

**RFP 1017 Time Attendance
Attachment A**

This form is furnished as a convenience to those submitting proposals. The format is also intended to aid in the comparative analysis of proposals. Proposer shall provide a response to all items.

Basic Employee Functionality		YES	NO	COMMENT
Ability to establish availability status independent of clock in/out (i.e. meetings, training, etc.) to be visible on supervisor Who is Here				
Timecard approval status for all approval levels visible to employee for current and previous pay periods				
Custom broadcast messages/announcements on employee clock in/out screen				
Ability to split clock in/out transaction to multiple projects/jobs after clock in/out (can be handled at any time in an active pay period)				
Visual indicator on time card for:				
<i>*schedule violations</i>				
<i>*overtime thresholds</i>				
<i>*missing punches</i>				
Ability to duplicate timesheet from any previous history period				
Ability to copy rows on timesheet				
Time Summary View of timecard transactions with group by for:				
<i>*Benefit/Leave Time Summary</i>				
<i>*Job/Project Costing Summary</i>				
<i>*Account Override Summary</i>				
<i>*Shift/Schedule Summary</i>				
Leave Usage Summary Screen with ability to view by:				
<i>*Approved Leave Requests</i>				
<i>*Declined Leave Requests</i>				
<i>*Pending Leave Requests</i>				
<i>*History of all Leave by Type Code</i>				
Electronic Time Off Request with ability to require comment				
Electronic Hours Request for non-leave codes (i.e. overtime request, special events, etc.)				
Timesheet approval by transaction (i.e. ability to approve one transaction only, multiple or all transactions at once)				
Ability to set user preferences at login for:				
<i>*UI Row colors</i>				
<i>*Records per page</i>				
<i>*Default pay codes for leave request and hours request</i>				
<i>*Default filters to use at login</i>				
<i>*Time card display settings</i>				
Supervisor Functionality				
Time Summary screen with ability to display overtime earned in custom cycle that does not correspond with pay period dates				
Who Is Here screen of all employees color coded by status (i.e. clocked in (green), clocked out (red), etc.)				
Ability to view and approve the entire bi-weekly pay period at one time				
Supervisor approval audit screen with timestamp, initials, etc. of each employee time card transaction				
Supervisor time card approvals by transaction for each employee (i.e. ability to approve one transaction only, multiple or all transactions at once)				
System Administration				
Ability to create custom data filters (based on security privileges)				
Help Documentation Embedded into web app				
MASTER FILES:				
Mass change options for employee master updates				
Position Code Master File with ability to:				
<i>*Establish proxy positions (i.e. Police Captain can proxy for Police Sergeant)</i>				
Pay Code/Leave Code Master with ability to:				

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	<i>*Control which codes display on supervisor graphical time off calendar</i>			
	<i>*Require a comment when pay code is used</i>			
	<i>*Attribute availability status colors to be shown on Supervisor Who is Here when pay code is used</i>			
	<i>*Establish minimum request amount for leave codes (i.e. time off must be taken in 1 hour increments)</i>			
	<i>*Establish maximum negative amount of leave codes (i.e. leave can be used up to negative 8 hours)</i>			
	<i>*Establish maximum accrued amount of leave codes (i.e. comp time maximum is 80 hours)</i>			
POLICIES & RULES:				
	Ability to attribute multiple overtime policies to employees (i.e. all hours worked about 8 in one day AND above 40 in one week)			
	Ability to configure custom overtime periods that differ from pay period range (i.e. 24 day overtime cycle with a 140 hour threshold)			
	Define (based on security) clock policies that allow employees to edit/change the following attributes during clock in/out:			
	<i>*Account/Department Overrides</i>			
	<i>*Location Overrides</i>			
	<i>*Shift Overrides</i>			
	<i>*Job/Project/Work Order</i>			
	<i>*Position Code Override</i>			
	<i>*Pay Code (i.e. employee can select an on-call pay code)</i>			
	Establish rounding policies and grace periods at each organizational level at the following intervals:			
	<i>*Round to nearest 15 min</i>			
	Salaried Policies to define auto populated time for exempt employees:			
	<i>*auto populate a defined amount hours per day</i>			
	<i>*auto populate a defined amount hours per week</i>			
	<i>*auto populate a defined amount hours per pay period</i>			
	<i>*auto populate a custom amount of hours based on work schedule</i>			
	User Defined Fields available			
	Ability to establish default pay codes as the first item in drop down lists (i.e. display the most common used codes first)			
	Ability to customize display format of master codes so that the code only is displayed, the code and description is displayed or the description only is displayed			
	Ability to disable clock in/out functions all together and use timesheet entry			
	Custom message to be displayed on all timecard approval screens (i.e. "I attest this time card is accurate to the best of my knowledge")			
	Ability to customize fields displayed on timecard screens (i.e. display position codes, job costing, schedule code, etc.)			
	Ability to disable start/end time on timesheet entry thus only requiring a total duration to be entered			
NOTIFICATIONS: (email notifications for the following events)				
	Time Off Request Submitted			
	Time Off Request Approved			
	Time Off Request Declined			
	Time Off Request Reset			
	Schedule Violation			
	Time Device Error			
	Time Card Modified After Approval			
	Work Limit Approach/Exceeded			
Payroll Functions				
	Ability to enter bulk transactions for any organization level (i.e. generate 8 hours of "snow day" for employees in dept. 100)			
	Graphical Time Balancing Screen with visual indicators for the following:			
	<i>*schedule violations</i>			
	<i>*overtime thresholds</i>			
	<i>*missing punches</i>			
	<i>*approval alerts for each approval level</i>			
	<i>*visual indicator for employees with zero hours</i>			

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Ability to lock pay period from changes during payroll processing			
Time History option to make edits/corrections to pay periods already processed (by security only)			
Established interface for Tyler New World payroll application			
One Button Move to Payroll option to send transactions from ExecuTime to payroll			
Payroll Revert option to reverse the move to payroll			
Holiday schedule entry to pre-populate holiday time based on:			
<i>*pre defined hours per day</i>			
<i>*populate holiday time based on scheduled work hours</i>			
Scheduling			
Unlimited shift and schedule templates			
Ability to copy shift and schedule templates			
Ability to future date schedule publishing's and manual publish immediate			
Rotation patterns can be built out as far in advance as required			
Site/Location Codes can be attributed to shifts and filtered on roster screens			
User defined fields can be attributed to shifts and filtered on roster screens			
Shifts can directly populate time card			
Scheduled vs. actual time worked report			
SCHEDULE CALENDAR:			
Graphical access for employees to view scheduled shifts, leave time, holidays, etc. on one calendar			
Schedule calendar can be viewed by month, week, day, hour			
Schedule calendar contains various filter views to be customized by user			
Ability to integrate individual shifts to external calendar (i.e. Outlook)			
Ability to generate leave requests directly from my schedule calendar			
Leave Balances are visible from my schedule calendar			
ROSTER:			
Ability to filter and group roster display by:			
<i>*Employee</i>			
<i>*Position</i>			
<i>*Site/Location</i>			
<i>*Schedule Code</i>			
<i>*Org levels (i.e. by Department)</i>			
<i>*Pay Code</i>			
<i>*User Defined Field</i>			
<i>*Employee(s)</i>			
System allows creation of Ad-hoc shifts directly from Roster (i.e. one time special shift)			
System allow drag & drop of shifts between employees and/or calendar dates			
System allows copy/duplicating shifts directly on Roster			
Roster highlights open shifts to be filled			
System allows email generation to employees directly from Roster			