WASHINGTON STATE UNIVERSITY

Modernization Initiative

Washington State University

RFP 27-RAVP0002 – ERP Software Solution
Software Demonstrations

Introduction

Total allocated time: 30 minutes

Session Objective

Provide an introduction to your company for Washington State University participants.

Items to Demonstrate

1. Introduction to team and presenters.
2. Discuss your company's history and vision, emphasizing cloud offerings.
3. Discuss your current product, focusing on SaaS offerings in Higher Education and pinpoint the solutions available for a research institution.
4. Discuss differentiators to direct competitors in the market.
5. Summarize the product roadmap for the next 5 years as it impacts functionality useful for a research institution.
6. Discuss a current, similar research university installation to include modules in production and the timeframe for the implementation. What were the major success factors and challenges?

Q&A Session

Day In The Life Of / Perspective

Total allocated time: 1 hour and 45 minutes

Session Objective

The Day In The Life Of / Perspective sessions are intended to serve as a primer of system functionality and how it relates to the work people need to do. These sessions will be high level and brief to allow a broad range of users, with different roles and responsibilities, a preview of how they might interact with the system. The later, Features & Functionality sessions will focus on specific details and how-to's for actions such as Travel, Time and Leave, Payroll and Benefits, Purchasing, Grants Management, and Budget Control.

Items to Demonstrate

Allocated time for Faculty/Principal Investigators: 50 minutes, including questions

Faculty/Principal Investigators:
Intended audience: Individuals whose activities may include teaching, research, service, supervising students and staff, managing programs, grants and other sponsored projects (academic and non-academic), and other creative and professional activities.

Below are highlights of functions and activities that WSU faculty and PIs might want to do, or need to do, on a daily basis within a single system.

1. Show examples of items that can be viewed.
    a. Post-award grant management activity (e.g. budgets, expenditures, F&A, cost share, etc.).
    b. Notifications/alerts (e.g., upcoming end dates, new award setup, actions needing approval).
    c. Reports (e.g. active projects, budget vs actuals) and drill-down capabilities within reporting tool.
2. Show examples of actions that can be taken.
    a. Initiate a new purchase.
    b. Sign expense reports as approver and traveler (demonstrate how this would look from a mobile device).
    c. View, adjust, or certify time allocated to a particular grant or activity (Effort/Payroll certification).
3. Show examples of the available self-service options (e.g. view paycheck information, leave balances, benefits/retirement selections, etc.).
4. Show additional in-system, delivered functionality or tools to eliminate the administrative burden on busy faculty and PIs.

Q&A Session

Allocated time for All Employees and Staff/Administrators/Managers: 50 minutes, including questions

All Employees:
Intended audience: Any classified or professional WSU employee.

Below are highlights of functions staff may do apart from their daily tasks.

1. Show examples of the available self-service options (e.g. view paycheck information, leave balances, benefits/retirement selections, etc.).
2. Show examples of things that can be done on a regular basis (e.g. request leave, submit time report, etc.).

Staff/Administrators/Managers:
Intended Audience: Individuals whose activities may include fiscal management, supervising employees, initiating/routing transactions, reconciling information, and approving/disapproving actions.

Below are highlights of functions and activities that are relevant to a broad range of employees (with different roles and responsibilities) who may need to initiate or approve transactions on a daily basis, within a single system.

1. Show examples of actions that can be initiated.
    a. Travel authorization.
    b. Create a new position.
2. Show examples of actions that need to be reviewed.
    a. Travel authorization (approve request initiated above).
    b. Time and leave (approve request initiated during the *All Employees* perspective).
    c. Purchase (approve request initiated during the Faculty/PI perspective).
    d. *For one of the actions above, please show how to add a temporary delegate or proxy.*
3. Show an example of how an action in one area/module automatically updates other areas/modules.
4. Show examples of information that can be viewed with reporting tools and/or dashboards:
    a. Financial activities (budget to actual, expenditures, revenue, etc.).
    b. View from different perspectives (e.g. report on department, college, campus, or University).
    c. Notifications/alerts (e.g. end date approaching for funding or a position).

Q&A Session

General Cross-Functional

Total allocated time: 40 minutes, including questions

Session Objective

Demonstrate the system's user interface including navigation and user capabilities, how users can search for data, how electronic workflows are routed and approved, document management, and communications and notifications.

Assumptions: The system looks and acts the same across a variety of browsers and actions can be approved on different mobile devices. If there are situations where device standards change how a user interacts with the software, describe and point out those differences.

Items to Demonstrate

1. Discuss and demonstrate the user capabilities and navigation features:
    a. Navigate between different screens and modules (e.g. from Accounts Payable to Payroll to Leave).
    b. Show how the screens operate and include any helpful features such as form validation, spell check, etc.
    c. Users can configure their screens or navigation options to be specific to their needs.
    d. Users can access both general, online help and context-sensitive help.
    e. The system is accessible to all and is compliant with section 508 of the Rehabilitation Act.
2. Demonstrate how users can search for different types of data or functions (e.g. searching for an employee).
3. Demonstrate the capabilities for automatically routing requests for approvals and notifications using electronic workflow functionality. Show how:
    a. A typical transaction is started.
    b. The transaction is routed to the relevant individuals for approval and how they are notified that they are required to perform an approval.
    c. Temporary delegates can be added.
    d. An informational copy of the transaction can be sent to relevant individuals.
    e. Electronic signatures are supported in the workflow process.
    f. Current and previous workflows can be viewed in the software.
4. Discuss and demonstrate how the software supports one-time data entry and how the new data impacts other modules:
    a. Recording additional hours for an overtime eligible employee to a prior period in the Time module and how that impacts the Payroll module.
5. Demonstrate the document management functions that can be performed within the software, without acquisition or integration to other document management/imaging software:
    a. Scan and attach documents to relevant records.
    b. Document search and recall.

   c. Marking documents for purging in alignment with a document retention schedule, and how to “flag” documents so they are retained and not purged.
6. Discuss and demonstrate how the software handles communications and notifications for single and mass transmissions. For example:
   a. A regular, mass communication informing employees of payday and how to access their earnings statement.
   b. A notification to a Principle Investigator that a funding end date is approaching.
   c. Show the different mediums in which the messages can be sent (e.g. email, SMS/text messaging etc.).

Q&A Session

HR Management

Total allocated time: 25 minutes, including questions

Session Objective

Provide an overview of how management of policies, organizational structure, and employee master records and profiles occurs within the ERP system.

Assumptions: Policy management includes Federal and State regulations, WSU policies, collective bargaining agreements, and employment contracts. Policies are updated with effective dates while maintaining historical business rules.

Items to Demonstrate

1. Show how to manage and make changes to rules, regulations, policies, agreements, etc.
2. Create/configure an organizational structure in a multi-campus environment with hierarchy roll up between positions and departments from one level to the next, and ultimately to the head of the institution. Show how changes can be made to the structure.
3. Explain the relationship of the HR organization (supervisor/employee) structure to the accounting structure. Include the relationship of the HR organization across the system, including workflow and security.
4. Respond to this scenario: The Housing department is moved from the Business area to the Student area. Demonstrate:
    a. The changes to the organizational structure.
    b. The immediate impacts of the changes for HR, Payroll, Finance, and reporting.
    c. The impacts on historical reporting for the department and both areas.
5. Discuss/Demonstrate how to manage employee master records (i.e. date of birth, education level, gender, ethnicity, citizenship, military status, disability status, etc.) and employee profiles (i.e. work schedules, work permits, credentials, required training to maintain licensure, etc.).

Q&A Session

Classification and Compensation Management

Total allocated time: 20 minutes, including questions

Session Objective

Provide an overview of classification and compensation management capabilities, including configuring and maintaining classifications, benchmarks, and multiple pay classes and salary grids for different employee types with single entry across modules.

Assumptions: Special pay can be done for a classification across the university (i.e. all positions within the classification of "Veterinary Specialist 2" is raised from range 37 to range 44), and for specific positions within the same classification (i.e. position 12345 is raised from range 35 to range 37, however position 67890 is within the same classification but remains at range 35).

Items to Demonstrate

1. Demonstrate the setup and maintenance, including effective dating changes, of:
    a. Classifications for different employee types.
    b. Salary tables, including the pay grades, pay ranges, minimum, mid-point, and maximum amounts, and special pay, for different employee types.
2. Discuss/Demonstrate real time compensation minimums, maximums, and averages, by job title and by employee type, including compensation and market analytics tools to make salary decisions.
3. Demonstrate the link between job classification and salary tables across modules (positions, personnel, payroll, etc.).
4. Show tools available to identify and report on statistics, such as employee groups with high turnover.

Q&A Session

Position Management

Total allocated time: 45 minutes, including questions

Session Objective

Provide an overview of position management. Demonstrate how a position can be budgeted and expensed against multiple budgets that cross departments, colleges/areas, and or campus authorities. Provide an overview of managing positions for different employee types, as well as position descriptions.

Items to Demonstrate

1. Manage position descriptions for different employee types, including:
    a. Creating a new position description.
    b. Requesting changes to a current position description that may or may not result in a job title change.
    c. How users can see what changes were made prior to and after approval.
    d. How the history of the position description is saved.
    e. Self-service options for an employee to view their position description as well as the supervisor or department administrator's ability to view all subordinate/assigned position descriptions.
2. Create different types of position configurations. Include configuring a position for an affiliated organization (e.g. a Board, Affiliated Faculty) that is unpaid.
3. Features available to:
    a. Spread position budgeting across multiple funding sources, including at different units or campuses. Is there a limit to the number of funding source lines available?
    b. Make permanent and temporary changes to the budgeting structure, aka Chart of Accounts, distributions (funding sources) associated with positions and the individuals within those positions.
    c. Effective date changes and maintain a history of when changes are transacted, including the authorizing party(ies).
    d. Provide a hard stop or warning when budget is not available.
4. Demonstrate tools available to utilize position management in budget management and planning, including options to account for salary savings generated from vacant positions.
5. Assign and maintain positions, including how to automatically assign a position number based on configuration/logic and how a user manually assigns a position number.
6. Demonstrate the link between positions, job classifications, and salary tables, including single entry across modules.

Q&A Session

Budget

Total allocated time: 1 hour and 40 minutes, including questions

Session Objective

Provide an overview of Budget capabilities including; budget approval, budgetary control at multiple levels, operating budgets, budget revisions, encumbrances, routing & approvals, and reporting.

Items to Demonstrate

1. Demonstrate the creation of a departmental budget (including expenditures, revenues and position line budgeting) including:
    a. How the budget is finalized and moved from the budget development phase into accounting production.
    b. How department rolls up to a college budget, a campus budget and the overall University budget.
2. Show the delivered features to control budgets and prevent improper spending including:
    a. Available control levels (error, warning, no control)
    b. Setting thresholds or tolerances
    c. Budget error override features
    d. Notification options (e.g., account goes in deficit)
    e. Control at chart field level (objects, fund, etc.)
        i. How are restricted funds protected from unallowable expenditures?
        ii. How does the system prevent moving budget between certain fund types?
3. Describe how the system handles encumbrances and how these affect the balance available to spend.
4. How does the delivered software use the Chart of Accounts to track Budget vs Actual?
    a. Produce a budget vs actual report for a department manager, a Principle investigator on a grant, and the University as a whole.
5. Demonstrate how budget can be carried forward from year to year and how permanent budget allocations (the same baseline budget every year) work.
6. Show how a project budget not on a fiscal year might be integrated into overall budget reporting. Create a budget report for a Principle Investigator who manages a portfolio of grants.
7. Show how the central budget office might stay informed of large budget variances and overspending.
8. Show the process by which budget may be moved within and between departments and the effect on historical reporting.
9. Show how budget is tracked for an employee position, including benefits based on actual and based on benefits rate.
10. Discuss how the system handles mandatory spending cuts, freezes and mass salary increases.
11. Describe how the software handles pre-encumbrances or commitments (University commitments that have not yet reached the stage of encumbrances).

12. Demonstrate typical approvals and central Budget Office activity related to a new year's budget.
13. Discuss how budget integrates with the Financial and HR modules.
14. Demonstrate the software's delivered planning and forecasting tools.
15. Describe how "what-if" analysis can be used throughout the budget development process.

Q&A Session

Talent Acquisition Management

Total allocated time: 45 minutes, including questions

Session Objective

Provide an end-to-end functional demonstration of the recruitment system from all perspectives; external applicant, current/former employee, and retiree; as well as from the human resources and department hiring manager perspectives. Show how a job is posted, application processes, applicant search and management options, and position offer processes.

Assumptions: Recruitment processes and details, including job postings, required/requested information on applications, and hiring checklists, are different by employee type (i.e. Faculty, civil service, administrative professional), and by candidate group (i.e. internal departmental candidates).

Items to Demonstrate

Respond to this scenario: For an open rank Faculty position where job title depends on the candidate's skills and experience, demonstrate/discuss the following:

1. The full cycle of a job posting where multiple positions will be filled from one posting, or posting to get an applicant pool that remains open for a long period of time as positions are filled out of one posting. Include:
    a. Submitting and approving the request to recruit for a position, creating a new job posting, posting the job, updating and extending or reposting the posting, and filling or canceling the posting.
2. The full cycle of an applicant from all perspectives (applicant, hiring manager, and human resources), including viewing (such as in a dashboard) status and in progress/needed actions (including application status for an applicant, hiring checklist for a hiring manager, etc.). Include the following:
    a. The setup/creation of an applicant profile, updating an existing profile, and how details transfer or are applied between different application types (i.e. a faculty application vs. an administrative professional application).
    b. Various job search capabilities, saving job searches, and receiving alerts (such as: a job you may be interested in has just been posted, or a job search you saved is about to close).
    c. The process for applying to a position, applying to multiple positions at once, and saving an application to finish at a later date. Include the following:
        i. Attaching various documents to an application (i.e. curriculum vitae, cover letter, writing sample, large creative works, etc.).
        ii. Requesting letters of references to be submitted on their behalf, how the information is tied to their profile and job application.
    d. Options to filter out applications for those who are ineligible to apply for positions based on criteria (such as applicants who don't meet minimum qualifications, etc.).
    e. Circulating batches of applications to search committees for evaluation.

   f. Automatic evaluations, ranking, and other automated features, as well as manual review of application materials and letters of references and manual adjustments to evaluations and ranking.
3. The job offer and acceptance process and the hiring process, including job title and salary determination and the process for changes to salary based on negotiation, employment status determination (i.e. permanent, probationary, trial service). Include:
   a. How adjustments to the process can be made for a new employee, a previous WSU employee, a previous State of Washington employee, an existing WSU employee (also discuss whether it is a transfer or separation and rehire), and for an existing State of Washington employee.
   b. Once an applicant accepts an offer, how the process can be adjusted for an applicant who withdraws prior to their start date, a hiring manager who withdraws an offer to a candidate prior to their start date, and a change to a start date or salary prior to the start date.
4. Discuss equal opportunity reporting and levels of security for department hiring managers vs. central equal opportunity office to review data throughout the recruitment process.
5. Demonstrate the link between talent acquisition and other modules across the system (i.e. position, benefits, payroll, personnel, etc.).

Q&A Session

Personnel Management

Total allocated time: 1 hour and 15 minutes, including questions

Session Objective

Demonstrate personnel administration capabilities, including person master record and single entry of data across modules. Provide an overview of employee record lifecycle and relationship management: onboarding, classification changes, compensation changes, transfers, and separations.

Assumptions: Personnel actions can be requested by management or by employees, and can be approved, denied, or approved at something other than what was requested (i.e. 15% salary increase may have been requested, however was approved at 10%). Personnel actions can also be effective in the future, as well as retroactive actions effective in the past.

Items to Demonstrate

1. How does an applicant, an administrator, and human resources participate in the onboarding process? Include any tools available to show complete/incomplete activities (such as a dashboard).
    a. How is the onboarding process adjusted for a new hire, rehire, and transfer?
    b. Include how the system supports onboarding activities (i.e. facilitating orientation, training, issuing equipment, security and access, payroll data, benefits enrollment, etc.) prior to and after actual start date.
2. Discuss/Demonstrate how to manage work authorization process, including tools to notify employees and administrators of actions required, expiring documents, and document storage. Demonstrate:
    a. How updates to I-9 records are made, created, and stored.
    b. How records are automatically archived or deleted.
3. Demonstrate tracking and managing different types of appointment assigned to an individual. Include the following:
    a. Managing employees in concurrent positions or in more than one employee type (e.g. a civil service employee takes a temporary hourly position for additional work. Demonstrate what the supervisor in both departments can view of the other appointment, such as hours worked).
    b. Managing employees in concurrent positions that exceed 100% fte (i.e. overload).
    c. Tracking and automatically adjusting probationary periods for civil service employees.
    d. Appointment history in an employee record (for example, a retired employee is rehired in a new position).
4. Demonstrate different types of personnel actions (i.e. a change in position title (promotion or demotion), salary, temporary stipend, full-time equivalency, fair labor standards act, etc.) from creation, routing, and through finalization. Include how the information is viewed across relevant modules (i.e. position management, payroll, benefits, etc.).

   a. For a retroactive salary change, how is the change reported to the employee, the unit, and payroll, and how is an "effective date" actioned so the adjustment is only valid for a set date moving forward and not for all of the employee's history?
   b. Show the link between personnel and appointment changes across the system (i.e. position management, payroll, etc.). Include how personnel actions trigger additional processes (i.e. employee type change from civil service to administrative professional triggers retirement options, leave accrual changes, and new rule sets).
   c. What communication tools are available within the system to notify employees of approved actions? Include ability to provide different language depending on the action, employee type, FLSA status, timing of action, etc. (i.e. appeal options should be included for actions on a staff position, and PID language may be needed for retroactive actions depending on employee type and type of action).
5. For salary increases, demonstrate the interaction of salary/compensation processes with the following:
   a. Date of event (starting with date of hire through present/term date).
   b. Type of event (hire, rehire, merit increase, promotion/demotion, transfer, equity adjustment, salary grade change, leave of absence/return from leave of absence, Time% change, termination/retirement/lay-off/deceased/etc., over base payment, bonus payment).
   c. Details after event, including job title, position number, dollar amount and percent increase/decrease, and base salary.
6. Show how the personnel/appointment history of an employee is tracked, including all associated position information, along with change reasons and comment history.
   a. Calculate length of service and seniority in multiple ways utilizing different business processes.
7. Discuss/Demonstrate how an employee, an administrator, and human resources participate in the offboarding process? Include any tools available to show complete/incomplete activities (such as a dashboard).
   a. Discuss/Demonstrate how the system supports offboarding activities (i.e. retrieving issued equipment and keys, removing security and access, automatic calculation of pay and accrued/remaining vacation time for final payout, notifications/alerts for balances owed such as parking or library, cancelation of benefits and automatic COBRA notification, etc.) prior to and after end date.
   b. How is the offboarding process adjusted for retirement, death, voluntary separations, and involuntary separations?

Q&A Session

Leave Administration

Total allocated time: 45 minutes, including questions

Session Objective

Demonstrate leave requests and approvals for a variety of leave types, and how calculations, payments, loss, payout, shared leave pools, etc. are tracked and integrated with other functionality such as payroll and benefits.

Assumptions: Employees can view leave balances and request leave through a self-service portal. At WSU, leave is accrued at the end of each month and employees are paid bi-monthly (10th and 25th of the month).

Items to Demonstrate

1. Demonstrate how leave accruals are calculated for all employee and leave types (e.g. annual and sick leave) based on relevant business rules. Below are examples of annual leave accrual at WSU:
    a. Administrative Professionals accrue annual leave at 16.67 days per month.
    b. Civil Service employees accrue annual leave at different rates based on length of service. Someone in their first year of employment accrues at 9.33 days per month. Someone in year 18 of employment accrues at 14.67 days per month.
2. Show how to view leave balances (e.g. current balances, total accrued, taken, donated, received from donors, paid out on separation) for several different types of employees, such as salaried manager, staff with multiple assignments, part-time research assistant.
3. Demonstrate how an employee can request leave of any type and edit the request when:
    a. An employee can only request leave they are eligible for based on the business rules associated with their position.
    b. An employee is notified when they request more annual leave than they have accrued, and how they update their request, via a workflow.
    c. Show how an employee can edit a previously approved request and how the supervisor is notified.
4. Demonstrate how leave requests are routed to the appropriate individuals for approval and how employees can view the status of their request. Show:
    a. The standard chain of approvers.
    b. An alternate process if one of the approvers is unavailable.
    c. How an employee can view the status of their leave request.
5. Demonstrate how departments can manage professional leave for faculty (also known as sabbatical leave) for:
    a. Professional leave is requested, approved, and tracked.
    b. The process for gathering and storing required documentation.
    c. A faculty member's Full Time Equivalent rate changes due to taking professional leave, emphasize how this change triggers processes in other functions.
6. Show how the system manages manual adjustment of starting leave balances and length of service for new employees to WSU who are transferring balances from other state entities. E.g.

   a. An employee coming from University of Washington to Washington State University can transfer their leave balances and length of service. This typically involves written verification of the balances from the previous employer.
7. Demonstrate how leave Without Pay (LWOP) is recorded for authorized and unauthorized events and how LWOP impacts other modules:
   a. How LWOP is recorded.
   b. How accruals are impacted when continuous LWOP reaches a trigger point (e.g. In certain cases when a Civil Service employee takes 11 or more full days of LWOP they do not accrue any leave and the date their accruals increase is deferred).
8. Demonstrate how Medical leave can be managed and tracked by the central Human Resource Services department (HRS):
   a. Family Medical Leave, and other protected leave types, are managed by tracking requests, eligibility, and usage by event or over a 12-month period. For example, an employee requests medical leave for himself and as a separate request, medical leave to provide care for his mother.
   b. Appropriate individuals within HRS or departments can generate ad hoc reports.
   c. Appropriate individuals within HRS or departments are notified by triggering thresholds (e.g. leave usage or request).
   d. Discuss how the software could manage shared leave requests, donations, usage for event, and usage over length of service for employee, and return of unused leave.

Q&A Session

Time Tracking

Total allocated time: 30 minutes, including questions

Session Objective

Demonstrate time entry and approvals, and how approved time integrates with other functionality such as leave administration, payroll, and benefits.

Assumptions: Methods of recording and tracking time worked include work schedules, timesheets, and clock in/out. Payroll at WSU is administered on semi-monthly, lagged pay cycles (with pay periods of the 1st through the 15th and the 16th through the last day of the month) normally paid on the 10th and 25th of the month. Overtime for the majority of overtime eligible employees begins after 40 hours have been worked in a work week.

Items to Demonstrate

1. Show how overtime eligible employees can record time worked using positive and exception based methods.
2. Demonstrate how edits are made to recorded time, or adjustments made to pre-built schedules by:
    a. An employee
    b. A Supervisor or Manager for employees who are active or separated
3. Show how overtime is calculated using the following scenarios:
    a. The work week and pay period do not line up (e.g. the pay period ending on the 15th of the month falls on a Wednesday) for an employee who worked 45 hours and took two hours of sick leave during a regular work week.
    b. An employee with multiple positions (e.g. an employee works 40 hours, Monday to Friday in one position, and six hours on a Saturday in another position). Also show how total hours for the employee are calculated.
4. Demonstrate the routing of time sheets to the appropriate individuals for approval. Show:
    a. The standard chain of approvers.
    b. An alternate process if one of the approvers is unavailable.
5. Discuss how supervisors and managers manage time tracking, funding, and reporting. Show how:
    a. A position's default funding can be adjusted for a single payroll instance.
    b. Work schedules can be created, edited and assigned to one or more employees, positions, or employee groups.
    c. Retro-active data can be entered and submitted to payroll, for example hours that need to be entered, approved, and paid for a prior pay period.
    d. Office and payroll managers can see if any active employees, who record time, will be impacted by missing approvals or unresolved time sheet issues.
6. Demonstrate how approved time is submitted electronically to payroll.

Q&A Session

Payroll

Total allocated time: 1 hour and 30 minutes, including questions

Session Objective

Provide an overview of payroll capabilities, including configuring payroll, initiating payroll for an employee, deductions and employer contributions, pay schedules, paying employees, adjustments, verifications, and auditing payroll processing results.

Assumptions: Payroll at WSU is administered on semi-monthly, lagged pay cycles (with pay periods of the 1st through the 15th and the 16th through the last day of the month) normally paid on the 10th and 25th of the month.

Items to Demonstrate

1. Discuss and demonstrate standard processes and timelines for a payroll cycle.
2. Demonstrate how to configure and utilize pay type codes.
3. Calculate payroll and deductions for salaried and positive pay positions and include overtime, and manual overrides and adjustments, such as:
    a. Employees that have multiple positions of different types, or the same type.
    b. Overtime when pay period does not line up with work week.
4. Set deferred compensation maximums by deferred compensation type (e.g. 403b, 401K catch-up, etc.).
5. Demonstrate how the following types of pay are processed, extra compensation for additional responsibilities, differentials, stipends, car stipends, fellowship payments.
6. Demonstrate how retroactive and manual adjustments are made for an employee prior to processing payroll.
7. Demonstrate how deductions and contributions are setup, processed, and paused for the following:
    a. Garnishments and levies.
    b. Overriding a deduction, take multiple deductions, partial deductions, give a refund or establish deduction hierarchy.
    c. Informing an employee when maximum deductions for benefits have been paid.
    d. Calculation and collection deductions retroactively, and provide relevant details on employee's paystub. For example, an employee has 30-90 days to make a retirement election from the effective date of the notification.
    e. Importing of mass deduction data from departments, i.e., Parking or University Recreation Center.
    f. How to exclude certain groups or earning codes from deductions eligibility.
8. Demonstrate how a temporary change to the default funding for an employee is processed for a single payroll and for a retroactive re-distribution.
9. Show how student FICA exemption is invoked/revoked based on enrollment changes.
10. Demonstrate how check/direct reversals, tax refunds, direct deposits and employee adjustments are done.

   a. Show how the check reversal process would ensure the original accounts would be credited since this information may change on the payroll master file from the point of the original issue of the check to the actual reversal.
11. Demonstrate a full reversal on an employee check that includes deductions, taxes, etc., highlighting the following:
   a. A new check is issued reflecting the correct amount, and updates to records showing the correct labor expense distribution.
   b. Show the effect on leave balances, gross wages, YTD tax withheld, YTD taxable wages, tax disbursements/deposits, other third-party payments and deposits, and all accounting entries.
   c. Produce a proof register for the replacement check showing the gross-to-net calculation before the check is produced.
   d. Show the audit trail of the transaction, including the user who made the changes.
   e. Reflect changes in affected earning statement(s).
   f. Show how these functions can be performed after the close of the calendar year prior to and after generating the Form W-2s.
12. An employee receives a retroactive pay increase, demonstrate how this increase in salary and benefits impacts reporting and effort/payroll certifications.
13. Demonstrate how to manage and process payroll for groups who are affiliated with WSU but are not regular employees. For example, WSU manages payroll for groups such as the consolidated E-911 dispatch center for the city of Pullman.
14. Discuss and demonstrate options for the work flow to send payments and/or files to third parties (e.g. flat file, API, etc.).
15. Demonstrate functionality that supports W-2 processing for each of the following:
   a. Explain functionality around corrections, both before and after W-2s are submitted. Explain the audit trail for corrections.
   b. Add non-wage amounts (e.g., travel expenses, per diem, game day tickets etc.) to taxable gross for W2 reporting.
16. Demonstrate how to make off-cycle payments and remit payment through direct deposit or check.
17. Demonstrate how the returned payment can be redirected when an ACH returns funds due to a closed account.
18. Demonstrate reporting tools and out of the box payroll reports, including:
   a. Government reporting for each employee.
   b. Edit reports and payroll verification/audit reports for review before payroll is processed.
   c. Demonstrate how to correct an error before payroll is finalized.
   d. Reports of any active employees who record time, who will be impacted by missing approvals or unresolved time sheet issues.
19. Demonstrate how a department certifies payroll for a pay period.

Q&A Session

Performance Management

Total allocated time: 25 minutes, including questions

Session Objective

Provide an overview of Performance Management capabilities for multiple employee types, and from various perspectives: employee, supervisor, department head, and human resources. Include functionality for managing annual reviews, promotion reviews, peer reviews, and improvement plans.

Assumptions: Performance reviews (including content and completion due dates) are different by employee types (Faculty, administrative, staff, hourly), employee groups (Faculty in one College versus another College), and employee status (civil service in probationary status versus permanent status). "360 degree reviews" are also conducted, in which feedback is collected from peers, supervisors, customers, etc.

Items to Demonstrate

1. Demonstrate tools for:
    a. Tracking and monitoring due dates and completions, including reminders/notifications/alerts to conduct evaluations, and reminders to complete the review process once it has been started.
    b. Analyzing rating trends and variations by team, organization, department, supervisor, etc.
2. Complete a series of performance evaluations, highlighting the flexibility allowed by group (i.e. to tie the evaluations to goals, etc.) and including standardized performance ratings for different employee groups and demonstrate how the results can be distributed to managers and employees.
3. Show the processes involved to save reviews into an employee's record and carry information forward (or automatically insert) information such as goals, assigned trainings, and expectations into the next evaluation period form.

Q&A Session

General Ledger

Total allocated time: 50 minutes, including questions

Session Objective

Provide an overview to General Ledger capabilities including; coding structure (aka chart of accounts), maintenance, journal entry processing, financial reports, financial statement production, routing & approvals, and reporting.

Items to Demonstrate

1. Demonstrate entry of a journal voucher and of a mass upload (Excel) of journal vouchers.
2. Demonstrate correction of a journal voucher.
3. Discuss recurring journal entries.
4. Run a simple P&L by department, campus or college.
5. Run a balance sheet by fund, campus and university. Describe the Universities choices in levels of cash balancing other than fund, e.g. balance by department, area or campus.
6. Describe how the software supports production of GAAP financial statements for multiple entities (campus, area, department, and the University).
7. Describe how financial data can be extracted from the software for reporting to the State of Washington and other external agencies, noting that the agency chart structures will differ from WSU's.
8. Describe the hierarchy structures and rollups and how the University could use different rollups for different reporting needs.
9. Describe year-end closing procedures, with multiple years open including an adjustment period.
10. Explain how financial transactions from various activities (travel, purchasing, sponsored programs) are compiled in the general ledger. Describe posting and closing procedures.
11. Describe inter-fund transfers and explain how the software keeps cash in balance.
12. Demonstrate a transaction search and drill down and summary functions.
13. Demonstrate the flexibility of the chart of accounts (e.g., adding a value, modifying a value) and explain effective dating capabilities and how they affect historical reporting.

Q&A Session

Travel Expenses

Total allocated time: 45 minutes, including questions

Session Objective

Provide an overview of Travel capabilities including; requests, authorization, expense reporting, reconciliation and reimbursement, routing & approvals, and reporting.

Items to Demonstrate

1. Respond to this scenario: A supervisor decides to send one of her staff members to a national conference in Chicago, Illinois. Show how the software functionality supports the following:
    a. Routing and approval of the pre-travel authorization.
    b. Encumbering travel expenses based on the estimated budget.
    c. Pre-trip advance (payment to traveler for trip expenses).
    d. Demonstrate how trip related details are tracked/captured (e.g., contact, purpose of trip, restrictions/caps on what is allowable (i.e. capping mileage rate), locations(s), etc.).
2. Demonstrate how to process travel expense reports, including: expense report preparation and submission, review and approval, and final audit and processing.
3. Show how the software displays and summarizes a single trip.
4. Show how travel advances are accounted for within the expense report.
5. Demonstrate how software features support the following:
    a. Report expenses related to a specific business trip.
    b. Electronically save receipts to specific expenses, or to the trip as a whole.
    c. Set controls and thresholds based on expense types.
    d. Set policies to ensure compliance with applicable regulations.
    e. Allow for edits/adjustments in the audit stage prior to processing.
    f. Limit the travel reimbursement amount.
6. Demonstrate how software features support the following:
    a. Load the GSA per diem tables, for both US and foreign rates.
    b. Show how the breakfast, lunch and dinner rates can be customized.
    c. Track and clear travel advances with actual expenses reported.
    d. Reopen and edit an already processed expense report for adjustments.
    e. Flag certain types of expenses for further review.
    f. Identify duplicate reports based on similarity of user defined fields (i.e. traveler, location, and trip dates match on two different reports).
7. Demonstrate features to:
    1. Liquidate the pre-trip encumbrance once payment is processed.
    2. Void a payment and reverse accounting transactions.

Q&A Session

Procurement Processing

Total allocated time: 1 hour and 5 minutes, including questions

Session Objective

Provide an overview of Procurement Processing including; requisitions, purchase orders (PO), receipts, budget checks/encumbrances, routing & approvals, and reporting.

Items to Demonstrate

1. Respond to this scenario: The Biology department wants to buy a new centrifuge. Show how the software handles the following:
    a. How a department places a request to buy the centrifuge.
    b. How the software handles the use of multiple fund types and/or multiple sources (e.g. state vs. federal funds).
    c. Approval and routing of the purchase order.
        i. Show approval routing workflow where different field values trigger additional approvals (e.g. a purchase over $10,000 must be approved by one person, buying hazardous chemicals requires approval by a second person, etc.).
        ii. Show how the software can accommodate various delegations of authority at different dollar amounts. For example: one employee may have a delegated authority at $50,000, another at $100,000, and another may have $250,000.
    d. Discuss if there are any limits on the number of commodity and accounting lines on requisitions and purchase orders.
    e. How the software both generates and releases the encumbrance for a PO.
    f. How partial receipt of goods would be matched and documented against a PO.
    g. How a PO paid with a PCard would be linked to a receipt of goods.
    h. Show search options/query combinations:
        i. Vendor name
        ii. Department
        iii. Date range
        iv. Commodity code
        v. Suppliers by commodity
        vi. Number and amount of POs by vendor
        vii. Number and amount of POs by commodity
        viii. Minority vendor attributes (Veteran and small, minority owned)
    i. Invoice is received and processed for payment (including how tax is handled).

Q&A Session

Strategic Sourcing/Competition

Total allocated time: 35 minutes, including questions

Session Objective

Provide an overview of Strategic Sourcing capabilities including; solicitation/RFP development, response evaluation, vendor selection, contract execution– bid/contract portal, automation, self-service, routing & approvals, and reporting.

Items to Demonstrate

1. Respond to this scenario: Purchasing is doing an RFP for a preferred scientific supplier who will provide a punch-out for orders. Please demonstrate the following:
    a. Creation of the solicitation/RFP using a clause library and standard template which enables an electronic sealed technical response and a sealed cost response. Show revisions and version control capabilities.
    b. Show RFP approval workflow (route to department management, Information Technology and Purchasing).
    c. Show Purchasing receipt of sealed technical and sealed cost proposal. Discuss software features that control (i.e., lock response from being viewable) responses until the specified due date/time.
    d. Purchasing issues an addendum to the RFP. Vendor retracts sealed technical and sealed cost proposal. Vendor makes changes to sealed cost and technical proposals and resubmits.
    e. Vendor tries to change its own sealed proposal and fails due to official bid due date.
    f. Software records the technical response scores. Show the vendor selection.
    g. Create PO from the bid results.
    h. Price-compliance monitoring.

Q&A Session

Ordering Goods and Services

Total allocated time: 30 minutes, including questions

Session Objective

Provide an overview of capabilities which include buying commodities via catalogs, punch out processes, routing & approvals, and reporting.

Items to Demonstrate

1. Demonstrate a customer's shopping experience when searching to buy a product from a preferred provider and show the options they would see (e.g. hosted catalog, punch-outs, etc.).
2. Demonstrate a customer's shopping experience when the product they are wanting to buy is not available via catalog or punch-out and the person needs to go through central purchasing to place the order.
3. Show shopping in a loaded catalog (simple release against master contract using optimal method of payment). Please specify what type of payment is being demonstrated along with a justification of why that is the optimal method of payment.
4. Show shopping by punch-out.

Q&A Session

Contract Management

Total allocated time: 20 minutes, including questions

Session Objective

Provide an overview of Contract Management capabilities including; establishing, maintaining and managing contracts, routing & approvals, and reporting.

Items to Demonstrate

1. Discuss your software's standardized tools and functionality to support the management of contracts.

Q&A Session

Accounts Payable

Total allocated time: 50 minutes, including questions

Session Objective

Provide an overview of Accounts Payable capabilities including; invoice processing, payment matching, disbursements, discounts, holds, credits, paper and electronic payments, routing & approvals, and reporting.

Items to Demonstrate

1. Demonstrate matching functionality on a real time or batch basis and show how the software handles mismatches in amounts or quantities.
    a. Discuss how you can automate payments within certain criteria (if the receiving slip, matches the PO and the invoice, the payment is automatically produced without review under a certain dollar amount).
2. Demonstrate how to:
    a. View payments by vendor – Institution-wide.
    b. View invoices by vendor – Department.
    c. Inquire on the status of a vendor payment/invoice.
3. Explain how the software prevents duplicate payments.
4. Demonstrate correction of an account coding error before posting, before payment and after payment. Demonstrate payments to vendors with multiple remit to addresses.
5. Demonstrate how to process an invoice for each of the mechanisms listed below and discuss how the software both generates and releases the corresponding encumbrance.
    a. Purchase order.
    b. Payment request without a purchase order.
    c. Internal Requisition Invoice (payment to another department).
6. Demonstrate a correcting entry (e.g., canceling a check and reissuing a payment).
7. Demonstrate how to process multiple payments against a purchase order for the same item and multiple items.
8. Demonstrate sales tax and use tax accounting and how the software supports destination based sales/use tax, including the following:
    a. Tax tables and rates.
    b. Calculation of State and Local government sales and use tax.
    c. Accrual and remittance of use tax.
9. Demonstrate how check runs are prepared and scheduled.
10. Show how a credit is entered and how a credit can be applied to a payment.
11. Show how the software calculates and applies discount amounts based upon vendor terms (e.g., discount if payment made within 14 days).
12. Demonstrate the receiving functionality and discuss how receiving ties back to matching.
13. discuss the following items specific to vendor management:
    a. Payment preferences associated to a vendor.
    b. Banking information (e.g., vendor signed up for ghost visa payment).
14. Demonstrate how to prepare and produce 1099 forms.

Q&A Session

Card Programs

Total allocated time: 35 minutes, including questions

Session Objective

Provide an overview of Card Program capabilities including; purchasing cards (P-card), individual travel cards and central travel accounts (CTA), fuel cards, including reconciliation features and card management, routing & approvals, and reporting.

Items to Demonstrate

1. Discuss options for interfacing or importing transaction information from a 3rd party banking system/software *(an overview of how to integrate with other systems is discussed during the Technical Session).*
2. Show the level of transaction detail available and describe any tools and features available for reconciling and approving transactions directly within the ERP.
3. Demonstrate how expenses generated from card programs are posted.
4. Demonstrate routing and approval processes specific to card programs.
5. Demonstrate the following integrations:
    a. P-card/CTA and travel reports
    b. P-card/CTA and purchase orders/requisitions and other purchase authority
6. Discuss how the software facilitates sending payments to the bank of the card provider.
7. Discuss process for reconciling master card statement activity to general ledger.
8. Demonstrate any features that might assist in compliance enforcement, such as preventing booking and approval of unallowable expenses.

Q&A Session

Vendor Management

Total allocated time: 30 minutes, including questions

Session Objective

Provide an overview of Vendor Management capabilities including; vendor self-service, vendor management processes, routing and approval, and reporting.

Items to Demonstrate

1. Demonstrate a vendor using self-service to register with Purchasing. Include how to:
    a. Sign up for bid alerts.
    b. Identify Commodities the vendor provides.
    c. Simulate submitting an electronic copy of W-9.
2. Discuss how the system can automatically check for:
    a. Federal and State debarred vendor lists.
    b. Federal list of vendors associated with countries banned from business in USA, etc.
3. Demonstrate workflow to route and approve vendor self-registration.
4. After successful registration, vendor uses self-service to change email address with a notification of the change sent to old and new email.
5. Vendor uses self-service to change company name which requires workflow to Purchasing for approval. Send a confirmation email to vendor when complete.
6. Vendor uses self-service to change banking information which requires workflow to Accounts Payable for approval. Send a confirmation email to vendor when complete.
7. Discuss how to secure vendor self-service access so that a vendor cannot access another vendor's data.
8. Explain how 1099 reporting is done.

Q&A Session

Asset Management

Total allocated time: 35 minutes, including questions

Session Objective

Provide an overview of Asset Management capabilities including; additions, maintenance, retirement, surplus, depreciation, leases, warranties, routing & approvals, and reporting.

Items to Demonstrate

1. Demonstrate best practices for tracking and managing fixed assets across a multiple campus system, from acquisition to depreciation to disposal or replacement using your software.
2. Discuss how ownership of an asset is tracked (Federal, state or agency ownership)?
3. How can your software be used to provide data for asset management and planning such as:
    a. Distinguishing between capital assets, small and attractive items (non-capital items that WSU requires numbered tags), and equipment that is not inventoried but has maintenance and warranties that all need to be tracked.
    b. Identifying and tracking leases (capital and ordinary).
4. Demonstrate how to identify purchases that should be capitalized by dollar threshold or type of asset.
5. Demonstrate how an asset can be moved from one department to another.
6. Demonstrate how to integrate with the Purchasing module to carry forward relevant purchasing, descriptive, invoice and accounting information as a starting point for recording the asset.
7. Demonstrate how to consolidate many purchase order line items (i.e. monitor, CPU, keyboard and printer) from one purchase into one asset record, and one purchase order line item (i.e. 3 printers) into many asset records).

Q&A Session

Inventory

Total allocated time: 35 minutes, including questions

Session Objective

Provide an overview of Inventory capabilities including; location management, inventory request fulfillment, inventory returns, barcoding, pricing and billing, item coding, routing & approvals, and reporting.

Items to Demonstrate

1. Demonstrate how software supports the best practices for management of physical inventory (cost of goods sold vs. income).
2. Describe basic inventory process and costing methods including:
    a. location structures, hierarchy, and numbering schemes
    b. coding structures for commodity/item type codes and chart of account codes
3. Demonstrate functionality specific to bar coding.
4. Demonstrate functionality specific to inventory maintenance and include the following:
    a. Show inventory adjustment with reason. Then show how an email notification is triggered for any adjustment and any audit trail of the change.
    b. Show inventory disposal triggered by expiration date.
    c. Show inventory transfer between two departments. Show checking status of transfer online, and acknowledgement of transfer by receiving department.
    d. Show the return process.
5. Demonstrate any integration between Accounts Receivable and Inventory.

Q&A Session

Accounts Receivable and Billing

Total allocated time: 50 minutes, including questions

Session Objective

Provide an overview of general Accounts Receivable and Billing capabilities including; customer maintenance, billing and invoicing, payments, collections, interdepartmental billings, cash receipts (paper and electronic), routing & approvals, and reporting. [WSU will not use the ERP for student receivables.]

Items to Demonstrate

1. Discuss options for interfacing or importing/exporting information with point of sale (POS) systems or other 3rd party systems/software *(an overview of how to integrate with other systems is discussed during the Technical Session).*
2. Demonstrate how to produce an invoice/billing statement and show how the software handles the following:
    a. Interdepartmental billing vs billing an outside entity.
    b. Billing details (date, name of customer, amount, account number, etc.).
    c. Functionality to email bill to customer.
3. Demonstrate application of payments against the receivable and see the following:
    a. Single payment vs multiple partial payments.
    b. Discuss how to receive customer payments using Cash, Check, EFT, ACH, Lock Box, Debit Card, Credit Card, and Wire Transfers.
4. Discuss how the software handles taxes and demonstrate the following:
    a. How taxes appear as a line item on an invoice.
    b. Functionality to prevent taxes from being applied for tax exempt organizations.
5. Show how the software calculates various types of interest/payment schedules (e.g., penalty and interest on overdue accounts, bad check fees, installment payments, interest deferrals, etc.)
6. Demonstrate how to apply a negative (overpayment) balance against a new invoice/bill or create a refund transaction.
7. Generate a consolidated statement for a customer with multiple accounts.
8. Automatically extend invoice lines, apply any taxes, and sum into the invoice total.
9. Show how the software creates past due collection letters and records/tracks related communications.
10. Receive payment for a sponsored project award and see the integration with the grants module.
11. Discuss any available integration of customer records with accounts payable vendor, employee and other person records.

Q&A Session

Grants Management

Total allocated time: 1 hour and 30 minutes, including questions

Session Objective

Provide an overview of Grant management capabilities including; award/account setup, compliance and monitoring, processing of facilities and administrative (F&A) expense and distribution of related revenue, invoicing/billing, accounts receivable, effort/payroll certification, cost share tracking, award/account closeout, routing and approvals, and reporting. [Keep in mind that WSU will continue to maintain MyResearch, our custom pre-award tool.]

Items to Demonstrate

1. Dr. Ross receives a $9.5M NIH grant to conduct Alzheimer's research. Show how the software supports tracking details about her new award, including:
    a. Setup primary award details (dates, amount, sponsor, award #, title, PI, CFDA, program, etc.)
    b. Add multiple projects under the prime award (dates, title, F&A rate)
    c. Assign budget categories (salaries, benefits, other costs, F&A, equipment)
    d. Capture cost share (commitment type, amount by expense category)
    e. Enter billing/invoicing details (templates, contract milestones, deliverables, key report dates, types of reports, billing dates)
    f. Create subaward/subrecipient (dates, name of sub, name of contact, budget, etc.)
    g. Demonstrate attachment functionality
    h. Show other tools/functions
2. Show the steps for creating an invoice and financial report (SF-425, Federal Cash Transaction Report) for an active award.
3. Run real-time calculation of F&A on a single award, see the expense applied to the award, and point out options for distributing the revenue.
4. Demonstrate the real-time visibility into the status of the grant including unspent balance, encumbrances, revenue collected, outstanding receivables, burn rates, potential audit warnings, forecasting, etc.
5. Show how the software tracks flow-through grants and contracts and reporting on each agency involved.
6. Show the software's financial management & monitoring tools and functionality including:
    a. approving an expense posting to an award
    b. removing an unallowable expense from a project and move to another account
    c. stopping an unallowable expense from posting
    d. modifying a budget (e.g., add or reduce funds, move budget between different categories)
    e. closing out a grant
7. Show how the software supports expensing grants for transactions that happened during the grant period, but are being processed after the end date of the award.

8. Show how the software supports the Payroll/Effort Report certification process and demonstrate or discuss the following components:
    a. notifications and workflow
    b. certification process
    c. view of page or dashboard where investigator/faculty certify a report
    d. process for making adjustments
9. Provide an overview of standardized tools for reconciling awards for final and technical reporting, invoicing, closeouts, and ensuring grant and contract compliance.
10. Views and tools available for management from the perspective of the following:
    a. Investigator(s) or faculty researcher(s)
    b. Departmental administrator role
    c. Central grant administrator role (responsible for billing, accounting)
    d. Post-award manager

Q&A Session

Projects

Total allocated time: 15 minutes, including questions

Session Objective

Provide an overview of Project Management capabilities including; project detail, project accounting, project budget management, project close, routing and approvals, and reporting.

Items to Demonstrate

1. Explain situations where WSU might chose to track an activity as a project, based on best practices in Higher Education.
2. Discuss the function of projects as related to grants management.
3. Respond to this scenario: The Office of the Provost decides to hold a special event for the regent's professors and wants to use the software to track the event as a project. Demonstrate delivered functionality and features to support the tracking of this type of event.
4. Discuss the following: WSU will use a product outside the ERP to manage facilities and construction projects. Explain how the data imported from that product might appear in the ERP general ledger. What data is it advisable to import or integrate? *(an overview of how to integrate with other systems and data import options is discussed during the Technical Session)*

Q&A Session

Treasury, Investment Management, and Debt Management

Total allocated time: 30 minutes, including questions

Session Objective

Provide an overview of Treasury, Investment Management, and Debt Management capabilities including; banking, reconciliations, endowment management, earnings distribution, cash management and projections, and bond and lease administration and accounting.

Items to Demonstrate

1. Discuss how the software supports automated bank reconciliation (Electronic Bank File).
2. Demonstrate tools and reports that can be used for cash forecasting and long-term cash and investment planning.
3. Discuss the different types of automated cash receipts and payments accepted by the software (e.g., Electronic / Internet check / check 21, ANSI X12 standard EFT, Automated Clearing House such as Swift, CHAPS etc.).
4. Show how an ACH file would be loaded and describe the process for tracking returns.
5. Describe functionality related to endowment administration, including earnings distribution.

Q&A Session

Benefits Administration

Total allocated time: 1 hour and 20 minutes, including questions

Session Objective

Provide an overview of benefit and retirement administration capabilities, including configuring programs and plans, defining eligibility criteria, onboarding and enrolling employees, monitoring enrollment periods and ongoing eligibility, processing enrollments, notification options, employee self-service, and benefit limits.

Assumptions: Employee benefit/retirement program/plan eligibility is based on employee type, classification, hours worked or FTE, and anticipated or actual length of appointment. Qualified change events include birth of a baby, marriage, etc. Cyclic/academic employees are paid over nine months.

Items to Demonstrate

1. Demonstrate how to set up/create a new benefit or retirement program/plan and associate the plan(s) to employees, considering eligibility criteria for the different programs (e.g. medical/health, required and voluntary retirement, etc.).
2. Show how to automatically monitor and capture employees who are newly eligible for benefits and/or retirement programs, and employees with a change in employment status that impacts benefits and/or retirement eligibility. Demonstrate tools for benefits administrators to track eligibility, changes in eligibility, changes in retirement status, and trending reports. Include:
    a. Verification tools to determine appropriate offers/changes were made and ability for benefits administrators to override automatic processes to make corrections or adjustments.
    b. Tracking tools for benefits administrators to see if a selection has or has not been made within deadline, with associated default options.
3. Show how to provide an online enrollment experience for the following circumstances. (Include how employees and benefits administrators can be notified of the enrollment window and deadlines.)
    a. The onboarding of new employees for benefit and/or retirement programs. If an employee fails to make election, the automatic enrollment into default programs.
    b. A change in employment to existing employees which may trigger eligibility or loss of eligibility for a program/plan. This could include an employee changing from a civil service position to an administrative professional position, or a faculty member having a change in FTE from 75% to 45%.
    c. Simulate an annual open enrollment period.
    d. Simulate a special open enrollment period for qualified change events, with required “proof” documentation.
    e. Discuss/Demonstrate how the above changes would automatically trigger payroll premiums when enrollment is complete.
4. Display benefit plan and retirement effective dates, as well as termination dates for the employee and each of the employee’s dependents to:

   a. Allow benefits administrators to make changes to employee records due to corrections/errors, and communicate to both benefits administrators and employees.
   b. Document and save historical information (including eligibility determinations and employee/retiree status, program changes, benefit types, employee participation, notifications of changes, etc.).
5. Discuss/Demonstrate how to provide dependent tracking and maintenance to include how one individual cannot be enrolled on two employees plan at the same time. Also show how to track and store proof of dependent documentation.
6. Demonstrate tracking and notification of leave status/usage to maintain eligibility for employer-paid benefits, and to collect associated employee premiums.
7. Show how to track and calculate the employee/employer contribution to the employee's retirement plan and adjust the contributions as necessary to ensure annual contributions will not exceed the IRS annual limits.
8. Discuss/Demonstrate how to communicate enrollment to outside vendors/agencies.
9. Demonstrate benefit maintenance and premium collection for cyclic/academic employees over summer break, with ability for benefits administrator to override automatic processes as corrections or adjustments.

Q&A Session

Technology Overview

Total allocated time: 2 hours, including questions

Session Objective

Discuss and demonstrate the overall IT strategy of the vendor, and technical details of the system including analytics, configuration and maintenance, data operations, identity and access management, integration with third party systems, and user roles and permissions.

Assumptions: Software-as-a-Service approach.

Items to Demonstrate

1. Describe your technology strategy and direction.
2. Describe your general technology platform and mobile application strategy.
3. Discuss your approach to resolving any WSU requirements that cannot be met via the system. For example, if there were HR requirements mandated by the state of Washington that cannot be changed, and are not met within the system.
4. Demonstrate how business rules and accrual tables based on University policies are maintained and updated.
5. Demonstrate ability to query and report usage/navigation data.
6. Demonstrate logging/auditing capabilities.
    a. Is logging/auditing automatically enabled for all transactions or does auditing/logging need to be enabled on a screen/field case by case basis?
7. Demonstrate performance monitoring and administrative tools.
8. Show how WSU can create custom online help that is specific to WSU processes and procedures.
9. Demonstrate how things like configuration, workflow, user edits, security, etc. can be built in test environments and migrated to production environments.
10. Discuss your disaster recovery process and how WSU can perform a yearly disaster recovery test.
11. Discuss the options available to support a single sign solution (SAML 2.0, Shibboleth federation).
12. Discuss the software upgrade process.
13. Demonstrate the process for converting and transferring existing University data into the system. Include:
    a. typical conversion roles
    b. tools available to WSU
    c. tools only available to the vendor/system integrator
14. Show how employee data that is not required for the base system to function, can be loaded into historical/archival areas for reference/reporting. For example, complete employee job history.
15. WSU is building a data warehouse to consolidate disparate data and provide a single reporting and analytics solutions. Discuss how the new system can fit operate in this environment.

   a. Demonstrate how daily updates to HR/FI/Payroll/Research data can be extracted on a nightly basis (data will be used to populate WSU data warehouse).
   b. Demonstrate and discuss data archive strategy.
   c. Discuss your approach to integrating to a WSU data warehouse.
16. Discuss your approach to scheduling batch processes including the possibility of integrating to 3rd party scheduling tools.
17. Discuss your approach to importing data from third party systems. For example:
   a. Pre-award proposal data. When a proposal is turned into an award, how is the necessary information entered into the system.
   b. External time tracking systems. How does the system accommodate the import of time records that need to be processed through the system's Payroll module?
18. Demonstrate how HR/Payroll/Financial screens can link to images in an external imaging system.
19. Discuss and demonstrate your technology tools for integrating third party systems, using:
   a. simple API's
   b. complex integrations
   c. an Enterprise Service Bus, for example MuleSoft
20. Discuss and demonstrate the system's Development Tools.
21. Describe the approach to university identity management.
   a. The university maintains a single identity for each person across disparate systems. Each person has a distinct identification number and bio demographic data is keep in synch between Human Resource, Payroll, Financial, and Student systems. WSU currently uses the PeopleSoft Campus Community module as the authentic source of approximately 1.5 million unique person identities.
   b. Please describe the software approach to keeping an authentic source of person identities in place.
   c. When a new employee is hired, how will a new and unique ID be created and where?
   d. When an employee is hired that already has a unique person identity, how will WSU ensure that we do not create duplicative identities?
   e. Please describe the search/match process and functionality when hiring new employees.
22. Show how validations/edits can be added to screens and how security can restrict which users can add validations/edits to screens.
23. Describe how your system can be configured/enabled to allow segregation of duties and prevent overlapping functionality.
24. Demonstrate adding, approving, and implementing an end-user's request for a security role. Show:
   a. how an end-user requests a new security role which involves access to data in additional departments that are in another college
   b. the standard chain of approvers, how they are notified, and approve the request
   c. how the approved request is implemented automatically by the system or manually by a security administrator
25. Demonstrate how to setup and assign employees to security groups.

a. Set up a security group called ‘ALLSECR’ that has Read-Only access to all modules and data in the system.
b. Set up a security group called ‘ALLSECU’ that has update (add/change/delete) access to all modules/data in the system.
c. Set up two security groups based on the System Member of the individual. Set up one for AL-RSCH (AGRSEC) and set up another for TEES (TEESSEC).
d. Assign security to each group so that they can only view/modify data related to their employees.
e. Add a new user to the system who works in AL-RSCH and assign them to the AGRSEC security class.
f. Show how the ALLSEC group can view TEES data.
g. Show how the newly added AL-RSCH user cannot see TEES data.

Q&A Session

Reporting and Business Intelligence

Total allocated time: 45 minutes, including questions

Session Objective

Provide an overview of Reporting and Business Intelligence capabilities for standard and ad hoc reporting.

Assumptions: Reports are run directly in-system, without use of a warehouse type tool. Reports can be easily created and show an appropriate level of granularity by users who may not have extensive technical skills.

Items to Demonstrate

1. Discuss and demonstrate how the software is used for creating and maintaining corporate and official reports. For example, show how WSU can create the following standard, commonly run reports that are used in decision making.
    a. Budget vs actual for a college with the ability to drill down to a department.
    b. FTE count of active employees for a college, including new hires.
    c. At separation, final totals of annual and sick leave accrued, taken, and remaining balances.
2. Demonstrate functionality associated with out of the box reports. Show how to:
    a. Run and access pre-built reports
    b. Create shortcuts to commonly run reports and quickly access the top corporate reports
    c. Setup and schedule automatic reporting options
3. Demonstrate functionality associated with custom reports. Show how to:
    a. Create ad hoc reports from pre-built and custom queries
    b. Save custom queries for personal and shared use
    c. Make changes to an existing report
4. Demonstrate reporting analytics tools.
5. Demonstrate drill-down capabilities and the ability to pull data from multiple areas/modules into a single report.
6. Demonstrate effective dating and historical reporting (i.e. changes in organizational structure and impacts on budget).
7. Discuss output formats from reporting tools (e.g. export to spreadsheets, PDF file, email, etc.).
8. Demonstrate how security is implemented to allow viewing of rows and/or columns within a standard report to be restricted based on a user's role and/or responsibilities.

Q&A Session