



**HOUSING AUTHORITY OF THE CITY OF TULSA**  
415 E. INDEPENDENCE  
TULSA OK 74106

**ADDENDUM #2**  
**RFP FOR PAYROLL/HRIS/TIMEKEEPING/PERFORMANCE MANAGEMENT**  
**SOFTWARE SYSTEM FOR THE**  
**HOUSING AUTHORITY OF THE CITY OF TULSA**

*Page 1 of 7*

**DATE OF REQUEST FOR PROPOSALS:** MARCH 8, 2018  
**DATE OF ADDENDUM ISSUE:** MARCH 15, 2018  
**ISSUED BY:** DENISE BRINKER, PROJECT MANAGER - CONSTRUCTION SERVICES  
**RE:** CLARIFICATION:

**THIS SCOPE OF WORK IS HEREBY MADE PART OF THE CONTRACT AS THOUGH IT HAD BEEN INCLUDED ORIGINALLY THEREIN, AND IT SHALL SUPERSEDE ANYTHING CONTAINED IN THE CONTRACT WITH WHICH IT MIGHT CONFLICT.**

---

**CLARIFICATION:** *It was brought to our attention that the "System Requirements" Attachment was not attached to the original RFP. System Requirements are attached as follows:*

*SEE ATTACHMENT – SIX (6) PAGE Excel Spreadsheet containing System Requirements and Additional Information.*

**NOTE:** PROPOSAL DEADLINE SHALL BE CHANGED

**PROPOSALS ARE DUE ON OR BEFORE**  
**APRIL 12, 2018, @ 2:00 PM**

Tulsa Housing Authority

# 18-029

HRIS/Payroll/Timekeeping/Performance Management System Requirements

| Does/Is the system being proposed:   |  | Y | N | CR | MR | M | C | Comments |
|--|--|---|---|----|----|---|---|----------|
|  |  |   |   |    |    |   |   |          |
| When a new employee is being added to the payroll system, can payroll automatically setup/create the necessary Paytypes (Salary, Regular (Hourly), Sick, Vacation, Personal, etc) and Taxes (FWT, State, SocSec, Medi, etc) that are applicable to the new employee? This includes their Tax Status. (Married, Single, any number of dependents)   |  |   |   |    |    |   |   |          |
| If employee claims 10 or more deductions, notify/remind Payroll staff to fill out appropriate paperwork regarding Exceptions/Deductions to be filed with the IRS.  |  |   |   |    |    |   |   |          |
| Does the Employee screen track the Last Review Date, Next Review Date, and Last Review Score? Raise Cycle? Review Cycle? Last Raise? Next Raise?   |  |   |   |    |    |   |   |          |
| Produce annual W-2's.  |  |   |   |    |    |   |   |          |
| Need to track Benefit Status (Full Time, Part Time, Limited)   |  |   |   |    |    |   |   |          |
| Need to track Effective Date of any employee who is on Leave Of Absence.   |  |   |   |    |    |   |   |          |
| Need to track Badge Number assigned to the employee, to be exported with employee's TimeClock data for clocking in and out.  |  |   |   |    |    |   |   |          |
| Need to indicate that a Termed Employee is "Ineligible For Rehire"   |  |   |   |    |    |   |   |          |
| Ensure that Fee-for-Service employees are setup correctly with both hourly and overtime billing rates  |  |   |   |    |    |   |   |          |
| How does payroll handle paying an employee from one budget (or an allocation of budgets), and charging a separate, predetermined hourly or overtime rate/fee to another department for hours worked for another department? Are the "charges" to the other department automatically posted to the GL as Expenses for the other department, and Income for the Budgeted (paid-from) Department? |  |   |   |    |    |   |   |          |
| If an employee is Fee-for-Service, and they are changed to being an Allocated Employee, will the system notify the user that the employee cannot be both Allocated and Fee-for-Service?  |  |   |   |    |    |   |   |          |
| Does the software prepare and print W2's for each employee paid during any given tax year? Does the Payroll system generate the W2 file to be submitted to the Soc Sec Admin?  |  |   |   |    |    |   |   |          |
| If so, what processes/reports in Payroll ensure accurate W2 reporting? What tools are available to quickly locate discrepancies between reports and W2's?  |  |   |   |    |    |   |   |          |
| What pre-validation reports are available to quickly determine the summed/estimated Gross Pay, Taxes, and Deductions for each employee prior to running the Payroll Calculation/Posting Process? To notify the user of any employee who may receive a pay amount less than or equal to \$0.00?   |  |   |   |    |    |   |   |          |
| Before each Payroll is processed, is the user notified of the following:   |  |   |   |    |    |   |   |          |
| Any employee for whom Taxes are NOT setup?   |  |   |   |    |    |   |   |          |
| Ensure validity of the Hire Date (i.e. the Hire Date was entered as 10 years in the future?)   |  |   |   |    |    |   |   |          |
| Ensure employee is eligible to take Vacation or Personal time based on hire date?  |  |   |   |    |    |   |   |          |

Tulsa Housing Authority

# 18-029

HRIS/Payroll/Timekeeping/Performance Management System Requirements

| Does/Is the system being proposed:  |  | Y | N | CR | MR | M | C | Comments |
|---|--|---|---|----|----|---|---|----------|
| Ensure that "Temp" or "Limited" time employees do NOT get paid for Sick, Personal, or Vacation time?  |  |   |   |    |    |   |   |          |
| Ensure that the hourly payrate of each employee is correct, based on Paytype (Hourly vs Overtime)?  |  |   |   |    |    |   |   |          |
| Ensure that no current "posting" has already been processed and waiting to be paid to an Employee?  |  |   |   |    |    |   |   |          |
| Ensure all employees are assigned to at least one Company Level/Costing Department for all hours worked?  |  |   |   |    |    |   |   |          |
| Ensure all employees have the appropriate pay types setup and available to them for payment.  |  |   |   |    |    |   |   |          |
| Notify Payroll staff of ALL employees who are being paid back/reimbursed for a deduction taken (Negative deduction amounts)   |  |   |   |    |    |   |   |          |
| Notify Payroll staff of ALL employees being paid less than 80 hours of either Salary or Regular (Hourly) Pay?   |  |   |   |    |    |   |   |          |
| Notify Payroll staff of ALL employees for whom their 401(k) Employer Matching percentage is incorrect?  |  |   |   |    |    |   |   |          |
| Notify Payroll staff of any employee who has an 401(k) deduction, but who is NOT yet eligible to participate in the plan?   |  |   |   |    |    |   |   |          |
| Notify Payroll staff of any employee who has both an active 401(k) deduction and an active 401(k) Adjustment/Reimbursement deduction?   |  |   |   |    |    |   |   |          |
| Notify Payroll staff of any employee being paid for more Sick, Vacation, or Personal hours than they have accrued/available?  |  |   |   |    |    |   |   |          |
| Notify Payroll staff of any employee assigned to a costing department/accounts which are Inactive or Invalid?   |  |   |   |    |    |   |   |          |
| Notify Payroll staff of ALL employees being taxed on an active Fringe Benefit (Commuting Tax, Uniform Tax, Grp Term Life Ins Tax, etc.)?  |  |   |   |    |    |   |   |          |
| Notify Payroll staff of Fee-for-Service Employees whose Fee Rate and Hours will be charged to Invalid/Inactive accounts?  |  |   |   |    |    |   |   |          |
| Notify Payroll staff of any employee whose Gross Pay less deductions, divided by their Hours Worked, will result in being paid less than minimum wage?  |  |   |   |    |    |   |   |          |
| Notify Payroll staff of any employee who has NO deductions setup?   |  |   |   |    |    |   |   |          |
| Notify Payroll staff of any employee who has not had hourly rate assigned to all pay types (regular, salary, sick, vacation, etc.)?   |  |   |   |    |    |   |   |          |
| Notify Payroll staff of any employee being paid less than 80 hours?   |  |   |   |    |    |   |   |          |
|   |  |   |   |    |    |   |   |          |
|   |  |   |   |    |    |   |   |          |
| If specific validations from the list above are triggered, can the Payroll system PROHIBIT the Posting/Calculation process from occurring?  |  |   |   |    |    |   |   |          |
| Once a posting has been calculated, prior to being printed as a check or processed as a Direct Deposit, can the Posting be edited? Or does it have to be deleted, then re-posted after any corrections have been made to Pay, Taxes, or Deductions? |  |   |   |    |    |   |   |          |

Tulsa Housing Authority

# 18-029

HRIS/Payroll/Timekeeping/Performance Management System Requirements

| Does/Is the system being proposed:  |  | Y | N | CR | MR | M | C | Comments |
|---|--|---|---|----|----|---|---|----------|
| What steps are in place to ensure that off-cycle/bonus checks are calculated using a Supplemental Tax Rate vs a Standard Payroll Tax Rate?  |  |   |   |    |    |   |   |          |
| If any monthly deduction amount is an odd-value, does the system know to deduct the amount based on a Monthly Employee or Employer Goal? (i.e. The monthly amount to deduct is \$10.01. The 1st payroll of the month will deduct \$5.01, and the 2nd payroll of the month will deduct \$5.00)                     |  |   |   |    |    |   |   |          |
| Certain deductions such as 401(k), Dental, Medical, etc. are pre-tax. If pre-tax deductions are being reimbursed to an employee, are they properly taxed when being Posted/Calculated?  |  |   |   |    |    |   |   |          |
| Can the PR system reimburse a deduction amount which is GREATER THAN the amount that has been deducted in the current tax year for the same deduction?  |  |   |   |    |    |   |   |          |
| Do the Check Stubs and Direct Deposit stubs "group" the pay information by "Pay", "Taxes", and "Deductions"? Can we see an example?   |  |   |   |    |    |   |   |          |
| Can the PR system automatically generate the Direct Deposit or Check Details for a payroll processing, and automatically email them to employees on the Deposit Date, at a pre-determined time? (i.e. At 7:00am on the Deposit or Check Date, email the Direct Deposit/Check Detail information to the Employees) |  |   |   |    |    |   |   |          |
| Several deductions are calculated based on 24 payroll periods each year. We process 26 payroll periods at THA. Is there a way to globally turn OFF specific deductions so they will NOT be deducted when payroll is posted/calculated?  |  |   |   |    |    |   |   |          |
| Determine if a particular paydate is a "free paycheck" and if so, inactivate (turn off) all deductions that are only based on 24 pay period per year.   |  |   |   |    |    |   |   |          |
| Determine if this is not a "free paycheck", and if any deductions are turned off, re-active them (turn them back on).   |  |   |   |    |    |   |   |          |
| Does the PR system prohibit posting/calculations in any quarter, if the PREVIOUS quarter has not yet been tied out and closed?  |  |   |   |    |    |   |   |          |
| When an Employee's Pay, Taxes, and Deductions are distributed to an Allocation of Accounts, how are rounding discrepancies corrected to ensure that Pay, Taxes, and Deductions are not greater than or less than the absolute amounts that are supposed to be Paid, Taxed, or Deducted?                           |  |   |   |    |    |   |   |          |
| What Quarterly Tie-Out processes are in place?  |  |   |   |    |    |   |   |          |
| Is there a Bi-Weekly/Quarterly Tax Liability clearing process to help ensure taxes (Federal, State, SocSec, Medicare, and State Unemployment taxes) have been paid? (Recording Tax Deposits)  |  |   |   |    |    |   |   |          |
| The State of Oklahoma requires that when an employee is termed, an employer must provide a summary report of YTD wages and Tax Withholdings as of their Term Date. This needs to be automated such that when an employee's status changes to "Termed", the report automatically prints.                           |  |   |   |    |    |   |   |          |
| Can Sick and Vacation accrual rates be based on an Effective Date, vs a Hire Date or "years of service"?  |  |   |   |    |    |   |   |          |

Tulsa Housing Authority

# 18-029

HRIS/Payroll/Timekeeping/Performance Management System Requirements

| Does/Is the system being proposed:   |  | Y | N | CR | MR | M | C | Comments |
|--|--|---|---|----|----|---|---|----------|
| Can the Payroll system annually generate a Payroll Leave Accrual JV (or postings to the GL) for all leave accrued during the year?   |  |   |   |    |    |   |   |          |
| How are Voided Payments (Checks and Direct Deposits) handled in Payroll? Are the Postings/Calculations voided as well?   |  |   |   |    |    |   |   |          |
| Once the bi-weekly Posting/Calculation process is completed, is the user notified if there are more or less Postings than there are Active Employees in Payroll?   |  |   |   |    |    |   |   |          |
| Does the "Next Year Payroll Projections" report take into effect an Employee's Next Review Date, a user-input average percentage increase value, and properly show the projections for expenses such as SocSec and Medicare Taxes? 401(k) Matching amounts? State Unemployment Taxes? Or any other "Employer-Paid" taxes and deductions? (This also needs to be produced for any one, specific Quarter as well, not just a full Next Year Projection)  |  |   |   |    |    |   |   |          |
| What type of interface is provided to import Employee Hours, Company Levels (used to indicate which accounts are used for generating GL account Codes for Pay, Taxes, and Deductions), Paytypes, Beginning and Ending Leave Dates, and Sick Codes into the Payroll module?   |  |   |   |    |    |   |   |          |
| Can the payroll module automatically generate emails to designated Managers and Supervisors when Employee Reviews are due within the next 30/60 (or other specified number of) days?   |  |   |   |    |    |   |   |          |
| What report can be generated for Managers, which gives a break-down by each Fee-for-Service Employee, of ONLY hours-worked and charged to other departments?   |  |   |   |    |    |   |   |          |
| What report can be generated to show only changes to any Tax or Deduction made to any Employee's data within a given date range?   |  |   |   |    |    |   |   |          |
| How easily can Deduction Data (such as Employee name, SSN, Deduction #, Deduction Amt, etc) be exported into aCSV, ACH or TXT file for online submission to 3rd party Vendors? (i.e. Purchasing Power for items purchased by Employees, Principal 401(k) Deduction and Matching amounts, 401(k) Loan Repayment Deductions, etc.)   |  |   |   |    |    |   |   |          |
| Is there a mechanism in payroll which allows an agency to track the "Recapturing" of specific charges to Employees? (i.e. Training Certifications, Licensing, Insurance Deductibles?)  |  |   |   |    |    |   |   |          |
| Is there a mechanism which allows HR to send a global email to all Employees' personal Email Accounts, including at least one attachment?  |  |   |   |    |    |   |   |          |
| How are employee and Employer deduction and expense amounts exported from Payroll, into AP, for payment by either an AP Check, or by Wire Transfer (non-check)? PR Staff need the ability to manually make adjustments to this data BEFORE it is exported from Payroll, and into AP. Can Payroll employee specify Due Date, Post Date, AP Batch number, PO Number, Contract Number, Invoice Description, and any other pertinent information associated with the Payable before it is exported from PR, into AP? |  |   |   |    |    |   |   |          |

Tulsa Housing Authority

# 18-029

HRIS/Payroll/Timekeeping/Performance Management System Requirements

| Does/Is the system being proposed:   |   | Y | N | CR | MR | M | C | Comments |
|--|---|---|---|----|----|---|---|----------|
| How is the End-of-Year Accrued Leave Reset process performed? (i.e. Employees are permitted to carry 160 hours of Vacation Leave and 1,200 hours of Sick Leave into the next year. If an Employee has 168 hours of Vacation Leave on December 31st, and the employee takes 8 hours of Vacation on December 31st, the system should *not* reduce the 168 hours of available Vacation time by 8 hours, until after the 8 hours he/she took on Dec 31st has been charged against the 168 hours remaining. The same applies to any Sick Leave taken, when an employee has over 1,200 hours of available Sick Leave.) |   |   |   |    |    |   |   |          |
| Can "Fringe Benefit" paytypes be setup, whereas an employee is "Taxed" on a "Benefit Amount" but is not *paid* for that Benefit Amount?  |   |   |   |    |    |   |   |          |
| Are "Fringe Benefit" amounts automatically generated by the PR system or manually input? (Grp Term Life, Commuting, etc.)  |   |   |   |    |    |   |   |          |
| Can Deductions be setup as "Groups" of Deductions?   |   |   |   |    |    |   |   |          |
| Can Deductions be setup to track additional extraneous information associated with only certain/specific deductions? (Loan Payback numbers, Purchasing Power #, etc.)  |   |   |   |    |    |   |   |          |
| Who is responsible for updating Tax Withholding rates in Payroll? (Federal, State, SocSec, Medi, and State Unemployment) Is this an automated feature or are they manually updated? (This includes Maximum Wage Base Tax Rates)  |   |   |   |    |    |   |   |          |
| How are Payroll A/R Offsets setup for inter-company transactions?  |   |   |   |    |    |   |   |          |
| Does Payroll have the ability to track EEO Job Classes/Descriptions and designate Report Sequencing for each?  |   |   |   |    |    |   |   |          |
| Is there a mechanism in Payroll to track "Employee Exit" interview for reporting purposes? (To see leave trends in why staff leave the agency.)  |   |   |   |    |    |   |   |          |
| How is FMLA tracked in Payroll? Sick and vacation time can be used for FMLA. However, not all Sick or Vacation time taken, is associated with FMLA. (i.e. An employee takes off work and uses 2 hours of Sick for a Dr's Appt. This isn't necessarily FMLA. But the next day, the employee takes off 2 hours of Sick for Therapy related to an FMLA event. These 2 Sick hours need to be identified as "FMLA", whereas the previous day's 2 Sick hours are *not* FMLA)   |   |   |   |    |    |   |   |          |
| "Sick Codes" need to be associated with ALL sick time taken. Sick Codes are extraneous pieces of data to indicate "why" an employee took Sick Leave. Dr's Appt? Dentist Appt? Family Member Sick? Hospital? Etc.   | ? |   |   |    |    |   |   |          |
| When a Payroll Qtr is closed, all 941-specific data needs to be tracked and logged for purposes of back-producing a 941 for any quarter of any tax year.   |   |   |   |    |    |   |   |          |
| Can employee data in Payroll be associated with "Person Data" in the Housing software? This is used to identify employees who possibly are receiving THA assistance.   |   |   |   |    |    |   |   |          |

Tulsa Housing Authority

# 18-029

HRIS/Payroll/Timekeeping/Performance Management System Requirements

| Does/Is the system being proposed: |   | Y | N | CR | MR | M | C | Comments |
|------------------------------------|---|---|---|----|----|---|---|----------|
|                                    |   |   |   |    |    |   |   |          |
|                                    | Can the PR module handle ALL aspects of ACA Reporting, from printing 1995-Cs for employees, and creating the XML file which includes all 1094-C and 1095-C data to be submitted to the IRS? ACA compliance should also be able to locate and notify user of discrepancies found in any part of the employee and/or IRS reporting. |   |   |    |    |   |   |          |
|                                    | Will any of the modules being proposed provide Leave Management where we can designate approved FMLA leave or time excused with doctor's notes?   |   |   |    |    |   |   |          |
|                                    | Is leave management reporting available?  |   |   |    |    |   |   |          |
|                                    | Can historical information be extracted from our existing Applicant Tracking System (ATS) and converted/imported into the proposed ATS?   |   |   |    |    |   |   |          |
|                                    | Will the Performance Management System be customizable on an on-going basis? Can there be different formats for different levels of employees (management, staff, probationary, etc).   |   |   |    |    |   |   |          |
|                                    | Does ATS track if a candidate is offered and the results of that offer? Can a report be created that includes that information?   |   |   |    |    |   |   |          |
|                                    | In the payroll or time keeping system are there report options that can be created (ex: to pull a report that shows what pay period an employee had overtime and the total hours of the overtime).  |   |   |    |    |   |   |          |
|                                    | Will the payroll system keep a history of positions and pay rates?  |   |   |    |    |   |   |          |
|                                    | Will the payroll system generate the 941 report and back up?  |   |   |    |    |   |   |          |
|                                    | How will separate periods of employment be accessed within the payroll system? (Ex: can we enter a SSN to pull up multiple periods of employment regardless of any name changes)  |   |   |    |    |   |   |          |