

#### Tab #1 Cover Letter

11/15/2012

Re: Time and Attendance RFP 6591

Dear Mark:

On behalf of WorkForce Software, I am pleased to submit this proposal to the Des Moines Public School for the implementation of WorkForce Software's EmpCenter® solution for K12. Our proposal contains product descriptions, pricing and implementation details regarding our flexible workforce management solution and its ability to meet your specific needs.

Our EmpCenter suite can accommodate the diverse workforce management needs for 100% of your employee population, as well as reduce administrative burdens, help ensure compliance with labor regulations, and enable Des Moines Public School payroll, HR and management teams to focus on more strategic HR initiatives and achieve your business objectives.

In this proposal you will find information regarding both WorkForce Software and our EmpCenter suite. WorkForce Software's applications and services are tightly aligned with your strategic and tactical needs, delivering a solution that is:

- Configurable EmpCenter is the most highly configurable workforce management
  application on the market. Through our solution, you will be able to automate 100% of
  your complex work rules without any customization of the software. With EmpCenter
  you don't have to modify source code or employ the use of cumbersome "work-arounds"
  to meet your requirements.
- Simple EmpCenter is extremely easy to use our intuitive user-interface is delivered
  through a standard web-browser on a PC or over a mobile device and, unlike
  competitive offerings, we do not require browser plug-ins or add-ons such as Flash or
  Silverlight. As a result, you receive a fully web-based solution that is easy to use and
  easy to deploy.
- Accurate EmpCenter delivers the most sophisticated labor reporting capabilities on the market. An unlimited number of labor fields can be configured on different timesheet layouts for different employee groups throughout the organization. EmpCenter will enforce hierarchies and dependencies to ensure that employee labor reporting is both accurate and timely.



- Insightful With EmpCenter Analytics<sup>®</sup>, your managers and executive team will have actionable, real-time insight into your largest variable expense labor. In addition, with our EmpCenter Advanced Scheduler, you can ensure that the right person is in the right job at the right time by leveraging employee skill sets and preferences embedded within the system.
- Integrated We have pre-configured connectivity established with most of the leading HR/HCM/ERP providers. Additionally, our Interface Connect solution allows EmpCenter to integrate seamlessly with other enterprise systems you may have in place today, as well as remain open to adding other providers as your infrastructure needs grow and evolve. Configurable imports and exports are supported using industry standards such as CSV files, SQL, XML, or Web Services.

In summary, WorkForce Software will deliver and fully support our world-class EmpCenter solution, configured to meet your specific needs and optimized to improve efficiencies within your operations.

Although we are confident that EmpCenter will fully meet your needs, it is unlikely that we can truly understand the detailed requirements solely through this RFP. Likewise, it is unlikely that Des Moines Public School can fully understand our solution's capabilities, strengths and differentiators through a proposal alone. With a joint commitment from both organizations, we are prepared to engage in a deeper evaluation process, which includes additional discovery, product demonstrations, and references to ensure there is a good fit. We look forward to this deeper evaluation and to putting our proven solution to work for Des Moines Public School through a mutually rewarding partnership.

## **Executive Summary**

Since the company's inception in 1999, WorkForce Software's solutions were built from the ground-up to accommodate the complex and dynamic workforce management needs of enterprise-level users. This focus and dedication enabled our organization to grow steadily by all measures – revenue, clients and employees – and continually reinvest in our solutions.

In 2011, WorkForce Software experienced the greatest single-year growth in revenue and profitability in the 13+ year history of the company. This momentum has continued into 2012, as bookings through Q3 have increased 43% versus the same period last year.

Our core capabilities are based upon EmpCenter® – a web-based application which enables organizations to capture and collect employee time and activity data, as well as automate 100% of all corporate, state, local and national pay rules. We accomplish this solely through configuration, preserving your organization's ability to easily upgrade, expand or add functionality to accommodate your evolving workforce management needs.

WorkForce Software also offers an array of solutions designed to help you better manage your day-to-day workforce management activities – from advanced scheduling and activity-based costing to leave management and employee fatigue and 'fitness for duty' concerns. Our robust analysis and reporting tools enable you to gain greater insight into employee costs and



activities, both from a historic and ad-hoc/real-time perspective, providing a window into the true actions and activities of your workforce.

Each WorkForce Software solution is designed and developed to address three key concerns:

- *Mitigate complexity* today's labor policies are extremely complex and require an approach which delivers 100% coverage and is 100% configurable.
- Ensure compliance multiple regulations (state, local, federal, union, corporate, etc.) typically coexist and sometimes conflict. We enable our clients to fully comply with all regulations and policies, thereby avoiding fines, litigation and other negative effects.
- Enable strategic HR workforce management is about more than automating a 'punchin, punch-out' activity. Our approach enables HR teams to reduce costs, increase
  efficiency and make tangible contributions to achieving business objectives.

#### **Our Solution for Des Moines Public Schools**

Regards,

Built on a highly scalable, web-based platform, the EmpCenter Workforce Management solution addresses your organization's needs from both a business and a technical perspective. For clients who prefer to address their workforce management needs via an on-premise implementation, our solutions are designed to fit directly into virtually any environment through the application's ability to seamlessly integrate with a variety of platforms and database systems.

WorkForce Software solutions are also available via a SaaS-based subscription model, eliminating the capital expenditure that accompanies an in-house model and providing all of the functionality through a predictable monthly "per employee, per month" fee. Finally, EmpCenter is also available via a traditional 'hosted' model. Pricing for all three methodologies is available.

Through this unique approach to the market, your organization can reduce the complexity of workforce management activities, assure compliance with even the most complex rules and ultimately enable HR to play an even greater strategic role in driving bottom-line improvements and top-line growth – all with a price point and deployment model that will meet Des Moines Public School's needs today and provide the necessary flexibility to keep pace with your business growth tomorrow.

Mike Byquist	
Mike Byquist	KUL Authorized Signature (CEO) Kevin Choks
Account Executive	
(206) 465-9604// mbyquist@workforcesoftware.com	Date



# **Table of Contents**

Tab #1 Cover Letter	ii
Executive Summary	iv
Our Solution for Des Moines Public Schools	
Tab #2 Experience	
Tab #3 References	5
Tab #4 Product/Services	
Products	
System Basics	
Connectivity	
Data Integrity and Backups	
Reporting	
Capturing Time	20
Security	23
Services: Installation/Implementation	24
Licensing and Maintenance	25
Training	
Support	26
Desired Features	28
Systems Basics	28
System and Integration	
Capturing Time	30
Penalty Schedule / Miscellaneous	30
Tab #5 Exceptions/Alternatives	



**Supporting Documentation** 

ATTACHMENT A

Sample Resume for Project Manger

ATTACHMENT B

**EmpCenter Technical Requirements** 

ATTACHMENT C

**EmpCenter Standard Reports** 

**ATTACHMENT D** 

WorkForce Software Master Agreements

ATTACHMENT E

**EmpCenter Support Plans** 

ATTACHMENT F

WorkForce Software Redlines to Des Moines PS RFP 6591



# Tab #2 Experience

Primary business address: (Include all office locations assigned to the project)

Our company headquarters, with the majority of our over 200 employees, is located at 38705 Seven Mile Road, Suite 300, Livonia, MI 48152. We have a small development branch office and several sales offices located throughout the United States and Canada.

Web site:

www.workforcesoftware.com

Sales contact information: (Include a brief resume)

Mike Byquist

Phone: (206) 465-9604

Email: mbyquist@workforcesoftware.com

Senior Management (assigned to this project) information: (Include a brief resume)

Fadia Jabbour, PMP, ITIL

Program Delivery Manager

Phone: (734) 542-4100

Email: fjabbour@workforcesoftware.com

Ms. Fadia Jabbour is responsible for oversight of implementation services at WorkForce Software. With over 20 years of experience in the technology industry, Ms. Jabbour has the experience necessary to provide customers with effective implementation services for their workforce management solutions. She is responsible for conducting customer consultations and managing the project management team. Ms. Jabbour has held various management positions at EDS and HP. She has extensive experience in managing programs and projects utilizing best practices.

Please refer to Attachment A Sample Resume for Project Manager for a general overview of qualifications and experience.



#### Provide your bank reference:

Fifth Third Bank

Attn: Scot Masell

1000 Town Center, Suite 1400

Southfield, MI 48075

248-603-0639

Scot.Masell@53.com

#### Provide credit references: (two suppliers)

1. Dell Financial Services

Attn: Myron L. Murray

P.O. Box 643561

Pittsburgh, PA 15264-3561

512-513-0392

Myron\_Murray@Dell.com

2. Kojaian Management Corporation

Attn: Paul Winkler

39400 Woodward Ave., Suite 190

Bloomfield Hills, MI 48304

248-644-7600

pwinkler@kojaian.com

## Provide a credit bureau report no older than three months:

As a privately held company, WorkForce Software does not disclose this type of information. WorkForce Software is pleased to share its financial statements with prospective clients who have signed a non-disclosure agreement.

Describe your company ownership structure: (LLC, sole proprietorship, etc.)

WorkForce Software is a LLC.

Details the number of years of continuous operations:

WorkForce Software has been providing its services for 13 continuous years.



Detail the number of years your company has provided this product / service:

WorkForce Software's EmpCenter has been on the market since 2000.

Detail the number of employees:

WorkForce Software Employee Breakdown:

Full-time: 227 Part-time: 8 Contract: 1

Detail the size of your client base:

Our clients range in size from 150-84,000 employees.

Detail any pending litigation or investigations against your firm:

We have no current litigation outstanding with respect to customers. Other litigation we are or have been involved in is typical of a company like ours and no outstanding litigation represents any significant risk to the company.

Provide a brief statement detailing your firm's prior experience, resources, and management systems, which demonstrate your ability to provided product/service:

WorkForce Software is the leader in workforce management solutions, and is committed to our customers' success. EmpCenter for K-12 School Districts is designed to meet the workforce management needs unique to teachers, substitute teachers, paraprofessionals, bus drivers, and other employee groups. EmpCenter for K-12 School Districts helps administrators and HR manage complex labor policies and regulations common to school districts.

EmpCenter for K-12 School Districts enforces district pay policies and rules, alerts supervisors when overtime thresholds are met or problems occur, and helps administrators manage teacher absences. Teachers and other employees can also interact directly with the system to off-load tasks from HR, such as reviewing time off, requesting absences, and substitute teacher availability – automating tactical tasks to enable strategic HR.

We offer a full range of implementation services, including project management and planning, requirements gathering, compliance analysis, system configuration and installation, interface integration, business rule and compliance configuration, system testing, and training. Our team has studied the workforce management processes at hundreds of organizations, both public and private, and we use our expertise during our client consultations to recommend best practices that improve your business processes. These best practices take advantage of the flexibility of our solution to ensure we meet your requirements and exceed your expectations.



Detail the project team members including a brief biography of their education and experience as it pertains to the product / service proposed:

Our team has studied the workforce management processes at hundreds of organizations, and we use this expertise while working with you to recommend best practices that improve your business. We recommend solutions that take advantage of the flexibility of our product to ensure we meet your requirements and exceed your expectations.

Our Senior Project Managers are PMP certified. Our implementation consultants and configuration specialists are thoroughly trained on our application when they join our team, and are mentored on their first projects until they demonstrate proficiency with the application.

WorkForce Software will make every reasonable effort to maintain the initial project team members. In the event a resource change must occur, Des Moines Public Schools may review consultant resumes prior to a replacement being named.

Detail any subcontractors your firm plans to use to provide the product / service proposed:

WorkForce Software has a robust partner network available relevant to our EmpCenter solution. At this time, however, we have not identified any single partner whose services would be necessitated for success with an implementation project of Des Moines Public School's indentified scope.



#### Tab #3 References

Please provide references of the last three installations of your product. WorkForce has sent the questionnaire and will forward upon receipt. Contact information shall be provided as reference calls are arranged with our client's permission per our reference policy.

Below are relevant K-12 clients similar to Des Moines Public Schools:



Ysleta Independent School district is one of three large districts within the city limits of El Paso, Texas. The district has 66 locations and employs 7,600 workers.

After managing paper timesheets for years, and using time clocks to track employee hours for certain populations, the district decided to seek an enterprisewide platform.

Ysleta selected EmpCenter for its depth of K-12 features, ability to manage all employee groups without custom code, and multi-language capabilities to better serve its majority Spanish-speaking population.

Early on in their use of the solution, the benefits have been proven. Fully translated menus have helped make Spanish-speaking employees comfortable with the change, employees can see their vacation balances in real time, and pay rules are consistently applied so there are no surprises on payday.

By automatically enforcing district absence policies and calculating both simple and blended overtime, EmpCenter is also yielding substantial time savings for Ysleta's payroll group. No longer forced to be the "time police", payroll is now able to play a more strategic role. Using EmpCenter's rich reporting capabilities, payroll can easily produce reports on labor utilization and overtime costs for management analysis.



Learning for Life

Lee's Summit School District selected EmpCenter in order to standardize time & attendance for its 2,200 employees.

The Missouri district had previously not reported time with a formal system, and complaints about inaccurate overtime payments from a prior employee highlighted the school's exposure to risk. The incident was resolved, but the District determined that a system with detailed time tracking – and a reporting trail that proved



compliance, would be well worth the investment. Since this would be the first time standardizing time and attendance practices across the district, Lee's Summit wanted a consultative vendor that could bring best practice recommendations specific to the K-12 environment. WorkForce Software's track record of successful K-12 district implementations, including neighboring Parkway School District, was a primary factor in EmpCenter's selection. Additionally, EmpCenter was able to seamlessly integrate with the district's existing ERP and substitute management systems. Lee's Summit went live with EmpCenter in 2008, automating 100% of their pay rules, including complex multiple assignments. The School District of Martin County, FL, selected EmpCenter to replace a largely paper-based time & attendance system for its 3,000 employees. Managing complex requirements such as activity based costing, multiple assignments, and real-time accrual tracking was highly time consuming and work-intensive in a manual environment. Additionally, the existing system provided very limited visibility, and the District wanted to take advantage of robust reporting to better **Martin County School District** understand where it could reduce labor costs without Stuart, Florida reducing service quality. A newly hired executive director for Martin County Schools had previously worked in manufacturing, and was familiar with the efficiencies which came from fully automating workforce management. EmpCenter was the only solution capable of handling 100% of the district's requirements, such as tracking 'occasional' time in a separate job function, without any custom development.

WorkForce Software has many satisfied public sector customers, as evidenced by our 97% retention rate. In an effort to protect the privacy of our customers, we prefer to release customer contact information as a final due diligence step. At that time, WorkForce Software will put your organization in contact with the appropriate people at our references to discuss items of interest pertinent to your evaluation.



## Tab #4 Product/Services

#### **Products**

#### **System Basics**

Provide the basic functions associated with an Employee Time and Attendance System. Specifically, the system must be capable of capturing employee time, the automation of payroll processing, and the generation of reports and be able to easily support the following over existing District wireless and/or fiber optic.

1. 500 (minimum) concurrent application users (i.e. Supervisors, Administrative Assistants, System Administrators, etc.)

Unlimited concurrent connections are supported in the system. The number of concurrent users is restricted by the amount of memory available. The EmpCenter server is designed as a high-performance engine that is capable of servicing hundreds or thousands of concurrent users. This is made possible by using the following techniques:

- Multi-threaded design. The server utilizes a multi-threaded design to service large number of concurrent requests. The administrator can control the number of threads.
- Database connection pooling. The server creates multiple connections to the database server when it is started. This avoids the overhead of connecting to the database and disconnecting for each request from each front end user.
- Priority based thread pooling. This priority mechanism is used for batch and user requests and allows for batch jobs to execute at a lower priority than online interactive requests from users to ensure good response time for end users.
- Data caching. The server caches selective pieces of "read-only" data in memory for rapid data retrieval.
- 2. 1000 (minimum) clocking employees

The system is capable of handling an unlimited number of clocking employees.

- 1000 (minimum) employees using the system to check leave balances and leave history
   The system is capable of tracking leave balances and history for an unlimited number of
   employees. The number of concurrent connections is only limited by the amount of memory
   available.
- 4. < 1second card swipe response time per employee if card based time capturing devices are utilized/biometric-capturing devices are preferred.

It is possible to achieve a one second response time per employee. However, there are several factors that impact the transaction response time for data retrieval at the clock. Besides network traffic, how many total assignments your employees have, how many total labor



distribution values there are, whether biometric validation is used or not, and other related data you may require all contribute to transaction response time. We have customers with 30,000 employees with an average of almost two assignments per employee and this does not exceed the two second response time.

In addition to supporting badge readers, several of our data collection offerings include biometric capturing options.

5. The district currently has proximity badges that could be utilized instead of a physical swipe.

Generally speaking, clocks can handle almost any barcode-type badge. They can also handle nearly any magnetic stripe badge, utilizing Track 1, 2, or 3. If your badge is a proximity badge and it is HID-compatible, then the clocks will most likely be able to read them. HID is a proximity badge standard. If your proximity badge is non-HID compatible, then we will need to obtain a sample of and some additional information about the badge in order to determine whether the clocks can accommodate it. In all cases, it is best to provide a sample of the badge so that we may test it and confirm its compatibility with the recommended time clocks. Our system does not require the use of badges.

 Support: Biweekly and Semi- monthly pay periods; work schedules (fixed, rotating, asneeded); hourly and salary compensation; and compliance with overtime requirements (Fair Labor Standards Act).

Our system supports all of the specified pay periods (such as weekly, biweekly, semimonthly, and monthly), multiple work schedules including those described, as well as hourly and salary compensation.

Our overtime calculation functionality offers several options including:

- Daily, weekly, holiday, and consecutive day overtime
- Conforms to FLSA regulations including any blended overtime rates.
- Unlimited thresholds and categories
- 7. Unlimited different pay and attendance rules and policies to support each group using the same time system.

EmpCenter is designed to support large organizations with complex rules. The system can be configured to support any number of unique employee groups, each with its own rules. You can define as many groups and subgroups of employees you need to manage your business.

EmpCenter allows rules to be assigned to a type or group of employees, i.e., substitute teacher. When a new employee is hired, they are assigned to a group and the appropriate pay rules for that group will apply. This group of rules can be relatively simple or extremely complex. In addition, EmpCenter allows for an unlimited number of customer-defined fields at the



employee and time sheet level that can be utilized to flag an employee's eligibility or ineligibility for the various rules within the employee type or group.

Multiple methods are available in terms of time collection devices. Options include time clocks (biometric, proximity badges, bar codes, etc.), online web clock, smartphone technology, and IVR. Employees can be provided with a single to multiple methods of reporting time.

Inactive employees and their history are stored in the database and are accessible from the application. No employee history is deleted, but it can be archived and retrieved at a future date. There is no limit to the amount of data that can be stored on the active or archived database. As employees roles within the district change, the system will utilize effective dates to determine which rules apply when.

8. Configurable, automated overtime rules for inclusion and exclusion of non-worked hours pay codes in timecard.

Overtime rules are configured to Des Moines Public Schools specification, and can vary across your employee population based on a variety of factors. Sets of pay codes can be defined that count toward the overtime calculation. The rules are applied in real-time so you always have up to the minute visibility into your labor costs.

9. Supervisory ability to review and act upon on-line leave requests.

Supervisors can review and approve time off requests via a user friendly web-based screen that shows all relevant usage, balance and validation information.

10. Global time entry to clock in/out some or all employees in their group at once by payroll, timekeeper or manager.

Managers or timekeepers can use our group screens to perform time entry for entire employee groups at once. The group screens provide the ability to enter bulk punches for the entire group or to enter time on time sheets individually.

11. Global schedule changes by manager/timekeeper for employee/workgroup.

Managers or timekeepers can use our group screens to perform ad hoc or global schedule changes to individual as well as group schedules. In addition, Schedule Templates or Cycles can be assigned with effective dates for more permanent schedule changes through our Schedule Assignment screens. If desired, these static schedules can be changed on an as needed basis without affecting future schedules.



12. Flag time/policy errors on screens with valid solution, current schedule, acknowledgement and comment entry.

EmpCenter detects any exception conditions, that require attention, and issues notifications immediately. These can take into account any information known to the system including time sheet and schedule data, calculation results, employee data, etc. Exception notifications can be displayed on screen and/or sent as automatic emails. The messages that are displayed can be defined by Des Moines Public Schools, so users are provided instructions on how to correct any issues. Optional features allow for approvals or acknowledgements of these conditions. Users would simply check a box to approve or acknowledge the condition. By default, each entry on the time sheet includes comment field. Comments can be required or optional depending on the circumstances. Additional fields can also be configured for special circumstances. For example, a checkbox may be put in place to override an automatic calculation so the employee is paid differently, a rate field might allow authorized users to override the employees standard rate, a pick list might require that the user select a reason code from a predefined list, etc.

13. Configurable error codes, checking and severity policy set by group not system wide.

Error messages or codes are completely configurable to Des Moines Public Schools specifications and can be associated with different groups, based on your business rules. Different severity levels can be configured with color coding – white for informational, yellow for warning, and red for error. Optionally, users can also be prevented from saving and/or submitting their time sheet when an error occurs.

14. Support unlimited different pay codes and usage accruals including codes for vacation, sick leave, leave without pay, bereavement leave, workers' compensation, military leave, FMLA leave, jury duty, etc.

Due to EmpCenter's highly configurable nature, we can accommodate even your most complex leave and time off policies. With EmpCenter, users simply enter or request leave and the system does all the heavy lifting. Self-service options support employee-initiated leave requests with approval workflows as well as direct entry onto the time sheet. The system can automatically validate the leave based on any definable parameter, and alert users to issues proactively.

Our flexible configuration abilities combined with our formula language provides the mechanism to automate all of your accrual rules and calculations including all accrual rates and frequencies, usage, clearing, payout, transfer, termination, carryover policies, and many more. An unlimited number of absence and/or reasons can be configured. These rules can also vary across your employee population and different leave types can apply to different employees. The system will take into account multiple factors including, but not limited to:

Fixed amounts or formula based amounts



- Length of service (based on most recent hire date or over multiple non-consecutive periods of employment)
- Anniversary date and calendar year calculations
- Pro-rated based on FTE% or actual work performed
- Conditional based on probation periods, work thresholds, leave status or other conditions
- Maximum bank balances (fixed or calculated by formula)
- Miscellaneous other rules supported by flexible formula based logic

Using these configurable rules, EmpCenter automatically projects future leave balances based on your organization's defined schedules. For example, you can request or enter leave into a time sheet well into the future and immediately view bank balances that take into account any leave time entered on time sheets and any additional hours accrued, paid, lost, etc. between now and then.

In addition, EmpCenter's Absence Compliance Tracker (ACT) automates the entire absence administration process including any workflow and document management needs, helping HR to enforce absence and leave policies, accurately track, manage, and report absence and leave requests, comply with labor regulations, and reduce the high costs of absenteeism. ACT increases productivity by automating 100% of your organization's leave management processes. ACT helps HR identify absenteeism trends to proactively monitor and manage employee behavior. Organizations achieve and maintain compliance through enhanced visibility and control. The configurable workflow and rules engine automates business processes and ensures compliance with any type of leave—from legally-mandated leave, such as FMLA, or any state specific leave types to an organization's unique corporate leave benefits including personal leave of absence, STD, LTD, worker's compensation absences, and many more.

15. Message system(s) for employee/manager exchange (e.g. messages displayed on the time capturing device(s). (Preferred not required)

This will be supported on the EmpCenter Engage Terminal in 2013. In addition, messages can be displayed directly on the employee's time sheets. Time sheets can be accessed from PC's, kiosks, tablets, and smart phones. These messages are typically generated based on preconfigured conditions, but other options may be available depending on your requirements. The system can notify users of any messages or alerts via an email message. To send email to the end users, the server relies on the capabilities of the Java Mail Service to send the messages. The server can communicate with any mail server that uses the Internet standard Simple Mail Transport Protocol (SMTP). SMTP is standard method for email clients to communicate with an email server. Most email servers, such as Microsoft Exchange, Lotus Notes, and Netscape Server, support SMTP.



16. Unlimited shift schedule definition and assignment or no schedule assigned.

EmpCenter can configure an unlimited number of schedule templates. Managers and/or employees can make updates to future schedules, or make changes to the current schedule based on actual worked hours. A daily, weekly, or repeating run (schedule) can be created by the manager and assigned to the employee. Schedules are optional.

17. Supports different early and late clock in/out rounding or no rounding as may be required.

EmpCenter supports early and late clock in/out rounding or no rounding, as may be require by client specific business rules.

18. Must allow for the entry of forecasted time when the time must be submitted to Payroll, before the time is actually worked in limited instances.

EmpCenter supports the ability to forecast time on the time sheet. This can be automated based on your rules or entered manually by authorized users. This information can be used to process payroll. After payroll is processed, the entries can be amended with actual hours using our amended time sheet functionality.

Retroactive processing is an area where WorkForce Software has a strong competitive advantage over other vendors. Our solution allows authorized users to amend any prior period. The amended time sheet is completely separate from the original time sheet. The system keeps both versions for auditing and reporting. Employees can enter time off that occurred in the past by amending a past time sheet and entering the correct time off pay code.

Amended time sheets are reprocessed with the same set of rules as any other time sheet. Once approved, EmpCenter automatically generates adjustments to determine the net difference between the original and the amended time sheets. The net difference is passed to payroll automatically and will impact the next check. The system also updates accrual balances and other accumulators so that all impacts of the amended time sheet are handled in an automated manner. Amended time sheets themselves can be amended as many times as necessary to properly calculate an employee's pay. Automatic retroactive processing can also be performed for events like a retroactive pay increase for a group of employees.

19. Must have the ability to charge back/dock hours. System and Integration

Charge back and dock rules are configured based on your business rules. These rules can be applied automatically based on conditional logic or manual adjustment codes can be made available. If the charge back/dock hours apply to a previously processed time sheet, our amended time sheet functionality will allow you to make adjustments in the actual period affected by the charge back/dock. Please see our response to Item 18 above for additional details about how WorkForce Software handles retroactive processing.



### Connectivity

1. The District requires that the proposed system support the District's converged voice and data network with both fiber optic cable and wireless connecting all District facilities. The Des Moines Public Schools has standardized on Microsoft Windows 2008/2003 Server, Microsoft SQL 2005/2008, Windows XP/7 and Office 2007/2010 Professional. The district deploys an Ethernet network with a 10 GB backbone, 1GB to every building and 100 MG/1GB to the desktop. The district uses an IP phone system (VOIP) and a legacy voice mail system.

EmpCenter runs on a standard Ethernet network. Minimal bandwidth is required by the desktop since the application is web-based. No integration with the VOIP over voice mail systems is expected.

While WorkForce Software does not impose any specific bandwidth requirements for running EmpCenter, we offer you the following general information:

- All of EmpCenter web pages use pure HTML and JavaScript. The EmpCenter web
  interface page sizes are generally similar to accessing any common news web page
  (e.g., CNN.com), and therefore have similar bandwidth needs. The EmpCenter web
  interface does not have any large or complex images, and this further minimizes the
  bandwidth requirements.
- The traffic between the web server and application server should be relatively light.
   However, small delays here could hurt many users. These servers should be on a network with low latency and high speed.
- The volume of traffic between the application server and database server is VERY HIGH, and a high speed network is crucial. Generally the web server, application server, and database servers should be on the same box, or on separate boxes connected with a high speed, low latency connection such as a Gigabit switched backbone.

In our SaaS environment, the same low bandwidth required by our application also applies to your Internet connection.



 Integrate with the District's Ethernet network with 10GB backbone and 10OMB/1GB to the desktop and 1GB to every building. The district uses an IP phone system (VOIP) and a legacy voice mail system.

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   However, small delays here could hurt many users. These servers should be on a network with low latency and high speed.
- The volume of traffic between the application server and database server is VERY HIGH, and a high speed network is crucial. Generally the web server, application server, and database servers should be on the same box, or on separate boxes connected with a high speed, low latency connection such as a Gigabit switched backbone.

In our SaaS environment, the same low bandwidth required by our application also applies to your Internet connection.

3. For a vendor to be considered the vendor's product must be able to integrate with the District's hardware and software as described above. The selected system must be able to be networked throughout the District's WAN and interface with the current payroll system (SunGard). Preferably the system also interfaces with the District's employee identification badge/access proximity system (Indala).

EmpCenter provides out of the box functionality that includes standard import and export routines to most ERP and payroll systems. Our solution has built-in interfaces with such leading HRMS and payroll systems as ADP and Oracle. Customers can also leverage our unique Interface Connect system to exchange data with other applications or for custom requirements. Interface Connect allows exchange of data with any system using a variety of mechanisms without the need of custom coding and only using configuration. Interface Connect supports importing and exporting data utilizing:

- Any SQL data source/destination
- Flat files: Tab delimited or comma separated (CSV)
- Web services: Allows real-time interface with other systems



Most of these interfaces support incremental data exchange where only the changed records are exchanged. These interfaces can be run on demand or on a user define schedule.

SunGard is a common platform that we are familiar with. EmpCenter's robust interfacing tool, the Interface Connect, can interface to any payroll, HR, or ERP system including SunGard. We warranty our interface and certify it works with SunGard.

The system can be networked over the District's WAN. Intranet and Internet access are webbased and the system can accept input from both limited only by your internal security (firewall) settings.

Our data collection devices support several different Indala badge formats. In all cases, it is best to provide a sample of the badge so that we may test it and confirm its compatibility with the recommended time clocks.

The vendor will be required to work closely with the District's Information Technology
Department in assuring that the hardware and software proposed will in no way
compromise the security of the District's communication infrastructure.

We will work with your team to ensure that all hardware and software will not compromise district security. Please see Attachment B EmpCenter Technical Requirements for additional information on the required hardware and software.

Our solution is role-based and utilizes a secure ID/password scheme to protect information from unauthorized access. Different roles (e.g. employee, manager, timekeeper, payroll administrator, etc.) can be defined along with the specific features, fields, and codes each role may access.

The levels of access are completely configurable. Our product ships with pre-configured roles such as, Administrator, Manager, and Employee. You can define as many roles as you like and assign a different set of rights to each. The ability to add user levels and rights is a secured function. The system administrator is usually authorized to set up and maintain security in the system.

Users in the application have specific rights granted to them. The rights are stored in an application table. Most configurations involve some rights that are automatically created and assigned to the user via the import of data from your HR system. For instance, a manager will have rights to perform time entry and approvals only for the employees for whom she is responsible. The ability to create new users and/or grant additional rights is a secured function. The configured rights control exactly what records and fields a logged in user may access. For example, pay rate information can be restricted to the Payroll Department, preventing managers or other users from viewing it.



5. Be capable of user authentication by way of the District's existing Active Directory. User authentication only by Active Directory is acceptable.

Our system interfaces with Microsoft Active Directory for authentication.

6. Automatically adjust to time and date changes due to the number of days in the month, daylight savings time, leap year, etc.

Our system has configurable policies for the automated support of daylight saving time, leap year, the number of days in the month, and many other time and date sensitive conditions.

### **Data Integrity and Backups**

1. The system must be operable 24 hours a day, 7 days a week, and 365 days a year.

EmpCenter is a web-based system that is accessible 24/7 from any location (limited only by your firewall security. If WorkForce Software hosts the application, we can provide a service level commitment that will provide you the uptime requirements you seek. If Des Moines Public Schools hosts the solution, we will work with you to properly configure your systems to meet your uptime and reliability requirements. The data collection components of our solution, including the badge readers, touch screens, etc. can operate while the system is down.

Multiple application servers can placed behind load balancers for redundancy. Data servers can use standard clustering and replication technologies.

EmpCenter supports standard database "hot backups" which allows the system to operate normally during backups.

Maintenance windows are only needed during application upgrades and for typical server maintenance. The use of load balanced application servers and database clustering can further reduce downtime related to system maintenance.

In the SaaS environment, maintenance windows are scheduled in coordination with the customer, typically during low usage periods such as Sundays, 3:00-4:00 am EST for North American customers.

The system must provide for data integrity in the event of power outages, power surges, or damage to all or part of the database platform.

We use a passive data integrity model. All writes to the database are stamped. If a user attempts to write to something that was recently written by another user, this is automatically detected and the user is forced to reload the latest information.

The system is web-based. A power failure that renders the application server temporarily inoperable will also render the application temporarily unavailable to those users accessing the system via web browser. The data collection components of our solution, including the badge readers, touch screens, etc. can operate while the system is down. The clocks have a memory



that can store (typically) thousands of swipes for several weeks, even without power. After a network or power outage, the server will connect to the clocks and download the swipes. Swipes are never deleted from the clock until they are committed in the server's database.

In our SaaS environment, we guard against outages in numerous ways. Servers have redundant power supplies connected to separate PDUs (power distribution units). Servers have redundant network and SAN interface cards connected to redundant network and SAN switches. Power is backed up by redundant UPS's and a generator.

In an on-premise environment, because most EmpCenter activity is stored in the database, backup of the database is critical. Regular backups should be scheduled using the database system tools in the event of database damage.

3. The system must allow for punching, editing, calculating, reporting, and system backup without going offline or suffering noticeable degradation of performance.

If WorkForce Software hosts the application, we can provide a service level commitment that will provide you the uptime requirements you seek. If Des Moines Public Schools hosts the solution, we will work with you to properly configure your systems to meet your uptime and reliability requirements. The data collection components of our solution, including the badge readers, touch screens, etc. can operate while the system is down. In addition, EmpCenter's offline WebClock will continue to be available and able to record swipes on any client machine that had previously loaded offline WebClock while the system was online. The Offline WebClock will continuously attempt to re-connect to the server as long as it is loaded up in a browser on the client machine. When operating offline, the web clock would not be able to verify user credentials or perform labor distribution lookups, but users may be allowed to enter freeform labor distribution values, and the system will send an alert after it is downloaded to the server, if the value is found to be invalid to allow authorized users to correct any errors.

### Reporting

1. Full data model and detailed database table descriptions to aid in report generation in selected vendor and/or SunGard.

Our documentation set included the data dictionary, which provides full documentation of the database schema. EmpCenter is delivered with a library of more than 200 standard reports. You can use the reports 'as is,' modify them to better meet your needs, or create custom reports. Reports can be developed by Des Moines Public Schools or by WorkForce Software as a professional service. We provide extensive training on our data model and on the development of reports using the Crystal Report Writer. In addition, the application is compatible with most reporting tools. Alternately, the EmpCenter database can be referenced by external third party tools of your choice or EmpCenter data can be exported to your data warehouse for enterprise reporting.



2. All reports available in user selected format: HTML, PDF and Excel spreadsheet.

EmpCenter ships with the Crystal Report Writer from BusinessObjects. The report writer is fully integrated into our system and is the tool used to create standard and custom reports. Reports are launched from within EmpCenter and printed to the screen (HTML), PDF (for previewing, saving, printing, and e-mailing), Excel CSV, and a host of other formats.

- 3. The system must produce the following reports using accurate, up-to-the-minute data:
  - a. Individual employee time sheet
    - i. Supported
  - b. Daily hours by time by project/employee/division/department
    - i. Supported
  - c. Biweekly hours by project/employee/division/department
    - i. Supported
  - d. Semi-Monthly hours by project/employee/division/department
    - i. Supported
  - e. Monthly hours by project/employee/division/department
    - i. Supported
  - f. Exception report by employee/division/department
    - i. Supported
  - g. Absentee report by employee/division/department
    - i. Supported
  - h. Punch detail
    - i. Supported



- i. Weekly time card by employee/division/department
  - i. Supported
- Vacation/Sick Leave/Comp time reports reflecting usage history
  - i. Supported
- k. Accruals and balances
  - i. Supported
- Leave history for all leave types
  - i. Supported
- m. Overtime tracking and monitoring including overtime asked/refused
  - Supported depending on your requirements, an existing report may need to be modified slightly to meet your needs.
- n. Employee schedules
  - i. Supported
- o. History /archival reports
  - i. Supported
- p. Punch edit history
  - i. Supported
- 4. Reports must be available containing history (weekly, biweekly, monthly, annual, etc.) of various data including sick leave, late punches, absenteeism, etc.

All historical data including results of any calculations are stored in the database and available for reporting purposes. Where it makes sense, reports include the ability to choose a specific date range or period. The solution comes with over 200 standard reports, ranging from employee-specific reports to financial statistics. If you have unique requirements beyond those listed, the standard reports can be modified, or you can create entirely new reports. Configurable options allow you to access custom reports from our web interface with user-



friendly parameters tailored to meet your needs. Please refer to Attachment C EmpCenter Standard Reports for a complete list of available standard reports.

5. Specify if any of these are not standard reports already created in the solution being offered.

All those listed are standard reports. These reports can also be tweaked to meet any unique requirements specific to the Des Moines Public Schools. In addition, we provide both graphical and SQL based capability for creation of custom reports, through best-of-breed tools from Business Objects.

For your convenience, we offer training in Report Writing and Database Schema; or our Professional Services can be engaged to create custom reports for individual customer needs. Highly parameterized general purpose reports can be developed. The resulting data can also be saved to Excel where it can be further analyzed, summarized, and manipulated by end users.

### **Capturing Time**

 Time capturing devices must be Ethernet or Wireless based and is capable of holding 72 hours of employee data.

The system supports several data collection methods including: online time sheets, online time clock (WebClock), badge readers, biometric readers, touch screens / slot readers, scanners, and touch tone telephony / IVR. Our time clocks supports magnetic stripe, bar code, and HID and Wiegand proximity readers. Hardware data collection devices are Ethernet-based. The terminals are capable of holding at least 10,000 transactions locally, and there is no time limit associated with the data storage. Even in the event of a power loss to the terminal, transactions remain on the terminal, and will not be lost. Likewise, the system can store an unlimited amount of time data, including both work and leave history entries.

2. Time capturing devices must not have to be polled.

EmpCenter data collection devices push transaction data to EmpCenter in real-time following employee transactions. Devices are not polled by EmpCenter.

 It is required that the time capturing devices be capable of using the District ID cards, which are proximity cards (sample card provided upon request)

EmpCenter is compatible with most types of access cards. The EmpCenter 1000, 2000 and 3000 terminals support HID proximity and HID iClass badge readers capable of recognizing 33-bit badges. WorkForce Software recommends providing sample badges for testing prior to ordering terminals.



4. Describe all the ways in which the proposed system can capture employee time.

A primary function of EmpCenter is to capture time, attendance, leave, and labor data. There are multiple methods for capturing data. Common methods include online time sheets, online WebClock, EmpCenter Engage (an android-based terminal that can be attached to the wall), badge readers, biometric devices, touch screen-enabled kiosks, smart phones (browser-based or app-based) and other mobile devices. WorkForce Software provides and fully supports leading data collection equipment so that you have only to deal with a single vendor.

5. Describe how an employee could clock in/out if they were in a remote location, not near a time clock or computer (i.e. wireless, cellular, etc.).

WorkForce Software is able to accommodate time capturing from remote locations. EmpCenter is a web-based, 100% real-time system. Your employees can access all of EmpCenter's functionality via intranet or internet.

Remote employees can utilize our EmpCenter Mobile product that enables them to use their smart phones for reporting time. These punches may include a GPS location so you can ensure that your employees are where you expect them to be.

Additionally, a touch-tone telephone interface is available that allows employees to punch in and out, and report absences. Interactive voice recognition (IVR) data collection provides a low total cost of ownership by turning any telephone into an automated data collection device. IVR provides a flexible, mobile method of tracking employee time. EmpCenter has API's to handle the interface to PDA's.

The EmpCenter Engage, a unique, wall-dockable tablet and software platform, can connect via wireless internet, in addition to the standard Ethernet and power over Ethernet (PoE) capabilities. Additionally, our traditional EmpCenter data collection devices have cellular modem capabilities, as well as standard Ethernet and PoE.

The system must support division/department cost center and job change with code entry at time capturing device.

EmpCenter's Activity Based Costing functionality provides the ability to track time against any number of labor distribution fields, including department/division codes as well as jobs, based on the needs of Des Moines Public Schools. These labor costing fields can be made available to employees from a variety of time capturing devices including several EmpCenter Terminals (time clocks), smart phones, web clock, online time sheets, etc. An employee's access to these codes will be based on the rules defined by Des Moines Public Schools.



7. The system MUST have a PC based browser/web clock available for clock in/out

EmpCenter's WebClock is a configurable online time clock that is used in place of a traditional wall-mounted badge reader. Employees use the WebClock to punch in and out as well as access read-only views of time sheets, accrual balances, and pay preview. All calculations and validations are applied immediately so that information is always current.

The WebClock is part of the standard EmpCenter web based user interface. There are no additional software or hardware requirements.

 The time capturing device or the system must allow restriction to use the terminal to certain employees to certain times of the day, and to certain accounts. In addition, some employees must be granted universal punch-in ability within security clearances.

Our data collection devices can restrict an employee from clocking in at a terminal outside of their scheduled hours. The ability to grant employees universal punch-in ability and specific security clearances is also available.

Supervisors (with and without PCs) must have an option to enter punches for employees in the event a card is misplaced.

Supervisors can perform these tasks within group entry screens and individual time sheets, accessible via tablets, PC's, kiosks, terminals, etc. In addition, our EmpCenter Mobile solution offers the functionality for supervisors to punch in for an individual or group of employees. Another option is to provide an employee with an ID code that can be entered via a keypad in the event the employee does not have a card.

10. Be synchronized for all time capturing devices based on server time.

EmpCenter Terminals synchronize time with a central host with each communication, while the host is typically configured to sync with the same time server as EmpCenter. Other EmpCenter time capture devices such as EmpCenter Mobile and WebClock directly utilize the EmpCenter application server time for all transactions.

11. Card reading devices must have an audible sound that indicates a successful and unsuccessful punch and have a message display that verifies by name that the punch registered.

Different audible sounds are supported via terminals to indicate whether a punch was successful or not. Once a punch is completed, the screen on the terminal will display the user name and the time they clocked in or out.



### Security

- 1. Have robust levels of security for Supervisors and employees. Some examples are:
  - An employee can only see certain data as defined by a Supervisor such as time and leave accrual (read only capability).

EmpCenter's role-based security reflects your organization structure, so employees can view data specific to the employee.

Security settings can be specified for each user role, employee population, system feature/screen, time entry code and time sheet field and time sheet tab. Security includes separate view/edit permissions. There is no fixed limit to the number of security roles that can be set up.

 Some Supervisors should have read only access to managerial tasks while other Supervisors can have read and write access.

EmpCenter provides flexible security, including the ability to specify which features, records, and fields'-specific users or groups may access, such as limiting some Supervisors to read-only access.

c. If an employee has more than one Supervisor, each Supervisor should only be able to see/edit/approve the time that the employee worked for them and not the other Supervisor.

EmpCenter Multiple Assignments is the ideal solution for environments where employees can hold more than one position at any given time. It provides an automated way to manage employees who work more than one job assignment at different pay rates, accrual rates, and for different managers. For example, a police officer may also have a part-time job with the Parks and Recreation department coaching Little League baseball, or a student tutor may also work for the school library. Each of these departments—police, parks and recreation, student services, and the university library—operates as an independent entity with separate pay rules, workflows, and approval procedures. However, the parent organization is responsible for ensuring regulatory compliance and paying the employee with a single check.

Multiple Assignments creates and processes a separate timesheet for each position held by an employee, so HR and payroll departments do not have to cross-calculate timesheets to ensure employees are paid accurately and there are no FLSA violations. Multiple job assignments are common in K-12 school districts, higher education and universities, hospitals and health care, public sector, and staffing firms. Unlike other workforce management solutions, EmpCenter easily supports this complex process without custom programming or awkward workarounds.



2. Individual functions can be turned on and off for individual employees/managers.

Users in the application have specific rights granted to them. The rights are stored in an application table. Most configurations involve some rights that are automatically created and assigned to the user via the import of data from your HR system. For instance, a manager will have rights to perform time entry and approvals only for the employees for whom she is responsible. The ability to create new users and/or grant additional rights is a secured function. The configured rights control exactly what records and fields a logged in user may access. For example, pay rate information can be restricted to the Payroll Department, preventing managers or other users from viewing it.

 Unavailable functions and tabs removed from screen and drop down menus (the employee won't see an option if they don't have access to it).

Using EmpCenter's configurable role based security described in item #2 above will ensure that employees only have access to those features, fields, codes, messages, tabs, etc. that pertain to their role and/or employee category.

4. Screen timeout/lockout when inactive for a certain amount of time.

The ability to automatically log off inactive users is a modifiable system property. The default is 2 hours.

The system must maintain an audit trail that tracks data changed, hold original data and user name of the person modifying or viewing an item.

EmpCenter includes a full audit trail for any data added, changed or deleted, including the user id, date/time of the change, initiating IP address, and a snapshot of the data prior to the change. The audit trail is stored in the database and is available for inclusion in reports. Standard audit reports are included with the system and can be modified, or new reports developed, according to your requirements.

# Services: Installation/Implementation

 The vendor must provide an onsite representative for initial discovery/system documentation/mapping and implementation of the system.

As part of the implementation lifecycle, the Requirements Analysis phase and certain training events may occur at a client's specified location. In the Requirements Analysis phase, a senior implementation consultant will be on site to meet with your project team members and subject matter experts to analyze and document Des Moines Public Schools business requirements.



2. The vendor must allow for an overlap of two biweekly/semi-monthly pay periods where the new system will run in tandem with the existing system to assure proper functionality. This test of two pay periods is to begin AFTER the new system is fully operational.

OK

## Licensing and Maintenance

 The District must be entitled to all maintenance and new product updates and upgrades as part of the annual maintenance agreement. Maintenance as stated here should include updates, upgrades, training on these upgrades and support for the base product and the support for the updates and upgrades.

WorkForce Software customers that maintain a maintenance contract will be provided with upgrades, including new version releases, at no additional cost.

Professional Services charges are only incurred if changes need to be made to the customer's specific configuration. Some customers self-upgrade and incur no Professional Services charges. Training is available for customers that wish to self-upgrade.

For details, please refer to Attachment D WorkForce Software Master Agreements.

2. Licensing must be based on concurrent users not number of employee records in the database.

Software licensing fees are typically based on the number of active employees being tracked in the system. WorkForce Software would be happy to work with the District on a custom agreement if desired.

 A maintenance program must be available for the time capturing devices. Discuss the warranty on time capturing devices and clarify situations where the warranty would not cover a damaged device. Discuss warranty replacement issues.

Time capture device maintenance and support is provided by WorkForce Software through support plans purchased by the customer.

Please refer to Attachment E EmpCenter Support Plans for detailed information.

4. If a time capturing device has to be replaced/repaired, diagnostics must be performed within 24 hours of notification. Replacement time clocks must be maintained in District stock room at no charge to the District until clock is needed. Replacement clock will be billable to District when used as needed/applicable.

Under WorkForce Software's Premium Support Plan, replacement clocks will be shipped overnight at no charge to the District. Other arrangements can be discussed, depending on the type and quantity of clocks purchased by the District.



#### **Training**

The implementation must include training both for system administrators and end users.
 Indicate the length of time each training session would last and the recommended number of attendees per session.

For EmpCenter Time and Attendance, WorkForce Software recommends 1 day for end-users and an additional 1 day for administrators.

For EmpCenter Advanced Scheduler, WorkForce Software recommends 1 day for schedulers, and an additional 1 day for administrators.

Please refer to WorkForce Software's response to Des Moines Public Schools Form of Proposal for our specific training fee assessment.

2. Cost future training needed should be included.

Additional course work is available at the costs quoted within the WorkForce Software response, to the Des Moines Public Schools RFP, for a period of 12 months.

#### Support

1. The vendor must be able to provide 24/7/365 support for the system, including system administrator information

Maintenance and support services are provided by WorkForce Software employees co-located in our Livonia, Michigan headquarters with the development and implementation staff. Support is staffed 24x7x365, excluding national holidays. WorkForce Software provides Help Desk and Emergency Support via phone and email.

For details of the various support plan options offered, refer to Attachment E EmpCenter Support Plans.

2. The vendor must allow some kind of support for regular end users.

Manuals are delivered as part of EmpCenter. Online help materials are deployed with the software and are also distributed in PDF format.

We continually upgrade our documentation with new releases of the software. Documentation is distributed with all product updates and is inclusive in the customer service support agreement. Our documentation set consists of the following:

- Installation and Administration Guide which provides the technical details necessary for the successful installation or upgrade of the WorkForce Software application
- Administrative Module Help which provides explanations of all Administrative Module menus and menu options. The Administrative Module is the application module for administration and configuration of the system.



- End User Manual teaches employees how to use our system to record time and attendance information and managers to use the system to manage the time and attendance information of their employees.
- End User Quick Reference Guides for a variety of tasks
- Basic Training Guide to teach administrative users how to create the most commonly used system policies
- Using the WorkForce Software Report Writer which introduces users to the reporting tool embedded in the application
- Data Dictionary which provides full information on the database schema.
- The vendor must provide a direct support representative (s) that the District can contact.
   We do not want to have to be on hold with a call center or go through a complex phone menu to reach a support representative.
  - Our Gold level support plan includes an Assigned Support Manager. For all other support plans, our Support team provides round-the-clock support on rotation. Our support system utilizes a single point of contact through a dedicated support phone number, with a streamlined approach that ensures reliable service and rapid response times. Customers calling for support will not have to navigate a phone menu.
- The dedicated support representative (s) must handle all problem resolution and escalation for the District.

Please refer to our previous response.



5. The vendor must have a response time of two (2) hours or less on reported problems.

The following represent average response times for cumulative Gold Level SLAs in Q4, 2010.

(o tollowing 15)	Severity Level	Actual Response Times	SLA Guaranteed Times
Time to Respond	Severity 1	14 minutes	1 hour
	Severity 2	18 minutes	2 hours
	Severity 3	1.8 hours	24 hours
Time to Resolve Severity 1 Severity 2 Severity 3	Severity 1	37 minutes	4 hours
	Severity 2	4.3 hours	24 hours
	30.7 hours	72 hours	

### **Desired Features**

## **Systems Basics**

 Timekeeper/manager controls initial screen layout and content to meet management by exception approach or other personal style.

EmpCenter is extremely flexible when it comes to defining time sheet layouts including which time entry format (i.e. in/out, elapsed, exception only, labor costing fields, etc.). Security is defined not only at the user profile level (employee, manager, HR, payroll, etc.), but also at the employee category. You can define as many user types and/or employee categories in order to tailor the application to best suit your environment. EmpCenter also offers different views for each time sheet layout to help expedite time entry. Each time the employee accesses their time sheet, the system will automatically place them in the last view displayed in their previous session.

For those employees that are required to track their hours against one or more labor costing fields, Des Moines Public Schools can decide which labor costing fields apply to each employee category, and employees assigned those job categories will only be able to report their time to those fields. This will ensure that the employee is able to report their time in an intuitive and simple format. Labor costing fields can have built in dependencies that will filter the relevant choices to prevent invalid entries. All calculations of premiums, shift differentials, etc. will still be performed automatically.



2. Flag errors with yellow warning and red as major error on screens.

Any conditions that need to be detected can be indicated through color-coded messages, based on the severity of the condition. These messages can be configured to display in various screens and/or sent in an email.

3. Support all fast entry formats throughout system, i.e. ?a for 7:00a.m.; 6p for 6:00pm; 1700 for 5pm.

Several fast entry formats are fully supported including those examples provided.

# System and Integration

System should be able to track employee's hours by work order/job key number. This
may require employees to punch in the work order number immediately after swiping the
badge. An employee could work on several jobs in a day requiring additional
swiping/punching.

For those employees that are required to track their hours against one or more labor costing fields, Des Moines Public Schools can decide which labor costing fields apply to each employee category, and employees assigned those categories will only be able to report their time to those fields. This will ensure that the employee is able to report their time in an intuitive and simple format. Labor costing fields can have built in dependencies that will filter the relevant choices to prevent invalid entries. These labor fields can be made available from a variety of data collection devices including terminals, web clocks, time sheets, and mobile devices.

In addition, EmpCenter provides the ability to import valid labor costing values from an external system. Reports can be set up to provide visibility into work orders, along with status and time/costs charged to those work orders. The above behavior can apply to multiple labor distribution breakdowns such as work order, job, project, etc., including combinations of multiple levels.

 System should be able to upload hours by individual work order/job key number into SunGard, the District Payroll System. This would be a separate upload that would be in addition to the upload noted under "System and Integration".

Bi-directional interfaces are available for SunGard. Imports and exports of employee data are performed on a scheduled basis. These interfaces are tailored to meet your requirements. Typically, updates are scheduled daily during off-peak hours, but can be real-time or near real-time if required. Updates can be scheduled as often as needed. EmpCenter can monitor any source application service or database for new or changed items. When new or changed items are detected, they are loaded into the EmpCenter database.



 It is highly desirable that end user training be held on-site at the District. We have computer training capability to accommodate.

Typically our on-site training includes: 2 days of End User, Manager and Administrator training, 2.5 days of report writing training and 1 day of testing tactics training. Below are course summaries describing the duration and intended audience.

# TR-01: Time and Attendance – Employee Functions

- Course Description: This course teaches employee functions related to reporting time, activities, and absences within EmpCenter.
- Audience: Human resources, payroll, managerial, and staff responsible for managing, supervising, or training employees who will use EmpCenter Time and Attendance to report time.
- Prerequisites: None
- Duration: One-half day

## **Capturing Time**

1. The system should prevent the issue of "buddy punching."

It is not possible to fully address this question without a more complete understanding of your concerns. However, we recommend the use of biometric data collection. Biometrics removes the very real concern about "buddy punching" shared by companies across all industries.

2. The system should accommodate the deaf and blind.

EmpCenter Mobile, version 9.3 and above, supports Section 508 Accessibility Standards. The EmpCenter Mobile user interface provides Section 508 compliance and supports usage for employees and managers with JAWS 12 and above on the Windows platform in conjunction with Chrome or Safari web browsers. Additionally, IVR interfaces are available to customers.

# Penalty Schedule / Miscellaneous

1. If through no fault of the District, full functionality of proposed solution is not achieved within the project deadline, vendor will reduce total cost of project by 5%, and an additional 5% for each 30 day delay thereafter which is not the fault of the District.

WorkForce Software agrees to negotiate a mutually acceptable penalty clause in the contract that protects the District for delays due to no fault of the District.



2. Time lines to be reviewed at specified milestones.

As part of WorkForce Software's proven implementation methodology, our Workforce Management implementation engagements begin with a Plan Phase. As part of the Plan phase, WorkForce Software produces a draft project plan including all high-level tasks, activities, and milestones required to successfully implement the Workforce Management solution for Des Moines Public Schools.

The draft project plan is reviewed with the Des Moines Public Schools project team during the Project Kickoff. After Kickoff, the WorkForce Software Project Manager and the Des Moines Public Schools Project Manager work collaboratively to incorporate any client requested changes into the plan and publish the initial project plan.

After the initial requirements are agreed upon, should a change occur, the project manager will create a Project Change Order (PCO) for your review and approval prior to completing the noted changes.

The District will not be responsible for any cost that should have been disclosed but was not in the response to this RFP.

All costs that are contemplated in the RFP have been disclosed.

4. List the items included in the maintenance agreement.

Please refer to Attachment D WorkForce Software Master Agreements.

5. Any additional costs or constraints on the proposed licenses should be clearly stated.

Please refer to WorkForce Software's response to Des Moines Public Schools Form of Proposal for pricing details.



### Tab #5 Exceptions/Alternatives

List and detail any / all exceptions with the statement of work as presented or omissions you feel need to be addressed.

Please refer to the redlines contained in this RFP (Attachment F) and supplier's standard terms of agreements.

Based on its experience, WorkForce believes that it is in the best interest of the Des Moines Independent Community School District (the "District") and any successful vendor that a comprehensive, definitive requirements listing with appropriate negotiated contract language be developed and relied upon fully to engage the successful vendor. This is because the District, as a direct result of the bidding process, may change, add or delete requirements. In this way, both the District and WorkForce, if chosen as the successful vendor, will completely understand the District's needs and both parties will understand the terms and conditions under which those requirements are to be met.

This approach is reflected in the fact that certain terms and conditions which are germane to this specialized type of transaction are not included in the RFP/proposed contract language. WorkForce has attached its standard agreements to this RFP for review and consideration by the District. To the extent anything contained in these standard agreements differs from any terms contained in this RFP, including, but not limited to, those terms present in the attached documents not found in this RFP, WorkForce reserves the right to negotiate, and welcomes the opportunity to discuss, these terms in order to reach an agreement acceptable to both the District and WorkForce. Therefore, the failure of WorkForce to modify a given RFP provision does not indicate approval of such provision.





### Software, Platform and Hardware Requirements

### Overview

This document details the technical requirement for using EmpCenter Release 9.1.1 on client computers and servers. WorkForce Software periodically changes the list of supported platforms as these other systems age and newer releases are made available. Contact WorkForce Software for information on planned changes.

EmpCenter requirements are listed as either supported, compatible or not supported.

- Supported
  - Systems listed as supported are the environments and components for which WorkForce Software will address interoperability issues. Customers must use the versions of systems identified by this reference to receive support for these systems. In addition, customers may be required to (a) configure these systems in specific ways to function properly with EmpCenter, and (b) install or use specific patches or releases, as instructed by WorkForce Software.
- Compatible
  - Systems listed as compatible have either been tested successfully with certain versions of our software or used in production by customers. These systems may work successfully in your environment; however, there may be minor functional issues because they are not officially supported. WorkForce Software may, at its discretion, choose to resolve interoperability issues with these systems. Please be advised that any support for issues that result from the use of systems or versions of systems listed as compatible will qualify as billable.
- Not Supported
  - Systems listed as not supported are not recommended for deployments of EmpCenter at any time. WorkForce Software will not address interoperability issues with these systems.



### **Client Requirements**

**EmpCenter Application Web Browser** 

Client web browser support for the complete EmpCenter application is indicated in the following table:

Web Browser	Client O/S	Status
nternet Explorer 9	Windows Vista, 7	Supported
Internet Explorer 8	Windows Vista, XP, 7	Supported
Internet Explorer 7	Windows XP	Supported Note: EmpCenter will likely experience performance issues when accessed with IE 7.
Internet Explorer 6	Windows XP	Not Supported
Firefox ESR	Windows Vista, XP, 7	Supported
Firefox	Windows Vista, XP, 7	Supported
Firefox	OS X 10.x	Compatible
Safari 5.1	OS X 10.5, 10.6, 10.7	Supported
	OS X 10.4	Compatible
Safari 4.1	iOS 5	Supported
iPad Safari	Windows Vista, XP, 7, OS X 10.x	Supported
Chrome Android Tablet	Firefox 3.0, 4.0 / Default browser 4.0.3 and up	Compatible

The web interface does not require any plug-ins with the following exception:

Administrative functions in Absence Compliance Tracker require the Adobe Flash Player plug-in, version 10.1 or higher.

WebClock Users Only: The off-line mode for WebClock requires Firefox, Safari, or Chrome. Off-line mode will not work with Internet Explorer. Additionally, Chrome requires WebClock have a valid SSL certificate when using https.

EmpCenter Analytics Users Only: EmpCenter Analytics requires Internet Explorer 7 or 8 and will not work correctly with other browsers.

Advanced Scheduler Users Only: Advanced Scheduler requires Internet Explorer or Firefox and will not work with Safari or Chrome.

Some configuration errors are only detectable through a JavaScript error message. Internet Explorer users should turn on JavaScript error notifications in Internet Explorer when configuring and testing. To do this:

- On the Internet Explorer menu bar, select Tools > Internet Options.
- 2. Click the Advanced tab.
- 3. Place a checkmark next to Display a notification about every script error.
- Click OK.



### **EmpCenter Mobile**

EmpCenter Mobile supports the following devices:

EmpCenter Mobile supports the following	
Pellica	O/S
Device Android phone with at least 1 GHz processor speed and 384MB of RAM	2.3.2 to 2.3.x, 4.0.4 and higher
Android tablet	4.0.3 and up
	iOS 5
iPad	108 5
iPhone	1000

### EmpCenter To Go

EmpCenter To Go supports the following devices:

O/S
OS 2.1 and higher Note: Smart phone devices only.
4.5 and higher
All models
3G/3GS and higher
ı

### Client Hardware

Recommended client hardware requirements include Intel 2.0+ GHz Core CPU, 1 GB RAM, running on Windows XP/7 or OS X and a minimum screen resolution of 1024 x 768.

Note: For optimal performance, the Administrative Module requires 2 GB of RAM.

### Administrative Module Operating System

Operating system support for the Administrative Module is indicated in the following table:

Operating system support for the Administrative means	
5.11 × 0/0	Status
Client O/S	Supported
Windows XP, 7	Not Supported
OS X	- I different then that for

The support for operating systems running the Administrative Module is different than that for running the web interface.

### Java (JRE) Requirements

JRE requirements for the Administrative Module are as follows:

JRE requirements for the Administrative Mod	ale die de leite
System	Status
System	Supported (Recommended)
JRE 7.0	
JRE 6.0.10 or later	Supported





JRE requirements for EmpCenter Analytics are as follows:

JKE tedatients to Embooms and	
System	Status
	Supported
JRE 6.0.10 to 6.0.18	Supported

### USB Biometric Devices/Readers

EmpCenter supports the integration of Lumidigm and Silex biometric devices, plugged in to a USB port on a computer for biometric verification of logins to EmpCenter. Each client computer attached to a biometric device requires the installation of BioWeb Link software. In addition, use of these devices on client computers requires a biometric authentication server, which lets the biometric devices communicate with EmpCenter installed on 64-bit hardware or a Unix platform. The installation procedure is detailed in Appendix E: Configuring EmpCenter for Biometric Logins in the EmpCenter Installation and Administration Guide.

- Lumidigm devices/readers are compatible with 32-bit and 64-bit Windows client computers, except for 64-bit Windows XP. The devices function on all standard, supported browsers; however, WorkForce Software strongly recommends applying all hotfixes for Windows and Internet Explorer, particularly when using Internet Explorer 8. The computers require a connection to the biometric authentication server running on Windows.
- Silex Biometric devices/readers are compatible only on a 32-bit Windows client computers, for use with only Internet Explorer. The computers require a connection to the biometric authentication server. Additionally, you will need to install the biometric login ActiveX control to any computer attached to a Silex biometric device.

### **Server Requirements**

Server Operating Systems (Application Server, Web Server Components)

Support for the application server and web server components of EmpCenter is specified in the following table.

All operating systems must be 64-bit. Note:

	Status
System Windows Server 2008, 2008 R2 Includes all service packs for Windows Server 2008	Supported (Recommended)
Windows Server 2003 x64	Supported
Redhat Enterprise Linux 6	Supported (Recommended)
Redhat Enterprise Linux 5	Supported
Redhat Enterprise Linux 4	Compatible
HPUX 11/11i	Compatible
Solaris 10 (SPARC or Intel)	Compatible
	Not Supported
Windows XP, Vista, 7  AIX	Not Supported

### Virtualization

EmpCenter may be run in a virtual environment. For guidelines, see Appendix L: Running EmpCenter Under VMware in the EmpCenter Installation and Administration Guide.



SOFTWARE, PLATFORM, AND HARDWARE REQUIREMENTS

Status
Supported
Compatible
Not Supported

### E-mail

EmpCenter can be configured to automatically generate and send e-mail messages when certain conditions are present. To send e-mail, an SMTP-enabled mail server, such as Microsoft Exchange or Lotus Notes, is required.

### **Database Management Systems**

Oracle DBMS support is listed in the following table:

a	Server O/S	Status
System Oracle 11g (Release 2)	Linux / Solaris / HP-UX / AIX / Windows Server	Supported (Recommended
Oracle 11g (Release 1) Oracle 10g (Release 1 & 2)	Linux / Solaris / HP-UX / AIX / Windows Server	Compatible
Oracle 10g (Release 1 & 2)	Not Supported	Not Supported

### SQL Server DBMS support is listed in the following table:

System	Server O/S	Status
SQL Server 2008, 2008 R2 Enterprise*	Windows Server	Supported (Recommended
SQL Server 2008, 2008 R2 Standard	Windows Server	Supported
SQL Server 2005 (Enterprise/Standard)	Windows Server	Compatible
SQL Server 2000	Not Supported	Not Supported
SQL Server 2012	Windows Server	Support expected in 2013

<sup>\*</sup> The Enterprise version of SQL Server 2008 and 2008 R2 features database compression. EmpCenter expects to support database compression in a later release.

### Known Database Issue

A problem has been identified with certain versions of Oracle.

### Oracle Bug #3166756: Bug 3166756 Self deadlock (ORA-60) / OERI possible on LOB index update.

This bug is present in Oracle versions 10.1.0.2 or earlier. It can potentially support cause deadlock problems.

### Web Servers

The following web servers can be used:

The following web servers out to as		
Web Server	Server O/S	Status
Apache HTTP Server 2.0, 2.2	Linux / HPUX / AIX / Solaris	Supported
Apacile III II Golfer 2.0,		



SOFTWARE, PLATFORM, AND HARDWARE REQUIREMENTS

	Server O/S	Status	
Web Server	Windows Server 2008 R2	Supported	
IIS (7.5)	Windows Server 2008	Supported	
IIS (7.0)	Windows Server 2003	Supported	
IIS (6.0)	VVIIIdovis Co. Vo. 2000		

### **Application Servers**

The following Application Servers can be used:

he following Application dervers car: 20 the	
	Status
System Apache Tomcat (Versions distributed with EmpCenter only)	Supported (Recommended)
Apache Tomcat (Versions distributed with EmpCenter)	Not Supported
Apache Tomcat (Any version other than that distributed with EmpCenter)	Supported
WebSphere Application Server 7.0.0 FixPack 17	
WebLogic	Not Supported
Vyebbogic	us - 14- seels system to large

Multiple application servers (on different physical boxes) can be utilized to scale system to large volumes and improve reliability.

### Java (JDK) for Tomcat

Support for a JDK is contingent on using the JDK on a supported operating system platform and with a supported application server.

Supported application on the		
	Server O/S	Status
System	All 64-bit platforms	Supported (Recommended)
Sun JDK 6.0 64-bit update 32*	All 64-bit platforms	Compatible
Sun JDK 6.0 64-bit (update 10 to 17, 31)*	t the Ale	in a courity massage in

Note: A known issue exists with Java 6.0 update 31 and requires clicking No in a security message in order to access EmpCenter Analytics.

### BusinessObjects

The following table lists the server operating systems supported for BusinessObjects.

System	Status
Windows Server 2008 x64, Windows Server 2003 x64	Supported (for instructions on setting up the BusinessObjects server on 64-bit server, refer to the Installation Guide for Windows in xir31_sp2_install_win_en.pdf, which is located on the EmpCenter distribution files).  See xi31_sp2_supported_platform_windows_en.pdf for minimum requirements.
Linux RedHat 5, 6	Supported (for instructions on setting up the BusinessObjects server on 64-bit server, refer to the Installation Guide for Unix in xir31_sp2_install_unix_en.pdf, which is located on the EmpCenter distribution files).  See xi31_sp2_supported_platform_linux_en.pdf for minimum requirements.

<sup>\*</sup> Due to known issues introduced in Java 6.0 updates 18 and 21, WorkForce Software recommends using Java 6.0 updates 10 to 17, 31, and 32.



The following table lists the database management systems supported for BusinessObjects.

THE TOTTOWING TABLE HOLE THE		
System	Sever O/S	Status
SQL Server 2005, SQL Server 2008	Windows Server	Supported (for supported database connectivity drivers, refer to xi31_sp2_supported_platform_linux_en.pdf or xir31_sp2_supported_platform_windows_en.pdf, which is located on the EmpCenter distribution files)
Oracle 10g (Release 2)	Linux, Windows Server	Supported
Oracle 11g (Release 2), Oracle 11g (Release 1)	Linux, Windows Server	Compatible

WorkForce Software has tested and verified the BusinessObjects installation on the Tomcat application server distributed with BusinessObjects enterprise server. While BusinessObjects server can be installed with IIS and other Java application servers, WorkForce Software only supports BusinessObjects installation with the Tomcat installation distributed with BusinessObjects.

For more information on supported platforms, including connectivity driver requirements, open the BusinessObjects installation files and navigate to: \DOCS\xi3\_1\_bip\_deploy\_plan\_en.pdf

### Server Hardware

We will help you choose the right type of hardware and software on which to run the system. We look at factors such as the complexity of your business rules, existing equipment and applications, expected usage patterns, and anticipated growth. All of these factors help us determine the costs and benefits of using different hardware configurations.

For all EmpCenter solutions, WorkForce Software assumes the following:

- CPUs are current, high-end Intel or AMD models. One application server of the minimum size is estimated be adequate to run the system; the recommended sizing will provide better performance. A second server, which may be load balanced, is recommended for redundancy. To prevent performance issues, WorkForce Software recommends redundant hardware load balancers with a minimum of 8 cores per server. Some form of database redundancy is also recommended.
- The application server hardware, operating system, and Java Virtual Machine (JVM) must be 64-bit for all usage levels.

Please be advised that these are estimates only. Actual hardware requirements may vary based on a number of factors specific to your organization. Many different factors determine the optimal system requirements. For example, in Time and Attendance, Activity Based Costing will increase the amount of application server RAM needed and use of the Group Screen will increase the application server RAM and cores needed. Line Approval will require doubling the amount of database server RAM.

Time and Attendance (optionally with Absence Compliance Tracker)

Note: The CPU requirements assume use of 2.7 GHz Modern Xeon or equivalent.

	Application Server Machine			Database Server Machine		
Number of	Number of	Memory	Disk Space	Number of CPU Cores	Memory (RAM)	Disk Space
Employees_	CPU Cores	(RAM)	30 GB	4	12 GB	30 GB/yr
<2,500	4	9 GB		<del>+ - ;</del>	12 GB	60 GB/yr
5,000	6	12 GB	30 GB		12 GB	120 GB/yr
	8	18 GB	30 GB	4		240 GB/yr
10,000	12	36 GB	30 GB	8	25 GB	
20,000	12	48 GB	30 GB	8	38 GB	360 GB/yr
30,000	16	40 GB		<u> </u>		



SOFTWARE, PLATFORM, AND HARDWARE REQUIREMENTS

	30/14/4/12/12/14
40,000 24 72 GE	
60,000 32 35 GU 60,000+ Requires consultation with	WorkForce Software

Time and Attendance with Advanced Scheduler (optionally with Absence Compliance Tracker)

Note: The CPU requirements assume use of 2.7 GHz Modern Xeon or equivalent.

Application Server Machine			e	Database Server Machine		
Number of	Number of	Memory	Disk Space	Number of CPU Cores	Memory (RAM)	Disk Space
<b>Employees</b>	CPU Cores	(RAM)	30 GB	4	12 GB	40 GB/yr
<2,500	4	9 GB		1 - 1	12 GB	76 GB/yr
5,000	6	12 GB	30 GB	1	12 GB	152 GB/yr
10,000	8	18 GB	30 GB	1 4	25 GB	300 GB/yr
	18	36 GB	30 GB	8	38 GB	448 GB/yr
20,000	24	48 GB	30 GB	12		600 GB/yr
30,000	32	72 GB	30 GB	16	50 GB	900 GB/yr
40,000 60,000	48	96 GB	30 GB	20	75 GB	1 SOU GETY

Absence Compliance Tracker (Standalone)

Note: The CPU requirements assume use of 2.7 GHz Modern Xeon or equivalent.

Application Server Machine			Database Server Machine			
Number of	Number of	Memory	Disk Space	Number of CPU Cores	Memory (RAM)	Disk Space
<b>Employees</b>	CPU Cores	(RAM)	30 GB	Δ	12 GB	15 GB/yr
<2,500	4	9 GB		<del>                                     </del>	12 GB	30 GB/yr
5,000	6	12 GB	30 GB	1 4	12 GB	60 GB/yr
10,000	8	18 GB	30 GB	4	20 GB	120 GB/yr
20,000	8	36 GB	30 GB	4	30 GB	180 GB/yr
	12	48 GB	30 GB	8		240 GB/yr
30,000	16	72 GB	30 GB	8	40 GB	360 GB/yr
40,000 60,000	24	96 GB	30 GB	12	60 GB	L 300 GDIYI

Fatigue Management Nuclear Industry Pak

Note: The CPU requirements assume use of 2.7 GHz Modern Xeon or equivalent.

	Application 5	Server Machin	е	Database Server Machine		
Number of Peak	Number of CPU Cores	Memory (RAM)	Disk Space	Number of CPU Cores	Memory (RAM)	Disk Space
Employees_			30 GB	4	12 GB	32 GB/yr
2,000	8	24 GB		4	24 GB	64 GB/yr
3,000	8	30 GB	30 GB	4	30 GB	96 GB/yr
4,000	8	30 GB	30 GB		36 GB	128 GB/yr
5,000	8	30 GB	30 GB	4	48 GB	160 GB/yr
3,000	10	30 GB	30 GB	4	54 GB	192 GB/yr
	12	36 GB	30 GB	4	60 GB	224 GB/yr
7,000	14	36 GB	30 GB	4	72 GB	256 GB/yr
8,000	16	36 GB	30 GB	4		288 GB/yr
9,000	16	36 GB	30 GB	4	78 GB	320 GB/yr
2,000 3,000	18	42 GB	30 GB	5	84 GB	320 GD/yl

If using Advanced Scheduler with Fatigue Management, please add 15% to the database server requirements.





### Additional Considerations for Fatigue Management Calculations

Because of the heavy usage due to calculations related to scheduling, Fatigue Management makes additional demands on the application and database servers. As a result, WorkForce Software provides information in the following table about requirements based on the number of employees and amount of time to consider when scheduling.

Number of CPU Cores	4	8	16
	Estimated En	ployees Per Minute	
Calculate one week	1200	1920	3200
Calculate 6 week shift	171	274	457
Calculate one year	23	37	62
Calculate one year	For 1000 emp	ployees, the estimated mi	nutes of application server CP
Calculate one week	0.8	0.5	0.3
Calculate 6 week shift	6	4	2
Calculate o week start		27	16

Consider the following when determining your hardware needs:

- Daily interactive usage, where scheduled or actual time is changed in the near term, is expected to
  require calculation of the current week and six weeks forward to verify all fatigue rules, at rates shown
  in the "Calculate 6 week shift" rows above. A user can generate a substantial load on the server for a
  brief period when manipulating schedules or time sheets for a group of employees. A single user can
  take advantage of multiple cores on a single server, but not across multiple servers; more cores will
  provide better response times when working with groups of employees.
- Heavier usage may occur when planning outages or other major schedule changes. Recalculation of six-week shifts is expected be to done repeatedly in such planning, with potentially more concurrency between users.
- Call-in lists generated using the Advanced Scheduler are also expected to require calculations of sixweek shifts for multiple employees.
- For reporting and long-term scheduling, the system will calculate a year or more forward for
  employees with changed data, at least daily, at rates shown for "Calculate one year" in the table.
  Minimum sizing aims to be able to calculate a full year of data for all employees within approximately
  4 hours. Database CPU requirements are typically 20-30% of the application server CPU. The
  database RAM requirements are targeted to keep much of a year's data cached.

### Requirements for BusinessObjects Reports Server

The following table provides general guidelines for the hardware needed to handle reporting demands.

Note: The CPU requirements assume use of 2.7 GHz Modern Xeon or equivalent.

Number of Reports	Recommended CPU	Recommended RAM	Number of RAS Servers
Per 30 Minutes	Cores	2 GB	1
100	3	4 GB	2
200	5	15 GB	8
750	17	20 GB	10
1000 1500	33	30 GB	<u>  15                                   </u>



SOFTWARE, PLATFORM, AND HARDWARE REQUIREMENTS

Note: Please be advised that these are estimates only. Actual hardware requirements can vary based on a number of factors including average report size.

### **Backup Requirements**

Because most EmpCenter activity is stored in the database, backup of the database is critical. Regular backups should be scheduled using the database system tools. EmpCenter directories should also be backed up using a system backup tool.

If you require assistance with setting up a backup system, please contact your WorkForce Software representative.

### Bandwidth Information

While WorkForce Software does not impose any specific bandwidth requirements for running the EmpCenter Time and Attendance application, we offer you the following general information.

- All of the EmpCenter application web pages use pure HTML and JavaScript. The EmpCenter web interface page sizes are generally similar to accessing any common news web page (e.g., CNN.com), and therefore have similar bandwidth needs. The EmpCenter web interface does not have any large or complex images, and this further minimizes the bandwidth requirements.
- The traffic between the web server and application server is similar to the accessing the EmpCenter web interface and should be relatively light. However, small delays here could hurt many users. These servers should be on a network with low latency and high speed.
- The volume of traffic between the application server and database server is very high, and a high speed network is crucial. Generally the web server, application server, and database servers should be on the same server or on separate servers connected with a high speed interconnect such as a Gigabit switched backbone.

### Biometric Authentication Server Requirements

Use of Lumidigm and Silex biometric devices plugged in to USB ports on client computers for biometric verification of logins to EmpCenter requires a biometric authentication server. The biometric authentication server lets the biometric devices communicate with EmpCenter installed on 64-bit hardware or a Unix platform.

The requirements for the biometric authentication server vary based on whether integrating Lumidigm or Silex devices. For installation information, see Appendix E: Configuring EmpCenter for Biometric Logins in the EmpCenter Installation and Administration Guide.

- 32-bit or 64-bit Windows Server is required for Lumidigm integration; 32-bit Windows Server is required for Silex integration.
- Windows Server 2003 is not supported for biometric authentication servers integrated with Lumidigm.
- BioWeb Link software is required for Lumidigm and Silex integration (on the biometric authentication server and all client computers).
- For Lumidigm integration, a Lumidigm M311 (Mariner) device is required to be attached to the server as well as client computers.

# SOFTWARE SOFTWARE

Standard Reports in EmpCenter



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There are many standard reports included in EmpCenter, ranging from employee specific reports to financial statistics. All of the reports are easily configurable and include user-friendly parameters that allow you to report on a large array of data. The following pages will give you Timesheet Audit - No Time Exists Within 2 an idea of what some of the reports in EmpCenter look like. The complete list of reports in EmpCenter is included here for your reference as well.

Employee Detail Data Collection Device - Orphaned Trans. Data Collection Device - Modified Trans. Data Collection Device - Transactions Accrual Liability by Assignment Group Data Collection Device - Errors Biometric Enrollment Status Accrual Liability by Employee Assignment Change History **Budgeting by Department** Assignment Group Detail Budgeting by Pay Code Approaching Overtime Approved Time Off Absence Summary Batch Job Details Delegated Roles All Roles by User 14 Day Schedule Absence History Accrual Detail Daily Activity Arrived Early Arrived Late Accrual

Employee Import Retroactive Changes Employee Detail with Timesheet Detail Employees with Less Than Expected Employee Timesheet Detail with Pay Employee Timesheet with Signature Employee Hours vs. Payroll Hours Employees Currently on Premise Employee Timesheet Comments Employee Totals by Month Employee Timesheet Audit Scheduled Hours Employee Timesheet Employee Summary **Exception History** 

Expected vs. Actual Employees on Prem. Field Definitions for LD Tables

Hours Worked by Pay Code Imported Bank Balances FMLA Analysis **Group Roles** 

Labor Cost by Assignment Group Labor Cost by Project LD Table Definitions Labor Analysis Login History Left Early Left Late Delegated Roles by Term'd. Employees Employee Absence History Employee Accrual History

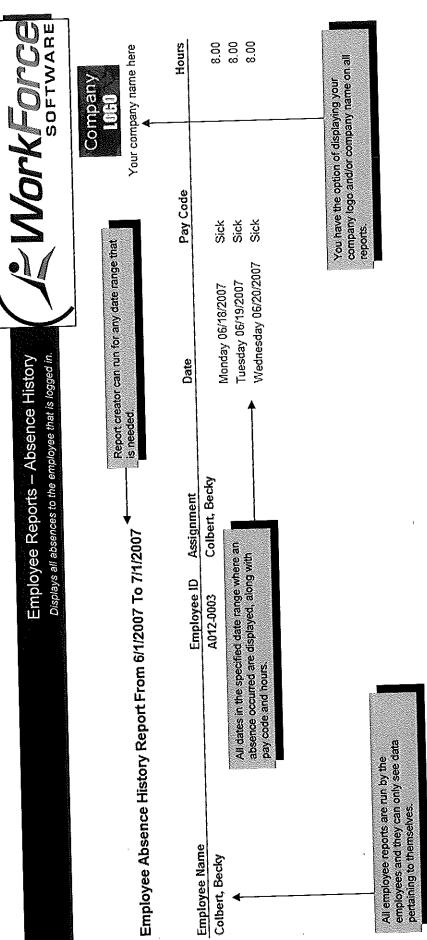
Manager Roles

Employee Contact Information

**Employee Anniversary** 

Timesheet Exceptions -- Date Range Unapproved Locked Timesheets Timesheet Audit - Who Changed Unscheduled Time Worked Days of Pay Period End Timesheet With Signature Unsubmitted Timesheets Timesheet Detail with Pay Unapproved Timesheets Timesheet Output Query Timesheets Not Closed Timesheet Detail Query Timesheet Exceptions Timesheet Comments User Roles by Group WorkForce Errors WorkForce Audit Schedule Template Usage - Date Range PTO Liability & Usage by Employee Timesheet Audit -- Date Range Schedule vs. Actual by Project Terminated Employees Detail Schedule vs. Actual by Day Schedule vs. Actual Graph Schedule Template Usage Schedule vs. Actual Detail OT Summary by Supervisor Non Scheduled Employees Pay Code Totals by Month Projected Schedule Cost Schedule - Date Range Pay Code Set Definition Timesheet Approval Overtime Equalization Schedule Variance Specific Pay Code Time Off Request Recorded Time Off Timesheet Audit Payroll Transfer New Hire Report Pay Calculation Timesheet Schedule





### C NORKFORCE SOFTWARE

Employee Reports - Accrual History

Displays accrual history to the employee that is logged in.

Employees can choose how much history they want to display. Accrual History With 5 Years of History

ur company name here

	00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	
End Balance	00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	
Used E	0.000000000000000000000000000000000000	
nsferred		
Accrued Cleared Terminated Transferred		>
earedTern	See	a Veare of History
ccrued Cle	allow for 6000 0000 0000 0000 0000 0000 0000 00	
Initial Balance A	d by Bank to	diffic
Engre Pate Rank Initial	Description   Description	
ů		

Rejected and Requested Time-Off Requests With 5 Years of History

				CONTROL OF THE PARTY OF THE PAR	Description of the displayed	Kejecieu aliu peliulig loducios de la company	in a separate section to allow the employee to	determine future balance.						
				/	/		,	$\setminus$						
	Hours	8.00 8.00	¥ 9.6 9.6	24.00	754-00	000	9 0	, c	<b>₹</b>	φ c	900	9 6	0.00	00.00-
•	Event Type Hours	Rejected		Kejected		1	Kednested	Requested	Requested	Requested	Requested	Kednested	Rednested	
שמינים שונים וניסיקים שנים ביינים	Event Date Bank	Rejected 05/28/2007 PTO	05/29/2007 PTO	05/30/2007 PTO	Total Rejected Hours	Requested	06/01/2007 FMLA	06/02/2007 FMLA	06/03/2007 FMLA	06/04/2007 FMLA	06/05/2007 FMLA	06/06/2007 FMLA	06/07/2007 FMLA	Total Requested Hours

### Employee Reports – Timesheet

(





Employee Timesheet Report For Period Containing 5/7/2007 ▲

One pay period at a time is displayed to allow ease of analysis.

Your company name here

Assignment

Hours

Begley, Brian (00012)

Employee

Begley, Brian 10011

Timesheet Version Work Date Pay Code

Out Time

In Time

7:00 pm 7:00 pm 7:00 pm 8:00 am 8:00 am

> Regular Regular

> > 05/09/2007

Regular

05/07/2007 05/08/2007

7:00 pm 11:00 am 8:00 am 8:00 am

8:00 am

Regular

Regular 05/11/2007 05/10/2007

All employee reports only display information related to the employee that is logged in.

All details about the requested timesheet are displayed.

### Employee Reports – Timesheet Audit

Displays all time entries, whether made by the employee or not, to the employee that is logged in.



Timesheet Audit Report For Period Containing 5/20/2007 ◆

One pay period at a time is displayed to allow ease of analysis.

CCE CCE CCE CCE CCE Sheet is displa sthe change a Sc.		Par Hear	Action	Action Work Date Pay Code	Pav Code	Hours In Time Out Time Project Task	IP Address
Albert (00075)  WORKFORCE Insert 05/21/2007 PTO  WORKFORCE Insert 05/22/2007 PTO  WORKFORCE Insert 05/24/2007 REG  WORKFORCE Insert 05/24/2007 REG  WORKFORCE Insert 05/24/2007 REG  change to the timesheet is displayed, ng time, who made the change and pee of change it was.	Citaliged	20 62					
WORKFORCE Insert 05/21/2007 PTO WORKFORCE Insert 05/22/2007 PTO WORKFORCE Insert 05/22/2007 REG WORKFORCE Insert 05/22/2007 REG WORKFORCE Insert 05/25/2007 REG magine, who made the change and mpe of change it was.	Gmalasso: Tame Alb	GT (00075)				Assignment: Tams, Albert 10074	
WORKFORCE Insert 05/22/2007 PTO WORKFORCE Insert 05/22/2007 REG WORKFORCE Insert 05/23/2007 REG WORKFORCE Insert 05/25/2007 REG magine, who made the change and magine who made the change and magine who made the change and	Limployee. Tame, And	(0.000)	1	7.000	O L	eo	127.0.0.1
WORKFORCE Insert 05/22/2007 PTO WORKFORCE Insert 05/22/2007 REG WORKFORCE Insert 05/22/2007 REG WORKFORCE Insert 05/25/2007 REG  change to the timesheet is displayed, ng time, who made the change and ripe of change it was.	6/4/2008 11:07:47AM	WORKFORCE	IISeri	USV2124001	Ž		40.404
WORKFORCE Insert 05/23/2007 REG WORKFORCE Insert 05/24/2007 REG WORKFORCE Insert 05/25/2007 REG Change to the timesheet is displayed, ng time, who made the change and npe of change it was.	6/4/2008 11:07:47AM	WORKFORCE	Insert	05/22/2007	PT0	∞	1.27.0.0.1
WORKFORCE Insert 05/25/2007 REG WORKFORCE Insert 05/25/2007 REG change to the timesheet is displayed, ng time, who made the change and npe of change it was.	6/4/2008 11:07:58AM	WORKFORCE	Insert	05/23/2007	REG	∞	127.0.0.1
workforce insert 05/25/2007 REG thange to the timesheet is displayed, no time, who made the change and pe of change it was.	6/4/2008 11:07:58AM	WORKFORCE	Insert	05/24/2007	REG	€	1.0.0.721
Every change to the timesheet is displayed, including time, who made the change and what type of change it was.	6/4/2008 11:07:58AM	WORKFORCE	Insert	05/25/2007	REG	60	127.0.0.1
Every change to the timesheet is displayed, including time, who made the change and what type of change it was.	<b>4</b> -	<b>4</b> -	<b>←</b>				
Every change to the timesheet is displayed, including time, who made the change and what type of change it was.		,				The ID Address where the chance occurred is	nae occurred is
Every change to the timesneet is displayed, including time, who made the change and what type of change it was.						displayed for tracking purposes.	S.
what type of change It was.	Every chan including tir	ge to the unresneer is dispine, who made the change	and and				
	whattype c	n change It was.					

## Employee Reports - Timesheet Detail with Pay Detail

Displays detailed timesheet entries along with associated pay to the employee that is logged in.



Timesheet Detail with Pay From 5/1/2007 To 6/1/2007

Report creator can run for any date range that is needed.

8:00 am 11:00 am 3:00 \$ 54.00 1 8:00 am 7:00 pm 11:00 \$ 206.10 1 6:50 am 7:00 pm 11:00 \$ 206.10 1	Pay Code Project For Pay Period Starting: 5/6/2007 REG REG REG	Task 17	Date 05/07/2007 05/08/2007 05/09/2007	8:00 am 8:00 am 8:00 am 8:00 am 8:00 am	End Time Hours 7:00 pm 11.00 7:00 pm 11.00 7:00 pm 11.00		\$ 206.10 \$ 206.10 \$ 206.10 \$ 206.10	Version 1	Version Comments  1 Employee Comments Here 1 Employee Comments Here 1 Employee Comments Here 1 Employee Comments Here	
05/14/2007 8:00 am 7:00 pm 11.00 \$ 206.10 1 05/15/2007 8:00 am 7:00 pm 11.00 \$ 206.10 1 05/16/2007 8:00 am 7:00 pm 11.00 \$ 206.10 1 05/17/2007 8:00 am 7:00 pm 11.00 \$ 206.10 1 05/18/2007 8:00 am 7:00 pm 11.00 \$ 206.10 1 05/18/2007 8:00 am 7:00 pm 11.00 \$ 206.10 1 65.00 \$ 1,030.50 Any,comments th displayed, along			05/11/2007	8:00 am	11:00 am	3.00		<b>-</b>	Employee Comments Here	
05/16/2007 8:00 am 7:00 pm 11.00 \$ 206.10 1 05/17/2007 8:00 am 7:00 pm 11.00 \$ 206.10 1 1 05/18/2007 8:00 am 7:00 pm 11.00 \$ 206.10 1 sandipay are displayed to the 55.00 pm 11.00 \$ 1,030.50 and pay are displayed to the 55.00 pm 11.00 \$ 1,030.50 and pay are displayed to the 55.00 pm 11.00 \$ 1,030.50 and pay are displayed to the 55.00 pm 11.00 \$ 1,030.50 and pay are displayed to the 55.00 pm 11.00 \$ 1,030.50 and pay are displayed to the 55.00 pm 11.00 \$ 1,030.50 and pay are displayed to the 55.00 pm 11.00 \$ 1,030.50 and pay are displayed to the 55.00 pm 11.00 \$ 1,030.50 and pay are displayed to the 55.00 pm 11.00 \$ 1,030.50 and pay are displayed to the 55.00 pm 11.00 \$ 1,030.50 and pay are displayed to the 55.00 pm 11.00 \$ 1,030.50 and pay are displayed to the 55.00 pm 11.00 \$ 1,030.50 and pay are displayed to the 55.00 pm 11.00 \$ 1,030.50 and pay are displayed to the 55.00 pm 11.00 \$ 1,030.50 and pay are displayed to the 55.00 pm 11.00 \$ 1,030.50 and pay are displayed to the 55.00 pm 11.00 \$ 1,030.50 and pay are displayed to the 55.00 pm 11.00 \$ 1,030.50 and pay are displayed to the 55.00 pm 11.00 \$ 1,030.50 and pay are displayed to the 55.00 pm 11.00 \$ 1,030.50 and pay are displayed to the 55.00 pm 11.00 pm 11.00 and pay are displayed to the 55.00 pm 11.00 pm 1	od Starting: 5/13/20	207	05/14/2007	8:00 am 8:00 am	7:00 pm 7:00 pm	11.00	மை	<del></del>	Employee Comments Here Employee Comments Here	
8:00 am 7:00 pm 11:00 \$ 206.10 1 sand pay are displayed to the sand pay are displayed along the sand pay are displayed to the sand pay are displaye			05/16/2007	8:00 am	7:00 pm	11.00	\$ 206.10	<del>.</del> .	Employee Comments Here	
s and pay are displayed to the 55.00 \$ 1,03			05/17/2007 05/18/2007	8:00 am 8:00 am	7:00 pm	11.00	\$ 206.10 \$ 206.10	- v-	Employee Comments Here	
Any comments the employee entered are displayed, along with the version.		<i>8</i> 0	pay are displaye	d to the		25.00	\$ 1,030.50		Single-si	
					ı		Any c	omments iyed, alon	the employee entered are g with the version.	

## Financial Reports – Accrual Liability by Assignment Group





## Accrual Liability by Assignment Group Report as of 6/20/2007

All reports can be customized to show either your company name or company logo.

Personal	16.00	49
	24.00	\$ 240.00
Report creator chooses the accrual bank(s) to	18.00	<del>())</del>
uisplay on the report.	00.09	49

All Thompson's Employees	Balance	Liability	
Sick	14.00 \$	164.00	
Vacation	0.00		
Group Total	14.00	\$ 164.00	
Alvarez's Employees Time Off Bank	Balance	Liability	
Sick	304.00	\$ 3,040.00	
Verestion V		\$ 7,400.00	
Group Total	1,044.00	\$ 10,440.00	
	lability totals for both hours and cost are	and cost are	
dsip	displayed.		
Bishop's Employees		Weekler of The Book - No. Science	1
Time Off Bank	balance / \	Liability	
Sick	304.00 / \$	\$ 3,040.00	
Vacation	,	\$ 7,400.00	
Groun Total	1,044.00	\$ 10,440.00	

## Financial Reports – Accrual Liability by Employee Total hours and dollars liability for each accrual bank.



## Accrual Liability by Employee Report as of 6/20/2007

	I reports can be customized to show either our company name or company logo.
)   	All rej

Balance	15.00 \$ 0.00	52.00 \$ 0.00	40.00 \$ 0.00	107.00
Aarons, Lynn (A008-0001)	PTO	) -\f\(\frac{1}{2}\)	Varation	Employee Total

	22.00	₩	220.00
Votation	40.00	<b>⇔</b>	400.00
Employee Total	62.00	4	620.00
Instead of displaying totals by group, totals are displayed for each employee.			
Adams, Jessica (A003-0001)	Balance		Ciability
DTA	22.00	<del>U</del> S	0.00
O No.	46.00	49	0.00
Vacation	16.00	₩	0.00

Liability	320.00	600.00	920.00
Balance	32.00 \$	\$ 00.00	92.00 <b>S</b>
Time Off Bank	Sick	Vacation	
Alexander, Daisy (A016-0002)			Employee Total

### Financial Reports – Approaching Overtime

Total hours per employee along with Overtime projections.



Approaching Overtime Report for Period Containing 1/13/2009

Report creator can run for a single pay period at a time.

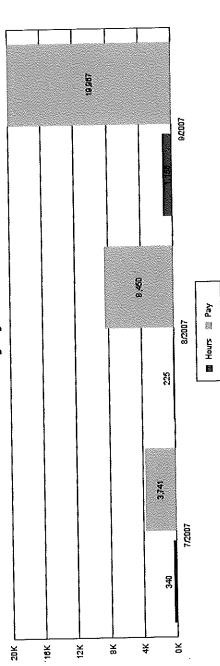
Your Company Name Here

Employee Name	Employee ID	Policy Profile	Normal Period Hours	Regular Hours	Other	Overtime Hours	Total Hours	Overtime Rate	Overtime Pay
Assignment Group: All Assignments	signments								
	7,007,	T NONEXEMPT	35.00	35.00		5.00		17.15	\$85.75
AARUM, SHARLA	1001110	T NONEXEMPT	40.00	40.00					
ABBOTT, SUPPLE		NOO TO EMPEROR E	00 07	30,47	0.00				
ABEL, KARRI	1001799								
ABERNATHY, MARTI	1001038	T_EXEMPT	40.00	40.00					
ABRAHAM, HORTENSE	1000079	T_EXEMPT	40.00	40.00		emt doc	Cach time of hours classification is	effication is	
ABRAMS, GERTIE	1000999	T_EXEMPT	40.00	40.00		Summanzed	ď.		
ACOSTA, SHELBY	1001653	T_NONEXEMPT	40.00	40.00					
ADAIR, LUE	1002222	T_NONEXEMPT_CLOCK	40.00	25.72	0.00				
ADAMS, KATHLEEN	1000360	T_NONEXEMPT_CLOCK	40.00	38.20	0.00				
ADAMSON, NAOMA	1001778	T_NONEXEMPT_CLOCK	40.00	32.69	0.00				
ADDISON, KIMBERELY	1000039	TEXEMPT	40.00	40.00					
ADKINS, ADRIENNE	1000787	TECMPT	40.00	40.00					
AGEE, JOYE	1001227	TEXEMPT	40.00	40.00					
AGUIRRE, KRIS	1001832	T_EXEMPT	40.00	40.00					
AIKEN, MALISA	1002316	T_NONEXEMPT_CLOCK	40.00	39.21	0.00		•		hovelwie
AKERS, ROSALEE	1001156	T_EXEMPT	40.00	40.00		Cwerran peren	Overime rate and l per employee.	Overtime rate and projected pay is unpreyed per employee.	policide of
ALANZ, KILEY	1001224	T_EXEMPT	40.00	40.00					/
ALBRIGHT, KAROL	1000894	T_EXEMPT	40.00	40.00				→ 3	<b>1</b> 2000 000 000 000 000 000 000 000 000 0
ALDRICH, JAMILA	1000895	T_NONEXEMPT	40.00	40.00	0.00	24.50	94.50	8	

### Financial Reports – Budgeting by Department Total hours and dollars grouped by department.



### Hours and Pay by Month/ Year



Graphical representation of totals by month and year is displayed.

Budgeting By Department From 7/1/2007 to 12/31/2007 ←

Report creator can choose any date range to select data from.

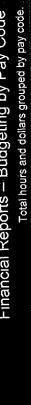
Your company name here

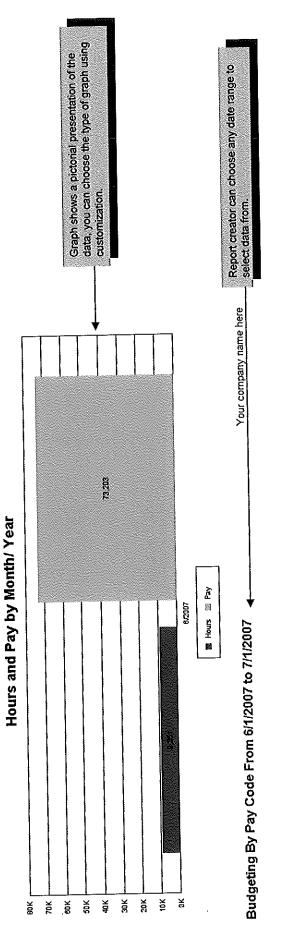
Department	Hours	Pay	Pay Running Total	
700217		0	4 000	
Customer Service	112.00	1,360.00	1,360.00	
Information Technology	120.00	1,301.00	2,661.00	
Finance		520.00	3,181.00	
Operations		400.00	3,581.00	
Droject Management		160.00	3,741.00	
Grand Total:	340.00 \$	3,741.00	\$ 3,741.00	
8/2007				
Operations	135.00	7,700.00	11,441.00	
Customer Service	45.00	400.00	11,841.00	
	45.00	350.00	12,191.00	Results are grouped by de
Finance Grand Total:	225.00 \$	8,450.00	\$ 12,191.00	include totals for hours an
9/2007				running total for pay.
Information Technology	104.00	8,460.00	20,651.00	
Onerations	444.50	4,594.55	25.245.55	
Project Management	304.00	3,200.00	28,445.55	
Customor Society	176.00	1,920.00	30,365.55	
Custollier Cervice	127.25	1,792,50	32,158.05	
Grand Total:	1155.75 \$	19,967.05	\$ 32,158.05	

department and md pay, along with a

### Financial Reports – Budgeting by Pay Code







	Report creator can choose exactly which pay	code(s) to display on the report.																	Totals for both hours and pay per month are	displayed on the month. The running total will	cross months according to the date range.		
Pay Running Total	65,259.20	70,571.95	71,211.95	71,811.95	72,291.95	72,611.95	72,793.95	72,933.95	73,038,95	73,138.95	73,172.05	73,192.05	73,203.12	73,203.12	73,203.12	73,203.12	73,203,12	/3,203.12	73,203.12	73 203 12	73,203.12	73,203.12	
Pay P.	65,259.20	1.490.00	640.00	00.009	480.00	320.00	182.00	140.00	105.00	100.00	33.10	20.00	11.07	00.00	0.00	00'0	0.00	0.00	0.00	90.0	000	73,203.12 \$	
Hours	7310.72	149.00	88.00	000	56.00	32.00	00 0	7 00	7.00	00.5	000	000	00.0	800.00	4.00	59.75	0.75	4.00	320.00	24.00	00.047 0 0	9350.72 \$	
Pay Code	6/2007 REG	OT A STATE OF TO	VACATION OTO	NOTE OF THE CONTRACTION		よう 10 10 10 10 10 10 10 10 10 10	200	ON CALL			SI ARIGATI			TAC - GA			LUNCH OVERRIDE	OT COMP EARNED	PROJECTED SCHEDULE	UNPAID	WORK STUDY	WURKELD Grand Total:	

## Financial Reports – Labor Cost by Assignment Group

Total hours and dollars grouped by assignment group.

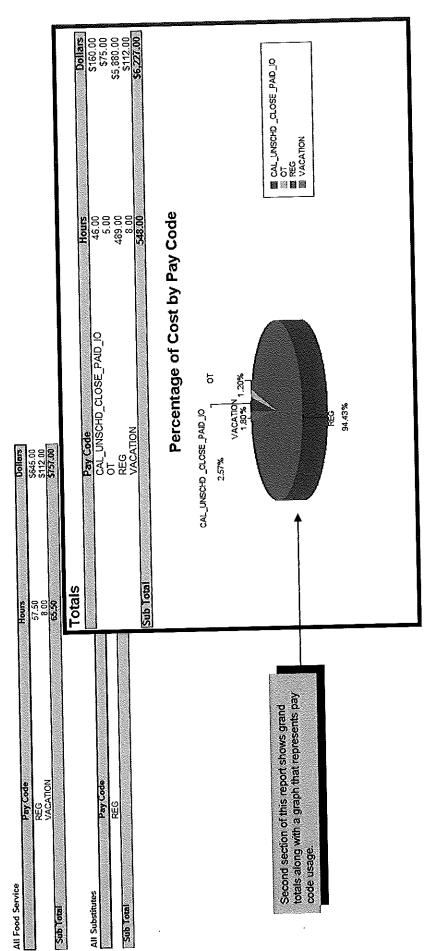
Your company name here



Labor Cost by Assignment Group Report From 7/1/2007 To 12/31/2007

	First section of this repo and dollars grouped by sorted by pay code.
All Bus Drivers	All Custodians

ort displays total hours , assignment group and



### Financial Reports - Labor Cost by Project

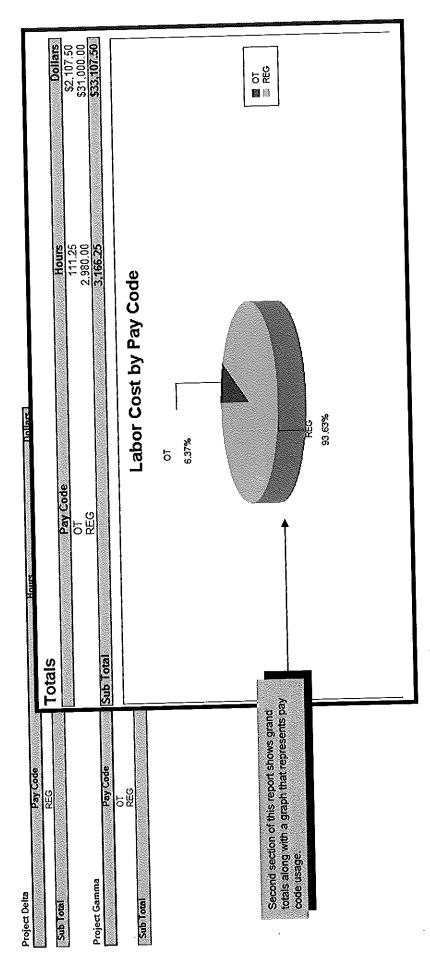
Total hours and dollars grouped by project.

Your company name here



Labor Cost by Project From 1/1/2007 To 12/31/2007

First section of this report displays total hours and dollars grouped by project and sorted by	pay code.
Project Alpha         Hours         Dollars           0T         45.00         \$750.00           REG         \$95.00         \$10.350.00           Sub Total         \$11,700.00	Project Reta         Hours         Dollars           OT         550.00         \$54.00.00           Sub Total         \$7,300.00         \$7,300.00



### Financial Reports – Pay Calculation

Detailed pay calculations for a pay period by employee.



Pay Calculation Report For Period Containing 6/20/2007 ◆

Report is run against a single pay period, making it simple to see activity per employee.

Employee	Assignment	Work Date	Pay Code	Hours Gross Pay	ross Pay	
Aarons, Lynn (A008-0001)	Aarons, Lynn					
	Detailed information per work date in the pay period is displayed.	06/18/2007 06/19/2007 06/20/2007 06/21/2007	Regular Regular Regular Regular	8.00 8.00 8.00	\$80.00 \$80.00 \$80.00	Totals are actual figures sent to the payroll system for the pay period.
			Employee Total	32.00	\$320.00	
Begley, Brian (A008-0002)	Begley, Brian	06/18/2007 06/19/2007 06/20/2007	Regular Regular Regular	8.00 8.00 8.00	\$80.00 \$80.00 \$80.00	
		06/21/2007 06/22/2007	Regular Regular	8.00	\$80.00	
			Employee Total	40.00	\$400.00	
Firestone, Kevin (A008-0003)	Firestone, Kevin	06/18/2007	Regular	8.00	\$80.00	
		06/19/2007	Regular Regular	8.00	\$80.00	
		06/21/2007	Regular Regular	8.00	\$80.00	
			Employee Total	40.00	\$400.00	

### Financial Reports – Payroll Transfer

Total hours and dollars only for a pay period by employee.



Payroll Transfer Report For Period Containing 6/20/2007 ◆

Report is ran against a single pay period, making it simple to see activity per employee.

Pay	\$320.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
Hours	32.00	40.00	40.00	40.00	40.00	40.00
	▼ Total	Total	Total	Total	Total	Total
Pay Code	Regular	Regular	Regular	Regular	Regular	Regular
Assignment	1001) Aarons, Lynn This report differs from pay calculation by providing a single line per employee with totals only.	Begley, Brian	Firestone, Kevin	Jurgutis, Duane	Laneer, Catherine	McCoy, William
Етріоуее	Aarons. Lymn (A008-0001)  This report of providing a sonly.	Begley, Brian (A008-0002)	Firestone, Kevin (A008-0003)	Jurgutis, Duane (A008-0004)	Laneer, Catherine (A008-0005)	McCoy, William (A008-0006)

### Financial Reports – Projected Schedule Cost

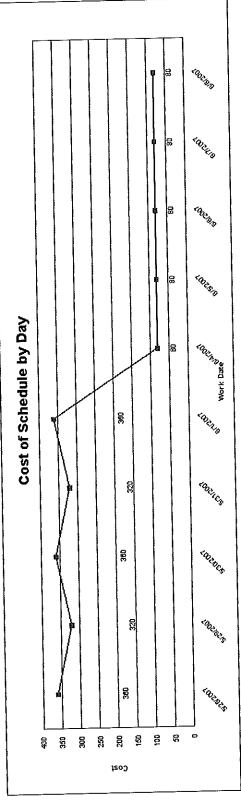
Total hours and employees scheduled per day along with cost.



Projected Schedule Cost From 5/28/2007 To 6/8/2007

Report creator can run for any date range that is needed.

Totals are displayed for each group in the	detailed section; grand total on the graph.	Line graph: depicting changes in total cost over time is displayed with the report.	
Estimated Cost	120.00 80.00 120.00 120.00 \$	240.00 240.00 240.00 240.00 240.00 80.00 80.00 80.00 80.00 80.00	•
Employees Scheduled	8 2 1 2 1 8		
Hours Scheduled	12.00 8.00 12.00 8.00 12.00	24.00 24.00 24.00 24.00 24.00 24.00 8.00 8.00 8.00 8.00 8.00 8.00	
Work Date	05/28/2007 05/29/2007 05/30/2007 05/31/2007 06/01/2007	05/28/2007 05/29/2007 05/30/2007 05/31/2007 06/05/2007 06/05/2007 06/08/2007	
Assignment Group	Espinoza's Employees	Gutierrez's Employees  65/28/2007  65/29/2007  05/30/2007  65/31/2007  65/39/30/30  06/05/2007  06/06/2007  06/08/2007  06/08/2007	



## Financial Reports – PTO Liability & Usage by Employee

Total hours and employees scheduled per day along with cost.



PTO Liability and	PTO Liability and Usage by Employee From 9/1/200	/ee From 9/1/2008 To 9/30/2008	)/2008 <del>+</del>	Re ISI	Report creator can run for any date range that is needed.	any date range that	Your Company Name Here	Name Here
Employee Name	Employee II	Employee ID Policy Profile	Bank PTO Bank Balance		Current PTO Liability	Total PTO Granted	Total PTO Used	PTO Usage %
IRVING, JOEY	1000238 T_NONEX Balance and liability for each bank is displayed by employee.	T_NONEXEMPT_CLOCK	Personal Time PTO Sick Vacation Total:	0.00 0.00 218.74 271.63 430.37	\$0.00 \$0.00 \$5,523.03 \$5,343.51 \$10,866.54	0.00 0.00 218.74 211.63 430.37	0.00 0.00 0.00 0.00	%00.0 %00.0 %00.0 %00.0
ESTES, MATILDA	1000785	T_NONEXEMPT_CLOCK Pers	Personal Time PTO Sick Vacation Total:	0.00 0.00 133.15 187.78 320.93	\$0.00 \$0.00 \$2,871.55 \$4,049.72 \$6,921.27	0.00 0.00 133.15 190.60 323.75	0.00 0.00 0.00 2.82 2.82	0.00% 0.00% 0.00% 1.48% 0.87%
HAGEN, ROXANE	1000245	T_NONEXEMPT_CLOCK	Personal Time PTO Sick Vacation Total:	0.00 0.00 135.79 60.50 196.29	\$0.00 \$0.00 \$2,815.70 \$1,254.51 \$4,070.21	0.00 0.00 135.79 60.50 196.29	0.00	%00.0 %00.0 %00.0 %00.0
FINLEY, LETHA	1001123	T_NONEXEMPT_CLOCK Per	Personal Time PTO Sick Vacation Total:	0.00 0.00 124.48 90.00	\$0.00 \$0.00 \$1,947.05 \$1,407.74 \$3,354.79	0.00 0.00 124,48 164,88 289.36	0.00 0.00 0.00 74.88	0.00% 0.00% 0.00% 45.41% 25.88%

### Financial Reports – Specific Pay Code Statistics

Detailed information concerning user defined pay code(s).



Your company name here 80.00 80.00 80.00 80.00 30.00 80.00 80.00 50.00 80.00 80.00 80.00 Pay 80.00 320.00 80.00 80.00 80.00 80.00 8.00 8.00 8.00 5.00 8.00 8.00 8.00 32.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 Hours SICK Totals 06/19/2007 06/05/2007 06/18/2007 06/19/2007 06/19/2007 06/19/2007 06/20/2007 06/21/2007 Work Date 06/19/2007 06/19/2007 06/20/2007 06/21/2007 06/18/2007 06/19/2007 06/20/2007 06/19/2007 Total hours and pay by pay code are Report creator can run for any date range that is needed. Employee ID A043-0012 A043-0013 A043-0013 A043-0013 A043-0013 A043-0012 A043-0013 A031-0001 A031-0001 4043-0012 A043-0013 A043-0013 A045-0004 A012-0003 A012-0003 A012-0003 displayed Guerrero, Shelton Guerrero, Shelton Guerrero, Shelton **Employee Name** Andrews, Emma Lindsey, Ronnie Nicholson, Tyson Andrews, Emma Lindsey, Ronnie Lindsey, Ronnie Lindsey, Ronnie Lindsey, Ronnie Lindsey, Ronnie Lindsey, Ronnie Colbert, Becky Colbert, Becky Colbert, Becky Report creator can choose any pay code(s) to Detailed information is grouped by assignment group and employee, easy to identify trends. Specific Pay Code From 6/1/2007 to 7/1/2007 Howell's Employees Alvarez's Employees Bishop's Employees Elliott's Employees Assignment Group Wolf's Employees Development be displayed on the report. VACATION Pay Code SICK

### Financial Reports – Timesheet Output Results

Detailed timesheet output information for a single pay period.



Timesheet Output Query Report From 6/1/2007 To 7/1/2007

Report creator can run for any date range that is needed.

Day Code	Project	Task	Date	Hours	Pay	Transaction Type
Employee: Carter, Hannah (A002-0001)	(002-0001)					
Assignment Carter, Hannah	nah		06/18/2007	8.00	280.00	NORMAL
Regular		טעכט	06/19/2007	8.00	\$80.00	NORMAL
Regular	188388	0	06/20/2007	8.00	\$80.00	NORMAL
Regular	Details by work	k date in the date range are	06/21/2007	8.00	\$80.00	NORMAL
Regular			06/22/2007	8.00	\$80.00	NORMAL
Regular		7 7 7 V	0625/2007	10.00	\$100.00	NORMAL
Regular	100100	7.00 4.100	06/26/2007	9.00	290.00	NORMAL
Regular	100100	\$400 \$400	7002/2000	8.00	\$80.00	NORMAL
Regular	160100	\$ 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	0628/2007	8.00	\$80.00	NORMAL
Regular	100100		06282007	1.00	\$10.00	NORMAL
Regular	100900	4100	06/29/2007	4.00	\$60.00	NORMAL
Overtime	100100	A100	06/29/2007	4.00	\$40.00	NORMAL
Regular	<b>√</b>		Assignment Total	84.00	\$860.00	•
			Employee Total	84.00	\$860.00	
	Project and task are displayed o	on the report				
	for detailed reporting.			The transaction type will indicate whether time is from an adjusted timesheet or not.	n type will indivadine	The transaction type will indicate whether the time is from an adjusted timesheet or not.

### Manager Reports – 14 Day Schedule Schedule or 14 days.



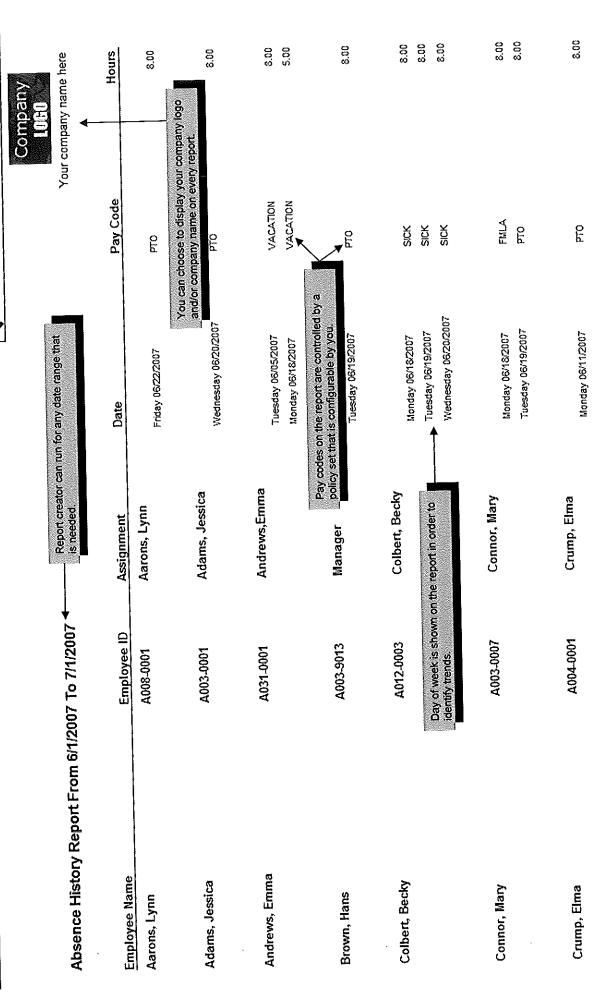
14 Day Schedule From 8/1/2007 To 8/14/2007 +

Report always shows 14 days from start date input by the report creator.

1											
L.	2007/2007	08/02/2007	08/03/2007	08/06/2007	08/07/2007	08/08/2007	08/09/2007	08/10/2007	08/12/2007	08/13/2007	08/14/2007
!_	Wed	Thu	Fri	Mon	Tue	Wed	星	Fri	Sun	Mon	Tue
ALBRECHT, KEESHA	5:45 am 2:15 pm	5:45 am 2:15 pm	5:45 am 2:15 pm 8:50 Hours		5:45 am 2:15 pm 8:50 Hours	5:45 am 2:15 pm 8:50 Hours	5:45 am 2:15 pm 8.50 Hours	5.45 am 2:15 pm 8.50 Hours		5:45 am 2:15 pm 8.50 Hours	5:45 am 2:15 pm 8.50 Hours
ALTMAN, MARGARITE	7:45 am 4:15 pm	7:45 am 4:15 pm 8 50 Hours	7:45 am 4:15 pm 8.50 Hours		7:45 am 4:15 pm 8:50 Hours	7:45 am 4:15 pm 8.50 Hours	7:45 am 4:15 pm 8:50 Hours	7:45 am 4:15 pm 8:50 Hours		7:45 am 4:15 pm 8.50 Hours	7:45 am 4:15 pm 8.50 Hours
CARTER, AMANDA	8:15 am 3:00 pm 6.75 Hours	8:15 am 3:00 pm 6.75 Hours	8:15 am 3:00 pm 6.75 Hours		8:15 am 3:00 pm 6.75 Hours	8:15 am 3:00 pm 6.75 Hours	8:15 am 3:00 pm 6.75 Hours	8:15 am 3:00 pm 6.75 Hours		8:15 am 3:00 pm 6.75 Hours	8:15 am 3:00 pm 6.75 Hours
CHADWICK, ESTELL	8:30 am 5:00 pm		8:30 am 5:00 pm 8.50 Hours		8:30 am 5:00 pm 8.50 Hours	8:30 am 5:00 pm 8.50 Hours	8:30 am 5:00 pm 8.50 Hours	8:30 am 5:00 pm 8.50 Hours		8:30 am 5:00 pm 8:50 Hours	
HAGEN, ROXANE	H OO	2:00 pm 10:30 pm	2:00 pm 10:30 pm 8:50 Hours		Start Time, End Time and Hours per Day are displayed per employee.	and Hours per lee.	Day are m	2:00 pm 10:30 pm 8.50 Hours		2:00 pm 10:30 pm 8.50 Hours	2:00 pm 10:30 pm 8:50 Hours
HOLLEY.	6:00 pm 11:00 pm	_	2:00 pm 10:30 pm		2:30 pm 11:00 pm 8:50 Hours	2:30 pm 11:00 pm 8.50 Hours	2:30 pm 11:00 pm 8:50 Hours	2:30 pm 11:00 pm 8:50 Hours		2:30 pm 11:00 pm 8:50 Hours	2:30 pm 11:00 pm 8:50 Hours
IRVING. JOEY	5.45 am 2.15 pm 8 50 Hours		5:45 am 2:15 pm 8:50 Hours		8.00 Hours	5:45 am 2:15 pm 8.50 Hours	5:45 am 2:15 pm 8.50 Hours	5.45 am 2:15 pm 8.50 Hours		5:45 am 2:15 pm 8.50 Hours	8.5
KDD. MARYELLEN	7:00 am 2:30 pm 7.50 Hours		7:00 am 2:30 pm 7.50 Hours		7:00 am 2:30 pm 7.50 Hours	7:00 am 2:30 pm 7.50 Hours	7:00 am 2:30 pm 7:50 Hours	7:00 am 2:30 pm 7.50 Hours		7:00 am 3:30 pm 8.50 Hours	8
MAYFIELD, DENICE	3:00 pm 11:00 pm 8:00 Hours	3:00 pm 11:00 pm 8:00 Hours			3:00 pm 11:00 pm 8:00 Hours	3:00 pm 11:00 pm 8:00 Hours	3:00 pm 11:00 pm 8:00 Hours	3:00 pm 11:00 pm 8:00 Hours		3:00 pm 11:00 pm 8:00 Hours	3:00 pm 11:00 pm 8:00 Hours
		-									

### Manager Reports – Absence History Total absences by employee.





### Manager Reports – Absence Summary

A summary of absence information.



Your Company Name Here

Absence Summary From 1/1/

<b>.</b>	ome Noom James	Employee ID	Department	Pay Code	Hours
Policy Profile	Elliployee Manie				
T_NONEXEMPT_CLOCK	ALTMAN, MARGARITE	1000053	D-660	Unpaid	4.00
		A subtotal c	A subtotal of absence hours is displayed for		4.00
	DODSON, LEILA	100 cach chippy co.		Chpaid	8.50
				Employee Subtotal:	8.50
	MCGINNIS, BESS	1001496	319-C	Unpaid	8.50
				Employee Subtotal:	8.50
	SOLOMON, BRIANNA	1001064	319-C	Unpaid	8.00
				Employee Subtotal:	8.00
	VELEZ, MEAGAN	1000771	319-C	Unpaid	8.00
				Employee Subtotal:	8.00
		A grand to	A grand total per policy profile is displayed.	syed: Policy Profile Total:	37.00

### Manager Reports – Accrual Activity Balance information for accrual banks.



Your company name here 0.000 40.000 2.000 0.000 40.000 2.000 0.000 0.000 **Ending Balance** Report displays balance level activity only If an employee has no banks, that is clearly 0.000 0.000 0.000 0.000 0.000 0.000 0.000 Transferred 0.000 0.000 during the timeframe. 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 Terminated Report creator can run for any date range that is needed. 0.000 0.000 0.000 0.000 0.000 0.000 Cleared 0.000 0.000 0.000 No Banks Exist for this Assignment 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 Used 0.000 0.000 0.000 8.000 0.000 0.000 8.000 0.000 0.000 0.000 Accrued 2.000 0.000 0.000 32.000 0.000 2.000 0.000 0.000 32.000 Initial Balance Accrual Activity Report From 6/1/2007 To 7/1/2007 ← Employee: Brooks, Brandi (K12S031-0001) Employee: Beamer, Judith (K12S011-0001) Employee: Baxter, Reginald (A921-0004) Employee: Cameron, Katie (A912-0009) Employee: Bailey, Elise (K12S031-0002) Employee: Bell, Alma (K12S021-0005) Employee: Bond, Alvin (A912-0007) Employee: Beasley, Eli (A921-0010) Employee: Baker, Lisa (K12M011-8) FMLA Eligibility Hours FMLA Eligibility Hours Attendance Points Attendance Points Accrual Bank Vacation Vacation FMLA Sick Sick

### Manager Reports – Accrual Detail Actual accrual activity for accrual banks.



Accrual Detail Report From 6/1/2007 To 7/1/2007 4

Report creator can run for any date range that is needed.

Fmolovee	Assignment	Bank	Date	Initial Balance	Accrued	Used	Cleared Terminated	rminated	Transferred	Ending Balance
Ware, Elijah (A911-0003)	Aggregate Ass	Aggregate Assignment - A91  No Banks Exist for this Assignment	his Assignment		Activity is grouped by assishow differences in each.	ped by assit	Activity is grouped by assignment in order to show differences in each.	rto		
		Attendance Poi	nts	ć	C	990 6	000.0	0.000	0.000	0.000
		FMLA	/n0//1/50n	2						•
			06/01/2007	0.000	0.000	0.000	0.000	0.000	0.000	0.000
		FMLA Eligibility Hours	y Hours 06/01/2007	26.000	8.000	0.000	0.000	0.000	0.000	34.000
		<u> </u>								
		5	06/01/2007	2.000	0.000	0.000	0.000	0.000	0.000	2.000
			06/03/2007	2.000	2.000	0.000	0.000	0.000	0.000	4.000
Report displays	Report displays detailed activity at a work date	a work date	700Z010	4.000	2.000	0.000	0,000	0.000	0.000	6.000
(evel, instead	level, instead of balance injumation only		06/17/2007	6.000	2.000	0.000	0.000	0.000	0.000	8.000
			06/24/2007	8.000	2.000	0.000	0.000	0.000	000.0	10.000
		Vacation						,		
			06/01/2007	0.000	0.000	0.000	0.000	0.000	0.00.0	0.00.0

Asgnmt 1 - IO Work Order Attendance Points

### Manager Reports – Arrived Late Report

All employees who were tardy during a time frame.



Report creator can run for any date range that is needed. Arrived Late Report From 6/1/2007 To 7/1/2007

	Exception Message	Employee is tardy.		Employee is tardy.		Employee is tardy.		Employee is tardy. ♣	Tallipses (Carlo Galleria Maria (Carlo Galleria Galleria)	If an exception was generated because of the event, that message is displayed on the report.		
	Variance Ex in Minutes Me	15.00 En	15.00	15.00 En	15.00	15.00 Er	15.00	15.00 E	15.00	2.00	3.00	2.00
	Actual	8:15 am Employee:	for Group:	8:15 am Employee:	for Group:	8:15 am Employee:	for Group:	8:15 am Employee:	for Group:	8:02 am Employee:	8:00 am 8:03 am Subtotal for Employee:	Grand Total for Group:
	Scheduled Start	➤ 8:00 am 8:15 am Subtotal for Employee:	Grand Total for Group:	8:00 am 8:15 am Subtotal for Employee:	Grand Total for Group:	8:00 am 8:15 am Subtotal for Employee:	Grand Total for Group:	8:00 am 8:15 am Subtotal for Employee:	Grand Total for Group:	8:00 am 8:02 am Subtotal for Employee:	8:00 am Subtotal for	Grand Tota
-	Work Date	06/13/2007		06/20/2007		06/20/2007		06/13/2007		06/21/2007	06/21/2007	1444.
	Employee ID	A046-0002 il start and variance lent.		A013-0001		A013-0001		A047-0007		A001-0002	A001-0005	
	Employee Name	yees Charles, Erin The scheduled start, actual start and variance is displayed for every incident.		ees Wilson, Forrest		Wilson, Forrest		es Booth, Sharon		Harrison, Gregory	Pace, Diane	morfolding for community
	Assignment Group	Bradford's Employees Chr	-	Brown's Employees		Clocks		Olsen's Employees		Production		is displayed.

#### Enrollment status of all employees using biometric devices. Manager Reports - Biometric Enrollment Status



Biometric Enrollment Status As Of 8/14/2008

The date parameter allows you to display historical information about an employee.

<b>3</b>	If an employee has previously enrolled, that date is displayed.		
Last Enrollment Date	06/26/2008 06/26/2008 06/26/2008 06/26/2008	06/26/2008	status,
Enrollment Status	Active Active Active Active	Not Active	Results are grouped by enrollment status.  Not Enrolled
Employee ID	Active 00001 00002 00003 00078 4	Not Active 00079	Not Enrolled 4 00005 00005 00005 00005 00007 00007 00007 00007 00007 000013 00014 00015 00002 00002 000025 000025 000026 000027 000028 000028 000028
Employee Name	Enrollment Status: Active Aarons, Lynn Adams, Jessica Bailey, Rad Thomas, Jack Count of Active Employees:	Enrollment Status: Not Active Tomas, Ande Count of Not Active Employees:	Enrollment Status: Barclay, Raine Barker, Amy Bames, Phillip Bart, Ralph Bart, Ralph Bart, Ralph Bartman, Jenna Bazooka, Joe Began, Rania Bell, Rania Bell, Rania Bell, Rania Bell, Rania Bell, Rania Blade, Reed Blys, Rena Briggs, Ronald Cain, Nadia Caley, Nare Carey, Nare Chad, Neema Chad, Neema Chad, Neema Chad, Neema Chad, Neema Chad, Nick Cyan, Nisha Elston, Richard Firestone, Kevin Flanders, Alyssa Haden, Gabe

#### Manager Reports - Daily Activity

Displays all timesheet transactions for a single day.



Daily Activity Report as of 12/8/2008◆

The report displays only one day of transactions at a time.

Your Company Name Here

Hours Comments	5.00	4.00	4.00	3.00	0.00	5.00	0.00	2.00			c c	00.0	nn-c	3.00	4.00	0.00	1.00	5.00	0.00	3.00	00.4 80.0	0.00	3.00	4.00		The report displays start time, end time, pay code and hours along with any comments.	
	12:00 PM Regular	5:00 PM Regular	12:00 PM Regular	4:00 PM Regular	5:42 AM Clock Time	11:31 AM Regular	12:02 PM Meal Deduct	2:19 PM Regular	Results are sorted alphabetically and then by				12:00 PM Regular	3:30 PM Regular	7:16 PM Regular	7:45 PM Meal Deduct	9:19 PM Regular	_	Σ				2:18 PM Regular	9:40 AM Regular	Regular	Regular	Regular
Start Time	8:30 AM	12:30 PM	▲ 7:30 AM	/ 12:30 PM	/ 5:42 AM	/ 5:42 AM	/ 11:31 AM	/ 12:01 PM	/ Recults are sorted all	time.		9:52 AM	7:00 AM	12:30 PM	2:22 PM	7:17 PM	7:45 PM	1:24 PM	7:02 PM	7:31 PM	5:40 AM	10:00 AM	10:31 AM	5:22 AM			
Employee Id	1001718	1001718	1001270	1001270	1001799	1001799	1004799	1001799	1001038	1000079	1000999	1002241	1001653	1001653	1002222	1002222	1002222	1000360	1000360	1000360	1001778	1001778	1001778	1002025	1000039	1000787	1001227
Employee Name	AARON SHARLA	AADON SHAB! A	ARBOTT SOPHIE	ABBOTT SOPHE	ABEL KARBI	AREI KARRI	ABE! KARR!	ABEL, KARRI	ABERNATHY, MARTI	ABRAHAM, HORTENSE	ABRAMS, GERTIE	ACEVEDO, JULIETTE	ACOSTA SHELBY	ACOSTA SHELBY	ADAIR LIFE	ADAIR LUE	ADAIR LUE	ADAMS, KATHLEEN	ADAMS, KATHLEEN	ADAMS, KATHLEEN	ADAMSON, NAOMA	ADAMSON, NAOMA	ADAMSON, NAOMA	ADCOCK ERIC	ADDISON, KIMBERELY	ADKINS, ADRIENNE	AGEE, JOYE

# Manager Reports - Data Collection Device Transactions





Data Collection Device - Transaction Report From 8/9/2007 To 8/10/2007

Employee Name

Corvin, John

Your company name here

Report creator can run for any date range that is needed.

1212169930 Pay Code Transaction ID The transaction id is included on the report which easily links to the timesheet. Work Task Project Department Assignment Corvin, John Swipe In Event 8/9/2007 5:48:11PM Date / Time Results are grouped by clock name in order to easily identify where transactions occurred. Employee ID A001-0001 Clock: WEBCLOCK

Exact date and time of the transaction are displayed on the report.

### Manager Reports – Employee Anniversary

Shows details about hire date and years of service for each employee.



Report
Anniversary
Employee

Parameters allow you to run the report for a single month or multiple months related to Hire Date.

	Employee Name	Employee ID	Hire Date	Years of Service	Policy Profile	Department	Status
Administrator	Martin, Alden Lee, Madelyn Walker, Trenton Hall, Shirley Allen, Nettie Young, Martin Justice, Gavin	A014-0002 A014-0003 A014-0004 A014-0005 A014-0006 A014-0007	12/15/1998 02/13/1971 02/13/1971 06/30/2006 12/15/1998 08/21/1980	9.74 37.67 37.67 2.17 9.74 9.74	A014 A014 A014 A014 A014 A014	Project Management Operations Operations Customer Service Project Management Information Technology Project Management	Active Active Active Active Active Active
Facilities	Aarons, Lynn Begley, Brian Firestone, Kevin Jurgutis, Duane Laneer, Catherine McCoy, William Puccio, Joseph Raines, Jessie	A008-0001 A008-0002 A008-0003 A008-0004 A008-0006 A008-0006 A008-0007	01/01/2007 02/13/1971 06/30/2006 12/15/1998 08/21/1980 02/13/1971 01/01/2007	1.66 36.51 2.17 9.74 28.12 37.67 1.66 28.12	A008 A008 A008 A008 A008 A008 A008	Finance Operations Years of Service is calculated based on today's date if the employee is active or the termination date if the employee is terminated.  Uperations Finance Active Information Technology Active	Active Terminated don we or the terminated. Active Active
Results are displayed by assigniand employee for easy analysis.	Results are displayed by assignment group and employee for easy analysis.						

# Manager Reports – Employees Currently on Premise

All employees which have logged time for the current day.



Employees On Premise As Of 8/20/2008 12:16:48PM \*

Report is run real-time to show all employees currently on premise.

Your company name here

e Policy Profile	K12S011 K12S011 K12S011 K12S011	A007 A007 A007 A007 A007
Last "In" Time	8:00 am 8:00 am 8:00 am 8:00 am	8:00 am 8:00 am 8:00 am 8:00 am 8:00 am 8:00 am
Today's Date	08/20/2008 08/20/2008 08/20/2008 08/20/2008	08/20/2008 08/20/2008 08/20/2008 08/20/2008 08/20/2008 08/20/2008
Employee ID Employee Name	K12S011-0001 Beamer, Judith K12S011-0002 Evans, Bradley K12S011-0004 Collins, Adrian K12S011-0006 Sanchez, Dusty	Allaben, Martha Conn, Toby Kay, Lillian Pri, Noah hk, Vivian Peacock, Wilma Toth, Ruth
Employee ID	K12S011-0001 K12S011-0002 K12S011-0004 K12S011-0006	A007-0001 A007-0002 A007-0005 Results are displayed by assignment group, easy to differentiate work places. A007-0008 A007-0008
Assignment Group	All Custodians	Clerical A00 A00 Results are displayed by assignm easy to differentiate work places. A00 A00

employee, whether they use clocks or enter

elapsed time.

The last "in" time is displayed for the

#### Manager Reports – Employee Detail All back-end table information about employee(s).



### Employee Detail Report As Of 8/13/2008 4

The date parameter allows you to display historical information about an employee.

Employee ID A014-0001

Badge ID
Network ID
Phone Number

Your company name here

Justice, Gavin	01/01/1900	12/31/3000	06/15/2000	4		
Employee Name Justice, Gavin	Begin Effective Date	End Effective Date	Status Date 1 06/15/2000	Status Code 1 A	Status Date 2	Status Code 2

Approver ID

Std Daily Hours 8.00 Std Weekly Hours 40.00 Std Period Hours 0.00 Full Time Equiv. 0.00 Shift Code

Hire Date 06/15/2000

Adjusted Hire Date Termination Date Re-Hire Date Department

All standard fields from the Employee table are displayed, however the report is configurable to display fields that are specific to your company.

Seniority Date

Birth Date

Status Date 1 06/15/2000 Employee ID A014-0001 Base Pay Rate 10.00 Full Time Equiv. 0.00 Status Code 1 A Termination Date Hire Date Adjusted Hire Date Status Code 2 Status Date 2 Assignment Administrator Begin Effective Date 01/01/1900 End Effective Date 12/31/3000 Policy Profile A014 Std Period Hours 0.00 Time Zone EST Std Daily Hours Std Weekly Hours Shift Code Schedule Template

All standard fields from the Assignment table are displayed, however the report is configurable to display fields that are specific

to your company.

#### Manager Reports – Employee Detail with Timesheet Detail Employee Detail information with Timesheet Detail beneath.

ĺ



Employee Detail with Timesheet Report From 9/1/2008 To 9/30/2008

Report creator can run for any date range that

Your Company Name Here

Department Seniority Date Employee 1D **Employee Name** Assignment Group

is needed.

Supervisor

\$150.77 \$12.96 \$41.47 \$12.96 5171.51 \$59.62 \$13.39 \$150.34 \$50.48 \$59.62 \$12.96 \$59.19 50.00 \$13.39 \$161.14 \$150.34 \$151.64 \$13.39 \$59.19 \$12.96 \$207.37 5150.77 \$25.92 \$25.92 \$25.92 \$25.92 \$25.92 \$25.92 \$25.92 \$25.92 \$25.92 \$25.92 \$25.92 \$25.92 \$25.92 \$25.92 \$25.92 \$25.92 \$25.92 225.32 \$25.92 \$25.92 \$25.92 ABRAHAM, HORTENSE 0,50 5,82 2.33 2.30 0.52 5.80 5.80 6.62 0.00 0.52 822 1.60 0.50 5.85 2.28 2.30 0.50 0.50 88. 2.28 11:28 am 2:16 pm 11:59 am 11:28 am 218 pm 11:58 am 11:58 am 216 pm 11:58 am 11:28 am 1:34 pm 11:28 am 5:15 am 11:59 am 11:28 am Time Out 11:58 am 2.15 pm 11:28 am 2:15 pm 11:28 am 11:59 am 11:28 am 5:39 am 5:40 am 11:58 am 5:40 am 11:58 am 11:28 am 4:51 am 11:58 am 11:28 am 11:28 am 5:15 am 11:58 am 11:28 am 5:15 am 11:28 am 11:28 am 5:37 am 11:58 am Time In 5:39 am 11:58 am 05/11/1993 1000079 09/17/2008 39/16/2008 9716/2008 39/17/2008 09/15/2008 09/16/2008 09/12/2008 09/15/2008 09/12/2008 39/15/2008 39/11/2008 09/11/2008 09/11/2008 09/11/2008 09/12/2008 09/08/2008 09/09/2008 39/05/2008 8002/50/60 Work Date 39/08/2008 39/08/2008 39/01/2008 Job Description Timesheet details are displayed for each employee for the entire date range. **★** 1000251 MEAL\_AUTO\_DEDUCT MEAL AUTO DEDUCT MEAL AUTO DEDUCT MEAL\_AUTO\_DEDUCT MEAL\_AUTO\_DEDUCT MEAL\_AUTO\_DEDUCT MEAL\_AUTO\_DEDUCT ALBRECHT, KEESHA Details about the employee are displayed as 5000 RG 8 Ε Ε 8 9 SEG Seg ..Report\_Test\_Case\_Group the heading.

Copyright (c) 2008 Workforce Software, Inc.

Run on: 11/25/2008 3:06:23PM

Created by: WORKFORCE

### Manager Reports – Employee Summary

Limited information about staff, one line per employee.



Employee Summary Report - Single Assignment As Of 11/25/2008 4

The date parameter allows you to display historical information about an employee.

Your Company Name Here

		4	Daling Drofile	ū	Employee Status	Badge ID
Employee Name	Employee IU	ulre Date	2000 1			ZAI ROPCHT
ALBRECHT, KEESHA	1000251	05/11/1992	T_NONEXEMPT_CLOCK	₹ •	Active	
HIIO CO CAR IN A SA	4000053	04/14/2003	T NONEXEMPT CLOCK	₹	Active	מוארו ו ומוארות
ALIMPAN, WANGARIL	CCOCOCI	000000000	T NONEXEMPT CLOCK	<b>A</b>	Active	ACARTER
CARTER, AMANDA	1000472	0.3/06/2006		4	Artivo	ECHADWICK
CHADWICK, ESTELL	1000451	07/31/2006	I NONEXEMPT CLOCK		7.77	MODITION
COTTON KATHIF	1002053	01/10/2008	T_NONEXEMPT_CLOCK		Active	NCC1101
	1002126	01/29/2008	T NONEXEMPT_CLOCK	∢	Active	ZDOCAN
AN, CONTRACT	1002120	10/25/1991	T NONEXEMPT CLOCK	< 	Active	RHAGEN
HAGEN, KOAANE	C#Z0001	1000000000	ACCIO TOMBOCHACIA H		Active	MHOLLEY
HOLLEY, MELLISA	1000628	7002/01/70			منتب	IIBVING
RVING, JOEY	1000238	05/11/1987	T_NONEXEMPI_CLOCK		לרווי הדייה	ט וענול
JACK ALYSIA	1002384	03/25/2008	T_NONEXEMPT_CLOCK		Active	2000
KIND MARYFILEN	1000158	08/16/2006	T_NONEXEMPT_CLOCK		Active	
MAYELE D DENICE	1000551	03/25/2008	T_NONEXEMPT_CLOCK		Active	חשאירות
	100000	06/06/2008	T NONEXEMPT CLOCK		Active	MMCGHH
MCGEE, MAMIE	1000504	000/00/00	NOO TO TOMBOURDER TO	_	Active	MNORWOOD
NORWOOD, MARJORY	1000212	08/28/2006	NONE LEGENT		0.1.40 V	MPAINTER
PAINTER, MAGDALENE	1001853	09/27/2007	T_NONEXEMPT_CLOCK		ACLIVE	NONNELL
SHANNON BOBBI	1000502	09/02/2006	T_NONEXEMPT_CLOCK	White space left p	White space left purposely on the report to	
SNOW MALIDE	1002071	01/17/2008	T_NONEXEMPT_CLOCK	accommodate your customization	ur customization.	
SOSA ANGELIOUE	1000233	03/05/1985	T_NONEXEMPT_CLOCK		וכנוגכ	7000X
VICK MERYL	1000417	07/05/2005	T_NONEXEMPT_CLOCK	`	Active	MVICK
	Data is displayed in a Summarized.	marized, easy to				
Cead	read format.		Policy Profile	Profile	Employees	
			· faira			

A count of employees per policy profile is included in the report summary section.

Total Employees:

T\_NONEXEMPT\_CLOCK



#### Manager Reports – Exception History

Shows a count per exception code that an employee incurred during a time frame.

Exception History Report From 6/1/2007 To 7/1/2007	ort From 6/1/2007	To 7/1/2007	Report creator can run for any date range that is needed.	Your company name here	iame here
1	O COLOR	Employee ID	Funlowee ID Exception Message		Count
Assignment Group	Employee wante	employee in			
Alvarez's Employees	Greer, Terry	A043-0028	A slice of time is missing an In or Out time.	Employee Subtotal:	<del>(</del> - • • • • • • • • • • • • • • • • • •
	Padilla, Tony	A043-0029	A slice of time is missing an In or Out time.	Employee Subtotal:	<b>← <del>F</del></b>
	Simon, Emma	A043-0030	A slice of time is missing an In or Out time.	Employee Subtotal:	4 <b>4</b>
;		AND THE PROPERTY OF THE PROPER	A total per employee and assignment group is provided.	Assignment Group Total:	r)
Production .	Corvin, John	A001-0001	Employee is tardy. Employee punched out late.	Employee Subtotal:	N
	Khan, Shakira	A001-0003	Employee punched in early.	Employee Subtotal:	<del>← •</del> •
	Pace, Diane	A001-0005	Employee punched in early. Employee punched out late.	Employee Subtotal:	<b>+ + 8</b>
	Parker, Louise	A001-0006	Employee punched out late.  ▲	Employee Subtotal: Assignment Group Total:	7 5 4
Results are grouped by assignment group for easy analysis.	assignment group for		The exact exception that appeared to the employee is displayed on the report.		

# Manager Reports – Expected vs. Actual Employees On-Premise Historical view of variance between expected and actual employees per day.



Expected vs Actual On-Premise Employees Between 6/1/2007 and 7/1/2007

Report creator can run for any date range that is needed.

		if less employees than expected condition occurs, it is displayed as a negative that is easily picked out on the report.		Detail is shown for every date that there is data in the timeframe.
Difference	၀ –ု ၀ ၀ ထု တ	တ် လ် လ် လ် <del>လ</del>	44444	00000000
# of Actual Employees	20 20 12 91	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	10	ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ
# Employees Expected	20 20 20 20 20 100	55555 <b>8</b>	30 20 30 30	7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7
Work Date	Alvarez's Employees 06/18/2007 06/19/2007 06/21/2007 06/22/2007 Grand Total:	Castillo's Employees 06/18/2007 06/19/2007 06/20/2007 06/21/2007 06/22/2007 Crand Total:	Coleman's Employees 06/18/2007 06/19/2007 06/20/2007 06/21/2007 06/22/2007 Grand Total:	Development 06/18/2007 06/19/2007 06/21/2007 06/22/2007 06/25/2007 06/25/2007 06/25/2007 06/29/2007 06/29/2007



•					200 OF	n .	NS																				
Comments					Extra reports either voll company logo of	displayed.																					
Report Type	:	Actual Hours	Actual Hours	Actual Hours	Eor all reports	name can be displayed.	Accountation	Actual Hours	Actual Hours	Actual Hours	Actual Hours			Actual Hours	Actual Hours	Actual Hours	Actual Hours	Actual Hours	Actual Hours		On the Post of the	Actual Flours	Actual Hours				
Hours		8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	80.00	,	0.00	0.00	0.00	0.00	0.00	0.00	0.00	000	0.00	8.00	8.00	8.00	8.00	8.00
Pay Code		FMLA- Unpaid	FMLA- Unpaid	FMLA- Unpaid	FMLA- Unpaid	FMLA- Unpaid	FMLA- Unpaid	FMLA- Unpaid	FMLA- Unpaid	FMLA- Unpaid	FMLA- Unpaid	Employee SubTotal:		FMLA- Unpaid	FMLA- Unpaid	FMLA- Unpaid	FMLA- Unpaid	FMLA- Unpaid	FMLA- Unpaid	Employee SubTotal:	i	FIVICA- Orbaid	FMLA- Unpaid				
Work Date	**************************************	08/20/2007	08/21/2007	08/22/2007	08/23/2007	08/24/2007	08/27/2007	08/28/2007	08/29/2007	08/30/2007	08/31/2007			08/10/2007	08/13/2007	08/21/2007	₩ 08/22/2007	08/24/2007	08/27/2007	<i>†</i>		08/01/2001	08/08/2007	08/09/2007	08/10/2007	08/13/2007	08/14/2007
9	1001624												1000101						/		1000747						
enn Fmolovee Name			`\	\	Docultor are grained by Assignment Grain	Results are grouped by moreyment, company and Employee for easy analysis.							BLITCHER SHERIE				Detailed information as well as subtotals are	= leboir			CAGLE, KATHARINA						
Assignment Groun	All Assignments	<b>←</b>		_	One office	and Employ											Detailed informa	displayed on the lepoi.									

## Manager Reports – Hours Worked by Pay Code

A crosstab report that shows total hours worked by pay code.



Hours Worked by Pay Code From 1/1/2009 To 1/31/2009 ♣

Report creator can run for any date range that is needed.

Employee Name Pay Codes

Employee Manie	ray code								
	Clock	FMLA	Holiday	Meal	Overtime	Regular	Sick	Unpaid	Total
Albrecht, Keesha	0.00	0.00	8.00	3.05	0.00	48.07	8.00	32.00	99.12
Atman, Margarite	0.00	0.00	8.00	0.52	00.00	7.68	0.00	0.00	16.20
Carter, Amanda	0.00	0.00	8.00	0.00	0.00	70.87	0.00	0.00	78.87
Chadwick, Estell	00.0	0.00	8.00	8.13	13.38	132.13	0.00	0.00	161.65
Cotton, Kathie	00:0	12.00	8.00	0.50	00'0	8.40	00.00	0.00	28.90
Dolan, Zoraida	0.03	12.00	3.00	10.68	-0.02	148.55	0.00	0.00	179.25
Hagen, Roxane	0.00	0.00	8.00	8.67	11.30	170.45	0.00	0.00	198.42
Holley, Melisa	0.02	0.00	8.00	10.18	0.83	143.27	0.00	0.00	162.30
irving, Joey	0.02	0.00	8.00	9:38	0.72	144.97	0.00	0.00	163.08
Jack, Alysia	0.00	0.00	8.00	0.00	0.00	37.17	0.00	0.00	45.17
Kidd, Manyellen	0.00	0.00	8.00	0.00	0.00	42.62	0.00	0.00	50.62
Mayfield, Denice	0.02	0.00	8.00	4,73	0.00	128.48	00.00	0.00	141.23
Mcoee Mame	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00
Norwood, Mariony	0.00	0.00	8.00	0.52	0.00	54.65	0.00	00.00	63.17
Painter Madalene	0.02	0.00	8:00	11.18	1.55	165.93	00.00	0.00	186.68
Shannon, Bobbi	0.00	0.00	8.00	00.00	0.00	28.92	0.00	0.00	36.92
Snow, Maude	0.05	5 12.00	3.60	11.38	1.05	172.90	0.00	0.00	205.38
Sosa, Angelique	0.00	0.00	3.00	7.63	2.80	136.08	3 0.00	0.00	154.52
Vick Mery	0.00	0.00	00.8	0 9.52	0.48	152.53	3 8.00	0.00	178.53
Sign trains									

Easy to read crosstab format shows total hours by pay code and employee.

Run on: 2/9/2009

Created by: WORKFORCE

#### Manager Reports - Left Early

All employees that left work early during a time frame.



Left Early Report From 6/1/2007 To 7/1/2007 ←

Report creator can run for any date range that is needed.

		-120.00 Reported hours are less than scheduled hours.		Employee punched out very early. Employee punched out very early. Employee punched out very early.	Employee punched out very early. Employee punched out very early.		If an exception occurred because of the incident, that message is displayed.	
Exception	Message	Reported hou		Employee pi Employee pi Employee pi			If an excep incident, th	
Variance	in Minutes	-120.00 -120.00	-120.00	-50.03 -50.03 -50.00	90.00	PS: PS:	300.00	
Actual		2:00 pm :mployee:	for Group:	4:00 pm 4:00 pm	4:00 pm 4:00 pm	Employee:	for Group:	
Scheduled	End	4:00 pm 2:00 pm Subtotal for Employee:	Grand Total for Group:	5:00 pm 5:00 pm	5:00 pm	Subtotal for Employee:	Grand Total for Group:	
Work	Date	06/15/2007		06/11/2007	06/13/2007 06/14/2007 06/15/2007		o di	
Employee	, QI	A039-0004		A004-0003			Total minutes by employee and grocalculated.	ono and
Fmnlovee	Name	Lawson's Employees  Beck, Emmett		Marsh, Joe ♣			Calculated	 Results are grouped by assignment group and employee for easy analysis.
**************************************	Group	Lawson's Empl		Recruting				Results are employee fr

### Manager Reports – Labor Analysis

Crosstab view of total hours and dollars per employee.



Labor

Results are displayed in an easy to read

		Total	32.00 \$ 320.00	32.00 \$ 320.00	32.00 \$ 320.00	40.00	45.00 \$ 475.00	32.00 \$ 320.00	32.00 \$ 320.00	24.00 \$ 240.00	40.00	40.00 \$ 400.00	40:00
		6/22/2007	00'0	0.00	0.00	8.00	9.00 115.00	8.00 80.00	00.0	0.00	8.00	8.00 80.00	8.00
		6/21/2007	8.00	8.00 80.00	8.00 80.00	8.00 80.00	9.00	8.00	8.00	80.00	80.00	80.00	80.00
	eriod	6/20/2007	80.00	8.00	80.00 80.00	80.00	9.00	8.00	8.00	8.00	80.00	80.00	8.00
ayou man and	fithin Pay P	6/19/2007	80.00	80.00	8.00	8.00	90.00	0.00	80.00	0.00	8.00	80.00	80.00
results are displayed in a crosstab format.	Work Dates Within Pay Period	6/18/2007	80.00	80.00	80.00	80.00	9.00	8.00	80.00	8.00	8,00	80.00	80.00
	<b>"</b>	Ĺ	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
7	Employee (ID)		Alvarado, Don (A043-0027)	Colon, Benny (A043-0025)	,a (A043-0021)	Estrada, Carmen (A043-0014)	Fitzgerald, Shaun	Gibbs, Esther (A043-0016)	Gill, Matthew (A043-0026)	Greer, Terry (A043-0028)	Very easy to see daily totals as well as pay	Guerrero, Shelton	Lindsey, Ronnie (A043-0013)
Labor Analysis As Of 6/20/2007		Assignment Group	Alvarez's Employees	0	Results are grouped by assignment group with grand totals at the bottom of the report.						Very easy	Piot policies	

## Manager Reports – Non Scheduled Employees

All employees that do not have a schedule assigned by pay period.



Non Scheduled Employees Report From 6/1/2007 To 7/1/2007

Report creator can run for any date range that is needed.

Your company name here

	,		Doring Begin	Period End	Policy Profile
Assignment Group	Employee Name	Employee 10	relion begin		
Alvarez's Employees Alvarado, Don Colon, Benny Doyle, Neva Gill, Matthew Greer, Terry Padilla, Tony Saunders, Ed Sherman, Mel Simon, Émma Wise, Zachary easy analysis.	Alvarado, Don Colon, Benny Doyle, Neva Gill, Matthew Greer, Terry Padilla, Tony Saunders, Ed Sherman, Mel Simon, Emma Wise, Zachary	A043-0027 A043-0025 A043-0026 A043-0028 A043-0029 A043-0023 A043-0022 A043-0022	06/17/2007 06/17/2007 06/17/2007 06/17/2007 06/17/2007 06/17/2007 06/17/2007 06/17/2007	06/23/2007 06/23/2007 06/23/2007 06/23/2007 06/23/2007 06/23/2007 06/23/2007	A043 A043 A043 A043 A043 A043 A043 A043
j				payolizzin and base base and are	

The pay period begin and end are displayed, easy to see if an employee is not scheduled for more than one pay period.

## Manager Reports – OT Summary by Supervisor



Report creator can run for any date range that is needed. OT Summary by Supervisor From 9/1/2008 To 9/30/2008

Your Company Name Here

DT Total OT Hours	0.21	2.50	0.00	2.82	0.31	09.0
OT	0.21 0.21 1.78	2.50	0.08 0.18 0.26	2.82	0.20	8.08 0.60
Straight	' '	·				A grand total by supervisor is also displayed on the report.  09/27/2008  ES, MATILDA
PP End Date	09/20/2008 Subtotal for ALBRECHT, KEESHA 00451 Subtotal for CHADWICK, ESTELL	5 09/27/2008 Subtotal for HAGEN, ROXANE	09/20/2008 09/27/2008 Subtotal for IRVING, JOEY	09/20/2008 Subtotal for SOSA, ANGELIQUE	09/20/2008 09/27/2008 Subtotal for VICK, MERYL	9) A grand total by son the report 35 09/27/2008 Subtotal for ESTES, MATILDA
Employee ID	10(	1000245 <b>Subtota</b>	1000238 1000238 <b>Sub</b>	1000233 <b>Subtotal</b>	1000417 1000417 Sui	<b>30007</b>
Employee Name	ABRAHAM, HORTENSE (1000079) ALBRECHT, KEESHA Subtotal of hours per each employee are displayed on the report	HAGEN, ROXANE	IRVING, JOEY IRVING, JOEY	SOSA, ANGELIQUE	VICK, MERYL VICK, MERYL	Total for Supervisor ABRAHAM, HORTENSE (10 ADKINS, ADRIENNE (1000787) ESTES, MATILDA
Supervisor	АВКАНАМ					Total for S ADKINS,





Your company name here

OT Equalization Report For Period Containing 6/20/2007

30.00 25.00 25.00 25.00 25.00 24.00 24.00 24.00 24.00 25.00 25.00 24.00 24.00 24.00 24.00 24.00 15.00 16.00 22.00 15.00 15.00 15.00 15.00 15.00 15.00 15.00 15.00 15.00 Total OT Offered Results are sorted by Total OT Offered, easy 06/15/2000 Date to see if OT is being equalized. Results for a single pay penod are displayed. easy to differentiate offerings between employees. Sorensen, Bessie Washington, Sybil Townsend, Jerome Simmons, Mandy Flores, Penelope aneer, Catherine Jurgutis, Duane Drummond, Carey Adams, Jessica Gonzales, Juan Parker, Louise Small, Vincent McCoy, William Begley, Brian Jones, Mariah Administrator Raines, Jessie Foomey, Scott Barker, Amy laster, Sophie Damell, Daniel Foster, Olive Maintenance Maintenance Zeale, Jamie Hilliard, Anita Butler, Abe evi, Noah ink, Vivian Assignment Manager Employee ID 4008-0002 A002-0005 A007-0006 1001-0006 A010-0005 4011-0005 4008-0004 A015-0006 A015-0004 A015-0002 4013-0001 A015-0003 A013-0005 A015-0005 4014-0001 A015-0001 A001-0008 A003-0001 A010-0006 A003-9013 4008-0006 4001-0007 4008-0008 A010-0007 A011-0002 4010-0002 A008-0005 4012-0001 4007-0007 4007-0003 Sorensen, Bessie Cownsend, Jerome Washington, Sybil Simmons, Mandy Flores, Penelope Employee Name Laneer, Catherine Jurgutis, Duane Drummond, Carey Wilson, Forrest Adams, Jessica Gonzales, Juan Clark, Jermaine Small, Vincent Parker, Louise McCoy, William Jones, Manah Justice, Gavin Raines, Jessie foomey, Scott Barker, Amy Pamell, Daniel Jaster, Sophie Foster, Olive Zeale, Jamie Brown, Hans Hilliard, Anita ew, Noah Butler, Abe Link, Vivian Frey, Jim

Begley, Brian

A crosstab report which shows total hours and pay by pay code by month.

C MORKFORGE SOFTWARE

Your Company Name Here

### Pay Code Totals by Month From 1/1/2008 To 12/31/2008

Report creator can run for any date range that is needed.

Pay Code		Month of Activity	ivity								1	2000	2002	Total
· ·					0000	\$1000	hin 2008	Jul 2008	Aug 2008	Sep 2008	Oct 2008	MOV ZUUG	2007	
		Jan 2008	Feb 2008	Mar 2008	Apr 2008	May 2000	2007	00 36	24.60	24.00	12.00	0.00	0.00	96.00
Tall A Cloared	Hours	0.00	00.0	0.00	0.00	0.00	00.0	00.0	00.0	0.00	0.00	0.00	0.00	20.0
LIMIT ATTENDED	Pay	00:0	0.00	0.00	0.00	33.5		00 000	000	152.00	00.0	264.00	248.00	1,176.00
Holiday	Hours	104.00	128.00	0.00	0.00	152.00	0.00	1,811.35	0.00	2,293.17	0.00	3,931.16	3,530.83	20,100,11
	Pay	1,758.26	2,039.46	0.00	09.0	58.5	23.08	13.99		8.08	24.62	138.10	41.95	403.11 11,945.14
Overtime	Hours	23.23	5.3	37.55	113169	177,78	681.43	339.98	38. 38. 38.	227.87	cn:+co			
	Pay.	609.61	396.40	1,093.70	28.151.			59165	461.28	1,341.67	2,038.28	1,865.35	2,116.34	19,071.21
Regular	Hours	2,020.95	1,945.18	1,953,26	1,947.37	15,811.92	29,844.88	12,022,36	∞	23,855.40	35,802.70	32,231.70	30'00'00	
1	Pay	35,160.99	33,365.35	ישיים ומים						16.00	00.0	0.00	0.00	16,00
70.00	Hours	0.00	0.00	0.00	00.0	90.0	0.00	0.00	00.00	214.73	0.00	0.00	30.	
5	Pay	00.0	0.00	o co					0.00	0.00	0.00	0.00	451.36	251.28
Ciol Closed	Hours	9.00	0.00		0.00	0000	00.0	0.00		00.00	0.00	0.00	0.00	
Sick cleared	Pay	0.00	0.00	0.00				80 6		0.00	0.00			4.00
Ilnoaid	Hours		00.0	20.4	00.0	0.00	0.00		0.00	0.00	0.00	0.00		
	Pay	9:6	09.60		-		99 0	15.23	3 8.00	e,	16.50	9.00	0.00	0.00
Vac Cleared	Hours			0.00	900					00.0	U.D.	1	1	1
	Pay	0.00	0.00		_	_		884.87	508.90	1,579.99	2,091.40			21,285,65
Total	Hours	_	2,103.91	1,994.60	1,987.87	7 1,069.09 3 18,282.87	7 30,526.31	<del></del>	60	_	36,456.76	40,461.05	2070	4
	P.	37,528.86												

Easy to analyze crosstab format provides total hours and pay by pay code for each month in the chosen date range. Copyright (c) 2008 WorkForce Software, Inc.

Run on: 2/9/2009 10:09:08AM

Created by: WORKFORCE



#### Manager Reports - Project Report

Detailed information about tasks, employees, hours and dollars per project.

Your company name here layed	Amount	\$2,250.00 \$2,850.00 \$2,000.00 \$2,000.00 \$2,000.00	\$2,000.00 \$3,300.00 \$2,000.00 \$7,300.00	\$400.00	\$1,275.00	\$2,000.00
Your compar e displayed	Hours	215.00 225.00 200.80 210.00	225.00 200.00 200.00 625.00	40.00	125.00	200.00
Your Both total hours and total cost are displayed by employee for the timeframe.			wer Plant k	he		
	Assignment	Garrison, Tracy Carter. Hannah Corvin, John Fagan, Sara Parker, Louise	Frey, Jim Fraken Power Plant de, Derick	Carter, Hannah	Barker, Army	Atkins, Kelly
Report creator can run for any date range that is needed.	Employee	Garrison, Tracy (A922-0006) Carter, Hannah (A002-0001) Corvin, John (A001-0001) Fagan, Sara (A002-0003) Parker, Louise (A001-0006)	Frey, Jim (A012-0001) All tasks associated with a project are displayed, easy to identify trends.	Carter, Hannah (A002-0001)	Barker, Amy (A009-0001)	Atkins, Kelly (A006-0001)
Total Control	Task	A100. Analysis A300, Develop	B100, Analysis B200, Design <b>4</b> B300, Develop	D200, Design	G300, Maintain Equipment	1100, Shut Down Plant
Project Report From 6/1/2007 To 7/1/2007	\$ 0.000	100100, Project Alpha	Totals 100200, Project Beta	Totals 100300, Project Delta	Totals 100400, Project Gamma	Totals 100500, Project lota

### Manager Reports – Recorded Time Off

Recorded time off by employee.



Recorded Time Off From 1/1/2008 To 5/31/2008 4---

Report creator can run for any date range that is needed.

Your Company Name Here

Employee Name	Employee ID	Time Off Date	Time Off Type
ALBRECHT, KEESHA	1000251	01/02/2008 01/03/2008 04/15/2008 04/17/2008 04/17/2008	Sick Sick Sick Sick Sick Sick Sick Sick
ALTMAN, MARGARITE	1000053	Detailed information as timeframe is displayed 04/08/2008	Detailed information as well as a total for the timesframe is displayed.  04/08/2008 Sick  ALTMAN, MARGARITE Subtotal: 11.97
ARMSTRONG, MELANIE	1001529	03/27/2008 03/28/2008	Sick Sick ARMSTRONG, MELANIE Subtotal: 15.00
BORDEN, KANDACE	1001501	03/28/2008 04/23/2008	Sick Sick Sick BORDEN, KANDACE Subtotal: 12.00

Copyright (c) 2008 WorkForce Software, Inc.

### Manager Reports – Schedule Report

Detailed schedule information per employee.



Schedule Report For Period Containing 6/20/2007

Date parameter allows you to view entire schedule for one pay period.

Hours	00 7	1.00 4.00 1.00 4.00 1.00 4.00 4.00 4.00	8.00 8.00 8.00
Out Time		12:00 pm 5:00 pm 12:00 pm 12:00 pm 5:00 pm 12:00 pm 12:00 pm 12:00 pm 12:00 pm 12:00 pm 5:00 pm 5:00 pm	displayed.  6.00 am  8:00 am  4:00 pm  4:00 pm
In Time		8:00 am 12:00 pm 1:00 pm 12:00 pm 1:00 pm	Actual expected in displayed. 5:00 am 8:00 am
Pay Code		WORKED LUNCH WORKED LUNCH WORKED LUNCH WORKED LUNCH WORKED LUNCH WORKED LUNCH WORKED	WORKED WORKED WORKED
Work Date		06/18/2007 06/18/2007 06/18/2007 06/19/2007 06/20/2007 06/20/2007 06/21/2007 06/21/2007 06/21/2007 06/21/2007 06/21/2007	06/18/2007 06/19/2007 06/20/2007
Assignment	Aarons, Lynn	d for the day are	Acosta, Tasha
, , , , , , , , , , , , , , , , , , ,	Employee Aarons, Lynn (A008-0001)	All punches expected for the day are displayed.	Acosta, Tasha (A045-0002)

#### Manager Reports - Schedule, Date Range Detailed schedule information per employee.





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Wed

Tue

Mon

Hours per Day of Week

End Time

Start Time

Pay Period Start

Employee Name (ID)

Assignment Group

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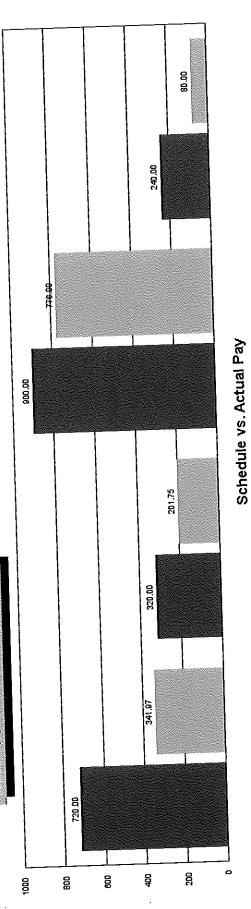


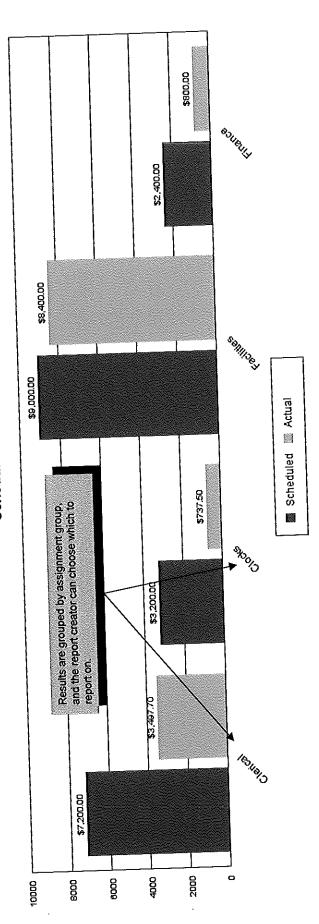
## Manager Reports - Schedule vs. Actual Graph

Total hours and dollars variance between schedule and actual, graph format.

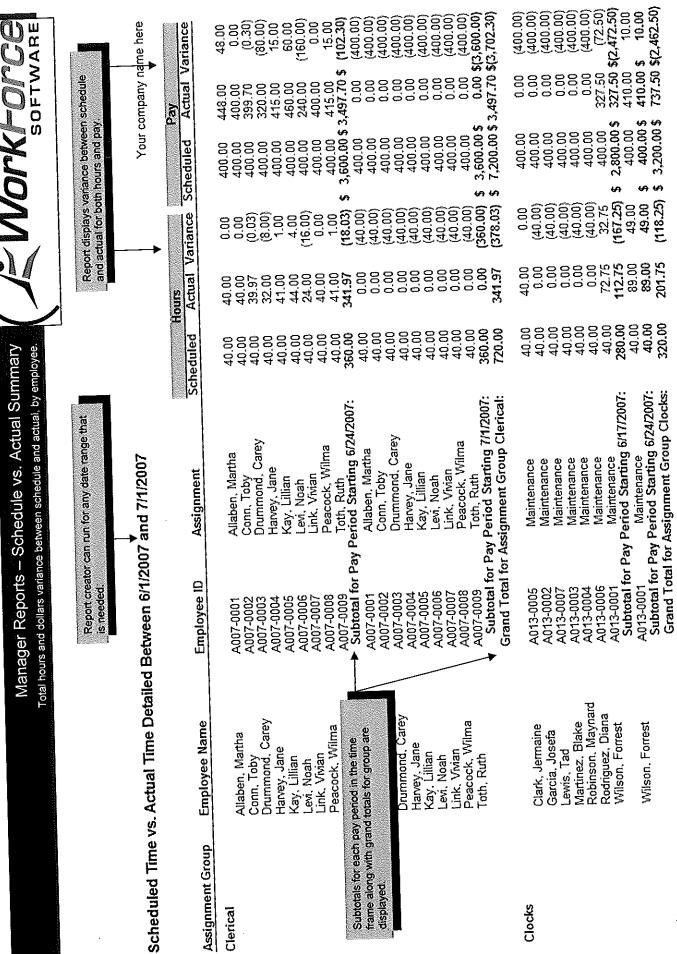
Results are displayed in graphical representation of schedule vs. actual for both hours and pay.

#### Schedule vs. Actual Hours











## Manager Reports – Schedule vs. Actual by Day

Crosstab view of total hours and dollars variance between schedule and actual

Schedule vs. Actual by Day

40.00 32.00 400.00 320.00 40.00 400.00 46.08 24.08 240.09 240.09 240.00 40.00 32.00 400.00 320.00 40.00 32.00 400.00 320.00 400.00 320.00 40.08 32.08 32.00 400.00 320.00 40.00 Total Results are displayed in easy to read crosstab format for the pay period requested w w us us 8.00 0.00 80.00 0.00 80.00 0.00 0.00 0.00 80.00 80.00 0.00 8.00 0.00 80.00 0.00 8.00 0.00 80.00 0.00 8.00 0.00 80.00 0.00 8.00 9.00 80.00 0.00 6722/2007 69 69 69 69 W W G G (4) (4) 8.00 8.00 80.00 80.00 8.00 80.00 80.00 8.00 8.00 80.00 80.00 8.00 80.00 80.00 672172007 8.00 8.00 80.00 8.00 8.00 80.00 8.00 80.00 80.00 க டு டு மை 69 69 பு ப 8.00 8.00 80.00 8.00 0.00 80.00 0.00 8.00 80.00 80.00 8.00 80.00 80.00 8.00 8.00 80.00 80.00 6/20/2007 8.00 80.00 80.00 8.00 80.00 80.00 H) H) G) G) கு க es es 69 69 G) G) en en Days Within Pay Period 8.00 80.00 80.00 8.00 8.00 80.00 80.00 8.00 80.00 80.00 80.00 8.00 8.00 8.00 80.00 80.00 8.00 8.00 80.00 80.00 6/19/2007 8.00 8.00 80.00 80.00 69 69 U) U) 69 69 us us es es மு ம 8.00 8.00 80.00 80.00 8.00 8.00 80.00 80.00 80.00 8.00 8.00 80.00 80.00 8.00 80.00 80.00 8.00 8.00 80.00 80.00 6/18/2007 8.00 8.00 80.00 80.00 69 69 U) U) மு ம <del>U) U)</del> H) H) G) G) 4) (4) Hours Sched. Hours Sched Hours Actual Hours Actual Pay Sched. Pay Actual Hours Sched. Hours Sched. Hours Actuel Hours Actual Pay Sched. Pay Actual Pay Sched. Pay Actual Hours Sched Hours Actual Pay Sched. Pay Actual Hours Sched Hours Actual Hours Sched Hours Actual Pay Sched. Pay Actual Pay Sched. Pay Actual Pay Sched. Pay Actual Saunders, Ed (A043-0023) Padilla, Tony (A043-0029) Gill, Matthew (A043-0026) Employee (ID) Alvarado, Don (A043-0027) Colon, Benny (A043-0025) Daily variances are easy to pick out and Doyle, Neva (A043-0021) Groor Tom/ Assignment Group Alvarez's Employees identify.

## Manager Reports – Schedule vs. Actual by Project

Total hours and dollars variance between schedule and actual by project.



Schedule vs. Actual by Project Between 6/1/2007 and 8/1/2007

Report creator can run for any date range that is needed.

					Totals by project along with variance between schedule and actual is displayed for both hours and bay.						
Variance		80.00 1,370.00 450.00 (297.00) 1,603.00	660.00 800.00 (297.00) <b>1,163.00</b>	80.00 320.00 <b>400.00</b>	Totals by proje schedule and a hours and pay	400.00	76.50 76.50	800.00 800.00	410.00 <b>410.00</b>	200.00 <b>200.00</b>	400.00 400.00
Pay Actual		80.00 1,370.00 450.00 0.00 1,900.00 \$	660.00 800.00 0.00 1,460.00 \$	80.00 320.00 400.00 \$	255.00 \$	400.00 400.00 \$	76.50 76.50 \$	800.00 800.00 \$	410.00 410.00 \$	200.00	400.00
Scheduled		0.00 0.00 0.00 297.00 297.00 \$	0.00 0.00 297.00 297.00 \$	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
135		€9	4	↔	U	49	49	<del></del>		<u> </u>	<del></del>
Variance	2010	8.00 127.00 43.00 (20.00)	40.00 85.00 (20.00) 105.00	8.00 32.00 <b>40.00</b>	25.00 <b>25.00</b>	40.00 40.00	4.25 4.25	80.00 80.00	41.00 <b>41.00</b>	20.00	40.00
Hours	Helinai	8.00 127.00 43.00 0.00 178.00	40.00 85.00 0.00 <b>125.00</b>	8.00 32.00 <b>40.00</b>	25.00 <b>25.00</b>	40.00	4.25 <b>4.25</b>	80.00 80.00	41.00	20.00	40.00
Scheduled		20.00 20.00 20.00 20.00 20.00 20.00		0.00	0.00	00.00		0.00	0.00	0.00	0.00
	Pay Period End	05/27/2007 06/17/2007 <b>V</b> 06/24/2007 07/01/2007	project and then d. 07/01/2007 Total for Project	06/17/2007 07/01/2007 Total for Project	06/17/2007 Total for Project:	06/24/2007 Total for Project	06/17/2007 Total for Project:	06/17/2007 Total for Project	06/24/2007 Total for Project:	06/24/2007 Total for Project	06/17/2007 Total for Project
	Project	Project Alpha	Results are grouped by project and then sorted by pay period end.  07/01/2007	Project Delta	Project Gamma	Project lota	Project Lambda	Project Omega	Project Pi	Project Rho	Project Zeta

### Manager Reports – Schedule Variance

Displays variance between scheduled times and hours vs. actual times and hours.



Your company name here	Elapsed Hours Scheduled Actual Variance	10.00 10.00 10.00 8.00	9.00 8.00 (1.00) 9.00 88.00 (2.00)	9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00	8.00 8.00 72.00	8 8 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	9.00 8.00 (1.00) 9.00 8.00 (1.00) 9.00 0.00 (9.00) 9.00 8.00 (1.00)
	Actual	4:00 pm 4:00 pm 4:00 pm 4:00 pm	45.00 pm 45.00 pm 45.00 pm 45.00 pm 75.00 pm	4:00 pm 4:00 pm 4:00 pm 4:00 pm	45.00 45.00 5.00 6.00 6.00 7.00 7.00 7.00 7.00 7.00 7	4.00 pm	4:00 pm 4:00 pm 4:00 pm
ange that	Scheduled /	5:00 pm 5:00 pm 5:00 pm 5:00 pm	5:00 pm 5:00 pm 5:00 pm 5:00 pm 5:00 pm 6:00 pm	5:00	md 00:5 0:00 pm 2:00 pm	5:00 pm 5:00 pm 5:00 pm 5:00 pm	mq 00:3 mq 00:3 mq 00:3 mq 00:3
To 10/1/2007 Report creator can run for any date range that is needed.	Actual	6:00 am 6:00 am 6:00 am 8:00 am	6:00 am 8:40 am 8:00 am 8:00 am 8:00 am	8:00 am 8:00 am c.do am e between	8:00 am 8:00 am 8:00 am	8:00 am 8:00 am	8:00 am 8:00 am
	Start Time	8:00 am 8:00 am 8:00 am	8:00 am 8:00 am 8:00 am 8:00 am 8:00 am	1/2007 8:00 am	8:00 am 8:00 am 8:00 am	8:00 am 8:00 am 8:00 am 8:00 am	8:00 am 8:00 am 8:00 am 8:00 am
	Work Date	09/10/2007 09/11/2007 09/12/2007	99/14/2007 09/14/2007 09/18/2007 09/19/2007 09/20/2007 09/21/2007	09/10/2007 09/11/2007 09/11/2007 09/11/2007 09/11/2007 09/11/2007	09/18=50 09/19/2007 09/20/2007 09/21/2007 for Employee:	09/10/2007 09/11/2007 09/12/2007	09/14/2007 09/14/2007 09/18/2007 09/19/2007
	Employee ID	K12S011-0001	Cuhtrotal		Subtotal	K12S011-0003	d actual
Schedule Variance From 9/1/2007 To 10/1/2007	Employee Name	Beamer, Judith	Details for each day with data in the time frame is displayed.	Collins, Adrian		Edwards, Thomas	The variance between scheduled and actual hours is calculated and totaled for both employee and group level.
Schedule Var	Assignment Group	All Custodians			·		The v hours

## Manager Reports – Terminated Employees Detail

Employee specific details about staff members that have been terminated.



Your company name here

Report creator can run for any date range that

Days Tenure 2576 2576 Days tenure for the employee, along with average for the group is calculated. Average Days Tenure for Group: Term Date 07/05/2007 06/15/2000 Hire Date Data Analyst High level employee details are displayed on the report. Job is needed. Department Operations Employee Termination Detail From 7/1/2007 To 8/1/2007 Employee ID A008-0002 Total Employees Terminated: 1 **Employee Name** Results are grouped by assignment group, Begley, Brian Assignment Group Facilities



Detailed information about all time off requests.



Your Company Name Here Request Submitted Date 09/18/2008 09/18/2008 09/18/2008 09/18/2008 09/18/2008 09/26/2008 09/25/2008 09/26/2008 APPROVED REJECTED APPROVED APPROVED REJECTED REJECTED REJECTED REJECTED Hours Status Report creator can run for any date range that is needed. 8.00 8.00 8.00 8.00 8.00 8.00 8.00 Time Off Type Pers- Pre-appr Pers- Pre-appr Pers- Pre-appr Pers- Pre-appr Pers- Pre-appr Vac- Pre-appr Vac-Pre-appr Vac- Pre-appr Wednesday 09/24/2008 Thursday 09/25/2008 Tuesday 09/23/2008 Tuesday 09/30/2008 Monday 09/22/2008 Monday 09/29/2008 Monday 09/29/2008 Time off requests are grouped by employee and display date and type along with hours. Friday 09/26/2008 Time Off Request Report From 9/1/2008 To 9/30/2008 ▲ Time Off Date Employee ID 1002143 1000417 1000053 ALTMAN, MARGARITE Employee Name DYKES, NUMBERS VICK, MERYL

The status of the time off request is also

displayed on the report.

#### Summarized timesheet information by employee. Manager Reports – Timesheet Report



8.00 Your company name here Hours Clock time shows I/O time and elapsed time 4:01 pm 3:59 pm 4:00 pm 4:00 pm 4:00 pm 4:00 pm Out Time 4:00 pm 4:00 pm 4:00 pm 4:00 pm 4:00 pm 8:00 am 8:02 am 8:01 am 7:57 am 8:00 am 8:00 am 8:00 am 8:00 am 8:00 am 8:00 am shows total hours. 8:00 am 8:00 am In Time Date parameter allows an entire pay period to be displayed. Pay Code Work Work Vork PT0 Work Work Work Work Work Work Work PTO Work Work 06/20/2007 06/20/2007 06/21/2007 06/19/2007 06/18/2007 06/21/2007 06/22/2007 Timesheet Version Work Date 06/18/2007 06/20/2007 06/19/2007 06/20/2007 06/21/2007 06/18/2007 06/19/2007 Timesheet Report For Period Containing 6/20/2007 Details for every version of the timesheet are 0 0 Adams, Jessica (A003-0001) Adams, Jessica Acosta, Tasha (A045-0002) Acosta, Tasha Aarons, Lynn Assignment shown. Aarons, Lynn (A008-0001) Employee

## Manager Reports – Timesheet Approval Report

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Timesheet approval information by employee.



Timesheet Approval From 11/1/2008 To 11/30/2008 -

Report creator can choose any date range to display data on the report.

Your Company Name Here

Submitted Timesheet Approver Date/Time Pay Period Timesheet End Date Submitted? Employee Name Employee ID Assigned Approver

Approver ID

Approval Date/Time

Assignment Group: ..Report\_Test\_Case\_Group \* ABRAHAM, HORTENSE

Results are grouped by assignment group and timesheet approver.

11/07/2008 13:37 11/07/2008 13:37 11/07/2008 13:37 11/07/2008 13:37 11/07/2008 13:37 12/02/2008 15:38 11/07/2008 13:37 11/07/2008 13:37 11/07/2008 13:37 11/07/2008 13:37 11/07/2008 13:37 11/07/2008 13:37 11/07/2008 13:37 11/07/2008 13:37 MORKFORCE WORKFORCE WORKFORCE WORKFORCE WORKFORCE MORKFORCE NORKFORCE WORKFORCE NORKFORCE NORKFORCE WORKFORCE NORKFORCE NORKFORCE NORKFORCE 1000019

12/02/2008 15:35 ABRAHAM, HORTENSE

\$

11/29/2008 11/01/2008 11/01/2008 11/01/2008 11/01/2008

1000238

1002384

JACK, ALYSIA

1000158

Workforce Workforce Workforce Workforce

> 윤 ္ဌ

1002126 1000245 1000628 1000228

DOLAN, ZORAIDA COTTON, KATHE

HAGEN, ROXANE

11/01/2008 11/01/2008

HOLLEY, MELLISA

IRVING, JOEY RVING, JOEY

2 ŝ

2

Workforce Workforce Workforce

Workforce

11/01/2008 11/01/2008 11/01/2008 11/01/2008 11/01/2008 11/01/2008

1000053 1000472 1000451 1002053

ALTMAN, MARGARITE

CHADWICK, ESTELL

CARTER, AMANDA

ALBRECHT, KEESHA

11/01/2008

Workforce

Workforce Workforce

> 2 2

Submission status and date along with approval status and date are included.

Workforce

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> 11/01/2008 11/29/2008

1000212

1000504

1000551

MAYFELD, DENICE KIDD, MARYELLEN

MCGEE, MAME

NORWOOD, MARJORY

12/01/2008 17:45 11/07/2008 13:37 WORKFORCE WORKFORCE

WORKFORCE WORKFORCE

11/07/2008 13:37 WORKFORCE

ABRAHAM, HORTENSE Workforce

Workforce

2 2 2

11/01/2008

1002011 1000233

1000502

SHANNON, BOBBI

PAINTER, MAGDALENE

NORWOOD, MARJORY

SNOW, MAUDE

11/29/2008

1000233

SOSA, ANGELIQUE SOSA, ANGELIQUE

11/01/2008

2 2

11/01/2008 11/01/2008

1000212 1001853 Workforce

Vorkforce

1000019

12/01/2008 17:48 11/07/2008 13:37

11/07/2008 13:37

# Manager Reports – Timesheet Audit Date Range Report

Every entry for a single employee on timesheet, using date range.



Timesheet Audit for Date Range From 5/1/2008 To 8/1/2008

Report creator can run for any date range that is needed.

Changed On	By User	Action	Work Date Pay Code	Pay Code	Hours	Hours In Time	Out Time Project	Task	IP Address
Employee: Tams, Albert (00075) 6/6/2008 2:04:28PM WORKFO 6/6/2008 2:04:28PM WORKFO 6/6/2008 2:04:28PM WORKFO 6/6/2008 2:04:28PM WORKFO 7/14/2008 1:49:51PM WORKFC 7/14/2008 3:58:12PM WORKFC 7/15/2008 2:10:35PM WORKFC	Tams, Albert (00075)  2:04:28PM WORKFORCE Instance: 2:03:12PM WORKFORCE Instance: 2:10:35PM WORKFORCE Upstance: 2:10:35PM WORKFORCE Upstance: 2:10:35PM WORKFORCE Instance: 3:58:12PM WORK	Insert Insert Insert Insert Insert Update Update Insert Update and	06/09/2008 06/10/2008 06/11/2008 06/13/2008 07/14/2008 07/14/2008 07/14/2008 07/14/2008	Assignt PTO PTO PTO PTO PTO PTO REG LABOR_ALLOC_02 LABOR_ALLOC_02 PTO PTO PTO	#ent: Tan 8.00 8.00 8.00 8.00 8.00 4.00 4.00 4.00	Assignment: Tams, Albert 10074  8.00 8.00 8.00 8.00 4.00 0.C_02 4.00 8.00 8.00 8.00		127.0.0.1 127.0.0.1 127.0.0.1 127.0.0.1 127.0.0.1 127.0.0.1 127.0.0.1 127.0.0.1 127.0.0.1 127.0.0.1 127.0.0.1 127.0.0.1	127.0.0.1 127.0.0.1 127.0.0.1 127.0.0.1 127.0.0.1 127.0.0.1 127.0.0.1 127.0.0.1 127.0.0.1 127.0.0.1

#### Manager Reports – Timesheet Detail

Detailed information about all entries on a timesheet.



0 0 0 0 0 0 0 O 0 0 Timesheet Version 0 Your company name here 8.00 8.00 8.00 8.00 The timesheet version is included in case Hours changes have been made. time and Elapsed time is displayed as hours. In/Out Time is displayed as Start and End Report creator can run for any date range that is needed. 7:00 pm 7:00 pm 7:00 pm 7:00 pm 7:00 pm 4:00 pm 4:00 pm 4:00 pm 4:00 pm **End Time** 4:00 pm Start Time 8:00 am 05/07/2007 8:00 am 8:00 am 05/18/2007 05/16/2007 05/17/2007 05/11/2007 05/08/2007 05/10/2007 05/15/2007 05/09/2007 05/14/2007 05/31/2007 06/01/2007 05/28/2007 05/29/2007 05/30/2007 Date Assignment: Began, Randi 10010 Assignment Cain, Nadia 10017 Timesheet Detail Query Report From 5/1/2007 To 6/1/2007 Detail for each day in the requested time Task frame is displayed. Project Employee: Began, Randi (00011) Employee: Cain, Nadia (00018) Pay Code Regular Sick Sick Sick

#### Manager Reports – Timesheet Detail with Pay Detail Detailed information, including pay, about all entries on a timesheet.



Timesheet Detail with Pay From 5/1/2007 To 6/1/2007

Report creator can run for any date range that is needed.

Your company name here

Start Time       End Time       Hours         8:00 am       7:00 pm       11:00       \$         8:00 am       7:00 pm       11:00       \$         8:00 am       7:00 pm       11:00       \$         Pay Period Starting 5/6/2007       47:00       \$         7       8:00 am       7:00 pm       11:00	\$ 1,030.50 Timesheet version along with comments from \$ 1,908.90 employee are displayed.
Hours  11.00 \$ 201  11.00 \$ 20  11.00 \$ 20  11.00 \$ 20  11.00 \$ 20  11.00 \$ 20  11.00 \$ 20  11.00 \$ 20  11.00 \$ 20	\$ 1,030.50 \$ 1,908.90 \$ 1,908.90
Hours  11.00 \$ 201  11.00 \$ 20  11.00 \$ 20  11.00 \$ 20  11.00 \$ 20  11.00 \$ 20  11.00 \$ 20  11.00 \$ 20  11.00 \$ 20	
11.00 \$ 11.00	
	2 2 <b>c</b>
Start Time         End Time           77         8:00 am         7:00 pm           707         8:00 am         7:00 pm	55.00 102.00 <b>102.00</b>
Start Time  77 8:00 am  70 8:00 am  70 8:00 am	for Pay Period Starting 5/13/2007 or Employee Begley, Brian (00012)
70 70 70 70 70 700 700	ny Period Star Noyee Begley Grand Total
Date  05/07/2007  05/08/2007  05/10/2007  05/14/2007  05/14/2007  05/16/2007  05/17/2007	Subtotal for Pay Period Starting 5/13/2007 Subtotal for Employee Begley, Brian (00012) Grand Total for _All Users
Task	
Pay Code Project  Assignment Group All Users Begley, Brian (00012) REG	

Totals for pay periods, employee and assignment group are included.

# Manager Reports – Timesheet Exceptions Date Range

All exceptions that occurred during a date range.



Report creator can run for any date range that is needed.

Your company name here

Timesheet Exceptions Report With Exception Date From 6/1/2007 To 7/1/2007

Message	No hours reported on a scheduled work day.	Reported hours are less than scheduled hours.	No hours reported on a scheduled work day.	No hours reported on a scheduled work day.	No hours reported on a scheduled work day.	No hours reported on a scheduled work day.	No hours reported on a scheduled work day.	Leave exists and more than scheduled hours on day.	Reported hours are less than scheduled hours.	Employee is tardy. You should not see this message.	Employee is tardy.	A slice of time is missing an In or Out time.	Employee is tardy.	CA Meal Penalty has been applied	CA Meal Penalty has been applied
								4)		No Exception En	ជា	Error (not paid)		Info. (action may C be required)	may
Severity	Warning	Warning	Warning	Warning	Warning	Warning	Warning	info.	Warning	8 0	<b>↓</b> Info.	ETTG	Info.	n fo	캶
Exception Date	06/22/2007	06/01/2007	06/25/2007	06/26/2007	▼ 06/27/2007	06/28/2007	06/29/2007	06/18/2007	7002/61/90	06/05/2007	06/05/2007	06/20/2007	06/18/2007	08/22/2007	06/30/2007
Assignment	Aarons, Lynn	Acosta, Tasha	Allaben, Martha					Andrews,Emma		Anthony, Mary	encesses the thornesses	The severity level as well as the measure displayed to the employee is shown.	Barker, Amy		
Employee ID	A008-0001	C000-570V	A007-0001		Andersare arounded by employee and the work	· .		A034_0001		A045-0008	:	The severity leve displayed to the t	A009-0001		
Fmolovee Name	MNX	ALKONS, CAMA	ACOSIA, IASHA	ALABEN, MAKINA		date in the pay period.		i i	ANDREWS, Eatland	YAAM YNDHEWA			VMA OBYCA O		

# Manager Reports - Timesheets Not Closed

All timesheets that have not been closed in the current pay period.



Timesheet Not Closed Report

Report shows all timesheets not closed for the current period only.

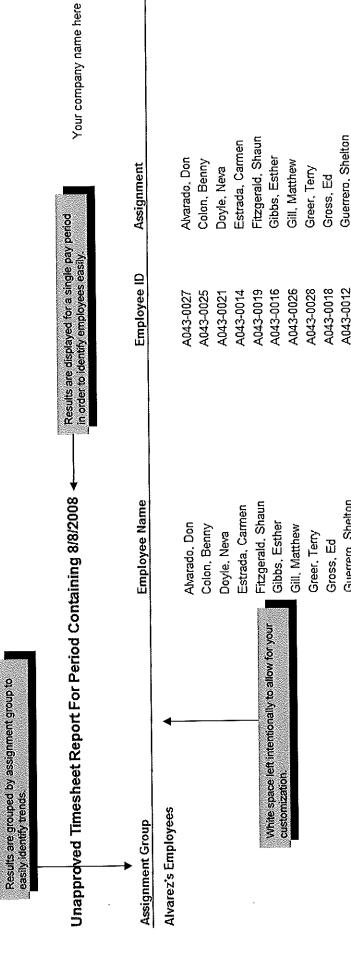
Your company name here

	i	Current Period Beg	Current Period Begin Current Period End Assignment	d Assignment
Policy Profile Group	Employee			
A001	Corvin, John (A001-0001) Harrison, Gregory (A001-0002) Khan, Shakira (A001-0003) Kramer, Jeffrey (A001-0004) Pace, Diane (A001-0005) Parker, Louise (A001-0006) Parnell, Daniel (A001-0007) Zeale, Jamie (A001-0008)	06/17/2007 06/17/2007 06/17/2007 06/17/2007 06/17/2007 06/17/2007	06/23/2007 06/23/2007 06/23/2007 06/23/2007 06/23/2007 06/23/2007	Corvin, John Harrison, Gregory Khan, Shakira Kramer, Jeffrey Pace, Diane Parker, Louise Parmell, Daniel Zeale, Jamie
Results are geasy to ident advance.	Carter, Hannah (A002-0001) Conrad, Peggy (A002-0002) Fagan, Sara (A002-0003) Results are grouped by policy profile group. easy to identify which groups need to advance. Mitchell, Tom (A002-0007) Sucre, Emily (A002-0008)	Current period begin and current period end are clearly displayed.  00,117/2007  06/17/2007  06/17/2007  06/17/2007  06/17/2007  06/17/2007  06/17/2007  06/17/2007  06/23/200  06/17/2007  06/23/200  06/17/2007  06/23/200	ourent period end 06/23/2007 06/23/2007 06/23/2007 06/23/2007 06/23/2007 06/23/2007	Carter, Hannah Conrad, Peggy Fagan, Sara Johnson, Andrew Jones, Mariah Maker, Emma Mitchell, Tom Sucre, Emily Vasquez, Mara
A003	Abbott, Dewey (A003-A903) Adams, Jessica (A003-0001) Alvarez, Rigoberto (A003-0343)	06/17/2007 06/17/2007 06/17/2007	06/23/2007 06/23/2007 06/23/2007	Abbott, Dewey Adams, Jessica Alvarez, Rigoberto

# Manager Reports – Unapproved Timesheets

All timesheets that have not been approved in any pay period.





Mccarthy, Bobbie

Sandoval, Lilian

A043-0015

A043-0023 A043-0022

Padilla, Tony

Lindsey, Ronnie

A043-0013

A043-0011 A043-0029

Mccarthy, Bobbie

Sandoval, Lilian

Padilla, Tony

Guerrero, Shelton

indsey, Ronnie

Stokes, Matthew

A043-0020

Stokes, Matthew

Wise, Zachary

Tyler, Buford

Simon, Emma

Sherman, Mel

Saunders, Ed

A043-0030

Mise, Zachary

A043-0024

A043-0017

Fyler, Buford

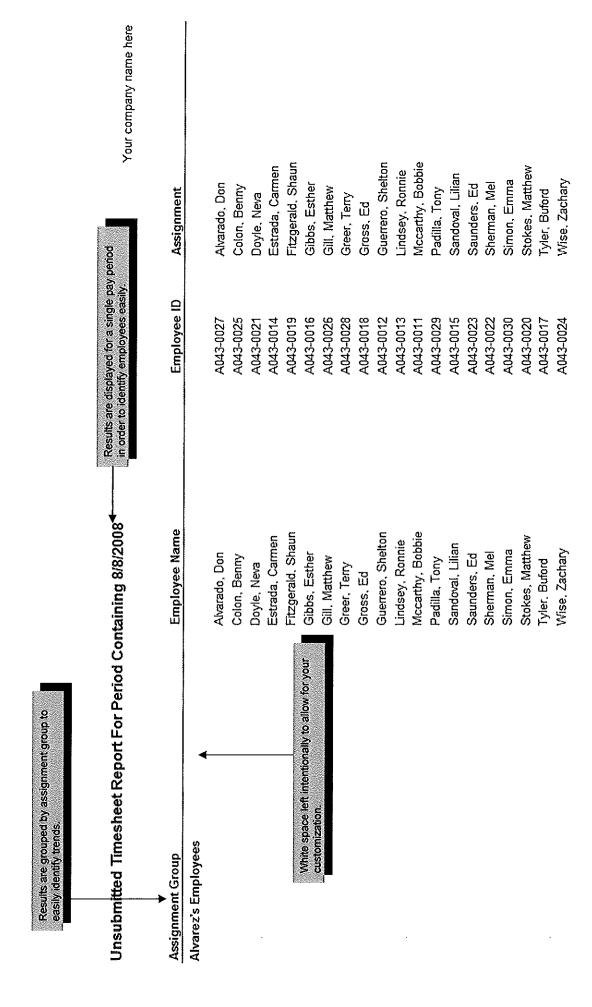
Simon, Emma

Sherman, Mel Saunders, Ed

# Manager Reports - Unsubmitted Timesheets

All timesheets that have not been submitted in any pay period.









# EmpCenter® Support Plan Descriptions

Effective 2010

SERVICE LEVELS	Bronze	Silver	Gold
8:30 am - 8:30 pm eastern time, M-F except for holidays	Х	Х	Х
(See Note 1)			
24 x 7 x 365	Additional Charge	X	X
	(See Note 2)	(See Note 3)	(See Note 4)
Response Times			T II
Severity Level 1	1 Business Day	2 Business Hours	1 Business Hour
Severity Level 2	1 Business Day	4 Business Hours	2 Business Hours
Severity Level 3	1 Business Day	1 Business Day	1 Business Day
Estimated Timeframe to Provide Resolution or Workaround			
Severity Level 1	4 Hours From Initial Response		
Severity Level 2	1 Busines	s Day From Initial I	Response
Severity Level 3		3 Business Days	t )
	(unless incider	nt requires a patch o	
Toll-free Support Line		X	X
Senior Support Consultants		X	X
PRODUCT UPDATES			
Patches	X	X	X
New Releases	X	X	X
Priority Patch Release Scheduling (See Note 5)			X
ACCOUNT MANAGEMENT			1
Quarterly Installation Review (See Note 6)			X
Assigned Support Manager			X
SUPPORT SERVICES			
Support Hours per Year	Unlimited	Unlimited	Unlimited
VPN for Fast Turnaround Time (See Note 7)		X	X
Authorized Support Contacts	2	4	6
TRAINING SERVICES			
Access to Quarterly Webinar/Training Sessions	Additional Charge	X	X
Training Webinars on New Releases	Additional Charge	X	X
Discounts on Training Courses (See Note 8)		15%	30%
OTHER			
Advisory Board Membership			X
ISES			
Annual Support Fee (See Note 9)	. 18%	20%	23%

# **Severity Level Definitions**

rity Level 1: A critical issue that renders one or more key portions of the software unusable (with no reasonable workaround) and for which immediate resolution is required to meet processing deadlines. Severity Level 2: Any other critical issue that renders one or more key portions of the software unusable.

Severity Level 3: Any other issue with the software that is not at Severity Level 1 or Severity Level 2.

# **Support Plan Notes and Provisions**

- 1. WorkForce Software holidays are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day in the United States.
- 2. Under the Bronze Support Plan, phone support is available outside of the standard call support times at a charge of \$500 plus professional services fees for all time spent, regardless of the cause of the issue.
- 3. Under the Silver Support Plan, phone support for Severity Level 1 issues is included at no additional charge. Support for Severity Level 2 and Severity Level 3 incidents is available outside of the standard call support times at a charge of \$250 plus professional service fees for all time spent, regardless of the cause of the issue.
- 4. Under the Gold Support Plan, phone support for Severity Level 1 and Severity Level 2 issues is included at no charge. Support for Severity Level 3 incidents is available outside of the standard call support times at a charge of \$250 plus professional service fees for all time spent, regardless of the cause of the issue.
- Under the Gold Support Plan, Clients get priority scheduling for the release of patches for incidents that are affecting the Client.
- WorkForce Software shall perform a quarterly review with Clients of outstanding support issues with a senior support team member and an assigned support manager. During this review, WorkForce Software will provide recommendations on issues affecting the Client and may recommend configuration changes, product patches, or upgrades to Client's configuration based on its review.
- 7. With Silver and Gold Support Plans, WorkForce Software maintains a dedicated PC with the ability to quickly connect to Client via Remote Desktop or other VPN software. This eliminates any setup time needed to get a VPN hooked up, enabling much faster response time to support requests.
- Client is provided a discount on regularly scheduled, non-private courses at the WorkForce Software
  Training Center.
- 9. Support fees are paid in advance of each support period and are calculated as a percent of the gross software fees unless otherwise specified. Minimum support fees of \$7,000, \$9,000, and \$11,000, apply for the Bonze, Silver, and Gold Support Plans respectively for each production installation. WorkForce Software offers multi-year support plans as an option. Contact WorkForce Software for a price quote.
- 10. Support Plans renew automatically upon the end of the support period unless Client notifies WorkForce Software of its decision to cancel the support plan at least fifteen (15) days prior to the end of the current support period. To avoid disruption in the support servcies, Client should pay the support fees at least fifteen (15) days prior to the beginning of each new support period.
- 11. WorkForce Software may modify the service levels, fees, and offerings of any support plan, but such changes shall not apply to the support plan for the current support period.
- 12. Support plans and support fees are non-refundable, non-cancellable, and may not be reduced in length or changed until the expiration of the current support period without WorkForce Software's approval.







# EmpCenter® Delivered Support Plan Descriptions

Effective 2010

SERVICE LEVELS	Bronze	Silver	Gold	
8:30 am - 8:30 pm eastern time, M-F except for holidays	X	X	X	
(See Note 1)				
24 x 7 x 365	Additional Charge	X	Х	
	(See Note 2)	(See Note 3)	(See Note 4)	
Response Times				
Severity Level 1	1 Business Day	2 Business Hours	1 Business Hour	
Severity Level 2	1 Business Day	4 Business Hours	2 Business Hours	
Severity Level 3	1 Business Day	1 Business Day	1 Business Day	
Estimated Timeframe to Provide Resolution or Workaround				
Severity Level 1		ırs From Initial Resp		
Severity Level 2	1 Busines	s Day From Initial I	Response	
Severity Level 3		3 Business Days		
	(unless inciden	nt requires a patch o		
Toll-free Support Line		X	X	
Senior Support Consultants		X	X	
PRODUCT UPDATES				
Priority Patch Release Scheduling (See Note 5)			X	
ACCOUNT MANAGEMENT				
Quarterly Account Review (See Note 6)			X	
Assigned Support Manager			X	
SUPPORT SERVICES				
Support Hours per Year	Unlimited	Unlimited	Unlimited	
Authorized Support Contacts	2	4	6	
TRAINING SERVICES				
Access to Quarterly Webinar/Training Sessions	Additional Charge	X	X	
Training Webinars on New Releases	Additional Charge	X	X	
Discounts on Training Courses (See Note 7)		15%	30%	
OTHER				
Advisory Board Membership			<u> </u>	

# **Severity Level Definitions**

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- 3. Under the Silver Support Plan, phone support for Severity Level 1 issues is included at no additional charge. Support for Severity Level 2 and Severity Level 3 incidents is available outside of the standard call support times at a charge of \$250 plus professional service fees for all time spent, regardless of the cause of the issue (except for issues where EmpCenter\* Delivered was unavailable).
- 4. Under the Gold Support Plan, phone support for Severity Level 1 and Severity Level 2 issues is included at no charge. Support for Severity Level 3 incidents is available outside of the standard call support times at a charge of \$250 plus professional service fees for all time spent, regardless of the cause of the issue (except for issues where EmpCenter\* Delivered was unavailable).
- Under the Gold Support Plan, Clients get priority scheduling for the release of patches for incidents that are affecting the Client.
- 6. WorkForce Software shall perform a quarterly review with Clients of outstanding support issues with a senior support team member and an assigned support manager. During this review, WorkForce Software will provide recommendations on issues affecting the Client and may recommend configuration changes, product patches, or upgrades to Client's configuration based on its review.
- Client is provided a discount on regularly scheduled, non-private courses at the WorkForce Software
  Training Center.





## Des Moines Public Schools Request for Proposal RFP 6591

### NOTICE TO VENDORS

Des Moines Public Schools will receive sealed proposals for Time & Attendance software until 9:00 A.M., on November 15, 2012. They will be received by the District's purchasing agent at his office: 1915 Prospect, Suite 103 Des Moines, Iowa 50310.

Bidders are requested to submit a signed original and an electronic copy. In addition to other requirements of this RFP, the proposal shall contain a cover letter and a completed Form of Proposal. The Form of Proposal shall be sealed in a separate envelope and clearly marked; the remaining required information shall be placed in a different envelope and affixed to the Form of Proposal envelope.

Inquiries regarding interpretation of this request and other questions shall be addressed to Mark Mattiussi via email: <a href="mark.mattiussi@dmschools.org">mark.mattiussi@dmschools.org</a>.

### Calendar of Events

Issuance Date Inquiries Deadline Due Date Tabulations Completed Committee Review & Evaluation Submitted for Board Approval Anticipated Award Project Initiated	10/18/12 11/01/12 11/15/12 11/19/12 12/03/12 12/04/12 12/11/12 01/01/13
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### TABLE OF CONTENTS

ī.	Introd	fuction	Page	3
11.	Backg	ground & Objective	Page	3
III.	Terms and Conditions			
	A.	General	Page	3
	В.	Clarifications and Modifications	Pages	3-4
	C.	Pricing	Page	4
	D.	Bid Preparations and Submission	Page	4-5
	E.	Conflicts of Interest	Page	5
	F.	Modification or Withdrawals of Bid Proposal	Page	6
	G.	Evaluation of Bid Proposals	Pages	6-7
	H.	Selection Process	Page	7
	Ĭ.	Award of Contract	Pages	7-10
	J.	Termination or Cancellation	Pages	10-11
	K.	Bribery, Corruption and Gifts	Page	11
	L.	Disclosure of Content Information	Page	11
	M.	Disposition of Information Packets	Page	11
	N.	Audit or Examination of Contract	Page	12
IV.	Syste	em Requirements	Pages	13-18
V.	Form of Proposal		Pages	19-21
VI.	Attac	chment		
	Duan	and Deference Opertionnaire	Pages	22-23

### I. INTRODUCTION

Des Moines Public Schools ("the district") is currently soliciting bids from interested parties for the purchase of a Time and Attendance System with a Business Plus (SunGard) interface; this includes; electronic time and attendance data entry (card reader clocks and web based time entry for example); full integration with our Business Plus (SunGard) system, security and confidentiality features, electronic approval process, real-time reporting, cost of all software (including initial cost and recurring rate cost), setup, installation, programming, personnel training and software specific equipment.

### II. BACKGROUND

The District is located in Des Moines, Iowa, the capital city of the state and employees approximately 5,000 teachers and staff. The District has over sixty two sites which include K-12 education, special education, operations and administration offices. It educates approximately 30,000 students annually and has provided education services for the past 100 years. In order to maximize the use of funds and to comply with state and federal mandates the District is seeking proposals for time and attendance software.

### III. GENERAL TERMS AND CONDITIONS

### A. General

- Bidders shall make all investigations necessary to thoroughly inform themselves regarding the delivery of services, materials and equipment as required by the solicitation. No plea of ignorance by the Bidder of conditions that exist or that may hereafter exist as a result of failure to fulfill the requirements of the contract documents will be accepted as the basis for varying from the requirements of the District or the compensation to the Bidder.
- 2.) The terms and conditions of the Request for Proposal, the resulting contract(s) or activities based upon this Request for Proposal shall be construed in accordance with the laws of Polk County; Iowa Wayne County, MI. Wherever differences exist between Federal and State statutes or regulations affecting this procurement, interpretation shall be in the direction of that which is most beneficial to the interests of the District.
- 3.) Bidders are required to state exactly what they intend to furnish to the District via this solicitation and must indicate any variances to the terms, conditions, and specifications of this Bid; no matter how slight. If variations are not stated in the Bidder's Proposal, it shall be construed that the Bidder's Proposal fully complies with all conditions identified in this bid.
- 4.) Bidders are advised that the District endorses the participation and utilization of local vendors in its purchasing effort. Accordingly, Bid Proposals of equal price and quality will be awarded to Bidders residing within the geographic area when available. This policy does not prohibit Bidders who reside outside of the area from participating in the purchasing process as long as these Bidders can offer quality products and services at competitive pricing.

### B. Clarification and Modifications

 Where there appears to be variances or conflicts between the General Terms and Conditions and The System Requirements outlined in this Bid solicitation, The System Requirements shall prevail. Comment [tj1]: Based on its experience, WorkForce Software believes that it is in the best Interest of the Des Moines Public Schools (the "District") and any successful vendor that a comprehensive, definitive requirements listing with appropriate negotiated contract language be developed and relied upon fully to engage the successful vendor. This is because the District, as a direct result of the bidding process, may change, add or delete requirements. In this way, both the District and WorkForce, if chosen as the successful vendor, will completely understand the District's needs and both parties will understand the terms and conditions under which those requirements are to be met.

This approach is reflected in the comments below along with the fact that certain terms and conditions which are germane to this specialized type of transaction are not included in the RFP/proposed contract language. WorkForce has attached its standard agreements to this RFP for review and consideration by the District. To the extent anything contained in these standard agreements differs from any terms contained in this RFP, including, but not limited to, those terms present in the attached documents not found in this RFP, WorkForce reserves the right to negotiate, and welcomes the opportunity to discuss, these terms in order to reach an agreement acceptable to both the District and WorkForce. Therefore, the failure of WorkForce to modify a given RFP provision does not indicate approval of such provision.

### B. Clarification and Modifications

- 2.) The apparent silence or omissions within this Bid solicitation regarding a detailed description of the materials and services to be provided shall be interpreted to mean that only the best commercial practices are to prevail and that only workmanship of first quality are to be used.
- 3.) If any Bidder contemplating submitting a Proposal under this solicitation is in doubt as to the true meaning of the specifications, the Bidder must submit a written request for clarification to the District's Purchasing Agent by the date designated by the Calendar of Events by email @: mark.mattiussi@dmschools.org.
- 4.) The Purchasing Agent for the District will work with the authorized agent of the District to respond to all inquires and will render an official interpretation of the question in writing. The District shall not be responsible for verbal interpretations offered by employees of the District who are not agents of the District's Purchasing Department.
- 5.) The District shall issue a written addendum if substantial changes, which impact the technical submission of Proposals, are required. A copy of the addenda will be posted online at our website: <a href="https://www.dmschools.org">www.dmschools.org</a>. The Bidder shall certify its acknowledgement of the addendum by signing the addendum and returning it with their proposal. In the event of a conflict with the original contract documents, addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

### C. Pricing

- If the Bidder is awarded a contract under this Bid solicitation, the prices proposed by the Bidder shall remain fixed and firm during the term of the contract; provided, however, that the bidder may offer incentive discounts from this fixed price to the District at any time during the contractual term.
- 2.) Bidders will neither include Federal, State nor applicable local excise or sales taxes in bid prices, as the District is exempt from payment of such taxes. An exemption certificate will be provided where applicable upon request
- 3.) The Bidder, by affixing its signature to this Proposal, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, firms or corporations offering a Bid Proposal for the same items, or with the District. The Bidder also certifies their proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

### D. Bid Preparation and Submission

- The Proposal must be typed or legibly printed in ink, on the Form of Proposal supplied; use of
  erasable ink is not permitted. The authorized agent of the Bidder must initial all corrections
  made by the Bidder in ink.
- Bid Proposals must contain the signature of an authorized agent of the Bidder. If the Bidder's
  authorized agent fails to sign the Bid Proposal, it shall be considered a non-responsive offer and
  shall not be considered.

Comment [tj2]: WorkForce Software cannot agree to this provision. However, WorkForce welcomes the opportunity to discuss a mutually acceptable pricing model advantageous to both

### D. Bid Preparation and Submission

- 3.) Price proposals shall be sealed in a separate envelope and clearly marked; the remaining required information shall be placed in a different envelope and affixed to the price proposal envelope. Both envelopes must have the RFP# clearly marked on the front.
- 4.) Bidders are requested to submit a signed original and an electronic copy. In addition to other requirements of this RFP, the proposal shall contain a cover letter and a completed Form of Proposal
- 5.) Unit prices shall be provided by the Bidder on their proposal. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.
- 6.) The Bidder must include all information and supplemental documentation required in conjunction with this Bid. If the Bidder fails to supply any required information or documents, its Proposal shall be considered non-responsive and shall not be considered
- 7.) The accuracy of the Bid Proposal is the sole responsibility of the Bidder. Bidder will not be allowed to make changes to their Proposal after the date and time of the Bid opening due to error by the Bidder.
- 8.) Information packages should not contain promotional or display materials unless specifically required in The System Requirements section. Informational packages must address the requirements as explained to aid the evaluation. All questions posed by the Request for Proposal must be answered clearly and concisely.
- 9.) This solicitation does not commit the District to pay any cost incurred by the Bidder or any other party in preparation and / or submission of proposals or in making necessary studies or designs for the preparation thereof, nor is the District obligated to procure or contract for such services.
- 10.) The District reserves the right to waive any and all informalities in information packages if such waiver does not substantially change the offer or provide a competitive advantage to any hidder.
- 11.)To facilitate the evaluation of Bidder's proposal, Bidder is to number all pages of its proposal and provide tabs as indicated below.
  - a. Tab # 1 Cover Letter: Introduction and general information
  - b. Tab # 2 Experience: Detail the use of your product by other public entities with the same complexities as those present with the District
  - c. Tab#3 References: Provide references of the last three public installations of your product.
  - d. Tab #4 Product/Services: The completed section from The System Requirements
  - e. Tab #5 Exceptions/Alternatives: Detail any exception with this request

### E. Conflicts of Interest

- It shall be understood and agreed that Bid Proposals submitted are offered independently of any other proposals.
- 2.) In the event that an independent contractor or firm in conjunction with the District developed this RFP, neither this contractor, nor its principals or subsidiaries, shall be allowed to submit a proposal for this solicitation.
- 3.) In the event that this proposal request requires consulting services which may ultimately lead to the purchase of other goods or services in the future, neither the selected consultant, nor its principals or subsidiaries, will be allowed to participate in the acquisition of these specific goods and services in the future.
- 4.) Chapter 722 of the Code of Iowa provides that it is a felony to offer, promise or give anything of value or benefit to a person serving in a public capacity including a school district employee with intent to influence that employee's acts, opinions, judgment or exercise indiscretion with respect to the employee's duties. Section 68B.22 governs the solicitation and acceptance of gifts by public officials.

### F. Modifications or Withdrawals of Bid Proposal

- 1.) Bids may only be modified in the form of a written notice on company letterhead and must be received prior to the time and date set for the Bid opening. Each modification submitted to the District's Purchasing Office must have the Bidder's name and return address and the applicable proposal number and title of the bid clearly marked on the face of the envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the District's Purchasing Department will be considered the valid modification.
- Bids may be withdrawn prior to the time and date set for the Bid openings. Such requests must be made in writing on company letterhead and signed by a duly authorized agent of the submitting company.

### G. Evaluation of Bid Proposal

- The District reserves the right to reject any and/or all bid proposals or parts thereof, to waive informalities or irregularities in the information packages, and to enter into such contract or contracts as shall be deemed in the best interests of the District.
- 2.) The District reserves the right to reject proposals or parts thereof for the following reasons:
  - a. The Bidder misstates or conceals any material fact in their Proposal.
  - b. The Bidder's Proposal does not strictly conform to the law or requirements of the RFP.
  - The Bid Proposal does not include documents including, but not limited to, certificates, licenses, information or specification sheets, bonds, and/or samples, which are required for submission with the Bid Proposal in conjunction with the General Terms and Condition or The System Requirements.
  - The Bid has not been properly executed by signature of an authorized representative of the Bidder.

Comment [tj3]: While WorkForce Software understands this provision is intended to prevent conflicts of interests, clarification is needed so that WorkForce is not precluded from selling additional software or services if ultimately selected as the vendor for software and professional services under

### G. Evaluation of Bid Proposal

- 3.) A proposal may not be accepted from, nor any contract be awarded to, any person or firm which is in arrears to the District upon any debt or contract or which is a defaulter as surety or otherwise upon any obligation to the District.
- 4.) A proposal may not be accepted from, nor any contract awarded to, any person or firm, which has failed to perform faithfully any previous contract with the District, state or federal governmental agency for a minimum period of one (1) year after the previous contract was terminated for cause.
- 5.) A proposal may be rejected if the Bidder is currently under suspension or debarment by any local, state or federal government, and if the Bidder cannot so certify, then it shall submit along with the proposal a written explanation of why it cannot make such certification.
- 6.) A proposal may not be accepted from, nor any contract awarded to, any person or firm, which has pending litigation against the District on the date and time that the bid opens.
- 7.) The award will be made to the bidder that best meets the needs of the District based upon the evaluation criteria. The District is not required to award the lowest cost proposal.
- 8.) The District reserves the right to:
  - a. Reject any and all Bid Proposals submitted by prospective Bidders.
  - b. Re-advertise this solicitation
  - c. Postpone or cancel the Bid process for this solicitation
  - d. Determine the criteria and process whereby proposals are evaluated and awarded.

### H. Selection Process

- 1.) The following criteria may be used to assist in selecting the successful contractor:
  - a. Completeness: Each response will be reviewed prior to the selection process for completeness and adherence to format.
  - b. Evaluation Process: The District will rely on its staff to formally evaluate each complete proposal. The evaluation process will objectively grade the proposal on their merit and responsiveness.
  - c. Evaluation Criteria: The District will develop and employ a grading scale when evaluating proposals based on experience, the ability of the bidder's products to meet the District's demands, references from the bidders past customers, and cost.
- 2.) The District reserves the right to select the successful contractor based upon the original response along with whatever other evaluation methodology the District chooses to pursue, in accordance with the District policy.

### I. Award of Contract

 Contract: The Board of Directors for the District shall award a contract to the successful Bidder, which contract shall be mutually negotiated by the parties. The General Terms and Conditions, The System Requirements, the Bidder's Proposal, written letters, addenda and the Purchase Order are collectively an integral part of the contract between the District and the successful Bidder.

### I. Award of Contract

Insurance Requirements: (If required) Successful bidder shall submit to the District certificates
of insurance, prior to beginning work under this contract and no later than ten (10) days after
award of the contract.

All policies of insurance required herein shall be written by insurance companies licensed to conduct the business of insurance in Iowa, and acceptable to the District, and if offered as a service by the bidder's insurance carrier, shall carry the provision that the insurance will not be cancelled or materially modified without thirty days (30) prior written notice to the District.

The certificates of insurance shall list the Des Moines Public Schools as the additional insured for the specified project as outlined in this RFP.

Successful bidder must provide evidence of insurance coverage for professional liability insurance to cover all of the areas for which they are submitting a proposal. This professional liability shall be written on claims made form with a retroactive date no later than the date of their proposed contract with the Des Moines Independent Community School District. The coverage shall be written with a limit not less than \$5 million for any one claim, with an aggregate not less than \$5 million for all claims in a policy period.

The successful bidder must provide a statement saying that such coverage shall be written exclusively to cover the Des Moines contract or as an alternative guarantee that the aggregate has not already been impaired by other claims if this policy covers other activities and other services for other clients.

Other forms of insurance which must be maintained during the entire term of the contract and any extensions shall be of the following forms and limits:

Forms
Workers' Compensation
Automobile Liability
Commercial General Liability,
(Including Contractual Liability & Products
Completed Operations Coverage)
Umbrella/Excess Liability
The establishment of minimum limits of insurance by the Des Moines Public Schools does not reduce or limit the liability or responsibilities of the Successful Bidder.

3.) Indemnification The successful bidder shall assume the entire responsibility and liability for any and all damages direct damages—caused by or resulting from the negligent or willful unauthorized disclosure of any confidential information on the part of the Successful bidder, its subcontractors, agents or employees under or in connection with this contract.

Successful bidder shall, upon written demand by the District, assume and defend, at the successful bidder's sole expense, any and all such suits or defense of claims alleging unauthorized disclosures of confidential information caused by negligence or willful acts on the part of the successful bidder. Any negligent or willful unauthorized disclosure of confidential information on the part of the successful bidder, its subcontractors, agents or employees under or in connection with this contract shall constitute a breach of the terms of this contract. (The successful bidder shall execute and submit a Non-Disclosure Agreement form if instructed by District personnel.

Comment [tj4]: WorkForce Software will require reciprocal indemnification from the District. Please see the standard agreements attached hereto.

### I. Award of Contract

Indemnification: The District may proceed by appropriate court action, including seeking injunctive or other equitable relief, to prevent continuing unauthorized disclosures, and successful bidder shall hold harmless and indemnify the District for court costs, litigation expenses and attorney's fees that it may pay or incur as the result of seeking to prevent or stop any and all unauthorized disclosures of confidential information.

The successful bidder shall hold harmless, indemnify, and save the District, its officers, employees, and agents, from any and all liability claims, losses or damages arising or alleged to arise during the performance of the work described herein by reason of any act or omission of the successful bidder or any of its agents, employees, or representatives. The indemnity applies to either active and passive acts or other conduct.

### 4.) Award Requirements

a. Successful Bidders shall, in the performance of professional services on behalf of the District, be familiar and comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to, and affected by, this contract including but not limited to Equal Employment Opportunity Commission (EEOC), the Occupational Safety, Health Act (OSHA), and Title I and Title II of the Americans with Disabilities Act (ADA) regulations. No Bidder shall be excluded from consideration for award in conjunction with this solicitation on the basis of race, color, creed, national origination, handicap or sex or be subjected to discrimination under any contractual award administered by the District.

b. The Bidder shall not assign, transfer, convey, sublet or otherwise dispose of this contract, including any or all of its right, title or interest therein, or its power to execute such contract to any person, company or corporation without prior written consent of the District such consent not to be unreasonably withheld, conditioned or delayed. Not withstanding the foregoing, bidder shall be allowed to transfer or assign this agreement

in the event of a sale or merger of bidder-

c. All employees of the Bidder shall be considered to be, at all times, employees of the Bidder under its sole direction and not an employee or agent of the District. The Successful bidder shall supply competent and physically capable employees in a number that is consistent with the bid requirements. Where required, employees shall be licensed and accredited.

The District may require the Successful bidder to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose continued employment on District property is not in the best interest of the District. In accordance with the District's policy regarding the use of tobacco and alcohol products and/or illegal drugs, no employee of the Successful bidder shall be permitted to use these

substances when performing work on District property.

The Successful bidder shall certify that all employees employed in support of this contract who have direct contact with students, which is defined to mean being in the presence of students during regular school hours or during school-sponsored activities, have not been convicted of (i) a felony; (ii) any offense involving the sexual molestation, physical or sexual abuse or rape of a child; or (iii) a crime of moral turpitude.

- d. Award of this contract will be based on an item-by-item basis, group basis, or an aggregate basis; whichever method is most beneficial to the District. The method of award will be determined after bid proposals have been received and opened by the District and shall be primarily determined on the basis of the selection criteria detailed and opened.
- e. The names of all subcontractors known, or contemplated, shall be listed. The District

RFP 6591 Time & Attendance Software may approve all subcontracts.

### I. Award of Contract

### 5.) Payment

- a. To be eligible for payment, all labor, equipment and materials covered under Successful bidders invoice must be completed and accepted by the District as set forth on an applicable Schedule or Statement of Work. —The District agrees to make payments under this contract within forty five (45) thirty (30)-days after receipt of a correct invoice for such payment. Where payment is made by mail, the date of postmark shall be deemed to be the date of payment. Any amounts due the District under the terms of this or any other agreement may be applied against Successful bidder's invoices with documentation for the basis of the adjustment attached. In no event shall any interest penalty or late fee accrue when payment is delayed because of disagreement between the District and Successful bidder regarding the quantity, quality, time of delivery, or other noncompliance with the contract requirements for any product or service or the accuracy or correctness of any invoice.
- b. Successful bidder shall submit to the District all invoices promptly upon completion of the requirements for installation, delivery, and acceptance of the products and services required under this contract. Invoices shall not include any costs other than those identified in the executed District purchase order awarding this contract or any subsequent change orders issued by the Purchasing Department. All shipping costs are the Bidder's responsibility, except to the extent such charges are identified in the executed District purchase order or change orders. Successful Bidders invoices shall provide at a minimum:

Type and description of the product or service installed, delivered and

accepted;

Quantity delivered Charge for each item

Extended total (unit costs x quantity)

This RFP number and / or the DMPS Purchase Order number

- c. Payment terms offering a "prompt payment discount" of 20 days or greater will be considered in the evaluation of proposals. All other payment terms shall be net fortyfive (45) calendar days or greater.
- d. Special Educational or Promotional Discounts: Successful bidder shall extend any special educational or promotional sale prices or discounts immediately to the District during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

### J. Termination or Cancellation

1.) In order to protect the vested interests the District, and to ensure the efficient utilization of dollars, successful bidders and the District shall comply with all contractual obligations contained in the contract documents finally negotiated by the parties—General Terms and Conditions, Special Conditions and The System Requirements. With respect to these obligations, the District will report any non-compliance issues to the successful Bidder for corrective action. Continued non-compliance by the successful Bidder shall be the District's justification for placing the Bidder's contract on probation status or termination.

### J. Termination or Cancellation

- 2.) In the event that the successful Bidder defaults on its contract or the contract is terminated for cause due to performance, the District reserves the right to re-procure the materials or services from the next lowest Bidder or from other sources during the remaining term of the terminated/defaulted contract.
- 3.) In the case of termination, costs shall be prorated to the date of termination and the parties shall execute a settlement agreement to specify the terms. Failure to agree on a settlement is subject to arbitration.
- 4.) With the mutual agreement of both the contractor and the District, upon receipt and acceptance of not less than thirty days written notice, the contract may be terminated on an agreed date before the end of the contract, without penalties to either party:
- 5.) Either party may terminate the contract because of the failure of the other party to carry out the provisions of the contract. In such case, the party terminating the contract shall give thirty days notice of conditions endangering performance and if after notice the offending party fails to remedy the violation of the terms to the satisfaction of the other party, the contract may be terminated.
- 6.) In the event the filing of a Petition in Bankruptcy by or against the successful bidder, the District shall have the right to terminate the contract by providing fifteen days notice of its intentions to terminate.
- 7.) If funds anticipated for these services do not become available for any reason prior to the commencement of the agreement, the District shall have the right to terminate the contract without penalty by giving not less than 10 days written notice documenting the lack of funding. Should the contract be terminated after the commencement of work on behalf of the successful bidder, the successful bidder shall be entitled to any costs already incurred. District shall be obligated to apply for appropriate funding for the contract on a yearly basis.

### K. Bribery, Corruption and Gifts

Chapter 722 of the Code of Iowa provides that it is a felony to offer, promise or give anything of value or benefit to a person serving in a public capacity with intent to influence that employee's acts, opinions, judgment or exercise indiscretion with respect to the employee's duties. Section 68B.22 governs the solicitation and acceptance of gifts by public officials.

### L. Disclosure of Information Content

The laws of Iowa require that at the conclusion of the selection process the contents of the information packages be placed in the public domain and be open for inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the packages.

### M. Disposition of Information Packages

All information packages become the property of the District and will not be returned to the respondent.

Comment [tj5]: Appropriate payment of fees upon termination shall be negotiated between the

### N. Audit or Examination of Contract

Contractor agrees that any authorized auditor, the Office of Auditor of State and where federal funds are involved, the Comptroller of the United States or a representative of the United States Government, shall have access to and a right to examine, audit, excerpt, and transcribe any directly pertinent books, documents, papers, and records of the contractor relating to the orders, invoices, or payment of this contract. Should the audit be at the request of the District, the District shall be responsible for any costs or fees for performance of the audit.



Company Name	
Street Address	
City / State/ Zip	
Authorized Representative Signature	
Representative Name (print)	
Contact Phone Number	
Contact Fax Number	
Contact Email Address	

ALSO SUBJECT TO THE TERMS AND CONDITIONS AS FOUND ON THE DMPS WEBSITE www.dmschools.org. This form and each additional form of proposal, if any, must be signed. The bidder agrees to comply with all provisions and requirements as detail in this request for proposal. They further agree to provide all products and services as defined in the systems requirements and the terms and conditions as specified in this document, bidder agrees to comply will all local, state and federal laws. The bidder assures to the best of their ability that all information submitted is accurate and was submitted without collusion with another party. By signing this proposal the signatory certifies legal authority to bind the proposing entity to the provisions of this proposal and any contract award pursuant to it. By signing this document, the bidder declares there are no conflicts of interest between the bidder and the district.

### GENERAL CONDITIONS FOR THE PURCHASE OF SUPPLIES AND EQUIPMENT FOR THE DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT DIVISION OF PURCHASING

1915 PROSPECT ROAD SUITE 103 • DES MOINES, IA 50310

# IMPORTANT - READ CAREFULLY BEFORE MAKING BID THIS BID INVITATION ISSUED BY THE BOARD OF DIRECTORS, DEPARTMENT OF PURCHASING

Sealed bids will be received by the purchasing agent of the Des Moines Independent Community School District, at his office, Division of Purchasing, Des Moines Independent Community School District, 1915 Prospect Road Suite 103, Des Moines, Iowa 50310, date and time as stated in Form of Proposal for the supplies and equipment described in the detailed specifications hereto attached.

The award of contract may be made by the Board of Directors of the Des Moines Independent Community School District to the lowest responsible bidder meeting the specifications. The right is reserved to reject any or all bids, or any part thereof, and to waive informalities, and to enter into such contract or contracts as shall be deemed in the best interests of the Des Moines Independent Community School District.

The bidder certifies, by responding to this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency.

Proposals shall be made on forms furnished by the School District. Each bid must be submitted in a sealed envelope, bearing on the outside the name of the bidder, his address and a description of the supplies or equipment for which the bid is submitted, and must also show the bid number and the date of opening. If the bid is forwarded by mail the sealed envelope containing the bid must be enclosed in another envelope addressed to the Des Moines Independent Community School District, Division of Purchasing, 1915 Prospect Road Suite 103, Des Moines, Iowa 50310.

Bids on separate bid invitations must not be combined on the same form proposal or placed in the same envelope. Bids which are combined may not be considered.

The bidder shall legibly insert the price per stated unit and the extensions against each item in the schedule herein contained or hereto annexed, which he proposes to furnish and deliver. In the event of a discrepancy between the unit price and the extension, the unit price will govern. When class or aggregate bids are called for, the bidder must bid on each item in the class bid upon. Price inserted must be net and must include delivery charges.

Computation must be made of the total amount of the bid for all items bid upon and the total shall be stated in the space provided at the end of the schedule.

The School District is exempt from sales tax (Section 422.45 (5), Code of Iowa), and no such amount for sales tax shall be included in the price quotations.

If the bidder includes in his price any state or federal tax which may be refunded, he shall furnish proof as required by law which will enable the School District to obtain any refund or credit to which it is entitled. If an item is to be sold free of federal tax or any other state tax, the seller shall not include such tax in his price and shall furnish all proof required by law to assure that such tax will not be imposed upon the School District.

Bid security is typically not required for bids for supplies and equipment, however, no bidder may withdraw a proposal within thirty (30) days after the date set for opening bids, and there shall be no change or withdrawal of bids after they have been awarded.

In case of default of the successful bidder, or in case the successful bidder fails to make delivery or repudiates the contract, or in case the School District rightfully rejects or justifiably revokes acceptance of supplies or equipment furnished, then with respect to any supplies or equipment involved, the School District may cancel the contract, and recover so much of the price as has been paid, and procure the supplies or equipment from other sources, and hold the defaulting bidder responsible for any excess cost occasioned by his breach or non-performance. In addition, the School District expressly reserves all other remedies afforded under the laws of the State of Iowa.

Comment [tj1]: Based on its experience, WorkForce Software believes that it is in the best interest of the Des Moines Independent Community School District (the "District") and any successful vendor that a comprehensive, definitive requirements listing with appropriate negotiated contract language be developed and relied upon fully to engage the successful yendor. This is because the District, as a direct result of the bidding process, may change, add or delete requirements. In this way, both the District and WorkForce Software, if chosen as the successful yendor, will completely understand the District's needs and both parties will understand the terms and conditions under which those requirements are to be met.

This approach is reflected in the fact that certain terms and conditions which are germane to this specialized type of transaction are not included in the RFP/proposed contract language. WorkForce has attached its standard agreements to this RFP for review and consideration by the District. To the extent anything contained in these standard agreements differs from any terms contained in this RFP, including, but not limited to, those terms present in the attached documents not found in this RFP, WorkForce reserves the right to negotiate, and welcomes the opportunity to discuss, these terms in order to reach an agreement acceptable to both the District and WorkForce. Therefore, the fallure of WorkForce Software to modify a given RFP provision does not indicate approval of such provision.

19jan2012

### BID SPECIFICATIONS AND SAMPLES

Where a brand or trade name appears in the specifications, it is understood that the brand or trade name referred to, or its approved equal, shall be furnished. If, however, the bidder proposes similar but not identical items, he must furnish full particulars. If no mention is made of any exceptions, it is assumed that he is bidding on the article mentioned and not an approved equal and he will be required to deliver the exact article specified.

Bidder shall submit with his bid descriptive literature of equipment or supplies which he proposes to furnish, if such articles are of a different manufacture than those specified herein. Should the description furnished in such literature differ from the specifications submitted by the Purchasing Department and no mention is made to the contrary, it shall be construed to mean that the bidder proposes to furnish equipment or supplies in accordance with such description and not in accordance with the Purchasing Department specifications, and his bid will be evaluated accordingly; that is to say, that attached descriptive literature shall become a part of the bidder's bid. Samples of items if requested shall be furnished without charge and if not destroyed shall, upon request within sixty (60) days after bid opening, be returned at the bidder's expense.

### SUPPLIES OR EQUIPMENT

The description or equipment identifications and quality of supplies or equipment to be furnished is specifically set forth in the Special Conditions hereto attached. "Supplies and equipment" shall include those items defined as "Goods" in Section 554.2105 of the Code

### QUANTITY

The quantity of supplies or equipment to be delivered is specifically set forth in the Special Conditions of form of proposal hereto attached. The specific quantity ordered must be delivered in full and not be changed without the School District's consent in writing. Any unauthorized quantity is subject to the School District's rejection and returned at the bidder's expense.

### DELIVERY

Delivery will be required to be made to depository receiving platform unless the schedule indicates otherwise. Where the schedule provides for direct delivery to schools, the items must be placed at that point within the building as directed at the place of delivery. The weight, count, measure, et cetera, will be determined as received at points of delivery unless otherwise provided in the schedule or specifications. The contractor will be required to furnish proof of delivery in every instance. Bulk material is to be placed on skids or pallets on the receiving platform as directed by the receiving clerk. Mixed loads of more than one item, color, size, etc. must be sorted when directed by the receiving clerk. No help for unloading will be provided by the School District. Suppliers should notify their truckers accordingly.

Deliveries to depositories shall be made between the hours of 8:00 A.M. and 3:30 P.M. on week days other than Saturdays and holidays. Deliveries to places other than depositories shall be made between the hours of 8:00 A.M. and 3:30 P.M. on week days other

All supplies and equipment must be securely packed in uniform containers and delivered without damage or breakage in units as specified in the schedule.

### PAYMENT

Payment to the successful bidder shall be provided in the form of proposal, at the time and place set forth herein. It is understood that the cash-discount period will be from the receipt of the supplies or equipment, or from the date of the invoice, whichever is later. C.O.D. shipments will not be accepted. Drafts will not be honored.

No additional charges of any kind, including charges for, boxing, packing, cartage or other extras, will be allowed, unless expressly agreed to in writing in advance by the School District. All shipments are to be FOB Destination, with the shipper responsible for all freight charges and product until it arrives at the designated location.

### WARRANTY SPECIFICATIONS

Seller expressly warrants that all the materials and articles covered by the specifications will be in exact accordance with such order, description and specification, and free from defects in material and/or workmanship, and merchantable. Such warranty shall survive delivery, and shall not be deemed waived either by reason of buyer's acceptance of said materials or articles or by payment for them. Any deviations from this order of specifications furnished hereunder, or any other exceptions or alterations must be approved in writing by the School District.

### CANCELLATION

The School District reserves the right to cancel all, or any part, of the undelivered portion of the goods, supplies or equipment covered by the specifications, if seller does not make delivery as specified, time being of the essence of this contract, or seller breaches any of the terms hereof, including, without limitation, the warranties of seller.

Comment [CHRISH2]: WorkForce Software will require certain disclaimers of implied warranties. All warranties, and appropriate discialmers, are contained in the standard documents attached hereto.

### INSPECTION AND ACCEPTANCE

All supplies or equipment shall be received subject to buyer's right of inspection and rejection. Defective supplies and equipment or supplies and equipment not in accordance with buyer's specifications will be held for seller's instruction at seller's risk; and, if seller so directs, will be returned at seller's expense. If inspection discloses that part of the supplies or equipment received is not in accordance with buyer's specifications, buyer shall have the right to cancel any unshipped portion of the order. Payment for supplies or equipment in this order, prior to inspection, shall not constitute acceptance thereof and is without prejudice to any and all claims that buyer may have against seller.

### ASSIGNMENT

This contract may not be assigned by seller, without the written consent of the School District. Notwithstanding the foregoing, Seller shall have the right to assign this contract in the event of a sale of a controlling interest in seller, the sale of a majority of the assets of seller, a merger or similar transaction.

### INTERPRETATION OF CONTRACT

This contract shall be construed according to the laws of the State of Iowa.

### ALTERATION OF TERMS

None of the terms and conditions contained in these General Conditions, or in the specifications, may be added to, modified, superseded or otherwise altered, except by written instrument signed by an authorized representative of the School District, and delivered by the School District to the bidder, and each shipment received by the School District from the bidder-seller shall be deemed to be only upon the terms and conditions contained in the specifications, notwithstanding any terms and conditions that may be contained in any acknowledgment, invoice or other form of the bidder-seller, and notwithstanding the School District's act of accepting or paying for any shipment or similar act of the School District.

### WAIVER OF RIGHT TO CURE DEFECTS

The School District may reject nonconforming supplies or equipment. The School District may not be required to accept replacements of substitutes or permit cure of defects in any supplies or equipment rightfully rejected.

### EQUAL EMPLOYMENT OPPORTUNITIES

Bidders shall comply with the provisions of the Federal, State and DMISD regulations to ensure that no employee or applicant for employment is discriminated against because of age, race, creed, color, sex, marital status, national origin, religion, sexual orientation, or disability. Bidders shall have an affirmative action plan.

### 'REFERENCE FOR IOWA MATERIALS, PRODUCTS AND SUPPLIES

By virtue of statutory authority, a preference will be given to products and provisions grown, and coal produced, within the State of Iowa.

### ABILITY TO PERFORM

Upon demand, any bidder for this contract shall furnish evidence in such forms as the School District may indicate, as to his financial ability, prior experience, and ability to perform. No award will be made to a bidder who shall fail to submit such evidence or to a bidder whose statements set forth such evidence and such evidence is found to be untrue. Any statement or declaration made by the bidder which may be found to be untrue, will be sufficient cause for rejecting his bid. The Board of Education will determine whether the evidence of ability to perform is satisfactory and will make awards only when such evidence is deemed satisfactory, and reserves the right to reject bids where evidence submitted is deemed unsatisfactory.

### INABILITY TO BID

If for any reason a bid is not submitted, bidders should notify Division of Purchasing in writing that, although they are not bidding on this bid, they desire to have their name retained on bid list for future bids. If either notice or bid is received, bidders may be removed from bid list until further notice.

### NIMAS (PUBLISHERS & DISTRIBUTORS OF PUBLISHED ITEMS)

By agreeing to deliver the materials marked with NIMAS on this purchase order, the publisher / distributor agree to prepare and submit, within 30days, a NIMAS file to the NIMAC that complies with the terms and procedures set forth by the NIMAC. Should the vendor be a distributor of the materials and not the publisher, the distributor agrees to immediately notify the publisher of its obligation to submit NIMAS file sets of the purchased products to the NIMAC. The files will be used for the production of alternate formats as permitted under the law for students with print disabilities.

### SAFETY STANDARDS

All materials, products and supplies offered for purchase by the Des Moines Independent Community School District must meet the standards established by the Iowa Occupational Safety and Health Act of 1972 <a href="http://coolice.legis.statc.ia.us/Cool-lEE/default.asp?category=billinfo&service=lowaCode&ga=83">http://coolice.legis.statc.ia.us/Cool-lEE/default.asp?category=billinfo&service=lowaCode&ga=83</a> and The Consumer Product Safety Improvement Act of 2008. <a href="http://www.cpsc.gov/cpsia.pdf">http://www.cpsc.gov/cpsia.pdf</a>