

		Payroll / Human Resource / Time keeping RFP
		Questions and Answers - as of November 7, 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.
11	Is AOIC open to the project being managed in an Onshore - Offshore model?	Offshore developers can be used for this project as long as the contracting company is based in the US where US / Illinois law applies.
12	What is the current system for HR / Payroll and Time?	The current system is an in-house developed application running on Oracle's RAC Enterprise 11g database and written using the Oracle Forms and Report development tools.
13	Is AOIC expecting the vendor to include Support and Maintenance (post implementation) as part of the deal? If so please indicate the Support timeframe and Service Levels expected?	The support and service level expectations depend on the solution – whether it is a commercial application, requires annual maintenance and licensing, or is a custom system where future enhancements may require ongoing support, but no annual licensing/support agreements. The proposals should detail these components of the recommended solution.
14	Is it ok for vendor to assume that the version of the Database infrastructure can be improved as needed based on the HR / Payroll product selected.	The technical requirements of the proposed Payroll / HR system should be described including the database software and versions required. Whether it impacts the existing database infrastructure and those application running on it will be assessed and determined when a vendor / solution is selected and an implementation plan is developed.
15	We understand that the Vendor is ONLY expected to propose/ suggest the H/W infrastructure required by the new Payroll, HR application and the Procurement of such will be managed by AOIC. Please validate our assumption.	That is correct. The AOIC will work with the selected vendor to independently secure any hardware and software requirements of the new Payroll/HR system.
16	Does the Payroll, HR application involve multi-currency implementation?	No
17	Does the Payroll, HR application need to support multi-lingual capabilities? If so please share the expectation on the languages that need to be supported.	No, not at this time
18	Will employees work in multiple jobs? i.e. Cross over of activities or dedicated users for modules	On the assumption that this question concerns the users of the Payroll, Human Resource, and Timekeeping/Leave System vs. judicial branch employees with records in the database – security levels and access to the various modules of the application must be customizable and changeable for each user. A user's access needs may change over time and need to be altered on a temporary or permanent basis.
19	Do you require daily off-cycles or only at a defined period?	We must be able to run “regular” payrolls on a defined schedule, and “supplemental” payrolls as often as necessary.
20	Please elaborate on the requirements of Judgeship	The AOIC employee population consists of judicial and non-judicial positions. Judicial positions (Judgeships) are created, changed and filled according to state statute. Certain data elements of these judicial positions such as creation of the position, change to the position, election/appointment history of judicial officers filling the position, length of time in the position, end of term of office, retention, etc. need to be tracked. Regular and ad hoc reports for internal and external use must be simple for users to create and they must have the ability to download information into spreadsheets, letters, labels, etc.
21	Are you using separate system for Time Entry which needs to be integrated to payroll?	No, but the payroll system is not driven by the time entry/leave system. Payroll is on an anticipatory pay structure and the employees' time sheets are entered into the leave system after the payroll has been ran for that pay period. If adjustments are necessary they are reflected on the next pay period.
22	Does the recruitment system need to be integrated with any other external job posting sites like Monster or LinkedIn or other such social networking sites?	No
23	Will Time recording method be uniform across the organization or vary based up on employee population and nature of job?	The time recording methods will be different because of the differences in position classifications.
24	Do you electronically track employee time worked? If so, what technologies are used to enter time (Internet, Intranet, Electronic Timesheets, Clocking Systems (Kronos), Swipe Card (i.e. Employee Badges), Other (please describe))?	No, but we are willing to explore new possibilities.

25	<p>What are the time processing rules currently used today? For example: How is Overtime calculated, only hours worked or does the calculation included Vacation, Holiday etc.? Is it overtime after 8 hours in a day or after 40 hours in a week? Are these rules the same for all employees or different for each class of employee? If so, please describe each rule being used.</p>	<p>There is no overtime pay for any AOIC employees. Currently, the AOIC has regular employees (could be full-time or a percentage of full-time) that are paid on a semi-monthly or monthly schedule. These employees are all paid on an anticipated basis. For those employees subject to the Supreme Court Leave Policies, attendance is received by the AOIC at some point after the employee has been paid for the pay period. There is no overtime, and the only adjustment to their full pay would be to adjust for a start or termination date other than the first or last day of the pay period or unpaid leave reported on the attendance report or through other means to the AOIC HR Unit by an employee's administrative authority.</p> <p>There are also a few part-time employees that are paid on a delayed basis after a time record is received by the AOIC. Currently, there are two part-time employees paid semi-monthly on an hourly-rate basis. Their hours worked do not total more than 8 hours in a day or 40 hours in a week, therefore, there is no need to calculate any overtime pay. We also currently have one part-time employee paid semi-monthly on a daily-rate basis. This employee does not report hours worked, only days worked.</p>
25	answer continued.	<p>The AOIC currently pays one person contractually on a delayed, monthly basis.</p> <p>The AOIC is required by state statute to pay an annual stipend to each county Circuit Court Clerk in the 102 counties of the State of Illinois.</p> <p>In the payroll processing, there is no designation made for Vacation, Holiday, and Sick time. Requirements from the Illinois Office of the Comptroller do not allow for that. Recording and tracking of attendance and paid and unpaid leave time for employees subject to the Supreme Court Leave of Absence Policies is done only in the Timekeeping/Leave part of the system.</p>
26	Are employees allowed to report Compensatory Time (Comp Time)?	Yes, we must have a leave system that allows for compensation time entry.
27	<p>What is the anticipated number of users using the HR/Pay system</p> <ul style="list-style-type: none"> o Total o Concurrent o Internet o Intranet 	The end user licensing of the existing Oracle environment includes current users which manage the Payroll/HR system.
28	Please specify the additional user base for the existing Application in the next three years (User base growth)?	Without knowing the functionality of the proposed Payroll / HR system it is difficult to project an additional base. Therefore, the current users are presumed and included in the existing Oracle licensing for the platform.
29	<p>Please describe the requirement on DR site setup needed?</p> <ul style="list-style-type: none"> o IS there a need for DR site? o If so, would it need to be same as production ? or 50% of Production.? 	Disaster Recovery of the current Oracle environment is configured. Changes to the DR service levels or enhancements to the DR are not a component of this proposal.
30	Is there a preference to the Go Live date i.e. beginning of the year (say Jan 2016?) or in the mid-year of 2016?	Any preference of a Go Live would be contingent upon the project plan and dependant of the actual deliverables.
31	What is the scope for data conversion from the existing system? Is it only for HR data or do we need to consider data from other modules (Time and Leave, Judicial, Position, Recruitment etc) also?	Yes, other Access databases. (EEO information)
32	Is there a file size limitation for submitting response via email?	24 Meg. file attachment limit.
33	Are you planning implement to Employee Self Service or Manager Self Service?	We are willing to explore new possibilities.
34	Is there a provision to enter the employees everyday timesheets(In time , Out time etc.) by an employee in the system?	No
35	Is there any approval and notification process involved in job opening creation and offer generation for applicants?	Yes, there is a process in place before a job vacancy can be posted.
36	How much of 'active' job openings and applicants (approx. count) are in system currently?	We have used the Access Recruitment database only on a test basis, but we would like to have a system that would be user friendly to maintain.
37	Data Conversion for Leave - Is all the historical data of Leave application to be moved from Legacy system to new system required? If yes for Q1, How many years of data to be moved to new system?	Yes, all the data in our leave system needs to be moved to the new system. We have approximately 12 years of data.
38	<p>Is there a provision to enter the employees everyday timesheets(In time , Out time etc.) by an employee in the system?</p> <p>If yes will the employee enter the time every day in the system as per his Working time?</p>	No
39	Is there any Leave Policy is based on Hours say for an example an employee can apply a leave in terms of Hours like 4 Hrs instead of Days?	Currently, all leave benefits are utilized in half or full day increments.
40	Does the new system need to have Self Service facility? E.g. by which 1) An Employee can apply a leave by him/her 2) An Employee can view their leave balances 3) An Employee can view their leave transactions status like Submitted, approved, denied etc.	We are willing to explore new possibilities.