

# REQUEST FOR PROPOSAL

## 2017-01: FINANCIAL ACCOUNTING SOFTWARE SYSTEM

### ADDENDA #1A to ADDENDA #1 to Section 3 – SCOPE OF SERVICES

#### Paragraph 3.3 – GENERAL REQUIREMENTS

##### Payroll/HR Management Suite

- PAYROLL/HR REQUIREMENTS
- CLARIFICATION TO CERTAIN PAYROLL/HR REQUIREMENTS BASED ON QUESTIONS RECEIVED

##### Employee Master File (Database per Employee)

Having one database with all employees is fine as long as it contains all the information we need.

##### Tax Withholding File

##### CERF Termination Reports

A CERF termination report is an accumulated report of an employee's gross wages and deduction amount for CERF done by years employed. Information comes from employee's database and monthly payroll.

##### Enter Payroll/Correct Payroll/Process

##### Print Checks

##### Check Reconciliation Journal

##### Direct Deposit Journal

##### Employee Master File (Print Range, File and Terminations)

Employee master file- print range-based on department number and employee social security number. You can print a partial department or several departments. It shows all data in the employee's master file. We can also print the entire file or we can select terminate people.

##### Transaction Journal

##### Payroll Register

##### Employee Direct Deposit List

##### Employment Security Report – Extract and Submission

Employment Security Report (Quarterly Contribution and Wage Report) – is required each quarter by the Missouri Division of Employment Security. The report list all employees by social security number, first initial, wages paid this quarter and excess wages paid. There is a grand

total of total wages paid this quarter, excess wages and record count. The report has to be uploaded and sent to them.

#### LAGERS Statement

LAGERS statement – We generate a report each payroll cycle showing the amount of the employee's wages that we apply to their Lagers benefit (not always their gross wages).

#### Clear Master File

This clears each month's payroll totals. There is a process for monthly, quarterly and end of year.

#### Change Employee ID

We must be able to correct errors.

Employee List-Terminated only or Active – Dept., SS, Name, Address

Employee Pay Period Register – individual or all by multiple pay periods

Pay Period Register Maintenance

Allows us to correct any mistakes that are in the file.

Employee List by Date – Name Sequence

Employee List by Date – Department Sequence

CERF Reports, Extract and Submission

**The CERF contribution report-employee report** is generated from payroll information that has department number, social security number, last name, first name, hours worked, gross wages and employee's deduction amount. Once the information has been extracted we must send that to CERF. **The CERF contribution report – county paid** shows social security number, name, hire date, hours worked gross pay, contribution, eligible non Lagers, forfeited and opted out and Lagers columns. This report shows all employees. **The CERF audit report** shows date, social security number, name, and deduction amount. This report is emailed. All information comes from the payroll.

Employee Pay Period Register by SS #

This is a print out that gives the employee pay period register in social security number order. You enter a beginning and ending social security number to get the range that you want.

Rebuild Master Alpha Index

Must have the ability to, when necessary rebuild Master File Index.

Employee Salary List

Employee Deductions #2 and #8

CERF Audit Report & Extract

W2's

Interface Menu – To send to Auditor

Payroll Period Register History – Department

Payroll Period Register History – SS#

Test Print for Direct Deposit

This is a print test for our direct deposit vouchers just to make sure everything is lined up correctly.

Accumulation of all Payroll Totals – Monthly, Quarterly and Year-To-Date

Note: CERF and LAGERS refer to the two retirement plans Jasper County employees participate in. Employees contribute to CERF but LAGERS contributions are paid for by the County. Both are based on payroll.