

Payroll & Timekeeping Software  
Bidders Conference and Questions Received as of 6/7/2016  
Addendum #1

Questions:

Q: There are two conflicting proposal due dates listed in the main RFP document – please clarify which is the correct due date: Table 6: Procurement Schedule (RFP page 11) states the bid due date is 06/22 at 2pm PT. Section D: Proposal Submission Instructions (RFP page 12) states the bid due date is 06/10 at 2pm PT.

A: The correct date is 6/22/2016 at 2pm.

Q: What do your departments with complex shift operations such as Public Safety use for advanced shift scheduling software?

A: We currently do not use any shift scheduling software.

Q: Whether companies from Outside USA can apply for this? (like,from India or Canada)

A: Yes as long as they are certified to do business in the United States

Q: Whether we need to come over there for meetings?

A: We require the vendors to be at the contract site for demos, presentations, all system implementation work (including department outreach, work flow analysis, etc.) and for training.

Q: Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

A: It really depends on the specific type of work. Storage and system platforms need to be in the US.

Q: Can we submit the proposals via email?

A: No. Proposals must include the items as outlined in the RFP.

Q: Given that Payforce is a legacy platform, have you evaluated the newer generation platforms offered by ADP? Were there any knockouts that have led you stay on Payforce?

A: We have evaluated newer platforms. ADP is in the process of phasing clients off of Payforce and onto Vantage, with Yuba County slated sometime after January 1, 2017. ADP is welcome to propose for this project.

The largest component for us from a payroll standpoint is the ability to separate base salary from merit/longevity index. This will allow us more flexibility on CalPERS reporting.

Q: One functionality you are looking for is employee self service – what if any mobile device self service functions would you like to offer employees?

A: The main ones we are looking for involve address changes, withholding changes, direct deposit changes, pay stub access, possibly leave balances.

Some of these may require validation by HR prior to make the change live in the system. The ability for employees to enter time could be a component of mobile self-service.

Q: What time collection options are you looking for: badge swipe, proximity, web clock in, time sheet entry, mobile, geo-fencing, biometric?

A: All of them are options. The county would be happy preliminarily with electronic time sheets that integrate automatically with the time & attendance system.

Q: I see listed 75 user who will approve time cards, will individual employee time need to be approved by multiple managers (i.e. time worked in Department A approved by Manager A, time worked in Department B approved by manager B)

A: Yes, we have situations where an employee on one shift will have time approved by a manager on a different shift due to overtime.

Q: Current systems exist to allocate employee labor to grant funding, will the proposed solution need to integrate with these current systems or replace? If replace how is the time allocated? (i.e. percentage of time/salary or exact minutes logged) ( if this is what they are using PeopleTrak for it looks like they are replacing, but I don't believe PeopleTrak can handle grant allocation, so my guess is it's another program)

A: Replace, with the exception of CAMS; The math could be either % time or actual hours.

Q: Please describe in more detail the "special pay" calculations you would like to see automated as per Table 2: Functional Scope

A: Employees get special compensation such as

- i. Education incentive
- ii. Field training officer
- iii. Officer In charge
- iv. Shift differential
- v. Location differential
- vi. Bilingual incentive
- vii. Compensation for being on-call or standby

These items have been negotiated as either a percentage of base pay, a percentage of base times merit/longevity index, a flat amount, or a fixed rate times hours worked. Some of these rates are unique to specific departments (i.e. Health and Human Services standby rate is different from other departments or whether the standby time is on the weekend or weekday).

Q: Please describe any rule-based time functions you would like to have available, for example shift differentials, limited ability to clock in outside of scheduled hours, rounding rules, PTO accrual tied to overtime hours worked.

A: PTO is based on years of service not hours worked (hours earned per month)

- i. Vacation hours aren't earned until end of month 6, and then only half of a yearly accrual until end of month 12, then after month 12, earned each month
- ii. Floating holidays are earned at 2 per calendar year, but new hires earn one floating holiday if hired between March and September, if hired after September you earn 0 FH for the year.
- iii. Management leave is based on a fiscal year. If you start after August 1, you receive 56 hrs divided by the number of months remaining in the fiscal year. If you start before the 15<sup>th</sup> you get a full month credit, if after the 15<sup>th</sup> your credit begins the following month.
  1. There is other compensation that uses these rules as well.
- iv. Uniform allowance is calculated differently based on bargaining unit, PERS new or classic designation, rank, time of hire, etc.

Q: Does the County have the Application Programming Interfaces (API) with all the current systems you are using for time and attendance and associated functionality

A: This hasn't come up before. There is no direct link from any of our disparate time tracking systems to our payroll calculation system.

Q: Does the County have the Entity Relationship Diagrams (EDPs), where appropriate, for interfacing with the ADP databases – are they sharing them with you.

A: Not really. Our interaction with ADP is manual time entry. All our current processes involved manual data entry into ADP. Data is downloaded from ADP and formatted for our finance system. The EDPs haven't been a necessity up to this point.

Q: Where does the money for payroll lie? Do we transfer the money to ADP and the checks are cashed against their accounts? Or is the routing information for the checks for our accounts and when a check is cashed it is drawn out of our account?

A: Money for payroll is in the county treasury and it wired to ADP a few days prior to payday. Payroll checks are cashed against ADP's bank accounts.

Q: Do we give ADP the money to pay the taxes on our behalf or do we pay them ourselves out of the County account?

A: ADP pays the federal taxes on our behalf but the county pays the state taxes

Q: Who enters employee actions such as a new employee, a change in status or exemptions, direct deposit information and so forth? Does the County enter it in to the ADP system electronically or does the County provide the forms/documentation to ADP and they enter the information?

A: HR enters the data into their tracking system first, then sends the paper form to payroll where county payroll staff enter the data into the ADP payroll database.

#### Conference Call: Friday, June 3<sup>rd</sup> at 2pm

On the call:

Dennis Peters Intellitime

Greg O'Kiefe & Joe Kushner HR Wise

Phil Workday

Jim Berry Smart Links

Rich Eberle, Auditor/Controller, gave an overview of the project and what the County currently utilizes for payroll and timekeeping.

Q: Can a vendor propose on only a portion of the project. Such as only the timekeeping part and not the payroll functions?

A: Yes. We encourage vendors to provide a joint proposal if they cannot offer both portions of the project but we will also entertain proposals that only offer a portion of the functionality that is being sought after.

Q: Will ADP provide the API and data index tables necessary for implementation and field matching?

A: The County has not approached ADP prior to this date but will be reaching out to them shortly and will provide the required information to the shortlisted and awarded vendors.

Q: Time collection. What is the County seeking?

A: The County seeks the ability to collect data using a variety of methods (timesheets, time clocks, mobile devices, etc. are all options) and have that data automatically collected in a centralized application for use in payroll processing. The ability to track time spent on grant programs or unique projects is also critical as it addresses multiple needs the county has for reporting purposes. Additionally, ad Hoc reporting is very important. Being able to configure reports and easily gather data in various formats is what the County is seeking.

Q: What is your payroll cycle?

A: The County is currently on a monthly pay cycle with month closing on the last day of the month and payday is the 8<sup>th</sup> of the month. The County is open to an alternate pay cycle (biweekly).

Q: How much of your payroll is direct deposit?

A: 2/3 to 3/4 of payroll is on direct deposit

Q: Does the County realize that duplicate efforts will be taking place with two systems having the same set of rules, resulting in no System of Record?

A: Yes. The County is aware of this.

Q: Is Project/Activity/Cost Accounting required for all departments.

A: No. Project/Activity/Cost Accounting is needed for specific departments but not all departments require this functionality.

Q: Will the County have another call closer to the closing date to aid vendors in questions that come up in the creation of their proposals.

A: We have allotted time on Wednesday June 15, 2016, 11am.