

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



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

Evaluator's Name: _____

	Functionality	Comments
1.	Demonstrate the ability to perform web-based time and leave entry, including multiple customizable leave options (based on current NOA options).	
33.	Demonstrate examples of web-based self-services functions for employees, supervisors, and managers, including on-line time tracking and leave reporting.	
8.	Demonstrate the ability to track leave accrual history	
11.	Demonstrate the ability to provide real-time leave balances and history via self-service function	
2.	Demonstrate the ability to do electronic approval of time and leave by supervisors	
16.	Demonstrate the ability for employees to have multiple direct deposit elections, including dollar amount and percent	
17.	Demonstrate the ability to generate W-2s in the IRS file required format and to be made available to employees through self-service.	
21.	Demonstrate the ability to send earnings statements by mail, email, or secure Intranet site	
13.	Demonstrate the ability to set multiple caps on the amount of sick time and vacation time that can be accrued.	
7.	Demonstrate the ability to enter and track compensatory time	
10.	Demonstrate the ability to enter and track non-accrued leave e.g., bereavement, jury duty	

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14.	Demonstrate the ability to generate automatic warnings for those who approach their cap for sick time and vacation time.	
3.	Demonstrate the ability to enter leave without pay	
4.	Demonstrate the ability to enter FLMA	
5.	Demonstrate the ability to enter and track overtime	
6.	Demonstrate the ability to auto-calculate FLSA overtime	
9.	Demonstrate the ability to enter and track release time	
36.	Demonstrate how we are scheduling load, and hours paid can be used to calculate step increases for adjunct faculty.	
30.	Demonstrate the ability to integrate with Student system to determine FICA exemption eligibility and reduction of work study awards	
15.	Demonstrate the ability to run a trial payroll	
32.	Demonstrate how a completed payroll process updates the financial system.	
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	
24.	Demonstrate the ability to generate a payroll reconciliation report	
25.	Demonstrate the ability to calculate tax deposits	
26.	Demonstrate the ability to generate State and Federal reports, e.g., 941, dependent care deductions, third party sick leave, domestic partner, CA DE-9 & DE-9C	

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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.	
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.	
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.	
12.	Demonstrate the ability to track leave liability	
18.	Demonstrate the ability to create W-9s for vendors/third parties.	
28.	Show how 1099s are generated	
29.	Demonstrate the ability to generate retirement file integrations.	
31.	Demonstrate the ability to integrate with third party payroll services vendors	

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19.	Demonstrate the ability to perform gross-to-net check modeling	
20.	Demonstrate the ability to customize earnings statements	

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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: