

## **Attachment K**

### **System Demonstration Script and Score Sheet**

#### **K.01 System Demonstration Script Overview**

The system demonstration is part of the overall evaluation of an offeror's proposed solution and qualifications. One and one-half days are allocated for the demonstration. The script in K.07 is divided into ten "segments" which will be scored. Each segment contains one or more "items" which describe specific components of the solution the offeror must demonstrate. Each item is related to one or more requirements from the Request for Proposal (RFP).

#### **K.02 Demonstration "Ground Rules"**

The following requirements and constraints apply to the demonstration:

1. Free "giveaways" (e.g., pens, portfolios, jump drives) are not permitted. Paper documents may be distributed to members of the Proposal Evaluation Committee (PEC) only, and such documents will be returned at the end of the demonstration, as they are not considered part of the written proposal.
2. Except as noted below, offerors must use a browser to communicate via the internet with a system in another geographic location. Slides (e.g. MS PowerPoint) and software running locally on the presenter's equipment are only permitted:
  - a. During introductions.
  - b. For a brief introduction of a segment or an item, such as might be used to call attention to the location within an offeror's presentation agenda.
3. Offerors must not demonstrate portions of the system not requested as part of this demonstration. If an offeror demonstrates a portion of the system that, in the procurement officer's judgment, was not requested, the offeror will be directed to begin presenting the next item.
4. Offerors and State employees (with the exception of the procurement officer) shall have minimal interaction during the procurement process. Therefore, members of the offeror demonstration team are instructed not to invite State employees to lunch. Food and beverages provided during the demonstration shall be for offeror use only.

#### **K.03 Demonstration Parameters**

So that lists and reports will be demonstrated with realistic volumes, the system must be loaded with a test data "population" containing a minimum of 10,000 active employees (i.e., employees for whom time reporting is expected at least twice monthly). Within this population, at least 10% of the population must be each of the following:

1. Paid on a semi-monthly basis.
2. Paid on a biweekly basis (similar to the State's Marine units and Correctional officer units).
3. Full-time, salaried, overtime eligible.
4. Full-time, salaried, overtime ineligible.
5. Full-time, hourly, daily overtime.
6. Part-time, hourly, daily overtime.

## K.04 System Demonstration Script Structure and Outline

Each demonstration segment is composed of a presentation period and a Question & Answer (Q&A) period. The PEC will be instructed to hold questions until the Q&A period if possible so offerors can accurately and fully utilize each presentation period. The timing provided in the script will be followed closely. The procurement officer will monitor times to ensure observance of presentation periods and Q&A periods. Once the presentation of a segment is complete, offerors are not permitted to discuss items from that segment again, even if time remains from the presentation or Q&A period of a subsequent segment.

The following table outlines the demonstration script. Within each segment, offerors may choose how much time to allocate to each item. Segments must be presented in the order listed, but offerors are permitted to present items within a segment in a different order than specified in the script. If this is done, the offeror should inform the PEC during the demo. On the detailed script in K.07, items are listed with an estimate of the approximate demonstration time required. This is only an estimate and offerors are allowed to allocate as much or as little time to each item, provided the total time for a segment is not exceeded.

Line	Start Time	mins.	Script Requirement	Points
<b>Preview</b>				
0.1	3:00	90	<b>Room Familiarization</b>	
<b>Day 1</b>				
1.1	7:30	30	<b>Room Set Up</b>	
1.2	8:00	10	<b>PEC Introductions and Instructions</b>	
1.3	8:10	10	<b>Offeror Introductions</b>	
2.0	8:20	35	<b>System Overview</b>	<b>Points: 100</b>
2.3	8:55	5	Q&A	
3.0	9:00	60	<b>Security Set Up/Roles</b>	<b>Points: 200</b>
3.9	10:00	10	Q&A	
3.10	10:10	15	Break	
4.0	10:25	75	<b>System Maint./Support – Behind the Scenes – Part 1</b>	<b>Points: 300</b>
4.8	11:40	10	Q&A	
4.9	11:50	70	Lunch	
5.0	1:00	50	<b>System Maint./Support – Behind the Scenes - Part 2</b>	<b>Points: 100</b>
5.4	1:50	10	Q&A	
6.0	2:00	65	<b>Life Cycle of a Time Sheet - Part 1</b>	<b>Points: 400</b>
6.8	3:05	10	Q&A	
6.9	3:15	15	Break	
7.0	3:30	45	<b>Life Cycle of a Time Sheet - Part 2</b>	<b>Points: 200</b>
7.4	4:15	10	Q&A	
8.0	4:25	5	<b>Announcements/Instructions for next day</b>	
<b>Day 2</b>				
9.1	7:30	30	<b>Room Set Up</b>	
9.2	8:00	5	<b>Instructions</b>	
10.0	8:05	25	<b>Special Pay Processes</b>	<b>Points: 200</b>
10.3	8:30	5	Q&A	
11.0	8:35	30	<b>Post Payroll Processing – Corrections/Adjustments</b>	<b>Points: 100</b>
11.2	9:05	5	Q&A	
12.0	9:10	50	<b>Data Entry Error Reporting</b>	<b>Points: 200</b>
12.3	10:00	10	Q&A	
12.4	10:10	15	Break	
13.0	10:25	60	<b>Batch and Ad Hoc Reporting</b>	<b>Points: 200</b>
13.2	11:25	10	Q&A	
14.0	11:35	10	<b>Closing Announcements/Instructions</b>	

## K.05 Offeror Travel Responsibilities

Offerors who are susceptible for award will be invited to demonstrations to be conducted in Juneau, Alaska. Invitations will be staggered so each offeror has equal preparation time. The specific day and room will be assigned during invitations. The demo room will be available to offeror demo staff from 3:00 p.m. until 4:30 p.m. the day before the demo. Offerors will be permitted to use the room to verify presentation requirements.

It is the offeror's responsibility to schedule flights to ensure demonstrations can be presented when scheduled. Weather delays are possible, but considered normal if actual arrival is within 12 hours of scheduled arrival. It will be the Procurement Officer's decision whether to allow demonstration rescheduling for extraordinary circumstances.

The second day of the demonstration is scheduled to end in time to allow a late afternoon departure from Juneau.

## K.06 Definitions

<b>Time Sheet</b>	The document used to record time worked. Can be hardcopy or electronic format.										
<b>Cost Center</b>	Associates the cost of time worked or leave used within the appropriate accounting structure. Identified in AKSAS as collocation code. For more information, see the Accounting Procedures Manual ( <a href="http://fin.admin.state.ak.us/dof/accounting_procedures_manual/apm_toc.jsp">http://fin.admin.state.ak.us/dof/accounting_procedures_manual/apm_toc.jsp</a> ).										
<b>Human Resource</b>	Human Resource (HR) Personnel who review and perform the final timesheet certification.										
<b>Pay Code</b>	<p>The code associated with different types of time worked or leave used. Some examples of current AKPAY usage include:</p> <table><tr><td>E100</td><td>Regular</td></tr><tr><td>E105</td><td>Holiday</td></tr><tr><td>E165</td><td>Personal Leave</td></tr><tr><td>E251</td><td>Overtime</td></tr><tr><td>E961</td><td>Unscheduled Hours</td></tr></table> <p>For more information, see the AKPAY earnings code matrix (<a href="http://fin.admin.state.ak.us/dof/payroll/resource/erncd984.pdf">http://fin.admin.state.ak.us/dof/payroll/resource/erncd984.pdf</a>).</p>	E100	Regular	E105	Holiday	E165	Personal Leave	E251	Overtime	E961	Unscheduled Hours
E100	Regular										
E105	Holiday										
E165	Personal Leave										
E251	Overtime										
E961	Unscheduled Hours										
<b>Workweek</b>	The Fair Labor Standards Act (FLSA) definition of 168 hours in 7 consecutive days. For example the standard workweek is from Sunday midnight until the following Sunday at midnight.										
<b>Work Schedule</b>	The days and times an employee is expected to work. For example, Monday through Friday starting at 8:00 am until 4:30 pm, with a one hour lunch beginning at 12:00pm.										

## K.07 System Demonstration Script and Score Sheet

Line	Start Time	mins.	Script Requirement	Points	Score / Reference
<b>Preview</b>					
0.1	3:00	90	<b>Room Familiarization</b>  If the offeror demonstration team wishes to confirm the room layout, connectivity, or other logistics, they should coordinate with the procurement officer.		
<b>Day 1</b>					
1.1	7:30	30	<b>Room Set Up</b>  The offeror demonstration team should coordinate with the procurement officer prior to the day of demonstration to confirm room location and room access.		
1.2	8:00	10	<b>PEC Introductions and Instructions</b>		
1.3	8:10	10	<b>Offeror Introductions</b>  Introduce members of the offeror demonstration team.		
2.0	8:20	35	<b>System Overview</b>  <div>Points: 100</div>		<b>Score</b>
2.1		5	<b>Verify Test Population</b>  Verify within this overview, or inform the PEC which subsequent segment verifies, that the test data population conforms to the parameters required in section K.03.		n/a
2.2		30	<b>Look and Feel</b>  Review the look and feel of the Time and Attendance Solution. At a minimum demonstrate the following: <ol style="list-style-type: none"> <li>1. Consistent look and feel.</li> <li>2. Ease of use.</li> <li>3. How to move around within system, different screens, icon usage.</li> <li>4. Online help facility/features.</li> </ol>		126 -138
2.3	8:55	5	<b>Q&amp;A</b>		

Line	Start Time	mins.	Script Requirement	Points	Score / Reference Score
3.0	9:00	60	<b>Security Set Up/Roles</b>	<b>Points: 200</b>	
3.1		10	<b>Establish and Maintain</b>  Demonstrate how security is established and maintained for a <u>system administrator</u> responsible for setting and maintaining the security and roles for users.		149 -158
3.2		10	<b>Reporting Structure</b>  Demonstrate how the hierarchical reporting structure (associating subordinate positions to one or more supervisory/approver positions) is established and maintained.		112
3.3		10	<b>Delegation Established</b>  Demonstrate how the delegation of security administration is established and maintained, including setting the customized security for an individual, as well as for “groups” such as department wide or section wide.		150
3.4		5	<b>Profiles</b>  Demonstrate how standard/default user profiles are created.		11
3.5		7	<b>Roles – Set-up</b>  Demonstrate how a user’s role/access is set up using the standard user profiles. At a minimum, include the following users: 1. Employee 2. Employee / supervisor 3. Employee / supervisor with HR access - “super user”		10, 151
3.6		9	<b>View Accessibility</b>  Demonstrate the access and “view” for each of the users in line 3.5 above. At a minimum, demonstrate the following: 1. How a user can act in different roles and the different views the user may have when acting as an employee, a supervisor, or a super user. 2. How multiple windows can be open for a single user. 3. How confidential information is “masked” depending on a user’s role and/or access rights.		16

Line	Start Time	mins.	Script Requirement	Points	Score / Reference
3.7		5	<b>Reporting/Approver Structure</b>  Demonstrate how the reporting/approver structure, the security, and the role/access rights are updated for an individual with employment changes. Include at least: <ol style="list-style-type: none"> <li>1. An employee who accepts a position and starts working in HR to process payroll - employee to super user.</li> <li>2. A supervisor who no longer supervises an employee – employee / supervisor to employee.</li> </ol>		
3.8		7	<b>Access Rights</b>  Demonstrate how access rights are established users who enter business rule changes. Demonstrate how these rights (which would be highly restricted) are segregated from: <ol style="list-style-type: none"> <li>1. Rights for users who establish and maintain approval workflow rules maintenance.</li> <li>2. HR staff that customize schedules for individual employees based on contractual arrangements or special agreements.</li> </ol>		
3.9	10:00	10	Q&A		
3.10	10:10	15	Break		

Line	Start Time	mins.	Script Requirement	Points	Score / Reference
4.0	10:25	75	<b>System Maintenance/Support – Behind the Scenes – Part 1</b>	<b>Points: 300</b>	<b>Score</b>
4.1		20	<b>Set Up Business Rules</b>  Assume legislation has mandated a new type of pay that provides for a quadruple pay rate and a flat \$5/hour for all time worked on Saturdays.  Demonstrate each of the following: 1. Configure, test, and implement the new business rule in production.  2. Configure, test, and implement the removal of a rule such as the \$5/hour flat amount in production.  3. Show how history is maintained for the changes to business rules.		103
4.2		15	<b>Establish Pay Codes</b>  Demonstrate how pay codes can be established that process differently based on business rules that differ depending on employee-specific data such as bargaining unit negotiated parameters. For example:  Overtime is calculated at time and one half, after the overtime threshold is met. Demonstrate how different business rules for the same pay code can be established for a group of employees (such as an entire bargaining unit) as well as an individual who may have a special agreement under which they are working. At a minimum, demonstrate how the threshold can be “set” for specific groups of people and for individuals: 1. Eligible for overtime after <u>working</u> 40 hrs in a workweek. 2. Eligible for overtime after <u>working</u> 37.50 hrs in a workweek. 3. Eligible for overtime after being in “pay status” (includes leave and holiday pay) for 40 hrs in a week. 4. Eligible for overtime after <u>working</u> 8 hours in a day.		103
4.3		10	<b>Set Standard Workweek and Daily Schedule</b>  The State of Alaska’s standard workweek is Sunday midnight to the following Sunday midnight, with a standard daily schedule of Monday through Friday, 7.5 hours each day.  1. Demonstrate how to set the workweek for Sunday midnight to the following Sunday midnight as the system default.  2. Demonstrate how to set the standard daily schedule as the system default.  3. Demonstrate how to set a standard daily schedule and workweek for a specified group of employees as a default. For example, a specific bargaining unit has a workweek of Thursday midnight through Thursday midnight, with a standard work schedule of Wednesday through Sunday for 8 hours each day.		85

Line	Start Time	mins.	Script Requirement	Points	Score / Reference
4.4		10	<p><b>Alternate Schedules</b></p> <p>Demonstrate how to establish a customized <u>alternate schedule</u> for an employee in each of the following situations:</p> <ol style="list-style-type: none"> <li>1. Workweek set from Friday 11:30 am to the following Friday 11:30 am. This is a two week work schedule where the employee begins work each day at 8:00 a.m. The first week the employee works 8.5 hours/day Monday through Thursday, 7 hrs on Friday (3.5 hours in workweek one, 3.5 hours in workweek two). The second week the employee works 8.5 hours/day Monday through Thursday, does not work the second Friday. In this example, the employee has worked 37.5 hours in each workweek.</li> <li>2. Workweek is the default of Sunday midnight to Sunday midnight. The daily schedule is set from Monday through Wednesday for 10 hours each day and Thursday for 7.5 hours. In this example, the employee has worked 37.5 hours in the first four days of the workweek.</li> </ol>		85
4.5		5	<p><b>Non-Scheduled Hours</b></p> <p>Assume a part-time employee who works 6 hours/day for 5 days. Demonstrate how the system automatically creates a pay code for 1.5 hours of non-scheduled time (7.5 hours minus time worked).</p>		103
4.6		10	<p><b>Part-time Holiday</b></p> <p>Assume a business rule that requires part-time employees be paid for a holiday only if scheduled to work the day on which a holiday occurs. Also assume Monday is the holiday. Demonstrate each of the following:</p> <ol style="list-style-type: none"> <li>1. For a part-time employee who is scheduled to work Mondays, demonstrate how the system automatically generates a transaction with holiday pay for the employee.</li> <li>2. For a part-time employee who is <u>not</u> scheduled to work Mondays, demonstrate how the system does <u>not</u> automatically generate a transaction with holiday pay for the employee.</li> </ol> <p>Assume a business rule that grants reduced holiday hours based on the part-time employee's daily schedule. For example, the daily work schedule is 5.0 hours each day. Demonstrate how the system would generate a 5.0 hour holiday.</p> <p>Assume a business rule that grants reduced holiday hours based on the actual number of hours worked within a pay period by a part-time employee with a variable daily schedule. For example, 23.5 hours are worked in 10 days in an 11 day pay period. <math>23.5 \text{ hrs.} / (10 \text{ days} * 7.5 \text{ hrs./day}) = .3133</math>. <math>.3133 * 7.5 \text{ hrs./day} = 2.35</math> hours holiday. Demonstrate how the system would generate the appropriate holiday hours.</p>		103



Line	Start Time	mins.	Script Requirement	Points	Score / Reference
4.7		5	<b>Full-time Holiday</b>  Assume a business rule that grants a fixed number of holiday hours regardless of time worked.  Demonstrate how to configure the system to automatically generate holiday pay transactions based on the business rule.  Also demonstrate how to configure a single employee to use this rule even though the employee's normal set-up does not use such a rule.		
4.8	11:40	10	Q&A		
4.9	11:50	70	Lunch		

Line	Start Time	mins.	Script Requirement	Points	Score / Reference
5.0	1:00	50	<b>System Maintenance/Support – Behind the Scenes - Part 2</b>	<b>Points: 100</b>	<b>Score</b>
5.1		20	<p><b>Cost Centers</b></p> <p>Demonstrate how validation of Cost Centers maintained in an external system is established.</p> <p>Demonstrate how a default cost center can be protected from being incorrectly changed or deleted by an employee.</p> <p>Demonstrate how an individual or a group (e.g. a department or section) can be associated with default cost centers, as well as how a cost center can be restricted to specific groups or individuals. In addition, demonstrate how an employee or supervisor can add or delete cost centers for reporting time for an individual.</p> <p>Demonstrate the system capability for using drop down menus for selecting projects associated with a specific cost center to automatically populate the timesheet.</p> <p>Demonstrate how to use a cost center that has not yet been added to the accounting system, so it will not validate and must be overridden.</p> <p>Demonstrate how a pay code can be charged to a specific cost center as a default. For example, leave cash-in would always charge to the same cost center.</p> <p>Demonstrate how a pay code can be charged to a specific cost center as a default for an individual. For example, an employee who has holiday pay that is always charged to certain cost center.</p>		1 - 9
5.2		10	<p><b>Activity Tracking And Cost Collection</b></p> <p>Demonstrate different methods for activity tracking and cost collection, such as: hour for hour, percents, and mixed methods. At a minimum, demonstrate:</p> <ol style="list-style-type: none"> <li>1. Tracking detailed time activity to a variety of cost centers based on work performed. Example: A lawyer submits time in minute increments using the same pay code and charges each minute to a different cost center.</li> <li>2. Allocation of time by percentages – the ratio of hours on an assignment compared to all hours reported for pay period resulting in percentages to be charged. Example: An employee's total pay is charged to multiple cost centers based on a percentage of each. Cost center # 1 is 30%, cost center #2 is 50%, cost center #3 is 20%.</li> <li>3. A mix of the methods; for example, base salary charged to percentages, yet overtime required to be charged to a specific cost center. Example, the base salary is charged to the percentages listed in #2, but overtime is charged to only one cost center.</li> </ol>		1 - 9

Line	Start Time	mins.	Script Requirement	Points	Score / Reference
5.3		20	<p><b>Online Time sheet</b></p> <p>Demonstrate the components necessary to define a typical online time sheet.</p> <p>Demonstrate how to create a standard time sheet using system tools.</p> <p>Demonstrate how components are used to add multiple premium pays or multiple leave types.</p> <p>Demonstrate how components are used to create a specialized time sheet that allows or requires entry of data elements specific to a class of users (e.g. marine highway workers). Include at least the following data elements on the specialized time sheet:</p> <p>Ship Code valid values: 01 - Taku 02 - Malaspina 03 - Matanuska</p> <p>Job Code valid values: 01 - Master 02 - Vacation relief master 03 - Vacation relief chief mate</p> <p>Demonstrate how components are used to define a specialized time sheet that allows or requires entry of data elements specific to a class of users (e.g. highway workers). Include at least the following data elements on the specialized time sheet:</p> <p>Equipment ID number Equipment time used</p>		57, 86 - 102
5.4	1:50	10	Q&A		

Line	Start Time	mins.	Script Requirement	Points	Score / Reference
6.0	2:00	65	<b>Life Cycle of a Time Sheet - Part 1</b>	<b>Points: 400</b>	<b>Score</b>
6.1		7	<b>View Employee Information</b>  Demonstrate information an employee can view about themselves; include information such as: <ol style="list-style-type: none"> <li>1. Leave balances</li> <li>2. Daily schedule</li> <li>3. Approved leave</li> <li>4. Previous time sheets</li> <li>5. Current time sheet as it flows through the calculation and approval process.</li> </ol>		64, 87
6.2		20	<b>Time sheet Workflow</b>  Submit a time sheet for an employee and demonstrate the approval and notification workflow by demonstrating how: <ol style="list-style-type: none"> <li>1. The employee is notified to complete their time sheet.</li> <li>2. The employee enters time:               <ul style="list-style-type: none"> <li>- multiple times per day</li> <li>- once each day</li> <li>- once each pay period</li> </ul> </li> <li>3. The employee electronically signs a time sheet.</li> <li>4. The employee sends a time sheet to their supervisor for approval.</li> <li>5. The supervisor is notified that a time sheet is awaiting approval.</li> <li>6. The supervisor reviews and approves a time sheet.</li> <li>7. The supervisor the electronically signs a time sheet.</li> <li>8. The supervisor sends a time sheet to HR for processing.</li> <li>9. HR is notified that a time sheet is ready for processing.</li> <li>10. HR adjusts, approves, certifies, and submits a time sheet for final processing.</li> <li>11. Time and attendance data might be prepared and exported to AKPAY for batch processing.</li> <li>12. The employee and supervisor are notified of the final results of time reported.</li> <li>13. The system prevents an employee, supervisor and HR from making any changes once the time sheet has been submitted and processed.</li> </ol> Demonstrate the notification, submittal and approval process when a supervisor has employees in two different pay cycles such as an employee paid in a biweekly pay cycle and others paid in a semi-monthly pay cycle.		111 - 118

Line	Start Time	mins.	Script Requirement	Points	Score / Reference
6.3		10	<b>Methods for Submittal</b>  Demonstrate different methods available for time sheet submittal and approval for the following: <ol style="list-style-type: none"> <li>1. Hard copy time sheets submitted via fax or scan. Show how time is entered; the approval process; and the options for employee notification.</li> <li>2. Show how hard copy attachments/support documents to justify time entered are submitted and maintained with the time sheet record. Examples include travel questionnaires and jury duty attendance reports, demonstrate how these documents are verified and "stored" with the time sheet record.</li> <li>3. Show how time sheets would appear if uploaded from a secondary system. Showing reporting stop and start times with associated project codes.</li> </ol>		87
6.4		8	<b>Leave Requests</b>  Demonstrate how an employee can request leave. Include: <ol style="list-style-type: none"> <li>1. Employee review of their leave balance.</li> <li>2. Complete a leave request.</li> <li>3. Submit the leave request to their supervisor or designate.</li> <li>4. Supervisor review of employee's leave balance.</li> <li>5. Supervisor approval of employee's leave request.</li> <li>6. Employee notification of approval.</li> <li>7. Escalation/reminders for pending leave requests.</li> <li>8. Submit a leave cash-in following business rules regarding minimum balances.</li> </ol>		99, 101
6.5		8	<b>Time Sheet Submit Options</b>  Demonstrate how an employee can submit a future time sheet, for example, completing a time sheet in advance because of a scheduled leave of absence.  Demonstrate how a time sheet can be submitted for an absent employee, such as when an employee is on leave and the supervisor needs to submit a time sheet for them.  Show subsequent employee approval if required. If so, show how could be handled for a terminated employee.		46
6.6		7	<b>Time sheet Flow Notification</b>  Demonstrate: <ol style="list-style-type: none"> <li>1. How the supervisor is notified they are "missing" a time sheet for an employee.</li> <li>2. How the employee is notified a time sheet was submitted for them.</li> <li>3. The approval process for this "exception" case.</li> <li>4. The approval process if the supervisor is not available.</li> </ol>		111 - 118

Line	Start Time	mins.	Script Requirement	Points	Score / Reference
6.7		5	<b>New Employee</b>  Demonstrate how a new employee, not yet in the payroll system, would submit their time.		95
6.8	3:05	10	Q&A		
6.9	3:15	15	Break		

Line	Start Time	mins.	Script Requirement	Points	Score / Reference Score
7.0	3:30	45	<b>Life Cycle of a Time Sheet - Part 2</b>	<b>Points: 200</b>	
7.1		20	<b>Correcting of a Time sheet</b>  Demonstrate the approval process workflow when a correction is made to time reported in the following situations: <ol style="list-style-type: none"> <li>1. An employee submits an amendment or replacement time sheet prior to the payroll process (for example, the employee forgot to report a day of leave).</li> <li>2. A supervisor corrects time reported from the employee (for example, the supervisor corrects the amount of leave the employee reported).</li> <li>3. HR makes a correction (for example, the employee submitted the request for personal leave and it should have been business leave).               <ol style="list-style-type: none"> <li>a. Show how the employee and supervisor notified.</li> <li>b. Show what subsequent approvals occur for proper processing.</li> </ol> </li> <li>4. A supervisor does not approve a time sheet, but returns it to an employee for corrections (for example, the employee forgot to report the hours they came in and worked on a weekend).</li> </ol>		94
7.2		10	<b>Approval in Groups</b>  Demonstrate how a supervisor would review and approve time reported in "groups". For example, a work group of salaried, OT exempt employees with no premium pay.  Demonstrate how HR would review, approve/certify, and submit time reported for "groups" of employees.  Demonstrate options available for "grouping" time sheets for employees for approval and processing throughout the work flow.		86, 114, 138
7.3		15	<b>Calculation of Hours</b>  Demonstrate how time sheets and premium pays would go through the "calculation" process. Show the point in the workflow where this occurs. Show how the process can be automated at entry and/or initiated by HR staff as needed.		58
7.4	4:15	10	<b>Q&amp;A</b>		
8.0	4:25	5	<b>Announcements/Instructions for next day</b>		

Line	Start Time	mins.	Script Requirement	Points	Score / Reference
<b>Day 2</b>					
9.1	7:30	30	<b>Room Set Up</b>		
9.2	8:00	5	<b>Instructions</b>		
10.0	8:05	25	<b>Special Pay Processes</b>	<b>Points: 200</b>	<b>Score</b>
10.1		15	<b>Mid-Pay Period Change</b>  Demonstrate how the system will query AKPAY to identify mid-pay period status changes when the time reported must be segregated based on time worked in different positions with different rates and different business rules for pay.  Demonstrate how an individual's change in employment will be recorded to ensure accurate pay in each position. For example: <ol style="list-style-type: none"> <li>1. a mid pay period promotion</li> <li>2. a transfer from a nonpermanent to a permanent position</li> <li>3. an employee who holds multiple positions</li> </ol>		47, 118
10.2		10	<b>FLSA – Regular Rate of Pay</b>  Demonstrate how the system can assist with Fair Labor Standards Act (FLSA) regular rate of pay to capture and report on multiple pay types in each FLSA workweek .  For example, an employee with overtime and other premium pays in the same workweek which could result in a new overtime rate.		60 - 83
10.3	8:30	5	<b>Q&amp;A</b>		



Line	Start Time	mins.	Script Requirement	Points	Score / Reference Score
11.0	8:35	30	<b>Post Payroll Processing – Corrections/Adjustments</b>	<b>Points: 100</b>	
11.1		30	<p><b>Amended Time sheet</b></p> <p>Adjusting time reported for previously processed pay periods must be processed in a separate transaction from current time sheet transaction processing. With the following examples, please demonstrate the workflow and at a minimum show how an amended time sheet for a pay period which has already processed is:</p> <ol style="list-style-type: none"> <li>1. Submitted.</li> <li>2. Approved.</li> <li>3. Loaded to AKPAY in a separate batch.</li> <li>4. Associated with the original time sheet for research/review retrieval.</li> </ol> <p>Assuming the employee has already been paid for the applicable pay period, demonstrate how an amended time sheet is processed showing late leave use.</p> <p>Under the same assumptions as outlined above, demonstrate results of additional time reported resulting in overtime pay due, for example 5 additional hours worked on a weekend.</p> <p>Demonstrate the workflow if the 5 additional hours should not have been approved and reduce the time reported.</p>		94
11.2	9:05	5	<b>Q&amp;A</b>		

Line	Start Time	mins.	Script Requirement	Points	Score / Reference
12.0	9:10	50	<b>Data Entry Error Reporting</b>	<b>Points: 200</b>	<b>Score</b>
12.1		40	<b>Online Error Messages at Point of Entry</b>  Submit time for an employee to go through the workflow and create errors to trigger online error messages. Demonstrate types of error messages displayed for data entry errors that occur, including: <ol style="list-style-type: none"> <li>1. SSN entered incorrectly (does not exist in AKPAY, too many digits).</li> <li>2. Overlapping start/stop times.</li> <li>3. Transaction date when the employee is not active.</li> <li>4. Leave pay code invalid for an employee to use.</li> <li>5. Incomplete time sheet submitted.</li> <li>6. Invalid cost center.</li> </ol>		33 - 37 130 - 132
12.2		10	<b>Online Error Messages at Point of Review</b>  Demonstrate online error messages resulting from adjustments made during the review process.		
12.3	10:00	10	Q&A		
12.4	10:10	15	Break		

Line	Start Time	mins.	Script Requirement	Points	Score / Reference Score
13.0	10:25	60	<b>Batch and Ad Hoc Reporting</b>	<b>Points: 200</b>	
13.1		60	<b>Reports</b> <ol style="list-style-type: none"> <li>1. Demonstrate how the security/authority for viewing, requesting, and creating reports is maintained.</li> <li>2. Demonstrate the types of reports available “out of the box”.</li> <li>3. Demonstrate the types of Informational reports that can be created which are not reported as online edits?</li> <li>4. Demonstrate how reports can be set up to automatically be sent to supervisors, employees, and HR.</li> <li>5. Demonstrate how reports can be generated on a set schedule as well as ad hoc requests.</li> <li>6. Demonstrate the capability of viewing historical reporting.</li> <li>7. Demonstrate a possible retention schedule and archiving process.</li> </ol>		60 - 83
13.2	11:25	10	<b>Q&amp;A</b>		
14.0	11:35	10	<b>Closing Announcements/Instructions</b>		

**EVALUATOR'S POINT TOTAL (to be transferred to Proposal Evaluation Form, B.05):** \_\_\_\_\_