

# REQUEST FOR PROPOSAL

## 2017-01: FINANCIAL ACCOUNTING SOFTWARE SYSTEM

### ADDENDA #1 to Section 3 – SCOPE OF SERVICES

#### Paragraph 3.3 – GENERAL REQUIREMENTS

##### Payroll/HR Management Suite

###### PAYROLL/HR REQUIREMENTS

Employee Master File (Database per Employee)  
Tax Withholding File  
CERF Termination Reports  
Enter Payroll/Correct Payroll/Process  
Print Checks  
Check Reconciliation Journal  
Direct Deposit Journal  
Employee Master File (Print Range, File and Terminations)  
Transaction Journal  
Payroll Register  
Employee Direct Deposit List  
QTD Earnings and Tax Register  
Employment Security Report – Extract and Submission  
LAGERS Statement  
Clear Master File  
Change Employee ID  
Employee List-Terminated only or Active – Dept., SS, Name, Address  
Employee Pay Period Register – individual or all by multiple pay periods  
Pay Period Register Maintenance  
Employee List by Date – Name Sequence  
Employee List by Date – Department Sequence  
CERF Reports, Extract and Submission  
Employee Pay Period Register by SS #  
Master File Maintenance for CERF  
Rebuild Master Alpha Index

Employee Salary List

Employee Deductions #2 and #8

CERF Audit Report & Extract

W2's

Interface Menu – To send to Auditor

Payroll Period Register History – Department

Payroll Period Register History – SS#

Test Print for Direct Deposit

Accumulation of all Payroll Totals – Monthly, Quarterly and Year-To-Date