Clarifications Response

Q1: How many employees does the National Park College employ?

A1: An average payroll is 400, however we process approximately 600 W-2s each year.
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Q2: For how many employees will the HRIS and Payroll solution serve?

A2: An average of 400.
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Q3: How many HR staff will use the HRIS system?

A3: 5
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Q4: How many Finance employees will use the Accounting (Budgeting, Forecasting, AP/AR Automation, Reporting and Tax Administration) modules listed in the RFP?

A4: 10
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Q5: Will the National Park College consider extending the due date for proposal submissions beyond the originally posted date of January 14, 2021?

A5: At present, NPC is not anticipating a time extension.
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Q6: National Park College includes "accounting" within the requirements, but does not detail the extent of functionalities needed for this portion. Can NPC please clarify? Also, will NPC consider submissions from vendors that can provide solutions for the HRIS/HRMS components but that do not perform accounting?

A6: The only "accounting" requirement shall be the ability of doing payroll and transferring payroll data into PeopleSoft.
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Q7: How many licenses will National Park College require?

A7: This depends on your licensing structure. If you license per location, the licenses will be for one (1) location. If you license per user, there shall be about five (5) HR personnel that shall use the HRIS system. There are an average of 400 employees that shall have access to self-serve / mobile self-serve.
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Q8 – Q33 pertain to Time and Attendance Management

Q8: How many pay frequencies do you have? (Weekly, Biweekly, Monthly)

A8: 24

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Q9: How many different employee groups do you have? Based on Pay frequency, pay rules (do they share pay rules – OT, shift differentials etc.), Unions, Hourly or Salaried groups. Please list.

A9:   Seven pay groups

Full time
        Staff, faculty, shift differential
        Exempt, Non Exempt
Adjunct Faculty
Hourly non student
Hourly student
Hourly Federal Work Study

Pay rules vary depending on group (ex: Students are FICA exempt)

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Q10: How many external systems will be interfacing with Time and Attendance? For example:
- HR employee Import
- Payroll Export
- Other
- Project System

A10: One. Our current database system is PeopleSoft. It will need to interface with PeopleSoft.

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Q11: Will you be using mobile? For clocking in/out, view schedule/timesheet, submitting approving time off requests?

A11: A mobile option is preferred.

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Q12: Will you require hardware clocks, web clock?

A12: A web clock option is preferred, however NPC will not require it for all pay groups.

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Q13: How many Activity based Costing fields are required? Activity tracking is a mechanism for attributing work to a specific value. Examples of activity tracking are work orders, locations, cost centers, and departments. These fields are shown on timesheets and in calculated pay results. They are often included when exporting collected time or pay results.

A13: 150 departments, at least 40 account numbers

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Q14: How many Holiday calendars do you use? (Salaried employees vs Hourly, are they different)

A14: Seven calendars, includes salaried and hourly. (9,9.5, 10, 10.5, 11, 11.5, 12 month).
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Q15: Do you expect to calculate Gross Pay in the Time and Attendance solution, or in Payroll?

A15: Payroll
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Q16: Do employees clock out for meals and breaks? Are meals/breaks automatically deducted from worked time?

A16: No
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Q17: How many pay premiums do you have? These include: Weekly OT, Daily OT, Shift Differentials, etc. If different unions/employee groups have different pay rules, please include these.

A17: One
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Q18: How many Time Off banks do you have? Sick, Vacation, Emergency Leave, Attendance Bank, Lieu Time etc.

A18: 34
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Q19: What are the accruals for the time off banks based on – fixed amount depending on seniority accrued annually, based on amount of worked hours, etc.

A19: Years of service
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Q20: How many levels of approval do time off request require? (Manager only, Manager and Director, etc.)

A20: Two
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Q21: How many data validation messages do you have? These messages display when certain criteria are met. For example: worked more than 75 hours in 2 weeks, Approaching OT, etc?

A21: None
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Q22: Do you use gracing – where employees can clock in earlier without penalty?

A22: Employees do not currently clock in and out. Gracing will be used where applicable.
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Q23: Are worked times rounded – if an employee works 8 hours and 7 minutes – rounded to 8 hours. If an employee works 8 hours and 12 minutes – rounded to 8 hours and 15 minutes.

A23: Yes.
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Q24: How do you schedule employees – do they have fixed schedules (8am to 5pm/ 10pm to 7am). Do you use schedule cycles – 1st week, days, 2nd week afternoons, 3rd week, nights)?

A24: Fixed schedules
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Q25: How many locations for scheduling do you have? Are they centrally scheduled or scheduled by location?

A25: Three
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Q26: How many different departments do you schedule?

A26: 50
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Q27: How many different positions do you schedule? Ie Nurses, Admin, Cleaning staff, etc.

A27: 900

Q28: How many rotation patterns for shifts do you use? Ie Working - Mon Tues Wed Fri Sat for week 1, different days on and off for week 2.

A28: None
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Q29: How many qualifications for employees do you have? (RN, Physician, Forklift Operator, Machine Operator)

A29: Not currently tracking this information.
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Q30: Do you use shift swapping? (Employees can trade shifts; the swap can be approved by a manager or not). How many shift swapping rules do you have? Are they different in different locations?

A30: No
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Q31: How many Call out rules do you have? Based on different parameters for different jobs/employees. (Least overtime earned first, most senior first)

A31: None
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Q32: Do you want to track long term legislated leaves? i.e. Maternity, Paternity, Long term disability, Military.

A32: Yes

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Q33: If yes for #18, do you have any custom not legislated leaves?

A33: Yes. Catastrophic leave