

**Session 16 - Human Resources: Payroll –
Time and Leave Tracking and Payroll**



Date: Friday, April 15, 2022
Time: 1:00pm – 3:45pm
Anthology

Evaluator's Name: _____

	Functionality	Comments
28	Demonstrate the ability to track an employee's comp time, vacation, release time, overtime, etc.	Session 15 - Human Resources: General HR and Salary Management
1	Demonstrate the ability to perform web-based time and leave entry, including multiple customizable leave options (based on current NOA options).	
5	Demonstrate the ability to enter and track overtime	
9	Demonstrate the ability to enter and track release time	
11	Demonstrate the ability to provide real-time leave balances and history via self-service function	
3	Demonstrate the ability to enter leave without pay	
4	Demonstrate the ability to enter FLMA	
7	Demonstrate the ability to enter and track compensatory time	
8	Demonstrate the ability to track leave accrual history	
10	Demonstrate the ability to enter and track non-accrued leave e.g., bereavement, jury duty	
2	Demonstrate the ability to do electronic approval of time and leave by supervisors	
6	Demonstrate the ability to auto-calculate FLSA overtime	
3	Demonstrate the ability to assign overtime and shift differential eligibility per SRJC Contractual agreements.	Session 15 - Human Resources: General HR and Salary Management
29	Demonstrate the ability to track employee FMLA and other leave types.	Session 15 - Human Resources: General HR and Salary Management
12	Demonstrate the ability to track leave liability	
14	Demonstrate the ability to generate automatic warnings for those who approach their cap for sick time and vacation time.	
13	Demonstrate the ability to set multiple caps on the amount of sick time and vacation time that can be accrued.	

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39	Demonstrate the ability to produce ACA benefits eligibility, based on hours worked for different classes of employees, some based on their timesheets, some based on their class hours plus office hours plus lab hours (adjunct) and some based on their FTE that is entered in HRIS, including reporting of individuals who work in multiple classifications to show combined FTE for ACA eligibility purposes.	Session 15 - Human Resources: General HR and Salary Management
16	Demonstrate the ability for employees to have multiple direct deposit elections, including dollar amount and percent	
35	Demonstrate how this information is used in seniority calculations, including for employees who have served time in multiple classifications. How can it report on total number of hours an employee has worked in a certain classification. Keep in mind the existing seniority is a standalone system that includes mapping etc. How can this system calculate seniority, report seniority and allow for mapping to occur.	
36	Demonstrate how we are scheduling load, and hours paid can be used to calculate step increases for adjunct faculty.	
15	Demonstrate the ability to run a trial payroll	
19	Demonstrate the ability to perform gross-to-net check modeling	
24	Demonstrate the ability to generate a payroll reconciliation report	
31	Demonstrate the ability to integrate with third party payroll services vendors	
32	Demonstrate how a completed payroll process updates the financial system.	
20	Demonstrate the ability to customize earnings statements	
21	Demonstrate the ability to send earnings statements by mail, email, or secure Intranet site	
22	Demonstrate the ability to void and reissue a paycheck or direct deposit and reverse all relevant entries	
23	Demonstrate the ability to generate out-of-cycle paychecks or direct deposits	
25	Demonstrate the ability to calculate tax deposits	
26	Demonstrate the ability to generate State and Federal reports, e.g., 941, dependent care	

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	deductions, third party sick leave, domestic partner, CA DE-9 & DE-9C	
29	Demonstrate the ability to generate retirement file integrations.	
34	Demonstrate total payroll hours worked in a set time frame. We need to see total hours worked by month, year including job classification. This will be used for seniority, benefits tracking and track the STNC hours.	
17	Demonstrate the ability to generate W-2s in the IRS file required format and to be made available to employees through self-service.	
18	Demonstrate the ability to create W-9s for vendors/third parties.	
27	Demonstrate Affordable Care Act reporting – e.g., adjunct employee hours, calculate including office hours, and for different classes of employees, some based on their timesheets, some based on their class hours plus office hours plus lab hours (adjunct) and some based on their FTE that is entered in the HRIS.	
28	Show how 1099s are generated	
30	Demonstrate the ability to integrate with Student system to determine FICA exemption eligibility and reduction of work study awards	
33	Demonstrate examples of web-based self-services functions for employees, supervisors, and managers, including on-line time tracking and leave reporting.	
4	Demonstrate the ability to make retroactive salary adjustments on a global or selective basis and per reporting requirements by the retirement agencies (STRS and PERS).	Session 15 - Human Resources: General HR and Salary Management
40	Demonstrate the ability to produce multiple workplace report for EDD – number of employees per campus and salary paid to each location	Session 15 - Human Resources: General HR and Salary Management
41	Demonstrate the ability to produce transparent California report – wages, overtime, all benefits paid to all employees each calendar year. Demonstrate ability to generate the GCC report for the controller’s office	Session 15 - Human Resources: General HR and Salary Management

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13	Demonstrate the ability to make retroactive adjustments, e.g., because the employee was paying into the wrong retirement program, because the employee was paying too much/too little into a medical program.	Session 15b - Human Resources– Benefits and Deduction Management
17	Demonstrate the ability to create various kinds of deductions (e.g., medical, retirement, union dues, donations)	Session 15b - Human Resources– Benefits and Deduction Management
18	Demonstrate the ability to assign dues by subject wages and types of assignments.	Session 15b - Human Resources– Benefits and Deduction Management
19	Demonstrate the ability to define the rules that are associated with various kinds of deductions (e.g., mandatory, optional, pre-tax)	Session 15b - Human Resources– Benefits and Deduction Management
20	Demonstrate various ways deductions can be processed through payroll (percentages, flat amounts, combinations, etc.)	Session 15b - Human Resources– Benefits and Deduction Management
21	Demonstrate the ability to track employee year-to-date deduction totals	Session 15b - Human Resources– Benefits and Deduction Management
22	Demonstrate the ability to perform gross-to-net check modeling	Session 15b - Human Resources– Benefits and Deduction Management
23	Demonstrate the ability to calculate taxes based upon gross wages less pre-tax deductions	Session 15b - Human Resources– Benefits and Deduction Management
24	Demonstrate the ability to process garnishments, tax levies, child support, etc.	Session 15b - Human Resources– Benefits and Deduction Management
25	Demonstrate the ability to track the institution’s tax liabilities, e.g., FICA	Session 15b - Human Resources– Benefits and Deduction Management

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Evaluation Form	
Perceived Strengths of Vendor Solution:	
Perceived Weaknesses of Vendor Solution:	
Additional Comments:	
Acceptability of Vendor Solution:	___ Yes ___ No

Evaluation URL: