

BOARD OF COUNTY COMMISSIONERS
SARPY COUNTY, NEBRASKA

RESOLUTION AWARDING BID FOR TIME & ATTENDANCE SOFTWARE PACKAGE FOR THE
SHERIFF'S OFFICE AND COMMUNICATION DEPARTMENT

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6) (Reissue 2007), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103 (Reissue 2007), the powers of the County as a body are exercised by the County Board; and,

WHEREAS, bids for time and attendance software have been solicited, made, opened and reviewed pursuant to applicable Nebraska State Statutes; and,

WHEREAS, based on those proceedings, and after a public hearing, this Board has duly deliberated and considered the bids received; and,

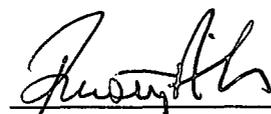
WHEREAS, this Board desires to proceed forthwith in order to expedite and facilitate service to the citizens of Sarpy County; and

WHEREAS, one late bid was received by the Sarpy County Clerk's Office.

NOW, THEREFORE, be it resolved by this Board of County Commissioners that:

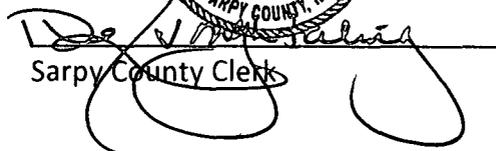
1. The lowest responsive bid of OSLSolutions for Time & Attendance Software in the amounts listed within the sealed bid and clarifications is accepted, ratified, and confirmed.
2. The late bid of Payroll Maxx received by the Clerk's office is directed to be returned unopened to the vendor.
3. This Board's Chairman, Clerk, and Attorney are hereby authorized and directed to execute such ancillary documents as may be required to evidence the contract and take any and all steps necessary or required in order to carry out the terms of such contract after said documents have been reviewed by the Attorney, Fiscal Administrator, and County Administrator.

The above resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 11th
September, 2012.



Sarpy County Board Chairman

ATTEST:

Sarpy County Clerk

Deb Houghtaling Sarpy County Clerk

Renee Lansman
Chief Deputy

1210 Golden Gate Drive • Papillion, Nebraska 68046-2895
Phone: 402-593-2105 • Fax: 402-593-4471 • Website www.Sarpy.com • Email: Clerk@sarpy.com

September 18, 2012

Anthony Madrigal
Payroll MAXX
11248 John Galt Boulevard
Omaha NE 68137

RE: Time and Attendance Software Package

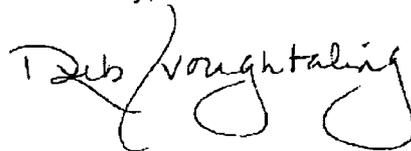
Action by the Sarpy County Board of Commissioners, at the meeting of September 11, 2012, is as follows:

Public Hearing and Resolution 2012-286: Award bid for time and attendance software package for the Sheriff's Office and Communications Department. Beth Garber, Purchaser

MOTION: *After a public hearing, Thompson resolved, seconded by Nekuda, to approve the resolution and accept the lowest responsive bid of OSL Solutions in the amounts listed within the sealed bid. Further, the County Clerk's office is directed to return the unopened late bid of Payroll Maxx to the vendor. Ayes: Hike, Thompson, Richards, Nekuda & Warren. Nays: None.*

Your bid, having been received by the County Clerk after the designated deadline for submitting bids, was rejected and not considered. Therefore your bid is herewith returned.

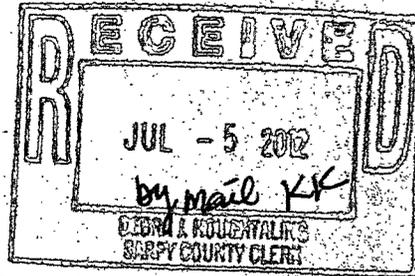
Sincerely,



Deb Houghtaling
Sarpy County Clerk

Enclosures (3)
DH/kk

f-schubert
200 Isabella Street Suite 402
ottawa, ON K1S 1V7



Deb Houghtaling
Sarpy County Clerk's Office
1210 Golden Gate Drive
Papillion, NE 68046

Sarpy County Purchasing Department

SARPY COUNTY COURTHOUSE
1210 GOLDEN GATE DRIVE
PAPILLION, NE 68046



Brian Hanson, Purchasing Agent
(402) 593-2349
Debby Peoples, Asst. Purchasing Agent
(402) 593-4164
Beth Garber, Senior Buyer/Contract Administrator
(402) 593-4476
Lois Spethman, Supply Clerk/Purchaser
(402) 593-2102

Memo

To: Sarpy County Board of Commissioners

From: Beth Garber

Re: Award Bid for Time & Attendance

On July 12, 2012 nine (9) bids were received along with one (1) late bid for the Time & Attendance Software Package for the Sheriff's Office and Communications Department. Along with a direct purchase option, vendors bid three (3) different types of software packages including:

1. SaaS (software as a service)

Generally, SaaS packages are centrally hosted on a Vendor's server with the County accessing the program through a thin client on a web browser. Pricing for SaaS is not sold as a perpetual license with up-front costs but rather a subscription fee. While the application can be configured and customized for the County, it is not a true customization and would prohibit the vendor from fully meeting the needs listed within the Specifications.

2. Sarpy hosted options

With the County hosting the software we would be required to provide the server space for the application. Both the software and the data would be held by the County, depending on the security infrastructure implemented within the County Information Systems structure. While this is a secure option it also has the potential to increase costs if the software requires dedicated servers.

3. Vendor hosted options

Hosted applications are generally internet based, online services where the County utilizes a thin client and the vendor's server. The County is dependent on the security measures of the vendor. Benefits often include reduced costs, quicker deployment and reduced administration for the County.

Re: Time & Attendance Bid Award
Pg. 2

After reviewing all of the bids, four (4) vendors were selected to participate in product demonstrations. The vendor demonstrations showed all of the selected vendors were very competent with the time keeping applications; however, the human resources/payroll applications set a vendor apart from the rest. OSLSolutions was the only vendor who could fully meet the needs listed within the Specifications. The software has the ability to handle multiple union contracts, provide adequate notifications for accruals, track training and working out of class appropriately. Furthermore, the software provides the ADP and Munis interfaces as desired by the County. The software can be hosted by either the County or vendor. If hosted by the County, no additional servers or costs would be required as the software does not require a dedicated server. Furthermore, the software has extensive experience and specializes in law enforcement agencies.

The Sheriff's Office, Communications and Purchasing Departments contacted OSLSolutions references and all of the references provided very positive reviews. Two (2) of the three (3) references stated the software is listed in their emergency plan right under their Computer Aided Dispatch program.

Therefore, it is recommended that the bid for Time & Attendance Software be awarded to OSLSolutions for the total bid of \$74,500. This price includes \$40,000 for implementation, \$2,500 for training and maintenance for years 2-6. Should you have any questions, please feel free to contact me at bgarber@sarpy.com.

September 6, 2012



Beth Garber

Cc: Deb Houghtaling
Mark Wayne
Scott Bovick
Brian Hanson
Capt. Kucer
Larry Lavelle

Beth Garber

From: Sharee Jacobs
Sent: Wednesday, September 05, 2012 8:32 AM
To: Beth Garber
Cc: John Kucer
Subject: OSL recommendation

After reviewing NOVAtime, Andrews Technology, and Kronos, and OSL Solutions, the Sheriff's Office feels that OSL Solutions by far exceeds what the other vendors provide in functionality. OSL is a software solution for processing timekeeping, payroll and HR functions pertinent to the complexities involved with law enforcement. The Sheriff's Office feels that OSL can meet the needs of the RFP.

Employees can submit leave and overtime requests through an electronic workflow approval.

The OSL software makes managing employees assigned to supervisors easier by using a role-based model. As an example, if 8 A-shift road deputies are assigned to an A-shift supervisor and the A-shift supervisor leaves and another comes in, the old A-shift Supervisor is removed and the new A-shift supervisor is added. Other systems we looked at were person based, and if an A-shift supervisor left, the 8 A-shift road deputies had to individually be re-assigned to the new A-shift supervisor.

The program allows for a multi-level electronic approval process: supervisor, captain, payroll, etc.

The program has a quartermaster module that we may be able to keep track of department issued equipment, such as shotguns, cameras, cell phones, protective gear, etc.

The application is server hosted, rather than the client, which does not require a client install.

Notification of time approvals can be sent through email or SMS cell phone text.

The software can allow posting of off duty jobs and allow deputies to sign up to work them.

It has the flexibility in the HR portion to have the employee view their demographic information or allow them to update their own information.

A table is built to hold payroll steps. Some of the other software we reviewed required entering the pay rate for every employee separately, rather than having the entries made once in a pay rate table that is then applied to each employee.

The application has a training module where the training sergeant can post training and have employees sign up for scheduled training. It will alert when employees are due to be recertified. Training record documents can be attached to the training records.

The software provides a manpower shortage view to assist in scheduling time off.

Seniority lists can be generated for employees who bid for shifts.

Can cap maximum accruals.

Court attendance tracking can allow for keeping track of length of time in court and whether court was cancelled.

Shift scheduled views allows to see who is on duty.

Can keep track of FMLA hours.

Duty roster allows for tracking of cars and radios assigned to employees each shift.

Allows for work post planner – i.e., deputy working jail housing, jail intake, jail medical, etc., and when they were working those posts.

Allows for part time employees to enter their hours and OSL will compute the total hours and sick and vacation and holiday benefits.

Steps and longevity can be set up to be automated.

Can provide output for ADP and Munis.

Can keep track of employee performance evaluations, annual reviews and daily observation reports.

The feedback from customer references was very positive. They stressed that OSL's customer service was very impressive and they absolutely would recommend OSL.

Time and Attendance Software Package
for the
Sarpy County Sheriff's Office

2:00 p.m., Thursday
July 12, 2012

ADP		SumTotal - SaaS		SumTotal - Perpetual		SumTotal - Hosted		Commeg		Andrews Tech		NovaTime	
Sarpy Hosted		Per Emp.	3	License fee	\$110	Per Emp.	\$4 per month	Sarpy Hosted		Per Employee		Per Employee	3.67
		Per Pay Period	1.5	*1 time per employee		Pay Period	\$2 per user			Employee	1.9	Per Pay Period	918
Annual Fee	19560	Annual	9,000			Annual	\$12,000	Non-maintenance support		Supervisor	5	Annual	11016
Implementation	18500			Purchase	\$27,500			\$180 per hr billed 1/4 hr		Per Pay Period	275		
Onsite Training	\$1200-\$1500	Annual includes support and maintenance		Implementation		Annual includes support and maintenance		increments \$45		Annual	6600	Based on employee and pay period annual \$23868	
or				Fixed	\$2,500			Software, install, config, payroll interface, reports, training	\$24,070	Based on 250/15 employee		Implementation	7000
Virtual Training	0	\$1.50 per pay period is		Scoped	\$20-60,000	\$2 per pay period is						Training	2500
Maintenance	0	\$9,750		*scoped is not defined		\$13,000							
Option 1	19560									Implementation	15120		
Option 2	19560	\$3 per employee per month is \$9,000		Training	0	\$4 per employee per month is \$12,000		TimePro	5000	Training	0	All Maintenance is included in price	
Hardware	Listed - no costs			Maintenance	5500			Attendance	1250				
				*only defined for year 2				Benefits	1500	Year 2 Maint	1960		
~Incomplete Costs - Hardware~		~Complete~		~Incomplete - Defined Imp~		~Complete~		Time Sheet	1000	Year 3 Maint	1960	Option 1 - Same as base bid	
				Only a 2 year agmt?				VT-Web IIS	495	Year 4 Maint	1960	Option 2 - Same as base bid	
Total Base	39560							VT-Web Lic	2500	Year 5 Maint	1960		
Total w/Options (Both +travel)	78680	Total	9750	Total	55500-95500	Total	12000	Implementation	10625	Year 6 Maint	1960	~Unsure if hosted & hardware costs~	
		Options not bid				Options not bid or \$13000		Training	1700				
		As Bid	9000					(Training travel & lodging billed at cost)		Option 1			
								Optional Software		Same as base bid		Base Total	33368
								VT PC Punch	495 per workstation	Option 2		Total w/options	81104
								Optional Hardware		Same as base bid		Total as Bid	20516
								Time Clock 1-9	2295	Additional Employee \$25		Total w/options	42548
*used green totals when listed								Time Clock 10-25	1875	Additional Supervisor \$75			
*If 2nd blue totals - used "as bid" annual								Finger Scan 1-9	800				
								Finger Scan 10-25	750	Vendor Hosting \$1.55/ ee month			
								PoE 1-9	195				
								PoE 10-25	180	Optional Hardware			
								UPS 1-9	195	Mobile App	1995		
								UPS 10-25	180	IQ400 Proximity	1495		
								Printer 1-9	475	IQ1000 Prox	1995		
								Printer 10-25	450	IQ1000 Biometric	2195		
								Annual Maintenance Costs		Velocity 800 Fing	1195		
								Software	12%	Velocity 850 Fing	1495		
								total value of install		Data Connectivity - Optional			
								Hardware	14%	Ethernet Mod	195		
								total value of install		PoE	95		
								Year 2	1409.4	Hardware Install	\$295/Device		
								Year 3	1409.4	Hardware Maint	\$195/Device		
								Year 4	1409.4				
								Year 5	1409.4	~Complete Costs~			
								Year 6	1409.4				
								Ancillary Costs		Total Base	39220		
								S/H of time clocks	\$35/ ea	Total base hosted	39630.75		
								~Complete Costs~		Total with options	67820		
										Total options hosted	69052.25		
										w/o optional hardware			
								Total	31117	Total Base Specified	31520		
								w/o optional hardware		Total base hosted	31930.75		
								training travel billed at cost		Total with options	44720		
										Total options hosted	45952.25		
										w/o optional hardware			

Time and Attendance Software Package
for the
Sarpy County Sheriff's Office

2:00 p.m., Thursday
July 12, 2012

Kronos		Siemens		Orion		OSLSolutions	
SaaS approach - all inclusive software, implement, maint, support, hosting, upgrade costs	Per Employee	30	One Time Fees		Per Employee	40	
	Per Pay Period	3461.54	Product License	114950	Per Pay Period	384.6	
	Annual	90000	Implementation	56238	Annual	0	
			Training	10800			
Monthly	750	250 empl per pay period \$7500	Hardware (Server)	21460	Per employee, pay period \$10000		
Annual	9000	annual then \$195,000			Annual then \$260000		
			Maintenance (does not incl. hware)				
Implementation	3000	Implementation	Year 2	25289	Implementation	40000	
Training	Included - \$0	Training	Year 3	25289	Training	2500	
			Year 4	26047			
Maintenance	Included - \$0	Maint yr 2-6	Year 5	26829	Maint Year 2	6000	
			Year 6	27633	Maint Year 3	6000	
Option 1 - Same as base bid		Option 1 - Same as base bid			Maint Year 4	6000	
Option 2 - Same as base bid		Option 2 - Same as base bid	For SCSO employees only		Maint Year 5	6500	
					Maint Year 6	7500	
~Complete~		Total	Hardware Pricing				
		197595	Hardware	3888	Enterprise license - 1 time fee		
Total	12000	Total w/options	O/S	775	Maint fees are only recurring costs		
Total w/options	30000	Total as Bid	SQL	12598			
		92595	Maintenance	1400			
		Total w/options	Total	18661	Total as Bid	74500	
		272595	*does not match above			VERIFIED	
			Optional Modules				
			Supoena Mgt	17500			
			Subpoena Config	3500			
			Agent Interface	15000			
			Agent IF Docket	15000			
			Agent IF Install	7500			
			Remote Subpoena	750			
			Business Analyst	2250			
			Total	334535			
			21460 used for hardware				

200 Isabella Street, Suite 402
Ottawa, Ontario, Canada
K1S 1V7

2012-09-05

Beth Garber
Sarpy County Clerk's Office
1210 Golden Gate Drive
Papillion, NE 68046

Subject: OSLSolutions' – Two signed copies of Agreement

Dear Beth Garber:

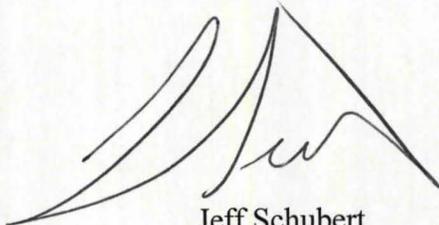
OSLSolutions hereby transmits to Sarpy County two signed original copies of the agreement.

Thank you for selecting OSLSolutions as your vendor of choice. OSLSolutions looks forward to starting this project with the Sarpy Sherriff's Office and E911 center.

I look forward to hearing from Sarpy County and discussing next steps upon approval by the County board.

Thank you for your business.

Regards,



Jeff Schubert
President & CEO
OSLSolutions

OSLSolutions

200 Isabella Street, Suite 402, Ottawa, Canada K1S-1V7 Tel. (888) 675-8255 Fax. (613) 680-5455

www.OSLSolutions.com

AGREEMENT

This Agreement is entered into by and between the County of Sarpy, in the State of Nebraska, a body politic and corporate, and hereinafter "County", and OSLSolutions, hereinafter "Vendor".

WHEREAS, County is desirous of contracting for Time and Attendance Software Package for the Sarpy County Sheriff's Office; and,

WHEREAS, the Vendor has been awarded this Agreement as a result of the bid made by Vendor in response to the Specifications and Request for Proposals prepared by County;

NOW, THEREFORE, for and in consideration of the declarations and mutual promises and covenants contained herein, the County and Vendor agree as follows:

I. DUTIES OF VENDOR:

- A. Services to be rendered by Vendor under this Agreement shall be all those services necessary and proper for the installation and materials for Time and Attendance Software Package in conformity with each and every term, condition, specification, and requirement of the Bid Specifications and the Bid submitted by the Vendor.
- B. All provisions of each document and item referred to in Paragraph A above shall be strictly complied with the same as if rewritten herein, and in the event of conflict among the provisions of said documents, the provisions most favorable to the County shall govern.
- C. Prior to the commencement of any work, Vendor will place on file with the Sarpy County Clerk, the required certificates of insurance, if applicable.
- D. The Vendor agrees to comply with the residency verification requirements of Neb. Rev. Stat. §4-108 through §4-114. The Vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Vendor is an individual or sole proprietorship, the following applies:



1. The Vendor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at www.das.state.ne.us.
2. If the Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The Vendor understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. Sect. 4-108.

E. Vendor will submit an invoice to County for work completed based on the amounts specified in Vendor's bid. Such invoices shall be submitted to:

Sarpy County Sheriff's Office
8335 Platteview Rd.
Papillion, NE 68046

F. The County and Vendor hereto specifically acknowledge, stipulate and agree that each and every term of the Bid Specifications and the Vendor's bid constitutes an essential term of this Agreement, and that, therefore, any violation of any term, condition, provision, or requirement constitutes a material breach hereunder, for which County shall have every right under the law to terminate this Agreement, and obtain any and all relief necessary.

II. DUTIES OF COUNTY:

In return for full, faithful and diligent rendering of services set forth above, County agrees to pay to Vendor the amount specified in Vendor's bid upon submission of the required invoice and satisfactory completion of all required work.

III. BREACH:

Should Vendor breach, violate, or abrogate any term, condition, clause or provision of this agreement, the County shall notify Vendor in writing that such an action has occurred. If satisfactory provision does not occur within ten (10) days from such written notice, the County may, at its option, terminate this agreement and obtain an alternate provider to provide all required materials. This provision shall not preclude the pursuit of other remedies for breach of contract as allowed by law.

SAVINGS CLAUSE:

This Agreement shall be interpreted, construed and enforced under the laws of the State of Nebraska. It is understood and agreed by the County and Vendor hereto that if any part, term, condition, or provision of this Agreement is held to be illegal or in conflict with any law of the State of Nebraska or of the United States, the validity of the remaining parts, terms, conditions, or provisions shall not be affected, and the rights and obligations of the County and Vendor shall be construed and enforced as if the Agreement did not contain the particular part, term, condition, or provision held to be invalid.

SCOPE OF AGREEMENT

This Agreement, along with the Bid Specifications, and Bid by Vendor contains the entire Agreement between the County and Vendor, and there are no other written or oral promises, contracts or warrants which may affect it. This Agreement cannot be amended except by written agreement of both the County and Vendor. Notice to the County and Vendor shall be given in writing to the agents for each party named below:

County: Ms. Debra Houghtaling
Clerk of Sarpy County
1210 Golden Gate Drive
Papillion, NE 68046

Vendor: Mr. Jeff Schubert
OSLSolutions
200 Isabella, Suite 402
Ottawa, Ontario
Canada K1S-IV7



IN WITNESS WHEREOF, we the contracting parties, by our respective and duly authorized agents, hereto affix our signatures and seals in duplicate this 11th day of September, 2012.

(Seal)



ATTEST:

Debra L. Houghtaling
Sarpy County Clerk

COUNTY OF SARPY, NEBRASKA,
A body Politic and Corporate

Timothy H. H.
Chairperson
Sarpy County Board of Commissioners

Approved as to form and content:

Michael A. P.
Deputy County Attorney

Vendor: OSL Solutions

By: [Signature]

Title: President & CEO

Attest:

Witness

[Handwritten mark]

200 Isabella Street, Suite 402
Ottawa, Ontario, Canada
K1S 1V7

2012-06-29

Deb Houghtaling
Sarpy County Clerk's Office
1210 Golden Gate Drive
Papillion, NE 68046

Subject: OSLSolutions' Response to Time and Attendance Software Package for the Sheriff's Office.

Dear Deb Houghtaling:

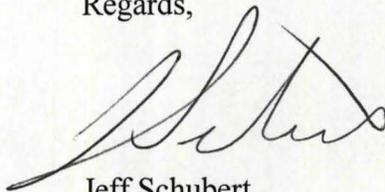
OSLSolutions hereby transmits to Sarpy County our proposal for a Time and Attendance Software Package for the Sheriff's Office. This letter is our formal submission to the proposal.

OSLSolutions believe that our product, OSL, is a very close match to the requested solution. OSLSolutions have quoted a one-time perpetual enterprise wide software license with only a recurring maintenance fee. OSLSolutions would also extend this same pricing county wide.

OSLSolutions did not provide costing for hardware, Server software, or Microsoft SQL licenses. MS SQL Express is supported by OSL and is available at no cost.

I look forward to hearing from Sarpy County and discussing our offer in more detail.

Regards,



Jeff Schubert
President & CEO
OSLSolutions

OSLSolutions

200 Isabella Street, Suite 402, Ottawa, Canada K1S-1V7 Tel. (888) 675-8255 Fax. (613) 680-5455

www.OSLSolutions.com

**Sarpy County, Nebraska
Time and Attendance Software Package
Bid Form**

Recurring Fees	
Per Employee	\$40.00
Per Pay Period, based on 250 employees/26 pay periods	\$384.60
Annually, based on 250 employees/ 26 pay periods	\$10,000.00

One Time Fees	
Implementation	\$30,000.00
Training	\$2,500.00

Maintenance Fees	
Year 2	\$6,000.00
Year 3	\$6,000.00
Year 4	\$6,000.00
Year 5	\$6,500.00
Year 6	\$7,500.00

Recurring Fees - 1st Option Period
OSL provides an Enterprise wide software licences at product acquisition time. This is a one-time fee for a perpetual license. Maintenance fees are the only recurring cost.

Recurring Fees - 2nd Option Period
OSL provides an Enterprise wide software licences at product acquisition time. This is a one-time fee for a perpetual license. Maintenance fees are the only recurring cost.

***Prices are to be F.O.B. - 8335 Platteview Rd., Papillion, NE 68046**

ORIGINAL

Company Information	<p>Company Name: OSLSolutions Address: 200 Isabella Street Suite 402 Street Ottawa, Ontario, Canada K1S 1V7 Telephone: 1 888 675 8255 Fax: 613 680 5455 Principal Contact Person & Title: Jeff Schubert – President & CEO Contact Telephone Number: 1 888 675 8255 ext.20 Fax: 613 680 -5455</p> <p>E-Mail Address: <u>Jeff@OSLSolutions.com</u></p>
Years in Business	12 Years
Number of Employees	3 Full Time Employees Contractors as required
Total sales last 3 years	\$850,000.00

References

(1) Name of Company: City of Huber Heights

Address: 6121 Taylorsville Rd. Huber Heights, OH 45424

Contact Name and Title: Kristi Warden, Accreditation Manager

Contact Phone: (937)237-3546

Contact Email: AWarden@hhoh.org

(2) Name of Company: Hollywood Florida Police

Address: 3250 Hollywood Boulevard, Hollywood, Florida 33021

Contact Name and Title: Angie Hein – IT Manager and Application support

Contact Phone: 954-921-3215

Contact Email: AHEIN@hollywoodfl.org

(3) Name of Company: Salt Lake City Police

Address: Public Safety Building, P.O. Box 145497, SLC, UT, 84114-5497

Contact Name and Title: Karen Mason – Senior Time Keeper and OSL application administrator

Contact Phone: 1 801 799 3820

Contact Email: Karen.Mason@slcgov.com

I certify that this bid is submitted in accordance with the specifications issued by Sarpy County.

I acknowledge receipt of the following addenda (if applicable):

Addendum #1 _____

Addendum #2 _____

- Attachments:**
- ✓ - Literature
 - ✓ - Proposed Installation Schedule
 - ✓ - Training Program
 - ✓ - Maintenance Program Information

OSLSolutions
Company Name Company

Jeff Schubert
Representative (Please print)

J. k. Schubert
Authorized Signature

(888) 675-8255
Telephone Number

200 Isabella Street Suite 402
Address

(613) 680-5455
Fax Number

Ottawa, Ontario, K1S-1V7
City, State & Zip

Jeff@oslsolutions.com
E-Mail Address

***NOTE: Sarpy County is tax exempt and will provide the proper form upon request.**



OSLSolutions

Experts in Workforce Management Solutions for Public Sector Organizations

OSLSolutions

Experts in Workforce Management Solutions for Public Sector Organizations

OSLSolutions Proposal Response

Time and Attendance Software Package For Sheriff's Office Sarpy County Nebraska



ORIGINAL

**Proven,
Powerful
and
Highly Effective**

Improving the day to day functions
of Public Safety Organizations...Saving
time and money

OSLSolutions Inc.
200 Isabella Street, Suite 402
Ottawa, Ontario, Canada
K1S 1V7

Jeff Schubert
President & CEO
Sales@OSLSolutions.com
(888) 675 – 8255 Ext. 20

The information in this document is proprietary and will not be made public without the express written consent of OSLSolutions.



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ORIGINAL



OSLSolutions Introduction

OSLSolutions have gained an expertise in workforce scheduling for Public Safety Organizations that is unparalleled in its ability to provide high functionality at a reasonable cost.

OSLSolutions has extensive public safety experience. We have provided business analyses, software implementation and end-user training to both union and non-union organizations in Canada and the United States. We know the operational issues in 24x7 environments and are familiar with staff and administrative duties and functions within these organizations.

We understand the complexities of collecting, storing and reporting on employee information. We also understand that many aspects of emergency service are stressful, under-staffed conditions are not permissible and that staff scheduling can be further complicated by different process requirements and local regulations and union negotiated practices.

OSLSolutions's unique differentiator is our ability to configure and customize the process, rules and look-and-feel of our solution for each client, regardless of the size of the organization. We make it possible to automate the specifics of the individual operation.

OSLSolutions will provide you with a single full integrated solution that will address all of your Human Resource Information System (HRIS) and Time keeping requirements. Our OSL application has evolved, and will continue to evolve based on the needs and requirements of our client.

OSLSolutions Key Features

OSLSolutions facilitates organizations to do more with less.

We **automate** complicated work schedules so management knows how many people are needed, where they're needed and when they're needed daily, weekly, monthly – even years in advance.

We provide unlimited user-defined shift rotations and station assignments. Users are capable of creating any schedule, providing the schedule has a pattern and is repeatable. We also provide unlimited user-defined master schedules that allow multiple users' concurrent access agency-wide.



In addition, once schedules are set up, users are able to post known absences (i.e. annual leave, training days, conferences, etc.) into the application. As these changes are made, the system will automatically deduct or add the time to the appropriate time bank. This gives a “real-time” capability to an organization’s time and attendance scheduling process.

We **perform** complex pay-rate calculations typically found in union agreements so that employees are confident that fair and consistent pay policies are being maintained.

OSLSolutions have worked with our client base to develop the right scheduling and resource management tools.

Employee self-service – OSLSolution **incorporates** employee self-service functionality for employees to “**Electronically**” submit leave requests, overtime worked slips, submit availability, sign-up for extra duties, view their schedules, time bank details, register for course, requisition new supplies, and selective pay information. Integrating this flexibility into the scheduling process gives employees a better work/life balance and directly impacts retention rates.

Register	Code	Description	Hrs	Mins	Notes
Overtime	000000ADM	Administrative	2	00	Memo
Overtime	000000PTL	Patrol Division	2	00	Memo

Overtime Total: 4:00 Project Total: 0:00

OSLSolutions provides supervisors with the tools they require to effectively management their employees allowing them to focus on their primary job functions.

The Employee Planner – providing management the capability to **control** all aspects of a user-defined group of employees for a given pay period. This accurate pay information can then be easily exported to many commercially available payroll systems.



Employee Planner: Starting on Wednesday August 10, 2005

Code	Name	Planner							Post Transactions						
		Wed 10	Thu 11	Fri 12	Sat 13	Sun 14	Mon 15	Tue 16	Wed 17	Thu 18	Fri 19	Sat 20	Sun 21	Mon 22	Tue 23
0000000395	Saha, Amanda	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
0000000444	Doon, Kathleen	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
0000001000	Greer, Jacob	BI	XX	XX	XX	BI	BI	BI	XX	XX	XX	BI	BI	BI	
0000001005	Lee, Justin	BI	XX	XX	XX	BI	BI	BI	XX	XX	XX	BI	BI	BI	
0000001007	Hickey, Emma	BI	BI	BI	XX	XX	XX	BI	XX	XX	XX	BI	BI	BI	
0000001003	Gardner, Christina	BI	BI	BI	XX	XX	XX	BI	XX	XX	XX	BI	BI	BI	
0000001004	Doogast, Trinity	BI	BI	BI	XX	XX	XX	BI	XX	XX	XX	BI	BI	BI	
0000001008	Smith, Jesse	XX	XX	A1	A1	A1	A1	XX	XX	A1	A1	A1	A1	XX	
000000114	Speck, Jeffrey	A1	XX	XX	A1	A1	A1	XX	XX	A1	A1	A1	A1	XX	
000000115	Barwin, Robert	XX	XX	A1	A1	A1	A1	XX	XX	A1	A1	A1	A1	XX	
000000116	Schubert, Derrick	A1	XX	XX	A1	A1	A1	XX	XX	A1	A1	A1	A1	XX	
000000117	Tweedy, Matthew	XX	XX	A1	A1	A1	A1	XX	XX	A1	A1	A1	A1	XX	
000000118	Forgeron, Bryan	XX	XX	A1	A1	A1	A1	XX	XX	A1	A1	A1	A1	XX	

Add Schedule: 000001004 - Doogast, Trinity Monday August 22, 2005

Book Off: 0000 - 1700 08:00 - 07:00 No. 00 Train Unit

Buttons: Edit, Delete, Call In Manager, Bank, Courses, Bank Balances, Contact Data

The Employee Planner graphically depicts two-weeks of scheduled shifts including exceptions such as vacation time, sick time and overtime. Supervisors can book-off employees by using user-defined time banks and validate that employees have sufficient time available in the selected banks.

Supervisors can also book employees to work overtime and then add the overtime to the employee's bank or optionally pay them directly. Called-in replacements, to resolve pre-defined staffing minimum issues based on user-defined rules, ensure that employees have the right qualifications needed for the assignment.

Transaction Authorization – allow supervisor to process submitted **Leave request** and **Overtime submissions**. Supervisors can modify the submitted information, Approve, Decline, or send the Request back to the employee for repair. Supervisors can utilize a combination of the Employee Planner and Transaction authorization to verify staffing levels prior to approving leave requests. Single or multiple levels of approval can be configured to confirm to your approval processes.

Transaction Authorization - Rettinger, Jim

Start Date: // // End Date: // //

Bank Balance: Lindsay, T. (00) = 27.30 Approver: Shoemaker, Jeff Schedule: A1: 12:00 - 20:00 Display Time Off Transactions Only

Status	Last Name	First Name	Date	Start Time	Duration/Value	Submitted On	Symbol Code	Time Code	Processing
Approved	Lindsay	T.	2011/10/10	12:00	4:00	2011/10/14 09:32	OT: OVERTIME	00: Overtime 1.5	3: Time Off
Approved	Lindsay	T.	2011/10/15	00:00	12:00	2011/10/14 08:34	OT: OVERTIME	00: Overtime 1.5	5: Earned T
Declined	Lindsay	T.	2011/07/29	00:00	3:00	2011/07/28 15:37	OT: OVERTIME	00: Overtime 1.5	6: Earned T
Approved	Lindsay	T.	2011/07/03	07:00	24:00	2011/04/08 14:09	VA: VACATION	03: Vacation	3: Time Off
Approved	Lindsay	T.	2011/05/10	12:00	8:00	2011/05/10 08:48	VA: VACATION	03: Vacation	3: Time Off
Approved	Lindsay	T.	2011/05/09	20:00	4:00	2011/05/10 08:49	OT: OVERTIME	01: Overtime 1.0	1: Payroll - I
Approved	Lindsay	T.	2011/05/08	07:00	24:00	2011/04/08 08:11	VA: VACATION	03: Vacation	3: Time Off
Approved	Lindsay	T.	2011/05/01	13:00	8:00	2011/04/13 13:55	VA: VACATION	03: Vacation	3: Time Off

Reason: Registers

Overtime: [] Project: []

Register	Code	Description	Hrs	Mins	Notes

Overtime Total: 0:00 Project Total: 0:00

Buttons: Print Errors, Display Errors, Process, Refresh Grid, Exit



Master Roster – providing supervisors with an inter-active duty roster facilitating the assignment of employee’s work functions, equipment, and lunch breaks. Supervisors enter employee related notes and shift briefing notes for reporting purposes. Generated Rosters can be copied to subsequent shifts. Reports can be printed and distributed or a find function is available to search of key information.

The screenshot shows the 'Master Roster' application window for user 'Rettinger, Jim'. The interface includes filter selection options for date (2011/11/11), shift type (Day, Afternoon, Night), and platoon (PLATOON 1A). Below these are buttons for 'Add Employee', 'Master Roster', and 'Roster Notes'. The main data table is as follows:

Name	Badge	Station	UNIT	RADIO	TASK	RADAR	Lunch	Shift Start	Shift End	Notes	TimeCode
Hutchinson, L.	114	STATION 1	CAR 1	R11	INSPECTOR		12:00	09:00	17:00		
Jackman, K.	116	STATION 1	CAR 2	R22	SWAT1		15:00	12:00	20:00	Patrol West side	
Beckwith, A.	395	STATION 1	MARINE	R33	MARINE1		16:00	12:00	20:00	Towne Lake	
Lindsay, T.	108	STATION 2	MARINE	R55	MARINE1		16:00	12:00	20:00	Towne Lake	
Forgeron, Bryan	118	STATION 2	TRUCK 1	R99	CID		17:00	12:00	20:00	Under cover Stream Mall	
Grasswell, A.	390	STATION 2	M24	RT6	CID		17:00	00:00	00:00	Under cover County Fair	
Lawder, S.	8438	STATION 2	M25	RW12	RADAR	RA-2	18:00	12:00	20:00	Highway 56	
Davis, C.	88248	STATION 2	M26	R23	TRAFFIC	RA-4	17:30	12:00	20:00	Float Team	

At the bottom of the window, there are buttons for 'Save', 'Revert', and 'Delete', along with checkboxes for 'Use Default Order in Report' and 'Print Notes in Report'. Other options include 'Time Code Legend', 'Printer Options', 'Print', 'Export To Excel', 'Copy Master Roster', 'List', and 'Exit'.

We **support** multiple levels of role-based security with the ability to adapt to role changes quickly. All users require a User ID and password to log into the OSL system. The application can be set-up by specific role and user to restrict what peer information or subordinate data can be viewed.

With each defined role, the application can be enabled, disabled, or configured for “read only” mode. Data filtering or partitioning is based on defined roles. When a role is defined, data filtering rules determine what hierarchical information the role can view or manage. And Data specific security is also available for key fields such as Social Security Numbers and can be suppressed from all displays and reports.

We **manage** an unlimited number of user-configurable and user-specified event or activity codes for tracking project and event resource hours and payroll-based costs. This tracking ability, coupled with OSL’s detailed reporting capability, assures accuracy in calculating overtime and ancillary costs associated with special needs scheduling to maintain extra staff.



We **provide** a Personnel Module that makes it easy to record, track and extract information about the people who work in the organization. Quickly create comprehensive, user-definable employee profiles; track training, languages, reclassifications, special qualifications, seniority lists, telephone lists; record detailed notes on each transaction record.

The screenshot shows a software window titled "Employee Table" with a filter of "1 of 147". The interface includes several tabs: Sick Top Up, Driving Information, Statutory Holiday, Employee Documents, Classification / Transfer(s), Kit Information, Medical Information, Employee Groups, Miscellaneous / Security, Training, Basic Information, Address, Additional Details, Significant Dates, Next Of Kin, Payroll Settings, and Union / Awards / Settings. The "Basic Information" tab is active, displaying fields for Employee # (000000108), SIN (000-000-000), First Name (Janice), Middle Name (Diane), Last Name (Lindsay), Badge # (108), Mr/Ms (Mrs.), Gender (Female), and Employee Marital Status (Common Law). A "Notes" field contains: s1 = headache, S2 = knee, S3 = elbow, S4 = ear. A photo of a woman in a police uniform is visible on the right. At the bottom, there are navigation buttons: List, Top, Prev, Next, Bottom, Find, Add, Edit, Delete, and Exit.

We provide a comprehensive **Quarter Master** system that will allow control of all of your inventory items including costs, expirations, serial numbers, and assignments. Detailed reports are available for costing, forecasting, expiration management, and low inventory items. Employees are able to requisition new inventory items while ensuring that they have not exceeded their yearly maximums. Purchase Orders can be generated and issued to vendors and then the order can be process when it has been received.

We provide a full integrated training sub-system that is used to manage employee training and qualifications. Training departments can design training programs around certification requirements and announce courses, manage classes and automatically submit attendance. Employees can pro-actively electronically register for upcoming courses.

Although OSLSolutions does not provide a payroll module we do **integrate** our product with many of the commercially available payroll systems (Great Plains, SAP,



Peoplesoft, IFAS, Cayenta, etc.) to provide a robust, efficient and accurate method of transfer time worked by employees to payroll.

OSLSolutions provides an **Interactive** Employee evaluation system which allows Supervisor and Employees to track daily performance and competencies that contribute towards the annual review process. This feature would prove extremely useful duration the probation period to track and monitor an employee progress within your organization.

We **deliver** exceptional reporting capability that allows users to quickly access and display pertinent information. All reports are displayed on screen and users have the option to send to printer, export to Excel, or other supported file formats. Users can also produce reports job functions, monthly, annually or for a selected date ranges.

Time Capture devices such as the OSLSolutions **Web Punch** or the full integrated **HP4000 Biometric** hander readers can be used to capture employee actual arrival and departure times. These "Punch Times" represent employee actual employee attendance information. Punches can be used to automatically generate pay transactions, overtime hours, and potential garnish employee time for late arrivals or early departures.

OSLSolutions Benefits

Reduce Overtime:

Schedule creation and management draws from a pool of personnel each with pre-defined skills and preferences. Schedules detail coverage requirements - how many people, what roles, what qualifications. Migrating from a paper-based scheduling system to the OSL solution allows administrators to stop shuffling paper and optimize schedules to reduce overtime and improve coverage. Even a 1% reduction in overtime costs can realize thousands of dollars of savings per year.

Eliminate Time Management and Validation:

According to studies conducted by Robert Half Agencies, the average lost productivity per day is 49 minutes. HR Technology estimates that in-complete or in-accurate data accounts for 3 – 7% of payroll. OSLSolutions' Employee Time Card submission and approval process in association with the seamless integration with payroll systems provides undisputed confirmation of employee time worked within the facility and when, resulting in fewer pay cheque corrections. Our ability to configure specific process and



rules, generate reports and forms for management improves data quality that helps an organization control their biggest manageable expense - payroll.

Save Time:

Studies have shown that manual totalling of time cards takes approximately 6 minutes per card per day and that paperwork transfer takes 2 to 3 minutes per employee per pay. The OSL solution automates this timekeeping function by storing and calculating multiple pay and benefit rule sets by labour group and interfacing with HR and payroll systems. Organizations realize a dramatic reduction in time spent calculating time cards and coupled with a direct decrease in paper costs – printing, paper and distribution – they also realize an indirect decrease in time spent handling paperwork.

Eliminate Errors:

One of the most obvious disadvantages of using manual time card calculations and data collection is human error. Studies have shown the human error factor to be from 1 to 8%. Automating the timekeeping and scheduling process virtually eliminates error in payroll. The results are reductions in accidental overpayments and underpayments. Employees are also confident that the organization can maintain and enforce fair and consistent pay policies.

Improve Productivity:

The OSL solution automatically shares information between Payroll, Human Resources and Scheduling, eliminating the necessity of entering the same data many times over. This substantially reduces the paperwork required to create and administrator schedules, resulting in more time to deal with other personnel requirements and issues.

And because the OSL system allows employees to remotely input their availability, vacation requests, view schedules, time bank details and selective pay information, this results in fewer inquiries to the HR department as useful information is on-line and available to all employees. HR specialists are now free to address other areas requiring attention.

Enhance Decision-Making:

The OSL application provides a system search and reporting capability in various combinations to generate detailed reports and forms required by external parties.



Examples include, but are not limited to the following: Employee Lost Time, Absenteeism, Overtime and Project Tracking.

Other useful information includes 'Manpower Availability', a peer-to-peer comparison of time-off as well as comparison by Department, Division or the organization as a whole; lost 'Person Years'; ratios of time-worked to time-off for any employee, any period, any time bank.



RFP Response information

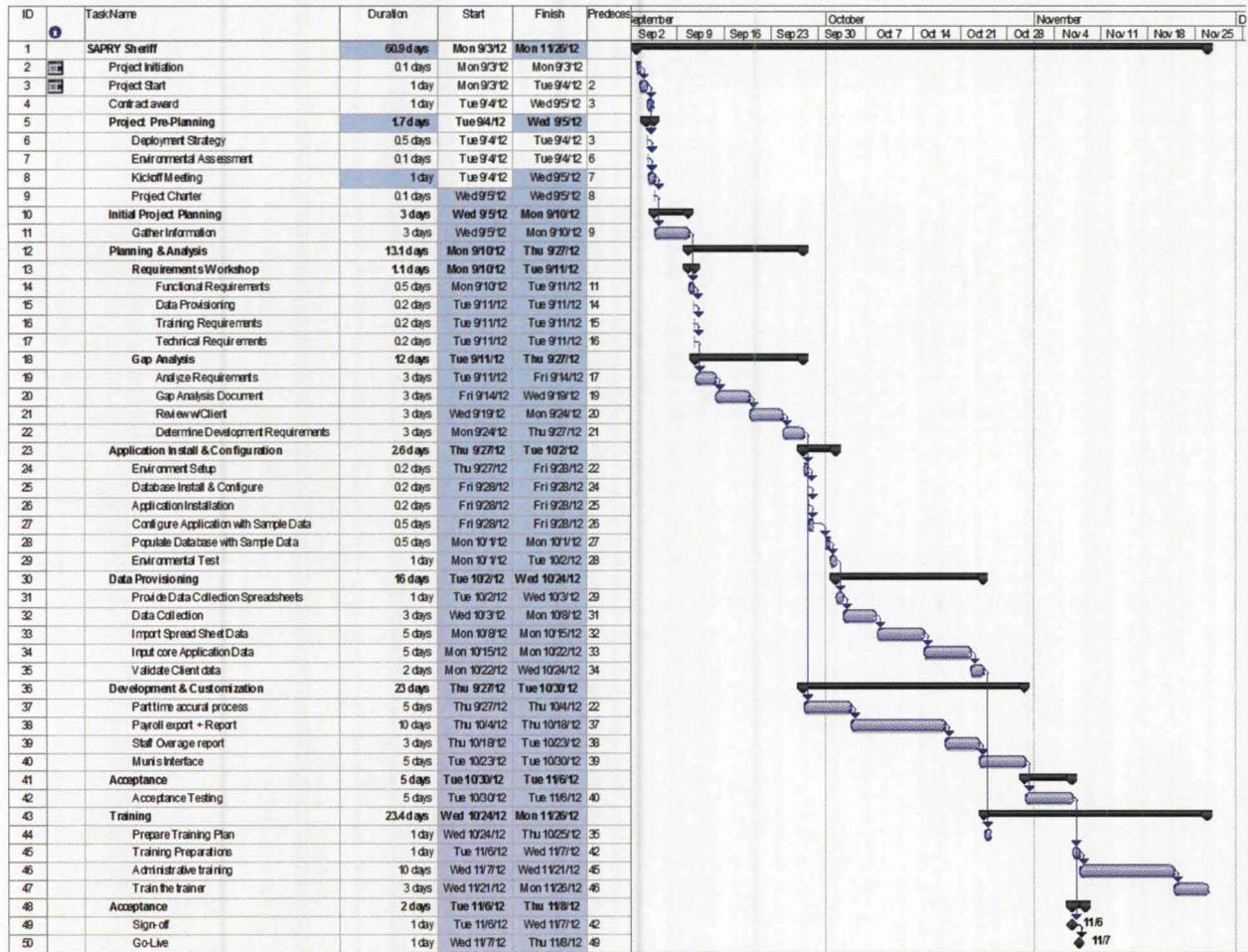
#4	OSL Security Model
	<p>OSL provides a comprehensive security model.</p> <ul style="list-style-type: none">• OSL provides form level security through security role definitions.• A security role can be defined and assigned to 1 or more employees.• Security roles can restrict data at the employee level, supervisor level, or administration level.<ul style="list-style-type: none">○ Employee Level: View their own banks, schedules, and perform Employee Time Card Entry submissions.○ Supervisors level: Employee Level + manage their resources with Employee Planner, Master Roster, reports and approve leave requests and Overtime submissions..○ Administrative level: Employee + supervisor and all administrative functions.• OSL's Modification log captures all employee actives in the product. Every added, changed, or delete events are tracked to the Employee, Employee #, time performed, at work station performed from.

#6a	Project Manager Nanci Forgeron-Green
	<p>OSL Project Manager will take the complete lead on the project and provide a single focal point for communication. Project Managers also perform the business analysis, prime the application configuration phase, as well as perform the end user training.</p> <p>Nanci has successfully deployed the following projects. Peterborough and Lakefield Police Service – Karen Howran (705) 876-1122 Halton Regional Police Service – Karen Bettsworth – (905) 825-4777</p>



#6b Project Schedule – Installation time line.

Here is the initial schedule and time line. The schedule will be a living document that will continue to evolve throughout the project.





Requirement Sheets

#	Requirement	Status
On-Duty – Functions		
1	Program can support multi-levels of usage including employees and supervisor clients	A
<p>OSL supports an un-limited number of employee security roles which define the types of clients. OSL uses security roles to define the behaviour of each employee. Security roles are built and then assigned to one or more employees. Each security role defines what functions can be performed, what privileges for the function (read/execute), and what employees can be managed.</p> <p>All security roles are defined at application provisioning time and new security roles can be defined at anytime by the application administrator.</p>		
2	Holds time bank hours for sick, vacation, comp and other leave types. Adds and subtracts hours. Hours for sick and vacation are automatically adds based upon contract benefit rules. Subtractions occur when employee requests time off or the department makes deductions. Show current balances and activity history.	A
<p>OSL supports an unlimited number of Time Banks.</p> <ul style="list-style-type: none"> • Time Banks can be loaded with time on an annual basis or can automatically accrue time based on contract rules. • Time Banks can also be defined that will accumulate time, such as training hours. • Maximum limits can be set for each Time Banks. • Time Banks can be allowed to go negative or can be prevented from going negative. • Time Bank Balances are always displayed to the employee at submission time in Employee Time Card Entry and to the supervisor at approval time. • Time Banks are automatically updated as employees booked-off. • Year end rules define whether time banks roll over into the next year, zero out, or transfer time into another bank. • All Time Banks will be configured during the provisioning phase of the project. New Time Banks can be created at any time by the application administrator. • Current balances are always displayed to the employee in the Bank Inquiry. Employees and supervisors can review any captured historical balances and transactions. • OSL also supports future year entries. • Detailed reports are available to report on current balances and corporate liabilities. Absence and pattern reports are also available. 		
3	Allows employees to view their time balances.	A
<p>OSL provides employee with a number of tools to view their time bank balances. Time banks can be made public so employees can view them or suppressed from employee view if they are</p>		



for administrative purposes

- Bank Balances – Summary will display all banks with current time bank values.

Bank Balances at the end of the 2010 Year For : 000001234 Doe, John

Sort Order: Time Code Ascending Descending

Time Code	Description	Factor	2010 Year End Balan	Today's Balance	Pending Values	Pending BalanceFu
AT	Accrued Time	1.00	70.00	102.00	0.00	70.00
RG	Regular Work Hours	1.00	0.00	0.00	0.00	0.00
SK	Sick	1.00	0.00	0.00	0.00	0.00
ST	Statutory Holiday	1.00	8.00	56.00	0.00	8.00
SV	Statutory Holiday Worked	1.00	0.00	0.00	0.00	0.00
UB	Banked Time - Uniform	1.00	39.00	39.00	0.00	39.00
UC	Court - Uniform - Off Duty	1.50	0.00	0.00	0.00	0.00
UO	Overtime - Uniform	1.50	0.00	0.00	0.00	0.00

The Factoring has been applied to Bank Balance.

Record Notes Record Log

Print Find Transfer And Exit Exit

- Bank Balances – Detail will display a single bank with the ability to mine each specific Time off or Overtime submission.

Bank Process Summary Display For : Doe, John

Months	Balance Frwd	Scheduled Payroll Direct	Accumulate Pay From Bank	Earnings Time Off	Credit Forfeiture	Balance
January	0.00	0.00	0.00	0.00	104.00	104.00
February	104.00	0.00	0.00	0.00	0.00	102.00
March	102.00	0.00	0.00	0.00	0.00	102.00
April	102.00	0.00	0.00	0.00	0.00	102.00
May	102.00	0.00	0.00	0.00	0.00	102.00
June	102.00	0.00	0.00	0.00	0.00	102.00
July	102.00	0.00	0.00	0.00	0.00	94.00
August	94.00	0.00	0.00	0.00	0.00	78.00
September	78.00	0.00	0.00	0.00	0.00	78.00
October	78.00	0.00	0.00	0.00	0.00	78.00
November	78.00	0.00	0.00	0.00	0.00	78.00
December	78.00	0.00	0.00	0.00	0.00	70.00
Pending Entries :		0.00			Pending Balance :	70.00
Future Entries :		0.00			Theoretical Balance :	70.00

Double Click On Any Number To List the Transaction Details

Time Codes: AT Accrued Time Year: 2010 Factoring: 1.00 Exit

- Annual Pattern Display – Displays employee schedule with all exception.



Annual Pattern Displays - Calendar Format Os14u, Os14u

Employee #: 0000000108 List Smith, Lara Reporting Year: 2010 Pay Day

Show pay days: Set Payroll Dates Weekly

When Printing Report Use:
 Employee # Alternate ID # Legend: Colour: Printer Options Print

Show Availability Colours Time Codes Display Calendar Exit

- Time Balance report – Provides a monthly textual display of time bank details.

4	<p>Allows employees to electronically submit leave requests to eliminate paper and increase workflow efficiency. After submission, the supervisor processes and the employee receive an email that the supervisor approved or denied the request. If approved, the request is forwarded to the division commander and then to the administrative review and confirmation group.</p>	A
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- OSL Employee Time Card Entry supports leave request submission.
- Single day or multiple day leave requests can be submitted.
 - OSL will auto-populate the start time and duration of each shift for the employee.
 - Submissions can be to a named supervisor, group of supervisors, or a specific position.
 - Employees can add notes to submission.
 - Employees can select what type of leave time will be used, holiday, vacation, banked overtime, as examples.
 - When the leave type selected, available time bank balance value will be displayed to employee.
 - OSL provides both OSL note and email notification of all approved, declined, pending or repair state changes made by the supervisor back to the employee.
 - Supervisors receive once daily e-mail notifications of any new employee submissions.
 - Levels of approval are defined for each type of leave. Leave requests can be defined with single or multiple levels of approval.
 - Reports document the complete life cycle of each submission for auditing purposes.



5	Employee able to cancel a request for leave before or after supervisor approval. If requested after approval, email confirmation should be sent to the supervisor for approval or denial of the request. If cancel request is granted, the request is placed in a queue for administrative review and confirmation.	A
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Employees can cancel any leave request prior to final approval by simply deleting the submission in Employee Time Card Entry. OSL does not allow employees to cancel vacation. This is a supervisory task performed through transaction authorization or the employee planner.

6	Program can detect possible duplication if an employee submits for both comp and overtime for the same hours worked.	A
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OSL provides warnings for all possible duplicates and conflicts.

- If there are duplicates or overlapping time off transactions, OSL will generate a warning to the employee and the supervisors doing the approval of the transactions.
- OSL compares the book-offs or overtime submissions against the employees schedule and will warn of any potential conflicts or mis-matches.

7	There are groups that are applied to the Time Bank approval functions: the employee, supervisor, division commander, administrative commander and administrative review and confirmation. Approval, review and confirmation might be multiple people at the same level.	A
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OSL allows for one more levels of approval for leave request or time off type.

- Employees can submit directly to a named supervisor, a group of approvers or a specific position. This is defined during the application provision phase.
- Upon approval requests can be steered towards any peer or supervisor.
- Final approval results in the creation of the transactions and time either being deducted or added to an employee's bank.
- Exact work flow will be defined at application provisioning time.



8	Employees can submit comp overtime	A
<p>Employees use the Employee Time Card Entry to submit comp time requests.</p> <ul style="list-style-type: none"> • Employee can verify time remaining in comp bank at submission time. • Comp bank can be prevented from going negative. • Comp time could also be cashed out by employee request. Cash out requests can automatically be approved without going through the work flow. • Upon approval the comp time balances is adjusted. 		
9	Training and certification history is recorded, along with viewable scanned documents pertaining to training and certification. Certification renewals can be tracked by running reports that forecast when recertification training is needed.	A

OSL supports a complete training management subsystem.

- OSL records employee training
 - All training records have date course taken, duration, grade and expiration date.
 - Training certificates can be scanned and attached to employee record, where they can be viewed in the future.
 - Reports can be executed to show employee training history and when re-certification is required.
- Additional functionality.
 - All upcoming training can be entered into and publish to candidates.
 - Candidates can register in OSL for upcoming course.

Course Registration — Lindsay, Tammy

Select the training you would like to sign up for

Select	Course Name	Comm. Date	Conclusion Date	Diary Date	Total Seats
<input checked="" type="checkbox"/>	staff sgt	2012/08/09	2012/10/12	2012/07/01	8
<input type="checkbox"/>	Identikit Training	2011/04/16	2011/04/16	2012/07/01	5
<input type="checkbox"/>	2012 Fire Arms	2012/03/23	2012/03/24	2012/07/01	10

Select the date you would like to register for which is pertaining to the [staff sgt] Training

Select	Start Date	End Date	Start Time	End Time	Avail. Seats	Empl. Registered
<input type="checkbox"/>	2012/08/09	2012/08/12	09:00	15:00	3	List Employees
<input type="checkbox"/>	2012/10/09	2012/10/12	09:00	15:00	5	List Employees

Description/Topics

No Register Register Exit

- Calls lists can be printed for sign-in purposes.
- Attendance can be automatically submitted.
- Employee training can be viewed at scheduling time or when hiring for overtime.



10	<p>Vacation for full time employees is earned in a lump sum annually. The amounts of vacation earned annually vary according to the tenure of the employee. Sick leave is earned 10 hours monthly for full time employees. These amounts would be automatically deposited into the employees' time bank.</p>	A
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OSL supports the bulk loading of vacation time based on tenure.

- Annual vacation award allows for the definition of vacation hours to be awarded based on years of service.
- The loading process is manual and allows vacation awards to be reviewed prior to posting.

OSL Solutions supports the monthly automatic loading of sick time.

- Date sensitive accrual process allows for the definition of time bank (sick), number of hours (10) to be loaded by union (full time), and date of award.
- This process also enforces any maximum bank balances.

11	<p>Part time employees earn 1 hour of sick and 1 hour of vacation for every 26 hours worked. These amounts should be computed automatically based off of the number of work hours the employee entered into the program. The employee enters their time in and out each day the work. The supervisor signs off on hours being submitted for pay. After approval, computations are made by the program and added to the time bank for sick and vacation hours.</p>	B
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OSL Supports a Part time employee time card entry form

- Employees would enter the start and end time of their shift.
- This would be routed to their supervisor for approval.
- Upon approval the appropriate pay transaction would be generated.

OSLSolutions can modify the date sensitive process (customization).



- The process can be modified to the awarding of 1 hour sick and 1 vacation to part time employees when the 26th hour is earned or the award could be done monthly.
- OSLSolutions will create a detailed specification for sign-off prior to implementation.

12	Changes in benefit accrual rates can be modified when employee contract changes occur.	A
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OSLSolutions supports both a manual and automated rate of pay change.

- Rates of pay changes can be future dated or retro-active.
- Retro-active change report is available to calculate retro-active pay.
- Historical transactions can be re-aligned to the retro-active pay increase.
- There can be many future dated rates of pay for the same classification.
- Historical time can be used at the historical rate or at the current rate.

Automated process allows selected classifications to be increased/decrease based on a percentage or fixed rate.

Manual process allows rates of pay to be created as required.

13	County should have the option to export benefit and pay information into a text, CSV or Excel spreadsheet.	A
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OSL supports a number of payroll, time bank, transaction, availability, lost time and employee centric reports. All OSL reports can be viewed, printed, or saved as a text file, PDF, Word, or Excel document. Excel files will be generated in raw data format for further manipulation.

14	Program should have an alert or report that would detect comp time over 240 hours for non-sworn personnel and 480 hours for sworn personnel.	A
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OSL can be configured to warn and allow user to exceed maximum or warn and not exceed maximum.

- OSL can be configured to include or not future Comp Time off transactions.
- Different Group totals can be defined for each type of personnel.
- Group Totals are displayed on the Employee Time Card entry form for the employee to view at submission time.

15	<p>A large section of reports can be generated to track leave and scheduling. Reports should include, but not be limited to:</p> <ol style="list-style-type: none"> a. Employees can view time balances and historic use of time off accruals. Viewing should be viewed as year to date, past year or specific date ranges. b. Overage reports that can determine the amount of hours in excess of a given amount, such as employees who have vacation accruals over 120 hours. The overage report would be for employees with 120 vacation hours over their allotted vacation time bank that they are about to earn for the next year. In other words, they could have 120 vacation hours and then be earning 80 vacation hours, for a total of 200 vacation hours and be okay. If they have 121 vacation hours and are 90 days out from their date when they would earn new hours for the next year, a notification is sent to the employee and supervisor. This alert could occur 90 days before the new time bank is earned, then 60 days, then 30 days, so that the employee and supervisor can work on scheduling vacation time off for the employee. c. Audit report shows when employee requested time off and when and who the supervisor was who approved it. 	B
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- d. Seniority reports by date of hire.
- e. Unused leave report to monitor accumulated leave not taken
- f. Leave analysis that shows how leave was taken by at least 19 different leave types.
- g. Projected future time off in calendar view for a group.
- h. Comprehensive report for every employee showing all leave type balances. Report should be available for year to date, past year or specific date range.
- i. Each leave type for all employees or groups of employees, showing total accumulation. For example, the total hours of sick time used for Road Patrol A Shift in a specific date range.
- j. Calendar view of who is currently off in a calendar day. For example, a daily roster.
- k. County audit reports for total comp and vacation hours for each employee. The audit reports would be for all benefit hours as chosen and time frame desired. For example, there are three types of sick leave banks, comp, vacation and administrative leave.

OSL Supports a number of reports.

1. Reports can be filtered to the specific employee or can be rolled up by any level within your organization.
 2. Reports can be viewed, printed or saved as PDF, text, Word, or Excel. Excel reports are in raw format for further data manipulation.
- A) Employee Time Banks
- a. Employees can view the time banks and transactions.
 - b. All historical time off transactions can be viewed in the Annual Pattern display or Bank Inquiry (detail and summary).
 - c. Each specific historical and future time off transaction can be viewed by the employee or an employee's supervisor.
- B) Overage report (custom)
- a. OSL can be configured to support the Annual Leave rules by taking into account any future time off transactions.
 - b. OSL Time Bank reports will display employee vacation time bank and can be used to viewed current bank totals.
 - c. OSL can build a custom report if the current reports and functionality do not meet the requirement.
- C) OSL's Transaction authorization report provides the following details:
- a. Details about time off requisition (employee, time bank, date and time submitted, and date and time wanting off).
 - b. All interim and final approver, date stamped.
 - c. All declined requests and who declined the request, again date stamped.
- D) Seniority reports
- a. OSL Supports a Date of hire and Adjusted Date of hire dates that seniority lists can be generated on. There are 9 custom date fields as well.



- b. Seniority can be generated based on Unions, Civilian or sworn, Rank, Rate of Pay, full time/ part time, or based on specific work locations within your organization.
- E) Un-used leave
 - a. OSL's Bank time Liability report provides this functionality.
 - b. By time bank (Vacation/Comp/Sick) reports can be generated detailing hours and costs for remaining time.
 - c. Reports can be generated by Time Bank, by Employee, work location or by cost center.
- F) Leave Taken
 - a. Annual Leave report displays, by employee, displays all leave time.
 - b. Annual Pattern display provides an annual view, by employee, of leave time.
 - c. Time Code transaction provides a transaction based view of leave time.
 - d. Processing Code Summary provides 8 different views of employee leave time.
- G) Future Leave time
 - a. Employee Planner provides a real time graphical view of all scheduled and leave time.
 - i. Supervisors can adjust schedules, book-off employees, check training records, bank balances, and view contact information.
 - ii. Scheduled transactions are on left hand side while exceptions are on the right hand side of each employee/day cell.

Employee Planner: Starting on Monday June 25, 2012

Code	Name	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Sun 1	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7	Sun 8
000000114	Hutchinson, L.	06	06	18	18	XX	XX	XX	XX	06	06	18	18	XX	XX
000000002	Gillespie, D.	07	VA	07	VA	19	VA	19	VA	XX	XX	XX	XX	XX	XX
000000012	Manser, K.	07	07	19	19	XX	XX	XX	XX	07	TR	07	TR	19	19
000000108	Lindsay, Tammy	07	07	19	19	XX	XX	XX	XX	07	07	19	19	XX	XX
000000115	Pilling, B.	07	07	19	19	XX	XX	XX	XX	07	07	19	19	XX	XX
000000116	Rose, Earl	07	SH	07	SH	19	19	XX	XX	07	VA	07	VA	19	19
000000118	Luby, B	07	07	19	19	XX	OT	XX	OT	XX	XX	XX	XX	XX	XX
000000390	Grasswell, A	07	07	19	19	XX	XX	XX	XX	07	07	19	VA	19	VA
000000394	Kaufmann, Martin	07	07	19	PE	19	19	XX							
000000395	Beckwith, A.	07	TR	07	TR	19	19	XX							
000008438	Lawder, S.	07	07	19	19	XX	XX	XX	XX	07	07	19	19	XX	XX
000008248	Davis, C.	07	07	OT	19	19	XX	XX	XX	07	07	19	19	XX	XX
000009089	Shirley, Thomas	A1	A1	A1	XX	XX	A1	A1	A1	A1	XX	XX	A1	A1	A1

Employee: 000008248 - Davis, C. Tuesday June 26, 2012

Schedule: 07:00 - 19:00 (RG (8) Not assigned)

Overtime: 07:00 - 19:00 (00 (3) Not assigned)

- b. Bi-weekly Roster provides a two week view for any future/current/historical period of time.
- c. Group Work Schedule report provides a 7/14/28/42 day calendar view of employee work schedule and leave time.



- d. Annual Leave report provides a textual view of employee leave time.
- H) Comprehensive Leave Report
 - a. Employee Annual Leave Report displays employee annual.
 - b. Time Balance report displays all employee related time banks by selection period of time.
- I) Leave Time Report
 - a. All OSL reports can drill down to specific employee or any location within your organization.
 - b. Reports are detailed to specific employee time bank with totals or can be a summary with totals.
 - c. All reporting periods are defined at report generation time.
- J) Calendar view of time off.

OSL provides numerous scheduling reports and tools that will display this information in real time.

 - a. Above Employee Planner provides a daily view.
 - b. Daily Duty Roster Report.
 - c. Master Roster.
 - d. Group Work schedule report.
- K) Audit Reports
 - a. Bank Time Liability report provides a real time view employee time banks including number of hours and dollar value.
 - b. Report can be executed for 1 or more time banks.
 - c. Report can be execute by employee or any work location within your organization.

0000000108 - Tammy Lindsay

00 Overtime 1.5	\$8.80	1.50	\$13.20	0.0000	6:00	\$79.20
01 Overtime 1.0	\$8.80	1.00	\$8.80	0.0000	12:00	\$105.60
02 Sick Time	\$8.80	1.00	\$8.80	0.0000	87:00	\$765.60
03 Vacation	\$8.80	1.00	\$8.80	0.0000	168:57	\$1,486.76
07 Court Time 1.5	\$8.80	1.50	\$13.20	0.0000	3:00	\$39.60
CW Court within Shift	\$8.80	1.00	\$8.80	0.0000	12:00	\$105.60
TR Training	\$8.80	1.00	\$8.80	0.0000	59:15	\$521.40
Totals For: 0000000108 - Tammy Lindsay				0.0000	348:12	\$3,103.76
otals For All Time Codes/Employees on this report:				0.0000	348:12	\$3,103.76

16	Employees can be transferred between divisions or shifts as those transfers occur. This would be based on roles, not people. Roles would be Jail A Shift Sergeant is assigned to Jail A Shift Deputy. People are added and removed from roles as transfers occur.	A
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OSL Class Transfer process is used to assign employees to specific work locations within your organization.

- Class transfer defines:
 - Start date of assignment,
 - Work Location,
 - Rank ,
 - Classification and rate of pay,



- Approval authority,
- And work schedule.
- During the application provision phase of the project your organizational structure and work locations are defined.
- Class transfer assignments can be future dated or can be done retro-actively.
- At effective date of class transfer, Employee is assigned their security role employee assumes that responsibility.

17 | New employees are added, former employees are deleted. | A

New employees can be added to OSL at any time. When employees are added they are assigned a dated class transfer record identify the employees work location, schedule, rank and rate of pay. On the effective date/hire date, the employee will appear in all rosters and schedule reports.

Former employees are made in-active and not deleted. In-active employees are removed from all reports but their historical information is still available in the product.

18 | Schedules and groups are built to coincide with work shifts and ranks. | A

OSL supports an un-limited number of schedules.

- Schedules represent a combination of shifts including days off.
- Schedules can be a 1 to 999 day rotations.
- A schedule if made up shifts. Shifts can be between 00:01 and 24 hours in duration.
- Shifts can include paid and unpaid lunches or breaks.
- A shift can be zero hours in duration and then dynamically configured in the employee Planner.
- Shift can include work assignments or Work Posts.
- One or more employees can be assigned to a schedule.



- Schedules will be built during the application provisioning.
- New schedules can be created at any time or existing schedules can be copied.
- Employees are assigned to a schedule via the Class Transfer record.

19	Vacation and sick hours accrued for part time employees are entered automatically to add to the bank of hours available for them to use.	B
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OSL utilizes Global Transaction processing to award Vacation and Sick time for Part Time Employees.

As a customization the 26 hour rule could be automated to do the award.

20	Two part submission function - takes requests/approvals from employee/supervisor and then process them by another staff member to catch errors.	A
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OSL provides the following functionality:

- Employee Time Card Entry will identify errors to the employee/submitter.
 - Duplicate or existing transaction (approved or yet to be approved),
 - Compare scheduled hours to book-off to ensure accuracy,
- First level validation or approval by a supervisor is a sign-off or approval of time worked or leave request.
- Final approval validates time bank rules and maximums.

On Duty Future Functions

21	Work detail postings that allow employees to sign up for overtime or training.	A
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OSL's Overtime/Event's Manager is a powerful tool that controls the Overtime notification, registration, and shift award process.

- Upcoming overtime shifts are broadcast to candidates via e-mail.
- Employees log in to OSL and register for Overtime shifts up to cut off date.



Event Registration Lindsay, Tammy

Event Registration

Select the Event you would like to sign up for

Awarded Events Registered Events

Select	Event Name-Group	Event Date	Start Time	Duration	Diary Date	Required	Empl. Registered
<input type="checkbox"/>	OVERTIME - Overtime Registered Em	2012/07/14	18:00	9:00	2012/07/01	4	List Employees
<input type="checkbox"/>	TRAFFIC - Paid Duty Group	2012/07/20	12:00	4:00	2012/07/01	4	
<input type="checkbox"/>	FRONT-DESK - Front Desk - Group	2012/07/01	14:00	2:00	2012/06/23	2	
<input type="checkbox"/>	FRONT-DESK - Front Desk - Group	2012/07/01	16:00	2:00	2012/06/24	2	

Event Description

Register Exit

- At a defined cut-off the coordinate awards OT shifts based on your rules.
- Employees are notified of award via email and scheduled to work.

OSL's training sub-system can be used to publish upcoming courses and classes.

- Employees are notified of courses they should register for via e-mail
- Employees log into OSL and view the courses and dates and register.

Course Registration Lindsay, Tammy

Course Registration

Select the training you would like to sign up for

Registered Courses

Select	Course Name	Comm. Date	Conclusion Date	Diary Date	Total Seats
<input checked="" type="checkbox"/>	staff sgt	2012/08/09	2012/10/12	2012/07/01	8
<input type="checkbox"/>	Identikit Training	2011/04/16	2011/04/16	2012/07/01	5
<input type="checkbox"/>	2012 Fire Arms	2012/03/23	2012/03/24	2012/07/01	10

Select the date you would like to register for which is pertaining to the [staff sgt] Training

Select	Start Date	End Date	Start Time	End Time	Avail. Seats	Empl. Registered
<input checked="" type="checkbox"/>	2012/08/09	2012/08/12	09:00	15:00	3	List Employees
<input type="checkbox"/>	2012/10/09	2012/10/12	09:00	15:00	5	List Employees

Description/Topics

No Register Register Exit

- At cut-off the course registration closes.
- Class lists can be printed.
- Attendance can be automatically submitted creating the training record.

22	Alert for employees who have exceeded their vacation accrual threshold.	A
OSL can be configured to warn and not permit the vacation threshold to be exceeded or warn and allow the threshold to be exceeded.		
PART TIME HOURS SPREADSHEETS – FUNCTIONS		
23	Although the county currently utilizes spreadsheets to accomplish the below tasks, the proposed system should replace the spreadsheet functions with an application where an employee will enter their time in and time out. A	A



computation will total hours worked for each week and pay period. The program should allow for adjustments in the hours that would fall outside of the pay date range.

OSL Employee Time Card Entry – Part time is a simple data entry screen where the Part time employees will electronically submit their time to the supervisor for approval.

Employees can put notes on the submission. Submissions are steered to their supervisor for approval. Upon approval the Pay transaction is created.

24	Allow part time employees to record their time in and out on their Excel workbook that contains up to 27 spreadsheets representing each pay period during the fiscal year. Based upon time in and out entered by the employee, the spreadsheet tallies the hours worked to provide a total hours worked for each 2-week pay period.	A
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OSL creates pay transaction, at transaction approval, for all submitted time. Employees can view their total bi-weekly hours via the pay inquiry report.

Supervisor reports are also available to view total work hours by employee or work location.

25	A separate Excel workbook has cells that contain code pointing to each employee's spreadsheet, taking the pay period and total hours worked to compute the earned benefits of sick and vacation, 1 hour of sick and vacation for every 26 hours of work. The amounts for sick and vacation are then entered into On duty for the employee to use. The spreadsheet also looks at the previous 6 pay period total hours worked and computes and average day worked in order to provide holiday pay average. As an example, if an employee averages 4 hours per shift, they receive 4 hours of holiday benefit.	B
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OSL can automate the 26 hour rule based on your requirements and automatically award the sick and vacation time.

PART TIME HOURS SPREADSHEETS – MAINTENANCE

26	New spreadsheets are set up each fiscal year for each of the approximate 50 part time employees.	A
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OSL automatically creates batches which represent your 2 week pay periods. As time is worked and approved it will go into the appropriate batch.

27	Employees occasionally have problems with either deleting their spreadsheets, moving them or renaming them, which causes the link to the workbook that does the calculations to be broken.	A
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Employees will not have the ability to delete time worked after approval or be able to impact and batch or pay related information.

PAYROLL AND PREMIS – FUNCTIONS

28	Payroll system calculates the payroll every pay period from the regular pay (forecast 80 unless part-time), overtime pay (currently paper requests signed by employees, supervisors and division command), specialty pay, working out of class hours and longevity pay that is currently entered manually every pay period.	A
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OSL will assume an 80 hour work week independent of the employees work schedule.

- All worked overtime will be electronically submitted to their supervisor for approval. Upon final approval the actual transaction is generated and paid or added to the Comp Bank.
- Speciality pay can be submitted electronically by the employee or supervisor.
- Out of class pay can be submitted electronically by the employee or supervisor.
- Longevity pay can be added directly to the employee’s regular pay or electronically submitted.

All pay and bank types will be defined during the provisioning process based on your specific collective agreements.

29	Request for pay variances (overtime, working out of class, specialty pay, longevity, etc) should be electronic and go through a workflow process before being implemented.	A
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OSL’s Employee Time Card Entry will be used for these submissions.

- Exact routing and work flow will be configured during provision phase of the project.
- Employees can submit to a named supervisor, group of supervisors or a specification Position/rank.



- OSL supports multiple levels of authorization.
- Employees can add notes/comments.
- Overtime can be charged to a project or overtime reason for reporting purposes.
- Employees can only select specific types of submissions available to their union.

The screenshot shows the 'Employee Time Card Entry' window for 'Lindsay, Tammy'. It includes fields for Employee ID (000000108), Start Date (2012/06/22), End Date (2012/06/22), Start Time (12:00), End Time (16:00), and Duration (04:00). It also shows assignment details for Rank (0000000225) and Officer, a short description 'Work extra traffic duty', and a table of registers with columns for Register, Code, Description, Hrs, Mins, and Notes. The registers table shows two entries: Overtime (000000TRF, Traffic Unit, 4 00 Memo) and Project (000000MCP, ACA-I.C. POLICE, 4 00 Memo). Summary totals show Overtime Total: 4:00 and Project Total: 4:00.

30 Each fiscal year, new pay scales and pay periods are set up in the database. When hours worked are entered, the system calculates the pay based upon the pay scales that are applied to each employee. A

OSL assigns pay scales to classification or pay bands.

- Classifications are assigned to employees via a class transfer record.
- Each pay scale has an effective/start and end date.
- OSL will always utilize the pay scale associated with the transaction date.
- Future dated pay scales can be added as well as retro-active pay scales.

31 Reports are created each pay period, broken down by budget/division with individual employee pay data per pay period and year to date accruals. The pay types such as regular pay, overtime pay, etc. are in separate columns. Totals from these reports are balanced against the two spreadsheets and sent to the County Clerk’s office for payroll. The County currently uses ADP for payroll processing. B

OSL current payroll report provides this information but not necessarily in your required format.

- OSL can generate the exact format or possibly this data could be exchanged electronically with the ADP payroll system.
- If an automate process is desirable then:
 - OSL would work with your County Clerk’s office to defined interface,
 - Map OSL time codes to Count Payroll codes,
 - Design file layouts,
 - Implement work flow.
- If the existing OSL payroll report is not satisfactory then:



	<ul style="list-style-type: none">○ OSL will review current report format,○ Design new custom report,○ Deploy report prior to “Go-Live”	
32	The current system also tracks different types of overtime expenditures by allowing for a code to be applied to the overtime when it is entered. A report is generated from these codes and amounts. The report provides a list of names, hours of overtime and pay data for each individual, but will not calculate a grand total for the list. A grand total is desired.	A
	OSL supports an un-limited number of Overtime Registers. <ul style="list-style-type: none">● Overtime registers are used to bill employee overtime to specific reasons, projects, or codes.● New Overtime registers can be created at anytime and old or obsolete registers can be made in-active.● Overtime Registers can be made mandatory such that employees cannot submit time without selecting an Overtime Registers.● Detailed reports are available by Overtime Registers, Employee or specific work area.	A
33	Reports should include, but not limited to, pay type, or code, for grant reimbursement along with quarterly reports for County Fiscal Administration.	A
	OSL pay related reports contain information down to the hour and dollar value. <ul style="list-style-type: none">● Overtime and project register reports can be used for Grant reimbursement.● All reports can be executed by work location, employee, or pay type.● Reports can be executed daily, pay period, monthly, quarterly, annual, or by a specific date range.	
34	The County shall have the ability to build custom reports using Crystal Reports and/or SQL Server Report Writer.	A
	OSL supports the use of third party report writers. <ul style="list-style-type: none">● OSL provides a complete suite of reports in the core product.● Many of the reports, such as the “detailed personal information report” will allow the user to dynamically select the data to be included in the report.● All pay and time reports can be exported in raw format for further	



	<p>data manipulation.</p> <ul style="list-style-type: none">• The OSL helpdesk will provide the County with the data tables and fields to build their own custom reports as well.	
35	<p>The system should have the ability to export payroll data into a text, CSV or spreadsheet.</p>	A
	<p>OSL provides this functionality for all Payroll, Time Bank, Registers, and Transactional based reports.</p> <ul style="list-style-type: none">• Reports are exported in raw data format for further manipulation.• Reports can be based on work area, employee, time bank, register, or transaction.• Detailed and summary export formats are supported.	
36	<p>The payroll system should allow for the addition of new budget object codes and line items, pay scales or pay periods. For example, the typical fiscal year has 26 pay periods but some years have 27 pay periods. Also, some salaries are split between two different budgets, the system should be able to account for this.</p>	
	<p>OSL utilized a concept of payroll series to track pay cycles.</p> <ul style="list-style-type: none">• Pay Cycles:<ul style="list-style-type: none">• Payroll Series have an anchor date, last day of pervious pay period.• Payroll Series have a pay cycle, every two weeks, in this case.• This will accommodate the 26/27 pay periods per year without administrative intervention.• Budget object codes and line.<ul style="list-style-type: none">○ Budget codes can be defined at the employee level, GL account codes, or based on specific work location. This will be determined at application provision time.○ All work will be tracked against budget codes for reporting purposes.• Pay Scales.<ul style="list-style-type: none">○ Pay scales can be created at anytime with an effective date and dollar value.○ Pay scales are assigned to an employee on the class transfer record and can be future dated.• Split Pay scales.	A



	<ul style="list-style-type: none">○ Work schedules can be built to split work time between two or more budgets.	
37	The system should be able to handle step increases by referencing date of hire or promotion. The hourly rate should then be changed in the system based upon employees who are eligible for step increases.	
	<p>OSL automates the pay increase within the same pay step.</p> <ul style="list-style-type: none">• Rates of pay are added to OSL with an effective date. This can be done as soon as the new rates of pay are now.• On the effective date of that Rate of Pay, all work will use the new rate. <p>Step Increases.</p> <ul style="list-style-type: none">• OSL supports up to 12 date fields.• Hire date is used to calculate vacation accruals and calculate step increase. The Seniority and Signification date reports are used to resolve dates. A class transfer is then done on the effective date to give the employee a pay step increase.• Promotion date would use one of the available date fields. When the Promotion date is know, a class transfer record would be required to assign the new classification/rate of Pay to the employee.	A
38	A report should be available that indicates when employees are eligible for longevity pay.	A
	<p>OSL reports such as the Significant date report can be used to determine what employees qualify for longevity pay.</p> <p>During the application provision phase of the project OSL will be configured to add this to the employee's standard rate of pay on the class transfer record, to the employee schedule as an ancillary pay attribute, or as a separate time code/bank.</p>	
39	The system should have the ability to handle suspensions, cash in comp, leave without pay and deductions in pay through an administrative workflow process.	A



OSL supports the following.

- Employees on suspension could be booked off for a day, date range or put on a suspension schedule. All suspensions could result in no pay in payroll report or export. All suspension time can be tracked and reported on.
- Leave without pay could be booked off for a day, date range or put on a Leave without pay schedule.
- Deductions in pay could be accomplished by assigning a new rate of pay, modify the real pay transaction, or through the creation and use of a specific time code to track the time.
- Employees can submit electronic requests to convert Comp Time into pay. This can follow the Employee submission work flow or can be automatically approved.

Administrative work flow allows for specific transactions (Leave, Suspensions, deductions, or any type) to be created at any point in time. This can be accomplished through Time Card Entry or via the Employee Planner.

40 Currently, Premis, or “personnel” portion of the system houses the employees’ personal data to include name, date of birth, division/budget, hourly rate, hire date and promotion priority dates and list. Information also includes employee’s history for hire date, pay changes, promotions, demotions, transfers, term date, etc.

A

OSL’s fully integrate Personnel module provides this functionality and much more.



OSL Supports:

- 12 Custom date fields to track employee significant dates,
- Detailed work location information that will mirror your corporate structure. Employees are assigned to 1 or more locations via the class transfer record.
- All employee history is maintained in the product and can be reported on.
- OSL also includes a complete Training Subsystem, Commendations, Disciplines, Promotional Exams, Education, Transfers, promotions, and prior Work Experience.

41	The County shall be able to produce a report of assignment history, rank history, transfer history, sorted alpha by individual, with rank, assignment and dates effective.	A
	<p>OSL provides many report options.</p> <ul style="list-style-type: none"> • Classification Transfer Change Report will detail an employee’s complete work history within your organization, • Employee Detail Information Report will allow administrators to construct Employee related data reports. • All Reports are sortable. • All Reports can be exported to Excel for further manipulation. 	
42	System should be able to keep a history of team history: ESU, Search and Rescue, etc., and if they received Specialty Pay during that assignment.	A

OSL provides a couple of report options.



- Processing Code Summary Report will detail by team all pay transactions and work history. This report can be executed for any work team or type of work.
- Overtime Register Report could also be an option.
- Classification Transfer Change Report will detail an Team History complete work history within your organization,
- All Reports are sortable.
- All Reports can be exported to Excel for further manipulation.

43	<p>Required personnel reports include, but are not limited to:</p> <ul style="list-style-type: none"> a. Overtime expenditure by code - overtime by coded type (approx. 150 types) is totalled for reporting purposes to County Fiscal Administration, grant funding and other agencies for reimbursement. b. Longevity report - printed annually lists anniversary dates and number of years employee is at for longevity rate. c. Step increase report - printed annually and lists next step and current step. d. Pay period report by division and employee for each pay period - total gross income broken down by regular pay, different types of overtime, longevity and specialty pay. e. Employee pay history - history by date in chronological order of hire, steps, longevity, promotions, annual contract increases, transfers, temp transfers, limited duty, resigned. f. Year to date reports - by division, employee, all divisions for pay periods 1-26 including regular pay, working out of class, overtime, on call, holiday, training and court. g. FTO, step and longevity also will print by pay period parameter 	B
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OSL provides the following reports.

- a. Overtime Register Report
 - Supports an un-limited number of registers.
 - Report can be generated by work location,
 - Report can be executed by date, pay period, monthly, annually or by date range.
 - 1 or more registers can be reported on a once.
 - All reports total.
- b. Longevity Report
 - The Seniority report will provide you with the Hire date and years of service. It can be sorted by Seniority, rank, classification or work area.
 - Report can be export to Excel for further manipulation.
- c. Step Increase Report
 - The Seniority report sorted by classification will give you a list of all employees, hire date and years of service group by classifications.
 - Detailed Personal information report will provide a list of employees and their current classifications or pay steps.
- d. Pay period report



- OSL payroll reports are pay period can be aggregated by
 - i. Division, work location or employee,
 - ii. Provide detail break down of all pay (Regular, OT, Longevity, Speciality) and time off with totals,
 - iii. All reports can be saved to Excel for further manipulation.
- e. Employee pay history (Custom)
 - OSL Classification Transfer Change Report provides complete details records on an employees work history but does not include break down of actual rates of pay.
 - OSL would need to build a custom report to meet this requirement. This would be done at no charge and be ready for deployment.
- f. Year to date reports
 - All OSL pay related reports can be execute by day, pay period, month, or date range providing year to date totals grouped by employee or by time code.
- g. FTO/Pay period reports.
 - All OSL pay reports can be printed by pay period.

PAYROLL AND PREMIS – MAINTENANCE

44	At the end of every fiscal year reports are generated and printed for each employee and for all types of overtime for the year. The current program is backed up for the entire 26 pay periods and the employee pay data is cleared out to allow for fresh data entry for the next fiscal year. Historic payroll data for the previous fiscal year should be available in the payroll application.	A
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OSL supports an unlimited number of historical years of data for reporting purposes. All historical reports can be executed real time.

EXCEL SPREADSHEETS FOR THE COUNTY CLERK’S OFFICE – FUNCTIONS

45	Currently, three (3) spreadsheets are generated and forwarded to the County Clerk’s Office to report payroll. The first spreadsheet is used to break all regular pay (everything but overtime) down by budget and line item for our County budget tracking system called MUNIS. The County Clerk’s Office takes the totals for each line item in each budget and makes the appropriate adjustments in MUNIS.	B
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- OSL currently supports a MUNIS integration for the Salt Lake City Police.
- The values are broken down by Employee, Budget Code date and transaction type (Regular Pay).
 - The MUNIS export can be generated based on employee, work area or budget line item.
 - Detail visual reports are available that can be saved as a PDF, Word, or Excel.
 - The MUNIS Interface also supports IFAS.
 - OSL’s MUNIS export generates a machine loadable file.
 - Detailed requirements and configuration will be resolved during provisions.



46	The second spreadsheet is used to upload all of the pay data for the pay period directly to ADP. The spreadsheet is broken down by codes for both employees and their departments. There are columns for regular hours worked, regular earnings, overtime earnings and then columns to put special codes and the amounts for longevity, specialty and comp conversion payouts for each employee. This spreadsheet is sent in email form to the County Clerk's Office along with special instructions for any pay changes, transfers, salary splits between budgets and step increases.	B
OSL to ADP payroll interface will need to be refined to meet your requirements.		
47	The third spreadsheet is an "overtime breakdown" used to break all of the overtime out into the correct budget and line item for MUNIS and the County budget. The Clerk's Office sends the payroll registers from ADP to the Sheriff's Office. The Sheriff's Office then balances the payroll registers against the payroll program printout. The spreadsheet is then forwarded with a memo notifying of any overtime budget transfers (deputies or civilians working overtime in other divisions).	B
OSL to ADP and MUNIS interface will ensure that all Overtime hours are captured and reported properly. This will be done based on pay period or batch. Current file format available for review.		
EXCEL SPREADSHEETS FOR THE COUNTY CLERK'S OFFICE - MAINTENANCE		
48	The spreadsheets are printed out and filed for each pay period and archived at the end of every fiscal year. New spreadsheets are created to be filled in for the next fiscal year.	A
OSL will allow the generation, at any time, of any current or historical pay period report.		
OTHER FORMS OR DOCUMENTS – FUNCTIONS		
49	Employee Action Forms. The forms serve as a notification of new hire, change of personal information, change in pay information, change in budget/division and separation of employment	A
<p>OSL provides a Notes function that provides this functionality.</p> <ul style="list-style-type: none"> • Notes can be constructed as reminders. • Notes are defined with a follow-up date. • Comment field provides instructions on activity to be performed. 		



- Notes can be sent to any OSL user.
- Notes are automatically displayed to user/administrator.
- Notes can be copied to Employee as formal notification of change.

NOTES - Filter : All

Form Name: Menu

Menu Option: View All Print Actual Note

Follow Up Date: 2012/07/25 112 Jul 25, 2012

Added On

Date: Mon Jun 25, 2012 Time: 14:06:08

TO: L. Hutchinson

CC: Tammy Lindsay

Step Increase for employee 108, Tammy Lindsay:

August 21st, 2012.

Sergeant II (22.45) to Sergeant III (24.23)

Create new CT record and assign to I Team

Top
Prev
Next
Bottom
Print

Find
Save
Revert
Delete
Exit

50	Personnel Status Forms are a Sheriff's Office form that notifies designated staff of transfers, hires, terms, promotions, demotions and temporary transfers/limited duties.	A
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OSL can be configured to send an e-mail notification of any change to a class transfer.

- In the employee table, designate staff have a configuration option to receive class transfer changes.
- On the Save of any class transfer record (Work Location, Rank, Schedule, rate of pay, Employee status) a e-mail notification of the change will be generated and issued to designated employees.
- This email could also then be sent to the effected employee.

51	Overtime pay/comp requests - employees enter their overtime and working out of class on these forms. They are signed by the employee, their supervisor, division commander and the administrative commander before they are turned in for pay or to the On Duty administrator for comp time.	A
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OSL's Employee Time Card Entry will be used to submit hours of overtime worked.

- All Overtime rules will be defined at application provisioning.
- Employees enter actual Overtime Hours and Overtime reasons can be made mandatory.
- Employee has options for Pay or Comp time.
- Current Overtime bank balance will be displayed to employee at submission time.



- Approval work flow will be defined at application configuration time.

Out of Class can be submitted with the Employee Time Card Entry.

- Employee identifies time worked as out of class.
- Provides start and end time of out of class work.
- Employee will then select what “out of class” classification they were working as.
- Approval work flow will be defined at submission time.

52	Payroll Deduction Approval Forms - employee’s request leave of absence, leave without pay, or suspensions are initiated with these forms. They are signed by the employee, supervisor, division commander, administrative captain and either approved or denied by the Sheriff or Chief Deputy then turned in to Sheriff Administration to adjust the payroll accordingly.	A
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OSL’s Employee Time Card Entry can be used to submit these types of requests.

- These types of leave will be defined during the provision and defined during application configuration.
- Approval work flow will also be defined.
- Approvers can approve the request, Send it back to the Employee for additional information, or deny the request.
- A complete history is maintained for each request.

53	Part-Time Hours Excel Sheets - (as mentioned above) part-time employees fill out the time sheets in a spreadsheet which is printed off showing the total hours to be paid. This sheet is signed by the employee, their supervisor and division commander before turning in to Sheriff Administration for pay.	A
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Employee Time Card Entry – Part time can be used by part time employees to submit their work time for approval.



- Work flow for part time approvals will be defined at application provision time. This work flow represents your approval process. Upon final approval the real pay transaction will be included in the payroll.
- The Employee Work Schedule Report could also be printed for each employee to achieve paper sign-off as well.

Demo Employee Work Schedule Calendar

Schedule For Employee: 0000000108 Tammy Lindsay

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 01, 2012 **	Jan 02, 2012 12:00-20:00 Hours: 8.00	Jan 03, 2012 12:00-20:00 Hours: 8.00	Jan 04, 2012 12:00-20:00 Hours: 8.00	Jan 05, 2012 12:00-20:00 Hours: 8.00	Jan 06, 2012 00:00-00:00 Hours: 0.00	Jan 07, 2012 00:00-00:00 Hours: 0.00
Jan 08, 2012 12:00-20:00 Hours: 8.00	Jan 09, 2012 12:00-20:00 Hours: 8.00	Jan 10, 2012 12:00-20:00 Hours: 8.00	Jan 11, 2012 12:00-20:00 Hours: 8.00	Jan 12, 2012 00:00-00:00 Hours: 0.00	Jan 13, 2012 00:00-00:00 Hours: 0.00	Jan 14, 2012 12:00-20:00 Hours: 8.00
Jan 15, 2012 12:00-20:00 Hours: 8.00	Jan 16, 2012 12:00-20:00 Hours: 8.00 Time Off: Vacation 12:00-20:00	Jan 17, 2012 12:00-20:00 Hours: 8.00 Time Off: Vacation 12:00-20:00	Jan 18, 2012 00:00-00:00 Hours: 0.00	Jan 19, 2012 00:00-00:00 Hours: 0.00	Jan 20, 2012 00:00-00:00 Hours: 8.00	Jan 21, 2012 12:00-20:00 Hours: 8.00
Jan 22, 2012 12:00-20:00 Hours: 8.00 Time Off: Vacation 12:00-16:00	Jan 23, 2012 12:00-20:00 Hours: 8.00	Jan 24, 2012 00:00-00:00 Hours: 0.00	Jan 25, 2012 00:00-00:00 Hours: 0.00	Jan 26, 2012 12:00-20:00 Hours: 8.00	Jan 27, 2012 12:00-20:00 Hours: 8.00	Jan 28, 2012 12:00-20:00 Hours: 8.00
Jan 29, 2012 12:00-20:00 Hours: 8.00	Jan 30, 2012 00:00-00:00 Hours: 0.00	Jan 31, 2012 00:00-00:00 Hours: 0.00	Feb 01, 2012 12:00-20:00 Hours: 8.00	Feb 02, 2012 12:00-20:00 Hours: 8.00 Time Off: Court Time 12:00-16:00	Feb 03, 2012 12:00-20:00 Hours: 8.00 Time Off: Court Time 12:00-16:00	Feb 04, 2012 12:00-20:00 Hours: 8.00

Signature

Badge #

Notes: _____

ORG PLUS ORGANIZATIONAL SOFTWARE - FUNCTIONS

54	Provide a visual layout of the Sheriff's Office organizational structure.	D
<p>OSL does produce an Excel based organization chart. With investigation it might be possible to Integrate this with OrgPlus.</p> <p>This would be out of scope for this proposal.</p>		

ORG PLUS ORGANIZATIONAL SOFTWARE - MAINTENANCE

55	Software should allow for updates when employees are hired, transferred or	D
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terminated.

See # 54.

ASSET TRACKER – FUNCTIONS

56 An asset management database that keeps track of inventory issued to employees. A

OSL provides a comprehensive Asset Management system that is fully integrated.

- OSL tracks all employee assigned items.
- Employees can requisition new items from the Stores Group.
- OSL tracks number of items “In Stock” and “On Order”.

The screenshot displays two overlapping software windows. The top window, titled 'Employee Requisitions', shows the following details for employee 'Lindsay, Tammy':
 - Code: 000000108
 - Platoon: PLATOON 1A
 - Rank: 000000025 (Officer)
 - Effective Date: 2012/03/01 (Thu. Mar. 1, 2012)
 - Requisition Number: 36
 - Supervisor: 000000114 - Hutchinson, L.
 - Date: 2012/06/26 (Tue. Jun. 26, 2012)

The bottom window, titled 'Requisition Items', shows details for item '00000BODYA BODY Armour':
 - Unit(s) Ordered: 1
 - Unit(s) Received: 0
 - Status: Pending
 - Notes: Current armour expires August 1st, 2012
 - In Stock: 10
 - On Order(s): 0
 - Assign Notes: (empty text area)
 - Buttons: Iop, Prev, Next, Bottom, Find, Save, Revert, Delete, Exit

- All items have a received date and dollar value for report costing.
- Items can be defined with an expiration date and report run to track expiring items.
- Fully integrated purchase order system.



- Employee can return items as New, Used, Damaged, Lost, and Dispose. New and Used Items can be re-assigned.
- Serialized items can be track and an assignment history maintained.
- Bulk return capabilities, as well as bulk re-assign.

Data migration maybe possible. If simple enough this could be done at no cost.

ASSET TRACKER – MAINTENANCE

57	The software should be updated when employees are hired, transferred or terminated or a change occurs in the equipment that is issued to them.	A
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OSL provides easy one step commands to perform these tasks.

- A new hire would be assigned the appropriate Kit of items. A Kit defines the items required to perform a specific job function. It also the number of each item the employee is to receive.
- When an employee is transferred, a complete list of assigned items can be brought up and the Stores group can request those items be returned. The items are then checked off as returned with a return date.
- At terminate a report is generated of all employee assigned items. When Items are return a “Bulk Return” can be performed or items can be marked for disposal.
- Finally equipment can be returned or re-issues at any time.
-

LRMS – FUNCTIONS

58	HR database that stores demographic information regarding each employee.	A
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OSL stores employee demographic information.

- Complete employee name, SSN, badge, gender, marital status.



- Employee Photo
- Two full addresses.
- Unlimited number of phone numbers and email addresses.
- 12 date fields.
- 2 next of kin with addresses and 2 phone numbers each.
- Medical information, blood type, health card.
- Driver's licenses.
- An unlimited number of custom fields used to capture (race, languages, etc)
- All information or selective information can be made available to managers, supervisors, or administrative based on security roles.

59	<p>Reports should include, but not be limited to:</p> <ol style="list-style-type: none"> Employee name, address, phone number (alphabetical). Employee by date of hire. Employee by badge number (both sworn and civilian). Employee by badge number (just sworn). Employee by badge number (just civilian). Employee current assignment, units, teams or current assignment date. Employee emergency contacts. 	A
----	--	---

OSLs personal information report provides the basic employee information.

Personal Information		
Address : 1165 Beaverwood Drive Ottawa, ON K2C 3R7		Employee # : 000000108
Phone # : (613) 837-2737, (612) 943-8437 ext:12, (613) 342-3455		Date of Birth : Tue. Jan. 16, 1968 Start Date : Mon. Feb. 4, 1985
General Information		
SIN : 000-000-000	Gender : Female	Status : Common Law
Health Card # : HC983334556	Blood Type : A+	
Driver's Information		
Driver's Licence # : 83930400505	Expires Date : Thu. May. 5, 2011	
Province / State Of Issue : ON	Classification 1 : G Classification 2 : Q	
Additional Information: Needs Glasses		
Emergency Information		
Next Of Kin : Jack	Address : 444 Johnston road	
Relationship : Spouse	Ottawa, ON K2C-3R8	
NOK Primary Phone : (613) 692-3355 NOK Secondary Phone : (613) 232-3303		

- The Detail Personal Information Report allows the user to build their own report based on any combination of fields from the employee table and the work assignment table.
- OSL's Badge report list which employees have which badges. This information can also be viewed real time in the employee table.
- Employee current assignment report will allow the administrator to generate a work assignment report with dynamically selected information.



Demo Current Assignment Report

Employee(s) Selected : 116 of 112	Station(s) Selected : 20 of 20	Page : 1
Police Service(s) Selected : 20 of 20	Unit(s) Selected : 37 of 37	Time : 09:53 HR3
Platoon(s) Selected : 47 of 47	Assignment(s) Selected : 34 of 34	Date : Jun 26, 2012

Transfer / Classification Date: Jun 26, 2012	Code	Last Name	Police Service	Platoon Code	Station	Rate Of Pay
	000000001	Nelson	Police Service	0000CHIEF	Not Available	\$40,0199
	000000002	Gillespie	Police Service	PLATOON 1A	Station 2	\$12,4687
	000000007	Ellis	Police Service	000005001	General Patrol	\$29,5512
	000000012	Manser	Police Service	PLATOON 1A	Station 1	\$30,2197
	000000108	Lindsay	Police Service	PLATOON 1A	Station 2	\$8,8000
	000000114	Hutchinson	Police Service	PLATOON 1A	Station 1	\$60,6600
	000000115	Pilling	Police Service	PLATOON 1A	Station 1	\$36,4907
	000000116	Rose	Police Service	PLATOON 1A	Station 1	\$36,4907
	000000117	Tweedy	Police Service	ODISTRICT2	Acton General	\$36,4907
	000000118	Luby	Police Service	PLATOON 1A	Station 2	\$45,2300

- All reports can be viewed, printed, saved as PDF or export to excel in raw format for further data manipulation.

LRMS – MAINTENANCE

60	Software should be updated when employees are hired, transferred or terminated or a status change occurs with their demographic information.	A
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OSL is a real time employee management tool.

- As employees are hired they are loaded into the OSL application with the demographic information and work assignment.
- As work assignments change, new work schedules, or promotions occur a new class transfer record is added. A complete history is maintained.
- Employee demographic information can be updated at any time and a complete history is maintained.
- Upon termination, the employee remains in the OSL application but are made in-active. In-Active employees do not appear in the Employee Planner, Master Roster, or any of the reports.

ADDED FUNCTIONALITY NOT INCLUDED IN CURRENT PROCESS

61	Paperless workflow for overtime requests from the employee and approval by their supervisor. After approval, the overtime totals are automatically added to the payroll or comp totals.	A
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OSL will help you achieve the Paperless paradigm.

- Employees submit their worked Overtime.
 - Overtime can be sent to the named supervisor in charge, to a group of approvers, or to a specific position.
 - Overtime Registers can be made mandatory to capture reason for Overtime.
 - Overtime submissions can have 1 or multiple levels of authorization. OSL will provision the routing during application configuration.
 - At final approval maximum amounts are verified and the transaction created.
 - Upon creation the time is added to the payroll and the Comp totals adjusted.



Employee Time Card Entry Lindsay, Tammy

Employee and Date:
Employee: 000000108 Lindsay, Tammy
Start Date: 2012/06/22 Fri. Jun. 22, 2012
End Date: 2012/06/22 Fri. Jun. 22, 2012
Scheduled Shift: X0c 00:00 - 00:00

Time Details:
Start Time (H+MM): 12 : 00 Duration: 04:00
End Time (H+MM): 16 : 00
Breaks (H+MM): 0 : 00

Send For Authorization:
 Employee Global Group
Employee: 000000114 Hutchinson, L.

Assignment Details:
Rank: 000000025 Officer

Short Description:
Work extra traffic duty

Shift Information:
Symbol: OT Overtime Display Defaults
Time Code: 01 - Overtime 1.0

Registers:
Overtime: Project:

Register	Code	Description	Hrs	Mins	Notes
Overtime	000000TRF	Traffic Unit	4	00	Memo
Project	000000ICP	AOA-I.C. POLICE	4	00	Memo

Processing Code: 5 Earned Time - Add To Bank

Time Code Balance: 12:00 Bank Balances
OT % Total: 21:00 Bank Details

Overtime Total: 4:00 Project Total: 4:00

Top Prev Next Bottom End Save Revert Delete Exit



EXCEPTIONS/CLARIFICATIONS/COMMENTS

1. *Part time accrual process for Vacation and Sick time will need to be implemented*
2. *Report : Staff Overage will need to be developed if the minimum staffing report does not meet the requirements.*
3. *Payroll export report or Payroll export file to ADP may need to be modified.*
4. *MUNIS interface may need to be reviewed and modified based on the requirements.*
5. *OSL does provide a direct replacement for the ORGPLUS product.*



Appendix 1 : Proposal Information Sheet

Sarpy County, Nebraska Time and Attendance Software Package Bid Form

Recurring Fees	
Per Employee	\$40.00
Per Pay Period, based on 250 employees/26 pay periods	\$384.60
Annually, based on 250 employees/ 26 pay periods	\$10,000.00

One Time Fees	
Implementation	\$30,000.00
Training	\$2,500.00

Maintenance Fees	
Year 2	\$6,000.00
Year 3	\$6,000.00
Year 4	\$6,000.00
Year 5	\$6,500.00
Year 6	\$7,500.00

Recurring Fees - 1st Option Period
OSL provides an Enterprise wide software licences at product acquisition time. This is a one-time fee for a perpetual license. Maintenance fees are the only recurring cost.

Recurring Fees - 2nd Option Period
OSL provides an Enterprise wide software licences at product acquisition time. This is a one-time fee for a perpetual license. Maintenance fees are the only recurring cost.

***Prices are to be F.O.B. - 8335 Platteview Rd., Papillion, NE 68046**



Company Information	<p>Company Name: OSLSolutions Address: 200 Isabella Street Suite 402 Street Ottawa, Ontario, Canada K1S 1V7 Telephone: 1 888 675 8255 Fax: 613 680 5455 Principal Contact Person & Title: Jeff Schubert – President & CEO Contact Telephone Number: 1 888 675 8255 ext.20 Fax: 613 680 -5455</p> <p>E-Mail Address: Jeff@OSLSolutions.com</p>
Years in Business	12 Years
Number of Employees	3 Full Time Employees Contractors as required
Total sales last 3 years	\$850,000.00

References

(1) Name of Company: City of Huber Heights

Address: 6121 Taylorsville Rd. Huber Heights, OH 45424
 Contact Name and Title: Kristi Warden, Accreditation Manager
 Contact Phone: (937)237-3546
 Contact Email: AWarden@hhoh.org

(2) Name of Company: Hollywood Florida Police

Address: 3250 Hollywood Boulevard, Hollywood, Florida 33021
 Contact Name and Title: Angie Hein – IT Manager and Application support
 Contact Phone: 954-921-3215
 Contact Email: AHEIN@hollywoodfl.org

(3) Name of Company: Salt Lake City Police

Address: Public Safety Building, P.O. Box 145497, SLC, UT, 84114-5497
 Contact Name and Title: Karen Mason – Senior Time Keeper and OSL application administrator
 Contact Phone: 1 801 799 3820
 Contact Email: Karen.Mason@slcgov.com



I certify that this bid is submitted in accordance with the specifications issued by Sarpy County.

I acknowledge receipt of the following addenda (if applicable):

Addendum #1 _____

Addendum #2 _____

- Attachments:**
- ✓ - Literature
 - ✓ - Proposed Installation Schedule
 - ✓ - Training Program
 - ✓ - Maintenance Program Information

OSLSolutions
 Company Name Company

Jeff Schubert
 Representative (Please print)

J. k. Schubert
 Authorized Signature

(888) 675-8255
 Telephone Number

200 Isabella Street Suite 402
 Address

(613) 680-5455
 Fax Number

Ottawa, Ontario, K1S-1V7
 City, State & Zip

Jeff@oslsolutions.com
 E-Mail Address

***NOTE: Sarpy County is tax exempt and will provide the proper form upon request.**



Appendix 2 : OSLSolutions Maintenance and Support

OSLSolutions takes great pride in delivering first-rate technical and end-user support to its demanding and geographically diverse client base. Technical support is provided via a toll-free number, fax, email and the OSL web site. Outside of business hours and statutory holidays, the on-call technician is notified of any messages via pager and will respond within one business hour.

Yes, we continue to grow and evolve the OSL product based on client, user group, and market requirements. New features and functionalities are delivered in our quarterly software maintenance releases.

All helpdesk calls and support emails are entered into our customized Help Desk application. This ensures accurate recording and tracking of issues and provides an ongoing knowledge base to review similar problems with other clients.

We have also instituted some innovative ways to support our remote software installations. Most of our clients allow access to their systems, from our offices, via Virtual Private Network and third-party applications such as Webex or Joinme. We also install copies of client master databases, which allow OSL technical staff to have 'near-time' data, improving troubleshooting capabilities and support levels as technicians can see the same data as the client.

Annual support includes the following:

1. Quarterly software updates and emergency (within 24 hours) software fixes.
 - Quarterly updates include new features, software fixes, and customizations.
2. Support hours:
 - Monday to Friday 08:30 – 17:00 (est) live helpdesk support.
 - Evenings, Weekends, and Holidays e-mail support within 8 hours.
3. Un-limited access to help desk support.
4. Access to Frequently Asked Questions (FAQs) customer web site.

Additional Services:

OSL is continuing to evolve and grow the product based on the needs of our clients. These additional services do come with a cost.

Additional Services include

1. Development of custom reports,
2. Implement new features specific to the client's needs,
3. Additional training time.



Appendix 3: Hardware and Software Configuration

OSL is a client server based application. OSL requires a SQL data base. This data base can be shared with other products if the data base collation is the default.

The OSL application can be configured 2 ways.

1. Full Client:
 - a. OSL complete application installed on desktop.
 - b. ODBC communications used to connect Desktop application to your SQL server.
2. Thin Client:
 - a. A desktop short cut a Server based OSL application.
 - b. Server based application connects to SQL Server.

OSL application size is approximately 200 megs + 8meg per user.

OSL data base will start at 30 Meg and will grow at the rate of 750 Meg a year.

OSL software updates can be downloaded and installed from within the product. The OSL application is self updating.

Minimum Client Configuration

ITEM	MINIMUM CONFIGURATION
Processor	Intel Pentium Family / AMD Athlon Family
Processor Speed	1 GHz
RAM Initial	1 GB
Hard Drive	40.0 GB
Software: OS	Windows XP SP2 or greater
OSL SQL DB Client	No OSL specific requirements
Permissions	The OSL installation directory needs "full execute" permissions



Server and Data Base Configuration

It is recommended that database and application server should be separate machines. The following specification applies to both the application server and a separate database server. In the event that the OSL application and database reside on the same server please double the RAM and Disk Space requirements.

ITEM	MINIMUM CONFIGURATION	RECOMMENDED CONFIGURATION
Processor	Pentium III-compatible processor	Dual Intel Pentium
Processor Speed	1 GHz	1 GHz or higher
RAM	1 GB	4 GB or greater
Hard Drive	40.0 GB	80.0 GB or greater
Backup infra-structure	Available to hold 5 GB or more per Database Backup	
Software: OS	Windows 2003 Server 32-bit	Windows 2003 Server 32-bit
SQL Server	SQL 2000	SQL 2005 or higher
Permissions	The OSL installation directory needs "full execute" permissions	



Appendix 4: Training Program

OSLSolutions (OSL) offers several types of training to suit your organization's needs. The two most popular approaches to training your employees are Train-the Trainer and complete onsite training.

OSL's onsite training approach uses classroom time to focus on learning and tailor workshops and courses to your specific business objectives.

Based on customer feedback our training approach and curriculum is constantly evolving and we work tirelessly to ensure we understand your business before ever teaching a course.

Initially, OSL will work with the System/ Application administrator to configure the application and to train them on maintenance and to act as first line of support.

The training is broken down into two sections: Basic User and Supervisor with the Supervisor component requiring a 90 minute session and the Basic User component requiring a 60 minute session. Course material and Microsoft Power Point slides will be provided by OSL to help facilitate the training.

The Basic User training teaches employees how to submit their timesheets through the OSL application removing the need for a paper submission. Emphasis is placed on capturing overtime and court time correctly, submitting leave requests and how to send submissions correctly to supervisors. Employees will also learn how to review their own time bank balances.

The Supervisor training concentrates on teaching supervisors how to view the schedule for any unit for a two week period and booking off and scheduling employees as needed utilizing custom Call Out protocols where necessary and choosing employees with special skill sets that may be required for the shift at hand. The training also centres on approving time off or overtime submissions for employees as learned via the Basic User training and running specialized reports providing shift information. It is recommended that each supervisor attend the Basic User training before attending the Supervisor training course.

It is the goal that once training is completed the employees will be able to return to their computers and begin using the OSL application right away.



Appendix 5 : Sample Training Syllabus

Course Title: Employee Time Card Entry

Course Description

Employee Time Card Entry teaches employees how to submit their timesheets through the OSL application removing the need for a paper submission. Emphasis is placed on capturing overtime correctly, using overtime and project registers, submitting for time off and how to send submissions correctly to supervisors.

Learning Outcomes

1. Be able to enter overtime and time off submissions in real time.
2. Be able to receive feedback from Supervisor's regarding time submissions in real time.
3. Be able to view bank balances in real time without relying on others for this information.
4. Be able to understand the time bank rules are built into the system without the user having to calculate what the total value in hours should be.
4. Be able to have better control of the information going into the system.

Instructional Methods

Methods: This course is taught using a variety of instructional methods including lecture and hands on training where applicable.

Course Title: Court Card Time Entry

Court Card Time Entry teaches employees how to submit vital information regarding court appearances and capture court related overtime. Emphasis is placed on submitting hours correctly based on collective agreement rules, selecting appropriate court types and entering supplementary court information such as reasons for testifying, and outcome of case.

Learning Outcomes

1. Be able to enter overtime submissions for both morning and afternoon court appearances in real time.
2. Be able to receive feedback from Supervisor's regarding court submissions in real time.
3. Be able to have better control of the information going into the system.
4. Be able to understand the court rules are built into the system without the user having to



calculate what the total value in hours should be.
5. Be able to decide if court is to be banked or paid.

Instructional Methods

Methods: This course is taught using a variety of instructional methods including lecture and hands on training where applicable.

Course Title: Bank Inquiry

Bank Inquiry teaches employees how to review the balance of their banks in both a summary and detailed view allowing them to determine the amount of time they have left in a specific bank to be taken as time off or paid out as per your collective bargaining agreement. Emphasis is placed on understanding how to interpret both formats.

Note: Employees will only be able to view their own time bank information.

Learning Outcomes

1. Navigating to the specific report.
2. Be able to filter on a specific time code.
3. Be able to have better control over information for each time code.
4. Be able to understand the Detailed Inquiry view.
5. Be able to print the summary report if necessary.

Instructional Methods

Methods: This course is taught using a variety of instructional methods including lecture and hands on training where applicable.

Course Title: Transaction Authorization

Course Description

Transaction Authorization teaches supervisors how to approve all submissions entered by employees via the Employee Time Card Entry and the Court Card Time Entry forms. Emphasis is placed on understanding how to interpret the form, entering overtime or project registers if they have been missed by an employee and approving, denying, set to pending or returning a transaction for further clarification.

Learning Outcomes



1. Be able to focus your view on new transactions if there are many submissions.
2. Be able to focus on time sensitive transactions.
3. Be able to have better control over information submitted into the system.
4. Be able to view the bank balance for the transaction in question, especially time off requests.
5. Be able to understand that the employee whose transaction request is being approved or denied will receive notification of that immediately when they log into the system.

Instructional Methods

Methods: This course is taught using a variety of instructional methods including lecture and hands on training where applicable.

Course Title: Employee Planner:

Course Description

The Employee Planner teaches supervisors how to view the schedule for any unit for a two week period and book off and schedule employees as needed. Emphasis is placed on understanding the layout of the Employee Planner, the appropriate way to book off employees, especially last minute, call in employees using a built in Call In Protocol and finding employees with special skill sets that may be required for the shift at hand.

Learning Outcomes

1. Be able to filter employees to view only a specific unit or group.
2. Be able to book time off in real time if an employee should call in sick, or with an emergency.
3. Be able to reschedule and move shifts around to suit the needs of the department.
4. Be able to understand how to enter partial time off if an employee misses only a portion of their shift.
5. Be able to properly submit all entries once changes are completed.

Instructional Methods

Methods: This course is taught using a variety of instructional methods including lecture and hands on training where applicable.



Course Title: Daily Duty Roster Report:

Course Description

The Daily Duty Roster report provides supervisors with a summary of shift events that can be viewed and/ or printed by the Supervisor at the end of each shift. The information included in this report displays employees with pre-booked time off, time off taken while on shift or shift start/ end time changes. Emphasis is placed on navigating to the report and filtering on the Unit/ Shift/ Date you wish to review.

Learning Outcomes

1. Navigating to the report.
2. Be able to filter on a specific unit or group.
3. Be able to control date and time of shift worked.
4. Be able to print and sign off on report, if necessary.

Instructional Methods

Methods: This course is taught using a variety of instructional methods including lecture and hands on training where applicable.

Course Title: Master Roster

Course Description

The Master Roster teaches supervisors how to manage resources for a specific shift allowing for real-time management of all shift specific information and assignments. The Emphasis is placed on assigning items to employees for use during their shift (radios, vehicles, etc) as well as using the Copy Line-Up method.

Learning Outcomes

1. Be able to filter on a specific unit or group.
2. Be able to receive assign lunch schedules while viewing the entire shift line-up.
3. Be able to control items assigned to employees for the shift.
4. Be able to view/enter notes that may state why an employee is out of the line up for the



day if they are available for extra hours, etc.

5. Be able to copy the Line-up forward for the same Unit or Group to the following day to save data entry time.

6. Be able to print the roster.

Instructional Methods

Methods: This course is taught using a variety of instructional methods including lecture and hands on training where applicable.

Course Title: Paid Duty – Administrator Role

Course Description

Paid Duty Administrator Role teaches supervisors how to assign employees to Paid Duty groups, create Paid Duty events as well as setting the date, time and location of the event. The supervisor also learns how to assign employees to the Paid Duty event. Emphasis is placed on creating various group types (e.g. Standard Paid Duty Group, Short Notice Group), assigning events to the desired groups and selecting the appropriate employees to work the Paid Duty event.

Learning Outcomes

1. Be able to distinguish between Standard and Short Notice Groups and when each group should be used for the Paid Duty event.
2. Be able to understand how to re-use an event and set a non-occurring event to inactive.
3. Be able to understand the importance of diary dates and how to use them.
4. Be able to review the email process that is sent to employees who are members of the Paid Duty groups.
5. Be able to understand how to select employees to work the Paid Duty event.
6. Be able to generate an Event Report/ Sign in form.
7. Be able to articulate to Paid Duty employees the hours worked by each employee for an event must be captured in the Employee Time Card Entry before an employee receives payment for the event worked.

Instructional Methods

Methods: This course is taught using a variety of instructional methods including lecture and hands on training where applicable.



Course Title: Paid Duty – Officer Role

Course Description

Paid Duty Officer Role teaches officers who are members of the Paid Duty event groups how to sign up for an event and how to capture their hours worked at an event for payment.

Emphasis is placed on understanding the selection process, the importance of receiving and responding to the Paid Duty event emails, how to select the event to work and using the Employee Time Card Entry to capture hours worked.

Learning Outcomes

1. Be able to understand the procedure to follow after a Paid Duty email is received.
2. Be able to understand how to register/unregister for the Paid Duty event.
3. Be able to review awarded and registered events.
4. Be able to understand the Paid Duty event selection process.
5. Be able to understand the importance of the Sign in form at the event.
6. Be able to use the Employee Time Card Entry form to enter Paid Duty hours for payment.

Instructional Methods

Methods: This course is taught using a variety of instructional methods including lecture and hands on training where applicable.



Appendix 6 : Product Literature

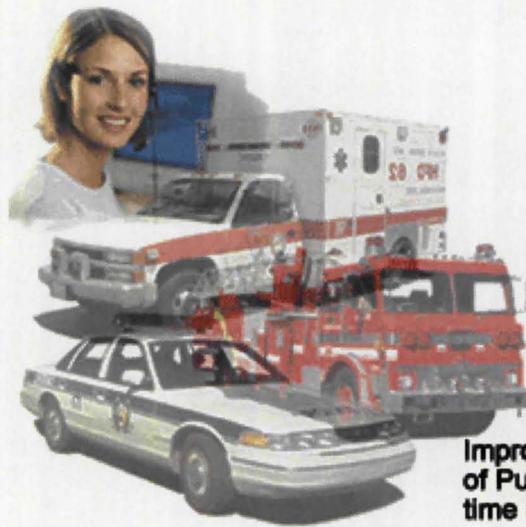
OSLSolutions

Experts in Workforce Management Solutions for Public Sector Organizations

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Time Keeping, Attendance and Scheduling Business Analysis Your Agency Here



**Proven,
Powerful
and
Highly Effective**

Improving the day to day functions
of Public Safety Organizations...Saving
time and money

OSLSolutions.

Prepared by: Schubert
Version: 1.0
Date: 2012/04/04

DOCUMENT CONTROL

Version	Change Description	Changed By	Date
1.0	Original	Jeff Schubert	2011/04/04

Restrictions

This document contains information intended solely for Your Agency Here. The information herein is proprietary and its use is restricted to Your Agency Here and OSLSolutions Limited personnel, and any other organizations authorized by both parties.

Intended Audience

This document is intended for all Your Agency Here and OSLSolutions Limited personnel who are working on or responsible for the implementation of OSLSolutions Limited's Application Software.

Sign Off

**Agreement
Terms**

The approvals below signify:

- Agreement that the information contained in this document is accurate;
 - Commitment to abide by this Charter in implementing the project;
 - Commitment to communicate all changes required to the Project Charter to the project managers in a timely fashion.
 - Resources will be made available to perform the scoped out work within the schedules defined for the Project.
-
-

Sign-offs

If you agree with the content of this document, please sign and date below

Your Agency, Project Manager

Date

OSLSolutions Limited, Project Manager

Date

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1 INTRODUCTION

OSLSolutions Limited (OSL) will work with the Your Agency to populate the required application data into the current 7.9 OSL application.

This Business Analysis Document describes the business environment and provides an overview of how the data will be loaded and verified.

1.1 Document Evolution

This Business Analysis Document in its first release to Your Agency, is a general view of the various data elements, with background information describing what kinds of decisions need to be taken.

During this process, any questions can be addressed with the OSL implementation team either by telephone, or through e-mail.

1.2 Glossary of Terms

The following terminology is used throughout this document and throughout OSL's Application software. It is important that the reader of this document understands this terminology.

Data Configuration – the OSL Application has been developed so that it can be tailored to suit the specific needs of the users' organizations. This flexibility is provided through specific data values, which are initialized prior to the application being started in production mode. This initialization is called the data configuration of the application and includes such information as the name and address of the organization, various field sizes and other organization specific data. This organization specific information includes such data as Time Codes, Work Posts, Classifications and Positions. Information included in the data configuration is primarily that information which is specific to the organization, but which is not updated on any regular basis, and normally only changes when the business of the organization changes.

Data Population – before the application can be started in production mode, the operational data for the specific use of the application must be entered into the application. This initialization is called the data population of the application and includes all personnel information and other data that may be updated on some regular basis, such as when personnel are hired or retire.

Work Schedule – OSL's Application refers to a schedule as a repeatable pattern for the assigning of personnel to specific shifts. These can be considered as schedule templates to which employees are assigned. Thus, standard shifts of 5 days on and 2 off, or 4 days on and 3 off, can be identified as 7 day repeating patterns. Other shifts, such as 3 days on and 2 days off, will have different repeating patterns. Note that a combination of different shift patterns will result in much longer repeating patterns.

Shift – a period of time during which employees are working. Shifts are usually day (they start in the morning), afternoon or evening (starting after 18:00). Shifts may or may not include breaks, so that two shifts starting at say, 8:00 a.m. are NOT the same, if one is for seven hours with a one-hour break and one is for eight hours with no break. Each shift must have one and only one symbol.

Symbol – a symbol is a two-character identification that appears on various displays and reports, that represents specific information. The symbol is used to identify work hours (the shifts in the example above would have different symbols) and the types of amendments to those shifts (overtime, vacation, bereavement leave, etc.) A symbol is used primarily on schedules and rosters. A symbol represents what is happening on any particular day and is used on the daily roster to identify different types of work. A particular Time Bank may be affected by multiple symbols. In many cases, Symbols and Time Codes are one-to-one, but may be many-to-many. For example, the symbol OT for overtime may be related to several Time Codes that may pay time and a half, double time or triple time. On the other hand, the time code regular hours is normally related to all the Symbols for regular shifts.

Time Code – a time code defines the rules from the Collective Bargaining Agreements that affect either time banks or pay rates for employees. For each time bank, there should be one and only one Time Code. A Time Code does not have to be related to a Symbol in the configuration but is always related to one and only Time Code in a transaction.

Transaction – a transaction is a specific occurrence of a combination of Symbol and Time Code that results in some impact to pay and or time banks. It includes information about the employee (including his or her levels), rank, schedule information (including hours), pay information, time bank impact.

2 SCOPE AND OBJECTIVES

The scope of this document is limited to information related to the Data Configuration of OSL's Application. Other information relating to operational data may also be included, but only where this information is important for the initialization of the application.

The objectives of this document are:

- to provide a guide for Your Agency in the validation of information for Data Configuration of the Application,
- to record decisions taken regarding modifying Data Configuration of the Application,
- to provide a historical reference in the event that there are changes to business processes within for Your Agency, and
- to provide the OSL support organization with background information to assist in trouble shooting of the application during production.

3 IMPLEMENTATION PROCESS

This section describes some of the tasks in the first phase, Project Initiation, of the implementation project. These tasks apply specifically to the preparation of information to complete this document. For details of the complete implementation process, refer to the Project Charter, which is provided by OSL. For details of the task schedule and the resources assigned to each task, refer to the Project Schedule, which accompanies the Project Charter.

Prepare Analysis Template – this activity is performed by OSL, to prepare this template. Any information which is known and understood about Your Agency is completed.

Review Business Analysis – during this activity Your Agency personnel read and review this document. The sections will be populated based on the 6.3 data. Any questions can be discussed by telephone or e-mail.

Analyze Client Information – Once this document is returned to OSL, it is reviewed and OSL personnel prepare for the visit to Your Agency.

HR & Administrator Training – OSL will provide on-site HR training to the Cornwall designated employees.

IT Training – OSL will provide training to CPSS staff on the OSL Update process and procedures.

4 DATA CONFIGURATION SET UP

This section describes the specific data which is used for the Data Configuration of the OSL Application for the specific use by Your Agency, It steps through the specific areas where data needs to be entered into the application and the values of that data. It is expected that the reader will be somewhat familiar with the application and will have read the appropriate parts of the Training Manuals provided with the application.

4.1 Organization Level

The Organization Levels are set up to reflect the structure of responsibility within the organization and for the production of reports. For more information regarding the responsibility structure, refer to Section 5.2. For the production of reports, it is possible to assign several parts of the organization (e.g. specific platoons or units) and report on only one or several of those parts. These two capabilities may require an Organization Level structure that is different from the Your Agency's organization chart.

The specific values of Organization Levels for Your Agency are. This gives the opportunity to:

Level 1:

Code	Label

Level 2:

Code	Label

Level 3:

Code	Label

Level 4:

Code	Label

Level 5:

Code	Label

4.2 Employee Position

Relates to Organization chart and is used for transaction authorization. This is not a mandatory table and can be completed at a later date.

Position Code	Description	Reports To

4.3 Rank

Sample List of Ranks. All of the Civilian job functions will be assigned a rank of Civilian.

Rank	Code

4.4 Classification

Classifications are used to further define the ranks. Each classification will have a unique rate of pay assigned.

Rank	Code

4.5 Rate of Pay

The Rate of Pay is set up with effective start and end dates. This allows pay rates to be increased on a specific date or to be backdated, if required. The pay rate is associated with each classification. We should start with the 2007/01/01 rates

4.6 Time Code

The following Time Codes will be used. The Time Codes will be migrated with all of their existing Mins, Maxs, Factored Values, Bank and pay factors.

A time Code represents a Specific Time Bank (Sick, Vacation, Leave, Overtime)

Time Code	Description

4.7 Symbol

Symbols represent either a Scheduled Shift or an Exception. An exception is defined as a shift not in the rotation(OT, Part time) or a book-off (Sick, Leave, Vacation).

Symbol	Symbol Description	Time Code	Description

4.8 Work Schedule

Work Schedules are based on your current staff rotation and will be built out.

4.9 Employee Data

The following information is suggested for employees.

Employee Number
Social Security Number
First Name
Middle Name
Last Name
Badge Number
Title (Mr., Mrs., etc.)
Gender
Photograph (in electronic form)
Address
Other contact information (phone numbers, e-mail)
Other detail information (hair colour, eye colour, shoe size, etc.)
Significant dates (hire date, birth date, etc.)
Marital status
Next of kin information
Medical information (health card number, allergies, etc.)
Drivers Licence information

4.10 Group Codes

Groups are used as a method of doing bulk assignments. There needs to be at least one group. Groups can be created or added at any time.

Group Name	Description

4.11 Union Table

This table defines what Time Codes apply to which specific union groups. If there are sick top up rules they can be defined here.

4.12 Employee Status

Employee Status is used for reporting to on Full Time, Part time, Casual or User Defined statuses.

Status	Description

4.13 Change Reason

The Change reason is on the Class Transfer Record and represents why an employee is receiving a new Classification Transfer. (New Hire, Transfer, Promotion, Retirement)

Code	Description

4.14 Pay Status

It is recommended to have two pay status

Status	Description
101	Active
102	Inactive

5 APPLICATION SECURITY

Access to the application is restricted in two different methods – by functional role and by responsibility structure. The following outlines the two methods. The actual roles and responsibilities for the City are described following these descriptions.

5.1 Functional Roles

The OSL Application allows for the definition of Roles performed by employees. These Roles are based on the functions to which the users are provided access within the application. There are three levels for this access – Full Access, Read Only Access and No Access. These levels are applied to each item in the pull down menus in the application.

Thus, for example, it is possible to set up a role with No Access to most screens and reports, Read Only Access to the scheduling functions and Full Access to only the Call Manager.

It is then possible to assign a specific role to each employee, which reflects his or her specific job functions. Any employee with no role assigned can only access his or her own personal information (schedule, time banks, etc.)

5.2 Responsibility Structure

Using the organization levels, it is possible to restrict access for a specific role, to information only one specific group of personnel, or to several groups. A filter is applied for a specific role, where the filter is based on one Organization Level, and filtered to the specific part or parts of the organization within that level. For example, it is possible to assign a role, which only has access to personnel information for Platoons A and B, if those have been set up in one the Organization Levels.

5.3 Security Roles

The following roles are in use at the Your Agency Here.

Business Analysis

oslsolutionsltd.

EXPERTS IN WORKFORCE SCHEDULING FOR PUBLIC SAFETY ORGANIZATIONS

Master Line Up

oslsolutionsltd.

EXPERTS IN WORKFORCE SCHEDULING FOR PUBLIC SAFETY ORGANIZATIONS

Customize Managed Properties

Provides the ability to track and manage 5 distinct entities in association with each employee. For example, Unit, Portable, Vehicle, Radar, Taser

Portable Doe, Jane (cus_sudbury_portable.scx)

Portable

Code: RADIO - 501

List

Top Prev Next Bottom Find Add Edit Delete Exit

Master Line Up Screen

- Shift Commander, or designate, selects specific date and shift to be managed.
- Master Line-up will default to the Shift Commanders will automatically load with the Officers in the same unit as individual logged in.
- Additional Units/Platoons can be added to the Master Line-up as well as specific officers,

Selection List Doe, Jane (emp_notworking_selection.scx)

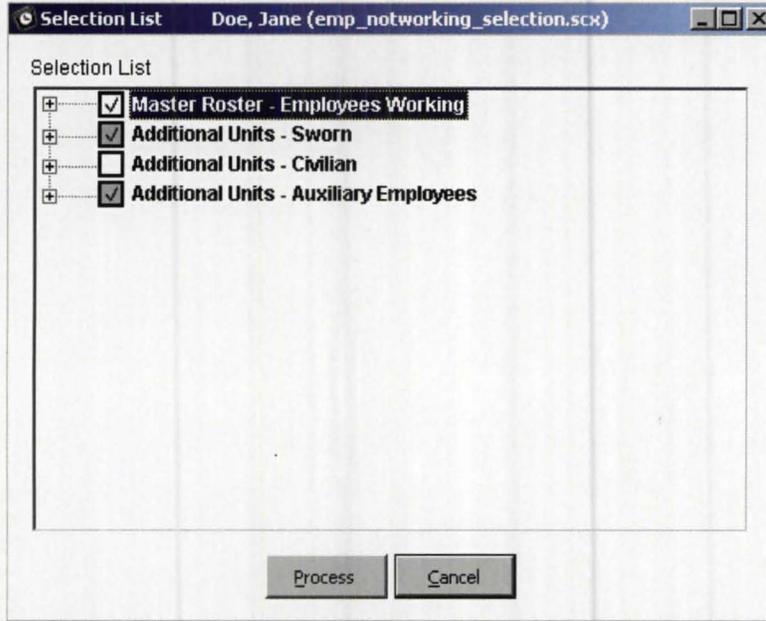
Selection List

Sub-Branches

- 0000000001 - No Sub-Branch
- 0000000002 - Administration
- 0000000003 - Alarm
- 0000000004 - Armourer
- 0000000005 - Benefits
- 0000000006 - Budget/Materials
- 0000000007 - Community Response Unit
- 0000000008 - Court Clerks
- 0000000009 - Court Coordinator
- 0000000010 - Court Security
- 0000000011 - CPIC
- 0000000012 - Crime Prevention
- 0000000013 - Domestic Violence
- 0000000014 - Drugs

Process Cancel

Add additional Employees, as well as Auxiliaries, can be loaded into the Master Line-up.



Master Line-up Form

OSL - Timekeeping System Database: 79_Sudbury_2009_04_26 Greater Sudbury Police Service

Time and Attendance Maintenance Reports Import Set Defaults Utilities Help Exit Custom

Master Line Up Doe, Jane (cus_sudbury_master_line_up.sck)

Filter Selection

Select Date: 2009/05/27 Wed. May. 27, 2009 Shift Type: Day Afternoon Night Shift: 07:00 - 19:00

Division: 000000003 Criminal Investigation Select Sub-Branch(es)

Load Data

Add Employee New Master Line Up Load Master Line Up

Data Validation / Manual Adjustments

Name	Badge	SubBranch	Unit	Portable	Vehicle	Radar	Lunch	Shift Start	Shift End	ASP	NSP	Notes	TimeCode
Diaz, George	255230	CRIMINVEST	1120	505	005	Gen 2D#37	11:30	09:00	19:00	3:00	0:00	Serve court summons	
Doe, Jane	255239	CRIMINVEST	1115	510	011		12:00	08:00	16:00	0:00	0:00	Motorcycle patrol	
MacDonald, John	292516	CRIMINVEST	1115	511	025		18:00	12:00	00:00	8:00	0:00	Bike Patrol west side	
Simmons, Chris	254160	CRIMINVEST	1114	502	004	Gen 2D#40	11:45	08:00	16:00	0:00	0:00	Traffic	
Museum, Terry	259667	CRIMINVEST	1114	529	066		11:45	04:00	12:00	0:00	4:00		
Rodgers, Eric	258504	CRIMINVEST	1130	514	020		12:15	08:00	20:00	4:00	0:00	Court - 8:00 am	
0000250646 - Doe, John	250646	CRIMINVEST	1130	518	021		12:15	08:00	16:00	0:00	0:00		
Rodriguez, Albert	251395	CRIMINVEST	1130	519	022		12:30	08:00	16:00	0:00	0:00		
O'Shea, ERIC	254129	CRIMINVEST						00:00	00:00	0:00	0:00	Available for OT	
Wlazinski, John	291292	CRIMINVEST	1114	513	023		13:00	08:00	20:00	4:00	0:00		
Shaka, Martin	293005	CRIMINVEST	1140	522	023	Gen 2D#39	13:00	07:30	19:30	3:00	0:00	Traffic	
Johnson, Jorge	555111	CRIMINVEST	1150	523	024	Gen 2S#43	12:45	08:30	20:30	4:00	0:00	Traffic	

Data Processing

Save Edit Delete

Time Code Legend Printer Options Print Use Default Order in Report Copy Line Up List Exit

1 replacements 8:07:06

Form is then populated at roll-call time by Shift Commander.

- Employees are then assigned their unique properties.
- Lunch periods are defined.
- Shift start and End times are populated based on pre-defined schedules.
- Shift Premiums (ASP/NSP) are calculated your Shift premium rules.
- Free-Text notes can be added at the beginning or throughout the shift.
- The Time Code Field will be populated with Exception codes (Vacation, Sick, Court, Training, etc)

Copy Function

To accelerate the data population process a specific Master Line-up, once created, can be copied forward to subsequent shifts. The Copied Master Line-ups can then be edited at shift time to provide real-time data assignments.

ane (cus_sudbury_master_line_up.scx)

Start Date: 2009/05/27 Wed. May. 27, 2009 Shift Type: Day Afternoon Night

Division: 000000003 Criminal Investigation Select Sub-Branch(es)

Add Employee New Master Line Up Load Master Line Up

Copy Line-Up Doe, Jane (cus_sudbury_copy_line_up.scx)

Copy Line-Up
Reporting Period

Start Date: 2009/05/28 Thu. May. 28, 2009 End Date: 2009/05/30 Sat. May. 30, 2009

OK Cancel

255230
258239
292516
254160
259667
258504
250646
251395
254129

Reports

Detailed reports can be generated from within the Master Line-up. The Reports can be printed directly or export to any Microsoft Office Format. Reports can then be provided to Communications.

Greater Sudbury Police Service Master Line Up Date Printed : 2009/05/27 08:21:08 Page : 1

Date Selected: Wed. May. 27, 2009 Division: Criminal Investigation Shift: Day

Name	Badge	Unit	Portable	Vehicle	Radar	Lunch	Shift Start	Shift End	ASP	NSP	Notes	Time Code
Sub-Branch: CRIMINVEST												
Diaz, George	255230	1120	505	005	Gen 2D#37	11:30	09:00	19:00	3:00	0:00	Serve court summons	
Doe, Jane	258239	1115	510	011		12:00	08:00	16:00	0:00	0:00	Motorcycle patrol	
MacDonald, John	292516	1115	511	025		18:00	12:00	00:00	8:00	0:00	Bike Patrol west side	
Simmons, Chris	254160	1114	502	004	Gen 2D#40	11:45	08:00	16:00	0:00	0:00	Traffic	
Museum, Terry	259667	1114	529	066		11:45	04:00	12:00	0:00	4:00		
Additional Units												
Rodgers, Eric	258504	1130	514	020		12:15	08:00	20:00	4:00	0:00	Court - 8:00 am	
0000250646 - Doe, John	250646	1130	518	021		12:15	08:00	16:00	0:00	0:00		
Rodriguez, Albert	251395	1130	519	022		12:30	08:00	16:00	0:00	0:00		
O'Shea, ERIC	254129						00:00	00:00	0:00	0:00	Available for OT	
Wazinski, John	291292	1114	513	023		13:00	08:00	20:00	4:00	0:00		
Shaka, Martin	293005	1140	522	023	Gen 2D#39	13:00	07:30	19:30	3:00	0:00	Traffic	
Auxiliary												
Johnson, Jorge	555111	1150	523	024	Gen 2S#43	12:45	08:30	20:30	4:00	0:00	Traffic	

OSLSolutions Paid Duty Events

Will allow you to post Overtime shifts and special events such that employees can sign-up and bid for these shifts.

Create your Groups

Personnel Menu: Maintenance: Employee Group Code

You will need to create a least 1 group and add all Paid duty candidates to it.

Check the “Identify as Paid Duty”.

To configure a Short Notice Paid group, create a Group and check the “Identify as Short Notice Paid Duty”.

Use Mass Insert: Add employees to group: to add and remove members from the Paid Duty Group(s).

Employee Group Codes Doe, Jane (globlgrp.scx) - Filter : All

Employee Group Codes

Code: PAIDEVENTS Notes:

Description: Paid Duty Officers

- Allow Group to be Sent To for Authorization
- Group that will receive notification on login about the expiring courses
- Group that will receive notification on login about the expiring kits
- This group belong to the Stores Group, which is allowed to process requisitions
- Instructor's Group
- Allow to create Training Records Group
- Identify as Auxiliary in Master Line Up
- Identify as Skills Group
- Allow Group to be Sent To for Authorization in Court
- Identify as Paid Duty
- Identify as No Notice Paid Duty

List

Create Events

Events are only created once. Events can be a one of event or can be recurring.

Maintenance: Paid Duty Events

Events Doe, Jane

Events

Event: TRAFFICCONTROL

In Good Standing

Set to Inactive

Notes: Provide traffic control services for Department of public works.

List

Top Prev Next Bottom Find Add Edit Delete Exit

- **Event** – Event name or title
- **In Good Standing** – should be used in conjunction with Notes field
- **Set to In-active** – remove this event from the event creation form.

Event Definition

Events are scheduled one at a time. Event scheduling will broadcast the event and sign up information to all employees in the selected groups.

Time and Attendance: Scheduling: Paid Duty Event Definition

Event Definition Doe, Jane

Event Definition

Event: TRAFFICCONTROL TRAFFICCONTROL

Location: Main street east Sewer Replacement project

Event Date: 2011/12/04 Sun, Dec. 4, 2011

Start Time (HH:MM): 08 : 00

Duration: 4 : 0

Diary Date: 2011/12/01 Thu, Dec. 1, 2011

Event Notes
Officers will be responsible for directing vehicle traffic and managing the crosswalks

Event Confirmation Notes

Add Groups List

Top Prev Next Bottom Find Save Revert Delete Exit

Populate this form with the event information and then **Save**. Once **Saved** select the **Add Groups** button.

- **Event** – Select event from selection list.
- **Location** – Where the event will occur, could be location, address, or place to meet for event.
- **Event Date** – Date of the event.
- **Start Time** – Start time or time to present.
- **Duration** – In hours, used for information and scheduling purposes.
- **Diary Date** – Cut-off date for registration
- **Event Notes** – Information the employee should know about the event prior to registering.

Event Groups

The form will open prep-populate with the event details. Select the group, enter the number **Required**, enter Notes about the event and Save. Upon saving the event a registration e-mail will be sent to all members of the selected group. The same event can be published to multiple groups.

- **Group** – Select the group being offered the Paid Duty Event.
- **Location** – Opens prep-populated with event location.
- **Start Time / Duration** – Both open pre-populated with values, both can be modified.
- **Required** - Enter the number of employees required for the event.
- **Notes** – Notes will be sent to employee via e-mail.

Employee Registration

Employees will receive an e-mail for each Paid Duty Event. The email contains detailed information about the event. Employees will log into OSL and register for the event.

Time and Attendance: Paid Duty Event Registration.

Select	Event Name-Group	Event Date	Start Time	Duration	Diary Date	Required	Empl. Registered
<input type="checkbox"/>	2011 SANTA CLAUSE - Paid DutyOffic	2011/11/30	12:00	8.00	2011/11/30	5	List Employees...
<input type="checkbox"/>	MOVEMBER END - Paid DutyOfficers	2011/11/30	05:00	5.00	2011/11/29	5	
<input type="checkbox"/>	TRAFFICCONTROL - Paid DutyOfficer	2011/12/04	08:00	4.00	2011/12/01	5	

Form opens populated with all events available for registration. Events will be available until the Diary Date/registration cut-off date.

- **Awarded Events** – Will display all events that you have been awarded.
- **Registered Events** – All the events you have register for but have yet to be awarded. You can cancel your registration up until the Cut-off date.
- **Event Description** – Provides more information about the event
- **List Employees** – Will display a list of employees that have already registered for the event.
- **Register** – If the select box is checked, the employee will be registered for the event.

Awarded Events

Event	Group	Event Date	Start Time	Duration	Cancel
NEW YEARS EVE RUN	paid duty	2011/12/12	12:00	3.00	<input type="checkbox"/>
NEW YEARS EVE RUN	Paid DutyOfficers	2011/12/12	12:0	8.00	<input type="checkbox"/>
BLACKFRIDAY	Paid DutyOfficers	2011/12/12	12:00	8.00	<input type="checkbox"/>

Cancel Notes:

Accept Cancellations Close

- Registered events are listed.
- **Cancel** – This is the employee un-registering from the event.

Registered Events

Event	Group	Event Date	Start Time	Duration	Cancel
TRAFFICCONTROL	Paid DutyOfficers	2011/12/19	10:00	4.00	<input type="checkbox"/>

Cancel Notes:

Accept Cancellations Close

- To unregister, select the cancel checkbox and select the Accept Cancellation button.

- Paid Duty Time and Overtime are Year to date values.
- Check the selected employees and then select the process button.
- Selected employees will receive email notification that they have been selected for the event.
- Employee will be marked on the Planner and Rosters as being awarded the paid duty.

Attendance Verification/Information report
Reports: Paid Duty Event Attendance report



- Use the Select button to select the specific Paid Duty event.
- Print will generate the information/sign in report.

Event Report/sign-in form

Greater Sudbury Police Service Event Attendee List			
Date : Nov 29, 2011	Time : 11:14 HRS	Page : 1	
TRAFFICCONTROL - Date: 2011/12/19			
Group: Paid DutyOfficers	Location: corner of buckingham and beatrice	Start Time 10:00	Duration: 4.00
Event They are finally removing the arena. Need traffic		Confirmation Please obtain cruiser at HQ and proceed to the Traffic	
Notes: officers.		Notes: Control. Report to CEG foreman in charge	
Employee Name	Print Name	Signature	
Doe, Jane	0000292746	_____	
Doe, John	0000255459	_____	
Group Notes: Bring you safety vest, flashlight, and get cruiser at HQ			

oslsolutionsltd.

Part time Resource Management Tools

“Experts in Workforce Management Systems for Public Safety Organizations”

www.OSLSolutions.com

1(888) 675 – 8255

OSLSolutions’s OSL application is the right solution for managing Part time Resources. The OSL product can effectively schedule and manage Part Time Resources through the use of the Employee Planner, Employee Timesheets and detail reports. Employees and supervisors can then review these schedules through the Master Roster, Employee Planner or Duty Roster report.

Company information:

Set Defaults: Company Information: TimeKeeping tab.

Set Auto generate Pcode 8 transactions on.

Employee Time Card Entry Light:

If Part time employees do not submit anything but OT you will use Employee Time Card Entry Light. If transactions other then part time hours can be submitted by an employee then do not configure the Employee Time Card Entry Lite.

Go to the Set Defaults: Company Information: Employee Time Card Entry Tab:

1. Entry Symbol, Time Code, and default processing code.
2. If part time employees cannot exceed a maximum number of work hours in a week, set the validation rule and hours.

3. Select the Part time employee statuses.

Employee Time Card Entry | Employee Time Card Entry Lite | Overtime/Project Register Reports

Default Values

Symbol:  Part Time Hours Worked

Time Code:  Part Time Pay

Processing Code:

Validations

Validate max number of hours:

Max number hours per week:

Status Selection

Employee Status:

SPart Time Authorization group

Define 1 more group that the part time employee will submit time to.

Employee Group Codes Habgood, Marc

Employee Group Codes

Code: Notes:

Description:

- Allow Group to be Sent To for Authorization
- Group that will receive notification on login about the expiring courses
- Group that will receive notification on login about the expiring kits
- This group belong to the Stores Group, which is allowed to process requisitions
- Instructor's Group
- Allow to create Training Records Group
- Identify as Auxiliary in Master Line Up
- Identify as Skills Group
- Allow Group to be Sent To for Authorization in Court

Use the mass Insert to assign supervisors to the part time authorization groups

Symbol

Define 2 new symbols:

1. NH – No Hours schedule. You can re-use the Day-off if you want.
2. PT – Part Time Hours scheduled and worked.

Time Code:

Define 1 new time code:

1. PT, to represent the Part Time hours to be paid. Only Pcode 1 enabled, Default time Pcode 1.
2. If Overtime is possible then define a Part Time Overtime Time code.

Schedule:

Define 1 Part Time Schedule per type of part time employee. Or a single common part time schedule with a default work post.

1. All Part time employees should be on a 1 day schedule with the PT symbol,
2. RG or regular hour time code,
3. and their default work post.
4. Assign all part time employees to the appropriate part time schedule in the class transfer record.

Scheduling a Part Time Resource:

Employee Planner: Starting on Saturday April 02, 2011

Code	Name	Sat 2	Sun 3	Mon 4	Tue 5	Wed 6	Thu 7	Fri 8	Sat 9	Sun 10	Mon 11	Tue 12	Wed 13	Thu 14	Fri 15
000000394	Schubert, Laine	19	XX	XX	XX	XX	07	07	19	19	XX	XX	XX	XX	07
000000395	Eastwood, Grant	18	XX	XX	XX	XX	06	06	18	18	XX	XX	XX	XX	06
000000390	Kenny, Cameron	ZH	ZH	PT	ZH	PT	ZH	17H	17H	17H	ZH	ZH	ZH	ZH	ZH
000000438	Whitten, Daryl	18	XX	XX	XX				18	18	XX	XX	XX	XX	06

000000390 - Kenny, Cameron Tuesday April 5, 2011

ZH Zero Hour Schedule 00:00 - 00:00 RG (8) Not assigned

1. Do the employee selection and the select Get Schedule Data

2. Select the employee and date you want to schedule.
3. Do an Add Schedule or Right click and select Add Schedule.
4. Enter:
 - a. Shift Symbol – PT
 - b. Time Code - PT
 - c. Start Time
 - d. Duration
 - e. Change level information if appropriate
 - f. Set Workpost if required
 - g. Add a note if required
 - h. Save
5. You can continue to schedule part time resources by select each employee and doing an add schedule.
6. You can navigate forward and backwards by using the "<<" and ">>" buttons.

Employee Planner - Details Habgood, Marc

New Scheduled Transaction

Employee Code: 0000000390 Kenny, Cameron
 Date: 2011/04/04 Mon. Apr. 4, 2011

Symbol: Part Time Hours Worked
 Time Code: Part Time Pay

(8. Auto-Generated Scheduled Hrs)

Factoring: Straight

Start Time: 12:00 Duration: 4:00 End Time: 16:00
 Breaks: 0:00

Registers

Overtime: Project:

Register	Code	Description	Hrs	Mins	Notes

Overtime Total: 0:00 Project Total: 0:00

Location

Police: 0000000100 Peterborough Lakefield Police
 Division: 000UNIFORM Uniform Division
 Branch: 0000PATROL General Patrol
 Unit: AREA_THREE Area Three
 Assignment: 0000005110 Salaries - Staff
 Work Post: 0000000TRF Traffic Unit

Notes

Schedule to work as clerk in traffic unit

Employee Planner scheduling with Call-in Manager.

1. Bring up the employee planner
2. Select the vacancy and invoke the call in Manager.

- From the provided information you can call the employee to confirm shift

Call Form

Code : 000000390
Name : Cameron Kenny
Phone #: (613) 692-3355

Address : 1165 Beaverwood Drive

City : Ottawa

Additional contact information

Status: Accepted OT Assignment

Reason:

Save Cancel

acceptance.

- Once shift accepted complete the scheduling

Employee Planner - Details Habgood, Marc

New Scheduled Transaction

Employee Code: 000000390 Kenny, Cameron
 Date: 2011/04/09 Sat, Apr. 9, 2011

Symbol: PT Part Time Hours Worked
 Time Code: PT Part Time Pay

(8. Auto-Generated Scheduled Hrs)

Factoring: Straight
 Start Time: 19:00 Duration: 12:00 End Time: 07:00
 Breaks: 0:00

Registers

Overtime: Project:

Register	Code	Description	Hrs	Mins	Notes

Overtime Total: 0:00 Project Total: 0:00

Location

Police: 000000100 Peterborough Lakefield Police
 Division: 000UNIFORM Uniform Division
 Branch: 0000PATROL General Patrol
 Unit: 00000SUPER Supervision
 Assignment: 000005110 Salaries - Staff
 Work Post: 000000TRF Traffic Unit

Notes

Schedule to work as a clerk in traffic

List Save Cancel

form.

Supervisors can approve from Employee Planner

When shift has been worked supervisors can select that shift and then select the Pay button to confirm shift. The Supervisor can modify the number of hours based on actual time worked.

Employee Planner - Details Habgood, Marc

New Pay Transaction

Employee Code: 0000000390 Kenny, Cameron
 Date: 2011/04/03 Sun, Apr. 3, 2011

Symbol: PT Part Time Hours Worked
 Time Code: PT Part Time Pay

(1. Payroll - Direct)

Factoring: Straight
 Start Time: 12:00 Duration: 5:00 End Time: 17:00
 Breaks: 0:00

Registers
 Overtime: Project:

Register	Code	Description	Hrs	Mins	Notes

Overtime Total: 0:00 Project Total: 0:00

Location

Police: 000000100 Peterborough Lakefield Police
 Division: 000UNIFORM Uniform Division
 Branch: 0000PATROL General Patrol
 Unit: AREA_THREE Area Three
 Assignment: 0000005110 Salaries - Staff
 Work Post: 0000000N/A Not assigned

Notes
 Shift complete

Part Time Employee Time card Entry

Part Time employees can submit their own part time hours on a daily basis.

1. Employee Enters:

- a. Date worked,
- b. Group that they are submitting their time to for approval
- c. Description, optional,
- d. Start Time,
- e. End Time,
- f. Missed lunch will generate a separate 1 hour pay transaction.
- g. Print Request will generate a part copy.

Employee Time Card Entry - Part Time Kenny, Cameron

Employee: 0000000390 Kenny, Cameron
 Date Worked: 2011/04/01 Fri, Apr. 1, 2011
 Authorization: PART--TIME Part Time Authorization team

Short Description
 Worked 5 hours in traffic

Shift Information
 Symbol: PT Part Time Hours Worked
 Time Code: PT Part Time Pay

Process Details
 Processing Code: 1. Payroll Direct

Time Details

Start Time (HH:MM): 12:00
 End Time (HH:MM): 17:00
 Duration (HH:MM): 05:00

Missed Lunch Missed Meal Time: 0 minutes

Employee Time card Entry

Employee Time Card entry is used then the Time is entered as PT symbol/PT Time code. This is a requirement if the Part Time Employee needs to enter OT or Registers.

The screenshot shows the 'Employee Time Card Entry' window for 'Habgood, Marc'. The interface is divided into several sections:

- Employee and Date:** Employee ID: 000000114, Name: Habgood, Marc. Start Date: 2011/04/02 (Sat. Apr. 2, 2011). End Date: // (calendar icon). Scheduled Shift: 17: 17:30 - 05:30.
- Process and Time Details:** Processing Code: 1. Payroll Direct. Actual Time (H:MM): 4 : 00. Start Time (H:MM): 12 : 00.
- Send For Authorization:** Radio buttons for Employee and Global Group (selected). Global Group: PART--TIME (calendar icon) Part Time Authorization team.
- Assignment Details:** Rank: 000000005 (calendar icon) Staff Sgt.
- Registers:** Overtime: (calendar icon) Project: (calendar icon).
- Short Description:** (empty text box).
- Shift Information:** Symbol: PT Part Time Hours Worke (dropdown) Display Defaults. Time Code: PT - Part Time Pay. Balance: 0.00. Buttons: Bank Balances, Bank Details.
- Registers Table:**

Register	Code	Description	Hrs	Mins	Notes
Overtime	000000DSP	Dispatch	4	00	Memo
Project	000000BUD	Budget	4	00	Memo
Overtime Total: 4 : 00			Project Total: 4 : 00		
- Navigation:** Top, Prev, Next, Bottom, Find, Print Current Request, Add, Edit, Delete, Exit.

Transaction Authorization

Standard Authorization process. With each status change the submitting employee is notified.

Annual Pattern Display

Employees can view their scheduled shift in the Annual Pattern Display.

- Each part time shift is displayed.
- Employee can select day to view schedule.
- Can also be printed.
- Employee planner, read only access, could also be given to the employees

Employee #: 0000000108 List Smith, Lara Reporting Year: 2010 Pay Day

Show pay days: Set Payroll Dates

January							February							March							April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2		1	2	3	4	5	6		1	2	3	4	5	6					1	2	3							1		1	2	3	4	5		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
24	25	26	27	28	29	30	28	29	30	31				28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
31																												30	31												

July							August							September							October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	1	2	3	4	5	6	7		1	2	3	4							1	2			1	2	3	4	5	6		1	2	3	4			
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		
																					31																					

Report Advisory
 This report style requires the page orientation to be landscape. To ensure the report prints properly, click "Printer Options".
 Set the orientation to landscape.

When Printing Report Use
 Employee # Alternate ID # Legend: Colour:

Show Availability

OSLSolution Evaluation

Employee Review Process

The OSLSolutions Employee Evaluation/performance tool has been designed to support the development of all your employees by measuring performance, recognizing exceptional performance and improving work performance when necessary.

Daily Event Log

This is a real time interactive communication tool between an employee and a supervisor.

- Encourages on-going communication throughout the annual cycle
- Used to track notable performance capturing strengths and weaknesses
- Used to support and substantiate Annual Review ratings and narratives
- Discuss and recognize exceptional performance as it happens
- Identify and improve work performance issues as they happen
- Utilized for current assessment period only.

Annual Review

- Automatically generated from Daily Event logs created throughout the review process.
- Initiates with the Supervisor and Employee reviewing summary of Daily Event logs.
- Leadership team can review and bring value to the Annual Review.
- Short and long term goal can be established.
- Ratings and narratives are based on substantiated work performance noted throughout the year

Other Potential Uses for Evaluation Process

- Coach Officer: The Daily Event log can provide the Coach Officer with an ideal tool to document daily successes and areas for improvement against pre-define performance competencies. The Automate Review can then summarize the complete probation period.
- Recruit Manager: Manage the recruitment life cycle against customized Competencies and event.

Configuration:

The Evaluation system needs to be enabled for participant's security roles.

1. Personnel System.
2. Personnel Files: Employee Evaluations: Daily Log and Annual Review.
3. Maintenance: Performance Categories.

The Evaluation system uses the Position table and the employee and supervisor class transfer records.

1. Define the Employee Position and Reports to for all employees and supervisors.

Corporate Competencies and Performance behaviours are defined and used on a daily basis to capture employee strengths, weaknesses, and areas of improvement.

1. OSLSolutions can provide a sample list of Performance Categories.
2. Go to Maintenance: Performance Categories.
3. It is recommended that you spend time defining your corporate competencies and Performance criteria.
4. Specific Competencies and Performance criteria can be defined for Uniform, Civilians, and Senior officers.

Performance/Categories Admin, Osl (performance_category.scx)

Performance/Categories

Code: Set as Inactive

Rank: Leave blank for All Ranks

Notes:

List

Top Prev Next Bottom Find Add Edit Delete Exit

- Code = Performance category to be measured and scored.
- Rank = Represents minimum Rank and above the Performance competency applies to
- Notes= Corporate interpretation of competency.

Daily Event Log:

Daily Logs are created by either a supervisor or the employee to document notable strengths and weakness. Daily logs allow the Supervisor to score and document a competency. Employees can also provide their comments. All logs require both employee and supervisor acknowledgements. Employees and supervisors are also pro-actively notified at login of any pending logs.

Edit from the Performance log will open the Event log form. The workflow is from the originator, to the Supervisor/Employee for commenting. This is followed-up with an Interview/discussion about the Event. Employee and Supervisor both then sign-off to acknowledge discussion

Performance Log

Employee: 000000040 Matthew, Scott

Date of Event: 2011/08/25 Thu. Aug. 25, 2011

Performance Category: TEAM WORK Rank: All

Supervisor's Observations: Worked with CID to secure crime scene and identify potential evidence based on knowledge of crime type.

Supporting Document: [Empty]

Rating: Unacceptable
Needs improvement
Meets expectations
Exceeds expectations

Employee's Observations: [Empty]

Date of Discussion: //

Employee Acknowledged: Yes No

Supervisor Acknowledged: Yes No

Save Cancel

- Employee – Select Employee for Performance log
- Date of Event- Date of notable performance event
- Performance Category – Select 1 of the pre-defined Performance Categories
- Supervisor's Observations – typed in or can be cut and pasted.
- Supporting Documents – Documents or logs can be attached to the each entry.
- Rating - 4 Rating options are available and will be used in the scoring for the Annual Review.
- Employee Observations - The employee can add their own comments about the event..
- Date Discussed – Represents the interview/discussion date with the employee.
- Employee Acknowledged – Once the employee has reviewed the comments an acknowledgement is required.
- Supervisor Acknowledged – Follows Employee Acknowledgement and closes the event.

Create an annual review

Add from the Performance review form will open the Annual Review creation form.

Review Details Scott, Dave		
Acknowledgment		
Field Operations Inspector's Comments	Deputy Chief's Comments	Chief of Police's Comments
Employee's Comments	Second Supervisor's Comments	Divisional O.I.C.'s Comments
Functions/Competences/Expectations	Employee's Skills/Development	Supervisor's Comments
Personal/Review Information	Mandatory Training	Job Specifics/Categories
Personal Information		
Employee: 0000000040	 Matthew, Scott	Date of CCPS Hire: Mon. Sep. 3, 2007
Position: 00000RTEAM - R Team	Date of assignment to present Position: Fri. Sep. 3, 2010	From: 9999999999 - OSL Conversio
Review Information		
Review Covers Period From: 2010/08/25	 Wed. Aug. 25, 2010	To: 2011/08/25
		 Thu. Aug. 25, 2011
Appraiser: 0000000169	 Scott, Dave	Position: 00RTEAMLDR - R Team Leader
Reason for Review: <input checked="" type="radio"/> Annual <input type="radio"/> Transfer/Reassignment <input type="radio"/> Other		
Define Other: <input type="text"/>		
Rating Scale		
Rating: <input type="text"/>		Employee Rating: 3 - Meets expectations
<input type="button" value="List"/>	<input type="button" value="Save"/>	<input type="button" value="Revert"/>
		<input type="button" value="Exit"/>

- Select Employee.
- Define Review Cover Period from and to dates.
- Select the type of review.
- Then **Save** the Annual review.
- The red output information is populated from the employee's class transfer record and Daily event logs.

Job Specific/Categories

All defined performance categories are displayed with a calculated rating, based on the Daily Event log results. Supervisor can then edit each of the ratings and provide a new overall rating and add additional details for each defined Performance category.

Review Details Scott, Dave

Acknowledgment

Field Operations Inspector's Comments	Deputy Chief's Comments	Chief of Police's Comments
Employee's Comments	Second Supervisor's Comments	Divisional O.I.C.'s Comments
Functions/Competences/Expectations	Employee's Skills/Development	Supervisor's Comments
Personal/Review Information	Mandatory Training	Job Specifics/Categories

Performance Category	Employee Rating	Supervisor Rating	Narrative
TBD	0 -	0 -	
WORK HABITS	0 -	2 - Needs improvement	Not enough information
PRODUCTIVITY	4 - Exceeds expectations	4 - Exceeds expectations	
SAFETY	4 - Exceeds expectations	4 - Exceeds expectations	head of the safety team
SELF CONTROL AND COMP	0 -	0 -	
SUPERVISION	0 -	0 -	
COMMUNICATION	0 -	0 -	
TEAM WORK	2 - Needs improvement	2 - Needs improvement	
ADAPTABILITY	0 -	0 -	
SERVICE ORIENTATION	0 -	0 -	
NETWORK AND RELATIONS	0 -	0 -	
PROBLEM SOLVING	0 -	0 -	

Add Edit

List Save Revert Exit

Skills Development

Detailed skills can be captured during the interview process.

Review Details Scott, Dave

Acknowledgment

Field Operations Inspector's Comments	Deputy Chief's Comments	Chief of Police's Comments
Employee's Comments	Second Supervisor's Comments	Divisional O.I.C.'s Comments
Personal/Review Information	Mandatory Training	Job Specifics/Categories
Functions/Competences/Expectations	Employee's Skills/Development	Supervisor's Comments

Skills and Expertise (from Employee, to generate discussion)

What relevant skills, expertise and experience do you bring to this Section/Position, or what skills, etc have you acquired during the past assessment period?

Career Development (from Employee to Supervisor, to generate discussion)

Interests and Goals for the next Period

Where do you see yourself in 5 years?

Other Input

How were previous year's goals met

List Save Revert Exit

Supervisor Comments Section

This tab is used to capture notes about the interview and general supervisor comments. Supervisor can check the signature box to lock the comments section and then send it on to the employee for their review and commenting.

It is important at this time that the supervisor returns to the Personal/Review information tab and set the overall rating.

Review Details Scott, Dave

Acknowledgment

Field Operations Inspector's Comments | Deputy Chief's Comments | Chief of Police's Comments

Employee's Comments | Second Supervisor's Comments | Divisional O.I.C.'s Comments

Personal/Review Information | Mandatory Training | Job Specifics/Categories

Functions/Competences/Expectations | Employee's Skills/Development | **Supervisor's Comments**

Meeting with Employee:

Career Development:

Date and Signature

Supervisor: 0000000169 Scott, Dave Position: 00RTEAMLDR - R Team Le

Signature Date: / /

Send to Employee for Review and Input

Uncheck only if Second Supervisor Does Not Apply

List Save Revert Exit

Employee Comments

Employee can now document their portion of the interview process. If the Review Request is checked then the employee will indicate why they would like the annual review to be audited by senior staff. Employee then locks the form with the signature check box.

Review Details Scott, Dave

Acknowledgment		
Field Operations Inspector's Comments	Deputy Chief's Comments	Chief of Police's Comments
Personal/Review Information	Mandatory Training	Job Specifics/Categories
Functions/Competences/Expectations	Employee's Skills/Development	Supervisor's Comments
Employee's Comments	Second Supervisor's Comments	Divisional O.I.C.'s Comments

Narrative:

Review Requested? (Check for Yes) (Reason is mandatory if Yes)

Reason for Request:

This Performance Review has been discussed with me and I have had an opportunity to provide feedback. My signature indicates that I acknowledge reviewing the contents of this document.

Employee:  Matthew, Scott Position: 00000RTEAM - R Team

Signature Date: 

Second Supervisor

If the employee has a second supervisor or had another supervisor throughout the review period, they too can sign-off by checking the Signature box. However if the employee has requested that the Annual Review be reviewed by senior management, the second supervisor must provide comments.

The screenshot shows a software window titled "Review Details" for "Scott, Dave". The window contains a grid of tabs for various review sections:

- Acknowledgment
- Field Operations Inspector's Comments
- Deputy Chief's Comments
- Chief of Police's Comments
- Personal/Review Information
- Mandatory Training
- Job Specifics/Categories
- Functions/Competences/Expectations
- Employee's Skills/Development
- Supervisor's Comments
- Employee's Comments
- Second Supervisor's Comments (highlighted)
- Divisional O.I.C.'s Comments

Below the tabs is a large text area labeled "Narrative (Mandatory if Review requested):".

Below the narrative is a section titled "Date and Signature" with the following fields:

- Second Supervisor: [Text Field] [Icon]
- Position: [Text Field]
- Signature:
- Date: [Text Field] [Icon]

At the bottom of the window are four buttons: List, Save, Revert, and Exit.

Divisional OIC, Inspect, Deputy Chief and Chief

Each of the superior levels can also review the Annual Review , provide comments and then sign-off on the review.

Review Details Scott, Dave

Acknowledgment

Field Operations Inspector's Comments Deputy Chief's Comments Chief of Police's Comments

Personal/Review Information Mandatory Training Job Specifics/Categories

Functions/Competences/Expectations Employee's Skills/Development Supervisor's Comments

Employee's Comments Second Supervisor's Comments Divisional O.I.C.'s Comments

Narrative (Mandatory if Review requested):

Date and Signature

Divisional OIC: Position:

Signature Date: / /

List Save Revert Exit

Acknowledgment

This is final step in the review process. After all Senior leadership have signed off on the review the employee sits with the supervisor and signs off on the review. At this point in time the employee can ask for a meeting with the Chief to review the Annual Review.

Review Details Scott, Dave		
Personal/Review Information	Mandatory Training	Job Specifics/Categories
Field Operations Inspector's Comments	Deputy Chief's Comments	Chief of Police's Comments
Employee's Comments	Second Supervisor's Comments	Divisional O.I.C.'s Comments
Functions/Competences/Expectations	Employee's Skills/Development	Supervisor's Comments
Acknowledgment		
I have viewed all Comments noted in my Performance Review		<input type="checkbox"/>
Request an appointment with the Chief of Police in regards to my Performance Review (Check for Yes)		<input type="checkbox"/>
Date and Signature		
Signature	<input type="checkbox"/>	Date: // <input type="text"/>

List Save Revert Exit

SPECIFICATIONS

Time and Attendance Software Package For Sheriff's Office

SARPY COUNTY, NEBRASKA

PROPOSALS DUE: 2:00 p.m., Thursday, July 12, 2012

General Information

Notice to Vendors

Sarpy County is seeking proposals for Time and Attendance Software Package for the Sheriff's Office. The successful Vendor will enter into a Contract (see attached Exhibit "A") for a period of two (2) years commencing on September 1, 2012 until August 31, 2014, with two (2), two (2) year option periods.

Sealed bids will be received Monday through Friday 8:00 a.m. to 4:45 p.m. except holidays, until 2:00 p.m., Thursday, July 12, 2012. Bids shall be in a sealed envelope, clearly marked "Sealed Bid - Time and Attendance Software Package" and shall have the name of the Vendor, and the time and date of the bid opening. **Do not fax bids, only sealed bids will be accepted.**

Submit one (1) original and three (3) copies of the entire Bid Form including attachments.

Requests for information and clarification questions must be received by 12:00 p.m., June 29, 2012 at 12:00 P.M. in order for Sarpy County to have time to issue an addendum.

Bidding criteria must be received from Beth Garber, Purchaser, 1210 Golden Gate Drive, Papillion, NE 68046, (402) 593-4476, bgarber@sarpy.com or via the internet at www.sarpy.com.

Vendors that obtain specifications from the internet sites are responsible for obtaining any addenda that may be added at a later time.

Bids must be sent to:

Deb Houghtaling
Sarpy County Clerk's Office
1210 Golden Gate Drive
Papillion, NE 68046

Bids not addressed and delivered to the above person will not be considered. Bids received after the above stated time and date will not be considered.

Bid opening will be a public opening to be held in the Sarpy County Administrative Conference Room at 1210 Golden Gate Drive, Papillion, NE. The bid opening will be at 2:00 p.m., Thursday, July 12, 2012.

All bids submitted shall be valid for a period of sixty (60) days following the final date for submission of bids.

Sarpy County will not be liable for costs incurred by Vendors for proposal preparation, printing, demonstration, or any other costs associated with or incurred in reliance on proposal creation. All such costs shall be the responsibility of the Vendor.

The bids shall include all charges and applicable taxes, F.O.B., 8335 Platteview Rd, Papillion, Nebraska. The Vendor need not include sales tax in the bid. Sarpy County will, upon request, furnish the successful Vendor with a completed State of Nebraska Tax Exempt Form 13 upon acceptance of the successful Vendor's proposal.

The Sarpy County Board of Commissioners reserves the right to reject any or all bids and to waive minor informalities.

In the event of conflict between unit price and extended price, unit price shall prevail.

Procedures for Evaluation and Awarding of Bid

1. Evaluation will be done by Beth Garber, Sarpy County Purchaser along with personnel from the Sheriff's Office and Fiscal Administration. After evaluation the Purchaser will make a recommendation to the County Board of Commissioners for award. This recommendation and pending award will be made at a public meeting of the Board of Commissioners. Agendas are available each Friday afternoon on our internet site www.sarpy.com. The Commissioners award the bid by majority vote.
2. The following factors will be used to consider the award of the bid, where applicable:
 - a. Compliance with all requirements.
 - b. Price.
 - c. The ability, capability, and skills of the Vendor to perform.
 - d. The character, integrity, reputation, judgment, experience, and efficiency of the Vendor.
 - e. The quality of previous performance.
 - f. Whether the Vendor can perform within the time specified.
 - g. The previous and existing compliance of the supplier with laws.
 - h. The life-cost of the personal property or services in relation to the purchase price and specified use.
 - i. The performance of the personal property or service taking into consideration any commonly accepted tests and standards of product, service, usability and user requirements.
 - j. The energy efficiency ratio as stated by the supplier.
 - k. The life-cycle costs between alternatives for all classes of equipment, the evidence of expected life, the repair and maintenance costs, and the energy consumption on a per year basis.
 - l. Such other information as may be secured having a bearing on the decision.

Terms and Conditions

1. Performance Bond:

The successful Vendor shall be required to furnish \$25,000 performance bond written by a surety licensed to do business in the State of Nebraska. Said performance bond

shall be provided to the Sarpy County Clerk within ten (10) days after execution of the contract documents and bid award. Bond may be secured through the Vendor's usual sources.

2. Information, Discussion, and Disclosures:

- a. Any information provided by Sarpy County to any Vendor prior to the release of this Request for Proposal ("RFP"), verbally or in writing, is considered preliminary and is not binding on Sarpy County.
- b. The Vendor must not make available nor discuss any cost information contained in the sealed copy of the proposal to or with any employee of Sarpy County from the date of issuance of this RFP until the contract award has been announced, unless allowed by the Sarpy County Purchasing Department in writing for the purpose of clarification or evaluation.
- c. No interpretation of the meaning of the specifications, or other bidding documents, nor correction of any ambiguity, inconsistency, or error therein will be made orally to any Vendor.
- d. Every request for such interpretation or correction should be in writing, addressed to the Sarpy County Purchaser, Beth Garber, 1210 Golden Gate Drive, Papillion, NE 68046 or bgarber@sarpy.com. **Requests must be received by 12:00 p.m., June 29, 2012 in order for Sarpy County to have time to issue an addendum. Requests received after deadline may not be considered.** In case Sarpy County finds it expedient to supplement, modify, or interpret any portion of the bidding documents prior to the proposed bid date, such procedure will be accomplished by the issuance of written addenda to the RFP which will be mailed or delivered to all prospective Vendors at the respective addresses furnished for such purpose.

3. Addenda:

- a. All addenda will become part of this RFP and must be responded to by each Vendor.
- b. All addenda must be acknowledged in writing in the bid submitted by the Vendor.
- c. This RFP, any subsequent addenda, and any written responses to questions take precedence over any information previously provided.

4. Confidentiality of Documents:

Sarpy County considers all information, documentation and other materials requested to be submitted in response to this proposal to be of a non-confidential and/or non-

proprietary nature and therefore shall be subject to public disclosure under Neb. Rev. Stat. § 84-712.05(3).

Vendors are hereby notified that Sarpy County strictly adheres to all statutes, court decisions, and opinions of the Nebraska Attorney General with respect to disclosure of RFP information.

Any “proprietary, trade secret, or confidential commercial or financial” information must be clearly identified, in a separate sealed envelope, at the time of bid/proposal submission. The Vendor will be required to fully defend, in all forums, Sarpy County’s refusal to produce such information; otherwise, Sarpy County will make such information public.

5. Non-Discrimination Clause:

Pursuant to Neb. Rev. Stat. §73-102 (Reissue 1996), Vendor declares, promises, and warrants it has and will continue to comply fully with Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C.A. §1985, et seq.), and the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §48-1101, et seq. (Reissue 2004), in that there shall be no discrimination against any employee who is employed in the performance of this Contract, or against any applicant for such employment, because of age, color, national origin, race, religion, creed, disability or sex.

6. Conflict of Interest Clause:

Pursuant to Neb Rev. Stat. §23-3113 (Reissue 1997), the parties hereto declare and affirm that no officer, member, or employee of the County, and no member of its governing body, and no other public official of the County who exercises any functions or responsibilities in the review or approval of the undertaking described in this Contract, or the performing of services pursuant to this Contract, shall participate in any decision relating to this Contract which affects his or her personal interest, or any corporation, partnership, or association in which he or she is directly or indirectly interested; nor shall any employee of the County, nor any member of its governing body, have any interest, direct or indirect, in this Contract or the proceeds thereof.

7. Payment Terms:

The successful Vendor shall submit itemized invoices for payment. Sarpy County will make payment to the successful Vendor within thirty (30) days after receipt of invoice and satisfactory completion of implementation as defined in the Technical Specifications.

8. Supplemental Terms and Conditions/Modifications:

Any supplemental terms, conditions, modifications, or waiver of these terms and conditions must be in writing and signed by the Sarpy County Board Chairman and the

Vendor.

9. Term:

The Contract will be for a two (2) year period commencing on September 1, 2012 through August 31, 2014, with two (2), two (2) year option periods. The cost for the option years will be provided on the Bid Tab.

10. Renewal:

The Contract shall automatically renew for each option year unless the County notifies Vendor in writing thirty (30) days prior to expiration of current contract period of the intent not to renew.

11. Termination:

Either party may terminate the Contract with ninety (90) days' written notice to the other.

12. Residency Verification:

The Vendor agrees to comply with the residency verification requirements of Neb. Rev. Stat. §4-108 through §4-114. The Vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Vendor is an individual or sole proprietorship, the following applies:

1. The Vendor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at www.das.state.ne.us.
2. If the Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The Vendor understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the contract terminated if such

lawful presence cannot be verified as required by Neb. Rev. Stat. Sect. 4-108.

13. Breach:

Should Vendor breach, violate, or abrogate any term, condition, clause or provision of this agreement, the County shall notify Vendor in writing that such an action has occurred. If satisfactory provision does not occur within ten (10) days from such written notice the County may, at its option, terminate this agreement and obtain an alternate provider to provide all required materials. This provision shall not preclude the pursuit of other remedies for breach of contract as allowed by law.

14. Insurance Requirements:

The Vendor shall not begin work under this Agreement until all insurance certificates have been filed with the Sarpy County Clerk.

Vendor shall not commence work on this Contract until he/she has obtained all insurance required under this Section and such insurance has been approved by Sarpy County, nor shall Vendor allow any subcontractors to commence work on his/her subcontract until similar insurance required of the subcontractor has been so obtained and approved.

The following insurance coverages shall be kept in force during the life of the Contract and shall be primary with respect to any insurance or self-insurance programs covering the County, its commissioners/supervisors, officials, agents, representatives and employees.

Workers' Compensation and Employers Liability Insurance

The minimal acceptable limits shall be the statutory limits as required by the State of Nebraska for Coverage A, Workers' Compensation and \$500,000 each accident for Coverage B, Employers Liability.

Commercial General Liability Insurance

Coverage should include broad form coverage written on a commercial general liability form and written on an occurrence basis. The coverage must protect against claims for damages resulting from bodily injury, including death, personal injury and property damage.

The minimum acceptable limits of liability shall be \$1,000,000 each occurrence. If the coverage contains a general aggregate, such limit shall not be less than \$2,000,000. The products/completed operations limit shall not be less than \$2,000,000. The County is to be named as an additional insured on the insurance coverage required under this section.

Automobile Liability Insurance

Coverage shall be against claims for damages resulting from bodily injury, including death and property damage, which may arise from the operations of any owned, hired or non-owned automobile. The minimum acceptable limit of liability shall be \$1,000,000 Combined Single Limit for each accident. The County is to be named as an additional insured on the insurance coverage required under this section.

Certificate of Insurance

The Vendor shall furnish the County with a certificate(s) of insurance evidencing the coverages required in this section. Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. If the certificate(s) is shown to expire prior to completion of all the terms of this Contract, the Vendor shall furnish a certificate(s) of insurance evidencing renewal of its coverage to the County. The County is to be included as an additional insured on the Commercial General Liability and the Automobile Liability insurance coverage required under this section.

The Vendor shall require each and every Subcontractor performing work under this Contract to maintain the same coverages required of the Vendor in this Section, and upon the request of the County, shall furnish the County with a certificate(s) of insurance evidencing the Subcontractor's insurance coverages required in this section.

Insurance Company

All insurance coverages herein required of the Vendor shall be written by an insurance company or companies transacting business as an admitted insurer in the State of Nebraska or under the Nebraska Surplus Lines Insurance Act. All insurance companies must possess a minimum A.M. Best Insurance Company rating of A-. Upon request by the County, the Vendor shall furnish evidence that the insurance company or companies being used by the Vendor meet the minimum requirements listed in this section.

Upon request by the County, the Vendor shall furnish the County with complete and accurate copies of the insurance policies required within this section. If at any time during the life of this Contract, the Vendor's insurance coverages and limits do not meet or exceed the minimum insurance requirements presented in this section, the Vendor is required to notify the County within thirty (30) days of any deviations from the minimum requirements presented in this section.

15. Assignment:

The Vendor may not assign this Contract without the prior written consent of the County.

16. Subcontracting:

Vendor may not subcontract the work to be performed, without prior written consent of the County. If such consent is granted, Vendor will retain responsibility for all work associated with the Contract. The Vendor must identify any subcontractors it intends to use in the execution of this Contract. The Vendor must identify subcontractors in writing within the proposal.

17. Independent Contractor:

The Vendor shall in the performance of the Contract at all times be an independent contractor and not an employee or agent of the County. The Vendor, its officers, employees and agents shall at no time represent the Vendor to be other than an independent contractor or represent themselves to be other than employees of the Vendor.

18. Indemnity:

The Vendor shall indemnify and save harmless Sarpy County, its officers, employees and agents from all loss, claims, suits or actions of every kind and character made upon or brought against Sarpy County, its officers, employees, or agents, for or sustained by any party or parties as a result of any act, error, omission or negligence of said Vendor or its servants, agents, and subcontractors; and also from all claims of damage in fulfilling this Contract.

Specifications

1. Background Information:

The Sarpy County Sheriff's Office currently utilizes several programs to track time and attendance functions for various Sheriff Office employees. These programs include: OnDuty, Premis, various excel spreadsheets, County created forms, Org plus, Asset Traker and LRMS. It is the County's desire to incorporate the various programs into one system.

The proposed system should replace the payroll program that the Sheriff's Office is currently using to prepare payroll information; including: forecasted pay (80 hours) and pay variances (overtime, working out of class, specialty pay, pay deductions, etc.). Spreadsheets that have been created to collect part time hours and compute benefits are to be replaced with a data entry program. Spreadsheets that have been created to provide output are to be replaced with comprehensive reports, canned and ad hoc, if needed.

This project does not require the conversion of any existing data.

There are approximately 250 employees in the Sheriff's Office. This includes:200 full

time and 50 part time employees.

2. Vendor Demonstrations:

The County reserves the right to request demonstrations from selected vendors. The demonstrations will be selected and scheduled by the County after bid opening. All costs associated with such product demonstrations will be the sole responsibility of the vendor. Demonstrations should be on site or online.

3. Hardware Requirements:

Proposals must include a definition of all required hardware and equipment requirements not included within the software package. Vendor to attach a list of pricing for all additional hardware and equipment requirements.

The County reserves the right to purchase any or all of the hardware and equipment requirements outside of this contract.

4. Security:

Security for the system shall be at an individual level. The security should record and retain the identity of person(s) creating or updating records. Vendor to define security settings within the proposal submitted.

5. Testing Services:

The County shall approve the system in a test environment before going live.

6. Project Management:

Vendor to define and provide references for the project manager assigned to the Sarpy County account. The County shall have one point of contact during the implementation phase.

Vendor to provide a detailed timeline and schedule for implementation.

7. Maintenance & Support:

The vendor must provide the initial year of maintenance. The initial year will not begin until the system is accepted and considered "live". Price for remaining maintenance years shall be incorporated into the Bid Form.

8. Training:

Vendor must provide on site, train the trainer training. Proposals shall define the training plan proposed along with the associated costs.

9. Proposal Information:

Proposals shall include the following information:

a. Company Information:

Vendor will provide the following company information on the bid form:

1. Years in business;
2. Number of employees; and,
3. Total sales for last three (3) years.

b. References:

Each Vendor must include with its proposal a list of no less than three (3) current references that have purchased the specified product or service within the last two (2) years. The list must include the name of the company along with the name, phone number, and email of a contact person for each company.

c. Literature:

Vendor shall attach three (3) sets of detailed specifications or advertising literature of systems to the bid form. Any information necessary to show compliance with these requirements not given on the attached advertised data sheets shall be supplied in writing and attached to the bid proposal. Lack of sufficient information supplied with a proposal is cause for automatic rejection of such bid.

d. Deviations:

Once the bid has been accepted by Sarpy County, no deviations from the specifications will be accepted without prior written approval of Sarpy County.

e. Exceptions:

These specifications are minimum acceptable specifications. You may bid other than what is specified if it is of higher specification than what is requested. Vendor must list any exceptions to the bid specifications on the bid form.

Technical Specifications

Following are descriptions of the systems utilized by the County. These should be considered technical requirements. The proposed system must be able to seamlessly provide the functions of what is listed within their software program.

Vendors must respond to the below requirements as it pertains to the bidder's most recent software program and can be demonstrated. Each requirement must be defined by one of the below status':

- A Core - already built and can demonstrate
- B Custom - could be developed. (Must be running by implementation)
- C 3rd Party - Would have to hire programming out
- D Cannot provide

#	Requirement	Status
ONDUTY - Functions		
1.	Program can support multi-levels of usage including employees and supervisor clients	A B C D
2.	Holds time bank hours for sick, vacation, comp and other leave types. Adds and subtracts hours. Hours for sick and vacation are automatically adds based upon contract benefit rules. Subtractions occur when employee requests time off or the department makes deductions. Show current balances and activity history.	A B C D
3.	Allows employees to view their time balances.	A B C D

4.	Allows employees to electronically submit leave requests to eliminate paper and increase workflow efficiency. After submission, the supervisor processes and the employee receives an email that the supervisor approved or denied the request. If approved, the request is forwarded to the division commander and then to the administrative review and confirmation group.	A B C D
5.	Employee able to cancel a request for leave before or after supervisor approval. If requested after approval, email confirmation should be sent to the supervisor for approval or denial of the request. If cancel request is granted, the request is placed in a queue for administrative review and confirmation.	A B C D
6.	Program can detect possible duplication if an employee submits for both comp and overtime for the same hours worked.	A B C D
7.	There are groups that are applied to the Time Bank approval functions: the employee, supervisor, division commander, administrative commander and administrative review and confirmation. Approval, review and confirmation might be multiple people at the same level.	A B C D
8.	Employees can submit comp overtime	A B C D
9.	Training and certification history is recorded, along with viewable scanned documents pertaining to training and certification. Certification renewals can be tracked by running reports that forecast when recertification training is needed.	A B C D

10.	Vacation for full time employees is earned in a lump sum annually. The amounts of vacation earned annually vary according to the tenure of the employee. Sick leave is earned 10 hours monthly for full time employees. These amounts would be automatically deposited into the employees' time bank.	A B C D
11.	Part time employees earn 1 hour of sick and 1 hour of vacation for every 26 hours worked. These amounts should be computed automatically based off of the number of work hours the employee entered into the program. The employee enters their time in and out each day the work. The supervisor signs off on hours being submitted for pay. After approval, computations are made by the program and added to the time bank for sick and vacation hours.	A B C D
12.	Changes in benefit accrual rates can be modified when employee contract changes occur.	A B C D
13.	County should have the option to export benefit and pay information into a text, CSV or Excel spreadsheet.	A B C D
14.	Program should have an alert or report that would detect comp time over 240 hours for non-sworn personnel and 480 hours for sworn personnel.	A B C D

15.	<p>A large section of reports can be generated to track leave and scheduling. Reports should include, but not be limited to:</p> <ul style="list-style-type: none"> a. Employees can view time balances and historic use of time off accruals. Viewing should be viewed as year to date, past year or specific date ranges. b. Overage reports that can determine the amount of hours in excess of a given amount, such as employees who have vacation accruals over 120 hours. The overage report would be for employees with 120 vacation hours over their allotted vacation time bank that they are about to earn for the next year. In other words, they could have 120 vacation hours and then be earning 80 vacation hours, for a total of 200 vacation hours and be okay. If they have 121 vacation hours and are 90 days out from their date when they would earn new hours for the next year, a notification is sent to the employee and supervisor. This alert could occur 90 days before the new time bank is earned, then 60 days, then 30 days, so that the employee and supervisor can work on scheduling vacation time off for the employee. c. Audit report shows when employee requested time off and when and who the supervisor was who approved it. d. Seniority reports by date of hire. e. Unused leave report to monitor accumulated leave not taken f. Leave analysis that shows how leave was taken by at least 19 different leave types. g. Projected future time off in calendar view for a group. h. Comprehensive report for every employee showing all leave type balances. Report should be available for year to date, past year or specific date range. i. Each leave type for all employees or groups of employees, showing total accumulation. For example, the total hours of sick time used for Road Patrol A Shift in a specific date range. j. Calendar view of who is currently off in a calendar day. For example, a daily roster. 	A B C D
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	k. County audit reports for total comp and vacation hours for each employee. The audit reports would be for all benefit hours as chosen and time frame desired. For example, there are three types of sick leave banks, comp, vacation and administrative leave.	
ONDUTY - Maintenance		
16.	Employees can be transferred between divisions or shifts as those transfers occur. This would be based on roles, not people. Roles would be Jail A Shift Sergeant is assigned to Jail A Shift Deputy. People are added and removed from roles as transfers occur.	A B C D
17.	New employees are added, former employees are deleted.	A B C D
18.	Schedules and groups are built to coincide with work shifts and ranks.	A B C D
19.	Vacation and sick hours accrued for part time employees are entered automatically to add to the bank of hours available for them to use.	A B C D
20.	Two part submission function - takes requests/approvals from employee/supervisor and then process them by another staff member to catch errors.	A B C D

ONDUTY - FUTURE FUNCTIONS		
21.	Work detail postings that allow employees to sign up for overtime or training.	A B C D
22.	Alert for employees who have exceeded their vacation accrual threshold.	A B C D
PART TIME HOURS SPREADSHEETS - FUNCTIONS		
23.	Although the county currently utilizes spreadsheets to accomplish the below tasks, the proposed system should replace the spreadsheet functions with an application where an employee will enter their time in and time out. A computation will total hours worked for each week and pay period. The program should allow for adjustments in the hours that would fall outside of the pay date range.	A B C D
24.	Allow part time employees to record their time in and out on their Excel workbook that contains up to 27 spreadsheets representing each pay period during the fiscal year. Based upon time in and out entered by the employee, the spreadsheet tallies the hours worked to provide a total hours worked for each 2-week pay period.	A B C D
25.	A separate Excel workbook has cells that contain code pointing to each employee's spreadsheet, taking the pay period and total hours worked to compute the earned benefits of sick and vacation, 1 hour of sick and vacation for every 26 hours of work. The amounts for sick and vacation are then entered into Onduty for the employee to use. The spreadsheet also looks at the previous 6 pay period total hours worked and computes and average day worked in order to provide holiday pay average. As an example, if an employee averages 4 hours per shift, they receive 4 hours of holiday benefit.	A B C D

PART TIME HOURS SPREADSHEETS - MAINTENANCE		
26.	New spreadsheets are set up each fiscal year for each of the approximate 50 part time employees.	A B C D
27.	Employees occasionally have problems with either deleting their spreadsheets, moving them or renaming them, which causes the link to the workbook that does the calculations to be broken.	A B C D
PAYROLL AND PREMIS - FUNCTIONS		
28.	Payroll system calculates the payroll every pay period from the regular pay (forecast 80 unless part-time), overtime pay (currently paper requests signed by employees, supervisors and division command), specialty pay, working out of class hours and longevity pay that is currently entered manually every pay period.	A B C D
29.	Request for pay variances (overtime, working out of class, specialty pay, longevity, etc) should be electronic and go through a workflow process before being implemented.	A B C D
30.	Each fiscal year, new pay scales and pay periods are set up in the database. When hours worked are entered, the system calculates the pay based upon the pay scales that are applied to each employee.	A B C D

31.	Reports are created each pay period, broken down by budget/division with individual employee pay data per pay period and year to date accruals. The pay types such as regular pay, overtime pay, etc. are in separate columns. Totals from these reports are balanced against the two spreadsheets and sent to the County Clerk's office for payroll. The County currently uses ADP for payroll processing.	A B C D
32.	The current system also tracks different types of overtime expenditures by allowing for a code to be applied to the overtime when it is entered. A report is generated from these codes and amounts. The report provides a list of names, hours of overtime and pay data for each individual, but will not calculate a grand total for the list. A grand total is desired.	A B C D
33.	Reports should include, but not limited to, pay type, or code, for grant reimbursement along with quarterly reports for County Fiscal Administration.	A B C D
34.	The County shall have the ability to build custom reports using Crystal Reports and/or SQL Server Report Writer.	A B C D
35.	The system should have the ability to export payroll data into a text, CSV or spreadsheet.	A B C D
36.	The payroll system should allow for the addition of new budget object codes and line items, pay scales or pay periods. For example, the typical fiscal year has 26 pay periods but some years have 27 pay periods. Also, some salaries are split between two different budgets, the system should be able to account for this.	A B C D

37.	The system should be able to handle step increases by referencing date of hire or promotion. The hourly rate should then be changed in the system based upon employees who are eligible for step increases.	A B C D
38.	A report should be available that indicates when employees are eligible for longevity pay.	A B C D
39.	The system should have the ability to handle suspensions, cash in comp, leave without pay and deductions in pay through an administrative workflow process.	A B C D
40.	Currently, Premis, or "personnel" portion of the system houses the employees' personal data to include name, date of birth, division/budget, hourly rate, hire date and promotion priority dates and list. Information also includes employee's history for hire date, pay changes, promotions, demotions, transfers, term date, etc.	A B C D
41.	The County shall be able to produce a report of assignment history, rank history, transfer history, sorted alpha by individual, with rank, assignment and dates effective.	A B C D
42.	System should be able to keep a history of team history: ESU, Search and Rescue, etc., and if they received Specialty Pay during that assignment.	A B C D

43.	<p>Required personnel reports include, but are not limited to:</p> <p>a. Overtime expenditure by code - overtime by coded type (approx. 150 types) is totaled for reporting purposes to County Fiscal Administration, grant funding and other agencies for reimbursement.</p> <p>b. Longevity report - printed annually lists anniversary dates and number of years employee is at for longevity rate.</p> <p>c. Step increase report - printed annually and lists next step and current step.</p> <p>d. Pay period report by division and employee for each pay period - total gross income broken down by regular pay, different types of overtime, longevity and specialty pay.</p> <p>e. Employee pay history - history by date in chronological order of hire, steps, longevity, promotions, annual contract increases, transfers, temp transfers, limited duty, resigned.</p> <p>f. Year to date reports - by division, employee, all divisions for pay periods 1-26 including regular pay, working out of class, overtime, on call, holiday, training and court.</p> <p>g. FTO, step and longevity also will print by pay period parameter</p>	A B C D
PAYROLL AND PREMIS - MAINTENANCE		
44.	<p>At the end of every fiscal year reports are generated and printed for each employee and for all types of overtime for the year. The current program is backed up for the entire 26 pay periods and the employee pay data is cleared out to allow for fresh data entry for the next fiscal year. Historic payroll data for the previous fiscal year should be available in the payroll application.</p>	A B C D

EXCEL SPREADSHEETS FOR THE COUNTY CLERK'S OFFICE - FUNCTIONS		
<i>These spreadsheets should be replaced and incorporated into the proposed system.</i>		
45.	<p>Currently, three (3) spreadsheets are generated and forwarded to the County Clerk's Office to report payroll.</p> <p>The first spreadsheet is used to break all regular pay (everything but overtime) down by budget and line item for our County budget tracking system called MUNIS. The County Clerk's Office takes the totals for each line item in each budget and makes the appropriate adjustments in MUNIS.</p>	A B C D
46.	<p>The second spreadsheet is used to upload all of the pay data for the pay period directly to ADP. The spreadsheet is broken down by codes for both employees and their departments. There are columns for regular hours worked, regular earnings, overtime earnings and then columns to put special codes and the amounts for longevity, specialty and comp conversion payouts for each employee. This spreadsheet is sent in email form to the County Clerk's Office along with special instructions for any pay changes, transfers, salary splits between budgets and step increases.</p>	A B C D
47.	<p>The third spreadsheet is an "overtime breakdown" used to break all of the overtime out into the correct budget and line item for MUNIS and the County budget. The Clerk's Office sends the payroll registers from ADP to the Sheriff's Office. The Sheriff's Office then balances the payroll registers against the payroll program printout. The spreadsheet is then forwarded with a memo notifying of any overtime budget transfers (deputies or civilians working overtime in other divisions).</p>	A B C D
EXCEL SPREADSHEETS FOR THE COUNTY CLERK'S OFFICE - MAINTENANCE		
48.	<p>The spreadsheets are printed out and filed for each pay period and archived at the end of every fiscal year. New spreadsheets are created to be filled in for the next fiscal year.</p>	A B C D

OTHER FORMS OR DOCUMENTS - FUNCTIONS		
49.	Employee Action Forms. The forms serve as a notification of new hire, change of personal information, change in pay information, change in budget/division and separation of employment	A B C D
50.	Personnel Status Forms are a Sheriff's Office form that notifies designated staff of transfers, hires, terms, promotions, demotions and temporary transfers/limited duties.	A B C D
51.	Overtime pay/comp requests - employees enter their overtime and working out of class on these forms. They are signed by the employee, their supervisor, division commander and the administrative commander before they are turned in for pay or to the On Duty administrator for comp time.	A B C D
52.	Payroll Deduction Approval Forms - employee's request leave of absence, leave without pay, or suspensions are initiated with these forms. They are signed by the employee, supervisor, division commander, administrative captain and either approved or denied by the Sheriff or Chief Deputy then turned in to Sheriff Administration to adjust the payroll accordingly.	A B C D
53.	Part-Time Hours Excel Sheets - (as mentioned above) part-time employees fill out the time sheets in a spreadsheet which is printed off showing the total hours to be paid. This sheet is signed by the employee, their supervisor and division commander before turning in to Sheriff Administration for pay.	A B C D

ORG PLUS ORGANIZATIONAL SOFTWARE - FUNCTIONS		
54.	Provide a visual layout of the Sheriff's Office organizational structure.	A B C D
ORG PLUS ORGANIZATIONAL SOFTWARE - MAINTENANCE		
55.	Software should allow for updates when employees are hired, transferred or terminated.	A B C D
ASSET TRACKER - FUNCTIONS		
56.	An asset management database that keeps track of inventory issued to employees.	A B C D
ASSET TRACKER - MAINTENANCE		
57.	The software should be updated when employees are hired, transferred or terminated or a change occurs in the equipment that is issued to them.	A B C D
LRMS - FUNCTIONS		
58.	HR database that stores demographic information regarding each employee.	A B C D

59.	<p>Reports should include, but not be limited to:</p> <ul style="list-style-type: none"> a. Employee name, address, phone number (alphabetical). b. Employee by date of hire. c. Employee by badge number (both sworn and civilian). d. Employee by badge number (just sworn). e. Employee by badge number (just civilian). f. Employee current assignment, units, teams or current assignment date. g. Employee emergency contacts. 	A B C D
LRMS - MAINTENANCE		
60.	Software should be updated when employees are hired, transferred or terminated or a status change occurs with their demographic information.	
ADDED FUNCTIONALITY NOT INCLUDED IN CURRENT PROCESS		
61.	Paperless workflow for overtime requests from the employee and approval by their supervisor. After approval, the overtime totals are automatically added to the payroll or comp totals.	A B C D

EXCEPTIONS/CLARIFICATIONS/COMMENTS

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

COMPANY NAME: _____

**Sarpy County, Nebraska
Time and Attendance Software Package
Bid Form**

Recurring Fees	
Per Employee	\$ _____
Per Pay Period, based on 250 employees/26 pay periods	\$ _____
Annually, based on 250 employees/ 26 pay periods	\$ _____
One Time Fees	
Implementation	\$ _____
Training	\$ _____
Maintenance Fees	
Year 2	\$ _____
Year 3	\$ _____
Year 4	\$ _____
Year 5	\$ _____
Year 6	\$ _____
Recurring Fees - 1st Option Period	
Per Employee	\$ _____
Per Pay Period, based on 250 employees/26 pay periods	\$ _____
Annually, based on 250 employees/ 26 pay periods	\$ _____

Recurring Fees - 2nd Option Period	
Per Employee	\$ _____
Per Pay Period, based on 250 employees/26 pay periods	\$ _____
Annually, based on 250 employees, 26 pay periods	\$ _____

***Prices are to be F.O.B. - 8335 Platteview Rd., Papillion, NE 68046**

Company Information:

Years in business: _____

of employees _____

Total sales last 3 years _____

References:

Company Name: _____

Address: _____

Contact Name: _____ Phone Number: _____

Fax Number: _____ Date of Purchase: _____

Email: _____

Company Name: _____

Address: _____

Contact Name: _____ Phone Number: _____

Fax Number: _____ Date of Purchase: _____

Email: _____

Company Name: _____

Address: _____

Contact Name: _____ Phone Number: _____

Fax Number: _____ Date of Purchase: _____

Email: _____

I certify that this bid is submitted in accordance with the specifications issued by Sarpy County.

I acknowledge receipt of the following addenda (if applicable):

Addendum #1 _____
Addendum #2 _____

Attachments: **Literature**
 Proposed Installation Schedule
 Training Program
 Maintenance Program Information

Company Name

Company Representative (Please print)

Authorized Signature

Telephone Number

Address

Fax Number

City, State & Zip

E-Mail Address

****NOTE: Sarpy County is tax exempt and will provide the proper form upon request.***

Exhibit "A"
AGREEMENT

This Agreement is entered into by and between the County of Sarpy, in the State of Nebraska, a body politic and corporate, and hereinafter "County", and _____, hereinafter "Vendor".

WHEREAS, County is desirous of contracting for Time and Attendance Software Package for the Sarpy County Sheriff's Office; and,

WHEREAS, the Vendor has been awarded this Agreement as a result of the bid made by Vendor in response to the Specifications and Request for Proposals prepared by County;

NOW, THEREFORE, for and in consideration of the declarations and mutual promises and covenants contained herein, the County and Vendor agree as follows:

I. DUTIES OF VENDOR:

- A. Services to be rendered by Vendor under this Agreement shall be all those services necessary and proper for the installation and materials for Time and Attendance Software Package in conformity with each and every term, condition, specification, and requirement of the Bid Specifications and the Bid submitted by the Vendor.
- B. All provisions of each document and item referred to in Paragraph A above shall be strictly complied with the same as if rewritten herein, and in the event of conflict among the provisions of said documents, the provisions most favorable to the County shall govern.
- C. Prior to the commencement of any work, Vendor will place on file with the Sarpy County Clerk, the required certificates of insurance, if applicable.
- D. The Vendor agrees to comply with the residency verification requirements of Neb. Rev. Stat. §4-108 through §4-114. The Vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Vendor is an individual or sole proprietorship, the following applies:

- 1. The Vendor must complete the United States Citizenship Attestation

Form, available on the Department of Administrative Services website at www.das.state.ne.us.

2. If the Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The Vendor understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. Sect. 4-108.

- E. Vendor will submit an invoice to County for work completed based on the amounts specified in Vendor's bid. Such invoices shall be submitted to:

Sarpy County Sheriff's Office
8335 Platteview Rd.
Papillion, NE 68046

- F. The County and Vendor hereto specifically acknowledge, stipulate and agree that each and every term of the Bid Specifications and the Vendor's bid constitutes an essential term of this Agreement, and that, therefore, any violation of any term, condition, provision, or requirement constitutes a material breach hereunder, for which County shall have every right under the law to terminate this Agreement, and obtain any and all relief necessary.

II. DUTIES OF COUNTY:

In return for full, faithful and diligent rendering of services set forth above, County agrees to pay to Vendor the amount specified in Vendor's bid upon submission of the required invoice and satisfactory completion of all required work.

III. BREACH:

Should Vendor breach, violate, or abrogate any term, condition, clause or provision of this agreement, the County shall notify Vendor in writing that such an action has occurred. If satisfactory provision does not occur within ten (10) days from such written notice, the County may, at its option, terminate this agreement and obtain an alternate provider to provide all required materials. This provision shall not preclude the pursuit of other remedies for breach of contract as allowed by law.

SAVINGS CLAUSE:

This Agreement shall be interpreted, construed and enforced under the laws of the State

of Nebraska. It is understood and agreed by the County and Vendor hereto that if any part, term, condition, or provision of this Agreement is held to be illegal or in conflict with any law of the State of Nebraska or of the United States, the validity of the remaining parts, terms, conditions, or provisions shall not be affected, and the rights and obligations of the County and Vendor shall be construed and enforced as if the Agreement did not contain the particular part, term, condition, or provision held to be invalid.

SCOPE OF AGREEMENT

This Agreement, along with the Bid Specifications, and Bid by Vendor contains the entire Agreement between the County and Vendor, and there are no other written or oral promises, contracts or warrants which may affect it. This Agreement cannot be amended except by written agreement of both the County and Vendor. Notice to the County and Vendor shall be given in writing to the agents for each party named below:

County: Ms. Debra Houghtaling
Clerk of Sarpy County
1210 Golden Gate Drive
Papillion, NE 68046

Vendor: _____

IN WITNESS WHEREOF, we the contracting parties, by our respective and duly authorized agents, hereto affix our signatures and seals in duplicate this _____ day of _____, 2012.

(Seal)

COUNTY OF SARPY, NEBRASKA,
A body Politic and Corporate

ATTEST:

Sarpy County Clerk

Chairperson
Sarpy County Board of Commissioners

Approved as to form and content:

Deputy County Attorney

Vendor: _____

By: _____

Title: _____

Attest:

Witness

Addendum #1

**Time & Attendance Software Package
For the
Sarpy County Sheriff's Office**

- Clarification #1: Should the County desire, the per employee fee may be extended to other departments. However, at this time the package is not anticipated to be extended.
- Question #1: Do you want us to include insurance paperwork matching your specific requirements or our general documentation of insurance which upon award can be updated and/or used to match requirements stated in section 14?
- Response: *Insurance documentation will be requested from the selected vendor upon execution of the agreement. Documentation of insurance is not required to be submitted along with the sealed bid.*
- Question #2: Is the requirement for a two year agreement with two, two year options a hard and fast requirement, or is it something we can take exception to, and negotiate, if selected?
- Response: *The purpose of the proposed term is to lock in the proposed price along with accounting for the time and effort spent by the County for implementation and staff adjustment. The County will not negotiate any sealed bid submitted by a vendor. The Vendor should list any exceptions to the bid and the County will determine if those exceptions are acceptable or not.*
- Question #3: There are sections in the RFP pertaining to payroll, HR, Asset Tracking, etc. It is my understanding the County is looking for a time and attendance solution for the Sheriff's Office. Would you like us to answer the questions with payroll, HR, etc. or like us to answer the questions strictly pertaining to time and attendance?
- Response: *As stated within the RFP, the technical specifications are descriptions of the systems currently utilized by the County and should be considered technical requirements.*

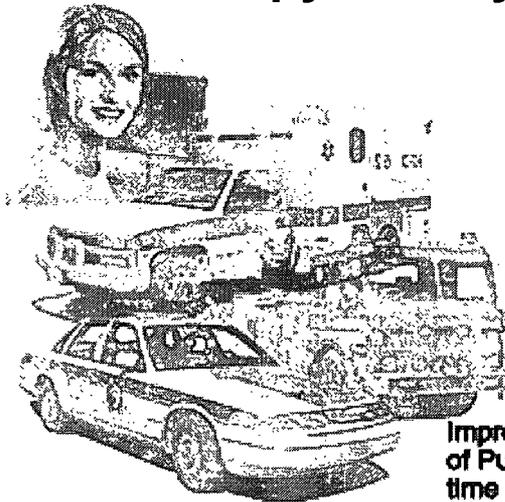
**All other terms and conditions remain unchanged.
Addendum must be acknowledged on the Bid Form.**

OSLSolutions

Experts in Workforce Management Solutions for Public Sector Organizations

Questions & Responses

Time and Attendance Software Package For Sheriff's Office Sarpy County Nebraska



**Proven,
Powerful
and
Highly Effective**

**Improving the day to day functions
of Public Safety Organizations...Saving
time and money**

OSLSolutions Inc.
200 Isabella Street, Suite 402
Ottawa, Ontario, Canada
K1S 1V7

Jeff Schubert
President & CEO
Sales@OSLSolutions.com
(888) 675 – 8255 Ext. 20

The information in this document is proprietary and will not be made public without the express written consent

Labor Contracts and Rules

- What method will the vendor use to collect the rules from the labor contracts in order to understand payroll and time computations for the Sheriff's Office employees? Currently, there are two labor contracts with benefit rules that vary with each.
- Rules may change in the labor contract through negotiations. How will the vendor accommodate the modifications necessary to stay in sync with changing benefit rules? What costs are associated to making the necessary changes?

OSLSolutions follows a structured deployment methodology which starts immediately upon project launch. OSLSolutions will solicit and review all the labor contracts and conduct interviews with key subject matter experts with the Sarpy Sheriff's Office. Based on these contracts and interviews, OSLSolutions will create a business analysis document that outlines how the product will be configured to meet your needs and requirements. This will be reviewed with the Sarpy project team for sign-off.

Upon sign-off OSLSolutions will configure the OSL product based on the requirements. The product will then be installed for joint acceptance testing.

OSL is a highly configurable product. Your application administrators will be able to make the majority of the configuration changes. If however you require OSLSolutions assistance to make the change(s), it would be covered by your annual maintenance.

Does the vendor have current law enforcement clients they have provided pay computations and time bank accrual solutions for? Please offer contact information for those agencies.

Yes, the majority of our clients across North America are Police departments. Our product specifically deals with the complexities of pay and time banks for Police departments. Here are some of our US customers and our contacts within those Police Departments.

Aurora, Illinois – Jennie Tennis – 630-256-3532 since 2003

Salt Lake City – Karen Mason – 801-799-3830 since 2000

Kristi Warden – Huber Heights Ohio - 937-237-3546 since 2007

Please provide an estimate for size requirements of server space if a Sarpy-hosted solution is selected to include approximate annual growth requirements per year.

The OSL product itself has a base size of 200MBs plus an additional 7MBs per user. This foot print will not grow substantially as data is stored within the OSL data base.

The OSL data base is MS SQL 2005 or greater. The OSL data base instance has a base size of approximately 500MBs. This is expected to grow by 500MB to 1 Gig annually.

We wish to clarify that the payroll solution for the Sheriff's Office is payroll preparation. Hours worked and total pay due to the employees are being computed by the Sheriff's Office, providing a gross pay amount that is forwarded to the County Clerk's Office to import into ADP. FICA, State, Health Insurance and other deductions are processed through ADP to give the employee a net pay amount. The vendor needs to provide an output file with the gross pay amounts in order for ADP Payroll Services to import them.

OSLSolutions will generate a payroll file in alignment with your current business practices. OSLSolutions utilizes pay cycles or batches within OSL to control the pay periods. These batches are what will be exported to your payroll system, ADP. A batch contains all payroll and exception transactions.

Each employee in the product will be configured as either full time or part time.

- All full time or regular pay employees will have 80 hours for the pay cycle. These 80 hours will be exported as a lump sum salary value. All other pay and exception transactions within the batch will be exported as unique values.
- All part time employees will have the actual number of approved work hours summed by employee in the file.

Detailed payroll reports are also available within OSL.

The County has software called Munis, where the dollar amounts for payroll are deducted from County budget line items. Is the vendor able to provide output for Munis to import into their system? Is this included in the pricing that was provided in the response to the bid request?

Yes, OSLSolutions comes with a built in Munis Interface. This is part of our core product and available at no additional cost.

The Sheriff's Office does not desire a system that requires full time employees to clock in and out in order to generate pay. The Sheriff's Office would like 80 hours of pay to be provided automatically to all full time employees in a two-week pay cycle. Pay exceptions that might occur, such as overtime or deductions, would then be added to that amount. Can the vendor provide this service?

OSLSolutions provides this as part of our core product.

- All full time employees will be configured as full time with a default of 80 hours in the payroll export, even though their schedule maybe for more or less work hours within the pay cycle.
- All overtime within the pay period will be included in the export file.
- The export file can also include dollar value transaction.
- Exceptions will also be included in the payroll export file.

OSL provide detailed payroll reports that outline all transactions in the batch/pay period.

The Sheriff's Office does desire a method for part time employees to record their hours worked and have those hours totaled. The total hours worked will need to be computed into sick, vacation and holiday based upon the number of hours they work. Can the vendor provide method for the part time employees to enter their hours without using a time clock system?

Employees can be configured as part time in OSL.

- All part time employees will electronically submit their work hours to their supervisor for approval.
- Upon approval those pay transactions will be included in the next open batch and will be export to payroll.
- The payroll export will sum all the part time pay hours per employee.

The "computed into sick, vacation and holiday based upon the number of hours they work" will need to be implemented for the Sarpy Sheriff's Office. This would be a new feature that will be implemented at no cost to you and will be implemented prior to implementation.

The Sheriff's Office requires dollars along with hours of work in its output for reports and ADP and Munis. Can the vendor fulfill this requirement?

Yes, OSL tracks both hours and dollar values on each transaction.

- The Payroll Export file to ADP will contain hour and dollar values.
- All OSL reports include hour and dollar values.
- OSL takes into account employee salary changes during a pay cycle.

Step increases occur automatically within the OSL product. Grade changes or promotions are managed through the Classification change process in OSL.

It should be noted that full time employees are paid current for regular scheduled hours (80). Part time employees are paid in arrears.

OSL will support this by defining two different pay cycles. One pay cycle will be for Full time and one for Part time employees. This will mean two separate exports to ADP.

The Sheriff's Office desires a workflow for supervisors to approve part time hours, overtime and other pay exceptions. Are supervisors Role-based, or are they based on specific people?

This work flow will be defined during the business analysis phase of the project.

- Full time employees will be able to submit exception and overtime transactions to a supervisory position, a named supervisor, or a group of supervisors for processing.
- Part time employees submit their work hours to a group of supervisors for approval.
- Supervisors can delegate their approval authority while away from the office.
- Transactions can be defined as requiring 1 or more levels of authority.
- Supervisors are notified by email that they have transactions in OSL requiring their attention.
- At payroll export time, a detailed report is available containing all transactions that have yet to be processed for this pay period.
- OSL application administrators have access to the Master Authorization feature where they can approve transactions on behave of a supervisor.
- Audit reports are also available to determine who approved or declined a transaction.

Supervisors are role based and filtering can be used to control/restrict what employees they can view and manage in the application. Security roles can be assigned to one or more supervisors. Security roles can also be created as required.

We have over 50 supervisors who approve time off and approve pay exceptions. The software will need to accommodate this many supervisors. If pricing is extra based upon the number of supervisors, please provide that pricing.

OSLSolutions is providing you with an enterprise wide software license with no restriction on the number of users or types of users.

Full time employees who receive 80 hours of pay do not need to go through a supervisor for approval for those 80 hours worked. Overtime and other pay exceptions for full time employees do need supervisor approval.

OSLSolutions does not require that full time employees submit their regular work hours for approval.

Full time employees can view their upcoming schedules as well as historical schedules in OSL.

OSL will be configured to determine what transactions a full time employee can submit to their supervisor for approval. Overtime transactions can be submitted with overtime registers or cost center information. Notes can also be added to all submissions.

Employees can also submit leave or vacation requests in OSL. These can be single date events or date range. This functionality can be used for vacation bidding.

Supervisor can approve, decline, or send a transaction back to an employee for repair.

How often are software upgrades released? Are the software upgrades included in maintenance, or are there outside costs associated with the upgrades? If there are costs for the upgrades, please outline what those costs would be.

OSLSolutions provides quarterly software updates. These updates include new features, product improvements, and defect repairs. As an example OSLSolutions implemented a Quarter Master feature, Master Roster, and Employee evaluation features in 2011 and made them available to all customers at no additional cost.

All software updates are included in your annual maintenance.

Is there a limit to the number of software clients (seats)?

OSL supports an un-limited number of seats. No seat restrictions will be place on this purchase of an enterprise wide software license.

Does the product require an end-user client installation? What is the client application using Access...NET, etc.? Do client updates require interaction to do updates or are updates automatic?

OSL is a server side application. There is no client installation required. OSL is integrated with Windows Authentication.

The OSL product is self updating. When OSLSolutions posts a new update, your system administrator will log into OSL and invoke the update process. The update process will download the new update and update the product to the most recent versions.

Is the client Windows 7 compatible?

OSL is Windows 2000 to Windows 7 compatible.

Off-Duty Employment - Can the product provide tracking of off duty jobs, to including posting of the job and providing employees a method of responding to those postings?

OSLSolutions provides a complete off-duty job feature in the product.

1. All off Duty jobs are posted for employees to bid on.
2. Notification of all new off-duty jobs are e-mailed to officers.
3. Officers log into OSL and can review and register for the off-duty jobs they are interested in.
4. At a cut-off date the duty officer will select the appropriate candidate(s) who will then be scheduled for the off duty job. Employees are sent email notifications of the award.
5. Successful candidates are then electronically scheduled for the off-duty job and will appear on the duty rosters and schedules.
6. Sign in sheets can also be printed for the off duty job.

This process can also be used to publish and award overtime shifts.

Are there items that are outlined in the bid response that are not included in the pricing? If so, please provide pricing for those items.

OSLSolutions does not foresee any additional project costs at this time.

Please describe your method of responding to customer service requests? Do you have a specific time guarantee of responding to requests?

OSLSolutions provides real time help desk support Monday to Friday 8:30 am to 5:00 pm (Est) via our toll-free number. For evenings and weekends, e-mails to our helpdesk will be answered within 30 minutes by email or a phone call.

There are no restrictions placed on the number of calls or emails our customers can ask. We invite our customers to ask us questions about the product or how to questions. We also will put our customers in contact with each other to share best practices.

All reported software issues will be addressed. All emergency defects will be repaired within 24 hours. All other defects will be fixed in the next quarterly update.

Your company outline indicates 3 employees. How can OSL assure Sarpy County that it has the resources available to provide a sustainable, long term supported product?

OSLSolutions has 3 full time employees. OSLSolutions supplements its staffing through contractors. These contractors are hired as required to supplement our on-demand requirements. This help keeps our operational costs down and making us a much more efficient organization. OSLSolutions utilizes contract resources for our corporate finances, legal issues, customer training, and project management. OSLSolutions also utilizes contract software development resources as required.

Please contact any of existing long time clients who can attest to the high quality of support they have received over the past 12 years.

Below is a summary of your bid prices. Please clarify.

OSLSolutions uses a single one time enterprise wide licensing fee based on the number of employees at contracting time. OSLSolutions attempted to break our licensing fee down into your bid form but this gave a misleading price. Our licensing fee (\$10,000.00) should have been added directly into the implementation fee as a one-time cost of \$40,000.00 and a total project cost of \$74,500.00.

OSLSolutions	
Per Employee	N/A
Per Pay Period	N/A
Annual	N/A
Implementation	40000
Training	2500
Maintenance Year 2	6000
Maintenance Year 3	6000
Maintenance Year 4	6000
Maintenance Year 5	6500
Maintenance Year 6	7500
Total as Bid	74500

Deb Houghtaling Sarpy County Clerk

Renee Lansman
Chief Deputy

1210 Golden Gate Drive • Papillion, Nebraska 68046-2895
Phone: 402-593-2105 • Fax: 402-593-4471 • Website www.Sarpy.com • Email: Clerk@sarpy.com

September 14, 2012

Jeff Schubert
OSLSolutions
200 Isabella Street # 402
Ottawa, Ontario, Canada
K1S 1V7

Dear Mr. Schubert,

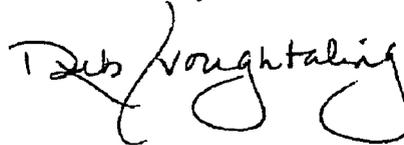
Action by the Sarpy County Board of Commissioners on September 11, 2012 is as follows:

Public Hearing and Resolution 2012-286: Award bid for time and attendance software package for the Sheriff's Office and Communications Department.
Beth Garber, Purchaser

MOTION: After a public hearing, Thompson resolved, seconded by Nekuda, to approve the resolution and accept the lowest responsive bid of OSL Solutions in the amounts listed within the sealed bid. Further, the County Clerk's office is directed to return the unopened late bid of Payroll Maxx to the vendor. Ayes: Hike, Thompson, Richards, Nekuda & Warren. Nays: None.

Attached is the above referenced agreement for your files.

Sincerely,



Deb Houghtaling
Sarpy County Clerk

Enclosure
DH/cv