

Request for Proposal

For

Staff Information and Financial System

Raytown Quality Schools

Raytown, Missouri

March 12, 2024

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○ The district owns all employee/district data that is shared, collected and/or generated through use of the system.	8
○ Access to and use of district data is limited only to those that need to have access to perform required support of the system.	8
○ District data cannot be used for marketing, advertising or data mining, or shared with 3rd parties unless allowed by law and authorized by the district.	8
○ Vendor must disclose where and how confidential or critical information will be stored and ensure that all district information will only be stored on servers in the United States	8
○ All data will be maintained in a secure manner and appropriate technical, physical and Page 8 administrative safeguards are in place to protect the data.	8

○ Vendor must disclose how and when data will be destroyed.	8
○ In the event that the district and/or vendor terminates services, all data must be provided to the district in an agreed upon method and all data stored on vendor systems must be de-identified and/or deleted.	8
○ In the event of a data breach, vendor must immediately notify the district and assume liability of district costs resulting from the breach.	8
○ Vendor will ensure encrypted method of all data transactions with the district.	8
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Information

Raytown Quality Schools is seeking sealed bids for Staff Information and Financial System to satisfy the need for a staff management and financial system requirements.

Sealed Proposal should be submitted in the form of two-sealed bound copies with title “Staff Information and Financial System” – (1) marked “Original”, (1) marked “Copy”. All submissions must be received at the address below by the date and time listed. Attendance at Proposal opening is not required.

All documents will be considered the property of Raytown Quality Schools. The request for Proposal does not commit the District to any specific course of action.

School District:

Raytown Quality Schools
6608 Raytown Road
Raytown, Missouri 64133

District Contact:

Matt Verlinden, Director of Technology
Raytown Quality Schools
10750 E. 350 Highway
Raytown, Missouri 64138
816-268-7120
matt.verlinden@raytownschools.org

Submit Sealed Proposal:

April 2, 2024

Matt Verlinden Director of Technology
Raytown Quality Schools
10750 E. 350 Highway
Raytown, Missouri 64138

A formal opening will take place at this time. Attendance is NOT required.

Overview

Raytown Quality Schools (“District, RQS”) requests sealed Proposals from interested vendors (“Provider”, “Contractor”, “Vendor”) for the purpose of acting as an authorized vendor for Staff Information and Financial System purchases through July 1, 2025.

Providers submitting multiple solutions should provide each as a separate complete Proposal. The Proposal Submitted By signature page shall be completed and submitted with each Provider’s Proposal.

Proposal Due Date and Time

In order to be considered, two (2) sealed copies (8 ½ x 11” paper 3-hole punched, tab separated by section in a 3-ring binder) of the Proposal, one marked as “Original”, one marked as “Copy”, must be received by Raytown Quality Schools at the address stated by the following date and time:

Bid opening date and time

District Terms

Vendor Requirements

1. Vendor Proposals shall conform to the requirements listed in this Proposal.
2. The selected vendor shall have the responsibility to ensure that the products that are delivered to the District match the Proposal and the specifications listed on the Purchase Order.
3. The vendor shall have responsibility for any damage incurred during transit.
4. The selected vendor shall not increase the pricing listed in this Proposal through July 1, 2025. If vendor sources reduce pricing, it is expected that this price reduction be passed on to the District.
5. The vendor must provide assurance that items ordered will be received within two weeks of purchase order release.
6. Vendor must provide shipping information and projected delivery dates for all orders placed. Tracking information will be required in advance of delivery, as soon as possible to accommodate District warehousing requirements.
7. The vendor should accommodate invoice billing, allowing the district to call, fax or email in an order without a generated PO.

Vendors may withdraw their Proposals at any time prior to the closing for receipt of the Proposals. If withdrawing, notify Matt Verlinden, in writing (or email), as soon as possible. New Proposals received after the closing date shall not be considered.

Delivery

1. All materials and equipment quoted shall be delivered as agreed upon and directed by the Raytown Quality Schools Technology Support Services department.
2. All services provided shall be conducted as agreed upon and directed by the Raytown Quality Schools Technology Support Services department. No service shall be conducted prior to authorization.
3. The selected provider shall have the responsibility to ensure that the products that are delivered to the District match the Proposal and the specifications listed on the Purchase Order.

4. During the time between delivery and acceptance, Raytown Quality Schools cannot be held liable for any damages to or theft of any components. It will, therefore, be the responsibility of the provider to obtain insurance against loss, theft and damage.
5. The provider shall deliver the products directly to the building(s) specified. District shall notify the chosen provider as to the location.
6. Raytown Quality Schools does not allow smoking or the use of any tobacco products within its facilities or any Raytown Quality Schools grounds. This applies to contractors and sub-contractors and their employees as well as Raytown Quality Schools personnel.

District's Responsibilities Regarding Service Requirements

Provider must identify the exact tasks and/or equipment requirements that Raytown Quality Schools must satisfy and/or be responsible for in regards to service and delivery of equipment.

Subcontractors

Subcontracting of any service requested under this Proposal must be disclosed in the Proposal response and agreed to by the District in advance of service initiation and start of work. Provider must assume full responsibility for any subcontractors and ensure any subcontractor abides by all requirements of the Proposal and service contract.

Proposal Requirements

1. Purchasing and payments shall be in accordance with Board policy DJF as outlined in administrative procedure DJF-AP1. This procedure can be found on the District website.
2. Proposals will be date and time stamped upon receipt by the Raytown Quality Schools.
3. The District will select the lowest or best Proposal. The District reserves the right to design the evaluation criteria to be used in selecting the best Proposal, including, but not limited to: price, value, quality of product, history of performance, recommendations and other qualities important to the district.
4. The District reserves the right to waive minor technical defects in a Proposal, reject any and all Proposal, reject any part of a Proposal, advertise for new Proposals, or make the purchase on the open market if the product or service can be obtained at a better price.
5. The District reserves the right to provide the final contract for mutual consideration and agreement.
6. If the scope of the purchase changes substantially, the district will rebid the product or service unless otherwise provided in this procedure.
7. The Raytown School District reserves the right to separate, accept, or eliminate any item(s) listed under the Request for Proposal that it deems necessary to accommodate budgetary and/or operational requirements.
8. The District also reserves the right to not select any vendor or purchase any goods and services resulting from this Request for Proposal.
9. If the District elects to reduce the number of items from your original Proposal, please state your pricing conditions. Also it is expected that prices quoted in the response to this Proposal not increase if additional product is purchased through July 1, 2025
10. Any Proposal may be withdrawn prior to the scheduled time for the opening of Proposals. Any Proposal received after the time and date specified shall not be considered.

11. Contractor proposals shall conform to the requirements listed in this Proposal, any amendments thereto, agreed upon documented exceptions and schedules, and the final contract.
12. If the contractor takes exception to any of the requirements, describe the exception and give the details of any alternative offered. The School District shall judge the acceptability of any such alternatives.
13. Should any differences arise as to the meaning or intent of specifications in this document and amendments thereto, the School District's decision shall be final and conclusive.
14. Federal and State laws, Local ordinances and Board policies apply to contracted services. No portion of any master service agreement or contract may defy these laws, ordinances, and policies. Any such portion of a master service agreement or contract that does defy these laws, ordinances, and polices will be considered null and void.

Payment and Retainage

The District is exempt from sales tax and use taxes. Taxes shall not be listed in a bid/proposal/quote or on invoices. A copy of the letter exempting the District from paying these taxes is available from the District upon request by the contractor/provider.

A payment schedule shall be decided on with the chosen contractor/provider. Said schedule shall be part of the contract between the contractor/provider and District. There shall be no hidden costs associated with this proposal. If the contractor/provider foresees any additional or unexpected costs or charges to be made, these charges need to be explained in the proposal.

Purchasing and payments shall be in accordance with Board policy DJF as outlined in administrative procedure DJF-AP1. This procedure can be found on the District website.

There shall be no hidden costs associated with district orders. If you foresee any additional or unexpected costs or charges to be made, these need to be explained in your bid.

Selection Process and Minimum Requirements

Each company must meet the following minimum qualifications (company may not use sub-contractors to fulfill any obligations within its contract).

- Contractor shall conform to the requirements listed in this request.
- The selected contractor(s) shall assign a project manager/point of contact to this project. This person shall become the central contact person for the contractor once the project begins.
- The selected contractor shall have the responsibility to ensure that the products that are delivered to District match the request and the specifications listed.
- If the contractor source reduces pricing, it is expected that this price reduction be passed on to the School District.
- Contractor must provide seven (7) total references.

Data Security Guidelines

- Vendor must include their Data Governance Policies and Procedures.
- Vendor must provide a certification of Cybersecurity/Data Breach and Cyber Malpractice Insurance.
- Vendor must provide acknowledgement of District Data Governance policies and requirements. Due to individual vendor processes and procedures, data governance expectations will be discussed during contract refinement. At a minimum, the final contract shall include the following data governance expectations:
 - The district owns all employee/district data that is shared, collected and/or generated through use of the system.
 - Access to and use of district data is limited only to those that need to have access to perform required support of the system.
 - District data cannot be used for marketing, advertising or data mining, or shared with 3rd parties unless allowed by law and authorized by the district.
 - Vendor must disclose where and how confidential or critical information will be stored and ensure that all district information will only be stored on servers in the United States
 - All data will be maintained in a secure manner and appropriate technical, physical and Page 8 administrative safeguards are in place to protect the data.
 - Vendor must disclose how and when data will be destroyed.
 - In the event that the district and/or vendor terminates services, all data must be provided to the district in an agreed upon method and all data stored on vendor systems must be de-identified and/or deleted.
 - In the event of a data breach, vendor must immediately notify the district and assume liability of district costs resulting from the breach.
 - Vendor will ensure encrypted method of all data transactions with the district.
 - All employee data portals are secured through the use of verified digital certificates.
 - A data inventory and/or dictionary must be provided to the district Chief Information Officer

Required Proposal Format and Content

Two bound copies should be submitted on 8 1/2" by 11" paper, with consecutive page numbers. Please mark one copy as "original" and one as "copy". The Proposal should contain the following sections in the order presented below. Proposals that do not include these sections may be considered non-responsive and as such may not be considered.

- Proposal Cover Sheet
- Proposal Acknowledgement and Exceptions
- Letter of Interest

- Profile and Experience
- Staff
- Project Budget
- Additional Requirements
- Litigation
- References
- Signature Page

Section 1: Proposal Cover Sheet

Fill out completely the Proposal Cover Sheet which is the last page of this document. Place said cover sheet as the first page of the Proposal that has been prepared for consideration.

Section 2: Proposal Acknowledgement and Exceptions

The Contractor shall acknowledge compliance with the requirements listed in this Proposal and any amendments thereto. If the contractor takes exception to any of the requirements, describe the exception and give the details of any alternative offered. The School District shall judge the acceptability of any such alternatives.

Section 3: Letter of Interest

The Proposal should be introduced with a letter of interest that includes a synopsis of the company's services and highlight the capacity to perform the work. The letter should be signed by the individual with contract signature authority for the company.

Section 4: Profile and Experience

Outline company history, scope of services offered, size of the vendor, and location. Give additional detail that the company feels may elaborate on profile and experience. List out in a matrix format experience.

Section 5: Staff

List the experience and qualifications of any staff that will be assigned to the project. Name the person who will fill the role of Project Manager/Sales Manager. Note any additional personnel that will be responsible for onsite activities once the project begins.

Section 6: Project Budget

1. Complete in its entirety, the price table provided in this Proposal (Specifications: Staff Information and Financial System Pricing Table). Explain any blank areas. Submit the company's total project budget to fulfill the requirements of this Proposal. The proposed budget response shall be listed in the same format and order as provided below.
2. Vendors should complete the attached pricing sheet and also include information on how prices will be calculated for items not on the sheet in the **COMMENT** section below. The items selected for the pricing sheet reflect anticipated purchase volumes through July 1, 2025.
3. The unit price should reflect the price the district should expect to pay if a single unit is purchased. If a discount or price savings is offered for larger quantities in an order, or if

purchased within a specific time frame, describe the discount/savings and conditions in the **COMMENT** section below.

4. Proposals must identify all costs as presented in the pricing table. Note length of warranty included with purchase of part number.
5. Product/part number alternatives are allowed only if specifications are met or exceeded. Additionally, alternatives will be required if part numbers listed are approaching “end-of-production” within the next 6 months.
6. Pricing should be guaranteed through July 1, 2025, with exception given to products bid. The below quantities represent the desired order, but, any minimum order or further quantity discount should be listed.
7. The vendor must provide assurance that items ordered will be received within two weeks of purchase order release. Please state expected delivery time in the **DELIVERY** section below.
8. Vendors should outline process for return, trouble reporting and escalation procedures for defective or “DOA” items have been received, giving details of how credits are made and what restrictions are placed on returns in the **RETURNS** section below.

Specifications: Staff Information and Financial System Pricing Table

Description	Year 1	Year 2	Year 3	Year 4	Year 5	Discount %	Total
Human Resource Functions: Recruitment and Staffing, Employee Onboarding, Employee Records Management, Benefits Administration, Compensation Management, Leave Management and Pay Schedules (see specifics in the scope of services section)							
Payroll Functions: Time and Attendance Management, Payroll Processing, Tax Withholding and Reporting, Benefits Deductions, Direct Deposit and Payroll Distribution, Payroll Audits and Compliance, Leave Management, Garnishments and Deductions, Recordkeeping and Documentation, Year-End Processes, Budget Collaboration, Compliance with State Retirement Systems, Unemployment Claims and Reporting (see specifics in the scope of services section)							
Finance Functions: Budget Development, Financial Planning, Accounting and Financial Reporting Accounts Payable, Accounts Receivable, Cash Management, Grants Management, Purchasing and Procurement, Financial Audits, Debt Management, Purchase Orders (see specifics in the scope of services section)							
Reporting Module: The required finance and payroll reports for a public school in Missouri may vary depending on federal, state, and local regulations, as well as the specific policies of the school district (see specific reports in the scope of services section).							

COMMENT (Specifications: Staff Information and Financial System):

DELIVERY (Specifications: Staff Information and Financial System):

RETURNS (Specifications: Staff Information and Financial System):

Section 7: Additional Requirements

Provider must provide the following information:

- The Service Level Agreement (SLA) for your proposal.
- Hours of operation for help or trouble reporting.
- Describe maintenance and trouble notification procedures.

Section 8: Litigation History

Provider must state whether they have been involved in any litigation during the last five years, and if so, describe the litigation.

Section 9: References

Two financial references must be provided from either financial institutions or suppliers using the format below.

Reference	Contact Name	Phone Number
1.		
2.		

Five project references must be provided of which three must be entities where you have provided comparable projects (overlaps acceptable). These projects must have been engaged during the last two years. These references must be for services provided by the proposing company, not by individuals within the company who may have worked on projects while at another company. The Project Scope must include the quantity of product provided, level of service provided and if OEM or Remanufactured product is purchased. Use the format below. Reference contact information must be current and include working phone numbers.

Reference Organization	Contact Name	Phone Number	Project Scope:	Project Completion Date
1.				
2.				
3.				
4.				
5.				

Requests for Information

Any questions about the Request for Bid process must be received in writing by [Click or tap to enter a date](#).

Scope of Services

Services will include but not necessarily be limited to the below services:

Functionality	Yes/No	Comments
Human Resource Functions	Yes/No	Comments
Recruitment and Staffing		
Assign new position to new staff		
Notice to the payroll staff of new hire, after human resources set down		
Employee Onboarding		
Integrates with hiring software to create new employee information		
Must track scheduled hours, days, timekeeping approver and leave approver		
New Employee Orientation		
Paperwork and Documentation		
Introduction to Policies and Procedures		
Report and Document Training and Development Initiatives		
Calculating an employee's compensation based on hours and days worked		
Documenting changes in employee pay and status		
Employee Records Management		
Maintaining Personnel Files		
Documents contracted employee information for purposes of management		
Documents employee education		
Documents employee certifications		
Updating and Tracking Employee Information		
Notification Payroll after change new position or employee type etc.		
Documenting Changes in Employment Status		
Approve Staff demographic information change		
Benefits Administration:		
Enrollment and Eligibility Verification		

Managing Health, Dental, and Retirement Plans		
Compensation Management:		
Screens and reports on Salary Structure Development		
Screens and reports on Payroll Administration		
Screens and reports on Compensation Benchmarking		
Leave Management:		
Administering Sick Leave, Vacation, and Other Leave Programs		
Reports Tracking Leave Balances		
Reports tracking Compliance with Family and Medical Leave Act (FMLA)		
Store FMLA file		
Pay Schedule:		
Create and Update pay schedule for each employee type		
Create pay schedules based on hours, daily, and annual rates of pay		
Tracking or retrieve pay schedule history		
Apply pay schedule to employee's position		
General Staff		
System supported portal for current and former staff.		
Generate a pay stub		
Review current pay information		
Submit a request to purchase to their building office		
Enter demographic information change including addresses, phone numbers, and name changes.		
Payroll Functions	Yes/No	Comments
Time and Attendance Management:		
Integration with Frontline Time and Attendance & Absence Management		
Tracking and Recording Employee Work Hours		
Verifying Overtime and Leave Balances		
Payroll Processing:		
Calculating Employee Salaries and Wages		
Deducting Taxes, Insurance, and Other Withholdings		

Processing Bonuses, Allowances, and Other Compensation Elements		
Calculating Overtime and Exception pay		
Tax Withholding and Reporting:		
Withholding and Depositing Federal, State, and Local Taxes		
Ensuring Compliance with Tax Laws and Regulations		
Generating and Submitting Tax Reports (W-2, W-3, 1099)		
Ability to differentiate between staff that the Kansas Ciy Earnings Tax and staff that do not based on building and home address.		
Benefits Deductions:		
Managing Deductions for Health Insurance, Retirement Plans, and Other Benefits		
Coordinating with Benefits Administration for Accurate Deductions		
Interface with state of Missouri PSRS and PEERS retirement systems		
Direct Deposit and Payroll Distribution:		
Facilitating Direct Deposit Services		
Preparing and Distributing Paychecks		
Handling Payroll Distribution Logistics		
Payroll Audits and Compliance:		
Conducting Internal Audits to Ensure Accuracy		
Ensuring Compliance with Labor Laws and Regulations		
Responding to Payroll-related Inquiries and Audits		
Leave Management:		
Tracking and Managing Paid and Unpaid Leave Balances		
Provide and automated leave accrual and rollover procedure		
Calculating and Processing Leave Payouts		
Coordinating with HR for Leave Approval		
Over maximum warning when rollover to a new year		
Garnishments and Deductions:		
Managing Wage Garnishments and Court-ordered Deductions		

Ensuring Compliance with Legal Requirements		
Recordkeeping and Documentation:		
Maintaining Accurate Payroll Records		
Documenting Changes in Employee Pay and Status		
Archiving Payroll Data for Audit Purposes		
Year-End Processes:		
Preparing and Distributing Annual Statements (W-2)		
Conducting Year-End Payroll Audits		
Generating Reports for Tax Filing		
Budget Collaboration:		
Collaborating with Finance Department for Budgetary Planning		
Payroll-related reporting Financial Data for Budget Proposals		
Compliance with State Retirement Systems:		
Coordinating Payroll Activities with PEERS and PSRS		
Ensuring Contributions and Reporting Compliance		
Unemployment Claims and Reporting:		
Managing Unemployment Claims and Responses		
Generating Reports for Unemployment Insurance Compliance		
Finance Functions	Yes/No	Comments
Budget Development:		
Collaborative budgeting screens with budget approval processes.		
Provide Budget Reviews and Revisions reports and screens		
Financial Planning:		
Long-term Financial Planning and Forecasting		
Reporting to evaluating financial implications of district Initiatives		
Projecting payroll changes and costs for futures years		
Screens and reports to support long-term budgets and plans for multi-year capital projects		

Accounting and Financial Reporting:		
Maintaining Accurate Accounting Records		
Generating Monthly, Quarterly, and Annual Financial Reports		
Ensuring Compliance with Generally Accepted Accounting Principles (GAAP)		
Maintain Student Activity Accounts with year to year balance tracking.		
Accounts Payable:		
Provide vendor management that includes but it not limited to vendor addressing, contact information, forms compliance, Tax ids,		
Processing Invoices and Vendor Payments electronically and with physical checks		
Provide reporting and screens to help manage Vendor Relationships		
Provide screens and reporting to help verifying Accuracy of Invoices and Purchase Orders		
Support a paperless purchasing approval process.		
Accounts Receivable:		
Invoicing for Services Provided		
Managing Tuition and Fee Collections		
Monitoring and Following up on Outstanding Receivables		
Cash Management:		
Monitoring Cash Flow		
Managing Bank Accounts and Bank Reconciliations		
Investing Surplus Funds Appropriately		
Grants Management:		
Document Grant Opportunities for the school district		
Store all Grant Proposals		
Provide reports and screens to help ensure Grant Funds and Compliance		
Purchasing and Procurement:		
Overseeing the Procurement Process		
Ensuring Competitive Bidding		
Managing Contracts and Vendor Agreements		

Financial Audits:		
Preparing Financial Statements for Auditors		
Screens to Document Audit Findings and Recommendations		
Detailed history of financial information for audit that includes reports, vendor profiles, invoices		
Debt Management:		
Managing Debt Service Payments		
Purchase Order:		
PO route		
PO approve route		
Users account permissions and approve account permissions		
Account payable for PO		
Required Reporting	Yes/No	Comments
General Reporting Requirements		
Ability to export all reports to excel		
Finance Reports:		
Annual Budget: A detailed breakdown of the district's projected revenues and expenditures for the upcoming fiscal year.		
Monthly Financial Statements: Regular statements detailing the district's financial position, including income statements and balance sheets.		
Month End Reports when closing and balance each month		
Annual Financial Report (AFR): A comprehensive report summarizing the financial activities of the district, including revenues, expenditures, and fund balances.		
Federal Funding Reports: Reports on the use of federal funds, including Title I, Title II, and other federal grants.		
Capital Improvement Plan: A plan outlining the district's proposed capital projects and improvements over the next several years.		
Debt Service Report: Details on the district's outstanding debt, including bonds and other liabilities.		

Audit Report: An annual external audit report that provides an independent assessment of the district's financial statements and internal controls.		
Payroll Reports:		
Payroll Register: A detailed record of all payroll transactions, including employee wages, deductions, and net pay.		
Quarterly Payroll Tax Reports: Reports summarizing payroll taxes withheld and paid, including federal and state income taxes, Social Security, and Medicare.		
W-2 Forms: Individual statements provided to employees, summarizing their annual earnings and tax withholdings.		
Form 941 - Employer's Quarterly Federal Tax Return: A quarterly report to the IRS detailing income taxes, Social Security taxes, and Medicare taxes withheld from employees' pay.		
Missouri Department of Revenue Withholding Tax Reports: Reports summarizing state income taxes withheld and paid.		
Unemployment Insurance Reports: Reports related to unemployment insurance, including quarterly wage reports and unemployment tax payments.		
ACA Reporting and Processing		
Workers' Compensation Reports: Reports related to workers' compensation insurance, including payroll information and premiums paid.		
Leave Balances Report: A summary of employees' accrued and used leave balances, including sick leave and vacation.		
403(b) and 457(b) Plan Reports: Reports related to the district's retirement savings plans, including employee contributions and investment information.		
Time and Attendance Reports: Detailed records of employee work hours, overtime, and leave taken.		
Exception pay report: Detailed records of exception pay for overtime and part-time employees		

Benefit / Benefit deduction history report: Detail of employee get benefit list and benefit deduction from staff paycheck		
Paycheck history report: Detail of employee get paycheck detail information		
HR Reports:		
Onboarding Report: Weekly onboarding list for the new hire and rehire staff		
Certification expired notification Report: Reminder to HR whose certification will expire in the 60 days.		
Probationary Report: Probationary staff will pass the probationary in the 10 days.		
Employee miss information Report: New employee and rehire employee miss requirement information in the system such as email address or personal email address		

Proposal Submitted By

Company Name

Authorized Name/Title (printed)

Authorized Signature

Contact Person for the Bid/Quote/Proposal process

Date

Telephone

Fax

Email