

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.

The "Vendor Response" column has a dropdown menu for selection.

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

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 functionality (best-of-breed)	Version	Vendor Notes	Product/Preferred Service Implementer
R1.1	Ability to generate a report on remitted union dues (e.g., by year, month, employee, union, etc.)							
R1.2	Ability to modify probation periods and to generate reminder alerts to supervisors before the probation period ends							
R1.3	Ability to manage positions every fiscal year							
R1.4	Ability to manage job titles/subtitles of active and inactive classifications							
R1.5	Ability to make job descriptions available on intranet and City's website							
R1.6	Ability to assign pay grades to job classifications							
R1.7	Ability to manage pay plans and occupational index							
R1.8	Ability to manage internal/external salary analysis requests							
R1.9	Ability to analyze salary analysis data							
R1.10	Ability to upload compensation & "benchmark" market data into the system for each job classification							
R1.11	Ability to request and track classification or position review from Class&Comp Review Panel (e.g., job audits, reorganizations, add/delete positions, reclassifications, title changes)							
R1.12	Ability to manage to the employee record (e.g., W4, Direct Deposit)							
R1.13	Ability to manage salary changes							
R1.14	Ability to create a future end date for employee's pay premium after an interim appointment is over (e.g., Acting and Special Assignment)							
R1.15	Ability to track pay studies							
R1.16	Ability to generate reports on third-party market salary data for salary analysis/job classifications ranges							
R1.17	Ability for employees in acting roles to view their assignment agenda							
R1.18	Ability to automatically increase pay once an employee achieves a step in their progression plan							
R1.19	Ability to track employees recognized for special and annual merit awards							
R1.20	Ability to manage Performance Evaluations end-to-end and attached to the employee's personnel record							
R1.21	Ability for employees to view their DROP status							
R1.22	Ability to automatically increase and track supplemental pay premiums to employees based on labor agreements							

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

R1.66	Ability to track and administer if users of a specific group (or all users) to read an HR policy and then take a quiz to score their understanding								
R1.67	Ability to establish a Personal Critical Leave Bank system and enforce policies related to Policy L-3								
R1.68	Ability to apply maximum cap restrictions on vacation and/or PTO leave hour balances in adherence to Policy L-3 and L-4								
R1.69	Ability to monitor employees who have separated from the organization by limiting their access to only viewing their W2s up to year after separation								
R1.70	Ability to create, track, modify and archive Tuition Reimbursement Requests								
R1.71	Ability for employees to receive tuition reimbursements in adherence to Policy B-1 and the State of Florida's University system credit-hour reimbursement rates								
R1.72	Ability to manage and track tuition reimbursements contingent on employee status								
R1.73	Ability to categorize educational reimbursement requests into distinct subcategories such as: tuition, lab fees, and books								
R1.74	Ability to create an educational reimbursement requests as per the rules of Policy B-1								
R1.75	Ability to restrict/deny access for those employees who have not met the educational reimbursement criteria								
R1.76	Ability to track and manage educational reimbursements fund portfolio and adhere on a first-come-first served basis								
R1.77	Ability for employees to electronically upload educational reimbursements								
R1.78	Ability to manage a calendar of training course offerings								
R1.79	Ability to post advertisements and notify employees about upcoming/required trainings courses								
R1.80	Ability to manage requests for trainings								
R1.81	Ability to manage e-learning training courses								
R1.82	Ability to manage certifications and re-certifications for job-related licenses								
R1.83	Ability to integrate with third party training course offerings and class materials from multiple vendors								
R1.84	Ability to add trainers to training classes								
R1.85	Ability for employees to volunteer to conduct training courses								
R1.86	Ability to maintain training materials								
R1.87	Ability to track class enrollment vs class attendance								
R1.88	Ability to notify employees once class registrations are approved								
R1.89	Ability to manage locations for classes and meetings								
R1.90	Ability to manage evaluation surveys to class attendees								
R1.91	Ability to manage the Performance Evaluation process from end-to-end								
R1.92	Ability to conduct disciplinary action trainings								
R1.93	Ability to capture 360 degree feedback for performance evaluations (e.g., documentation tool for comments)								
R1.94	Ability to align performance evaluation goals with the organizational goals								
R1.95	Ability to perform skills/competency assessments for different job positions								
R1.96	Ability to maintain a performance evaluation matrix in real-time								
R1.97	Ability to attach outside certificates into an employee records								
R1.98	Ability for employees to view training videos								
R1.99	Ability to view a progress report (% complete) for an employee taking an on-line course								
R1.100	Ability to manage quizzes and tests								
R1.101	Ability to manage training course pre-requisites								

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

R1.143	Ability to attach position descriptions to employee records							
R1.144	Ability to maintain an employee's position history							
R1.145	Ability to manage promotions, demotions and lateral transfers							
R1.146	Ability to maintain reports on preferred vendor data							
R1.147	Ability to maintain and track temporary hire data (e.g., contract, seasonal, temp-to-time limited, city temps, etc.)							
R1.148	Ability to conduct analytical wild card searches on employee data (e.g., core competencies, licenses held, educational background, experience, etc.)							
R1.149	Ability to manage demographic reports (e.g., age, gender, ethnicity, etc.) on applicants in adherence to EO guidelines							
R1.150	Ability to adhere to the Florida Department of Revenues' (Welfare Reform Act Federal Requirement, Florida Statute 409) new hire policies							
R1.151	Ability to electronically capture and upload employee-signed documents to the employee's record							
R1.152	Ability to capture time-to-fill metrics; including time between each stage of the process							
R1.153	Ability for applicants to update or edit profiles							
R1.154	Ability for applicants to update their application during advertising period							
R1.155	Ability to manage EHS authorizations							
R1.156	Ability to manage and track new hire approvals							
R1.157	Ability to manage and track salary approvals electronically							
R1.158	Ability to manage and track online pre-employment testing							
R1.159	Ability to distribute a web-based link to candidates for pre-employment testing							
R1.160	Ability to send notifications to applicants who claim veterans preference							
R1.161	Ability for unselected applicants to update or edit application after submitted							
R1.162	Ability to conduct video interviews							
R1.163	Ability to establish evaluated competencies as part of the prescreening process							
R1.164	Ability to "auto-score" applicants							
R1.165	Ability to manage leave request (e.g., leave of absence, PTO, etc.) from end-to-end							
R1.166	Ability to manage leave accrual rates based on employment status and years of service, etc.							
R1.167	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							
R1.168	Ability to adhere to the overtime policies/rules							
R1.169	Ability to notify eligible FMLA employees when their leave is about to be exhausted							
R1.170	Ability to restore the tenure of service of any laid-off employee recalled in adherence to Policy E-5							
R1.171	Ability to manage job descriptions							
R1.172	Ability to conduct interim pay studies							
R1.173	Ability to manage a Performance Management dashboard							
R1.174	Ability to manage end-to-end hiring process							
R1.175	Ability to identify "benchmark" jobs, positions, and individuals critical to the organization							
R1.176	Ability to manage suitable successors for "benchmark" jobs, positions, and individuals based on different types of competencies							
R1.177	Ability to manage a library of reusable objectives							
R1.178	Ability to assign specific objectives to employees based on defined criteria							
R1.179	Ability to manage personal scorecards for performance related criteria							
R1.180	Ability to manage a centralized data center for all employee related data (e.g., salaries, leaves, disciplinary actions, etc.)							

R1.181	Ability to manage a Frequently Asked Questions or Help Page for end-user support (e.g., chat)							
R1.182	Ability to manage the separation process from end-to-end (e.g., separation 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)							
R1.186	Ability to maintain full-time employee allotments in adherence to City's 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							
R1.191	Ability to manage union contracts (e.g., effective dates, etc.)							
R1.192	Ability to create, modify and administer surveys							
R1.193	Ability to create and maintain a position and position history with an approval workflow (e.g., title, description, salary schedule, position qualifications, etc.)							
R1.194	Ability to refer to designated reference guide as per union contracts							
R1.195	Ability to assign and track merit increases and performance bonuses							
R1.196	Ability to manage employee's total rewards statements in real-time							
R1.197	Ability to track the level of security clearance required for positions							
R1.198	Ability to manage salary schedules in adherence to union contracts							
R1.199	Ability to manage retroactive pay adjustments							
R1.200	Ability to analyze and determine termination cost payouts							
R1.201	Ability to calculate cost of 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							
R1.204	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, performance management, compensation adjustments, etc.)							
R1.205	Ability to plot high performance and potential matrixes to conduct and track succession planning							
R1.206	Ability to group and align training courses to create curriculum paths							
R2.1	Ability to manage the Payroll process from end-to-end (e.g., run Payroll - Active Employee & Retiree)							
R2.2	Ability to send Payroll notifications when an employee is no longer working for the City prior to release of final pay							
R2.3	Ability to manage changes to the employee record (e.g., W2, W4, employee access, position changes, etc.)							
R2.4	Ability to manage payroll adjustments and deductions (e.g., add awards, reimbursements, loans, programs, etc.)							
R2.5	Ability to manage timesheets from end-to-end							
R2.6	Ability for system to adhere to leap year							
R2.7	Ability to verify leave balances during time entry for payroll processing							
R2.8	Ability to verify accounting on timesheets for payroll processing (e.g., multiple Labor Distributions)							
R2.9	Ability to manage (i.e., create and pay) child support and garnishment payments to various state agencies							
R2.10	Ability to manage checks including manual checks							
R2.11	Ability to process supplemental payments for allowances							
R2.12	Ability to process pension rollovers into qualifying pension plans							

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

R2.51	Ability to calculate mass depreciation for financial reporting								
R2.52	Ability to manage inventory								
R2.53	Ability to manage fixed assets (e.g., transfer between funds, departments etc.) including history								
R2.54	Ability to maintain (e.g., location, serial numbers, model numbers, descriptions),(increase/decrease) the value of a fixed asset								
R2.55	Ability to remove and delete a zero dollar fixed asset								
R2.56	Ability to remove components from assets and apply replacement component								
R2.57	Ability to track retainage pay								
R2.58	Ability to assign commodity codes to vendors								
R2.59	Ability to view and print vendor transaction history								
R2.60	Ability to electronically approve payment request								
R2.61	Ability to manage payment requests (e.g., by decentralized department, by vendor etc.) and attach supporting documentation (e.g., invoices, packing slips, receipts, shipping docs and contracts)								
R2.62	Ability to process (in part or whole), reject, suspend, and void hold payment requests								
R2.63	Ability to schedule payments for processing								
R2.64	Ability to create and accommodate electronic bank files (e.g., ACH, EFT, Wire etc.)								
R2.65	Ability to manage vendor withholdings (e.g., calculate pay, hold and track retainage)								
R2.66	Ability to pay payroll deductions to third parties (e.g., Child support, garnishments)								
R2.67	Ability to track and retain historical vendor information								
R2.68	Ability to set payment date information								
R2.69	Ability to adjust vendor payment dates								
R2.70	Ability to run salary and benefit reports by payroll chart of accounts elements (e.g., employee, fund, unit, etc.)								
R2.71	Ability to drill down on budget lines to determine actual activity (e.g., journal entries, budget transfers, etc.)								
R2.72	Ability to produce financial/operating plans (e.g., budget documents)								
R2.73	Ability to track budget vs actuals								
R2.74	Ability to calculate salary and benefits								
R2.75	Ability to manage budget decrements/increments								
R2.76	Ability to track changes to the budget (e.g., budget transfers and amendatory budget)								
R2.77	Ability to manage Chart of Accounts elements								
R2.78	Ability to activate and deactivate budget lines								
R2.79	Ability to automatically forecast budgets (e.g., auto- based on prior/current YTD totals)								
R2.80	Ability to add and track supporting documentation (attachments) to budget transactions								
R2.81	Ability to complete, edit, approve and input budget transactions								
R2.82	Ability to budget and track multi year capital improvement projects								
R2.83	Ability to authorize positions and edit FTE count								
R2.84	Ability to calculate salary based on employee position change status								
R2.85	Ability to distribute, assign and allocate position costs								
R2.86	Ability to budget by various parameters (e.g., program/activity)								
R2.87	Ability to maintain and track budget versions								
R2.88	Ability to apply infactors to various Chart of Account elements								
R2.89	Ability to maintain, edit and report from real-time dashboards								
R2.90	Ability to export real-time budget data to various document formats (e.g., Microsoft Suite)								
R2.91	Ability to send and receive budget notifications								
R2.92	Ability to do budget rounding								
R2.93	Ability to budget revenues and expense								

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

R2.133	Ability to receive and automatically modify/update invoices for payments (e.g., partial, line item, whole) and maintain history							
R2.134	Ability to send and receive information with 3rd Party Vendor Applications (e.g., Business Tax, Landlord Licensing, Innoprise, T2 Flex etc.)							
R2.135	Ability to track payments (e.g., mail-in, walk-in, only, wires, inter departmental)							
R2.136	Ability to track parking decals (e.g., commercial, service, visitor, temporary and zone)							
R2.137	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 schedule							
R2.138	Ability to issue credits (outside sources) and maintain history							
R2.139	Ability to automate online credits (Jet pay, iNovah, MPS, Webapps, T2 Flex) and maintain history							
R2.140	Ability to search previous payments/customer history by various parameters (e.g., amount, date, invoice number, customer, account number, etc.)							
R2.141	Ability to view disputed parking citations							
R2.142	Ability to acknowledge decal application, process payment and issue decal							
R2.143	Ability to receive payment notifications (e.g., when a payment is received)							
R2.144	Ability to prevent duplicate online payments (e-services) between 3rd party system and the financial system							
R2.145	Ability to adjust, cancel and void payments							
R2.146	Ability to text/email sales receipt							
R2.147	Ability to automate delinquent parking citation notifications							
R2.148	Ability to calculate and collect business taxes in compliance with state and local laws and issue required documents							
R2.149	Ability to correct document entry errors without changing the original transaction date (maintain history)							
R2.150	Ability to suspend and resume a transaction							
R2.151	Ability for the online portal to "shopping cart" payments (e.g., business tax and parking citation in a single transaction)							
R2.152	Ability to create zero dollar payments for tax exempt (e.g. senior citizens that don't pay but still need to receive a receipt)							
R2.153	Ability to upload, add and delete digital documents (e.g. receipts, invoices)							
R2.154	Ability to be in compliance with payment card industry (PCI) Standards							
R2.155	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 timing etc.)							
R2.156	Ability to create, modify, (e.g., funding distribution, line items, description etc.) delete, close and print various types (e.g. standard, regular, blanket, multi-year etc.) of Purchase Orders							
R2.157	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 regulations (e.g., FL Statue and Sunshine Law)							
R2.158	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.)							
R2.159	Ability to electronically authorize and distribute Purchase Orders							
R2.160	Ability to retrieve signed Purchase Orders/Contracts in various document formats (e.g., PDF, etc.)							

R2.161	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, status, etc.)							
R2.162	Ability to publish end-to-end solicitation process (e.g., original and updates) via different sources per FL Statute and Policy							
R2.163	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 meeting date, addenda, etc.)							
R2.164	Ability to track (date/time) vendor notifications							
R2.165	Ability to track (date/time) plan holders (e.g., vendors who have obtained supporting bid documentation)							
R2.166	Ability to track supplemental vendors							
R2.167	Ability to create, track and modify requisitions (e.g., supplies, services, equipment, etc.)							
R2.168	Ability to interact with 3rd Party Purchasing Solicitations Solution (e.g., Demand Star)							
R2.169	Ability for vendors to complete online vendor registration/application							
R2.170	Ability to create, modify and maintain purchasing templates							
R2.171	Ability to pre populate documents (e.g., bids, purchase orders)							
R2.172	Ability to manage electronic project documents (e.g., bid document, addenda, submittals, dept. backup documentation, bid record, bid award recommendation, purchase orders, etc.)							
R2.173	Ability to interact with 3rd party Purchasing Card applications (e.g., Bank of America VISA Works)							
R2.174	Ability to reject Purchasing Card Transactions							
R2.175	Ability to manage Purchasing Card Transaction							
R2.176	Ability to enter/upload and track (project, purchasing contracts) and all related documents							
R2.177	Ability to wild card search uploaded documents (e.g., by contract number, requisition number, vendor, contract criteria, contract description, assigned buyer, etc.)							
R2.178	Ability to manage commodity codes to classify procured products and services (e.g., NAICS, NIGP, internally created codes)							
R2.179	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.)							
R2.180	Ability to receive, approve, reject, modify electronic requisitions (internal requests for procurement services)							
R2.181	Ability to track requisitions and purchase order status (e.g., open, closed, rejected, cancelled, pending, on bid)							
R2.182	Ability to track solicitation status (e.g., open, closed, rejected, cancelled, pending, on bid)							
R2.183	Ability to track and indicate vendor performance and compliance on various parameters (e.g., accuracy, timeliness, quality, etc.)							
R2.184	Ability to maintain history of all purchasing transactions (e.g., requisitions, bid/quotes, buyer name, etc.)							
R2.185	Ability to characterize vendor status (e.g., active, inactive, grantee, debarred, temporary (one time), hold payment)							
R2.186	Ability to create, modify, track, pre approved "pool of vendors" that have been pre-approved for contract based on categories (e.g., architecture)							
R2.187	Ability to create, modify, track vendor groupings for specific commodities							

R2.188	Ability to create, modify, track vendor classifications (e.g., local preference, Veteran , small business, disadvantage, minority, etc.)								
R2.189	Ability to generate purchase order from requisition								
R2.190	Ability to support various types of solicitations (e.g., RFP, RFQ, ITN, non competitive, etc.)								
R2.191	Ability assign numbers to (e.g., purchase order, contract, requisitions, solicitation) (manually or automatically)								
R2.192	Ability to aggregate requests (requisitions) for identical commodity codes into a single Purchase Order								
R2.193	Ability to carry over open purchase orders to the following fiscal year								
R2.194	Ability to group individual p-card transaction to the appropriate categorize (e.g., commodity code, payment account, project, grant, etc.)								
R2.195	Ability to create, modify and delete fixed asset shell								
R2.196	Ability to accommodate vender self service								
R2.197	Ability to distribute invoices (electronically, manual, etc.)								
R2.198	Ability create and maintain customer record								
R2.199	Ability for accounts receivable to offset accounts payable (vendors, customers, employees etc.)								
R2.200	Ability to provide customer balance in real-time (in person, online)								
R2.201	Ability to generate an analytical report to project cash flow receipts based on historical data by accounts receivable type								
R2.202	Ability to generate and distribute delinquent notices								
R2.203	Ability to accommodate decentralized departmental payment entry								
R2.204	Ability for customer to view accounts payable and accounts receivable on same screen								
R2.205	Ability to generate and distribute to customers notifications of debit, credits to their profile								
R2.206	Ability to automatically generate future invoices								
R2.207	Ability to automatically generate recurring invoices								
R2.208	Ability to generate variances reports (e.g., accrual v collections; deposits v receipts, etc.)								
R2.209	Ability to accommodate automatic bank reconciliations								
R2.210	Ability to manage and track petty cash usage								
R2.211	Ability to age accounts receivable								
R2.212	Ability to comply with GASB 34 reporting requirements								
R2.213	Ability for Purchasing module to automatically create a fixed "asset shell" by category and sub categories (e.g., land, buildings, vehicles, fire arms, drainage, sewers, roads, location, etc.)								
R2.214	Ability to support fixed asset inventory process with handheld bar code reader capability								
R2.215	Ability to run analytical wild 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 range (e.g., date, year-to-date, FY, life- to-date, etc.)								
R2.216	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., date, year-to-date, life- to-date, etc.)								
R2.217	Ability to age accounts payable								
R2.218	Ability for accounts payable to offset accounts receivable								
R2.219	Ability to flag vendor/customer when there is an overdue accounts receivable								
R2.220	Ability to support digital signatures for approvals								
R2.221	Ability to prevent duplicate vendor entry								
R2.222	Ability to retrieve and autofill default information from purchase order								

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

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

R3.25	Ability to track and record employee's drug testing results								
R3.26	Ability to track and record employee's return to work after accidents/illness								
R3.27	Ability to manage the injury care and prevention process from end to end								
R3.28	Ability to track the injury information between third party administrators and OHM								
R3.29	Ability to manage employee health consultations and evaluations								
R3.30	Ability to manage Pro Club program								
R3.31	Ability to manage EHS records (e.g., leave, return to work, drug testing, pre-employment and any communication)								
R3.32	Ability to maintain Pension Summary plan descriptions (SPD) from City Code of Ordinance Article 7, Chapter 5, Division 2								
R3.33	Ability to manage Retirement Training Program								
R3.34	Ability to manage the return to work process from end-to-end (e.g., slips)								
R3.35	Ability to track employee's health status								
R3.36	Ability for the supervisor to analyze the employee's leave history								
R3.37	Ability to notify department of employee health status								
R3.38	Ability to manage accident analysis process								
R3.39	Ability to allow all departments electronic access and submission of accident analysis form (DWC-1)								
R3.40	Ability to receive and track accident reports from decentralized departments								
R3.41	Ability to handle accident reports as per the policies (e.g., Drug Free Workplace, CDL, etc.)								
R3.42	Ability to send and receive information to and from Occupational Health Manager (OHM)								
R3.43	Ability to send the information to third party administrators (frequency, details)								
R3.44	Ability to create a Workers Compensation injury report on daily basis in third party administrators requested format								
R3.45	Ability to receive a third party administrators report (after comparing Statute 440)								
R3.46	Ability to manage DWC-25 form								
R3.47	Ability to manage Workers Compensation claim								
R3.48	Ability to adhere to Worker's Compensation Law Chapter, 440 Florida Statutes								
R3.49	Ability to define benefit carrier and third party administrator information (e.g., name, contact person, address, phone number, and policy number)								
R3.50	Ability to manage the Attorney data								
R3.51	Ability to maintain documentation from Attorneys								
R3.52	Ability to manage employee, dependent, and retiree benefit plans and related data (e.g., benefit type, deduction amount, enrollment and exit date, etc.)								
R3.53	Ability to adhere to the Sunshine Law regarding record retention on all retirees and dependents								
R3.54	Ability of benefit changes to be reflected in employee pay and retiree pension pay								
R3.55	Ability for employees and retirees to add, modify, and view their information (paystubs, 1099s, 1095s, benefit information, etc.)								
R3.56	Ability for employees and retirees to make benefit elections during open enrollment and for life changing events from anywhere								
R3.57	Ability to make passive annual elections externally during the open enrollment process								
R3.58	Ability to calculate disability payments per Policy 22.3 (e.g., state and federal regulations)								
R3.59	Ability to calculate disability payment based on Social Security status								
R3.60	Ability to calculate Workers Compensation payment based on Worker's Compensation Law Chapter 440, Florida Statutes								

R3.61	Ability to calculate General Plan offset payments for disability retirees								
R3.62	Ability to create, maintain, track, modify different retirement benefit plans based on policy/ ordinance								
R3.63	Ability to switch between retirement plans based on disability status for active and retiree employee and track the changes								
R3.64	Ability to reassign employee retirement plan								
R3.65	Ability to assign multiple plans to an employee/ retiree								
R3.66	Ability to define all benefit plans offered (e.g., benefit plan type, benefit plan name, rules, carrier for each benefit plan, deduction code/type, plan description, payee, and maintain historically								
R3.67	Ability to identify and track disability retiree pay type (e.g., line-of-duty, not line-of-duty, heart disease, etc.)								
R3.68	Ability to incorporate benefit changes for employee selection								
R3.69	Ability to pay monthly retirement benefits from multiple employer EIN to same retiree								
R3.70	Ability to pay annual retiree COLA based on City Ordinance								
R3.71	Ability to make COLA adjustments systematically								
R3.72	Ability to make retiree pay adjustments and maintain historical records for amounts & dates								
R3.73	Ability to distinguish, track & utilize multiple benefit eligibility for retirees based on City of Gainesville Ordinance (Article 7, Chapter 2, Division 5)								
R3.74	Ability to identify and track original pension payment amounts								
R3.75	Ability to calculate retiree benefit for beneficiary payment								
R3.76	Ability to designate & track annual employer contributions for every retiree's health insurance cost								
R3.77	Ability to capture beneficiaries of retiree								
R3.78	Ability to manage employee fringe benefits								
R3.79	Ability to identify & track benefit payments which are not deducted from retiree pension checks								
R3.80	Ability for employee/retiree to pay health insurance deductions online								
R3.81	Ability to manage eligible employees for benefit enrollment								
R3.82	Ability manage COLA eligible employees based on City Ordinance								
R3.83	Ability to manage employee payment amounts under multiple pension plans for future payments								
R3.84	Ability to generate pension statistics report on limited participants prior to retirement for actuary								
R3.85	Ability for retirees to select DROP rate elections								
R3.86	Ability for employees to calculate final average earning based on parameters								
R3.87	Ability to manage Pre98 Post tax contributions for individual employees & retirees								
R3.88	Ability to identify all members of each retirement plan								
R3.89	Ability to automatically enroll employees in retirement plans (e.g., defined benefit or defined contribution plan) for employee & employer deductions based on plan requirements								
R3.90	Ability to define employee deductions/ contributions and employer share amount/percentage for multiple benefit plans								
R3.91	Ability to define eligibility for benefit plans (e.g., bargaining unit, employment, job status)								
R3.92	Ability to determine eligibility for retirement plans (e.g., defined benefit or defined contribution)								
R3.93	Ability to manage deductions and/or leave policy upon employee DROP entry based on plan requirements (e.g., longevity or general increases)								
R3.94	Ability to identify and track type of employee retirement (early, regular, disability, DROP, etc.)								

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

R3.123	Ability to generate new hire COBRA notifications								
R3.124	Ability to have secondary deductions taken when only entering the primary deduction (e.g., admin fees, domestic partners)								
R3.125	Ability to distinguish between employee and fringe (employer) deductions								
R3.126	Ability to track historical data on benefit rates for employees/retirees								
R3.127	Ability to restrict/deny access for those employees who have not met the FMLA eligibility criteria in adherence to Policy L-5								
R3.128	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, etc.)								
R3.129	Ability to conduct both passive & positive Open Enrollment processes with customizable capability								
R3.130	Ability to inform employees that open enrollment selections have been validated and processed								
R3.131	Ability for employee to update their benefit information (e.g., beneficiaries, dependents, employee information)								
R3.132	Ability for system to prompt 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 dependents in your health benefit options)								
R3.133	Ability for accident report DWC-1 to be electronically uploaded, emailed, faxed, etc.								
R3.134	Ability for employee (actives and retirees) to review and edit deductions/benefits both prior to and after open enrollment to verify correct enrollments								
R3.135	Ability for employees (actives and retirees) to receive confirmation of benefit enrollment								
R3.136	Ability for employees (active and retiree) to see summary of pension contributions to date & historically								
R3.137	Ability to get notified of employee time off								
R3.138	Ability to store and track document attachments								
R3.139	Ability to generate detailed billing statements for the purpose of carrier claim and billing and payment reconciliation								
R3.140	Ability to assign drug testing requirements to new hires/employees according to federal policy for pre-employment and random testing pool								
R3.141	Ability to assign codes to jobs for worker's compensation categorization to determine amounts due annually based on current Worker's Compensation Scales Manual								
R3.142	Ability to manage property costs for insurance purposes								
R3.143	Ability to transfer data to and from third party administrator								
R3.144	Ability to track and be notified of any changes to an employee benefit record								
R3.145	Ability to maintain different types of plan providers								
R3.146	Ability to identify employees who did not enroll or waive health coverage during Open Enrollment								
R3.147	Ability to generate ACA compliant reports								
R3.148	Ability to calculate deductions for employee/retiree on Leave Without Pay Status								
R3.149	Ability to generate report of eligible employees and part-time employees enrolled in plan compared to number of employees who declined enrollment (ACA requirement)								
R3.150	Ability to receive notifications on employee status changes for Affordable Care Act compliance								
R3.151	Ability to generate reports to identify monthly retirements and DROP entries and exit dates								
R3.152	Ability to generate a report of retiree recertifications								

R3.153	Ability to notify retirees of recertification requirement							
R3.154	Ability to upload benefit enrollment information to vendor site							
R3.155	Ability to generate and track random employee drug testing lists according to the Drug Free Workplace Policy							
R3.156	Ability to track employees mandatory benefit deductions							
R3.157	Ability to generate pension refund for terminated employee prior to vested employee status based on City Pension Plan Policy Article 7, Chapter 2, Division 5							
R3.158	Ability to create and modify the list of FAQs for employees							
R3.159	Ability to determine benefit plan rate by employee status (e.g., FTE, retired, active, etc.)							
R4.1	Ability to migrate existing data							
R4.2	Ability for the user to change passwords							
R4.3	Ability to make mass changes to the employee and retiree record (e.g., deductions, increases, etc.)							
R4.4	Ability to customize paychecks and paystubs to the City's specifications							
R4.5	Ability to manage time entered							
R4.6	Ability to manage overtime rules and provisions							
R4.7	Ability to maintain a calendar of City holidays							
R4.8	Ability to capture inputs from scheduling system							
R4.9	Ability to capture inputs through mobile capability							
R4.10	Ability to estimate the time for the payroll cycle							
R4.11	Ability to adjust estimated time to actual time worked							
R4.12	Ability to assign pay to the assignment or project							
R4.13	Ability to automatically generate timesheets							
R4.14	Ability to associate data with external system							