

DASNY Time and Attendance Application Business Requirements

FUNCTIONAL REQUIREMENTS

DASNY employs a staff of approximately 520. The following functional requirements should be included in the application offered by the proposer:

- Project management:
 - The proposer will provide guidance throughout the life cycle of the project and provide best practices to implement the solution. As the main point of contact, the proposer's project manager will partner with DASNY to develop, implement, and monitor the project plan to ensure that objectives are achieved.
 - The proposer's project manager will also deliver a collaborative workspace which will serve as the dashboard for all aspects of the implementation process.

- Data migration:
 - Project and activity codes, descriptions, and statuses
 - Employee data including employee number, employee name, employee status, employee title, supervisor name, organization levels, hire date, accrual date, termination date, and classification code.
 - Employee accrual balances at time of go live.
 - Preferred: Three years of historical employee daily time charges with point-in-time accrual balances.

- Integration:
 - All fields must be accessible via file transfer.
 - Ability to receive data from financial management system to inactivate project codes for projects designated as closed in the financial management system.
 - Preferred: Ability to interface with Dynamics 365 financial system to add and update project/activity codes.
 - Preferred: Ability to transfer and receive data/interface with HCM (UKG Pro) and other applications.
 - Automated interfaces using SFTP or API connectivity that can create, retrieve, and update project/activity/labor categories based on input from external systems.
 - Preferred: Projects and activities will have DASNY-configurable numerical keys which can be used to uniquely identify entries such that projects and activities can be renamed, inactivated, etc. using the automated interface.
 - Automated interfaces using SFTP or API connectivity that can export granular time entry data to external systems, including the employee, project, activity, accrual, or other labor code, number of hours billed, and the date of the hours billed.
 - Preferred: Each "punch" or segment of billable time will be uniquely identified using a GUID or sequential numerical value such that duplicate time segments can be identified for data integrations. If there is no single unique identifier per billable segment, there must be some other combination of fields that can be used to uniquely identify each billable segment (e.g. employee, date, project/activity). Time of punch is not a good indicator of uniqueness, since DASNY does not record time that way.

- Project and activity codes:
 - Establish pay codes and pay period rules (DASNY classification codes) for each pay code.
 - Group employees based on:
 - Classification Codes: field which is used to group employees by their pay status (i.e., current or lag) and their FLSA status (i.e., exempt or non-exempt), whether they are accrual eligible, and whether they are in a specified title (ex: Exempt Pool). This code has specific pay rules defined within it and is assigned to each employee.
 - Current vs. lag pay
 - Lag pay: Regular and overtime hours earned in one pay period are paid the following pay period. Paid in arrears.
 - Exempt vs. non-exempt for FLSA purposes
 - System calculation of OTSA and OTHR – calculation and timing of pay

DASNY Time and Attendance Application Business Requirements

- OTHR (non-exempt lag pay) – hours worked over 40 hours/week earned in one pay period and paid the next pay period
 - OTSA (non-exempt current pay) - hours worked over 40 hours/week earned in one pay period and paid two pay periods later
 - Identify and categorize for reporting and payment purposes overtime hours for:
 - Non-exempt lag pay
 - Non-exempt current pay
 - Exempt unpaid (for tracking and billing purposes only)
 - Ability to delay the processing of hours worked for specified pay codes until a future pay period. Example: Some earnings codes including “HPDSA” and “OTSA” are paid in a later pay period than the one in which they are earned.
 - Ability to process hours worked for multiple pay periods with the same pay date.
 - Ability to have a numerical code and text name stored in separate fields so that the number is a key and the name is a value for each project, as well as each activity code.
 - Preferred: Both the number and name should display on the timesheet.
 - Preferred: Ability to group projects by client/institution to enable employee search when entering time.
- Accruals:
 - Establish accrual rules as outlined in Accrual Specifications table.
 - Bi-weekly accrual rates based on 7.5 hours scheduled per day. Note: Part-time accrual rates are pro-rated based on scheduled hours.
 - Ability to populate a unique anniversary date for accrual calculation in each pay code/accrual code. Note: A given employee’s accrual dates may differ from one another by accrual.
 - Ability to display current accrual balances and time taken per accrual.
 - Preferred: Display carried forward balance, accrued ineligible, accrued eligible, accruals taken, payout (if applicable), ending balance.
 - Ability to set up schedules (i.e., total hours/day for each day in pay period) and assign to employees, particularly for the purpose of full-time versus part-time employment.
 - Ability to convert/map accrual pay codes in timekeeping system into “Regular” pay in HCM (UKG Pro) and not automatically integrate accrual information to the HCM (UKG Pro) for the current pay period.
 - The period ending date for employees paid on a current pay basis is the same as the pay date but the payroll is processed a week prior to the pay date. Therefore, the timesheets are not yet completed or approved in time for payroll processing and there is no way to know which accruals will be used at the point of processing. Employees are paid on a current pay basis using autopay in the HCM (UKG Pro) based on scheduled hours (i.e., 75 regular hours per pay period).
 - The hours uploaded into the HCM (UKG Pro) are hours worked on a holiday, overtime hours as well as regular hours worked for employees paid on a lag pay basis.
 - Ability to map specified pay codes to the respective earnings codes in HCM (UKG Pro). For example, map both timekeeping pay codes “HPDHR” (Holiday Paid Hourly) and “HPDSA” (Holiday Paid Salary) to HCM (UKG Pro) earnings code “HOL”.
 - Preferred: Ability to easily identify holidays on timesheet (ex: appear as a different color).
- Employee timesheet entry:
 - Ability to look up and select accrual or project/activity codes by numerical code or description.
 - Ability to enter and save time entries prior to submitting timesheet for supervisory approval.
 - Ability for employee to view history of their time charges to project/activity and accrual codes.
 - Automatic notifications/reminders to submit timesheet. Preferred: Email notifications.
 - Security roles to ensure employees can only view and edit their own timesheet.
 - Ability to charge time to accruals in the absence of a submitted request for time off.
 - Ability for system to alert employees during the time entry process when the total time charges for the day and/or pay period are less than the total scheduled hours for the day and/or pay period.
 - Ability to track time charged but not paid, i.e., exempt employees are not compensated for hours worked over 37.5 per week but the time is tracked as Overtime No Pay (“OTNP”).

DASNY Time and Attendance Application Business Requirements

- Ability to disable or hide from view a system delivered project code.
- Ability to enter time for future pay periods.
- Preferred:
 - Ability to copy entries from a previous pay period.
 - Ability to create a standard set of project/activity codes to be used each pay period.
 - Ability for project/activity codes used in current pay period to remain for next pay period and be removed from the timesheet when not used during a pay period.
 - Ability to require time entry in increments of .25 hour for projects/activity codes and/or accruals.
 - Ability to total timesheets by project/activity codes.
 - Ability to view accrual balances as of a specified point in time including date range, accruals earned, accruals taken, and running balance.
 - Ability to identify on call time and apply pay minimums despite hours worked with different calculations for weekdays and weekends.
- Supervisor approval of time entry:
 - Establish supervisory hierarchy to enable supervisors to review and approve direct and indirect reports' timesheets with direct and indirect reports listed separately.
 - Ability for supervisory hierarchy to review, approve, and un-approve employee timesheets (prior to system administrator acceptance and/or payroll posting).
 - Preferred: Notification to employee with custom note from supervisor.
 - Automatic notifications/reminders to approve timesheets. Preferred: Email notifications.
 - Ability to view history of employee time charges to project/activity codes and accruals.
- Time off requests (Preferred):
 - Employee paid time off request submission and supervisory approval with notifications.
 - Preferred: Email notifications with link to approve or deny the request.
 - Upon request approval, the time off will appear on a calendar view within the application.
 - Preferred: A calendar event will be generated for the employee to add to their Outlook calendar.
 - Allow supervisors to view their direct and indirect reports' calendars with approved time off shown.
 - Preferred:
 - Automated notification reminder to the supervisor if the request is not approved within a specified number of days.
 - Ability to create custom workflows for specified accruals (i.e., HR approval of employee request).
 - Ability to include and enforce date range and number of hours for approved usage.
 - See Accrual Specifications table for details.
- System administrator access:
 - Ability to open and close a pay period and reverse (i.e., undo) a posted pay period. These actions would apply to all employees in a given pay period.
 - Ability for system administrator to undo timesheet approvals submitted by employee and/or supervisor and resubmit for editing to either the employee or the supervisor.
 - Preferred: Changes made by the supervisor without the employee's involvement should generate a system notification describing the change to the employee.
 - Ability for system administrator to make time entry history changes for project/activity codes, accruals, and hours entered (i.e., after approved and posted, edit individual timesheets).
 - Ability for system administrators to make configuration and set-up changes in production including but not limited to creating new accrual codes with calculations and editing existing accrual calculations and rules.
- Reporting and dashboards:
 - Security role-based report and dashboard access (i.e., employees, supervisors, system administrators).
 - Employee access to reports including their time entry, project/activity code, and accrual history.
 - Output format options for PDF, CSV, and/or Excel.

DASNY Time and Attendance Application Business Requirements

- Ability to schedule and deliver reports. Preferred: Email delivery of reports.
- Ability for system administrators to run exception/integrity and processing reports including:
 - Restricted project report - time charged to multiple specified projects within a date range (ex: Jury Duty, SICHP, system default code, Worker's Comp, etc.)
 - Invalid projects report - identify time charged to inactivated project codes (i.e., closed projects)
 - Total hours report - hours worked and non-worked (i.e., charged to accruals)
 - Punch detail report - report of daily time charges by filtering specific criteria (date range, employee number, employee status, project code, etc.)
 - Absentee report - worked less than scheduled hours/day
 - Accrual liability report - report of specified accrual balances as of a specified point in time or date range
 - Timesheet approval report - report of where the employee's timesheet is in the approval process
 - Timesheet pay code total report - bi-weekly report of hours worked for employees on lag pay
- Ability to project accrual information for a future date to determine balances available as of that date.
- Ability to report on time/date of employee timesheet submission and supervisor approval including specific user who approved.
- Preferred:
 - Ability for system administrators to write ad hoc reports and schedule reports. If this cannot be done within the system, reports with all fields must be available.
- Security:
 - Configurable role-based security for employees, supervisor hierarchy, and system administrators.
 - Capability to enable multi-factor authentication (MFA).
 - Preferred: Capability to enable single sign-on (SSO) or federated identity management (FIM).
- Accessibility:
 - Application must conform to the accessibility guidelines set forth in the Web Content Accessibility Guidelines (WCAG) including compatibility with commonly used assistive technology products including screen readers.
- Training:
 - Provide a training model which includes a role-based learning plan. Each security role within the application will have a specific set of courses to ensure that staff are trained on the processes which they will use in their interactions with the system.
 - Provide self-paced product training.
 - Preferred: Quick tours and/or learning center/courses.
- Miscellaneous:
 - Preferred: Test environment availability for system administrators during initial implementation and on ongoing or as needed basis.
 - Preferred: Supervisory out of office delegation capability.
 - Preferred: Ability to submit and approve timesheets via an application on a mobile device.