



Session 12: Time and Leave Accounting/ Payroll
February 6, 2014
Workday

Name _____

Functionality	Comments
1. Demonstrate the ability for employees to report positive time – i.e. hours worked by specific employee groups (e.g. classified, hourly, academic) – show how fields are pre-populated with employee information. Employees need to enter information on a daily basis. Include routing for approval.	
2. Demonstrate the ability for a proxy to enter positive or negative time – e.g. administrative assistant in the department.	
3. Demonstrate the ability to automatically notify non-submitters, and their supervisor 2 days prior to the payroll deadline and on the deadline if they haven't submitted their time.	
4. Demonstrate the ability to track employee time and leave from multiple assignments – i.e. employee could have more than one position at more than one college. This should include a limitation of defined constraints. (i.e. 8 hour day max) Can there be overrides for special circumstances? Ability to charge any overtime hours to the appropriate assignment.	
5. Demonstrate the ability to set limits on specific substitute positions – i.e. employee cannot work in substitute position more than 60 days	
6. Demonstrate the ability for an employee to request vacation or other pre-approved absences online – include routing through an approval queue and notification back to the employee. Once approved, add to employee's calendar. (Notify HR if long term sick leave approval is over 5 days).	



7. Demonstrate the ability for employees to report “negative” time or split time “positive and negative” on same day – i.e. vacation, sick day, bereavement leave, etc. Include routing through a signature process and forwarding to Payroll for final audit.	
8. Ability to reallocate a pre-determined Holiday that falls outside of an employee’s normal work week to another day that is within their normal work week.	
9. Demonstrate the ability for the supervisor or designee to approve or reject the time – if approved, submit time/leave To Payroll for final audit.	
10. Demonstrate the ability for Payroll to override/update time/leave reported (e.g. sick time was reported for an employee who is on an approved leave, but the leave should have been vacation)	
11. Demonstrate the ability for payroll to reject time/leave submitted back to the supervisor or employee for revision or correction	
12. Demonstrate the final payroll audit process after all time/leave entries have been submitted to payroll	
13. Demonstrate the ability to handle non-traditional work schedules (e.g. 9/80, 4/10, p/t salaried employees). Demonstrate the following scenario - A 42.5 % salaried employee works less than 5 days/wk. i.e. 17 hrs, M-W. Prorate and pay Holiday hours for Friday ($17/5 = 3.4$ hrs) to pay pro-rata if Holiday is not moved to another scheduled working day (M-W). Value of Holiday always reflects the value of day taken.	



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14. Demonstrate the ability to handle load and hourly faculty assignments for absence reporting. Include how to identify a substitute for the assignment and payment of the substitute for the hours worked (e.g. lecture/lab hours)	
15. Discuss ability to integrate with our external class scheduling system to track faculty assignments.	
16. Demonstrate the ability to pre- approve comp or overtime for employees.	
17. Describe how payroll data can be migrated to a County system for the purpose of Reporting retirement information	
18. Demonstrate the ability to extract complete earnings history.(Employee earnings & benefit costs) Include different search capabilities.	
19. Demonstrate the ability to report on leave balances (liability report for auditors).	
20. Demonstrate the ability to extract days/hours report from time entry based on a user defined date	
21. Ability to accrue hours not yet processed at the end of the fiscal year (i.e. accrue hours worked 6/11-6/30 after the payroll period end date of 6/10)	



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22. Demonstrate examples of web-based self-services functions for employees, supervisors, and managers:	
a) Web-based time/leave entry – shows only viable account(s) for individual employee.	
b) Blocks invalid entries – e.g. > X hours/day, > Y hours/week, entering hours on “February 30 th ” block entries on holidays for hourly employees	
c) Auto-calculate totals and route through approval process for pay.	
d) View leave balances (include supervisor access to employee balances)	
e) View pay stubs	
f) Select/change benefits during open enrollment periods (or upon hire)	
g) Upon hire, receive login credentials, find benefits information, TB testing requirements, etc.	
h) Ability to view payroll changes made (i.e. Payroll Modeling)	



23. Demonstrate the ability to auto-notify employee, supervisor & HR when approaching limits – e.g. non-bargaining unit or substitute employee approaches 195 working days, student employee approaches maximum hours, check students units requirement etc. Include tiered notifications.	
24. describe the payroll functions listed below:	
a) Ability to run a trial payroll.	
b) Ability to run an actual payroll and produce hardcopy employee and vendor checks, as well as direct deposits.	
c) Ability to view paycheck information on an individual bases prior to running payroll	
d) Ability to generate W-2s and 1099s, Corrected W-2s and W-3s	
e) Ability to perform gross-to-net check modeling.	
f) Ability to customize earnings statements on a global basis.	
g) Ability to customize earnings statements on a selective basis.	
h) Ability to generate special notices on earning statements	
i) Ability to send earnings statements by mail, email, or secure Intranet site	
j) Ability to void and reissue a paycheck or direct deposit and reverse all relevant entries	
k) Ability to generate out-of-cycle paychecks or direct deposits	



l) Ability to generate a payroll reconciliation report	
m) Ability to generate governmental reports (e.g., 941)	
n) Ability to create various kinds of deductions (e.g., medical, retirement, union dues, donations)	
o) Ability to define the rules that are associated with various kinds of deductions (e.g., mandatory, optional, pre-tax, 403B catch up)	
p) Ability to establish the prioritization of deductions	
q) Ability to calculate taxes based upon gross wages less pre-tax deductions	
r) Ability to process garnishments, tax levies, child support, etc. and the priority for each	
s) Ability to track the institution's tax liabilities (e.g., FICA)	



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Evaluation Form	
Name of Evaluator:	
Perceived Strengths:	
Perceived Weaknesses:	
Additional Comments:	
Acceptability of Vendor Solution:	<input type="checkbox"/> Yes <input type="checkbox"/> No