

Village of Richton Park

Appendix D

System Specifications		Payroll Processing, Timekeeping, and Human Resource Information System (HRIS)	
Meets Application Requirement Key: Y = Yes, T = with Third Party, N = No Option			
Number	Module	Description	Meets Req.
1	System Specifications	System is a true 32-bit Graphical User Interface application.	
2	System Specifications	Central database for all modules, accessible from all modules with segregation rules for information deemed sensitive.	
3	System Specifications	Robust recovery and backup capabilities for critical systems, email, and ancillary systems.	
4	System Specifications	All modules should integrate with each other and have a similar look/feel and functionality across modules.	
5	System Specifications	System allows a single user to be in multiple modules at the same time, without running multiple sessions of the application.	
6	System Specifications	System must allow multiple users to be in the same module at the same time, even if another user is updating customer records and/or posting data to the General Ledger module.	
7	System Specifications	Provide "drill-down" features, such as the ability to drill down from a GL account to the source document that created it.	
8	System Specifications	All fields should allow users to type information directly into the field. Look-up screens should always be optional.	
9	System Specifications	Combo boxes or lookup screens are accessible by both a mouse click and a keyboard shortcut.	
10	System Specifications	Ability to import/export from Word and Excel	
11	System Specifications	Transaction and record files allow for attachments (files in any format can be scanned and attached to records such as transactions, employee records, etc.)	
12	System Specifications	Storage and retainment of historical records.	
13	System Specifications	Remote access (able to be used with handheld and GPS technology, accessible from browser).	
14	System Specifications	Accessible via VPN (able to be used with handheld and GPS technology, accessible from browser).	
15	System Specifications	Vendor will provide patches or upgrades that reflect functional and/or process requirements to comply with state/federal/municipal legislation as standard part of offering (i.e., annual payroll update).	
16	System Specifications	Remote support and training options.	
17	System Specifications	Easy transaction reversal process.	
18	System Specifications	Data validation and error reports.	
19	System Specifications	Allows for recurring entries.	
20	System Specifications	Electronic workflow - entry, approve, post, and all tracked, including notification when steps are completed.	
21	System Specifications	A data dictionary should be provided for application files.	
22	System Specifications	Must provide on-line context sensitive Help documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities. Provide direct access to help web site to log support requests, participate in user group discussions, and download updates via secure connection.	
			Comments

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23	System Specifications	Integrated ability to scan barcodes from third party and link to ERP system.		
24	System Specifications	System complies with PCI requirements		
25	System Specifications	System should include safety precautions for users to prevent canceling entered information or inadvertently interrupting a service or process.		
26	System Specifications	Print reports as of a past date.		
27	System Specifications	Data used to create graphical data analysis can be easily exported in an Excel format.		
28	System Specifications	Must be able to print all reports to pdf.		
29	System Specifications	All reports can be previewed on the screen prior to being sent to a printer.		
30	System Specifications	Print Preview: Page up and page down through a report.		
31	System Specifications	Print Preview: Go to bottom and go to top of report buttons.		
32	System Specifications	Print Preview: Ability to print a single page or range of pages.		
33	System Specifications	At each workstation, reports can be sent to any printer available either locally or on the network.		
34	System Specifications	All standard reports are modifiable by the user.		
35	System Specifications	All reports should include the name and title of the report, date and time the report was produced and the date(s) the report covers.		
36	System	System should have built-in report-writing tools that allows users with no knowledge of report-writing programs to build their own reports.		
37	System	Built-in report-writing tools should allow the user to export reports to XML datasets.		
38	System	All reports can be exported to an electronic file - .csv, .txt, .xlsx, .pdf.		
39	System Specifications	A comprehensive audit trail capability including all transactions which alter data anywhere in the application, date/time stamp, user ID, fields affected, etc.		
40	System Specifications	Able to prohibit access to specific modules.		
41	System Specifications	Allow read-only access to specific modules.		
42	System Specifications	Able to prohibit access to specific menu items within a module.		
43	System Specifications	Allow read-only access to specific menu items		

Reporting			
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Number	Module	Description	Meets Req.
1	Reporting	The Report Writer should be able to access all data in the application software files.	
2	Reporting	Ability to export data, with the user able to select/sort/filter the fields and data in the export.	
3	Reporting	Allow for formatted reports as well as straight data and inquiry windows.	
4	Reporting	Reports that allow grouping, graphing, and filtering by dates, accounts, segment of account, and other key fields.	
5	Reporting	The system must provide the ability to compute subtotals, grand totals and averages.	
6	Reporting	Sort by ascending, descending, or alphabetical order by selected data field(s).	
7	Reporting	The Report Writer should provide the capability to save user-defined reports and/or queries for later use.	
8	Reporting	Ability to send reports via e-mail.	
9	Reporting	Provide on-line account information including account number, account name, type of account (asset, revenue, expense, etc.), account balance, both the original and current amount budgeted, and actual balance.	
10	Reporting	The inquiry program should provide an option to display detailed information on transactions posted during the fiscal year. The system should display the transaction date, transaction number, reference (ck number, etc.), description, and amount of the transaction. If appropriate, the invoice number and purchase order number should be displayed. The detail records should support drill-down functionality on the transaction number, vendor number, etc.	
11	Reporting	The monthly activity, budget information and transaction detail information described above should be available for on-line inquiry for the current fiscal year as well as for an unlimited number of previous years.	
12	Reporting	Ability to inquire on transactions by journal entry number or transaction number, including transactions created internally in the system.	
13	Reporting	Ability to generate financial statements by individual funds or combination of funds (including the ability to modify groupings).	
14	Reporting	Ability to combine funds into an unlimited number of user-defined groups for sub-totaling and filtering purposes.	
15	Reporting	Provide the ability to run all applicable reports for the current fiscal year's data or from data from any previous fiscal year.	
16	Reporting	The system must generate data necessary for compliance with all state and federal laws and regulations.	

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17	Reporting	General Ledger Detail Report: Report parameters should include the ability to choose fund or any other account section, range of dates, and range of accounts. There should also be an option to include unposted journal entries. For each account selected, the report should print the account number and name, beginning balance, debits and credits for the periods selected, and ending balance.	
18	Reporting	Ability to maintain unlimited detailed historical financial data, i.e. actual amounts for both budgetary and financial data. This information must be available for both reports and inquiry functions.	
			Comments

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Number	Module	Description	Meets Req.
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1	Payroll	Has a module for payroll processing.	
2	Payroll	Will create payables in the AP module for the payroll liabilities.	
3	Payroll	Allow benefits to run through payroll, including benefits paid by the Village.	
4	Payroll	Ability to correct a payroll check and rerun a payroll check.	
5	Payroll	Ability to edit W-2 forms prior to printing.	
6	Payroll	Ability to print a pay history by employee and by department/category (i.e. police pension) for a specified time period.	
7	Payroll	System should support the ability to allocate pay amounts to multiple cost centers for employee pay.	
8	Payroll	Support processing of multiple payroll methods (anticipated, regular, hourly, salaried, etc.).	
9	Payroll	Support the tracking of benefit time by type for each employee for as many as 15 different benefit types.	
10	Payroll	Support the processing, modification, and cancellation of voluntary deductions.	
11	Payroll	Direct Deposit capabilities, creating the ACH file to upload to the bank's website.	
12	Payroll	Allow importing of time into the Payroll module.	
13	Payroll	Electronic workflow - entry, approve, post, and all tracked, including notification when steps are completed.	
14	Payroll	Allow employees to use an electronic time sheet that would then route to their supervisor for electronic approval and then to payroll department.	
15	Payroll	Ability to upload electronic timesheet into system and then edit.	
16	Payroll	Track Leave Time.	
17	Payroll	Calculate Leave Liability at the end of the year and posts to the General Ledger.	
18	Payroll	Allow employee to lookup available leave time.	
19	Payroll	Allow employee to request time off by a specific category (sick, vacation, personal, etc) and allow for supervisor to electronically approve.	
20	Payroll	Allow approved time off to be uploaded into the payroll processing.	
21	Payroll	Support the automated processing of appropriate tax forms, including W-2s, 1095B, 1095C).	
22	Payroll	Allow processing of all payroll tax returns in printed and electronic form.	
23	Payroll	Allow electronic IMRF reporting.	
24	Payroll	Provide annual updates to federal and state tax rates, earned income tax credit tables, eligibility and calculation rules of FICA and Medicare, and other federal/state/local legislative requirements.	

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Number	Module	Description	Meets Req.
25	Payroll	Ability to segregate, identify, track and document special event pay.	
26	Payroll	All employees to view benefits, pay, address, contact information and other payroll changes online.	
27	Payroll	Ability to conduct open-enrollment for all employees online	
28	Payroll	Single point of entry from timecards to system with defined approval workflow and error tracking (See also Time & Attendance).	
29	Payroll	Automated calculation, error check, error reporting and printing of payroll.	
30	Payroll	System has ability to run a single payroll run that includes overtime, sick buy-back, and other increases as well as regular payroll.	
31	Payroll	Ability to cut manual checks when required to correct employee pay.	
32	Payroll	Support one-off payments to employees such as stipends.	
33	Payroll	Support the set-up and use of multiple pre-defined codes that allocate how hours can be reported and labor rates applied.	
34	Payroll	Support the processing, modification and cancellation of elective deductions .	
35	Payroll	Support employee selection of pay method and payroll processing of checks, manual checks and direct deposit payments/electronic fund transfers.	
36	Payroll	Support the generation of a journal entry for posting to the GL (See GL).	
37	Payroll	Support the ability to recalculate earnings to determine if overpayment has occurred (due to delay in information flow prior to payroll processing).	
38	Payroll	Support flexible automated recalculation of retroactive pay including benefits.	
39	Payroll	Support the calculation of the employee's payroll costs based on pay stream including the calculation of payroll taxes, gross pay, deductions and net pay.	
40	Payroll	Support retirement system (457) compliance including salary reduction limits and alternate maximum limits (which can change during final years of employment).	
41	Payroll	Ability to track overtime offered and overtime refused by employee	
42	Payroll	Ability to track total call outs and call outs refused.	
			Comments

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Appendix D

Human Resources		Payroll Processing, Timekeeping, and Human Resource Information System (HRIS)		
Meets Application Requirement Key: Y = Yes, T = with Third Party, N = No Option				
Number	Module	Description	Meets Req.	Comments
1	HR	Retain and display historical information related to employees (name changes, position changes, compensation, training, education, etc.).		
2	HR	Support the ability to terminate an employee (retire, resign, layoff, dismiss) including generation of employment termination communication (workflow) and notification of appropriate parties and a "stop pay date" in payroll as well as payouts for sick/vacation days accrued.		
3	HR	Ability to track scheduling/time-off/vacations		
4	HR	Ability to add categories such as leave, multiple next-of-kin, multiple contact methods for searchable fields.		
5	HR	Ability to track attendance and activity by person by shift, sick days, vacation days, overtime, other leave or time-off requirements, exempt or non-exempt classifications, etc. Ability to track and report on activity day-to-day.		
6	HR	Support the processing of on-line forms for various HR related activities or events, including appropriate routing for approval and informational purposes.		
7	HR	Support the definition of mandatory and optional demographic data for various reporting purposes.		
8	HR	Allow for the selection and changing of an employee's status (employed, resigned, retired, etc.) and allow for reactivation, including support for breaks in service.		
9	HR	System should allow for the creation and retention of job descriptions, categories, hiring against job, etc.		
10	HR	System has ability to track, calculate, report on leave by employee, by department, for entire Village.		
11	HR	System has ability to track, calculate, report on overtime by employee, by department, for entire Village.		
12	HR	Ability for employees to enter time directly into system (time and attendance as well as overtime and activity code) by the quarter-hour increment.		
13	HR	Ability to enter benefits information, step/COLA/other salary changes into system and feed into payroll automatically.		
14	HR	Support the recruitment process from requesting approval to fill a position through approval of a job description and advertisement, receiving applications and resumes, candidate evaluations, examination, referrals and the hiring decision		
15	HR	System should allow user to add or delete positions, reclassify positions, modify positions, transfer positions, freeze or unfreeze positions, and split positions.		

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Number	Module	Description	Meets Req.	Comments
16	HR	Allow conversion of a successful recruit/applicant to hired employee status with the ability to add additional required information.		
17	HR	Support the entry of certain key employment information required to manage work contracts.		
18	HR	Support the verification of the employee's employment eligibility (e.g. confirm SSN, drivers license, I-9, personal background, have been checked, identify resident or non-resident alien status).		
19	HR	Support the tracking of candidate history, resumes, background information and notes. Generate response letters.		
20	HR	Create, save and track job postings, candidate profiles.		
21	HR	Ability to report on recruiting and hiring trends (demographic, other)		
22	HR	System should support all legal and policy requirements of Village, county and state.		
23	HR	New hire automated process		
24	HR	Ability to score or track trends of employee performance (by Village, by Department, by Employee type or by Employee).		
25	HR	Ability for Department heads to score or track trends of employee performance (by Village, by Department, by Employee type or by Employee). Ability to document and report on employee evaluation and performance.		
26	HR	Ability to track and manage Insurance Payments, Retiree Benefits and Payments System.		
27	HR	Support the creation and maintenance of benefit options and coverage dates selected by employee/dependants, including dependant demographic data.		
28	HR	Maintain insurance plan details including unique enrollment and coverage dates for each plan. Support effective-dated benefit tables and allows for future-dated information.		
29	HR	Support ability to control separate annual salaries for health/dental and life calculations; handles the changes to these values, by batch or on-line, at specified times during the year (as determined by State of Illinois).		
30	HR	Track the accrual, use and balance of all employee benefit time, including calculation of benefit time based on multiple methods (actual hours worked, standard rate, etc.). Include reporting ability for employee query purposes.		
31	HR	System has ability to prorate vacation/sick leave/holiday benefit time for positions.		
32	HR	Support the ability to specify both employee and employer co-insurance amounts.		