ul style="list-style-type: none"> • Process payroll within 2 day or less (Wednesday or Thursday) 		
<ul style="list-style-type: none"> ○ Direct deposits posted to bank accounts & available by pay date (Friday) 		
<ul style="list-style-type: none"> ○ Physical checks delivered to Central office next day (Thursday or Friday) 		
<ul style="list-style-type: none"> ○ Check register received following day if not available online 		
<ul style="list-style-type: none"> • Remit all payroll taxes to federal/state agencies within prescribed time frames 		
<ul style="list-style-type: none"> • Prepare & remit payroll withholding orders (garnishments / tax levies) by pay date 		
<ul style="list-style-type: none"> • Create a GL upload-ready file compatible to our system – summary and detail (Blackbaud Financial Edge G/L) 		
<ul style="list-style-type: none"> • Calculate & record manual/emergency checks (CEDA to issue AP check) 		
<ul style="list-style-type: none"> • Process off-cycle payroll 		
<ul style="list-style-type: none"> • Ability to process mass changes (Start of benefit year, merit increases, etc.) 		
<ul style="list-style-type: none"> • Permanent pay records are created and information does not change from pay period to pay period (pay stubs do not change) 		
<ul style="list-style-type: none"> • Dedicated support team must have a response time of 2 hours or less 		
<ul style="list-style-type: none"> • Updates does not affect accruals or payroll processing 		
Reporting:		
<ul style="list-style-type: none"> • Prepare the quarterly / annual forms and submit to the federal and state agencies by required deadline (941, W-3, W-2, UI, health, etc) 		
<ul style="list-style-type: none"> • View a wide range of standard reports including 		
<ul style="list-style-type: none"> ○ Summary and detail leave and earnings report 		
<ul style="list-style-type: none"> ○ Summary and detail earnings report by department. 		
<ul style="list-style-type: none"> ○ Summary and detail deduction reports for quarterly reconciliation 		
<ul style="list-style-type: none"> ○ “Canned” exception reports 		
<ul style="list-style-type: none"> • Generate custom reports - Filter by employee, department, pay period, etc 		
<ul style="list-style-type: none"> • Ease of report writing 		
<ul style="list-style-type: none"> • Reports can be downloaded to Excel in a workable format 		

HRIS Functionality	Contractor Meets Requirements (Yes/No)	Comments
Applicant Tracking System:		
<ul style="list-style-type: none"> • Job Postings 		
<ul style="list-style-type: none"> • Interview and Assessments 		
<ul style="list-style-type: none"> • Referral Tracking 		
<ul style="list-style-type: none"> • Offers and E-Signature 		
<ul style="list-style-type: none"> • Onboarding (Ability to forward new hire paperwork & communication) 		
<ul style="list-style-type: none"> • eFile I-9 capability 		
Paperless Personnel File Management:		
<ul style="list-style-type: none"> • Maintain general employee information including emergency contact 		
<ul style="list-style-type: none"> • Employee benefits 		
<ul style="list-style-type: none"> • Records for training, certifications, and licenses required for the position 		
<ul style="list-style-type: none"> • Incidents log for workplace accidents and disciplinary warnings 		
<ul style="list-style-type: none"> • Performance Management System (including performance rating, performance review date[s], annual goals, training plan) 		
<ul style="list-style-type: none"> • Attach various scanned documents to employee's file including separation documents 		
<ul style="list-style-type: none"> • Ability to submit employee change forms through system, i.e. PAF and AAF 		
Benefits Administration:		
<ul style="list-style-type: none"> • Self-serve benefit enrollment: Health, Dental Vision Life Accidental Death & Dismemberment Short Term Disability Long Term Disability and 401k 		
<ul style="list-style-type: none"> • Employee benefit elections integrate with benefit vendors' systems 		
<ul style="list-style-type: none"> • Integrates with HR/Payroll software 		
<ul style="list-style-type: none"> • Customize rules and accruals. Below is a list of earnings category: 		
<ul style="list-style-type: none"> ○ Vacation 		
<ul style="list-style-type: none"> ○ Personal Leave with Pay 		
<ul style="list-style-type: none"> ○ Sick 		
<ul style="list-style-type: none"> ○ Overtime 		
<ul style="list-style-type: none"> ○ Maternity / Paternity 		
<ul style="list-style-type: none"> ○ FMLA 		

HR Functionality (continued)	Contractor Meets Requirements (Yes/No)	Comments
○ Holiday		
○ Bereavement		
○ Jury Duty		
● Ability to request and process Life Events (i.e. marriage, birth, divorce, etc.)		
● Data feed to COBRA vendor as well as insurance carriers		
Compliance & System Administration:		
● Standard and customized reports including EEOC/Salary reporting		
● ACA tracking, 1094/1095 reporting, filing, and distribution		
● Robust levels of security for supervisors and employees		
● Hosting of company-related documents such as employee handbooks, procedures, and safety guidelines.		
● Ability for the employee's portal to download to a cellphone (App)		
● Compensation data management (e.g., salary grade and range, related market data)		

Time and Attendance (T&A) Functionality	Contractor Meets Requirements (Yes/No)	Comments
User friendly system that is accessible online (cloud based)		
Ability for each employee to enter time to multiple cost centers daily (i.e. grants)		
Maintain an audit trail that tracks data changed, hold original data and user name of the person modifying or viewing an item.		
Manager approval of subordinates time prior to payroll processing		
T&A is fully integrated with payroll and HRIS systems		