

		Payroll / Human Resource / Time keeping RFP
		Questions and Answers - as of October 14, 2014
Questions		Answers
1	For the timekeeping module, how many employees will be tracked in the system (a.k.a. total number of employee timecards).	It is estimated that approximately 400 employees would be tracked.
2	Would the Court be willing to let us bid solely on the timekeeping component of the requirements?	A fully integrated Payroll, HR and Timekeeping system is preferred as it offers many advantages in administering policies and benefits.
3	We are not able to copy/paste from the Payroll / HR PDF document. Is it possible we can get the PDF version unprotected?	The Payroll/HR PDF document posted on the Court's website has been changed to allow cutting / pasting text from the document.
4	What are the deployment options or what kind of Payroll/HR System is preferred (on-premise, cloud, commercial (COTS), or custom)?	At this time, the AOIC does not want to limit or rule out any features or deployment options with a vendor's proposed solution. The RFP allows for an integrated Payroll/HR system to be customized on the Court's existing infrastructure, a commercial software package installed, a SaaS or Cloud-hosted system, or a hybrid. With any proposal or deployment type, it is important to clearly define the requirements, technologies, and all any support, license, and use costs associated with solution. The security of the Payroll/HR System is of the utmost priority. In conjunction with the deployment options, the proposal should emphasize the security components included in the solution, including secured access and authentication to the system and the protection of the Payroll/HR data, including database encryption.
5	How would a recruitment component interface with the Payroll/HR system?	The recruitment component would maintain an applicant's information regarding the position, date position was approved to be filled, where job vacancy announcements were posted, date resume and application materials were received, date application materials were forwarded to manager, testing dates, types of test conducted and their associated scores, dates of interviews, reference check information and hire date, if applicable. Also, the recruitment component would maintain the applicant's personal information; name, address, email address, and phone/cell number. Then, if hired, the applicant would be assigned a position allocation code number and their information would be uploaded to Payroll/Leave. The system must be able to run reports, when needed.
6	Is the AOIC interested in a background check component?	We would be interested in seeing how a background check component would interact with the system.
7	Payroll processing – explanation of what is done on our end and the actual warrant processing done by the Comptroller (Comptroller has a specific system with which we need to be in sync)	Employee records are created and edited in the payroll database in order to produce a payroll file which is then transmitted to the State of Illinois Office of the Comptroller (IOC) for processing. Attachment B of the RFP contains the Payroll section of the IOC procedures manual. The Administrative Office is required to submit a printed Payroll Voucher (Attachment B, pages 37-38), Schedule (Attachment B pages 39-40) and Payroll Voucher file (Attachment B pages 41-79) for each payroll submitted to the IOC. All of these files must be produced from the payroll database in accordance with the IOC requirements. There are 2 additional output files sent to the IOC by the Administrative Office. The first is a Direct Deposit Prenote file which includes information relating to active employees' direct deposit information. The second is the Payroll Address File which contains information regarding employees' addresses. Each of these files are formatted pursuant to IOC requirements and submitted to the IOC monthly. There is also a Payroll Return file that is transmitted back to the Administrative Office by the IOC after each payroll is processed for payment. The Return file contains the same information provided to the IOC in the Payroll Voucher file with the additional warrant/trace numbers and year to date earning totals for each employee record. The information contained within the Payroll Return file must then be uploaded into the Administrative Office payroll database.
8	What kind of historical data needs to be migrated to the new Payroll/HR System and accessible?	All data currently maintained in the payroll database, as well as data maintained separately in various Access databases and Excel spreadsheets, must be imported to the new payroll database. This information will serve as the foundation for historical position tracking as well as individual salary histories. It is anticipated at least 5 years' of historical data must be incorporated within the new payroll database.
9	Is integrating position tracking into the Payroll/HR system a requirement?	The Administrative Office maintains unique position and employee tracking numbers for current employees and judicial officers. It is critical that the new system produce and maintain various reports depicting position and history scenarios.
10	How are benefits calculated (and by whom) and then translated into taxes?	Each employee record is tied to tables which correspond to codes for numerous insurance choices, including health, dental, life, and dependent coverage. The codes relate to other database tables that contain all available insurance codes, as well as the State-paid and employee premiums associated with these codes. The codes and associated premiums are received in a file from the State of Illinois Department of Central Management Services (CMS) at least annually. The CMS file must be downloaded into the payroll database when changes are provided from CMS to AOIC. The payroll program executes calculations to arrive at non-taxable, and in some cases imputed income, amounts that are used to compute taxes for each employee record.
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