

Rock River Water Reclamation District - Enterprise Resource Planning Solution - Feature Function Requirements

Please input a "1" in the appropriate column to the right of the feature/function/capability statement. Further explanations, or information regarding 3rd party software and/or modification costs should also be provided in the comments column and Project Costs worksheet (Appendix G), if applicable. Each "non-title" row (?000) should have only one "1". **Blank rows will be scored as Not Available.**

Legend:

Standard - Current	Available in current software release
Standard - Next Release	Guaranteed available in next release of software
Report Writer	Report Writer function through Standard Reports or Ad Hoc Report Writer
3rd-Party Application	Please estimate general cost estimates in comments not a quote, unless available due to your resell arrangement.
Custom Modification	Custom programming by vendor (not meant to be a set-up configuration that is standard process through implementation. Please estimate general costs in comments (not a quote).
Not Available	Not available in current or next release; interfaced/integrated third-party application or through custom modification.

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Application	Number	Applicant Tracking							
APPLICATION SETUP									
APPLICANT TRACKING	11.001	APPLICATION FIELDS - Ability to create agency-defined application fields by position type.							
APPLICANT TRACKING	11.002	APPLICATION FIELDS REQUIRED FOR A POSITION - Ability for agency to decide which application fields are required for submittal by position.							
APPLICANT TRACKING	11.003	JOB POSTINGS - Ability to create and maintain customized position postings.							
APPLICANT TRACKING	11.004	COPY JOB POSTING - Ability to copy past job postings instead of recreating each time.							
APPLICANT TRACKING	11.005	SAVE JOB POST PROGRESS - Ability to save progress when setting up a new job posting.							
APPLICANT TRACKING	11.006	POSTING DAYS - Ability to set the number of days a job is posted online.							
ONLINE APPLICANT PORTAL									
APPLICANT TRACKING	11.008	ONLINE APPLICATION SECURITY - Provide security for online application information.							
APPLICANT TRACKING	11.009	ONLINE JOB APPLICANT - Ability to accept online job applications.							
APPLICANT TRACKING	11.010	ONLINE APPLICANT PROFILE - Ability for an applicant to create and maintain a password protected profile that can be the source for positions applied for.							
APPLICANT TRACKING	11.011	MAINTAIN ONLINE APPLICATION PROFILE - Ability for applicants to maintain online applications so they do not have to keep repopulating applications when applying for different/multiple position(s)							
APPLICANT TRACKING	11.012	SAVE APPLICATION - Ability for a candidate to save an application and return at a later time to complete it.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
APPLICANT TRACKING	11.013	MULTI-APPLICATIONS - Ability to apply for multiple positions at the same time.							
APPLICANT TRACKING	11.014	NOTIFICATION - Ability to automatically notify applicant upon successful submission of an application.							
APPLICANT TRACKING	11.015	NOTIFICATION - ADDITIONAL DOCUMENTATION REQUIRED - Ability to automatically notify applicant that additional documentation is needed for hire (e.g., degrees, certifications, etc.)							
APPLICANT TRACKING	11.016	ONLINE PORTAL - APPLICANT STATUS - Ability for applicant and staff to view an application's status from within the online portal.							
APPLICANT TRACKING	11.017	POSITION NOTIFICATIONS - Ability for an applicant to sign up for systems notifications of position openings based on user-selection criteria.							
APPLICANT TRACKING	11.018	APPLICATION PROCESSING							
APPLICANT TRACKING	11.019	APPLICATION ATTACHMENTS - Ability to attach documents to an online application (e.g., resume, cover letter, certifications, etc.)							
APPLICANT TRACKING	11.020	TRAINING - Ability to capture applicant's additional training that would be helpful for the position (e.g., certifications or educational degrees).							
APPLICANT TRACKING	11.021	PROFESSIONAL LICENSES - Ability to capture multiple professional license types							
APPLICANT TRACKING	11.022	ACTIVITIES & OFFICES HELD - Ability to capture professional, trade, business or civic activities with dates (unlimited free form text each).							
APPLICANT TRACKING	11.023	LICENSE NUMBERS - Ability to capture professional license numbers.							
APPLICANT TRACKING	11.024	PREVIOUS WORK EXPERIENCE - Ability to capture standard previous work experience details that are agency-defined (e.g., employer name, address, supervisor, etc.)							
APPLICANT TRACKING	11.025	OTHER SKILLS - Ability to capture Other Skills.							
APPLICANT TRACKING	11.026	ADVERTISEMENT TRACKING - Ability to capture how the applicant heard about the position.							
APPLICANT TRACKING	11.027	APPLICATION INFORMATION - Ability to capture standard applicant information (name, address, social security number, etc.) including EEOC reporting information.							
APPLICANT TRACKING	11.028	EEOC SURVEY - Ability to include an optional EEOC survey than can be completed with an online application, which includes:							
APPLICANT TRACKING	11.029	▪ Gender (Male, Female, Unknown)							
APPLICANT TRACKING	11.030	▪ Age Range (18-39, 40 & Above, Unknown)							
APPLICANT TRACKING	11.031	▪ Disability (Yes, No)							
APPLICANT TRACKING	11.032	▪ Veteran (Yes, No)							
APPLICANT TRACKING	11.033	▪ Race/Ethnicity (drop down of selectable values)							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
APPLICANT TRACKING	11.034	CUSTOMIZE DISCLAIMER STATEMENT - Ability to customize an application disclaimer statement (EEOC).							

FOR REVIEW PURPOSES ONLY

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
APPLICANT TRACKING	11.035	APPLICANT SCREENING							
APPLICANT TRACKING	11.036	INCOMPLETE APPLICATIONS - Ability to automatically disqualify incomplete applications.							
APPLICANT TRACKING	11.037	RESUME NOT ATTACHED - Ability to automatically disqualify applications that did not attach a resume to their application.							
APPLICANT TRACKING	11.038	APPLICATION REVIEWS							
APPLICANT TRACKING	11.039	WORKFLOW - Ability for submitted applications to auto route to a designated hiring manager by position type.							
APPLICANT TRACKING	11.040	REVIEW APPLICATIONS ONLINE - Ability for department hiring managers and supervisors to review screened applications online.							
APPLICANT TRACKING	11.041	POST APPLICATION REVIEW CLASSIFICATION - Ability to classify candidates, post application review, as qualified or not qualified.							
APPLICANT TRACKING	11.042	POST INTERVIEW CLASSIFICATION - Ability to classify candidates, post interview, as qualified or not qualified.							
APPLICANT TRACKING	11.043	NOTIFICATIONS - Ability to automatically notify candidates that they were not selected for the position.							
APPLICANT TRACKING	11.044	ATTACHMENTS - Ability to attach documents related to an interview (e.g., questions, selection criteria, notes, etc.)							
APPLICANT TRACKING	11.045	MAINTAIN QUALIFIED APPLICATION POOL - Ability to maintain qualified applications for up to six (6) months (i.e., applicant register). Vendors: If limited, please specify in Comments column maximum number of days or months.							
APPLICANT TRACKING	11.046	RECRUITMENT PROCESSING							
APPLICANT TRACKING	11.047	WORKFLOW TRACKING - Ability to use workflow capabilities to track the completion of recruitment tasks, including the following internal notifications:							
APPLICANT TRACKING	11.048	▪ Application incomplete							
APPLICANT TRACKING	11.049	▪ Offer Letter Sent (yes, no)							
APPLICANT TRACKING	11.050	▪ Orientation Date, letter sent (yes, no)							
APPLICANT TRACKING	11.051	▪ Payroll/employee information form (yes, no)							
APPLICANT TRACKING	11.052	▪ Employee eligibility verification I-9 form (yes, no)							
APPLICANT TRACKING	11.053	▪ Direct Deposit form (yes, no)							
APPLICANT TRACKING	11.054	▪ Copy of valid Driver's License (yes, no)							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
APPLICANT TRACKING	11.055	▪ Copy of social security card (yes, no)							
APPLICANT TRACKING	11.056	▪ Criminal check (ordered, received dates), Clear (yes, no)							
APPLICANT TRACKING	11.057	▪ Drug screen (ordered, received dates), Clear (yes, no)							
APPLICANT TRACKING	11.058	▪ Interview date, time location, manager name with ability to track oral board interview results and score results							
APPLICANT TRACKING	11.059	▪ References provided (yes, no)							
APPLICANT TRACKING	11.060	▪ Manager extended offer (yes, no)							
APPLICANT TRACKING	11.061	▪ Application rejected							
APPLICANT TRACKING	11.062	▪ Criminal Record Rejection							
APPLICANT TRACKING	11.063	▪ Failed Drug Screen Rejection							
APPLICANT TRACKING	11.064	AGENCY-DEFINED FIELDS - Ability to setup Agency-defined fields for tracking various recruitment requirements. Vendor: If limited, please explain in the Comments fields.							
APPLICANT TRACKING	11.065	RECORD NOTES - Ability to enter unlimited notes on the applicant.							
APPLICANT TRACKING	11.066	APPLICANT RECORD ATTACHMENTS - Ability to scan and store documents to an applicant's record, for later retrieval, by type of document.							
APPLICANT TRACKING	11.067	APPLICANT RECORD ATTACHMENTS - Ability to attach any type of file format to an application for a specific position. Vendor to comment on any limitations.							
APPLICANT TRACKING	11.068	CORRESPONDENCE - EMAILS - Ability to correspond with the applicant through e-mail regarding the recruitment process steps.							
APPLICANT TRACKING	11.069	CUSTOM NOTIFICATION - Ability for agency to custom define each email notification and next steps information by position type.							
APPLICANT TRACKING	11.070	EMAIL NOTIFICATIONS - Ability for system to email applicants if they have reached the next level of the screening process e.g. interview, testing, additional information required etc.							
APPLICANT TRACKING	11.071	CORRESPONDENCE TEMPLATES - Ability to setup different templates by types of correspondence (e.g., notifications, letters, forms, etc.)							
APPLICANT TRACKING	11.072	CONSENT FORMS - EMAIL - Ability to automatically email consent forms to applicants (e.g., pre-employment drug consent)							
APPLICANT TRACKING	11.073	INTERVIEW SCHEDULING INSTRUCTIONS - EMAIL - Ability to automatically email finalist applicants with instructions for scheduling interviews.							

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APPLICANT TRACKING	11.074	SCHEDULE & TRACK INTERVIEWS - Ability to schedule and track interviews by date, time, location, manager, applicant)							
APPLICANT TRACKING	11.075	INTERVIEWER COMMENTS - Ability to easily add multiple interviewer comments for HR hiring managers and candidates.							
APPLICANT TRACKING	11.076	ISSUE LETTERS - Ability to generate standard letters to candidates.							
APPLICANT TRACKING	11.077	JOB OFFER LETTERS - Ability to automatically fill job offer letter with application fields (e.g., position title, pay, benefits, vacation time, etc.)							
APPLICANT TRACKING	11.078	JOB OFFER LETTERS - EMAIL - Ability to email job offer letters to applicants from the applicant record.							
APPLICANT TRACKING	11.079	ONBOARDING							
APPLICANT TRACKING	11.080	EMPLOYEE RECORD CREATION - The system has the ability to create a hired employee record from the application data and automatically transfer that record into the Human Resources module.							
APPLICANT TRACKING	11.081	ONBOARDING - Ability to track New Hire onboarding requirements (e.g. access to ESS, security access to the network, onboarding training, etc).							
APPLICANT TRACKING	11.082	ORIENTATION REQUIREMENTS - The system has the ability to define orientation requirements for new hires based upon department, job class, and/or other factors.							
APPLICANT TRACKING	11.083	MONITOR CONDITIONAL REQUIREMENTS - The system has the ability to monitor conditional hire requirements and pass/fail information, test scores, drug tests and other data.							
APPLICANT TRACKING	11.084	SECURITY AND REPORTING							
APPLICANT TRACKING	11.085	FIELD LEVEL SECURITY - Ability to allow only authorized users to access specific field level information.							
APPLICANT TRACKING	11.086	QUERY/REPORTING SECURITY - Ability to restrict queries and reports of EEO and applicant information to only authorized users.							
APPLICANT TRACKING	11.087	DOCUMENT RESTRICTION - Ability to allow only authorized users to access certain documents.							

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APPLICANT TRACKING	11.088	INACTIVE APPLICATIONS - PURGING - Ability for the system to purge applicant data based on agency-defined periods.							
APPLICANT TRACKING	11.089	TOTAL # APPLICATIONS ACCEPTED/REJECTED - Ability to report on the number of people that applied for a position and the number of people that were rejected for a position by reason (agency defined reason codes).							
APPLICANT TRACKING	11.090	EEO-4 SURVEY REPORT - Ability to generate the EEO-4 Survey report.							
APPLICANT TRACKING	11.091	REPORTING BY POSITION - Ability to track and report all applicants for specific positions.							
APPLICANT TRACKING	11.092	REPORTING BY APPLICANT - Ability to track and report all positions that an applicant applied for and met minimum qualifications.							
APPLICANT TRACKING	11.093	REPORTING BY RECRUITMENT ACTIVITY - Ability to report by recruitment activity.							
APPLICANT TRACKING	11.094	RECRUITMENT STATISTICS - Recruitment statistics need to include number of initiated recruitments, applications, oral interviews, and orientations conducted by date range.							
APPLICANT TRACKING	11.095	PENDING RECRUITMENT TASKS - Ability to generate a report of tasks that are yet to be completed by applicant (e.g., background check, drug testing, credit report, etc.)							
APPLICANT TRACKING	11.096	EXPORT INFORMATION - Ability to export information to Microsoft Word and Excel.							
APPLICANT TRACKING	11.097	INTEGRATION							
APPLICANT TRACKING	11.098	ONLINE JOB APPLICATION PORTAL - Provide an online job application Portal							
APPLICANT TRACKING	11.099	WEB PORTAL POSTINGS - Ability to automatically post approved job applications to the web portal.							
APPLICANT TRACKING	11.100	ANNOUNCEMENTS TO EXTERNAL SITES - Ability to export announcements to external sites (e.g., NCACC, OMS, Careerbuilder.com, etc.)							
APPLICANT TRACKING	11.101	INTEGRATION - HUMAN RESOURCES - Ability for web based application entry to integrate to Human Resources application with no re-keying required when a hiring decision is made.							
APPLICANT TRACKING	11.102	INTEGRATION - PAYROLL - Ability to integrate with Payroll module to transfer application information if the applicant becomes an employee. No re-keying will be required.							

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Application	Number	Human Resources							
		EMPLOYEE MASTER RECORD							
HUMAN RESOURCES	12.001	EMPLOYEE FIELDS - Provide the ability to maintain and report on employee's current information such as:							
HUMAN RESOURCES	12.002	▪ Employee Number							
HUMAN RESOURCES	12.003	▪ Name (first, middle, last, suffix)							
HUMAN RESOURCES	12.004	▪ Nickname							
HUMAN RESOURCES	12.005	▪ Address							
HUMAN RESOURCES	12.006	▪ City							
HUMAN RESOURCES	12.007	▪ State							
HUMAN RESOURCES	12.008	▪ Zip							
HUMAN RESOURCES	12.009	▪ Home Phone							
HUMAN RESOURCES	12.010	▪ Work Phone							
HUMAN RESOURCES	12.011	▪ Cell Phone							
HUMAN RESOURCES	12.012	▪ Email Address							
HUMAN RESOURCES	12.013	▪ Gender							
HUMAN RESOURCES	12.014	▪ SSN							
HUMAN RESOURCES	12.015	▪ Birth Date							
HUMAN RESOURCES	12.016	▪ Age (auto-calculate)							
HUMAN RESOURCES	12.017	▪ Marital Status							
HUMAN RESOURCES	12.018	▪ Emergency Contact Information							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
HUMAN RESOURCES	12.019	▪ Alien Status:							
HUMAN RESOURCES	12.020	▪ Alien Registration Number							
HUMAN RESOURCES	12.021	▪ Visa Expiration Number							
HUMAN RESOURCES	12.022	▪ Citizenship Information							
HUMAN RESOURCES	12.023	▪ IRCA Requirements Supported							
HUMAN RESOURCES	12.024	▪ Work Permit							
HUMAN RESOURCES	12.025	▪ Education Level (ability to have multiple)							
HUMAN RESOURCES	12.026	▪ Field of Study (Degree) (ability to have multiple)							
HUMAN RESOURCES	12.027	▪ Hire Date (original)							
HUMAN RESOURCES	12.028	▪ Anniversary Date							
HUMAN RESOURCES	12.029	▪ Years of Service (auto-calculate, years, months, days)							
HUMAN RESOURCES	12.030	▪ Evaluation Date							
HUMAN RESOURCES	12.031	▪ Status (e.g., active, leave, terminated, full-time, part-time, etc.)							
HUMAN RESOURCES	12.032	▪ Termination Date							
HUMAN RESOURCES	12.033	▪ Termination Reason							
HUMAN RESOURCES	12.034	▪ Home Department							
HUMAN RESOURCES	12.035	▪ Division							
HUMAN RESOURCES	12.036	▪ Program							
HUMAN RESOURCES	12.037	▪ Labor Distributions/Allocations (department splits)							
HUMAN RESOURCES	12.038	▪ Title							
HUMAN RESOURCES	12.039	▪ Position Number							
HUMAN RESOURCES	12.040	▪ Employee Category (e.g., Union, Exempt, etc.)							
HUMAN RESOURCES	12.041	▪ Bargaining Unit (e.g., electrical, maintenance, etc.)							
HUMAN RESOURCES	12.042	▪ Assigned Shift							
HUMAN RESOURCES	12.043	▪ FLSA Code (exempt vs. non-exempt)							
HUMAN RESOURCES	12.044	▪ Pay Type (hourly vs. salaried)							
HUMAN RESOURCES	12.045	▪ Primary Pay Range/Code (w/auto calculated pay equivalents)							
HUMAN RESOURCES	12.046	▪ Primary Pay Rate (w/auto calculated pay equivalents) (Range/code)							
HUMAN RESOURCES	12.047	▪ Primary Pay Effective Date							
HUMAN RESOURCES	12.048	▪ Alternate Pay Rate 1							
HUMAN RESOURCES	12.049	▪ Rate 1 Effective Date							
HUMAN RESOURCES	12.050	▪ Pay Frequency							

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HUMAN RESOURCES	12.051	▪ Standard Hours Worked Each Week							
HUMAN RESOURCES	12.052	▪ Driver's License Number							
HUMAN RESOURCES	12.053	▪ Driver's License Expiration Date							
HUMAN RESOURCES	12.054	▪ Commercial Driver's License Number							
HUMAN RESOURCES	12.055	▪ DOT Physicals							
HUMAN RESOURCES	12.056	▪ DOT Physical expiration date							
HUMAN RESOURCES	12.057	AGENCY-DEFINED FIELDS - Ability to create unlimited agency-defined employee master fields as needed. Note: Vendor explanation if any limitations in comments.							
HUMAN RESOURCES	12.058	NOTES - Ability to add unlimited notes to employee record by date and type.							
HUMAN RESOURCES	12.059	POSITION TYPE ID - Provide position type indicator (e.g., temporary, regular, part-time, etc.)							
HUMAN RESOURCES	12.060	ATTACHMENTS - Ability to attach document images to employee records (e.g., photos, I-9 forms, licenses, certificates, driver's license, etc.)							
HUMAN RESOURCES	12.061	EMPLOYEE HISTORY - Ability to track all employee historical information (e.g., salary dates, promotion dates, benefits, evaluation rating, etc.).							
HUMAN RESOURCES	12.062	PRIOR YEARS EMPLOYEE HISTORY - Ability to maintain employee prior years history and effective dates.							
HUMAN RESOURCES	12.063	ALERTS & AUTO EMAIL - Ability to set reminder alerts on all dates (e.g., birth date, performance evaluation due date, probationary period expiration date, etc.) and auto-email to anyone (e.g., supervisor).							
HUMAN RESOURCES	12.064	PERSONALIZED LETTERS AND FORMS - Ability to create personalized letters and forms (i.e., anniversary letters, birthday letters, probationary period reached letters, etc.)							
HUMAN RESOURCES	12.065	EMPLOYEE ALLOCATIONS - Ability to allocate an employee's cost (salary, leave, insurance, taxes, etc.) by percentage to different program/cost centers. The total percentage must equal 100%.							
HUMAN RESOURCES	12.066	TRACK AMERICANS WITH DISABILITIES ACT (ADA) - Ability to track employees with ADA designations and accommodations being made for their disabilities.							
HUMAN RESOURCES	12.067	GASB 45 - CENSUS REPORT - Ability to provide GASB 45 census report (employee birthday, sex, marital status, etc.)							

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HUMAN RESOURCES	12.068	SECURITY							
HUMAN RESOURCES	12.069	FIELD MASKING - Ability to mask fields (e.g., Social security number, drivers license number, etc.), with the ability to allow only authorized users to view.							
HUMAN RESOURCES	12.070	SECURITY - Ability to set security levels for employees to be able to view and only change certain fields (e.g., address).							
HUMAN RESOURCES	12.071	AUDIT TRAILS - Provide audit trails for every change made to data in the system.							
HUMAN RESOURCES	12.072	COMPENSATION							
HUMAN RESOURCES	12.073	SALARY DATA - Provide fields to maintain current employee salary data [e.g., annual salary, pay period salary, hourly rate, other types of pay (e.g., acting pay, on call pay, etc.)].							
HUMAN RESOURCES	12.074	SALARY RANGE/STEPS - Provide for salary advancement to a higher step within respective salary range on their anniversary based on the following step increases:							
HUMAN RESOURCES	12.075	▪ UNION							
HUMAN RESOURCES	12.076	▪ Step 1-15 = X.X%							
HUMAN RESOURCES	12.077	▪ PARAPROFESSIONAL							
HUMAN RESOURCES	12.078	▪ Step 1-15 = X.X%							
HUMAN RESOURCES	12.079	▪ SALARIED							
HUMAN RESOURCES	12.080	▪ Step 1-15 = X.X%							
HUMAN RESOURCES	12.081	SALARY CHANGES - Track salary changes (e.g., COLA increase - contract, step, annual review 0-5% general list within range, etc.)							
HUMAN RESOURCES	12.082	EMPLOYEE ALLOWANCES WITH DATES - Ability to create and update employee allowances for selected staff members or groups with expiration or renewal dates.							
HUMAN RESOURCES	12.083	PAY LIMITATIONS - Ability for system to enforce pay limits (e.g. ceiling or floor) by role or position (e.g., pay cannot exceed the floor or ceiling limits within that grade).							
HUMAN RESOURCES	12.084	RENEWAL DATES - Ability to track management personnel contract renewal dates.							
HUMAN RESOURCES	12.085	MOU TRACKING - Ability to track history of Memorandum of Understanding (MOU) compensation and benefit plans by group.							

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HUMAN RESOURCES	12.086	MASS CHANGES							
HUMAN RESOURCES	12.087	MASS UPDATE - Ability to mass-update benefit plans (e.g., enrollment dates, and/or premium rates) based on annual open enrollment or on an ad hoc basis.							
HUMAN RESOURCES	12.088	MASS PAY CHANGE - Ability to mass update pay increases (e.g., COLA increase for all employees)							
HUMAN RESOURCES	12.089	MASS PAY CHANGE - Ability to exclude some employees from mass percentage pay increases.							
HUMAN RESOURCES	12.090	MASS PAY CHANGE - The system has the ability to provide mass pay increases by percentage amount and dollar amount.							
HUMAN RESOURCES	12.091	PERSONNEL ACTIONS							
HUMAN RESOURCES	12.092	ELECTRONIC PERSONNEL ACTIONS - Ability for department supervisors to submit Personnel Action Forms online (e.g., promotions, salary modifications, transfers, change in status, grievances, incidents, disciplinary, etc.) and automatically workflow submit to appropriate department management and Human Resource staff.							
HUMAN RESOURCES	12.093	PERSONNEL ACTION TYPES - Ability to define the following personnel action types:							
HUMAN RESOURCES	12.094	▪ Retirements							
HUMAN RESOURCES	12.095	▪ Pay changes							
HUMAN RESOURCES	12.096	▪ Merit Pay							
HUMAN RESOURCES	12.097	▪ Resignations							
HUMAN RESOURCES	12.098	▪ New Hires							
HUMAN RESOURCES	12.099	▪ Re-Hires							
HUMAN RESOURCES	12.100	▪ Payroll Changes							
HUMAN RESOURCES	12.101	▪ Status Changes							
HUMAN RESOURCES	12.102	▪ Reclassifications							
HUMAN RESOURCES	12.103	▪ Suspensions							
HUMAN RESOURCES	12.104	▪ Separations							
HUMAN RESOURCES	12.105	▪ Promotions							
HUMAN RESOURCES	12.106	▪ Transfers							
HUMAN RESOURCES	12.107	UNLIMITED AGENCY-DEFINED FIELDS - Ability to have unlimited Agency-defined fields by personnel action type.							

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HUMAN RESOURCES	12.108	MULTI-LEVEL & APPROVERS BY ACTION TYPE - Ability to define multi-level and multi-approver workflows by Personnel Action type.							
HUMAN RESOURCES	12.109	ELECTRONIC PERSONNEL ACTIONS - APPROVALS - Ability to electronically approve personnel actions using workflow online.							
HUMAN RESOURCES	12.110	MOBILE ACCESS - Ability to receive, process, review and approve Personnel Action on a mobile tablet or smart phone.							
HUMAN RESOURCES	12.111	DISCIPLINARY COMPLAINTS - Ability to track disciplinary complaints and actions by position, employee, supervisor, and department involved							
HUMAN RESOURCES	12.112	ATTACHMENTS - Provide ability to attach files or scan documents and attach to personnel actions.							
HUMAN RESOURCES	12.113	NOTIFICATION - Ability for system to notify users that have pending approvals that need to be addressed.							
HUMAN RESOURCES	12.114	POSITION CONTROL							
HUMAN RESOURCES	12.115	POSITION REQUISITION WORKFLOW - Ability for new positions to go through a requisition workflow approval process.							
HUMAN RESOURCES	12.116	POSITION NUMBERS - Ability to assign user-defined position control numbers.							
HUMAN RESOURCES	12.117	AGENCY-DEFINED POSITION INFO - Provide a position classification that includes Agency-defined position titles, position numbers, benefits and unlimited pay steps per classification.							
HUMAN RESOURCES	12.118	POSITION NUMBERS - Ability to assign all new hires to a valid position number.							
HUMAN RESOURCES	12.119	POSITION REQUIREMENTS - Ability to set requirements for all positions by type, including required physical, drug, and work screenings which will populate the new employee record.							
HUMAN RESOURCES	12.120	CURRENT CONTROL - Ability to track who holds the position now.							
HUMAN RESOURCES	12.121	HISTORY - Ability to track who has held position in the past.							
HUMAN RESOURCES	12.122	POSITION EFFECTIVE DATES - Ability to assign effective date ranges to individuals entering and exiting positions.							
HUMAN RESOURCES	12.123	INACTIVATE POSITION - Provide the ability to inactivate or delete a position while keeping employee classification history.							
HUMAN RESOURCES	12.124	POSITION CHANGE WORKFLOW - Ability to notify user-defined department employees when changes in personnel occur (e.g., IT for passwords, payroll and prior departments, demographic changes, etc.)							
HUMAN RESOURCES	12.125	POSITION CHANGE NOTES - Track notes for each position change.							
HUMAN RESOURCES	12.126	OPEN POSITIONS - Ability to report how long a position has been open.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
HUMAN RESOURCES	12.127	OPEN AVAILABILITY - Ability to report number of times a position has been open.							

FOR REVIEW PURPOSES ONLY

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
HUMAN RESOURCES	12.128	INQUIRY - Ability to inquire by job title or position number, resulting in a display of employees that are filling the position.							
HUMAN RESOURCES	12.129	POSITION TRACKING - Provide a report showing department position number and status (filled, not filled).							
HUMAN RESOURCES	12.130	POSITION HISTORY - Provide position history showing employee's filling position, title change, reclassification, transfer of the position to another department, initiation, elimination, and related dates.							
HUMAN RESOURCES	12.131	GL REPORTING BY POSITION - Ability to generate a detailed Position Control Report showing name, budgetary unit, accounting fund, and general ledger account number.							
HUMAN RESOURCES	12.132	POSITION CONTROL STRUCTURE - Ability to setup a position control structure.							
HUMAN RESOURCES	12.133	POSITION CONTROL ORG. CHART - Ability for the system to produce organizational charts based on the position control structure.							
HUMAN RESOURCES	12.134	POSITION COMMENTS - Ability to maintain position notes and comments (e.g. why a position was inactivated).							
HUMAN RESOURCES	12.135	REASONS FOR EMPLOYEE LEAVING POSITION - Ability to track reasons for why an employee leaves a position (e.g., Promotion, Retirement, etc.)							
HUMAN RESOURCES	12.136	EXPIRING GRANT POSITIONS - Ability to report on grant funded positions that are at or near expiration.							
HUMAN RESOURCES	12.137	NEW HIRE ONBOARDING PROCESS							
HUMAN RESOURCES	12.138	CHECKLIST - Ability to create an agency-defined checklist for a new hires (e.g., completed onboarding paperwork, issued badge, tools, etc.).							
HUMAN RESOURCES	12.139	COMPLETE ADDITIONAL HIRING DOCUMENTS - Ability for selected applicant to complete employment paperwork online (I-9, W-4, etc.).							
HUMAN RESOURCES	12.140	NOTIFICATION OF MISSING REQUIRED DOCUMENTS - Provide ability to send alert or create report showing employee(s) with missing required documents (e.g., missing W-4, copy of social security card, etc.)							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
HUMAN RESOURCES	12.141	EMPLOYEE ACCRUALS							
HUMAN RESOURCES	12.142	MULTIPLE LEAVE DESIGNATIONS - Ability to have unlimited leave type designations (e.g., annual leave, holiday pay, emergency leave, family medical leave (FMLA), funeral/bereavement leave, jury duty, military leave, work injury leave, etc.)							
HUMAN RESOURCES	12.143	LEAVE BENEFITS BY ADJUSTED DATES - Ability for system to determine leave time benefit based on adjusted service dates (e.g., employee leaves and returns at a future date).							
HUMAN RESOURCES	12.144	SICK LEAVE ACCRUAL - Ability to assign accruals by employee group.							
HUMAN RESOURCES	12.145	SICK LEAVE ROLLOVER - Ability to rollover accrual balance at year-end.							
HUMAN RESOURCES	12.146	SICK LEAVE PAYOUT - Ability to calculate annual excess sick leave cash-out (e.g., any accruals over 60 days are bought back at 80% of an employees current pay rate).							
HUMAN RESOURCES	12.147	SICK LEAVE & RETIREMENT BALANCE - Ability to add sick leave balance to time served for retirement benefit.							
HUMAN RESOURCES	12.148	YTD LEAVE USE AND ACCRUAL - Ability to generate reports detailing employee leave balance and accrual on a cumulative calendar and fiscal YTD basis.							
HUMAN RESOURCES	12.149	OVERRIDE LEAVE REQUEST - Ability to allow a supervisor to override leave requests where requested time is more than accrued time.							
HUMAN RESOURCES	12.150	TEMPORARILY STOP LEAVE ACCRUAL - Ability to temporarily stop leave accrual (e.g., during unpaid leave).							
HUMAN RESOURCES	12.151	ACCRUAL HOURS REPORT - Provide reporting of employee vacation, sick, compensation, administrative, and holiday hour balances available.							
HUMAN RESOURCES	12.152	VACATION RULES - Ability for an employee to accrue one day of vacation upon being employed for three months, and accrue an additional five days of vacation upon being employed for six months.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
HUMAN RESOURCES	12.153	VACATION RULES - Ability to assign 11 vacation days to an employee at the 1st anniversary date, and increase the number of vacation days for every 5 years of service at an agency-defined accrual rate.							
HUMAN RESOURCES	12.154	VACATION RULES TABLES - Ability to accommodate agency-defined vacation accrual tables.							
HUMAN RESOURCES	12.155	VACATION RULES TABLES - Ability to assigned agency-defined vacation accrual tables to employee group.							
HUMAN RESOURCES	12.156	VACATION ROLLOVER LIMIT - Ability to limit the number of unused vacation hours that can rollover into the next year to 40 hours.							
HUMAN RESOURCES	12.157	VACATION ROLLOVER EXCEPTIONS - Ability to identify which employees are not subject to the vacation rollover limitation.							
HUMAN RESOURCES	12.158	VACATION ROLLOVER LIMIT NOTIFICATION - Ability to automatically notify an employee that vacation hours in excess of the limitation will not rollover at an agency-defined date in the year.							
HUMAN RESOURCES	12.159	BENEFITS							
HUMAN RESOURCES	12.160	BENEFIT INFORMATION - Capture and track all benefit information for multiple plans and tiers such as, but not limited to:							
HUMAN RESOURCES	12.161	▪ Employee Name							
HUMAN RESOURCES	12.162	▪ Social Security Number							
HUMAN RESOURCES	12.163	▪ Date of Birth							
HUMAN RESOURCES	12.164	▪ Spouse Name							
HUMAN RESOURCES	12.165	▪ Spouse Date of Birth							
HUMAN RESOURCES	12.166	▪ Dependents Names							
HUMAN RESOURCES	12.167	▪ Dependents Dates of Birth							
HUMAN RESOURCES	12.168	▪ Insurance Plans							
HUMAN RESOURCES	12.169	▪ Type of Coverage (e.g., employee only, employee plus one dependent, employee plus family, etc.)							
HUMAN RESOURCES	12.170	▪ COBRA Insurance Premium							
HUMAN RESOURCES	12.171	▪ Amount of Reimbursements to Employees							
HUMAN RESOURCES	12.172	▪ Benefit Deduction Amounts							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
HUMAN RESOURCES	12.173	DEPENDENT INFORMATION - Provide the ability to maintain dependent information such as:							
HUMAN RESOURCES	12.174	▪ Name							
HUMAN RESOURCES	12.175	▪ Address							
HUMAN RESOURCES	12.176	▪ Gender							
HUMAN RESOURCES	12.177	▪ Relationship (e.g., step, adopted, foster or guardianship children)							
HUMAN RESOURCES	12.178	▪ Birth Date							
HUMAN RESOURCES	12.179	▪ Social Security Number							
HUMAN RESOURCES	12.180	▪ Other Insurance							
HUMAN RESOURCES	12.181	▪ Name of Company							
HUMAN RESOURCES	12.182	▪ Student Status (Part-time, Full-time)							
HUMAN RESOURCES	12.183	▪ Military Status							
HUMAN RESOURCES	12.184	DEPENDENT TRACKING - Ability to track each benefit by specific dependent (allow differences within a family for each dependent).							
HUMAN RESOURCES	12.185	BENEFIT TRACKING - Ability to track the following information per employee:							
HUMAN RESOURCES	12.186	▪ Pension/Retirement Plans (including 2 tiers for IMRF)							
HUMAN RESOURCES	12.187	▪ Health, Dental, and Vision Insurance							
HUMAN RESOURCES	12.188	▪ Life Insurance							
HUMAN RESOURCES	12.189	▪ Disability Insurance							
HUMAN RESOURCES	12.190	▪ Medical Insurance							
HUMAN RESOURCES	12.191	EMPLOYER VS EMPLOYEE BENEFIT COSTS - Provide the ability to calculate the cost of benefits (employer and employee) based on current or anticipated changes in costs.							
HUMAN RESOURCES	12.192	SPLIT COSTS TO DIVISION/PROGRAM - Ability to allocate benefit costs to an employee's division and/or program/project.							
HUMAN RESOURCES	12.193	PLAN INFORMATION - Ability to maintain and track:							
HUMAN RESOURCES	12.194	▪ Group number							
HUMAN RESOURCES	12.195	▪ Policy numbers							
HUMAN RESOURCES	12.196	▪ Addresses of outside agencies							
HUMAN RESOURCES	12.197	▪ Plan names							
HUMAN RESOURCES	12.198	▪ Plan descriptions							
HUMAN RESOURCES	12.199	▪ Plan dates							
HUMAN RESOURCES	12.200	▪ Plan years							
HUMAN RESOURCES	12.201	▪ Contract Expiration Date							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
HUMAN RESOURCES	12.202	PRE- & POST-TAX DEDUCTIONS - Ability to define plan deductions as both pre-tax and post-tax.							
HUMAN RESOURCES	12.203	RETROACTIVE DEDUCTIONS - Ability to automatically calculate retroactive deductions.							
HUMAN RESOURCES	12.204	DEFERRED COMPENSATION REPORT - Reporting of deferred compensation plans or retirement health savings.							
HUMAN RESOURCES	12.205	OVERRIDE EFFECTIVE DATES - Ability to override all automatically generated effective dates.							
HUMAN RESOURCES	12.206	FISCAL & CALENDAR YEAR BENEFITS - Ability to track, accrue, and calculate benefits/supplements that are based on fiscal year schedules in addition to other benefits/supplements that are calculated based on a calendar year schedule.							
HUMAN RESOURCES	12.207	HIPAA SECURITIES - System should have appropriate securities in place to avoid HIPAA violations (e.g., disclosure, reporting, inquires of confidential information, etc.)							
HUMAN RESOURCES	12.208	HIPAA SECURITIES - Ability to restrict information by fields or screen for HIPAA compliance.							
HUMAN RESOURCES	12.209	ELIGIBLE EMPLOYEES NOT ENROLLED IN PLANS - Ability to produce reports identifying eligible employees not enrolled in benefit plans.							
HUMAN RESOURCES	12.210	DEPENDENT ENROLLMENT REPORT - Ability to generate benefit enrollment dependent report.							
HUMAN RESOURCES	12.211	DEPENDENT DEDUCTION TYPE CHANGES REPORT - Ability to generate a report of prior period changes made to dependent deduction types by employee.							
HUMAN RESOURCES	12.212	EMPLOYEE & EMPLOYER PREMIUM REPORT - Provide a report that shows the premiums by employee and employer.							
HUMAN RESOURCES	12.213	RETIREE WITH HEALTH BENEFITS - Ability to maintain retirees with health benefits records.							
HUMAN RESOURCES	12.214	ANNUAL STATEMENT OF BENEFITS - Ability to produce an Annual Statement of Benefits for each employee.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
HUMAN RESOURCES	12.215	EMPLOYEE SELF-SERVICE							
HUMAN RESOURCES	12.216	WEB-BASED - Provide a Web-based employee self-service module that allows employee and manager level user control options.							
HUMAN RESOURCES	12.217	WEB-BASED - Provide a Web-based employee self-service module accessible through standard system user access or via the internet.							
HUMAN RESOURCES	12.218	HR RESOURCES - Ability for employees to download Human Resources Department-related forms from the self-service portal.							
HUMAN RESOURCES	12.219	EMPLOYEE & DEPENDENT INFORMATION UPDATES - Ability to change address, phone, emergency contacts, etc., for employee and dependents.							
HUMAN RESOURCES	12.220	DIRECT DEPOSIT UPDATES - Ability for employees to update their direct deposit information.							
HUMAN RESOURCES	12.221	EMERGENCY CONTACT INFO - Ability for employees to update their emergency contacts information.							
HUMAN RESOURCES	12.222	APPROVALS - Ability to route employee specific changes (e.g., address change, leave request, allowances, etc.) to a Human Resources Department staff for approval.							
HUMAN RESOURCES	12.223	DOCUMENTATION NEEDED DUE TO CHANGES - Ability to track outstanding documentation needed as a result of employee self service changes.							
HUMAN RESOURCES	12.224	CHANGING TAX WITHHOLDING OPTIONS - Ability for employees to initiate requests to change tax withholding filing status, number of exemptions from the self service portal.							
HUMAN RESOURCES	12.225	HEALTH INS COVERAGE - Provide the ability for employees to review their health insurance coverage via the Web from either work or home.							
HUMAN RESOURCES	12.226	PRINT BENEFIT STATEMENTS - Provide the ability for employees to view and print benefits in a statement format via the Web from either work or home.							
HUMAN RESOURCES	12.227	REQUEST LEAVE ONLINE - Ability for employees request leave online.							
HUMAN RESOURCES	12.228	REQUEST LEAVE ONLINE - APPROVAL - Ability for supervisors to approve of leave requests online.							
HUMAN RESOURCES	12.229	SELL ANNUAL LEAVE - Ability for employees to submit online request to sell annual leave time, with multiple approval steps.							
HUMAN RESOURCES	12.230	ALTERNATE LEAVE REQUEST APPROVERS - Ability to specify alternate approvers of leave requests when a primary approver is unavailable (e.g., out sick, vacation, etc.)							
HUMAN RESOURCES	12.231	ONLINE PAY STUB HISTORY - Ability for employees to lookup historical pay stub information online.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
HUMAN RESOURCES	12.232	PRINT W-2 - Provide the ability for employees to print W-2s via the Web from either work or home.							
HUMAN RESOURCES	12.233	PRINT 1095C - Provide the ability for employees to print 1095C via the Web from either work or home.							
HUMAN RESOURCES	12.234	LEAVE/ACCRUAL REPORTS - Ability for employees to view and print their own leave/accrual reports.							
HUMAN RESOURCES	12.235	TRAINING REGISTRATION - Ability for employees to register for employer offered or supported training classes via an online portal.							
HUMAN RESOURCES	12.236	FMLA							
HUMAN RESOURCES	12.237	BENEFIT PAYMENTS - Ability to collect and track benefit payments for FMLA participants according to current requirements.							
HUMAN RESOURCES	12.238	ELIGIBILITY - Ability to determine eligibility for FMLA.							
HUMAN RESOURCES	12.239	LEAVE TRACKING - Ability to track all leave on a rolling-calendar basis.							
HUMAN RESOURCES	12.240	DATA - Ability to track the following FMLA data elements.							
HUMAN RESOURCES	12.241	▪ Date FMLA requested							
HUMAN RESOURCES	12.242	▪ Reason for FMLA							
HUMAN RESOURCES	12.243	▪ History of when taken							
HUMAN RESOURCES	12.244	▪ Date due to return							
HUMAN RESOURCES	12.245	▪ Follow up notes/contacts							
HUMAN RESOURCES	12.246	▪ Doctor's note returned (Y/N)							
HUMAN RESOURCES	12.247	▪ Date doctor's note returned							
HUMAN RESOURCES	12.248	ON-LEAVE REPORT - Ability to report on who is out, when, and why, including the following fields:							
HUMAN RESOURCES	12.249	▪ Employee name (last, first)							
HUMAN RESOURCES	12.250	▪ Hire date							
HUMAN RESOURCES	12.251	▪ Date leave began							
HUMAN RESOURCES	12.252	▪ Estimated return to work date							
HUMAN RESOURCES	12.253	▪ Actual return to work date							
HUMAN RESOURCES	12.254	▪ Date leave expires							
HUMAN RESOURCES	12.255	▪ Reason/Leave							
HUMAN RESOURCES	12.256	▪ Termination date							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
HUMAN RESOURCES	12.257	PERSONNEL ACTION FORM - FMLA NOTIFICATION - Ability for approved FMLA Personnel Actions to notify an employee's supervisor and director.							
HUMAN RESOURCES	12.258	LEAVE NOTIFICATIONS - Ability for the system to notify Payroll Staff when employees are placed on leave.							
HUMAN RESOURCES	12.259	FMLA - DRAWDOWN LEAVE HOURS - Ability to drawdown on other leave balances when an employee no longer has FMLA hours available.							
HUMAN RESOURCES	12.260	FMLA MAX NOTIFICATION - Ability to notify Human Resource's staff when an employee has reached the maximum number of FMLA hours.							
HUMAN RESOURCES	12.261	PERFORMANCE EVALUATIONS							
HUMAN RESOURCES	12.262	EVALUATION SCHEDULE - Ability to define an employees review schedule (e.g. quarterly, anniversary, etc.)							
HUMAN RESOURCES	12.263	ANNUAL EVALUATION DATE - Ability to track an annual evaluation date separate from other dates, which can change based upon future position promotions.							
HUMAN RESOURCES	12.264	MULTI-LEVEL & REVIEWER WORKFLOWS - Ability to define evaluation workflows with multiple levels and reviewers.							
HUMAN RESOURCES	12.265	EMPLOYEE EVALUATION COMMENTS - Ability to track employee comments on performance evaluation							
HUMAN RESOURCES	12.266	EVALUATION ATTACHMENTS - Ability to attach documents to an evaluation record.							
HUMAN RESOURCES	12.267	UPCOMING EVALUATION DUE DATES - Ability to notify evaluators of performance evaluation due dates.							
HUMAN RESOURCES	12.268	PAST DUE EVALUATION NOTIFICATION - Provide a notification to evaluators when employee reviews become past due.							
HUMAN RESOURCES	12.269	SCHEDULE PERFORMANCE EVALUATION - Ability for the system to automatically schedule 6, 12 and 24 month performance evaluations based on an employee's hire date.							
HUMAN RESOURCES	12.270	EVALUATION FORMS - Ability to setup different evaluation forms by employee type.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
HUMAN RESOURCES	12.271	TERMINATIONS							
HUMAN RESOURCES	12.272	TERMINATED EMPLOYEES CHECKLIST - Ability to setup terminated employees checklists with date and user(s) who verified task complete.							
HUMAN RESOURCES	12.273	TERMINATION NOTIFICATIONS - Ability to initiate automated notifications to multiple individuals when an employee is terminated (e.g., Department Director, IT, Human Resources, etc.)							
HUMAN RESOURCES	12.274	TERMINATION CAUSE & DATE - Provide for entry of termination information (reason and date).							
HUMAN RESOURCES	12.275	GRIEVANCE TRACKING - Ability to track grievance status, including employee ID, employee full name, title, grievance number, type, sub-type, steps with dates, notes, meetings, arbitration dates, settlement type, department, etc.							
HUMAN RESOURCES	12.276	TRAINING & CERTIFICATION							
HUMAN RESOURCES	12.277	ATTENDANCE REQUIREMENTS BY EMPLOYEE GROUP - Ability to define course attendance requirements by an employee group.							
HUMAN RESOURCES	12.278	NEW REQUIREMENTS - Ability for system to update new training requirements at the employee level when a new requirement is added to an employee group.							
HUMAN RESOURCES	12.279	TRAINING ATTENDANCE - Ability to track training dates and attendance.							
HUMAN RESOURCES	12.280	MANDATORY CLASS TRACKING - Ability to track attendance for position-specific and mandatory classes.							
HUMAN RESOURCES	12.281	MANDATORY TRAINING, LICENSES AND CERTIFICATIONS - Ability to designate certain training, licenses, and certifications as mandatory.							
HUMAN RESOURCES	12.282	TRACK COMPLETIONS - Track courses completed by each employee.							
HUMAN RESOURCES	12.283	COURSE TUITION REIMBURSEMENT - Ability to indicate whether courses qualify for employee tuition reimbursement.							
HUMAN RESOURCES	12.284	TRACK DRIVER STATUS - Track driver records and license expirations.							
HUMAN RESOURCES	12.285	CERTIFICATION RENEWAL REQUIREMENTS - Ability to track requirements for certification renewal by certificate type and employee.							
HUMAN RESOURCES	12.286	RE-CERTIFICATION RENEWAL NOTICE - Ability to send a Certification Renewal Notice to employees and supervisors requiring recertification with agency defined notification periods.							
HUMAN RESOURCES	12.287	PAST DUE ALERTS - Automated email alerts to supervisors for employees upcoming and past due training and certification requirements.							
HUMAN RESOURCES	12.288	OVERDUE REPORT - Ability to produce a Training Overdue report by department (full-time, part-time, substitute employee), name, and title.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
HUMAN RESOURCES	12.289	EXPIRED CERTIFICATION REPORT - Expired education/certification report by department, name, title, and due date.							

FOR REVIEW PURPOSES ONLY

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
HUMAN RESOURCES	12.290	INQUIRY AND REPORTS							
HUMAN RESOURCES	12.291	AD-HOC BY PERIOD - Ability to perform ad-hoc reporting on any field or feature for a Agency-defined point in time (i.e., salary as of a Agency-defined date, health election as of a Agency-defined prior date or year).							
HUMAN RESOURCES	12.292	AD-HOC - Ability to perform ad-hoc reporting on any field or feature.							
HUMAN RESOURCES	12.293	BENEFIT COVERAGE - Ability to generate an annual benefit coverage report.							
HUMAN RESOURCES	12.294	BENEFITS STATEMENT - Ability to provide all employees and retirees with annual benefit statements (benefits statements shall provide designated beneficiary information and benefits that are available to beneficiaries).							
HUMAN RESOURCES	12.295	DEMOGRAPHICS - Ability to generate an EEO-4 (workforce sex and race/ethnicity composition) report.							
HUMAN RESOURCES	12.296	EMPLOYEE AGE - Ability to generate a report of employees within a user-defined age group.							
HUMAN RESOURCES	12.297	EMPLOYEE HISTORY - Ability to report current and historical employee information by agency-defined criteria.							
HUMAN RESOURCES	12.298	FMLA - Ability to provide FMLA reporting capabilities based on a rolling 12 weeks in a rolling 12 month calendar.							
HUMAN RESOURCES	12.299	HEADCOUNT - Ability to generate headcount reports.							
HUMAN RESOURCES	12.300	NEW HIRE - Ability to generate a new hire report.							
HUMAN RESOURCES	12.301	ONLINE REVIEWS - Ability to provide online performance review reports, including percent completions and past due reviews.							
HUMAN RESOURCES	12.302	PAYSCALE - Ability to generate pay scale reports.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
HUMAN RESOURCES	12.303	POSITION VACANCIES - Ability to run reports based on position vacancies, time to hire, etc.							
HUMAN RESOURCES	12.304	REGULATORY - Ability to generate all benefits reporting necessary and required to meet external mandates (e.g., State pension, Federal W4, etc.).							
HUMAN RESOURCES	12.305	BARGAINING UNIT SENIORITY - Ability to generate a report by employee category, by seniority, by agency defined period (e.g., monthly report by union and seniority).							
HUMAN RESOURCES	12.306	TERMINATION - Ability to generate a termination report.							
HUMAN RESOURCES	12.307	TOTAL COMPENSATION - Ability to provide online view and reporting of employee's total compensation package including but not limited to benefits, employee and employer contributions, base pay, add pay, accruals, FLSA status, and overtime.							
HUMAN RESOURCES	12.308	INTEGRATION							
HUMAN RESOURCES	12.309	ACA UPLOAD - Ability to upload Affordable Care Act (ACA) information to Federal Agency.							
HUMAN RESOURCES	12.310	ACCOUNTS PAYABLE - Must integrate with the Accounts Payable module (e.g., to generate benefit and balance due payment requests).							
HUMAN RESOURCES	12.311	ACCOUNTS RECEIVABLE - Must integrate with the Accounts Receivable module to allow billing of related insurance premiums and other recoverables (i.e., employee on leave of absence or retirees).							
HUMAN RESOURCES	12.312	BUDGETING - Must integrate with the Budget module.							
HUMAN RESOURCES	12.313	IMRF - Ability to export or upload information with IMRF.							
HUMAN RESOURCES	12.314	EEO-4 SURVEY FILE UPLOAD - Ability to electronically submit the EEO-4 Survey to the Equal Employment Opportunity Commission. NOTE: File upload specifications can be found at https://egov.eeoc.gov/eo4/							
HUMAN RESOURCES	12.315	GENERAL LEDGER - Must integrate with the General Ledger module.							
HUMAN RESOURCES	12.316	PAYROLL - Must integrate with the Payroll module.							
HUMAN RESOURCES	12.317	TIME AND ATTENDANCE - Must integrate with Time and Attendance Module.							
HUMAN RESOURCES	12.318	INTEGRATION - ELECTRONIC DOCUMENT MANAGEMENT SYSTEM - System must integrate with Electronic Document Management System (TBD).							

Rock River Water Reclamation District - Enterprise Resource Planning Solution - Feature Function Requirements

Please input a "1" in the appropriate column to the right of the feature/function/capability statement. Further explanations, or information regarding 3rd party software and/or modification costs should also be provided in the comments column and Project Costs worksheet (Appendix G), if applicable. Each "non-title" row (?000) should have only one "1". Blank rows will be scored as Not Available.

Legend:

Standard - Current	Available in current software release
Standard - Next Release	Guaranteed available in next release of software
Report Writer	Report Writer function through Standard Reports or Ad Hoc Report Writer
3rd-Party Application	Please estimate general cost estimates in comments not a quote, unless available due to your resell arrangement.
Custom Modification	Custom programming by vendor (not meant to be a set-up configuration that is standard process through implementation. Please estimate general costs in comments (not a quote).
Not Available	Not available in current or next release; interfaced/integrated third-party application or through custom modification.

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Application	Number	Time and Attendance							
		EMPLOYEE TIME SETUP							
TIME	13.001	EXCEPTION ONLY TIME ENTRY - Ability to setup time entry by exception by employee or department/division.							
TIME	13.002	EXEMPT EMPLOYEES - Ability to track all hours for exempt employees (e.g., Project hours), but only pay on salary, not hours.							
TIME	13.003	MULTIPLE PAY CODE PER EMPLOYEE - Ability to select more than one pay code per employee.							
TIME	13.004	INDIVIDUAL HOURS TYPES - Ability to assign time entry hours types/groups to each employee so they can charge only to those types.							
TIME	13.005	MULTIPLE TASKS AND POSITIONS FOR EMPLOYEE - Ability to record time worked on multiple tasks in different positions, per day.							
TIME	13.006	MULTIPLE PRE-SET PAY RATES - Ability to have different pre-set pay rates for the same employee if they are working in different job classifications.							
TIME	13.007	TIME ENTRY							
TIME	13.008	TIME ENTRY - Ability to submit time entries from any PC that is connected to the internet (e.g. from home on personal computer).							
TIME	13.009	COMMENTS - Ability to add comments to time at any level of processing.							
TIME	13.010	TRACK BY DIVISIONS - Ability to track each time entry by department and division.							
TIME	13.011	TIMECARD VIEWS - Ability to customize timecard views (e.g., daily, weekly, or bi-weekly)							
TIME	13.012	EMPLOYEE ACCESS TO PAY AND LEAVE TYPES - Ability for employees to see their pay and leave types on entry screens.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
TIME	13.013	CALENDAR LOOKUP - Ability for a user to lookup all scheduled time off, in calendar format, for a week or month at a time.							
TIME	13.014	LEAVE REQUEST ONLINE - Ability for a user to request time-off online with online workflow approvals by supervisors and department.							
TIME	13.015	TIME ENTRY RULES							
TIME	13.016	OVER-TIME - Ability for overtime calculations to take into account start and stop times, and scheduled hours.							
TIME	13.017	LUNCH BREAK TRACKING - Ability to reflect lunch periods in time entry for those employees whose workday includes a lunch break.							
TIME	13.018	LUNCH BREAK TRACKING - Ability to auto deduct 30 minutes for lunch if employee did not clock out for lunch.							
TIME	13.019	EARLY CLOCK-IN - Ability to allow employee to clock in 1-hour early but the time is non-paid time.							
TIME	13.020	EARLY CLOCK-IN - Allow supervisors ability to grant employee who clock-in prior to scheduled shift start as over-time.							
TIME	13.021	TIME ENTRY RULES - Ability to establish time entry rules for regular pay, overtime, leave balance, etc. in compliance with FLSA, personnel rules and regulations, etc.							
TIME	13.022	STANDBY/ON-CALL RULES - Ability for system to accommodate on-call or standby pay by applying agency-defined rules (e.g., per MOUs, 2-hrs minimum pay for call-ins, flat rate per week, etc.).							
TIME	13.023	TIME ENTRY VALIDATIONS - Ability for system to auto validate data entry (i.e., check leave balance, employee numbers, account numbers, project numbers, and department numbers).							
TIME	13.024	TIME ENTRY LOCATION VALIDATIONS - Ability for system geo-location track for mobile time in and out, based on agency-defined location boundaries (e.g., can only enter time when mobile device is within a defined geofence).							
TIME	13.025	TIME ENTRY ALERTS							
TIME	13.026	TIME ENTRY ERRORS - Ability to establish error messages based upon time entry rules at time entry for employees who are not in compliance with established rules.							
TIME	13.027	TIME ENTRY ALERTS - System should block entry/use of any unavailable accrual limits (e.g., annual leave, vacation, holiday, etc)							
TIME	13.028	FLMA LEAVE STATUS - Provide pop-up notification if an employee on FLMA leave enters an incorrect leave type.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
TIME	13.029	ANNUAL HOURS WORKED - Ability to generate an alert for certain employees when they reach XXX hours worked during an agency-defined period per employee group (e.g., calendar year, federal fiscal year, ACA rules, etc.).							
TIME	13.030	HARD ERROR ENTRY ALERTS - Ability to generate unlimited agency-defined hard error alerts for employees (e.g., not enough hours entered, too many leave hours entered, too many overtime hours entered, etc.)							
TIME	13.031	AUTO-POPULATE APPROVED LEAVE AND HOLIDAYS -Ability to auto-populate on a timecard an employee's approved leave and holidays.							
TIME	13.032	ADJUSTMENTS AND APPROVALS							
TIME	13.033	TIME APPROVAL - Ability to approve time from any PC connected to the internet.							
TIME	13.034	MOBILE TIME APPROVAL - Ability to approve time entries from a mobile device (e.g., smart phone, tablet, etc.) that is connected to the internet.							
TIME	13.035	APPROVAL WORKFLOWS - Ability to support multiple agency-defined approval workflows for time entry.							
TIME	13.036	ADDITIONAL APPROVERS - Provide additional approval levels via on-line workflow, if requested (as needed).							
TIME	13.037	TRACKING TIME SPANNING MIDNIGHT - Ability to track time that spans midnight on the day the shift began.							
		DAYLIGHT SAVINGS TIME ADJUSTMENT - Ability to automatically adjust time tracking for daylight savings time.							
TIME	13.038	CURRENT PAY PERIOD CORRECTIONS - Ability to adjust or correct time entries captured in the current pay period.							
TIME	13.039	PRIOR PAY PERIOD CORRECTIONS - Ability to adjust or correct time entries captured in a prior pay period.							
TIME	13.040	TIMESHEET ADJUSTMENTS NOTIFICATION - Ability for system to notify an employee and supervisor if an adjustment was made to an approved timesheet.							
TIME	13.041	BILLING AND COSTING							
TIME	13.042	COST ACCOUNTING VIA TIME ENTRY - Ability to charge time to different cost centers, projects, grants, agency activities, etc. to facilitate reporting time and employee costs associated with specific tasks.							
TIME	13.043	REPORTS AND INQUIRIES							
TIME	13.044	CLOCK-IN/OUT EXCEPTIONS INQUIRY - System to provide supervisor an exceptions inquiry screen showing those who forgot to clock in or out.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
TIME	13.045	TIME ENTRY EXCEPTIONS INQUIRY - System to provide supervisor or timekeeper an exceptions inquiry screen showing those who forgot to submit time.							
TIME	13.046	TIME ENTRY SUMMARY REPORT - Summary of time submitted to payroll.							
TIME	13.047	MISSING TIME ENTRY EXCEPTION REPORT - Ability to produce an exception report identifying employees with no time entry or changes to exception-based timekeeping.							
TIME	13.048	SUMMARY LIST OF UNAPPROVED TIMESHEET - Ability for supervisors to see, on screen, a list of unapproved timesheets by employee.							
TIME	13.049	HOURS WORKED REPORT - Provide the ability to report on number of hours worked in fiscal, calendar year or rolling calendar for hourly employees.							
TIME	13.050	PAY PERIOD CROSS FISCAL YEARS - Ability to report time by fiscal year when a pay period crosses multiple fiscal years (e.g., New fiscal year should exclude time prior to July 1 for a pay period that spans June 18 through July 1).							
TIME	13.051	ABSENTEEISM/TARDINESS - Ability to track and report on absenteeism and tardiness.							
TIME	13.052	IEPA PERMITTED REPORTS - Ability to generate reports by task to allow for the creation of invoices (e.g., IEPA permitted projects).							
TIME	13.053	INTEGRATION							
TIME	13.054	MOBILE TIME ENTRY - Ability to submit time entries from a mobile device (e.g., smart phone, tablet, etc.) that is connected to the internet. Please comment on mobile devices and platforms that are currently supported by your proposed solution.							
TIME	13.055	MOBILE LEAVE REQUEST APPROVAL - Ability to approve leave request from a mobile device (e.g., smart phone, tablet, etc.) that is connected to the internet. Please comment on mobile devices and platforms that are currently supported by your proposed solution.							
TIME	13.056	INTEGRATION - PAYROLL - Ability to integrate with the Payroll module.							
TIME	13.057	INTEGRATION - HUMAN RESOURCES - Ability to integrate with the Human Resources module.							
TIME	13.058	INTEGRATION - PROJECT ACCOUNTING - Ability to provide labor distribution data to Project Accounting.							
TIME	13.059	INTEGRATION - TIME CLOCKS - Ability to integrate with third-party time clocks. NOTE to Vendors: Please indicate time clock options in your proposal.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
TIME	13.060	INTEGRATION - ELECTRONIC DOCUMENT MANAGEMENT SYSTEM- System must integrate with Electronic Document Management System (To Be Determined) .							

FOR REVIEW PURPOSES ONLY

Rock River Water Reclamation District - Enterprise Resource Planning Solution - Feature Function Requirements

Please input a "1" in the appropriate column to the right of the feature/function/capability statement. Further explanations, or information regarding 3rd party software and/or modification costs should also be provided in the comments column and Project Costs worksheet (Appendix G), if applicable. Each "non-title" row (?000) should have only one "1". Blank rows will be scored as Not Available.

Legend:

Standard - Current	Available in current software release
Standard - Next Release	Guaranteed available in next release of software
Report Writer	Report Writer function through Standard Reports or Ad Hoc Report Writer
3rd-Party Application	Please estimate general cost estimates in comments not a quote, unless available due to your resell arrangement.
Custom Modification	Custom programming by vendor (not meant to be a set-up configuration that is standard process through implementation. Please estimate general costs in comments (not a quote).
Not Available	Not available in current or next release; interfaced/integrated third-party application or through custom modification.

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Application	Number	Payroll							
		REGULATORY REQUIREMENTS							
PAYROLL	14.001	FEDERAL AND STATE LAWS - System must comply with all federal and IL state payroll requirements.							
PAYROLL	14.002	FEDERAL AND STATE REGULATION UPDATES - Vendor to provide quarterly and/or annual updates of W-2 format, tax tables, and state and federal reporting, as applicable.							
PAYROLL	14.003	FEDERAL FLSA REQUIREMENTS - Ability to track and report information pursuant to federal FLSA requirements. Specifically, any alternate schedule typical of Public Service and Public Safety.							
PAYROLL	14.004	PAYROLL SETUP							
PAYROLL	14.005	PAYROLL DATE DEFINITIONS - Ability to maintain:							
PAYROLL	14.006	▪ Current payroll period							
PAYROLL	14.007	▪ Month-to-date							
PAYROLL	14.008	▪ Quarter-to-date (user-definable, based on policy)							
PAYROLL	14.009	▪ Current fiscal/calendar year-to-date							
PAYROLL	14.010	▪ Prior fiscal/calendar year-to-date information on earnings, payments, taxes, deductions, deferred compensation, employee/employer contribution for benefits at both individual and group levels.							
PAYROLL	14.011	BY EXCEPTION - Ability to set up payroll by exception, while allowing some department/division and/or hourly employees to not be set up by exception.							
PAYROLL	14.012	AGENCY-DEFINED BENEFIT CATEGORIES - Ability to support and track agency-defined benefit categories.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PAYROLL	14.013	BASE HOURLY RATE SETUP - Ability to set up a base hourly rate which includes :							
PAYROLL	14.014	▪ Position							
PAYROLL	14.015	▪ Classification							
PAYROLL	14.016	▪ Step							
PAYROLL	14.017	▪ Plus permanent differentials for certifications, licenses, annualized holiday compensation, etc.							
PAYROLL	14.018	AUTO HOLIDAY SETUP - Ability to automatically set up holiday dates for all employees or groups of employees.							
PAYROLL	14.019	GLOBAL AND INDIVIDUAL CHANGES - Provide for global group and individual pay rate, benefit and deduction changes in a table structure.							
PAYROLL	14.020	EFFECTIVE DATES							
PAYROLL	14.021	PAY CHANGE EFFECTIVE DATES - Ability to enter pre-dated or post-dated effective dates for pay-change calculations.							
PAYROLL	14.022	PAY CATEGORY EFFECTIVE DATES - Ability to define pay categories with effective dates.							
PAYROLL	14.023	EMPLOYEE GROUP EFFECTIVE DATES - Ability to define employee groups with effective dates.							
PAYROLL	14.024	BENEFIT EFFECTIVE DATES - Ability to define benefits with effective dates.							
PAYROLL	14.025	DEDUCTION CATEGORY EFFECTIVE DATES - Ability to define deduction categories with effective dates.							
PAYROLL	14.026	DEDUCTION LIMIT AMOUNTS WITH EFFECTIVE DATES - Ability to set up deduction limit amounts by effective dates.							
PAYROLL	14.027	LEAVE RULES W/EFFECTIVE DATES - Ability to setup/change leave business rule in advance with effective dates.							
PAYROLL	14.028	PAY SPLITS OVERRIDE - Ability to override default pay-splits in a pay period.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PAYROLL	14.029	PAY TYPES							
PAYROLL	14.030	PAY TYPES - Ability for unlimited agency-defined pay types. Provide for fixed dollar amounts, fixed rates, and percentages of other pay types. Must include (but not be limited to)							
PAYROLL	14.031	▪ Regular pay							
PAYROLL	14.032	▪ Vacation							
PAYROLL	14.033	▪ Sick							
PAYROLL	14.034	▪ Overtime							
PAYROLL	14.035	▪ Holiday							
PAYROLL	14.036	▪ Administrative Leave							
PAYROLL	14.037	▪ Funeral/Bereavement Leave							
PAYROLL	14.038	▪ Differential							
PAYROLL	14.039	PAY TYPES - Ability to set up and track different pay types (e.g., differential or incentive pay is given for some work activity types.)							
PAYROLL	14.040	ACTING/DIFFERENTIAL PAY - Ability to provide a XX% differential increase in pay for time spent on special assignments.							
PAYROLL	14.041	DIFFERENTIAL PAY - Ability to set up multiple shift differential rates by employee.							
PAYROLL	14.042	UNLIMITED ASSOCIATION OF PAY TYPES (Earnings Codes), BENEFIT TYPES, DEDUCTION TYPES TO EMPLOYEE GROUPS - Ability to apply common pay types, benefits types, and deduction types to each agency-defined group of employees.							
PAYROLL	14.043	EARNINGS CODES BY JOB CLASS - Ability to designate earnings codes by job classification.							
PAYROLL	14.044	OVERTIME RULES							
PAYROLL	14.045	OVERTIME CALCULATIONS - Provide flexible and customizable calculations for overtime required by FLSA regulations, personnel rules, and regulations.							
PAYROLL	14.046	OVERTIME RULES - Ability to set up different overtime rules by schedule type or employee group.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PAYROLL	14.047	STANDBY PAY							
PAYROLL	14.048	STANDBY PAY - MINIMUM HOURS PAID - Ability to track minimum hours paid for on-call hours worked. Note: This is calculated per instance, and minimum hours amount is dependent on employee or bargaining group.							
PAYROLL	14.049	STANDBY/ON-CALL RULES - Ability for system to accommodate on-call or standby pay by applying agency-defined rules (e.g., per MOUs, 2-hrs minimum pay for call-ins, flat rate per week, etc.).							
PAYROLL	14.050	STANDBY PAY - FIXED AMOUNT - Ability to provide a payment to employees that is a fixed amount for being available to work (e.g., \$170/week for on-call for assignments.)							
PAYROLL	14.051	LABOR DISTRIBUTION							
PAYROLL	14.052	LABOR DISTRIBUTION - Ability to distribute an employee's labor by percentages and/or direct hours.							
PAYROLL	14.053	AUTOMATIC LABOR DISTRIBUTION - Automatically generate all labor distributions.							
PAYROLL	14.054	DEFAULT LABOR DISTRIBUTION - Ability to default labor distribution of salary/wages, benefit costs, and deductions for unlimited departments or cost centers per employee.							
PAYROLL	14.055	WAGE AND BENEFIT COST DISTRIBUTION - Ability to distribute all wage and benefit costs by percent or amount to multiple funds and divisions by pay type.							
PAYROLL	14.056	WAGE AND BENEFIT DISTRIBUTION - Ability to distribute salaried or hourly employee wages and full benefits to different G/L accounts.							
PAYROLL	14.057	BENEFITS CALCULATION - Ability for system to calculate employer expense for benefits and deductions (e.g., IMRF Pension, or health and dental insurance).							
PAYROLL	14.058	DEDUCTIONS							
PAYROLL	14.059	UNLIMITED DEDUCTION TYPES - Provide unlimited deduction types.							
PAYROLL	14.060	DESIGNATE STANDARD DEDUCTIONS - Ability to select a group of standard deductions that apply to all employees or a group of employees.							
PAYROLL	14.061	OPTIONAL DEDUCTION SELECTION - Ability to select optional deductions individually by employee.							
PAYROLL	14.062	ONE-TIME DEDUCTIONS - Ability to setup one time miscellaneous employee deductions.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PAYROLL	14.063	AGENCY-DEFINED DEDUCTION CATEGORIES - Ability to support and track agency-defined (fixed-dollar amount and percentage-based) deduction categories.							

FOR

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Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PAYROLL	14.064	DEDUCTION MAX AMOUNT - Ability to establish a maximum dollar or maximum wage base per deduction for a specified period (e.g., one pay period or one year.)							
PAYROLL	14.065	PARTIAL DEDUCTIONS - Ability to process partial deductions (e.g., deduction is larger than employee's pay).							
PAYROLL	14.066	LIMIT DEDUCTION AMOUNT - Ability to establish a maximum limit deduction amount for a specific category, such as:							
PAYROLL	14.067	▪ Garnishments							
PAYROLL	14.068	▪ Payback contributions							
PAYROLL	14.069	▪ FICA							
PAYROLL	14.070	▪ Overpayment amounts							
PAYROLL	14.071	VERRIDE DEDUCTION LIMITS - Ability to override deduction limit amount by employee.							
PAYROLL	14.072	DEDUCTION LIMIT - Ability to limit the maximum number of dollar amount deductions per year per deduction type.							
PAYROLL	14.073	STANDARD DEDUCTION OVERRIDE - Ability to override standard deduction amounts for new and terminating employees.							
PAYROLL	14.074	ADDITIONAL FLAT / PERCENTAGE TAX AMOUNTS - Ability to enter flat and/or percentage tax amounts in addition to automatic tax calculation for same check.							
PAYROLL	14.075	GARNISHMENTS							
PAYROLL	14.076	CHILD SUPPORT DEDUCTION INFO - Ability for employee to include child support case number with deduction amount.							
PAYROLL	14.077	CONTRIBUTION LIMIT - Ability to limit the maximum number of dollar amount contributions per year per contribution type (e.g., 457 Plan.)							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PAYROLL	14.078	ACCRUALS							
PAYROLL	14.079	UNLIMITED ACCRUAL TYPES AND RULES - Ability to track unlimited accrual types and rules.							
PAYROLL	14.080	AGENCY-DEFINED LEAVE CATEGORIES AND ACCRUAL RATES -Provide multiple agency-defined leave categories (vacation, sick leave, floating holiday, birthday, etc.) with ability to set maximum accruals and automatic accrual rate changes based on agency-defined criteria. Employment date used for accrual calculation purposes should reflect an adjusted hiring date. If there is a limit to the number of leave categories, vendor to indicate maximum number of user-defined leave categories: _____.							
PAYROLL	14.081	ACCRUAL ADJUSTMENTS AND AUDIT TRAIL -Ability to adjust accrual balances (within security constraints) when sick, vacation, or administrative leaves include an audit trail of adjustments.							
PAYROLL	14.082	AGENCY-DEFINED LEAVE ACCRUAL PAYOFF CALCULATIONS -Ability to agency-define the calculation for leave accrual payoff amounts.							
PAYROLL	14.083	CUMULATIVE & NON-CUMULATIVE ACCRUALS - Ability to define cumulative (rollover) and non-cumulative (use-it-or-lose-it) leave accruals.							
PAYROLL	14.084	SICK LEAVE ACCRUAL - Ability to accumulate sick time at four hours per pay period except 3rd pay date of month.							
PAYROLL	14.085	SICK LEAVE ROLLOVER - Ability to rollover accrual balance at year-end.							
PAYROLL	14.086	VACATION RULES - Ability to assign different accrual rates for different positions (e.g., an employee to accrue one day of vacation upon being employed for three months, and accrue an additional five days of vacation upon being employed for six months).							
PAYROLL	14.087	VACATION RULES - Ability to assign 11 vacation days to an employee at the 1st anniversary date, and increase the number of vacation days for every 5 years of service at an agency-defined accrual rate.							
PAYROLL		VACATION RULES - Ability to assign new management hires 15 days earned at start date, then 15 days at anniversary until 5 years, then 1 additional day per year thereafter.							
PAYROLL	14.088	VACATION ROLLOVER LIMIT - Ability to limit the number of unused vacation hours that can rollover into the next year to 40 hours.							
PAYROLL	14.089	VACATION ROLLOVER EXCEPTIONS - Ability to identify which employees are not subject to the vacation rollover limitation.							

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PAYROLL	14.090	VACATION ROLLOVER LIMIT NOTIFICATION - Ability to automatically notify an employee that vacation hours in excess of the limitation will not rollover at an agency-defined date in the year.							
PAYROLL	14.091	WAGE AND BENEFITS ACCRUAL - Ability for the system to auto accrue all wages and benefits that span the fiscal year-end.							
PAYROLL	14.092	ACCRUAL TOTALS - Provide ability to calculate and display accrual totals (accrued, used, and maximum) for any specified period of time.							
PAYROLL	14.093	BACKDATED ACCRUAL ADJUSTMENTS - Ability to make back-dated accrual adjustments (e.g., correct wrong sick leave amount applied several months prior.)							
PAYROLL	14.094	ACCRUAL OVERRIDES - Ability to override employee vacation, sick, compensation, administrative, and holiday-hour balances.							
PAYROLL	14.095	OVERRIDE LEAVE REQUEST - Ability to allow a supervisor to override leave requests where requested time is more than accrued time.							
PAYROLL	14.096	TEMPORARILY STOP LEAVE ACCRUAL - Ability to temporarily stop leave accrual (e.g., during unpaid leave).							
PAYROLL	14.097	PAYROLL PROCESSING							
PAYROLL	14.098	PROOF MODE - Ability to generate proof lists of <i>all changes</i> prior to calculation and production of gross and net pay for each payroll check run.							
PAYROLL	14.099	ON-DEMAND CHECKS - Ability to run an on-demand payroll check (e.g., retirement checks, termination check, etc.)							
PAYROLL	14.100	SPECIAL CHECKS - Provide for generating, a special check for an employee outside of a regular payroll cycle and update all employee-related fields. For example, processing second check for same pay period (i.e., forgot overtime, payment of Leave Buyback.)							
PAYROLL	14.101	MANUAL CHECKS AND TAX FILINGS - Ability for manually created checks to be automatically included in the next payroll cycle's tax filings.							
PAYROLL	14.102	CHECK RUNS - Ability to process multiple check runs on the same day (e.g., bi-weekly and monthly occur on same day).							
PAYROLL	14.103	DIRECT DEPOSIT TO MULTIPLE ACCOUNTS - Provide for employee definition of the allocation of the check to multiple accounts. VENDORS, if number is limited, indicate the number of accounts: _____.							
PAYROLL	14.104	PRINT CASH OUTS AS SEPARATE PAY CHECKS - Ability to print cash outs (i.e., trade a portion of accrual balances for cash) as using a separate payroll run.							

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PAYROLL	14.105	BENEFIT PROVIDERS CHECKS - Ability to generate check information for Accounts Payable for Tax Liabilities and benefit providers, such as:							
PAYROLL	14.106	▪ Garnishments							
PAYROLL	14.107	▪ Union dues							
PAYROLL	14.108	▪ Deferred compensation							
PAYROLL	14.109	▪ Wage assignment payees							
PAYROLL	14.110	PRORATIONS							
PAYROLL	14.111	MID-PAY PERIOD CHANGES - Ability for system to automatically calculate pay and accrual changes by position or group when change date occurs in the middle of a pay period.							
PAYROLL	14.112	PRORATED PAY RATES - Ability to automatically pro-rate an hourly rate change in the middle of a pay period.							
PAYROLL	14.113	PRORATE PAY PERIOD THAT CROSSES FISCAL YEARS - Ability to automatically pro-rate a pay period that crosses a fiscal year and automatically create accrual entries to the prior and new fiscal year.							
PAYROLL	14.114	RETROACTIVE PAY							
PAYROLL	14.115	RETROACTIVE PAY - Ability to calculate retroactive pay for an individual employee.							
PAYROLL	14.116	MASS GROUP RETROACTIVE PAY - Ability to 1) calculate and 2) disburse mass group retroactive pay (e.g., bargaining unit-negotiated.)							
PAYROLL	14.117	APPLY RETROACTIVE PAYMENTS FOR LEAVE TIME - Ability to apply Workers Compensation retroactively.							
PAYROLL	14.118	RETROACTIVE PAYROLL CALCS - Provide for the calculation of retroactive pay, taxes, and benefits deductions (with ability to add notes/reasons.)							
PAYROLL	14.119	RETROACTIVE PAY - Ability to auto-calculate retro-active pay as a percentage increase of all pay types, but not affecting accruals. Calculation will have to recalculate all differential pay rates for the retroactive pay.							
PAYROLL	14.120	PAYROLL BUDGETING							
PAYROLL	14.121	BUDGETING AND WHAT-IFs - Ability to provide payroll-budgeting capabilities, including what-if scenarios with multiple versions and ability to roll a version into final overall budget.							
PAYROLL	14.122	BUDGETING - Ability to adjust payroll budgets by position during the fiscal year.							

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PAYROLL	14.123	PAYROLL INQUIRY AND REPORTING							
PAYROLL	14.124	PAYROLL CALENDAR - Ability to view a calendar of payroll dates (e.g., upcoming payrolls, Holidays, deadline for time sheets, etc.)							
PAYROLL	14.125	PAYROLL HISTORY - Ability to maintain unlimited employee pay history, including (at a minimum):							
PAYROLL	14.126	▪ Date of hire							
PAYROLL	14.127	▪ Pay change dates							
PAYROLL	14.128	▪ Position change dates							
PAYROLL	14.129	▪ Special assignments pay							
PAYROLL	14.130	▪ Leave without pay							
PAYROLL	14.131	▪ Out of classification							
PAYROLL	14.132	PAY STUB - Ability to display direct deposit splits between bank accounts on pay stub.							
PAYROLL	14.133	PAY STUB NOTES - ALL EMPLOYEES - Ability to print agency-defined information on all employee pay stubs (e.g., notes)							
PAYROLL	14.134	EMAIL PAYSTUBS - Ability to automatically email paystubs.							
PAYROLL	14.135	PAY STUB REPRINT - Ability to reprint a check stub.							
PAYROLL	14.136	PAY STUB LAYOUT - Ability for complete agency-defined payroll stub form layout.							
PAYROLL	14.137	PAY STUB CUSTOMIZATION - Provide pay stub to be customized to Agency requirements, including, but not limited to:							
PAYROLL	14.138	▪ Current/YTD hours							
PAYROLL	14.139	▪ Pay							
PAYROLL	14.140	▪ Total gross							
PAYROLL	14.141	▪ Total net							
PAYROLL	14.142	▪ Wages							
PAYROLL	14.143	▪ Current and YTD itemized deductions							
PAYROLL	14.144	▪ Health benefits (pre-tax deductions)							
PAYROLL		▪ Health benefits (post-tax deductions)							
PAYROLL	14.145	▪ Employer matching benefits							
PAYROLL	14.146	▪ Current leave benefits							
PAYROLL	14.147	ENTRY EDIT REPORT - Payroll-entry edit report with totals by hours, department, division, and distributions.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PAYROLL	14.148	PRELIMINARY CHECK REGISTER - Provide a preliminary check register displaying breakdown of employee pay amounts, retirement amounts, and GL codes.							
PAYROLL	14.149	DEDUCTION REGISTER - Weekly deduction register by deduction.							
PAYROLL	14.150	DEPT CHECK REGISTER - Ability to produce a check register by department.							
PAYROLL	14.151	ACCRUED CHECK REGISTER - Provide a check register after each payroll check run displaying breakdown of accrued hours, retirement amounts, and liability amounts.							
PAYROLL	14.152	VOID CHECK REGISTER - Provide a check register after each payroll check run indicating checks voided and checks not used.							
PAYROLL	14.153	DIRECT DEPOSIT - Provide for direct deposit of payroll checks (for any amount up to, and including, net pay) to employee's financial institution(s).							
PAYROLL	14.154	REPORT SELECTION CRITERIA - Ability to run payroll reports by both date range or period range.							
PAYROLL	14.155	SALARY/BENEFITS REPORT - Ability to generate a report with detail and summary of hours and related salaries/benefits by general ledger account by date range.							
PAYROLL	14.156	HEALTH INSURANCE DEDUCTIONS REPORT - Provide a report showing health insurance deductions to compare to the premium invoices.							
PAYROLL	14.157	MONTHLY FED AND FICA TAX REPORT - Provide printed Monthly Form 8109 (Fed and FICA taxes.)							
PAYROLL	14.158	QRTL 941 FED AND STATE QRTL REPORT - Quarterly reporting and balancing of payroll to IRS, including 941 Schedule B.							
PAYROLL	14.159	IDES - Ability to provide a printed report quarterly tax to the Illinois Department of Employment Security.							
PAYROLL	14.160	ELECTRONIC IDES FILE - Provide an electronic file for Quarterly Reporting to the Illinois Department of Employment Security.							
PAYROLL	14.161	W-2 FORMS - Generate annual W-2 forms for all Agency employees.							
PAYROLL	14.162	IMRF REPORT - Provide a report that shows earnings and Illinois Municipal Retirement Fund (IMRF) contributions for each pay category and distribution of contributions (i.e., employee, employer, employer for employee) for agency-defined date ranges.							
PAYROLL	14.163	REPRINT W-2 FORMS - Provide capability to reprint a single employee's W-2.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PAYROLL	14.164	YEAR END W-2s - Ability to produce year-end W-2's.							

FOR REVIEW PURPOSES ONLY

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
PAYROLL	14.165	REPRODUCE YEAR END W-2s - Ability to re-produce year-end W-2's.							
PAYROLL	14.166	LEAVE ACCRUAL REPORT - Report balance of unused vacation time multiplied by hourly rate for accrual to enterprise funds and departments.							
PAYROLL	14.167	TAX RECONCILIATION REPORT - Provide a reconciliation report to compare gross taxable wages minus non-taxable wages and withholdings to federal and state payroll withholding reports.							
PAYROLL	14.168	LEAVE REPORT - Provide a leave summary report showing:							
PAYROLL	14.169	▪ Department							
PAYROLL	14.170	▪ Name							
PAYROLL	14.171	▪ Hire date							
PAYROLL	14.172	▪ Vacation rate							
PAYROLL	14.173	▪ Vacation balance							
PAYROLL	14.174	▪ Vacation used YTD							
PAYROLL	14.175	▪ Maximum vacation							
PAYROLL	14.176	▪ Sick leave rate							
PAYROLL	14.177	▪ Sick leave balance remaining							
PAYROLL	14.178	▪ Holiday balance							
PAYROLL	14.179	▪ Holiday used YTD							
PAYROLL	14.180	DEDUCTION, BENEFIT AND LABOR REGISTER REPORTS - Provide ability to print a deduction register, benefit register, and labor distribution register after each payroll run.							
PAYROLL	14.181	PAYOFF REPORT - Ability to produce pay-off report for terminating employee.							
PAYROLL	14.182	HOURS WORKED REPORT - Provide the ability to report on number of hours worked in fiscal or calendar year for hourly employees.							
PAYROLL	14.183	HOURS WORKED REPORT - Ability to run an hours-worked report by program/project instead of department or division.							
PAYROLL	14.184	SALARY AND BENEFIT REPORT - Report on personnel salary and benefit detail by Department projection.							
PAYROLL	14.185	WAGE TYPE REPORT - Wage-type details (from payroll results) by specified pay date (used for audit purposes.)							
PAYROLL		WORKERS COMP CODES - Ability to track Workers Comp Codes per position type and associated earnings paid per each code.							

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PAYROLL	14.186	TIME ENTRY SUMMARY REPORT - Summary of time submitted to payroll.							
PAYROLL	14.187	ATTENDANCE REPORT - Ability to generate employee attendance tracking report.							
PAYROLL	14.188	DEDUCTION REPORTS - Ability to produce reports for child support, wage garnishments, and tax levies.							
PAYROLL	14.189	WIRE TRANSFERS - Ability to wire transfer payments to benefits vendors (i.e., insurance companies, unions, United Way, etc.)							
PAYROLL		ACH TRANSACTIONS - Ability to support ACH payments to benefits vendors (i.e., insurance companies, unions, United Way, etc.)							
PAYROLL	14.190	AUDIT TRAILS - Provide audit trails for all employee master-file changes.							
PAYROLL	14.191	AUDIT TRAILS - Provide audit trails for all employee master-file details.							
PAYROLL	14.192	ADJUSTMENTS AUDIT TRAIL - Provide for 1) adjustments of hours and dollars with 2) appropriate audit trail.							
PAYROLL	14.193	INTERFACES & INTEGRATION							
PAYROLL	14.194	DIRECT DEPOSIT FILE - Report and data file for transmission to bank.							
PAYROLL	14.195	BANK PRENOTES FILE - Ability to export a bank prenotes file for verifying direct deposit information.							
PAYROLL	14.196	ELECTRONIC FILES - FEDERAL AND STATE - Ability to generate electronic file and all related forms (including W-2 reporting) for annual reporting to federal and state agencies, in accordance with their requirements.							
PAYROLL	14.197	BANK - POSITIVE PAY - System should provide the ability to interface with financial institutions for 1) positive pay on checks. System must also provide the capability of producing an 2) electronic transmission of checks currently processed to be forwarded to the related financial institutions (NACHA format.)							
PAYROLL	14.198	IMRF - Ability to export or upload information with Illinois Municipal Retirement Fund.							
PAYROLL	14.199	IDES - Ability to export or upload information with Illinois Department of Employment Security.							
PAYROLL	14.200	HUMAN RESOURCES - Must integrate with the Human Resources module to allow one-time information entry that is immediately available to all users (e.g., updates to W-4 in the HR module).							

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PAYROLL	14.201	ACCOUNTS PAYABLE - Must integrate with the Accounts Payable to create checks for Garnishments, Taxes, Benefit Providers, etc.							
PAYROLL	14.202	PROJECT ACCOUNTING - Must integrate with the Project Accounting module to allow allocation of labor distribution data for fully burdened costs such as base pay, taxes, and benefits.							
PAYROLL	14.203	GENERAL LEDGER - Must integrate with the General Ledger module to allow drill-down to related Payroll data.							
PAYROLL	14.204	GENERAL LEDGER - AUTO-BOOK YEAR-END PAYROLL ACCRUAL - Must integrate with the General Ledger module to allow the system to automatically book payroll accrual for fiscal year-end reporting and budgeting.							
PAYROLL	14.205	GENERAL LEDGER - ACCRUAL LIABILITIES - Must integrate with the General Ledger module to allow the system to adjust accrual liabilities based on employees latest rate at year-end.							
PAYROLL	14.206	TIME AND ATTENDANCE - Must integrate with Time and Attendance Module.							
PAYROLL	14.207	INTEGRATION - ELECTRONIC DOCUMENT MANAGEMENT SYSTEM - System must integrate with Electronic Document Management System (To Be Determined)							