

ADDENDUM  
TO SPECIFICATIONS  
RFP 2019-08  
3/5/2019

The following Payroll and Human Resource requirements are to be added to the specifications for the software package.

## Payroll Requirements

- Process biweekly payroll
- Track attendance: paid leave per contracts, vacation leave and unpaid leave for new hires
  
- Tax reporting for Federal: biweekly Federal W/H and FICA; quarterly 941
- Tax reporting for State: monthly State W/H
- Quarterly tax updates
- Process W2's
- ACA forms 1094 and 1095
- Reports:
  - Standard:
    - Check/Direct Deposit Register
    - Direct Deposit Register
    - Employee Deductions-during biweekly payroll, deductions are summarized and detailed
    - General Ledger Distribution Report
    - Gross to Net Summary
    - Payroll Allocations Report
    - Payroll Deposit Requirements
    - Tax Deposit Report
    - Tax Withholding Report=during quarter close
  - Customized:
    - Earnings report for MERS reporting: report by group (Mgmt, Teamster, USW), hired before/after, base and total earnings
    - Workers comp report: enter date of workers comp incident and the report goes back for one year of earnings for individual
    - Earning Code Totals by Division and Department: ran quarterly to tie out to quarterly tax reports and payroll
    - Union Dues for USW (drivers/mechanics): calculates union dues for each individual in USW 8422-00
    - Union Dues for USW (TSP): calculates union dues for each individual in USW 8422-01
    - Yearly report: Gross Wages, Hours Worked, Federal Taxes Withheld, Federal Taxable Wages, Social Security Wages

## Human Resource Requirements

- Record New Hires
- HR Status
- Current Job
- Maintain employee demographics
- Record/track insurance benefits
- Record/track savings benefits
- Termination of employees
- OSHA tracking
- Maintain employee notes on performance
- Reports:
  - Standard:
    - Benefit Letters, Birthday List, Employee List, Age list, Employee Notes, Employee Profile, Home Mailing Labels, Benefit Coverage by Employee EEO, OSHA, Personal Information, Wellness Report, Compensation Reports
- Customized:
  - Anniversary List
  - Attendance Labels
  - Bus Driver Labels
  - Employee Labels