Kenosha County - Request for Proposal 2313

KENOSHA COUNTY HRIS/PAYROLL CURRENT STATE

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EMPLOYEE SELF-SERVICE

Currently employees can change address, phone numbers, name, email, contacts, and dependents and other personal demographic information. As well as view pay and tax statements. Employees can also enroll in benefits as initial new employees, during open enrollment season and initiate and submit a life event. HR is required to review and approve some changes while other changes are automatically applied.

TALENT ACQUISITION

We post open positions on our website using current applicant tracking software: Dayforce. This is done by the HR Assistant and Specialist. Job requisitions are opened via internal posting (careers option in search job option) or external posting (external Dayforce website). Kenosha County also post to other websites: Job Center, Handshake, sometimes Indeed, sometimes other sites that are targeted toward the type of candidate we're seeking (i.e.: Accountant posted on AICPA). Sourcing on other sites is done by recruiting department (LeadingAge website) by logging into accounts on those sites.

The steps include the following: initiation starts with submitting a job requisition form in Dayforce (via a Kenosha County employee designated as a Forms Generator). Information that is filled into requisition form includes job title, the business unit, position that needs to be posted, manager's name, the recruiter's name, whether its new or vacated position and the pay rate. The requisition is reviewed and approved by the Form Generator's manager and Director of HR, which formally opens the requisition. Job posting period is dependent on position and vacancy, job requisition accepts candidate application for a defined period of time, after that period ends, job requisition will no longer accept new applications. Applications are received through Dayforce and reviewed by HR business partner and hiring manager, but access can be granted for multiple people to review applications. Hiring managers review applications. HR contacts applicants to schedule interviews. Once interviews are conducted applicants are either hired or rejected in Dayforce. HR manages the rejections choosing from a selection reasons. HR manages the hire because they make the offer in alignment with the hiring manager. An offer is contingent on a background check and pre employement drug screen. Once the applicant/candidate accepts the offer a background check is conductd through HireRight, which is integrated with Dayforce. Once the background check is complete and the pre employment physical and/or drug screen are returned as acceptable, HR or hiring manager contacts candidate to confirm job offer and schedule start date. Job requisition closes when the last candidate application process is completed.

Please refer to Appendix A for a visual of the workflow process.

Currently, interview notes are kept as paper files outside of Dayforce. Ideally, Kenosha County would like to have this as part of the system.

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ONBOARDING

New hires complete new hire forms during new hire orientation through Dayforce's guided process. Dayforce's Onboarding module is partially implemented with known restrictions for other departments. A HR Business Partner photo copies I-9 documentation, and completes I-9 in HireRight. Hiring manager submits an ACDM form in ServiceNow prior to New Hire start date. There is an in-person orientation conducted in which New Hire forms and benefit enrollment are walked through. There is a benefits presentation shared with New Hire that is a weblink video, reference to employee handbook video and electronic acknowledgment (via InfoSec), drug free workplace video and paper acknowledgment form (InfoSec is a cyber security training platform that allows custom training presentation to be added to a list of courses).

A separate onboarding process is done for all seasonal park and golf employees. For seasonal workers, they are hired in Dayforce. Because of seasonal hires are set up with certain criteria; Kronos pay rule, and Kronos approver; for Golf must define golf subsidiary. Once set up in Dayforce they must be added to SharePoint. Employee information is entered for onboarding and will determine the correct handbooks to be reviewed and acknowledgement signature through jot form. I-9 is photocopies are made of the two forms of ID. I-9 forms and ID copies are uploaded to HireRight. ACDM, if needed, is submitted. New hire will attend in person orientation. New Hire will review and acknowledge Employee handbooks and watch Drug Free Workplace video and complete their Dayforce personal demographic information and set up direct deposit, complete tax forms and complete the badge ID process.

HR MANUAL PROCESSES

- Life insurance deductions must be manually entered and calculated rather than the total amount entered and the deductions calculating based off the total life amount.
- Calculate pro-rated insurance premiums (health, dental, and vision) for mid-month life event benefit modification. HR Specialist communicates pro-rated premium amount to payroll for manual entry.
- Position Changes and Terms forms go through a workflow, Payroll is provided a copy of the forms that are generated, Payroll compiles spreadsheet to be shared between HR and Payroll. Payroll date specific. Director of HR approves forms based on spreadsheet.
- Medical Insurance Premiums – After a new employee is active in Dayforce, HR Assistant updates employee properties and adds a property titled, "Humana Vitality" and selects FT, Silver, as the property. This then enrolls the new hire into the silver premiums if they enroll in medical insurance.
    - After 90 days of coverage, the HR Specialist reviews the Humana wellness level to determine medical insurance premiums going forward. HR Specialist end dates the silver status and adds a new status going forward.
- Employee Properties – After a new employee is active in Dayforce, HR Assistant updates contact information, checking "payroll mailing" for the address; enters or verifies the employee's benefit group is populated correctly in the Employment/Compensation/Policy section; and adds employee # in the security settings tab for SSO.
- PPACA tracking – HR Specialist receives a report from Payroll team listing all temporary workers, all LTC staff, and Health nurses review hours to determine coverage offer for the subsequent year. HR Specialist monitors the 1-year anniversary of any Part-Time or temporary employee by running a new hire report for the previous year and then reviewing hours in Kronos to determine if we need to extend a new offer of coverage, etc. Parks seasonals are not monitored for PPACA purposes as they are allowed to work as

many hours during the season and cannot return until they have a minimum of a 90-day break in service. They are terminated in the system at the end of each season and then rehired after the 90-day threshold. This ensures we do not need to offer health coverage to them. If there is a seasonal who would not have a 90-day break in service, the county would need to review hours at 1 year anniversary and either offer insurance at 100% employee cost or sever employment for the season.

- Terminated (Terms) employees are not real time and are inactivated through a termination form. Employee must be manually removed from RTVision, Telestaff, and On Shift to remove the employee from the schedule. Currently, Termed employee can be terminated during and outside the final pay period.
- Terminating employees- HR Specialist manually terms benefits in Dayforce based on the type of termination – the benefit end dates is different for a term versus an "Other Post-Employment Benefits" (OPEB) eligible retirement. On a term or non-OPEB retirement, the benefits end on the last day worked (except for life insurance as WRS policy is end of month). On a OPEB eligible retirement, benefits end at the end of the month in order to provide time to transfer the retiree to the retired division with the vendors and to ensure no gap in coverage. In the current system Lori notifies the vendors of the transfer via email and must delete the enrollment record from DF to ensure the weekly file feed does not include the retiree.
    - Kenosha County would like the vendor to be capable of allowing OPEB eligible retirees to remain in the system (without a fee) so a retiree health/dental plan can be created so enrollment records do not need to be deleted. If a retiree plan existed, HR Specialist could then transfer the retiree to that plan in the system so that records would not need to be deleted from history. This would also make creating the 1095C forms for retirees easier as well. Currently, the 1095C forms for retirees must be manually added and updated because the retirees are not active in the system.
- 1095C forms – most 1095C forms are handled by the system for Full-Time employees without any problems. All Part-Time employees are manually reviewed for accuracy because quite often LT Care staff change positions throughout the year that affects the insurance offer. It is also a manual process because the county's offering to those who work less than 30 hours per week is unusual, so the system does not necessarily know how to accurately code the form.
- Retiree Tracking - HR Specialist maintains a spreadsheet of the County-paid retirees. The spreadsheet is shared with the Finance team. each department is charged for the premium for their retiree. This spreadsheet is also used to track when a retiree is aging off, or if a spouse is turning 65 to ensure they enroll in Medicare A&B as well as if dependent children are aging off to remove them for the policy and extend COBRA to them.
- Dependent age out- HR specialist runs a report at the start of the new year and monitors dependents aging off. A memo is sent to employee to have them complete a life event to remove the dependent from the system.
- Performance management –
    - Exempt employees – tracked manually and separate from Dayforce. HR Assistant maintains spreadsheet of all Exempt employees with their anniversary dates. Sends monthly email to managers with a screen shot of employees with anniversaries in specific month as a reminder of whose performance review is due. HR Business Partner staff follow-up and monitor completion of evaluations based on email.
    - Non-Exempt employees – not tracked by HR. Tracked by respective department/divisions. No consistent form of tracking.

- Evaluation Forms – Word documents. Supervisor completes form, prints for signatures and submission. HR enters for date tracking. System doesn't notify sups when evals are due.
- Annual increases for exempt employees – Upon receipt of successful performance review HR business partner notifies HR assistant to process an increase for the exempt employee. HR Business Partner notifies HR Assistant to initiate a compensation change form in Dayforce for with effective date and new rate of pay. HR assistant manually calculates increase.
- Discipline log – tracked manually and separately
- Leave management – HR approves the benefits, acquiring status updates, communicate time frame for which they are approved. workers comp, A&S, next appointment date, modified dates, status.
- Training management – Currently Kenosha County utilizes InfoSec to manages annual mandatory and optional monthly cyber security training. InfoSec is also utilized for custom trainings such as employee handbook and Drug free Workplace video and acknowledgements. Training in other departments is handled separately and differently. There is a need to have an all-encompassing learning management system for all department training needs.
- Position control can be tracked via Dayforce however currently it is tracked manually and separately.
- Scheduling interviews for candidates. HR Specialist and HR Assistant email selected candidates to schedule interview. Solicit phone call or email responses to schedule interviews. Makes schedule for hiring team.
- Interview questions are printed by HR team for hiring team. Hiring team handwrites responses to questions and notes. Hiring team returns handwritten notes to HR for filing.
- Drug Free Workplace Policy acknowledgements are in paper form. Provided to employee for wet signature and returned to HR office for scanning/filing into electronic file.

PAYROLL PROCESSING

The following describes various aspects of the payroll process and potential issues that need to be resolved within a new system.

Before time is processed, the employee reviews and the manager will approve the timecard, which is then audited and locked by the payroll team to prevent changes. The payroll team currently manually loads time files from RT Vision and Kronos into Dayforce. Adjustments to the rate of pay mid-payroll increases are done manually, with effective date-driven modifications and manually splitting pay codes. Secondary jobs may not be available in the employee set up, requiring a refresh and partial calculation. Adjustments must also be made for termed employees, including pro-rating and coverage for insurance based on last day worked. Verifying correct calculations for new elections (garnishments) is important, particularly for dual garnishments such as child support and tax levy. Finally, deferred annuity must be manually verified to ensure it is processing correctly.

Currently, the payroll team manually enters payroll deductions, elections, employee information, and shift premiums for all new hires within the employee properties. However, in an ideal scenario, the new system should share HRIS employee information. This would allow for automatic assignment of shift premiums and earning elections, such as bi-lingual, shift, or heavy equipment premiums, to an employee who is assigned a particular job code. With the new system, these premiums could be easily associated with the job code and automatically assigned to the relevant employee, thereby reducing manual effort, and increasing efficiency.

Please refer to Appendix B for a visual of the workflow process.

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PAYROLL MANUAL PROCESSES

- Retro pay calculations are done manually and the total dollars are added to UKG to be included in the total pay period wages.
- One time processing for missed or overpaid premiums in Dayforce. Need to be recouped or refunded. Manual because the County takes premiums in the month of coverage. This is communicated via email by HR to Payroll.
- WRS adjustments- if someone needs to catch up on deductions County makes them whole and then recoups from employee.
- Run new hire report, Payroll verifies timecard and pay file for hours and wages
- Reviews terminating employees, verifies last day worked/employment and ensures supervisor review and approves timecard, Payroll processes recoupment/payout of PTO, prorate/refund for insurance coverage premiums (Dayforce) based on Payroll spreadsheet, so they are processed correctly for their final pay
- In UKG, sign off each timecard individually and generate export files (5) which are imported into Dayforce.
- Import time file from RT Vision which is provided by Highway Department.
- Compare Dayforce proofing sheets to timecards and resolve issues
- Manually process insurance deductions for terminated employees' final checks
- Run military hours report and make necessary WRS adjustments
- Run workers compensation hours report and make necessary WRS adjustments
- Run medical insurance deduction report and import file into Dayforce to calculate employer expense which appears as a memo on checks
- Run pre-commit audit reports
- Run earnings register and review hourly wage rates for hourly and salaried employees
- Run payroll calculation, lock, validate and commit processes
- Run Deductions Not Taken report and send to Human Resources
- Run Active Employees Not Paid report and send to Human Resources
- Run accrual interface in UKG and import data into Dayforce
- Run Hours Paid with Non-Prod detail report in UKG for previous 12 months to verify WRS status
- Post payroll in D365
- Manually process Accident and Sickness (A&S) and FMLA hours which is discussed further in the Leave Management section.
- Manually process new hires, terminations, name and address changes in the Department of Employee Trust Funds (ETF) website for employees that are eligible to participate in the Wisconsin Retirement System (WRS). The ETF's current technology do not allow for these types of scenarios to be uploaded into their system.
- Manually process comp time payouts twice a year in UKG. A comp time payout code is added to the timecards and the time is uploaded from Kronos to Dayforce.
- Manually process annual payouts of casual time and vacation time for the Sheriff's Department per the contract.
- Manually adjust paid time off accruals in UKG when the following situations occur:
    - Corrections employees in the Sheriff's Department move from a 12-hour rotating schedule to an eight-hour Monday – Friday schedule and vice versa

- Brookside employees transfer from a benefit eligible position to a non-benefit eligible position
- Brookside employees transfer to and from positions in different pay classes. For example, an employee could transfer from a position in a 24 hour per week pay class to a position in a 32 hour per week pay class.

TIME AND ATTENDANCE

The following describes various aspects of the payroll process related to salaried and hourly employees, exceptions, and rules for holidays.

- Salaried employees are paid from a schedule that includes In/Out, daily total, and cumulative total.
- Hourly employees use different punch systems, including Telestaff scheduler (Sheriff's department), RTVision scheduler but still punches (Highway department), and OnShift (LTC facilities, with checks to ensure that the punches match with scheduler).

Shift differentials are automatically accounted for based on punches. Skills or bi-lingual premiums (for highway workers) are not automatically accounted for, as an example, there are different pay grades for CNAs who administer medication or RNs who perform charge nurse duties. Job codes and pay codes are not tied together. Labor level set string must be set properly to charge against the appropriate GL code correctly. Location codes for each long-term care facility (Brookside Care Center vs. Willowbrook Assisted Living) environmental services are charged differently by GL code.

The current system does automatically compare timecards to punches and flags missed punches or complete unexcused absences. Additionally, holiday rules currently are automatically populated and reflected in employees' timecards based on pay class and attendance rule compliance/adherence (scheduled and worked/excused absence).

TIME GROUPS

We have several groups of employees that are governed by various pay rules, the handbook, addendums, or union contract. The differences include various and differing shift differentials, on call, call-in, comp earned, personal days, how holidays are accrued/taken/paid, differing OT rules, and paid lunch breaks.

Time Capturing – Salaried

Salaried employees utilize UKG timecards. System fills in daily hours based on pre-defined schedules. If granted paid time off or a benefit (jury duty, bereavement etc.) is used, the employee will enter that onto their timecard or interfaced with 3rd party tracking (Telestaff, RTVision, or OnShift). If the employee is out on FMLA or short-term disability (medical/sick leave), the employee/supervisor will enter the time onto the employee's timecard or 3rd party system (Telestaff, RTVision, or OnShift). At the end of each pay period, the employee reviews and supervisors approve the timecard.

Time Capturing – Hourly

Most hourly employees utilize UKG timecards, (the exception is the Highway via RTVision, Sheriff via Telestaff). They punch in and out via a timeclock or their computer. Time off can be requested manually through departmental form or email and approved by a supervisor or communicated directly to a supervisor. Time will be entered on the timecard either by the employee or supervisor. At the end of each pay period, the employee will review, and supervisor will approve their timecard. Based off the employee setup, UKG provides shift codes in total and Dayforce will automatically calculate shift differentials. UKG calculates overtime.

Brookside/Willowbrook job designation in OnShift is not reflected in UKG and therefore requires a manual split process to be done to correctly reflect the employees pay.

LEAVE MANAGEMENT

The Leave Management process is a manual process for tracking FMLA and Accident and Sickness (A&S) hours and paying employees for accident and sickness hours. Payroll receives emails from Human Resources with the necessary information regarding FMLA or accident and sickness hours. Payroll manually enters the information into spreadsheets to track the hours and ensures the employees are paid appropriately from the beginning of the leave until the end of the leave. FMLA and accident and sickness hours are entered into UKG on each employee's timecard, either by employee or supervisor. The hours are on the timecards are reviewed and manually adjusted based on information received from Human Resources. For example, employees and supervisors only have access to the A&S Pending Approval code. Payroll will update the code to A&S Full or A&S 2/3 or A&S 2/3 No Social Security based on the length of time that the employee is out on A&S.

There is no auditing automation for this process.

MANUAL TIME PROCESSES

Small number of supervisors still enter employee punches in UKG because an employee may have a job that doesn't have computer access or isn't on site (Parks & Golf).

BENEFIT ADMINISTRATION

NEW HIRES

Job offers are generated through Dayforce Recruitment and include a benefit summary, which is a PDF attached to job offer. HR Business Partners send new hires a welcome email separate from Dayforce with a weblink presentation explaining their benefits. During their first day employees navigate to benefits enrollment in Dayforce to complete within 14 calendar days. Benefit enrollments or changes made by employee are sent to the service providing vendor on a defined predetermined schedule through secure file transfers.

OPEN ENROLLMENT

Open enrollment is only offered through Dayforce. HR in consultation with Dayforce professional services builds an open enrollment to release when approval of county budget is complete. Kenosha County has an active open enrollment which requires all eligible employees to reelect or waive coverage during the open enrollment process. During this time all file feeds between Dayforce and benefit vendors are turned off. HR then manually sends all benefit vendors enrollments via on demand secure file transfers. Open enrollment materials are communicated via email and housed in Kenosha County's intranet. Communications include a weblink to a virtual open enrollment presentation to learn about changes and new offerings.

Wellness points – HR specialist manually prepares a spreadsheet early December for employee next year status awareness. At the end of year the HR specialist runs the same report to finalize employee wellness status. IT then bulk imports the data into Dayforce test, validation is performed and then IT loads the file into Production. After which any changes to individual wellness statuses are manually changed in the employee's record.

LIFE EVENT CHANGES

Employees initiated life event for in Dayforce HR approves the life event which initiates a special open enrollment period for the employee to make special elections based on a special life event.

HEALTH SAVINGS ACCOUNT

Only available to sworn law enforcement employees. Employees complete paper enrollment form and payroll manually enters elections.

FLEXIBLE SPENDING AND DEPENDENT CARE ACCOUNTS

WEX administers our flexible spending (FSA) and dependent care (DCA) accounts. If an employee elects to participate in the FSA and/or DCAs, they do so through the enrollment process. Dayforce generates a file which is sent to WEX with the enrollment information. Same is true when an employee terminates – the file is sent to WEX electronically after HR Specialist terminates coverage in the system. Open enrollment is done via Dayforce with a on demand secure file transfer being sent to WEX. Mid-year changes to FSA and DCA require manual intervention and recalculation by HR Specialist.

COBRA ADMINISTRATION

Kenosha County uses WEX as our TPA for COBRA Administration. The HR Benefits Specialist enters new hire information into WEX to initiate an initial COBRA notification. WEX sends out the initial COBRA notifications to newly enrolled employees or when appropriate loss of COBRA coverage notifications to employees/dependents who have an end of coverage. Additionally, HR Benefit Specialist also enters any aging off dependent information to initial the COBRA continuation notice.

WEX tracks and monitors COBRA enrollments and reports to Kenosha County. COBRA payments are made to WEX and then sent to Kenosha County for premium payment. Any payments are entered by the Treasurer's Office and receipt provided to HR.

LEARNING MANAGEMENT

LEARNING CONTENT

Currently, Kenosha County does not have a singular learning management system. There is only departmental specific training based on industry standards (Sheriff - Lexipol, LTC - Relias, IT – Infosec). There is a need for more unified system that can handle all onboard training activities such as Employee Handbook, Drug Free Workplace, Diversity training as well as the ability to include departmental training such as workplace safety, blood borne pathogen, HIPAA, PHI, PII, CIJIS, Cyber Security etc. as a vital component to enhance our employee's knowledge and skills.

Currently, Kenosha County uses InfoSec for all cyber security training. InfoSec is then customized to include Employee Handbook, Drug Free Workplace trainings as a work around for compliance auditing.

TRACKING AND CERTIFICATIONS

Currently any Kenosha County regulatory training is conducted via their own individual training platforms. Tracking and certifications are done within each departments specific training platform.

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PERFORMANCE MANAGEMENT

PERFORMANCE REVIEWS

Performance reviews occur annually on date of hire or new position start date. New position results in performance review date changing to when new role started. This requires HR assistant manually first date worked field in employee record.

The performance review is a manual process that requires leaders to access word document forms, fill out, print, sign, deliver, secure employee signature, and send to HR in inner-office mail/scan and email. Execution inconsistent. Quality inconsistent. Multiple types of review forms across various departments. Wage increases are defined by County budget, and within Kenosha County's compensation plan.

Hourly employees receive pay increases automatically on their position anniversary date, if employee is ineligible for performance increase this requires a manual intervention from HR to Payroll to stop the increase prior to going into effect.

Salaried employees require a performance review to be completed and sent to HR for approval to receive a pay increase. HR assistant initiates compensation change form with employees' new rate of pay.

PERFORMANCE CRITERIA

Performance criteria is not related to County business objectives nor is goal oriented. Criteria includes job knowledge, skills and proficiency, work performance, initiative and judgement, verbal and written communication skills, customer service and personal skills (attitude, acceptance to change, teamwork, customer service demeanor, compliance with Supervisor expectations and rules (time and attendance), ethics and confidentiality, adherence to work rules, acceptance, and diversity. Ratings are applied by leader.

FEEDBACK AND RECOGNITION

No formal processes outside of reviews.

PERFORMANCE IMPROVEMENT PLANS OR CORRECTIVE ACTION PLANS

No formal process nor consistency with what, how, and when performance improvement plans are delivered. Outlined in employee handbook as a non- disciplinary step and occurs prior to receiving progressive discipline as outlined in the employee handbook. Corrective action not completed within current system. All done on paper. No approvals required. No dialogue within system between Supervisor and direct report

DEVELOPMENT RESOURCES

Self-led and driven development. Kenosha County currently has tuition reimbursement. Some leaders develop direct reports in real time. No vision, strategy, or framework for development. Each division has their own professional development budgets and are job specific.

ANNUAL INCREASES

Payroll adjustments for both hourly and salaried employees are done manually, to account for mid pay effective dates considered. Hourly employee adjustments are processed by the payroll group, while salaried employee adjustments are processed by HR via a compensation change form in the employee's record and then split out and finalized by the payroll group. However, the manual system does not automatically consider an employee's anniversary date for automatic adjustments.

It is important to tie annual increases with a performance management system that can better track anniversary dates and new pay rate increases. The Time and Attendance system currently does not integrate with payroll to automate changes based on performance or percentage increases with an effective date. As a result, such changes must be processed manually, which can be time-consuming and prone to errors. By integrating a performance management system with payroll, employee pay adjustments can be made more efficiently, accurately, and in a timely manner.

COMPENSATION MANAGEMENT

Kenosha County's wage schedules are reviewed and changed, if necessary, annually as part of the budget process. Newly hired employees are placed in the pay range for their position between the starting wage and the midpoint of the pay range. All County employees who are not at the top of the wage range may be eligible for an annual wage increase up to three percent (3%) of the midpoint of the wage range from which their job is paid until they reach the top. This annual wage increase is generally awarded on the anniversary date of the employee's current job, provided the employee has received a rating of "above average" or higher on his or her annual performance review for the most recent rating period.

Sworn law enforcement employees are subject to wage schedules negotiated in a contract for non-exempt employees and through the Civil Service ordinance for exempt employees.

REPORTING

Currently, Kenosha County utilizes Dayforce Reporting on a regular and ad-hoc basis for payroll, benefits, and employee information. Payroll, HR, Finance, and IT users can create reports from scratch, run canned reports and modify canned reports. Often, users are running multiple reports for one purpose and then using v-look up functionality between the multiple reports. Payroll utilizes UKG reporting on a regular basis for payroll time and attendance related reports based on pay codes. Payroll also utilizes Dayforce reporting after each payroll to send out payroll reports (payroll registers, labor reports, Accident and Sickness hours, Overtime hours) to managers and directors across the divisions. Kenosha County has a few select users who are well versed in the reporting module, so those internal resources are tapped into quite often by other users not as familiar with the reporting module.

IMPLEMENTATION

Kenosha County Project Management office is moving towards the use Deliverable Expectations Documents (DEDs) to define, manage, approve, and bill all deliverables associated with the system implementation. Kenosha County PMO and project team requires that the successful vendor provide a DED and accompanying project timeline. Kenosha County PMO will assist and manage all Kenosha County business user project related deliverables based on the defined DEDs and project timeline. Reference DED template found within the VendorNet documentation folder for an example.

Please refer to Appendix C for a visual sample of a DED document looks like, or refer to the VendorNet documents folder for a full document sample.

ROLES AND RESPONSIBILITIES

The RFP scoring team will be conducted be the same members as the implementation team. Currently, HR consist of seven team members and Payroll has four main team members.

- Director of Human Resources
- Assistant Director of Human Resources
- Human Resources Business Partner (3)
- Human Resource Assistant
- Human Resource Specialist
- Equity, Diversity, and Inclusion Coordinator
- Manager of Fiscal Services, Payroll
- Payroll Specialist (3)
- Applications Manager
- Project Manager
- Technical Lead

TRAINING

Currently, Kenosha County implementation team is seeking training documentation, process workflows, and live data on-site training for all super users and administrators (approximately 25 users). The system must include initial overview reference and 'How To' videos along with a section for frequently asked questions for all other system users.

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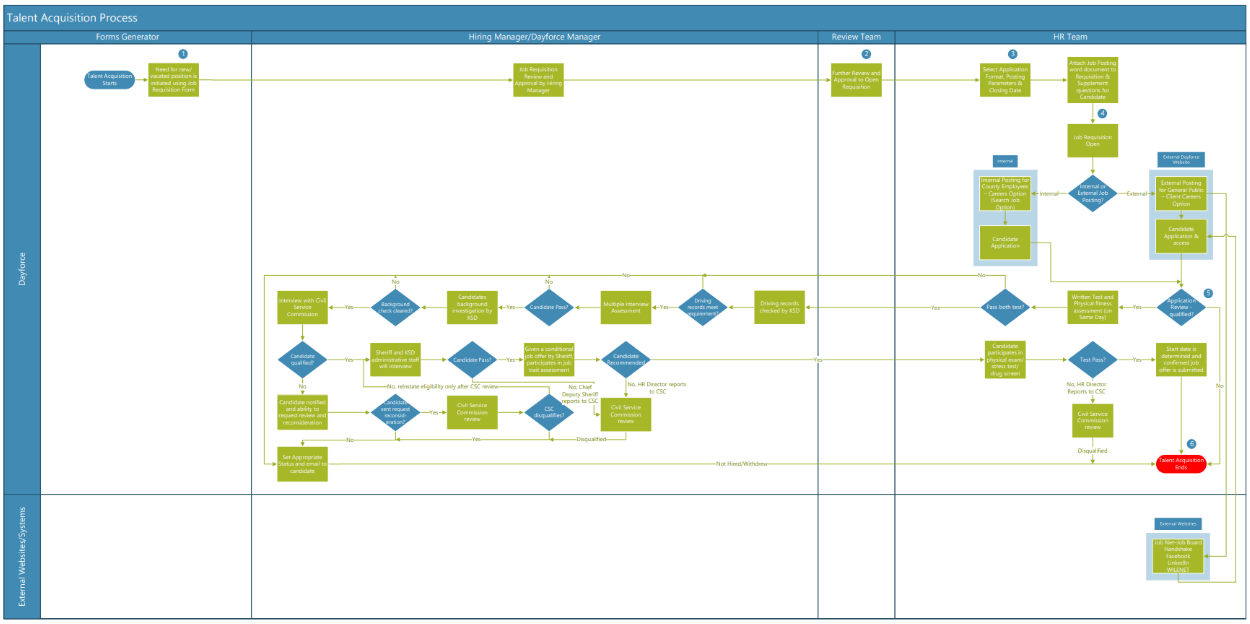
APPENDIX A – TALENT ACQUISITION WORKFLOW

Go to the VendorNet document folder for a pdf version of this workflow.



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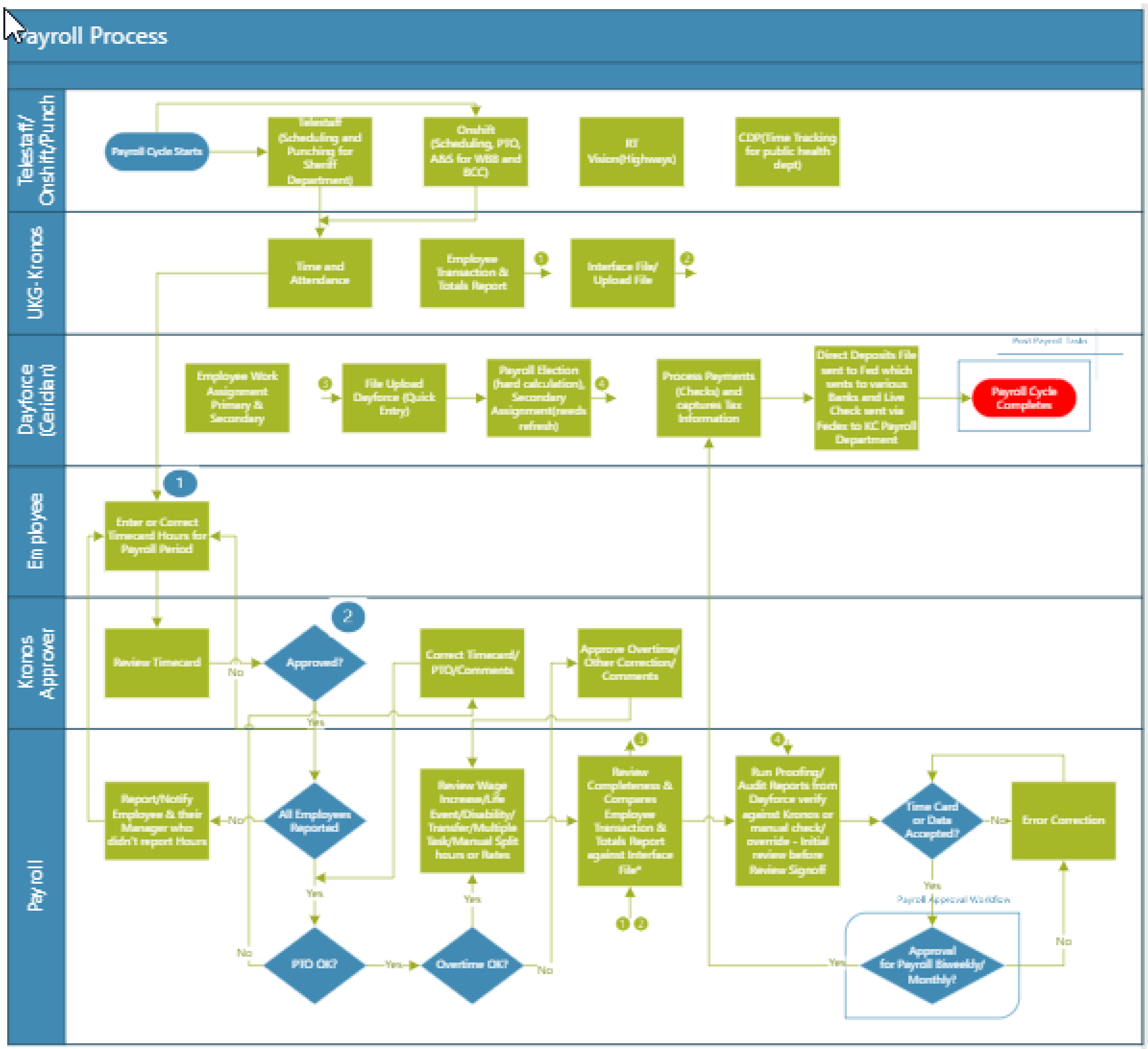
APPENDIX B – Payroll WORKFLOW

Go to the VendorNet document folder for a pdf version of this workflow.



Payroll Process Diagram

Comments

- ✓ Payroll Period ends on Saturday 11:59 PM
- ✓ Timecard Reviewed and Approved by following Tuesday Noon
- ✓ Kronos Approver – Manager/Supervisor/Director/CIO
- ✓ *From Kronos against Dayforce (Quick Entry)
- ✓ Monthly Payroll – Manual entry in Dayforce quick entry (Timesheet or Spreadsheet)
- ✓ Refer Payroll Approval Workflow for Biweekly/Monthly Approval process
- ✓ Post Payroll Tasks performed after Payroll Cycle completes

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APPENDIX C – Deliverable Expectations Documents (DED) Example

Go to the VendorNet document folder for a full pdf version of this DED document sample.

Phase	DED	Amount	Methodology Step(s)	Anticipated Completion
Prepare	DED 1: Initial Planning / Kickoff Meeting	$0.00	1.1 Initial Planning & Preparation 1.2 Kickoff Meeting	
Upgrade	DED 2: Initial Environment Setup (Development, Test)	$0.00	2.1 Establish Tech Infrastructure	
	DED 3: Name	$0.00	2.2 Execute Code Upgrade	
	DED 4: Name (part 1) **	$0.00	2.3 Upgrade Custom Items	
Validate	DED 5: Name (part 1)	$0.00	3.1 Update Procedure Documents 3.2 Prepare for Conference Room Pilot	
	DED 6: Name (part 2)	$0.00	3.1 Update Procedure Documents 3.2 Prepare for Conference Room Pilot	
Deploy	DED 7: End User Training (first set of classes)	$0.00	4.1 Train End Users	
	DED 8: End User Training (second set of classes)	$0.00	4.1 Train End Users	
	DED 9: Cutover Preparation & Execution	$0.00	4.2 Develop / Execute Cutover Plan 4.3 Conduct Readiness Review / Cutover to New System	
Support (90 days)	DED 10: Post Cutover Support (first month)	$0.00	5.1 Post Cutover Support	
	DED 11: Post Cutover Support (second month)	$0.00	5.1 Post Cutover Support	
	DED 12: Post Cutover Support (third month)	$0.00	5.1 Post Cutover Support	
Other (Post Implemen-tation)	DED 13: Name	$0.00		
	TOTAL	**0.00**		

DED 1: Name

Phase: Prepare

Objective/Purpose:

Summary

Scope / Deliverable Outline:

- Project Plan
  - XXXX
  - XXXX
- Kickoff Meeting – Summary
  - XXXX
  - XXXX

Vendor Role:

- Project Plan – Description
- Kickoff Meeting – Description

County Role:

- Project Plan – Description
- Kickoff Meeting – Description

Notes:

- XXXX
- XXXX