

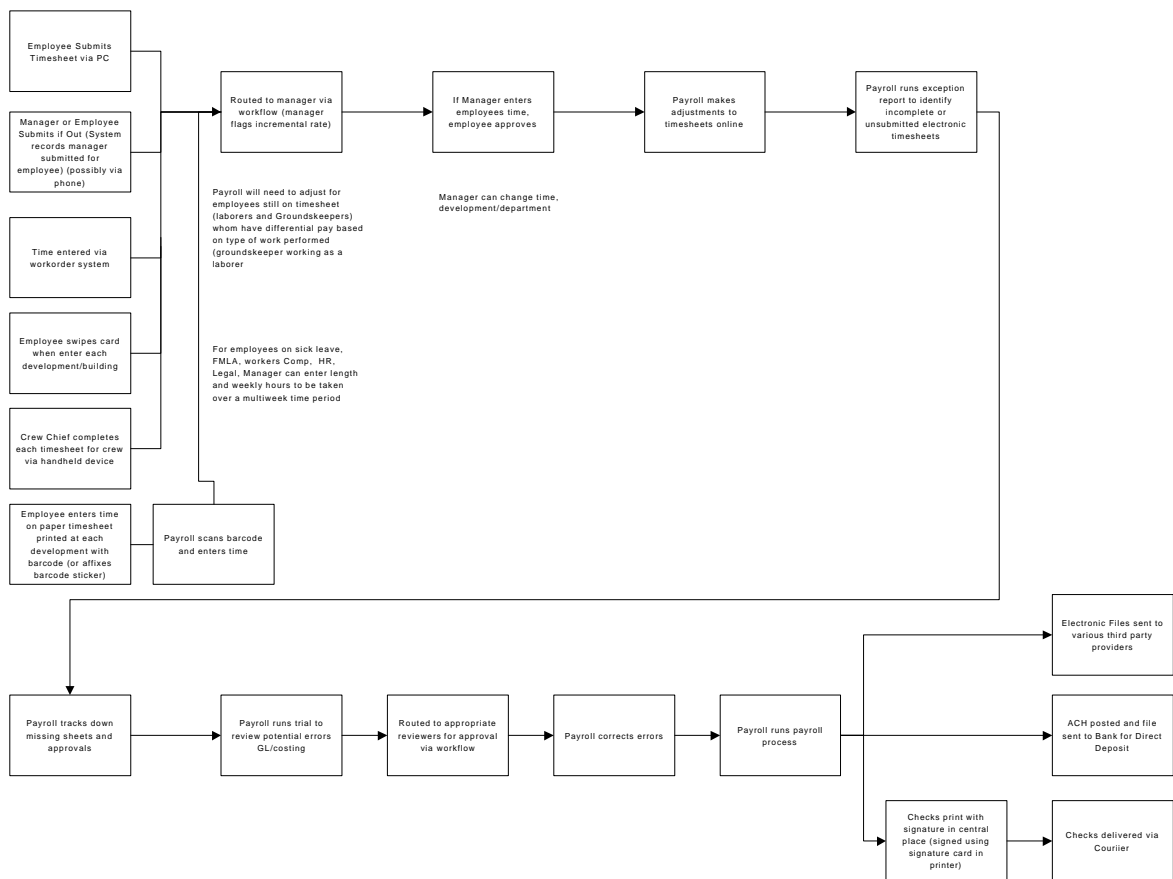
Payroll

Overview

Currently, the BHA generates a weekly payroll for approximately nine hundred employees. Some employees have their entire net pay directly deposited; others have a portion of their net pay directly deposited and others have 100% of their net pay generated in a check. Payroll is currently a very manual and labor intensive process with time sheets being generated at 52 Chauncy Street, picked up and delivered by site staff, completed by the individual and submitted to the manager for approval. The approved time sheets are then sent to Chauncy where the payroll department enters the timesheets and processes paychecks. MIS is responsible for printing the checks and transmitting the ACH files to the bank. The BHA would like a system that allows timesheets and paychecks to be routed more efficiently and which allows for easy auditing.

Future Workflow Process Maps

Payroll - Draft



No.	Process	Requirement Description	P*	Comments
1.	Time and Attendance	System should allow time entry to occur by various methods: PC based, Swipe cards, barcoded timesheets, interface with workorder system and via handheld entry.	1	
2.	Time and Attendance	System must have user defined tolerances for recording hours worked: Minimum increments such as time is recorded in 15 minute increments and any time worked less than 15 should be rounded up to the nearest. So working 8 hours, 23 minutes would be recorded on the timesheet as 8hrs 30 minutes.	1	
3.	Time and Attendance	System should have ability to audit time entry by day, determine exceptions, and proactively notify employee/manager of missing entry.	1	
4.	Time and Attendance	System should have the ability for HR to maintain approval hierarchy and assign employees to departments/managers. Ability for HR to change approval process based on new policies and procedures.	1	
5.	Time and Attendance	System should not allow home department to be assigned to a completed grant	1	
6.	Time and Attendance	System should notify budget when payroll exceeds budget.	2	
7.	Time and Attendance	System should maintain a "pay location" for each employee	1	
8.	Payment/Deduction	System should be able to split payment and ACH to multiple accounts based on a specified dollar amount or percentage.	1	
9.	Payment/Deduction	System should be able to split payment between ACH/electronic debit and paper check based on a specified dollar and percent, as well as by pay type (base pay is direct debit and overtime is a paper check) This should be an option by individual employee, employee group (or union/bargaining unit) or global.	1	
10.	Payment/Deduction	System should handle taxable fringe calculations, where an employee must pay tax and benefits on a user-defined value of a fringe benefit, such as a car. This value should be able to be assigned globally as well as at the individual employee level.	1	

Legend:

P*riority	1 = Mandatory	2 = Important	3 = Nice to Have
------------------	---------------	---------------	------------------

No.	Process	Requirement Description	P*	Comments
11.	Payment/Deduction	System should be able to define benefit payment schedule, such as: <ul style="list-style-type: none"> ▪ Medical is deducted week 1 ▪ Dental Week 2 ▪ Retirement Week 4 ▪ Union Dues, the first week after the 15th of the month 	1	
12.	Payment/Deduction	System should provide reconciliation tools to verify benefit payments based on payroll deductions match 3rd party group insurance charges. Need to be able to import a file based on employee number from insurance company and reconcile verses specific benefit deductions. Rules need to be able to be setup to determine out of balance situations, as well an determine when an out of balance situation is due to a prepayment and will eventually balance (paid but not yet charged by insurance company)	1	
13.	Payment/Deduction	System should provide the ability to rank payroll deductions in the order that they should be taken from an employees check: For example: first deduct medical, then union dues, then retirement. If benefit deductions exceed the balance of the check, then remaining deductions should accrue and be taken out on the next check.	1	
14.	Payment/Deduction	System should allow the ability to perform an "out of cycle" payroll for bonuses and other payouts. Need to be able to have multiparameter rules to calculate bonuses, such as 3% of base plus 100% of the first 100 hours of overtime and 50% of the next hundred hours of overtime for all weeks that an employee actually worked (not vacation or sick) greater than 20 hours.	2	
15.	Payment/Deduction	System should have the ability to autocalculate retroactive pay.	1	
16.	Payment/Deduction	System should have the ability to change benefits globally and/or for individual bargaining units without having to change each employee record individually.	1	

Legend:

P*riority	1 = Mandatory	2 = Important	3 = Nice to Have
------------------	---------------	---------------	------------------

No.	Process	Requirement Description	P*	Comments
17.	Payment/Deduction	System should be able to make benefit/pay changes prior to the effective date that will not take effect until that effective date occurs, and maintain change history of those changes	1	
18.	Payment/Deduction	System should have the ability for benefit/salary changes to be reviewed and sent to manager/HR based on workflow.	1	
19.	Payment/Deduction	System should have ability to handle deductions with pre/post tax limits % or \$ amounts, such as the first \$100 deducted is pretax, anything over is taxed.	1	
20.	Costing	System should have the ability to assign employees to GL accounts(and partial account segments) which reference a costing table, that derive the respective costs. This table must also contain a department/development which will be on the timesheet (defaulted based on employee record) but can be changed.	1	
21.	Costing	For certain employees, the GL account must be able to be changed on the time sheet by the manager in the approval process. Only some employees should be able to have this changed (most will not)	3	
22.	Costing	System should maintain holidays, and calculate OT/holiday pay based on the employees job and bargaining unit	1	
23.	Costing	System should allow standard workdays to be defined for different employees, including shift information. Standard hours per day as well as standard work start and end times need to be recorded, and rules based on those policies able to be defined. Such as if an employee's standard work day is 9-5, but works 8-4 w/o approval, would be charged vacation/leave for that day to fulfill their daily requirement.	1	
24.	Costing	Employees whom work a shift other than their standard should receive overtime if allowed by their bargaining unit (Firefighters).	1	

Legend:

P*riority	1 = Mandatory	2 = Important	3 = Nice to Have
------------------	---------------	---------------	------------------