Exhibit 1- City's ERP Functional Requirements Please complete form below (both tabs at bottom) and include with your submittal. Also attach completed Excel spreadsheet on your CD or thumbdrive (unlocked) at time of submittal.

1	Vendor Response - this column and criteria is only for vendor purposes when they submit their proposal							
2	R1.x refers to HR Requirements							
3	R2.x refers to Finance Requirements							
4	R3.x refers to Risk Requirements							
5	R4.x refers to General Requirements							

Vendor Response	Criteria	Description	Cost
S - Standard	Provided as a part of the base system	No Modification is required. Desired functionality is achieved through user configuration	Included
F - Future	Provide in the base of the next release	Provided in the next scheduled future release within 6 months at no additional cost	Included
T - Third-Party	Provided by third-party	Desired functionality is achieved through a third-party	Included
C1 - Customization Level1	Base will require some enhancements	Enhancements are classified as minor coding	\$1,000 - \$15,000
C2 - Customization Level2	Base will require minor coding	Minor custom coding	\$15,001 - \$35,000
C3 - Customization Level3	Base code needs modification	Substantial coding effort	\$35,001 - \$75,000
C4 - Customization Level4	Extensive modification to base code	Extensive coding effort	\$75,001 - \$100,000
N- Not Available	Does not include	Development not possible	Not included

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Requirement ID	Requirement Description	Vendor Response	Is the functionality included in the proposed price (yes or no)	Name of the module that provides the functionality	If not included, provide the solution to capture the needed funtionality (best- of-breed)	Version	Vendor Notes	Product/Preferred Service Implementer
	Ability to generate a report on							
	remitted union dues (e.g., by year, month, employee, union,							
R1.1	etc.)							
	Ability to modify probation							
	periods and to generate							
	reminder alerts to supervisors before the probation period ends							
R1.2								
R1.3	Ability to manage positions every fiscal year							
	Ability to manage job							
R1.4	titles/subtitles of active and inactive classifications							
N1.4	Ability to make job descriptions							
	available on intranet and City's							
R1.5	website Ability to assign pay grades to job							
R1.6	classifications							
P4 =	Ability to manage pay plans and							
R1.7	occupational index Ability to manage							
	internal/external salary analysis							
R1.8	requests							
R1.9	Ability to analyze salary analysis data							
	Ability to upload compensation &							
	"benchmark" market data into the system for each job							
R1.10	classification							
	Ability to request and track							
	classification or position review							
	from Class&Comp Review Panel (e.g., job audits, reorganizations,							
	add/delete positions,							
R1.11	reclassifications, title changes)							
	Ability to manage to the							
R1.12	employee record (e.g., W4, Direct Deposit)							
	Ability to manage salary changes							
R1.13								
	Ability to create a future end date for employee's pay							
	premium after an interim							
	appointment is over (e.g., Acting							
R1.14	and Special Assignment)							
R1.15	Ability to track pay studies Ability to generate reports on							
	third-party market salary data							
	for salary analysis/job							
R1.16	classifications ranges Ability for employees in acting							
	roles to view their assignment							
R1.17	agenda							
	Ability to automatically increase pay once an employee achieves a							
	pay once an employee achieves a step in their progression plan							
R1.18	Ability to track employees							
	recognized for special and annual							
R1.19	merit awards Ability to manage Performance							
	Evaluations end-to-end and							
	attached to the employee's							
R1.20	personnel record Ability for employees to view							
R1.21	their DROP status							
	Ability to automatically increase							
	and track supplemental pay							
D4 22	premiums to employees based on labor agreements							
R1.22			1		1			

	Ability to manage pay grade						
	range minimums and maximums						
R1.23	in accordance to Policy C-6						
R1.24	Ability to manage allowances (e.g. car, cell phone)						
	Ability to manage voluntary and						
R1.25	involuntary separations end-to- end						
	Ability to manage the longevity						
R1.26	process end-to-end in accordance to Policy B-4						
	Ability to search all job						
	descriptions by specified parameters (e.g., pay grade, title,						
R1.27	etc.)						
R1.28	Ability to forward modified job descriptions for approvals						
	Ability to manage a calender						
R1.29	displaying city holidays Ability to generate a union						
R1.30	membership eligibility report						
R1.31	Ability to manage official written reprimands						
11.31	Ability to manage the grievance						
R1.32	process in accordance to Policy E-						
HAIGE	Ability to attach multiple						
R1.33	documents within a Grievance record						
	Ability to manage Request For						
R1.34	Arbitration Panel Forms Ability to manage Paid Time Off						
R1.35	(PTO) Request forms		1				
R1.36	Ability to manage multiple FMLA letter templates						
	Ability to manage termination						
R1.37	letters						
	Ability to generate reports based on specified parameters (e.g.,						
R1.38	grievances, terminations, etc.)						
112.50	Ability to manage cases (e.g.,						
	discipline, grievances, E.O., etc.)						
	by status (e.g., open/closed, pending, 1st step, 2nd step,						
R1.39	arbitration/appeal, etc.)						
11.33	Ability to manage public record						
	requests adhering to FS119 Sunshine Laws and E.O.						
R1.40	standards						
R1.41	Ability to manage mandatory policy revisions						
K1.41	Ability to manage Exit Surveys (as						
R1.42	part of separation with the						
	organization) Ability to generate a report on an						
R1.43	employee record Ability to manage employee						
	status based on probationary						
R1.44	period parameters Ability to manage employee						
R1.45	personal data changes						
	Ability to manage employment verifications requests from end-						
R1.46	to-end						
	Ability to auto-populate employee-related fields on all						
R1.47	forms						
R1.48	Ability to manage requests for Employee ID/Security badges						
K1.40	Ability to manage requests for						
R1.49	parking cards and link to the employee record						
	Ability for employees to view						
R1.50	their paystubs Ability for employee to						
R1.51	discontinue their Union dues						
R1.52	Ability to reserve city pool vehicles						
R1.53	Ability to manage claims						
R1.54	Ability to mangage inventory materials						
	Ability to manage division						
R1.55	spendings Ability to maintain documents		1				
R1.56	attached to employee records						
R1.57	Ability to track license certification compliance						
11.37	Ability to send notifications of		1				
	upcoming certification renewal						
	due dates to employees and to their supervisors						
R1.58	Ability to maintain an						
	organizational chart of all						
R1.59	employees currently working for the city						
	Ability to generate and track an		1				
R1.60	"as of" headcount report Ability to generate Employee		-				
	Demographic reports based on						
R1.61	specified parameters (e.g., age, gender, ethnicity)						
11.01	Ability to generate contract		1				
R1.62	reports that aheres to federal,						
	state, and local requirements Ability to calculate leave based						
R1.63	on union contracts Ability to generate an eligible						
	retirement date report based on						
R1.64	specified parameters (e.g., union contracts)						
11.04	Ability to provide a monthly		1				
	update to the Union President on						
	eligible employees' statuses due						
R1.65	to promotion, retirement, termination, and/or transfer						
11.03	1	1	1	I	L	L	1

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Ability to manage training course	R1.100						
R1.101 pre-requisites		Ability to manage training course					
	R1.101	pre-requisites				1	L

1	,				
D4 402	Ability to provide multiple				
R1.102	language capabilities Ability for managers to allow or				
	deny training requests before				
R1.103	enrollment is finalized Ability to notify enrollees their				
	registration has been either				
D4 404	approved or transferred to				
R1.104	waiting list Ability to notify enrollees				
R1.105	confirming enrollment				
R1.106	Ability to maintain waiting list for training classes				
	Ability to track training				
R1.107	attendance online Ability to manage a training				
R1.108	module dashboard				
	Ability to maintain employee				
R1.109	training records per Chapter 119 of the Florida Statutes				
	Ability to conduct training on				
R1.110	mobile devices Ability to provide online learning				
R1.111	community features				
	Ability to provide gamification				
R1.112	capabilities Ability for employees to				
	download certificates of				
R1.113	completion Ability to manage onboarding				
R1.114	checklists				
	Ability to maintain the status of				
	the Supervisor Progression Through Training and				
R1.115	Progression Through Training				
	Ability to conduct workforce				
	planning analysis including needs analysis, competency framework				
R1.116	analysis, competency framework and managing talent pools				
K1.11b	Ability to automatically assign	+			
	learning plans to individual				
R1.117	employees or groups by job title or group membership				
	Ability to maintain inventory				
R1.118	control of L&OD specific materials				
	Ability to manage the learning				
R1.119	budget				
	Ability to maintain a pool for all				
	external candidate applications for future reference				
R1.120	Ability to generate application				
	templates based on the job				
R1.121	descriptions				
R1.122	Ability to create and forward job descriptions for approval				
	Ability to manage the Personnel				
R1.123	Requisition Action Form (PRAF)				
MILLS	Ability to track the candidate's				
R1.124	status through the selection and				
K1.124	hiring process				
	Ability to manage the recruitment plan (e.g.,				
	advertisement, screening criteria,				
	interview questions, assessments and interview panel)				
R1.125	Ability to advertise a job				
R1.126	internally and externally				
	Ability to maintain specific parameters for job				
R1.127	advertisements				
	Ability to search internal and				
R1.128	external talent pipelines Ability to distribute job				
	advertisements to relevant				
	sourcing channels and post electronically on the core				
	government sites, employment				
D1 120	page, job boards, social media,				
R1.129	etc. Ability to maintain external third				
	party vendors and recruitment				
R1.130	partners				
	Ability for internal and external candidates to apply for vacancies				
R1.131					
	Ability to share the screened				
R1.132	applications with hiring manager				
	Ability to perform wild card and advanced filtered searches on				
R1.133	job applications				
R1.134	Ability for applicants to sign-up for interview/test slots				
11.134	Ability for hiring manager to				
	upload interview notes/outcomes, administer				
	written tests/exams incl. weights				
	and scores and send interview				
R1.135	documents including recommendation to HR				
	Ability to integrate with				
R1.136	background check vendors Ability to maintain background				
	check vendor contact info,				
R1.137	services offered and cost data				
	Ability to manage background checks and educational				
	verifications attached to an				
R1.138	employee record				
	Ability to request				
R1.139	internal/external salary analysis Ability to notify candidates of				
R1.140	selection outcome				
R1.141	Ability to manage job offers				
R1.142	Ability to integrate with an applicant tracking system				
114.446		1	i .	 ·	

	Ability to attach position					
R1.143	descriptions to employee records					
	Ability to maintain an employee's					
R1.144	position history			+	-	
	Ability to manage promotions, demotions and lateral transfers					
R1.145	Ability to maintain reports on			+		
R1.146	preferred vendor data					
	Ability to maintain and track temporary hire data (e.g.,					
	contract, seasonal, temp-to-time					
R1.147	limited, city temps, etc.)					
	Ability to conduct analytical wild card searches on employee data					
	(e.g., core competencies, licenses					
	held, educational background, experience, etc.)					
R1.148						
	Ability to manage demographic reports (e.g., age, gender,					
	ethnicity, etc.) on applicants in					
R1.149	adherence to EO guidelines					
	Ability to adhere to the Florida Department of Revenues'					
	(Welfare Reform Act Federal					
R1.150	Requirement, Florida Statue 409) new hire policies					
	Ability to electronically capture					
	and upload employee-signed documents to the employee's					
R1.151	record				<u> </u>	
	Ability to capture time-to-fill					
04.450	metrics; including time between each stage of the process					
R1.152	Ability for applicants to update or					
R1.153	edit profiles Ability for applicants to update				1	
	their application during					
R1.154	advertising period Ability to manage EHS				1	
R1.155	authorizations					
R1.156	Ability to manage and track new hire approvals				1	
	Ability to manage and track					
R1.157	salary approvals electronically Ability to manage and track					
R1.158	online pre-employment testing					
	Ability to distribute a web-based link to candidates for pre-					
R1.159	employment testing					
	Ability to send notifications to applicants who claim veterans					
R1.160	preference					
	Ability for unselected applicants to update or edit application					
R1.161	after submitted					
R1.162	Ability to conduct video interviews					
K1.102	Ability to establish evaluated					
R1.163	competencies as part of the prescreening process					
	Ability to "auto-score" applicants					
R1.164						
	Ability to manage leave request (e.g., leave of absence, PTO, etc.)					
R1.165	from end-to-end					
	Ability to manage leave accrual					
	rates based on employment status and years of service, etc.					
R1.166	status and years or service, etc.					
	Ability to put an employee on the					
	new PTO leave system who does not have a sufficient accrued PTO					
	balance to cover an unscheduled					
	leave event in "leave without pay" status for the first 16 hours					
R1.167						
R1.168	Ability to adhere to the overtime policies/rules					
	Ability to notify eligible FMLA					
R1.169	employees when their leave is about to be exhausted					
	Ability to restore the tenure of					
	service of any laid-off employee recalled in adherence to Policy E-					
R1.170	5				<u> </u>	
R1.171	Ability to manage job descriptions					
R1.172	Ability to conduct interim pay studies				I	
	Ability to manage a Performance					
R1.173	Management dashboard					
	Ability to manage end-to-end					
R1.174	hiring process				-	
	Ability to identify "benchmark" jobs, positions, and individuals					
R1.175	critical to the organization					
	Ability to manage suitable					
	successors for "benchmark" jobs, positions, and individuals based					
D1 17C	on different types of					
R1.176	competencies Ability to manage a library of re-					
R1.177	usable objectives				<u> </u>	
	Ability to assign specific objectives to employees based					
R1.178	on defined criteria Ability to manage personal				1	
	scorecards for performance					
R1.179	related criteria				-	
		I .	I	1	1	i
	Ability to manage a centralized data center for all employee					
	data center for all employee related data (e.g., salaries,					
R1.180	data center for all employee					

	Ability to manage a Frequently Asked Questions or Help Page for				
R1.181	end-user support (e.g., chat) Ability to manage the separation				
R1.182	process from end-to-end (e.g., seperation checklist)				
R1.183	Ability to manage claims in the employee record				
R1.184	Ability to integrate with the employee directory				
R1.185	Ability to manage employee checklist (e.g., onboard)				
	Ability to maintain full-time employee allotments in				
R1.186	adherence to Citys Commission's budget approval				
R1.187	Ability for employees to sellback unused PTO hours				
R1.188	Ability to manage employment surveys				
R1.190	Ability to manage affirmative action requirements Ability to manage union				
R1.191	contracts (e.g., effective dates, etc.)				
R1.192	Ability to create, modify and administer surveys				
	Ability to create and maintain a position and position history with				
	an approval workflow (e.g., titile, description, salary schedule,				
R1.193	position qualificaations, etc.)				
R1.194	Ability to refer to designated reference guide as per union				
N1.134	contracts Ability to assign and track merit increases and performance				
R1.195	bonuses Ability manage employee's total				
R1.196	rewards statements in real-time				
R1.197	Ability to track the level of security clearence required for positions				
KI.137	Ability to manage salary schedules in adherence to union				
R1.198	contracts Ability to manage retroactive pay				
R1.199	adjustments Ability to analyze and determine				
R1.200	termination cost payouts Ability to calculate cost of				
R1.201	remaining payrolls in the year (e.g., fund, department, etc.)				
R1.202	Ability to manage internal equity request				
R1.203	Ability to manage job audit requests				
	Ability to run analytical wild search reports (at any time-daily,				
	quarterly, bi weekly etc.) showing data metrics for specified				
	parameters (e.g., headcount, job titles, positions, applicant data,				
	new hires, rehires, separation, unemployment, trainings,				
R1.204	performance management, compensation adjustments, etc.)				
K1.204	Ability to plot high performance and potential matrixes to				
R1.205	conduct and track succession planning				
21.20	Ability to group and align training courses to create curriculm paths				
R1.206	Ability to mange the Payroll process from end-to-end (e.g.,				
R2.1	run Payroll - Active Employee & Retiree)				
	Ability to send Payroll notifications when an employee				
	is no longer working for the City prior to release of final pay				
R2.2	Ability to manage changes to the employee record (e.g., W2, W4,				
R2.3	employee access, position changes, etc)				
	Ability manage payroll adjustments and deductions (e.g.				
00.1	add awards, reimbursements, loans, programs, etc.)				
R2.4 R2.5	Ability to manage timesheets				
R2.5	from end-to-end Ability for system to adhere to leap year				
	Ability to verify leave balances during time entry for payroll				
R2.7	processing Ability to verify accounting on				
R2.8	timesheets for payroll processing (e.g., multiple Labor Distributions)				
NE.S	Ability to manage (i.e., create and pay) child support and				
R2.9	garnishment payments to various state agencies				
R2.10	Ability to manage checks including manual checks				
R2.11	Ability to process supplemental payments for allowances				
	Ability to process pension				
	rollovers into qualifying pension				

R2.13	Ability to create W2s				
	Ability to distribute W2s to employees based upon their				
R2.14	choice (paper or electronic) Ability to electronically file W2s				
R2.15	to the Social Security Administration				
	Ability to calculate Final Average Earnings based on parameters				
	(e.g., Highest earnings over 36				
R2.16	months, 48 months or 60 months)				
	Ability to calculate payroll tax totals for 941 (i.e., IRS Payroll				
R2.17	Taxes for Active Employees) Ability to calculate and file				
R2.18	payroll tax totals for 945 (i.e., IRS Payroll Taxes for Retirees)				
	Ability to prepare forms and file 941 (i.e., IRS Payroll Taxes for				
R2.19	Active Employees) Ability to create and distribute				
	1099 to retirees and vendors based upon their choice (paper				
R2.20	or electronic) Ability to process payroll based				
R2.21	on City policies Ability to manage multiple Pay				
R2.22	Cycles Ability to manage multiple				
R2.23	Payroll groups (GG and GRU)				
	Ability to manage multiple Payroll numbers (GG and GRU)				
R2.24	Ability for accounting to be				
R2.25	charged based on position Ability to automatically calculate,				
R2.26	track, and distribute OT based on policy				
	Ability to automatically calculate and post retro pay based on				
R2.27	changes to employee records				
	Ability to assign OT rules based on employees hire date (e.g.,		 		
R2.28	pensionable OT vs non- pensionable OT)			<u>L</u>	
	Ability to automatically award leave bonuses based on sick				
R2.29	leave non-use				
	Ability to automatically reduce leave balance on employees				
	anniversary to an amount based on years of service (e.g., leave				
R2.30	cap of 240 hrs. for employees with 20 yrs. of service)				
K2.30	Ability to automatically transfer				
	leave from PTO to PCLB on employees anniversary based on				
R2.31	years of service				
	Ability to automatically adjust leave accruals based on years of				
R2.32	service Ability to automatically move a				
R2.33	defined amount of leave accrual to a PCLB				
	Ability for employees to request leave sellback and the system				
R2.34	check eligibility and post to the correct pay period				
	Ability to add pay without reducing base pay (e.g., active				
R2.35	assignments)				
	Ability for system to validate and reduce base pay when other pay				
R2.36	is entered (e.g., leave)				
R2.37	Ability for employees to donate leave to other employees				
112.37	Ability for payroll department to				
R2.38	manage non-cash fringe benefits Ability to manage W2 boxes				
R2.39	based on pay/deduction codes Ability to calculate pay and				
R2.40	withholdings based on IRS tax				
K2.40	Ability to automatically limit				
R2.41	garnishments based on Department of Labor rules				
	Ability to automatically calculate gross up payment amounts (e.g.,				
R2.42	moving expenses)				
R2.43	Ability to accrue leave based on City policies				
	Ability to set incremental deductions to employee pay				
R2.44	based on City approved claims Ability to scan and attach				
R2.45	documents to transactions Ability to manage documents				
R2.46	(e.g., index, upload, attach, retain, scan, etc.)				
	Ability to rank or prioritize				
	deduction order from the pay of any employee for any payroll				
	period in which the employee's net earnings for that period, after				
	other deductions, are less than the amount of the deductions				
R2.47	needed The ability to track FMLA hours				
R2.48	used by an employee each calendar year				
R2.49 R2.50	Ability to Reconcile Ability to Wire to IRS				
K2.5U	promity to write to ins		I	 l	l .

Management Man							
March Marc		Ability to calculate mass depreciation for financial					
### ### ### ### ### ### ### ### ### ##	R2.51	reporting					
P.	R2.52	Ability to manage inventory Ability to manage fixed assets					
1975		(e.g., transfer between funds,					
All	R2.53						
See Control, Control of Section 1997 Control of Section 1997 Cont		Ability to maintain (e.g., location,					
Both Comment of American Comment of Americ		serial numbers, model numbers,					
1							
	R2.54						
All	22.55						
10	K2.55	Ability to remove components					
Section Sect	D2 56	from assets and apply					
1.53 College of the college of t		Ability to track retainage pay					
Mile	P2 59	Ability to assign commodity					
ARTHOUS ADMINISTRATION		Ability to view and print vendor					
1,000	R2.59						
requestion for the control of the co	R2.60						
Response to a work of any of any of a common of a comm		Ability to manage payment					
History Composed Control of the Cont							
		attach supporting					
March Security March M							
Abbits processes promote or any activity of the control of the con	R2.61	docs and contracts)				<u></u>	
Deciding content requests		Ability to process (in part or					
Manual Process Manu	R2.62	hold payment requests					
AND TO COME OF THE ADDRESS OF THE AD	R2.63			·			
Section Market (A. M. C. Y. Weiner Market (A. M.	112.03						
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Autor pay payment disclosions Autor pay payment disclosions Autor pay payment disclosions Autor							
be first garden (e.g., Child Color Color Color Color	R2.65	hold and track retainage)					
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Ability to can salary and bootfile registers by propriet date of economic demonsts (i.e., a.e.,	R2.69						
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Ability to subminishing forecast beginning to subminishing the subminishing to	R2 79	Ability to activate and deactivate		·			
budgets (e.g., auto- based on prior/current YTD totals) Ability to add and track supporting documentation (attachments) to budget transactions Ability to complete, edit, approve and input budget transactions Ability to budget and track multi year capital improvement projects Page 2.8 and input budget transactions Ability to budget and track multi year capital improvement projects Ability to authorize positions and edit FTE count Ability to authorize position change status, distribute, stating and and allocate position counts R.2.8 allocate position counts Ability to maintain and prack Design and program/factivity Ability to maintain and track budget wristions Ability to maintain, edit and report from real-time budget data to various document formats (e.g., formats (e.g., formats (e.g., formats)) and receive data to various document formats (e.g., formats (e.g., formats)) and receive data to various document formats (e.g., formats (e.g., formats)) and receive data to various document formats (e.g., formats (e.g., formats)) and receive data to various document formats (e.g., formats (e.g., formats)) and and receive data to various document formats (e.g., formats) and developed data to various document formats (e.g., formats) and developed data to various document formats (e.g., formats) and developed data to various document formats (e.g., formats) and developed data to various document formats (e.g., formats) and developed data to various document formats (e.g., formats) and developed data to various document formats (e.g., formats) and developed data to various document formats (e.g., formats) and developed data to various document formats (e.g., formats) and developed data to various document formats (e.g., formats) and developed data to various do	112.70						
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supporting documentation R2.80 transactions Ability to complete, edit, approve and input budget transactions Ability to budget and track multi year capital improvement R2.81 Ability to budget and track multi year capital improvement R2.82 projects Ability to authorize positions and edit FTE court Ability to distribute, assign and solicoate position change R2.84 Ability to distribute, assign and allocate position costs Ability to distribute, assign and ability to are according to the ability to reprint a significant position costs Ability to budget by various parameters (e.g., g., g., g., g., g., g., g., g., g.,	R2.79						
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R2.9.1 budget notifications R2.9.2 Ability to do budget rounding Ability to do budget revenues and	R2.90						
Ability to budget revenues and		budget notifications					
R2.93 expense		Ability to do budget rounding Ability to budget revenues and					
	R2.93	expense					

	Abilla as budget and to discount		Г	Т	
R2.94	Ability to budget and track grant agreements				
	Ability to manage budget				
R2.95	controls Ability to manage changes to				
R2.96	specific budget line item:				
	Ability for departments to directly enter their own				
R2.97	proposed budget				
R2.98	Ability to track departments proposed budget				
NE.50	Ability to categorize budget				
	transactions by change type (e.g.,				
R2.99	activated, deactivated, new and amended)				
	Ability to manage budget carry				
R2.100	forward and year end closeout process				
	Ability to capture and record				
R2.101	revenue Ability to capture and record				
R2.102	expenses				
	Ability to generate/automatically				
	populate and maintain standard grantee financial documents				
D2 402	(e.g., SF425)				
R2.103	Ability to view all Chart of				
	Accounts parameters in all				
R2.104	system outputs (e.g., trial balance, reports, etc.)				
	Ability to retrieve account end				
	balances (e.g., expense, revenue,				
R2.105	balance sheet, dept., fund)				
R2.106	Ability to produce detailed trial balance				
R2.107	Ability to produce general ledger				
R2.108	Ability to produce summary trial balance			<u></u>	
	Ability to create custom financial				
	statements (e.g., expenditure				
R2.109	trends, managerial)				
R2.110	Ability to manage journal entry				
112.110	Ability to create, modify and				
	delete a journal entry (e.g.,				
R2.111	standard, auto-reversing, recurring, etc.)				
	Ability to enter a journal entry				
R2.112	from an outside source Ability to have a payroll clearing				
R2.113	fund				
R2.114	Ability to interface with banking institution				
	Ability to do a soft year end close				
R2.115 R2.116	Ability to do month end closes				
	Ability to create and maintain				
	account classification (e.g., asset,				
R2.117	liability, equity, expense, revenue, etc.)				
	Ability to do automated year end				
R2.118	accrued payroll based on days				
	Ability to manage and track grant				
	life cycle end-to-end (e.g., application, award, close) and				
	attach supporting				
R2.119	documentation Ability to generate reconciliation				
R2.120	reports				
	Ability to accept various payment				
	methods (e.g., online, in person)				
R2.121	and types (e.g., cash, card)				
	Ability to integrate with				
R2.122	cashiering systems (e.g., Inovah)				
	Ability for all payment terminals to update cashiering system in				
R2.123	real time				
	Ability for cashiering system to update financial system in real				
R2.124	time				
	Ability to receive notifications				
	(e.g., when recurring about receivables are about to expire)				
R2.125					
	Ability to attach/view supporting documentation relating to				
	payments (e.g., applications for				
	parking decals/citations, business				
R2.126	tax, landlord licensing, etc.)				
	Ability for customers to upload				
	supporting documentation relating to type of payment (e.g.,				
	applications for parking				
	decals/citations, business tax,				
R2.127	landlord licensing, etc.) Ability to calculate invoice due				
R2.128	date				
	Ability to manage user accounts		 		
R2.129	in the cashiering system				
	Ability to write-off				
R2.130	invoices/accounts receivable				
	Ability to override/edit accounting values on payments				
	(e.g., if a payment is allocated to				
	a wrong account) and reflect				
R2.131	edits in all related areas				
	Ability to manage invoices/accounts receivable in				
R2.132	real time				

	Ability to receive and					
	automatically modify/update invoices for payments (e.g.,					
	partial, line item, whole) and					
R2.133	maintain history					
	Ability to send and receive information with 3rd Party					
	Vendor Applications (e.g.,					
	Business Tax, Landlord Licensing,					
R2.134	Innoprise, T2 Flex etc.)					
	Ability to track payments (e.g., mail-in, walk-in, only, wires, inter-					
R2.135	departmental					
	Ability to track parking decals (e.g., commercial, service, visitor,					
R2.136	temporary and zone)					
	Ability to track/update fee increases on receivables with or					
	without invoice (escalation of a					
	parking citation, decals, landlord licensing and business tax)					
	contingent on the increased fee					
R2.137	schedule					
	Ability to issue credits (outside					
R2.138	sources) and maintain history					
	Ability to automate online credits					
	(Jet pay, iNovah, MPS, Webapps, T2 Flex) and maintain history					
R2.139						
	Ability to search previous payments/customer history by					
	various parameters (e.g.,					
	amount, date, invoice number, customer, account number, etc.)					
R2.140	Ability to view disputed parking					
R2.141	citations					
	Ability to acknowledge decal application, process payment					
R2.142	and issue decal					
	Ability to receive payment notifications (e.g., when a					
R2.143	payment is received)					
	Ability to prevent duplicate online payments (e-services)					
	between 3rd party system and					
R2.144	the financial system Ability to adjust, cancel and void					
R2.145	payments					
R2.146	Ability to text/email sales receipt					
	Ability to automate delinquent					
R2.147	parking citation notifications					
	Ability to calculated and collect business taxes in compliance					
	with state and local laws and					
R2.148	issue required documents					
	Ability to correct document entry errors without changing the					
	original transaction date					
R2.149	(maintain history) Ability to suspend and resume a					
R2.150	transaction					
	Ability for the online portal to					
	"shopping cart" payments (e.g., business tax and parking citation					
R2.151	in a single transaction)					
NZ.131	Ability to create zero dollar					
	payments for tax exempt (e.g.					
	senior citizens that don't pay but still need to receive a receipt)					
R2.152	Ability to upload, add and delete					
	digital documents (e.g. receipts,					
R2.153	invoices)					
	Ability to be in compliance with payment card industry (PCI)					
R2.154	Standards					
	Ability to run analytical wild search reports (at any time-daily,					
	quarterly, bi weekly etc.) showing					
	data metrics for procurement parameters (e.g., encumbrances,					
	purchase order status, contract					
	status, vendor, vendor					
	performance, internal departmental requests for goods					
	and service (requisitions),					
	solicitation status & responses, commodity code, workflow					
R2.155	timing etc.)				<u></u>	
	Ability to create, modify, (e.g.,					
	funding distribution, line items,					
	description etc.) delete, close and print various types (e.g.					
	standard, regular, blanket, multi-					
R2.156	year etc.) of Purchase Orders Ability to upload and modify					
	supporting Purchase Order					
	documents (e.g., contract, bid					
	record, commission agenda item etc.) and maintain for the					
	retention period as per					
R2.157	regulations (e.g., FL Statue and Sunshine Law)					
	Ability to group Purchase Orders					
	by Fiscal Year and designated					
	date (e.g., close PO or leave open for new FY and as desired etc.)					
R2.158						
	Ability to electronically authorize and distribute Purchase Orders					
R2.159	Ability to retrieve signed					
	Purchase Orders/Contracts in					
R2.160	various document formats (e.g., PDF, etc.)					
		1				

	Ability to receive, record and					
	tabulate (e.g., price, unit,					
	volumes) solicitation response documentation and capture					
	basic information (e.g., bidder					
	name, address, contact info,					
R2.161	status, etc.)					
	Ability to publish end-to-end					
	solicitation process (e.g., original					
	and updates) via different sources per FL Statue and Policy					
R2.162						
	Ability to create, distribute and					
	track (internal and external (incl. vendors) notifications in various					
	forms (e.g., email, letter) (e.g.,					
	change of bid date, pre bid					
R2.163	meeting date, addenda, etc.)					
	Ability to track (date/time)					
R2.164	vendor notifications					
	Ability to track (date/time) plan holders (e.g., vendors who have					
	obtained supporting bid					
R2.165	documentation)					
R2.166	Ability to track supplemental					
K2.100	vendors Ability to create, track and					
	modify requisitions (e.g.,					
D2 467	supplies, services, equipment,					
R2.167	etc.) Ability to interact with 3rd Party					
	Purchasing Solicitations Solution					
R2.168	(e.g., Demand Star)					
	Ability for vendors to complete online vendor					
R2.169	registration/application					
	Ability to create, modify and					
R2.170	maintain purchasing templates					
n2.1/U	Ability to pre populate					
	documents (e.g., bids, purchase					
R2.171	orders)					
1	Ability to manage electronic project documents (e.g., bid					
	document, addenda, submittals,					
	dept. backup documentation, bid					
	record, bid award					
R2.172	recommendation, purchase orders, etc.)					
112.272	Ability to interact with 3rd party					
	Purchasing Card applications					
R2.173	(e.g., Bank of America VISA Works)					
	Ability to reject Purchasing Card					
R2.174	Transactions					
R2.175	Ability to manage Purchasing Card Transaction					
	Ability to enter/upload and track					
	(project, purchasing contracts)					
R2.176	and all related documents					
	Ability to wild card search					
	uploaded documents (e.g., by contract number, requisition					
	number, vendor, contract					
	criteria, contract description,					
R2.177	assigned buyer, etc.] Ability to manage commodity					
	codes to classify procured					
	products and services (e.g.,					
	NAICS, NIGP, internally created					
R2.178	codes)					
	Ability to enable centralized					
	purchasing (e.g., capturing and tracking real-time analytics to					
	determine business needs, find					
	strategic sourcing, contract					
	management, vendor					
	performance/ management,					
	internal electronic requisitions, e procurement, cost analysis,					
	market supply assessments, etc.)					
R2.179	Ability to receive, approve,		1			
1	reject, modify electronic					
	requisitions (internal requests for					
R2.180	procurement services) Ability to track requisitions and					
	purchase order status (e.g., open,					
02.401	closed, rejected, cancelled,					
R2.181	pending, on bid)		1			
1	Ability to track solicitation status					
00.100	(e.g., open, closed, rejected, cancelled, pending, on bid)					
R2.182	Ability to track and indicate			1		
	vendor performance and					
	compliance on various					
R2.183	parameters (e.g., accuracy, timeliness, quality, etc.)					
112.203	Ability to maintain history of all		1			
	purchasing transactions (e.g.,					
R2.184	requisitions, bid/quotes, buyer					
112.204	name, etc.) Ability to characterize vendor		1			
	status (e.g., active, inactive,					
R2.185	grantee, debarred, temporary (one time), hold payment)					
2.103	Ability to create, modify, track,					
	pre approved "pool of vendors"					
	that have been pre-approved for					
	contract based on categories					
1	(e.g., architecture)					
R2.186		1	1	1	1	
R2.186	Ability to create, modify, track					
R2.186	Ability to create, modify, track vendor groupings for specific commodities					

	Ability to create, modify, track					
	vendor classifications (e.g., local preference, Veteran , small					
	business, disadvantage, minority,					
R2.188	etc.) Ability to generate purchase					
R2.189	order from requisition					
	Ability to support various types					
	of solicitations (e.g., RFP, RFQ,					
R2.190	ITN, non competitive, etc.)					
	Ability assign numbers to (e.g.,					
	purchase order, contract, requisitions, solicitation)					
D2 404	(manually or automatically)					
R2.191	Ability to aggregate requests	 				
	(requisitions) for identical					
R2.192	commodity codes into a single Purchase Order					
	Ability to carry over open					
R2.193	purchase orders to the following					
N2.193	fiscal year Ability to group individual p-card					
	transaction to the appropriate					
	categorize (e.g., commodity code, payment account, project,					
R2.194	grant, etc.)					
R2.195	Ability to create, modify and					
N2.193	delete fixed asset shell Ability to accommodate vender					
R2.196	self service					
R2.197	Ability to distribute invoices (electronically, manual, etc.)					
	Ability create and maintain					
R2.198	customer record Ability for accounts receivable to					
	offset accounts payable					
R2.199	(vendors, customers, employees					
NZ.133	etc.) Ability to provide customer					
pa 200	balance in real-time (in person,					
R2.200	online)					
	Ability to generate an analytical report to project cash flow					
	receipts based on historical data					
R2.201	by accounts receivable type					
R2.202	Ability to generate and distribute	 				
R2.202	delinquent notices Ability to accommodate	 				
	decentralized departmental					
R2.203	payment entry					
	Ability for customer to view accounts payable and accounts					
R2.204	receivable on same screen					
N2.204	Abilla to account and distribute					
	Ability to generate and distribute to customers notifications of					
R2.205	debit, credits to their profile					
	Ability to automatically generate					
R2.206	future invoices Ability to automatically generate					
R2.207	recurring invoices					
	Ability to generate variances reports (e.g., accrual v					
	collections; deposits v receipts,					
R2.208	etc.)					
	Ability to accommodate automatic bank reconciliations					
R2.209						
R2.210	Ability to manage and track petty cash usage					
	Ability to age accounts receivable					
R2.211	Ability to comply with GASB 34					
R2.212	reporting requirements					
	Ability for Purchasing module to					
	automatically create a fixed					
	"asset shell" by category and sub categories (e.g., land, buildings,					
	vehicles, fire arms, drainage,					
R2.213	sewers, roads, location, etc.)					
	Ability to support fixed asset					
	inventory process with handheld bar code reader capability					
R2.214						
	Ability to run analytical wild search reports (at any time-daily					
	search reports (at any time-daily, quarterly, bi weekly etc.) showing					
	data metrics for accounts					
	receivable parameters (e.g., customer, invoice number/ type,					
	payment type, etc.) in a defined	l l				
	range (e.g., date, year-to-date,	l l				
R2.215	FY, life- to-date, etc.) Ability to run analytical wild					
	search reports (at any time-daily,					
	quarterly, bi weekly etc.) showing					
	data metrics for fixed assets parameters (e.g., classification,					
	decal number, type, useful life					
	etc.) in a defined range (e.g.,					
R2.216	date, year-to-date, life- to-date, etc.)					
R2.217	Ability to age accounts payable					
	Ability for accounts payable to					
R2.218	offset accounts recievable					
	Ability to flag vendor/customer					
	when there is an overdue accounts receivable		i .	İ	ı	
R2.219	accounts receivable					
R2.219 R2.220	accounts receivable Ability to support digital signatures for approvals					
R2.220	accounts receivable Ability to support digital signatures for approvals Ability to prevent duplicate					
	accounts receivable Ability to support digital signatures for approvals Ability to prevent duplicate vendor entry Ability to retrieve and autofill					
R2.220	accounts receivable Ability to support digital signatures for approvals Ability to prevent duplicate					

	Ability to create, add, delete and					
R2.223	modify vendor					
	Ability to notify vendor (e.g., denied payment, payment					
	processed, need more					
R2.224	documentation, etc.)					
	Ability to split payment between					
R2.225	various account (e.g., by dollar, by %)					
N2.223						
	Ability to capture subcontractor utilization info at the time of					
	accounts payable entry (e.g.,					
	amount paid, type of					
R2.226	subcontractor (MBE) etc.)					
112.220	Ability to maintain and release					
R2.227	recurring payments					
	Ability to prohibit transactions					
R2.228	with insufficient sources					
K2.228	(appropriations, funds, etc.) Ability to check for duplicate					
	invoices by various parameters					
	(e.g., invoice #, vendor, item,					
R2.229	service, etc.)					
	Ability to consolidate multiple invoices into a one payment for					
R2.230	same vendor					
	Ability to change vendor profile					
	but retain history when name/					
R2.231	owner changes Ability to apply credit memos					
R2.232	against open invoices					
	Ability to run analytical wild					
	search reports (at any time-daily,					
	quarterly, bi weekly, etc.) showing data metrics for					
	accounts payable parameters					
	(e.g., vendor, amount,					
	commodity code, invoice,					
	purchase order, chart of					
	accounts, vendor type, vendor classification etc.) in a defined					
	range (e.g., date, year-to-date,					
R2.233	FY. life- to-date, etc.)	 				
	Ability to track payments issued		1		1	
	by (e.g., vendor, product,					
	commodity code, purchase					
	orders, vendor type/class, chart of accounts, etc.)					
R2.234						
	Ability to generate accounts payable / general ledger					
R2.235	reconciliation					
	Ability of Financial applications to					
	meet governmental Generally					
	Accepted Account Principles					
R2.236	(GAAP)/ (GASB)					
	Ability to account for transaction					
D2 227	on a modified accrual basis					
R2.237	+					
	Ability to capture and tack					
	expenses by various parameters (e.g., date, vendor, source, chart					
p2 220	of accounts, date, etc.)					
R2.238	Ability to create standard					
	financial statements (e.g.,					
	comparative balance sheet,					
	comparative statement of					
	revenues and expenditure changes, comparative cash flow					
	statement, etc.) in accordance					
	with GAAP (e.g., full and modified					
R2.239	accrual) Ability to exclude/ include					
	selected items (per chart of					
	accounts) in the creation of					
	standard financial statements					
	(e.g., comparative balance sheet,					
	comparative statement of revenues and expenditure					
	revenues and expenditure changes, comparative cash flow					
R2.240	statement, etc.)					
	Ability to Generate	 	1			
	Comprehensive Annual Report (CAFR) as per GAAP/GASB and					
R2.241	GFOA		<u> </u>		<u></u>	<u> </u>
	Ability to calculate and assign	 				
R2.242	costs across departments (e.g.,					
KZ.Z4Z	indirect costs) Ability to support full accrual					
	(GAAP/GASB, modified accrual					
	(GAAP), and budgetary bases of					
R2.243	accounting Ability populate a journal entry					
R2.244	Ability populate a journal entry from a spreadsheet file					
	Ability to look up chart of					
R2.245	accounts					
	Ability to keep a log of activity					
R2.246	(e.g., transaction to JVA)					
	Ability upload and view journal					
D2 247	voucher and supporting					
R2.247	documentation Ability to submit claims (p-card/		-			
R2.248	travel) in system					
	Ability to accommodate non-					
	receivable revenues (i.e.,					
1	interdepartmental cost					
R2.249	allocations) and internal expenses					
	Ability to hold a period or fiscal					
	year open indefinitely before					
R2.250	closing Ability to allow more than one		-			
R2.251	Ability to allow more than one accounting period to be open					
	Ability to allow more than one					
R2.252	fiscal year to be open		1			
	Ability to export reports to					1
	popular desktop applications					
R2.253	(i.e., Microsoft Office) and print					

R2.254	Ability to define and post indirect cost allocations				
NE.ES-	Ability to run analytical wild				
	search reports (at any time-daily,				
	quarterly, bi weekly, etc.) showing data metrics for and				
	across all finance areas (e.g.,				
	budget, Fixed Assets, Accounts Receivable, Accounts Payable,				
	Payroll, Purchasing etc.) in a				
	defined range (e.g., date, year-to- date, FY, life- to-date, etc.)				
R2.255					
	Ability to run analytical wild search reports (at any time-daily,				
	quarterly, bi weekly etc.) showing				
	data metrics for and across all general ledger and trial balance				
	parameters (e.g., assets, liability,				
	equity, cash, revenue, expenses, etc.) in a defined range (e.g.,				
	date, year-to-date, FY, life- to-				
R2.256	date, etc.) Ability to run analytical wild				
	search reports (at any time-daily,				
	quarterly, bi weekly etc.) showing data metrics for budget				
	parameters (e.g., budget v				
	actuals, budget amendments, surplus/ deficit, projects,				
	positions, labor allocations,				
R2.257	budget versions/ increments/ decrements, etc.)				
	Ability to enter time for pay				
R2.258	(hours (reg., special), exceptions for MAPs, etc.)				
	Ability to integrate with third		 		
	party scheduling systems (e.g., Paycheck, Telestaff, ADP, Hastus,				
R2.259	etc.)				
R2.260	Ability to communicate (integrate/interface) with third-				
112.200	party ERP systems (e.g. SAP)				
	Ability to run analytical wild				
	search reports (at any time-daily, quarterly, bi weekly, etc.)				
	showing data metrics for payroll				
R2.261	parameters Ability to submit and receive				
R2.262	claims from vendors				
	Ability for departments to create				
	accounts receivable and attach documentation for workflow				
R2.263	approval (e.g., invoices)				
	Ability to manage claims (e.g.,				
	facilities, third party associates, outside council, individual				
	proceedings) for Workplace				
R3.1	injury - Non Compensable & Compensable				
R3.2	Ability to manage fraud cases Ability to conduct driving analysis				
	based on license type (CDL) and				
R3.3	frequency Ability to do annual report				
D2.4	Workers Compensation state				
R3.4	report based on Risk Code Ability to manage Safety				
R3.5	Program				
R3.6	Ability to manage Safety Manuals				
R3.7	Ability to manage awards Program				
	Ability to conduct on-site				
R3.8	inspections for compliance Ability to maintain Safety				
R3.9	Violations forms				
R3.10	Ability to conduct Safety Training classess				
R3.11	Ability to do Video Production				
	Ability for a nurse to be notified and track walk-in visits				
R3.12	Ability for a nurse to manage			1	
D2 42	work related injuries in the				
R3.13	system Ability for a nurse to manage and				
	close pre-employment health				
R3.14	evaluations (temp or full time)				
	Ability for a nurse to track pre-	 			
R3.15	employment offsite evaluations				
	Ability to maintain lab results record according to HIPAA				
R3.16	regulations				
	Ability to review and maintain annual physical records				
R3.17	completed offsite for new hires and existing employees				
113.27	Ability to manage monthly health				
R3.18	events (e.g., wellness seminars)				
113.20	Ability to manage annual				
R3.19	assessments for employees and retirees				
-	Ability for Employee Health				
	Services (EHS) to have Employee Information in Health				
R3.20	Management System Ability to manage FMLA				
R3.21	approvals				
R3.22	Ability to manage drug testing trainings				
N3.22	Ability to generate lists for				
	monthly random drug testing for employees based on union				
R3.23	contract and federal laws				
1	Ability to mange the drug testing				
R3.24	process end-to-end				

-				1		
	Ability to track and record					
R3.25	employee's drug testing results Ability to track and record					
	employee's return to work after					
R3.26	accidents/illness Ability to manage the injury care					
02.27	and prevention process from end					
R3.27	to-end Ability to track the injury					
R3.28	information between third party administrators and OHM					
	Ability to manage employee					
R3.29	health consultations and evaluations					
	Ability to manage Pro Club					
R3.30	program Ability to manage EHS records					
	(e.g., leave, return to work, drug testing, pre-employment and any					
R3.31	communication)					
	Ability to maintain Pension Summary plan descriptions (SPD)					
	from City Code of Ordiance					
R3.32	Article 7, Chapter 5, Division 2					
R3.33	Ability to manage Retirement					
113.33	Training Program Ability to manage the return to					
R3.34	work process from end-to-end (e.g., slips)					
	Ability to track employee's health					
R3.35	status Ability for the supervisor to					
R3.36	analyze the employee's leave history					
	Ability to notify department of					
R3.37	employee health status Ability to manage accident		1			
R3.38	analysis process Ability to allow all departments		1			
	electronic access and submission					
R3.39	of accident analysis form (DWC- 1)					
	Ability to receive and track					
R3.40	accident reports from decentralized departments					
	Ability to handle accident reports					
	as per the policies (e.g., Drug Free Workplace, CDL, etc.)					
R3.41	Ability to send and receive					
	information to and from					
R3.42	Occupational Health Manager (OHM)					
	Ability to send the information to					
R3.43	third party administrators (frequency, details)					
	Ability to create a Workers					
	Compensation injury report on daily basis in third party					
R3.44	administrators requested format					
	Ability to receive a third party					
R3.45	administrators report (after comparing Statute 440)					
R3.46	Ability to manage DWC-25 form					
	Ability to manage Workers					
R3.47	Compensation claim Ability to adhere to Worker's					
22.40	Compensation Law Chapter, 440					
R3.48	Florida Statutes Ability to define benefit carrier					
	and third party administrator					
	information (e.g., name, contact person, address, phone number,					
R3.49	and policy number)					
	Ability to manage the Attorney					
R3.50	data Ability to maintain					
R3.51	documentation from Attorneys		 			
	Ability to manage employee, dependent, and retiree benefit					
	plans and related data (e.g.,					
R3.52	benefit type, deduction amount, enrollment and exit date, etc.)					
n3.52	Ability to adhere to the Sunshine					
	Law regarding record retention					
R3.53	on all retirees and dependents		1			
	Ability of benefit changes to be reflected in employee pay and					
R3.54	retiree pension pay					
	Ability for employees and retirees to add, modify, and view					
	their information (paystubs, 1099s, 1095s, benefit					
R3.55	information, etc.)					
	Ability for employees and					
	retirees to make benefit elections during open enrollment					
	and for life changing events from					
R3.56	anywhere					
	Ability to make passive annual elections externally during the					
R3.57	open enrollment process					
	Ability to calculate disability payments per Policy 22.3 (e.g.,					
R3.58	state and federal regulations)					
	Ability to calculate disability					
R3.59	payment based on Social Security status		<u> </u>		<u></u>	
	Ability to calculate Workers					-
	Compensation payment based on Worker's Compensation Law					
R3.60	Chapter 440, Florida Statutes					
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	Ability to calculate General Plan offset payments for disability				
R3.61	retirees				
	Ability to create, maintain, track, modify different retirement				
	benefit plans based on policy/				
R3.62	ordinance				
	Ability to switch between retirement plans based on				
	disability status for active and				
R3.63	retiree employee and track the changes				
	Ability to reassign employee				
R3.64	retirement plan				
R3.65	Ability to assign multiple plans to an employee/ retiree				
	Ability to define all benefit plans				
	offered (e.g., benefit plan type,				
	benefit plan name, rules, carrier for each benfit plan, deduction				
	code/type, plan description,				
R3.66	payee, and maintain historically				
	Ability to identify and track				
	disability retiree pay type (e.g., line-of-duty, not line-of-duty,				
R3.67	heart disease, etc.)				
	Ability to incorporate benefit				
R3.68	changes for employee selection				
	Ability to pay monthly retirement				
	benefits from multiple employer				
R3.69	EIN to same retiree				
	Ability to pay annual retiree				
R3.70	COLA based on City Ordinance				
R3.71	Ability to make COLA adjustments systematically				
	Ability to make retiree pay				
	adjustments and maintain historical records for amounts &				
R3.72	dates				
	Ability to distinguish, track &			_	
	utilize multiple benefit eligibility				
	for retirees based on City of Gainesville Ordinance (Article 7,				
R3.73	Chapter 2, Division 5)				
	Ability to identify and track				
R3.74	original pension payment				
103.74	Ability to calculate retires benefit				
R3.75	Ability to calculate retiree benefit for beneficiary payment				
K3.75	Ability to designate & track				
	annual employer contributions				
R3.76	for every retiree's health insurance cost				
	Ability to a capture beneficiaries				
R3.77	of retiree Ability to manage employee				
R3.78	fringe benefits				
	Ability to identify & track benefit payments which are not				
1	deducted from retiree pension				
R3.79	checks				
R3.79	checks Ability for employee/retiree to				
R3.79 R3.80	checks Ability for employee/retiree to pay health insurance deductions online				
	checks Ability for employee/retiree to pay health insurance deductions				
	checks Ability for employee/retiree to pay health insurance deductions online Ability to manage eligibile employees for benefit enrollment				
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R3.80 R3.81 R3.82 R3.83 R3.84 R3.85 R3.86 R3.87 R3.89 R3.90 R3.91	checks Ability for employee/retiree to pay health insurance deductions online Ability to manage eligibile employees for benefit emrollment Ability to manage eligibile employees for benefit emrollment Ability manage COLA eligible employees based on City Ordinance Ability to manage employee payment amounts under multiple pension plans for future payments Ability to generate pension statistics report on limited participants prior to retirement for actuary Ability for generate pension statistics report on limited participants prior to retirement for actuary Ability for employees to calculate final average earning based on parameters Ability for employees to calculate final average earning based on parameters Ability for manage Pre98 Post tax contributions for individual employees. Retifices Ability to manage pre98 post tax contributions for individual employees in retirement plans (e.g., defined benefit or defined contributions and employer share amount/percentage for multiple benefit plans Ability to define employee deductions/contributions and employer share amount/percentage for multiple benefit plans (e.g., barganing unit, employment, job status) Ability to define eligibility for benefit plans (e.g., barganing unit, employment, job status) Ability to define eligibility for retirement plans (e.g., befined benefit or defined contribution) Ability to manage deductions and/or leave policy upon employee DNOP entry based on plan requirements (e.g., longevity or general increases)				
R3.80 R3.81 R3.82 R3.83 R3.84 R3.85 R3.86 R3.87 R3.88 R3.89 R3.90 R3.91	checks Ability for employee/retiree to pay health insurance deductions online Ability to manage eligibile employees for benefit employees for benefit employees based on City Ordinance Ability to manage employee payment amounts under multiple pension plans for future payment amounts under multiple pension plans for future payments Ability to generate pension statistics report on limited participants prior to retirement for actuary Ability for retirees to select DROP rate elections Ability for employees to calculate final average earning based on parameters Ability for employees to calculate final average earning based on parameters Ability for employees to calculate final average earning based on parameters Ability to manage Pre98 Post tax contributions for individual employees are retireed. Ability to dentify all members of each retirement plan Ability to automatically enroll employees in retirement plans (e.g., defined benefit or defined contribution plan) for employee deductions/ contributions and employer share amount/ percentage for multiple benefit plans. Ability to define employee deductions/ contributions and employer share amount/ percentage for multiple benefit plans (e.g., barganing unit, employment, job status) Ability to define eligibility for retirement plans (e.g., befined benefit or defined contribution) Ability to define eligibility for retirements (e.g., bringed) and plan requirements (e.g., longevity or general increases) Ability to identify and track type				
R3.80 R3.81 R3.82 R3.83 R3.84 R3.85 R3.86 R3.87 R3.89 R3.90 R3.91 R3.92	checks Ability for employee/retiree to pay health insurance deductions online Ability to manage eligibile employees for benefit emrollment Ability to manage eligibile employees for benefit emrollment Ability manage COLA eligible employees based on City Ordinance Ability to manage employee payment amounts under multiple pension plans for future payments Ability to generate pension statistics report on limited participants prior to retirement for actuary Ability for generate pension statistics report on limited participants prior to retirement for actuary Ability for employees to calculate final average earning based on parameters Ability for employees to calculate final average earning based on parameters Ability for manage Pre98 Post tax contributions for individual employees. Retifices Ability to manage pre98 post tax contributions for individual employees in retirement plans (e.g., defined benefit or defined contributions and employer share amount/percentage for multiple benefit plans Ability to define employee deductions/contributions and employer share amount/percentage for multiple benefit plans (e.g., barganing unit, employment, job status) Ability to define eligibility for benefit plans (e.g., barganing unit, employment, job status) Ability to define eligibility for retirement plans (e.g., befined benefit or defined contribution) Ability to manage deductions and/or leave policy upon employee DNOP entry based on plan requirements (e.g., longevity or general increases)				

	Ability to cap PTO hours paid out at retirement based City Policy					
R3.95	(L3, L4)					
	Ability to transfer enrollment and employee data for 401 & FRS					
R3.96	enrollments to outside vendor					
	Ability to track and calculate final					
R3.97	average earnings (incl. sick leave)					
R3.98	Ability to keep track of the years of service					
	Ability to designate & process					
	biweekly deductions for City financed prior City service					
R3.99	including date finance agreement					
	is to end Ability to manage plan					
R3.100	dependents Ability to manage rehired retiree					
R3.101	benefits Ability to assign pension plan for					
	rehired employees based on					
R3.102	prior service with the City					
	Ability to manage deductions for employee and dependents (e.g.,					
	age, amount, policy maturity, salary, retirement, etc.)					
R3.103	Ability to automatically enroll					
R3.104	mandatory benefits on date of					
113.104	hire based on plan criteria Ability to automatically enroll					
	benefits on criteria other than					
00.405	upon hire (health insurance waiting periods & 1 st of month)					
R3.105	Ability to designate deduction					
	eligibility based on plan requirements for multiple					
	employee groups (e.g., union,					
R3.106	temporary, full time/part time, etc.)	 				
	Ability to manage beneficiary]			
	information for designated plans (employee and employer plans)					
R3.107	Ability to manage retiree					
	health/Medicare Supplement					
	costs based on unique individual employer contributions (every					
	retiree cost different) and plan					
R3.108	costs (e.g., based in yrs of service and age of retirement)					
10.100	Ability to automatically					
	terminate deductions within the					
	same benefit class when enrolling in different plan					
	(multiple health insurance types, or Medicare Supplement &					
R3.109	health insurance)					
R3.110	Ability to manage employee benefits					
10.110	Ability to transfer enrollment					
	information for new hires, Open					
	Enrollment, and qualifying events to all participating vendors as per					
	HIPAA regulations (utilizing HIPAA standard file format)					
R3.111	Ability to designate & track					
	COBRA status (for notifications					
	and elections) systematically for qualifying events (e.g., FMLA,					
	Medicare eligibility, death, job					
R3.112	loss, divorce, etc.) Ability to designate & track					
	monthly COBRA billing &					
R3.113	payments to participants Ability to systematically		1			
	generate and distribute 1095B,					
	and 1095C forms for employees, retirees, dependents & COBRA					
	participants per annual 1095					
R3.114	requirements (Affordable Care Act requirements)					
113.224	Ability to transmit electronically					
	1095 & 1094 information in required format to IRS annually					
R3.115	(Affordable Care Act requirement)					
	Ability to systematically generate					
R3.116	benefit statements Ability to designate, identify &					
	track employee status for all employees for verification of					
	enrollment or waiver of Health					
R3.117	Insurance for Affordable Care Act compliance	 				
R3.118	Ability to track FMLA usage and status	 				
1.5.210	Ability to designate, identify and					
	track employee/retirees changing HI divisions (GG to GRU					
R3.119	or over 65 division or claims data)					
10.117	Ability to automatically					
	terminate employee deductions upon employee termination or					
R3.120	retirement Ability to enter one-time					
	deductions for missed					
R3.121	deductions or under/over payments					
	Ability to conduct multiple Open					
	Enrollment sessions based on employee specifics (department,					
R3.122	temporary etc.)		1		l	

	laring a			1	1	
R3.123	Ability to generate new hire COBRA notifications					
	Ability to have secondary deductions taken when only					
	entering the primary deduction					
20.101	(e.g., admin fees, domestic					
R3.124	partners) Ability to distinguish between					
00.105	employee and fringe (employer)					
R3.125	deductions Ability to track historical data on					
20.100	benefit rates for					
R3.126	employees/retirees					
	Ability to restrict/deny access for those employees who have not					
	met the FMLA eligibility criteria					
R3.127	in adherence to Policy L-5 Ability for employees/retirees to					
	enroll in benefits remotely via					
	employee portal for Open					
	Enrollment, New hire enrollment and qualifying events, including					
	ability to attach backup					
	documentation (e.g., applications, marriage certificate,					
R3.128	etc.)					
	Ability to conduct both passive & positive Open Enrollment					
R3.129	processes with customizable					
K3.129	Capability Ability to inform ampleyees that					
	Ability to inform employees that open enrollment selections have					
R3.130	been validated and processed					
	Ability for employee to update their benefit information (e.g.,					
	beneficiaries, dependents,					
R3.131	employee information)		1			
	Ability for system to promt employee for appropriate/					
	suggested options or selections					
	during open enrollment or during qualifying events, and to					
	maintain history of responses to					
	questions (e.g., Do you need to change the number of					
	dependednts in your health					
R3.132	benefit options)					
	Ability for accident report DWC-1 to be electronically uploaded,					
R3.133	emailed, faxed, etc.					
	Ability for employee (actives and					
	retirees) to review and edit deductions/benefits both prior to					
	and after open enrollment to					
R3.134	verify correct enrollments					
	Ability for employees (actives and retirees) to receive					
R3.135	confirmation of benefit enrollment					
N3.133	Ability for employees (active and					
	retiree) to see summary of pension contributions to date &					
R3.136	historically					
R3.137	Ability to get notified of employee time off					
	Ability to store and track					
R3.138	document attachments					
	Ability to generate detailed billing statements for the purpose of					
	carrier claim and billing and					
R3.139	payment reconciliation Ability to assign drug testing					
	requirements to new					
	hires/employees according to					
	federal policy for pre- employment and random testing					
R3.140	pool		1			
	Ability to assign codes to jobs for worker's compensation					
	categorization to determine amounts due annually based on					
	current Worker's Compensation					
R3.141	Scopes Manual Ability to manage property costs		1			
R3.142	for insurance purposes					
R3.143	Ability to transfer data to and from third party administrator					
	Ability to track and be notified of					
R3.144	any changes to an employee benefit record					
	Ability to maintain different types					
R3.145	of plan providers Ability to identify employees who		1			
	did not enroll or waive health					
R3.146	coverage during Open Enrollment					
	Ability to generate ACA					
R3.147	compliant reports Ability to calculate deductions for		-			
D2 140	employee/retiree on Leave					
R3.148	Without Pay Status Ability to generate report of		1			
	eligible employees and part-time					
	employees enrolled in plan compared to numer of					
	employees who declined					
R3 1/10	enrollment (ACA requirement)	1		 		
R3.149	enrollment (ACA requirement)					
R3.149	enrollment (ACA requirement) Ability to receive notifications on employee status changes for					
R3.149	enrollment (ACA requirement) Ability to receive notifications on					
	enrollment (ACA requirement: Ability to receive notifications on employee status changes for Affordable Care Act compliance Ability to generate reports to					
R3.150	enrollment (ACA requirement: Ability to receive notifications on employee status changes for Affordable Care Act compliance Ability to generate reports to identify monthly retirements and					
	enrollment (ACA requirement: Ability to receive notifications on employee status changes for Affordable Care Act compliance Ability to generate reports to					

R3.153	recertification requirement			+	1
	Ability to upload benefit				
	enrollment information to				
R3.154	vendor site				
	Ability to generate and track				
	random employee drug testing				
	lists according to the Drug Free				
3.155	Workplace Policy				
3.156	Ability to track employees				
3.150	mandatory benefit deductions				
	Ability to generate pension				
	refund for terminated employee				
	prior to vested employee status				
	based on City Pension Plan Policy				
3.157	Article 7, Chapter 2, Division 5				
3.131	Ability to create and modify the		+	1	
3.158	list of FAQs for employees				1
	Ability to determine benefit plan				
	rate by employee status (e.g.,				1
3. 159	FTE, retired, active, etc.)				
R4.1	Ability to migrate exsting data				
	Ability for the user to change				
R4.2	passwords				
	Ability to make mass changes to				
	the employee and retiree record				
	(e.g., deductions, increases, etc.)				
R4.3					
	Ability to customize paychecks				
	and paystubs to the City's				
R4.4	specifications				
R4.5	Ability to manage time entered				
114.5	Ability to manage overtime rules				
R4.6	and provisions				
114.0	Ability to maintain a calendar of				
R4.7	City holidays				
	Ability to capture inputs from				
R4.8	scheduling system				1
	Ability to capture inputs through				
R4.9	mobile capability				
	Ability to estimate the time for				
R4.10	the payroll cycle				1
	Ability to adjust estimated time				
R4.11	to actual time worked				1
	Ability to assign pay to the	 			
R4.12	assignment or project				
	Ability to automatically generate	 			
R4.13	timesheets				
	Ability to associate data with				1
R4.14	external system		1	1	I .