

City's ERP Functional Requirements

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
5 - 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 (back-of-brand)	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 even if vacant							
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 & "benchmarks" 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 to access 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 discipline 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 responses							
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 issues 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 pay stubs							
R1.51	Ability for employees 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 management							
R1.55	Ability to manage division spending							
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 adhere 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-2 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 digital form							
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								
R1.106	Confirming enrollment								
R1.107	Ability to maintain waiting list for training classes								
R1.108	Ability to track training attendance online								
R1.109	Ability to manage a training module dashboard								
R1.110	Ability to maintain employee training records per Chapter 119 of the Florida Statutes								
R1.111	Ability to conduct training on mobile devices								
R1.112	Ability to provide online learning community features								
R1.113	Ability to provide gamification capabilities								
R1.114	Ability for employees to download certificates of completion								
R1.115	Ability to manage onboarding checklist								
R1.116	Ability to maintain the status of the Supervisor Progression Through Training and Progression Through Training								
R1.117	Ability to conduct workforce planning analysis including needs analysis, competency framework and managing talent pools								
R1.118	Ability to automatically assign learning plans to individual employees or groups by job title or group membership								
R1.119	Ability to maintain inventory control of I&OD specific materials								
R1.120	Ability to manage the learning budget								
R1.121	Ability to maintain a pool for all external candidate applications for future reference								
R1.122	Ability to generate application templates based on the job descriptions								
R1.123	Ability to create and forward job descriptions for approval								
R1.124	Ability to manage the Personnel Requisition Action Form (PRAF)								
R1.125	Ability to track the candidate's status through the selection and hiring process								
R1.126	Ability to manage the recruitment plan (e.g., advertisement, screening criteria, interview questions, assessments and interview panel)								
R1.127	Ability to advertise a job internally and externally								
R1.128	Ability to maintain specific parameters for job advertisements								
R1.129	Ability to search internal and external talent pipelines								
R1.130	Ability to distribute job advertisements to relevant sourcing channels and post electronically on the core government sites, employment fairs, job boards, social media, etc.								
R1.131	Ability to maintain external third party vendors and recruitment partners								
R1.132	Ability for internal and external candidates to apply for vacancies								
R1.133	Ability to share the screened applications with hiring manager								
R1.134	Ability to perform wild card and advanced filtered searches on job applications								
R1.135	Ability for applicants to sign-up for interview/test slots								
R1.136	Ability to manage the interview process to upload interview notes/outcomes, administer written tests/exams incl. weights and scores and send interview documents including recommendation to hire								
R1.137	Ability to integrate with background check vendors								
R1.138	Ability to maintain background check vendor contact info, services offered and cost data								
R1.139	Ability to manage background checks and educational verifications attached to an employee record								
R1.140	Ability to request internal/external salary analysis								
R1.141	Ability to notify candidates of selection outcome								
R1.142	Ability to manage job offers								
R1.143	Ability to integrate with an applicant tracking system								
R1.144	Ability to attach position descriptions to employee records								
R1.145	Ability to maintain an employee's position history								
R1.146	Ability to manage promotions, demotions, and lateral transfers								
R1.147	Ability to maintain reports on preferred vendor data								
R1.148	Ability to maintain and track temporary hire data (e.g., contract, seasonal, temp-to-time limited, city temps, etc.)								
R1.149	Ability to conduct analytical wild card searches on employee data (e.g., core competencies, licenses held, educational background, experience, etc.)								
R1.150	Ability to manage demographic reports (e.g., age, gender, ethnicity, etc.) on applicants in adherence to EO guidelines								
R1.151	Ability to adhere to the Florida Department of Revenues' Welfare Reform Act/Federal Requirement, Florida Statute 89J new hire policies								
R1.152	Ability to electronically capture and upload employee signed documents to the employee's record								
R1.153	Ability to capture time to fill metrics, including time between each stage of the process								
R1.154	Ability for applicants to update or edit profiles								
R1.155	Ability for applicants to update their application during advertising period								
R1.156	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 1.5								
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., onboarding)								
R1.186	Ability to maintain full-time employee allotments in adherence to City 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 payouts in the year (e.g., fund, department, etc.)								
R1.202	Ability to manage internal equity subject								
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, separations, unemployment, trainings, performance management, compensation adjustments, etc.)								
R1.205	Ability to plot high performance and potential matrices to conduct and track succession planning								
R1.206	Ability to group and align training courses to create curricula 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.)								

R2.122	Ability to integrate with cashing systems (e.g., Inova)								
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, landford 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, landford 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/reflect 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, Landford Licensing, Imports, T2 File, 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 save)								
R2.137	Ability to track/update fee increases on receivables with or without invoice (escalation of a parking citation, decals, landford 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 automatically create credits (e.g., Inova, MPS, Webapp, T2 File) 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., vendor 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 (inquiries), 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 Statute and applicable laws)								
R2.158	Ability to Stop 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 requirements (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 documents, 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 Work)								
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 add 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, NRP, 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/quote, buyer name, etc.)								
R2.185	Ability to characterize vendor status (e.g., active, inactive, granted, delisted, 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 to 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 grant transaction to the appropriate category (e.g., commodity code, payment account, project, grant, etc.)								
R2.195	Ability to create, modify and delete fund asset shell								
R2.196	Ability to accommodate vendor 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 deliquent 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								

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, COA, 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 completing 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 (pay stubs, 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 statute								
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 change								
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, rate, 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 DWP rate elections								
R3.86	Ability for employees to calculate final average earning based on parameters								
R3.87	Ability to manage FICA Post tax contributions for individual employees & retirees								
R3.88	Ability to identify all members of each retirement plan								

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 & active 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 employees 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 (active and retiree) to review and edit deductions/benefits both prior to and after open enrollment to verify correct enrollments							
R3.135	Ability for employees (active 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 DRQP entries and exit dates							
R3.152	Ability to generate a report of retiree re-certifications							
R3.153	Ability to notify retirees of re-certification 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 benefits 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 holiday							
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							