

EXHIBIT D HUMAN RESOURCES SUITE

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
HUMAN RESOURCES SUITE			
GENERAL			
402. Maintains employee information such as employee reviews, certifications, and employment history.			
403. Provides user-defined security procedures to limit access to employee and confidential payroll information.			
404. System can support an unlimited number of employees, dependent only on data storage and server size.			
405. System provides help screens at the following levels:			
a. Field level			
b. Form level			
406. Provides audit trail of changes to user-designated data elements.			
407. Users can define deduction limits.			
408. Provides for date-sensitive entry of data (e.g., changes can be put into the system with advance effective dates).			
409. Produces purge report for verification prior to data purge.			
410. System view and update security is defined at form or field level.			
411. Provide user maintained termination codes and ability to enter text for each termination			
412. Provide for multiple hire and termination dates. Indicate maximum number for each			
413. Provide for multiple job codes for one person at the same time			
414. Identify when an employee has worked the maximum hours/days for a position			
415. Maintain last date evaluated			
416. Track internal training such as initiation and regular training sessions			
417. Provide position control by identifying budgeted positions without employee assignment			
418. Process terminations, releases, retirements immediately discontinuing payroll for current and next year for budgeting purposes			
419. Allow for variable percentages to FICA (includes social security – OASDI and Medicare)			

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
420. Provides percentage changes to PEERS and PSRS retirement deductions			
421. Provide for user selection of variable health insurance options and opting out dollars			
422. Provide for benefit elections by employee status			
423. Provide a benefits statement identifying benefits, workman's comp, sick days, vacation etc			
424. Provide for deductions into various employee savings plans			
APPLICANT TRACKING			
425. Allows online updating and inquiry of applicants.			
426. Provide ability to hide an applicant so they are not considered to fill a position			
427. Ability to attach Word and PDF documents to an applicant or employee such as letters of recommendation.			
428. Retain background checks on applicants			
429. Provide ability to interface with external on-line application systems (TalentEd which interfaces with Wonderlic Assessments - see interface section) – Interface with Sequel (website database)			
430. Provides functionality for external and internal applicant self-service via intranet/Internet.			
431. Supports automatic purging of applicant records.			
432. Provides online job posting functionality for intranet/Internet.			
433. System can process internal and external applications.			
434. Ability to define values to apply a rating to an applicant (e.g., 1-5).			
435. System has ability to automatically move an applicant from the applicant "area" to the "employee area" upon employment.			
436. Integrates the job posting function with position management.			
437. Permits future-dating of job postings.			
438. Records opening/closing dates and status (open, filled, etc.) of job postings.			
439. Tracks job posting history, allowing unlimited entries.			
440. Supports experience inventory questions as part of an online application.			
441. Records, at minimum, the following applicant information:			
a. demographic data,			
b. previous employment history,			
c. education,			

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
d. certification,			
e. training,			
f. test results,			
g. special skills,			
h. languages,			
i. professional affiliations and			
j. position(s) desired.			
442. Allows applicants to apply for multiple job postings without having to re-enter personal information.			
443. Provides the capability to compare the applicant's qualifications with the requirements of the position.			
444. Automatically generates or initiates, at minimum, the following types of correspondence by email (allows creation of email templates):			
a. receipt of application,			
b. incomplete application notification,			
c. status of application,			
445. Allows pre-screening of applicants by Human Resources so that managers and interviewers only see qualified applicants.			
446. Allows scheduling of interview times and facilities; record interviewer names, ratings, results and comments.			
447. Tracks applicant reference contacts including name, organization, and reference comments -allows automatic email reference to be sent.			
448. Provides an applicant file management facility that can purge files by date and/or archive them off-line.			
449. Provides the ability to flag applicants whose certification has been revoked or who have failed a criminal background check.			
450. Provides the ability to classify and rank applicants in order of desirability, based on District-defined criteria.			
451. Ability to run analytics (how many with masters, how many applied last year, etc)			
452. Provides hiring approval work flow			
453. Allows customization of applications and forms			

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
454. Provides online chat & support			
455. Provides section for applicant to ask questions			
456. Provides section for tasks – can be assigned to administrator			
457. Allows reports functionality – EEOC – HQ – Hires – Core Data, etc			
EMPLOYMENT			
458. Provides unique job reference number for each employee.			
459. Provides cumulative position management reports by department.			
460. Provides position management functionality including headcount, full time equivalent (FTE), pay rate, multiple assignment definition.			
461. Flexible multiple contract types to include administrators			
462. Provide an environment that allows user to prepare future contracts without impacting current salary or other data structures			
EMPLOYEE INFORMATION			
463. Assigns employee numbers/codes automatically, or permits them to be assigned manually by Human Resources staff, within parameters established by Position Management.			
464. The ability to establish an individual employee position Identification number for all approved positions. Certain portions of the number need to be tied to department, type of job function, etc.			
465. Automatically disallows reuse of an employee code or number.			
466. Employee name fields must accommodate both married and maiden names, and hyphenated surnames of varying lengths.			
467. Name field must allow first initial/middle name for individuals that go by their middle name.			
468. Stores individual elements of an employee’s address in separate fields.			
469. Records unlimited history of name and address changes for each employee.			
470. Stores email addresses for employees.			
471. Stores multiple telephone numbers per employee.			
472. Stores complete emergency contact information including, but not limited to, name, address, telephone number, relation to employee, and alternate contact.			
473. Records driver’s license number, type and restrictions.			

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
474. Stores employee education experience including degree, major, GPA, school/university, dates attended.			
475. Stores school/company experience including dates of employment, job title, salary, full/part time position, employment dates, whether public or private school experience; stores job advancement history within the District.			
476. Provides a method for clearly distinguishing the records of active employees from those of inactive employees and for preventing inactive employees from being processed as active.			
CERTIFICATION AND SKILLS TRACKING			
477. Tracks professional licenses/affiliations.			
478. Records license/certification/qualification expiration dates.			
479. Maintains a certification history for District employees that allows unlimited entries.			
480. Records teacher examination results.			
481. Records teacher placement information and links it to certification data.			
482. Records and reports on teacher tenure.			
483. Tracks and processes employee requests for credit in the following areas:			
a. professional growth,			
b. certificate renewal,			
c. being taken off provisional certification,			
d. credit toward certification or advanced professional certificate,			
e. reimbursement,			
f. movement on salary schedule, as defined by District.			
484. Upload certification automatically			
485. Flags employees whose certification is due for renewal, within a user-specified period from the expiration of the current certification.			
486. Permits automatic reinstatement of employees who were terminated but have now submitted required documentation, including all necessary changes in the personnel and payroll records.			
487. Interfaces with payroll to process salary increases, including retroactive increases, tied to achievement of professional objectives.			
488. Enables human resources staff to respond to employee inquiries re: certification status by viewing the employee's record on line and/or printing summary information.			

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
489. Records information on additional types of training received.			
490. Track teacher tenure with future date to reach tenure or has reached tenure.			
491. Allows for reporting of Highly Qualified statuses for NCLB.			
EMPLOYEE REVIEWS			
492. Tracks performance review dates and produces evaluation reminders.			
493. Allows tracking of employee performance review due dates, review conducted dates, and next date to review.			
494. Allows tracking of employee performance review results including performance ratings and action plans as a result of the rating.			
495. Provides for entry and tracking of employee improvement plans and results of intervention.			
496. Maintains a complete history of employee performance reviews including interventions and improvement plans online.			
EMPLOYEE BENEFITS			
497. Allows for maintenance of an unlimited number of benefit areas, benefit options, tiers of coverage.			
498. Benefits can automatically be updated based on:			
a. Birth date			
b. Age			
c. Hire date, used to calculate years of service			
d. Salary			
499. Supports multiple providers and maintains employee and dependent data for all standard and user-defined benefit plans.			
500. Provides the ability to set deduction characteristics (pre-tax/post-tax, varying frequencies, etc.) with automatic appropriate calculations.			
501. System automatically calculates:			
a. Benefit amount			
b. Employee contribution			
502. Provides functionality to define varying eligibility, contribution, and option rules for multiple groups of employees within the same plan structure.			
503. Maintains data on former and non-employees with benefit coverage (e.g., retirees, spouses,			

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
students).			
504. Tracks detailed dependent benefit information.			
505. Time-off accruals can be based on scheduled hours or actual hours worked.			
506. Provides the ability to create, change, determine missed deductions and automatically update arrears and withhold from next processed payroll.			
507. Captures all demographic data for employees, spouses and dependents (including but not limited to relationship to employee, social security number, birth date, gender, address).			
508. Allows rates for a new year plan to be added and new deductions calculated for each employee prior to the close of the old plan year.			
509. Accommodates changes in individual elections during the plan year based on a life event or status change.			
510. Handles multiple plan years.			
511. Ability to handle a benefits plan year that is different than either fiscal year or calendar year.			
512. Tracks, updates and stores flexible spending account (FSA) information			
513. Restricts participants from receiving more than the annual contribution election limit for FSA's			
514. Provides ability to create/maintain multiple pay grade structures.			
515. Allows default benefits (e.g. retirement) to be set up for new hires.			
516. Allows benefit changes and transactions to be future-dated.			
517. Permits formula-driven benefit coverages and premiums.			
518. Allows definition of benefit maximums and frequencies.			
519. Records benefit start dates.			
520. Flags employees and retirees who are on District benefit plans but are direct billed for premiums.			
521. Calculates health insurance amounts to be direct-billed to employees and retirees.			
522. Maintains information on employee terminations to support unemployment eligibility investigations.			
523. Maintains a historical file for each employee that includes prior health insurance enrollments and changes.			
524. Generates individual statements of benefits enrollments before and after open enrollment.			

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
LEAVE ADMINISTRATION			
525.			Tracks different types of leave by category – e.g., Leave of Absence, FMLA – for the purpose of calculating the cost of various types of leave to District.
526.			Supports an unlimited number of leave plans.
527.			Maintains accrual of leave rules and calculations.
528.			Automatically calculates and updates employee leave accruals according to defined policy.
529.			Tracks leave accrual by hours and days.
530.			Tracks leave entitlement by hours and days.
531.			Records projected and actual leave start and end dates; reasons for leave; whether leave is paid, unpaid or partially paid; leave balances; accruals; entitlements; and leaves taken, by employee.
532.			Records leave carried over, if permitted by District policy, by employee.
533.			Allows users with proper authority to override defined leave calculations manually.
534.			Provides an audit trail for leave balance changes.
VOLUNTARY DEDUCTIONS			
535.			Calculates and records voluntary payroll deductions
536.			Provides the flexibility to add, delete and modify deductions.
PAYROLL			
537.			Supports labor reporting for:
			a. Previous period
			b. Year-to-date
			c. Last year previous period
			d. Last year year-to-date
			e. Current to previous year variance
538.			Supports multiple pay period dates (bi-weekly, monthly etc.)
539.			Allows line item listing on payroll checks for all job duties as well as line item listing of all benefits received.
540.			Provides the ability to split employee wages into unlimited general ledger accounts.
541.			Allows auto-audit of payroll changes affecting general ledger accounts.

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
542. System has the ability to adjust priorities of deductions.			
543. Generates tax records for new hires and prompt/edit for any record not set up.			
544. System has the ability to void payroll checks for a specified period of time from the check date and changes are applied to applicable quarter totals for 941 reporting and general ledger accounts if payroll has already been posted to the general ledger.			
545. System generates payroll checks whenever needed.			
546. System has the ability to generate W-2 Forms and 1099 forms,			
547. Magnetic W-2 filing format is supported.			
548. Provides the ability to handle direct deposit to multiple financial institutions			
549. Provides the ability to “smooth” pay, allowing teachers to earn pay over a contract period, but be paid in even paychecks over 12 months			
550. Provides the ability to handle coach’s pay, stipends and other special pay situations, allowing payment either in lump sums, over specified periods or “smoothed” over 12 months.			
551. Provides the ability to capture historical data by:			
a. Pay period basis			
b. Month-to-date basis			
c. Fiscal year-to-date basis			
d. Calendar year-to-date basis			
552. Provides the ability to capture the totals for all earnings, deductions, etc. for calendar year-end reconciliation.			
553. Provides the ability for automated bank reconciliation of the payroll account; with bank file matched against the check file and generates appropriate reports, such as cleared checks, outstanding checks, etc.			
554. Provides the ability for deductions to be taken over a period of time with start/stop dates, numbers of deductions, dollar limits, etc.			
555. Provides the ability to view district general demographic data such as FTE counts, counts by FT and PT.			
556. Provides the ability to check against the hire and termination dates of employees to determine when employees are paid.			
557. Provides the ability to make early retirement incentive payments periodically or in one			

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
lump sum.			
558. Provides tables for maintenance of all necessary user-initiated payroll issues relative to weekend, holiday pay, etc.			
559. Provides the ability to deduct federal and state income taxes at flat rates for special checks.			
560. Provides capability to re-run selected steps of the payroll process for selected portions of the employee population.			
561. Multiple paychecks per employee can be generated for extra duties.			
562. Provides on-demand exception reports for user-defined parameters such as hours, dollars, etc. prior to payroll run.			
563. Salaried/non-exempt employees are able to receive additional compensation (e.g., extra duty pay).			
564. Supports reporting by employee of hours and earnings by fiscal and calendar year.			
565. Deductions can be based on the following:			
a. Percent of pay			
b. Flat dollar amount			
c. YTD dollar amount			
d. User-defined calculations			
566. Allows for automatic calculation of all federal and state withholding taxes.			
567. Supports electronic submission to regulatory agencies.			
568. Permits authorized staff to make dollar amount adjustments to an employee's schedule, grade and step salary.			
569. Records annual, pay period, daily and hourly rates of pay.			
570. Monitors compliance with system-maintained salary tables before salary changes occur and after the changes are finalized.			
571. Provides the ability to create and maintain salary tables; link salary tables to jobs/positions.			
572. Supports a salary schedule based on levels and steps.			
573. Supports a salary schedule based on merit.			
574. Provides the ability to assign a new step and/or level salary adjustment to employees.			
575. Provides the ability to specify unique requirements for an individual step/level.			
576. Allows entry of full time equivalency carried out to 2 decimal points – e.g., 1.00, 0.50, etc.			
577. Provides and maintain as part of support pre-configured tax tables for payroll.			

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
PROFESSIONAL DEVELOPMENT			
578. Track skills and proficiency and competency testing.			
579. Track internal training			
580. Maintains data on employees' professional development plans, and track progress toward achieving plan objectives.			
581. Identify the training as credited or non-credited			
582. Provide user defined pay rates for various workshops			
583. Allow for entering partial hours for a workshop			
584. Provide report of mandatory workshop compliant and non-compliant teachers			
585. Provide online entry of outside classes taken by teachers			
586. Ability to enter teachers that have attended workshops			
587. Records how a skill or certification is attained.			

