HR Payroll System (corporate version) - RFI / RFP Requirements Checklist

Revised 2010 Version (v4.01) SAMPLE

This worksheet contains Instructions. Click the tabs at the bottom of the screen to access the Table of Contents and sample worksheets

INSTRUCTIONS

This Checklist may be used in multiple software system selection tasks, including: system requirements specification, RFI / RFP creation, vendor response to RFI / RFP, evaluation and scoring of vendor response. Please refer to the appropriate instructions below.

The Checklist is based on UK and general HR Payroll systems, with additional USA, Canada, Australia and New Zealand specific requirements detailed in worksheets 7 (Payroll) and 14 (HR). As appropriate:
- UK users should ignore worksheets 7 and 14 or
- USA, Canadian, Australian and New Zealand users should include worksheets 7 and 14 (relevant sections) and substitute these for the UK equivalents.

1. Instructions for worksheets

Worksheet 1 (Business Analysis) requires a brainstorming approach to define the problems of your current system and outline your vision of the new system. The responses in this worksheet form the basis for the subsequent worksheets.

Worksheets 2 - 24 have multiple columns to complete:

Column A (Ref) - functional criteria reference. Leave the reference numbers as they are or amend as required.

Column B (Functional Requirements) - review, amend, add to or delete as required, to tailor to your specific requirements.

Column C (Cu) - to note the function is **currently** used. The default is N(o). Change to Y(es) as appropriate.

Column D (Wt) - for importance **weighting** of a future requirement. An easy-to-use numerical weighting range is listed below, but other wider ranges can be used. The default is 0 (zero). Change as appropriate.
  - 4: a future requirement so vital, that if it is not available within the new software, then the software would automatically be excluded from the selection process (suggest use sparingly)
  - 3: an essential future requirement, without which the business would suffer
  - 2: a desirable future requirement which would improve business performance
  - 1: a nice (to have) future requirement which may be useful if included
  - 0: not required (suggest delete 'not required' criteria to tidy up the requirements specification)

Column E (Sc) - for **scoring** the vendor response. An easy-to-use numerical scoring range is listed below, but other wider ranges can be used. The default is 0 (zero). Change as appropriate.
  - 3: requirement exceeded
  - 2: requirement fully met
  - 1: requirement partially met
  - 0: requirement not met

Column F (WS) - for **weighted score.** Automatically calculated (Wt x Sc = WS). The results can be used to compare different software / vendor solutions and how well they meet your requirements.

Column G (Vendor Response) - for software vendors to fill in stating how their software meets your requirements. Information you are likely to need from a vendor includes:
  - the version number which supports the required function
  - whether minor modifications (eg screen / layout changes) or major modifications (eg source code, interface routines) are required
  - if not available within the current software, whether it will be included within a future release and if so the release number / due date
  - whether the required function is available using a 3rd party software or is simply not available

All worksheets are completely flexible. Rows and columns may be resized. Data may be amended. Worksheets may be added or deleted.

All calculated figures are in coloured in **orange**, to assist easy recognition, however, the colour may be changed as desired. The worksheets use simple Excel calculations (addition, multiplication etc) to calculate weighted scores, sub totals and totals. No macros are used. Calculations may be altered as required. After changes have been made to the worksheets, it is recommended that the calculations are checked.

Worksheet 25 is a summary of module / vendor scores and weighted scores.

2. Instructions for System Requirements Specification

For optimum results, first complete worksheets 1 (Business Analysis) and 2 (HR Payroll System Overview) to provide your outline system requirements. Then complete the detailed module worksheets 3 to 24 (omitting any which are not relevant) to provide your detailed HR Payroll system requirements.

Take the opportunity to reconsider your current business processes and where these can, or need to be improved. Consider the technology improvements you want from a new system. And consult with the present system users to ensure that all the relevant issues are identified.

Note the functions you currently use (in the Cu column) and then assess your future requirements and their importance / weighting (in the Wt column). Should you have additional requirements, which are not listed, add these in and list their importance. Amend or delete any items as necessary.

Work the way that suits you - either on screen, on paper, or a mix of both.

The Checklist has been designed to print on single sheets of A4 size paper - for ease of printing. To print, select File > Print and choose Active Sheet (to print individual worksheet) or Entire Workbook (to print all worksheets).

Once all the relevant worksheets and sections have been completed, review and amend as required.

3. Instructions for RFI / RFP creation

Take the completed system requirements specification - either outline (for RFI ie from worksheets 1 and 2) or detail (for RFP ie from worksheets 3 to 24) and add the following as required eg
- covering letter
- your objectives for changing your systems
- organisation background details

- key selection steps and dates
- an outline of how the RFI responses will be evaluated
- how you would like the vendors to respond
- information requested from vendors

4. Instructions for software vendor response to RFI / RFP

Vendors to use Column G to respond to your software system requirements.

5. Instructions for evaluating and scoring software vendor response

Evaluate the vendor response for each functional criteria. Input a score (as suggested above) and let the Checklist automatically calculate 'weighted scores'.

Use scores and weighted scores to compare the results of different software / vendor solutions.

Further information about RFP scoring guidelines, rating criteria for RFP's and other software selection resources may be found at:
http://www.axia-consulting.co.uk/html/research.html

Table of Contents SAMPLE

(* worksheet excluded from this sample)

(** worksheet included within this sample)

HR Payroll System (corporate version)
RFI / RFP Requirements Checklist
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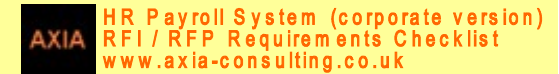
Worksheet	Section	Worksheets / Contents	Number of criteria
	21.4	Driver details	
	21.5	Disposal of vehicle	
	21.6	Correspondence	
	21.7	Reports	
	21.8	Integrated links	
	21.9	Statistics and volumes	

Operations, Technology and Support

22		**Systems Operations***	186 criteria included within this worksheet
	22.1	System reliability	
	22.2	Operational efficiency	
	22.3	System performance	
	22.4	User productivity assistance	
	22.5	Data processing and systems control	
	22.6	Data volumes and quality	
	22.7	Security	
	22.8	Backup and recovery	
23		**Technology Requirements***	251 criteria included within this worksheet
	23.1	Application software	
	23.2	Databases	
	23.3	Database administration and monitoring tools	
	23.4	Operating systems - mainframes	
	23.5	Operating systems - servers	
	23.6	Operating systems - clients (PC's / Mac's)	
	23.7	XML	
	23.8	XBRL (eXtensible Business Reporting Language)	
	23.9	Operating systems - networks	
	23.10	Network types	
	23.11	Network configuration	
	23.12	Cloud services: SaaS (Software as a Service)	
	23.13	ASP (Application Service Provider) / Hosted	

Total of   4698 criteria included within this Checklist

5	Payroll - Core SAMPLE					HR Payroll System (corporate version) RFI / RFP Requirements Checklist www.axia-consulting.co.uk
Ref.	**Payroll - Core Requirements**	**Cu**	**Wt**	**Sc**	**WS**	**Vendor Response**
	Summary					
5.1	Legislation			0	0	
5.2	Payroll types			0	0	
5.3	Payroll frequency			0	0	
5.4	Payroll set up			0	0	
5.5	Employee details			0	0	
5.6	Payments and allowances			0	0	
5.7	Holiday pay methods			0	0	
5.8	Tax credits			0	0	
5.9	Statutory maternity, adoption and paternity pay (SMP, SAP, SPP)			0	0	
5.10	Statutory and occupational sick pay (SSP, OSP)			0	0	
5.11	Profit related pay			0	0	
5.12	Statutory deductions			0	0	
5.13	Pensions contributions deductions			0	0	
5.14	Voluntary deductions			0	0	
5.15	General ledger and job costing codes			0	0	
5.16	Expatriate payroll: additional requirements			0	0	
5.17	Calculations and payroll pay run			0	0	
5.18	Payment methods			0	0	
5.19	Payment currency			0	0	
5.20	Statutory reports and end-of-year returns			0	0	
5.21	Payroll management reports			0	0	
5.22	e-Payroll			0	0	
5.23	Online filing			0	0	
5.24	Integrated links			0	0	
	Sub total			0	0	
5.25	Statistics and volumes					

Ref.	Payroll - Core Requirements	Cu	Wt	Sc	WS	Vendor Response
5.1	**Legislation**					
	4 criteria included within this section					
5.2	**Payroll types**					
	6 criteria included within this section					
5.3	**Payroll frequency**					
	14 criteria included within this section					
5.4	**Payroll set up**					
5.4.1	Unlimited number of payrolls (companies / pay groups)	N	0	0	0	
5.4.2	Payroll / pay group numbering eg alpha numeric	N	0	0	0	
5.4.3	Configurable organisation structure	N	0	0	0	
5.4.4	Copy company facility for rapid payroll set up	N	0	0	0	
5.4.5	Configurable payroll calendar	N	0	0	0	
5.4.6	Configurable payroll calculation rules	N	0	0	0	
5.4.7	Test payroll rules, view calculation results	N	0	0	0	
5.4.8	Unlimited number of employees within each payroll	N	0	0	0	
	plus 7 more criteria included within this section					
5.5	**Employee details**					
	52 criteria included within this section					
5.6	**Payments and allowances**					
5.6.1	Salary and wage payments processed	N	0	0	0	
5.6.2	Pay based on fixed salary, hours worked x rate, or piece rates	N	0	0	0	
5.6.3	Configurable input formats	N	0	0	0	
5.6.4	Import hours worked from time and attendance module or,	N	0	0	0	
5.6.5	Manual or batch data entry of hours from employee time sheets or,	N	0	0	0	
5.6.6	Remote time data capture, approval and import	N	0	0	0	
5.6.7	Batch import routines eg spreadsheet file import	N	0	0	0	
	plus 39 more criteria included within this section					
5.7	**Holiday pay methods**					

Ref.	Payroll - Core Requirements	Cu	Wt	Sc	WS	Vendor Response
	8 criteria included within this section					
5.8	**Tax credits**					
	2 criteria included within this section					
5.9	**Statutory maternity, adoption and paternity pay**					
	23 criteria included within this section					
5.10	**Statutory and Occupational Sick Pay (SSP, OSP) - also see section 17.6**					
	17 criteria included within this section					
5.11	**Profit Related Pay**					
	5 criteria included within this section					
5.12	**Statutory deductions**					
	33 criteria included within this section					
5.13	**Pensions contributions deductions**					
	35 criteria included within this section					
5.14	**Voluntary deductions**					
	19 criteria included within this section					
5.15	**General ledger and job costing codes**					
	17 criteria included within this section					
5.16	**Expatriate payroll: additional requirements**					
5.16.1	Handle expatriate payroll data	N	0	0	0	
5.16.2	Flexible expatriate payroll rules	N	0	0	0	
5.16.3	Dual contracts	N	0	0	0	
5.16.4	Multiple methods of gross up	N	0	0	0	
5.16.5	Employers NIC exemptions	N	0	0	0	
5.16.6	Tax exemption percentage automatically calculated	N	0	0	0	
5.16.7	Net to gross calculations on individual pay components	N	0	0	0	
5.16.8	Employer pays employee NIC	N	0	0	0	

Ref.	Payroll - Core Requirements	Cu	Wt	Sc	WS	Vendor Response
5.16.9	Multi currency payments	N	0	0	0	
5.16.10	Payments made into overseas accounts	N	0	0	0	
5.17	**Calculations and payroll pay run**					
5.17.1	Gross to net calculations	N	0	0	0	
5.17.2	Net to gross calculations	N	0	0	0	
5.17.3	Parameterised calculation formulae	N	0	0	0	
5.17.4	Configurable rules based calculations	N	0	0	0	
5.17.5	Averaging calculations	N	0	0	0	
5.17.6	Multiple payment and deduction formulae	N	0	0	0	
5.17.7	Pro rata calculations eg for starters and leavers	N	0	0	0	
5.17.8	Data and calculation validation	N	0	0	0	
5.17.9	Automatic payroll calculation	N	0	0	0	
5.17.10	Delete miscalculated salaries / wages (subject to security)	N	0	0	0	
5.17.11	Override calculated figures facility (subject to security)	N	0	0	0	
5.17.12	Batch process, for individual or groups of payrolls	N	0	0	0	
5.17.13	User controls which payrolls are included in which batch run	N	0	0	0	
5.17.14	Real-time pay run for each employee as data is entered	N	0	0	0	
5.17.15	Retroactive / back pay calculations	N	0	0	0	
	plus 8 more criteria included within this section					
5.18	**Payment methods**					
	18 criteria included within this section					
5.19	**Payment currency**					
	5 criteria included within this section					
5.20	**Statutory reports and end-of-year returns**					
	15 criteria included within this section					
5.21	**Payroll management reports**					
	61 criteria included within this section					
5.22	**e-Payroll**					
	23 criteria included within this section					

Ref.	Payroll - Core Requirements	Cu	Wt	Sc	WS	Vendor Response
5.23	Online filing					
	19 criteria included within this section					
5.24	Integrated links, with:					
	8 criteria included within this section					
	Sub total			0	0	
5.25	Statistics and volumes					
	14 statistics included within this section					

12	HR - Core SAMPLE					AXIA	HR Payroll System (corporate version) RFI / RFP Requirements Checklist www.axia-consulting.co.uk

Ref.	HR - Core Requirements	Cu	Wt	Sc	WS	Vendor Response
	Summary					
12.1	Legislation			0	0	
12.2	HR set up			0	0	
12.3	Basic employee details			0	0	
12.4	Employee pay and bank details			0	0	
12.5	Employee benefits administration			0	0	
12.6	Job position history			0	0	
12.7	Previous employment history			0	0	
12.8	Employee history			0	0	
12.9	Education and academic qualifications			0	0	
12.10	ESS (Employee Self Service)			0	0	
12.11	MSS (Manager Self Service)			0	0	
12.12	Employee surveys			0	0	
12.13	HR professional portal			0	0	
12.14	Grievance and discipline			0	0	
12.15	Employee identity (id) card			0	0	
12.16	Employee correspondence			0	0	
12.17	Exit interview			0	0	
12.18	HR management reports and analytics			0	0	
12.19	Integrated links			0	0	
	Sub total			0	0	
12.20	Statistics and volumes					
12.1	**Legislation**					
	3 criteria included within this section					
12.2	**HR set up**					

Ref.	HR - Core Requirements	Cu	Wt	Sc	WS	Vendor Response
12.2.1	Unlimited number of companies, business units, divisions, departments, locations or organisational groups	N	0	0	0	
12.2.2	Overlapping groups ie employees within a department, within a business unit	N	0	0	0	
12.2.3	User definable alpha numeric codes for structures / organisational groups	N	0	0	0	
12.2.4	Support different types of organisational structures	N	0	0	0	
12.2.5	Support concurrent multiple organisation structures	N	0	0	0	
12.2.6	Copy company / group facility for rapid set up	N	0	0	0	
12.2.7	Review and amend organisational structures (subject to authorisation)	N	0	0	0	
12.2.8	"Drag and drop" changes to graphical organisation structures	N	0	0	0	
	plus 9 more criteria included within this section					
12.3	**Basic employee details**					
	75 criteria included within this section					
12.4	**Employee pay and bank details**					
	24 criteria included within this section					
12.5	**Employee benefits administration**					
	33 criteria included within this section					
12.6	**Job position history**					
	13 criteria included within this section					
12.7	**Previous employment history**					
	8 criteria included within this section					
12.8	**Employee history**					
	12 criteria included within this section					
12.9	**Education and academic qualifications**					
	9 criteria included within this section					
12.10	**ESS (Employee Self Service)**					
	plus 61 more criteria included within this section					
12.10.2	**ESS - time and attendance tasks (see section 16.6.2)**					

Ref.	HR - Core Requirements	Cu	Wt	Sc	WS	Vendor Response
12.10.2.1	Enter time sheets, working times for activities or projects	N	0	0	0	
12.10.2.2	Automatically submit time sheet to manager for approval and once approved, automatically post to payroll	N	0	0	0	
12.10.2.3	Manage absences from work eg:	N	0	0	0	
12.10.2.3.1	- enter absence details	N	0	0	0	
12.10.2.3.2	- view absence calendar	N	0	0	0	
12.10.2.3.3	- input sickness details	N	0	0	0	
12.10.2.3.4	- view holiday / leave / PTO (paid time off) entitlement and days taken	N	0	0	0	
12.10.2.3.5	- enter holiday / leave / PTO requests and automatically submit to manager for approval	N	0	0	0	
12.10.2.3.6	- request time off for any other reason eg unpaid leave, jury duty	N	0	0	0	
12.10.3	ESS - travel and expenses tasks (see sections 10.5 and 10.7)					
12.10.3.1	Enter travel requests, for manager approval	N	0	0	0	
12.10.3.2	Access and book business travel arrangements	N	0	0	0	
12.10.3.3	Enter expenses and automatically submit to manager for approval and once approved, automatically post for payment	N	0	0	0	
12.10.4	ESS - payroll and benefits tasks					
12.10.4.1	Routine payroll administration tasks eg:	N	0	0	0	
12.10.4.1.1	- changing bank accounts (in which to receive net pay)	N	0	0	0	
12.10.4.1.2	- view pay slips and pay history	N	0	0	0	
12.10.4.1.3	- amend voluntary payroll deductions	N	0	0	0	
12.10.4.1.4	- view employee benefits available	N	0	0	0	
12.10.4.1.5	- view benefits subscribed to, current transactions, payment history	N	0	0	0	
12.10.4.1.6	- quick enrolment	N	0	0	0	
12.10.4.1.7	- request salary advance or loan	N	0	0	0	
12.11	MSS (Manager Self Service)					
12.11.1	Access to ESS for whole of manager's department plus wider access level for manager	N	0	0	0	
12.11.2	View / maintain, personal and department's information, any time, anywhere, 24/7	N	0	0	0	

Ref.	HR - Core Requirements	Cu	Wt	Sc	WS	Vendor Response
12.11.3	Delegate work, tasks to team members, or others	N	0	0	0	
12.11.4	Set up or arrange team events, meetings	N	0	0	0	
12.11.5	Approve employee time sheets and expenses	N	0	0	0	
12.11.6	Travel approvals	N	0	0	0	
12.11.7	View departmental calendar of planned absences	N	0	0	0	
12.11.8	Approve employee holiday / leave / PTO and absence requests	N	0	0	0	
12.11.9	Access sickness absence	N	0	0	0	
12.11.10	Absence analysis	N	0	0	0	
12.11.11	Nominate and / or approve training course requisitions	N	0	0	0	
12.11.12	Access to compensation (pay, benefits and non cash items) for departmental employees	N	0	0	0	
12.11.13	Request or perform salary reviews and pay increases, for individual or groups of employees, either in review periods or on an ad hoc basis	N	0	0	0	
12.11.14	Pay increases automatically routed for approval and then processing within payroll	N	0	0	0	
12.11.15	Nominate employees for rewards, recognitions	N	0	0	0	
12.11.16	Open job requisitions (with or without system automatically checking headcount to ensure not exceeding approved limit)	N	0	0	0	
12.11.17	Manage vacancies	N	0	0	0	
12.11.18	Review work permits, licences, skills	N	0	0	0	
12.11.19	Nominate employee for a vacancy	N	0	0	0	
12.11.20	Add new employees	N	0	0	0	
12.11.21	Carry out promotions and reclassifications	N	0	0	0	
12.11.22	Perform job transfers	N	0	0	0	
12.11.23	Amend employee details	N	0	0	0	
12.11.24	Appraisals and performance reviews	N	0	0	0	
12.11.25	Employee termination	N	0	0	0	
12.11.26	Employee requests	N	0	0	0	
	plus 7 more criteria included within this section					
12.12	**Employee surveys**					
	8 criteria included within this section					
12.13	**HR professional portal**					
	17 criteria included within this section					
12.14	**Grievance and discipline**					

Ref.	HR - Core Requirements	Cu	Wt	Sc	WS	Vendor Response
	18 criteria included within this section					
12.15	**Employee identity (id) card**					
	5 criteria included within this section					
12.16	**Employee correspondence**					
	8 criteria included within this section					
12.17	**Exit interview**					
	8 criteria included within this section					
12.18	**HR management reports and analytics**					
	62 criteria included within this section					
12.19	**Integrated links, with:**					
	9 criteria included within this section					
	Sub total			0	0	
12.20	**Statistics and volumes**					
	13 statistics included within this section					

14	HR - Additional USA, Canada, Australia					
	and New Zealand Requirements SAMPLE					
Ref.	HR - Additional USA, CA, AU, NZ Requirements	Cu	Wt	Sc	WS	Vendor Response
	Summary					
						Reference:
14.1	Additional USA HR requirements					**USA, CA, AU, NZ to UK sections**
14.1.1	Compliance			0	0	Compliance -> 12.1
14.1.2	HR core			0	0	HR core -> 12
14.1.3	Pay and benefits			0	0	Pay and benefits -> 12.4, 12.5
14.1.4	HR reporting			0	0	HR reporting -> 12.18
14.1.5	Recruitment			0	0	Recruitment -> 15
14.1.6	Training			0	0	Training -> 19
14.1.7	Occupational safety and health			0	0	Occ. safety and health -> 20
	Sub total			0	0	
14.2	Additional Canadian HR requirements					
14.2.1	Compliance			0	0	
14.2.2	HR core			0	0	
14.2.3	Pay and benefits			0	0	
14.2.4	HR reporting			0	0	
14.2.5	Recruitment			0	0	
14.2.6	Training			0	0	
14.2.7	Health and safety			0	0	
	Sub total			0	0	
14.3	Additional Australian HR requirements					
14.3.1	Compliance			0	0	
14.3.2	HR core			0	0	
14.3.3	Pay and benefits			0	0	
14.3.4	Occupational health and safety			0	0	
	Sub total			0	0	
14.4	Additional New Zealand HR requirements					
14.4.1	Compliance			0	0	
14.4.2	Pay and benefits			0	0	

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Ref.	HR - Additional USA, CA, AU, NZ Requirements	Cu	Wt	Sc	WS	Vendor Response
14.4.3	Occupational safety and health			0	0	
	Sub total			0	0	
14.1	**Additional USA HR requirements**					
14.1.1	**Compliance (additional USA requirements)**					
	20 criteria included within this section					
14.1.2	**HR core (additional USA requirements)**					
	20 criteria included within this section					
14.1.3	**Pay and benefits (additional USA requirements)**					
	plus 40 more criteria included within this section					
14.1.3.3	**Health and welfare plans**					
14.1.3.3.1	Handle multiple employee health and welfare plans eg:	N	0	0	0	
14.1.3.3.1.1	- HMO (Health Maintenance Organization) plans	N	0	0	0	
14.1.3.3.1.2	- POS (Point of Service) plans	N	0	0	0	
14.1.3.3.1.3	- PPO (Preferred Provider Organization) plans	N	0	0	0	
14.1.3.3.1.4	- HSA (Health Savings Account) plans	N	0	0	0	
14.1.3.3.1.5	- Dependent Care Reimbursement plans (for childcare expenses)	N	0	0	0	
14.1.3.3.1.6	- Section 529 Education Savings (Qualified State Tuition Program) plans for saving for children's higher education	N	0	0	0	
14.1.3.3.2	Employee health and welfare plans covering:	N	0	0	0	
14.1.3.3.2.1	- medical insurance	N	0	0	0	
14.1.3.3.2.2	- dental plans	N	0	0	0	
14.1.3.3.2.3	- prescription drugs plans	N	0	0	0	
14.1.3.3.2.4	- vision care plans	N	0	0	0	
14.1.3.3.2.5	- life assurance / accident insurance	N	0	0	0	
14.1.3.3.2.6	- employee assistance plans	N	0	0	0	
14.1.3.3.2.7	- wellness plans	N	0	0	0	

Ref.	HR - Additional USA, CA, AU, NZ Requirements	Cu	Wt	Sc	WS	Vendor Response
14.1.3.3.2.8	- disability plans: short term (salary continuance - full or reduced rate for a few months)	N	0	0	0	
14.1.3.3.2.9	- disability plans: long term disability benefits	N	0	0	0	
14.1.3.3.2.10	- childcare	N	0	0	0	
14.1.3.3.2.11	- education	N	0	0	0	
14.1.3.3.2.12	- other health / welfare plans, state:	N	0	0	0	
14.1.3.4	**PTO (Paid Time Off)**					
14.1.3.4.1	Multiple PTO options including:	N	0	0	0	
14.1.3.4.2	Holidays (statutory eg Independence Day, Labor Day)	N	0	0	0	
14.1.3.4.3	Vacation days - variable / in proportion to length of service	N	0	0	0	
14.1.3.4.4	Sick leave	N	0	0	0	
14.1.4	**HR reporting (additional USA requirements)**					
14.1.4.1	**HR Statutory reporting**					
14.1.4.1.1	Compliance reporting:	N	0	0	0	
14.1.4.1.1.1	- Employee EEOC details, EEO-1	N	0	0	0	
14.1.4.1.1.2	- IRCA eg form I-9	N	0	0	0	
14.1.4.1.1.3	- OSHA eg OSHA 300, OSHA 301, occupational injuries logs and records, toxic substance exposure	N	0	0	0	
14.1.4.1.1.4	- Vets-100 (Federal Contractor Program / Veterans reporting requirements)	N	0	0	0	
14.1.4.1.1.5	- ADA eg tracking disability information, accommodations made in support of ADA	N	0	0	0	
14.1.4.1.1.6	- ADEA eg payroll reports, employee time cards, job advertisements	N	0	0	0	
14.1.4.1.1.7	- FMLA eg employee pay and benefits plans, employee disputes, leave dates	N	0	0	0	
14.1.4.1.1.8	- FLSA eg employment applications, employee details, employment contracts	N	0	0	0	
14.1.4.1.1.9	- ERISA eg retirement plan records	N	0	0	0	
14.1.4.1.1.10	- HIPAA	N	0	0	0	
14.1.4.1.2	Suite of standard Federal forms / interactive reporting forms, that may be used, saved, printed	N	0	0	0	
14.1.4.1.3	IRS forms	N	0	0	0	
14.1.4.1.4	W-2's, W-3's, W-4's	N	0	0	0	
14.1.4.2	**HR management reporting**					

Ref.	HR - Additional USA, CA, AU, NZ Requirements	Cu	Wt	Sc	WS	Vendor Response
14.1.4.2.1	PTO balances and earnings	N	0	0	0	
14.1.4.2.2	COBRA eligibility notification letters for departing employees	N	0	0	0	
14.1.4.2.3	Employee absenses	N	0	0	0	
14.1.4.2.4	Historical reporting capability	N	0	0	0	
14.1.4.2.5	Checklist to ensure all required forms are completed / issued eg organization compliance forms, employee forms	N	0	0	0	
14.1.4.2.6	Labor productivity reports eg	N	0	0	0	
14.1.4.2.6.1	- labor productivity by division, department, manager	N	0	0	0	
	plus 4 more criteria included within this section					
14.1.5	**Recruitment (additional USA requirements)**					
	14 criteria included within this section					
14.1.6	**Training (additional USA requirements)**					
	8 criteria included within this section					
14.1.7	**Occupational safety and health (additional USA requirements)**					
	15 criteria included within this section					
	Sub total			0	0	
14.2	**Additional Canadian HR requirements**					
14.2.1	**Compliance (additional Canadian requirements)**					
	3 criteria included within this section					
14.2.2	**HR core (additional Canadian requirements)**					
	9 criteria included within this section					
14.2.3	**Pay and benefits (additional Canadian requirements)**					
	27 criteria included within this section					

Ref.	HR - Additional USA, CA, AU, NZ Requirements	Cu	Wt	Sc	WS	Vendor Response
14.2.4	**HR reporting (additional Canadian requirements)**					
	4 criteria included within this section					
14.2.5	**Recruitment (additional Canadian requirements)**					
	12 criteria included within this section					
14.2.6	**Training (additional Canadian requirements)**					
	2 criteria included within this section					
14.2.7	**Health and safety (additional Canadian requirements)**					
	3 criteria included within this section					
	Sub total			0	0	
	▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪					
14.3	**Additional Australian HR requirements**					
14.3.1	**Compliance (additional Australian requirements)**					
	11 criteria included within this section					
14.3.2	**HR core (additional Australian requirements)**					
	5 criteria included within this section					
14.3.3	**Pay and benefits (additional Australian requirements)**					
	7 criteria included within this section					
14.3.4	**Occupational Health and Safety (additional Australian requirements)**					
	20 criteria included within this section					
	Sub total			0	0	
	▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪					

Ref.	HR - Additional USA, CA, AU, NZ Requirements	Cu	Wt	Sc	WS	Vendor Response
14.4	**Additional New Zealand HR requirements**					
14.4.1	**Compliance (additional New Zealand requirements)**					
	6 criteria included within this section					
14.4.2	**Pay and benefits (additional New Zealand requirements)**					
	8 criteria included within this section					
14.4.3	**Occupational safety and health (additional New Zealand requirements)**					
	4 criteria included within this section					
	Sub total			0	0	

15	Recruitment SAMPLE					HR Payroll System (corporate version) RFI / RFP Requirements Checklist www.axia-consulting.co.uk
Ref.	**Recruitment Requirements**	**Cu**	**Wt**	**Sc**	**WS**	**Vendor Response**
	Summary					
15.1	Vacancy recording			0	0	
15.2	Selection process			0	0	
15.3	Application forms			0	0	
15.4	Applicant details			0	0	
15.5	Pre-employment / applicant checks			0	0	
15.6	Immigration compliance			0	0	
15.7	Applicant selection			0	0	
15.8	Applicant tracking			0	0	
15.9	Letter production			0	0	
15.10	Convert applicant to employee			0	0	
15.11	e-recruitment and selection			0	0	
15.12	Reports			0	0	
15.13	Integrated links			0	0	
	Sub total			0	0	
15.14	Statistics and volumes					
15.1	**Vacancy recording**					
15.1.1	Job profiling	N	0	0	0	
15.1.2	Unlimited position attributes, qualifications, skills, experience required	N	0	0	0	
15.1.3	Position to be held by one person, or by multiple people	N	0	0	0	
15.1.4	Vacancy details eg:	N	0	0	0	
15.1.4.1	- job title, description, grade, department, job share	N	0	0	0	
15.1.4.2	- employment terms, pay details	N	0	0	0	
15.1.4.3	- job requirements	N	0	0	0	
15.1.4.4	- person specification	N	0	0	0	
15.1.5	Unlimited vacancies held on database	N	0	0	0	

Ref.	Recruitment Requirements	Cu	Wt	Sc	WS	Vendor Response
15.1.6	Manager associated with vacancy	N	0	0	0	
15.1.7	Vacancy advertisements	N	0	0	0	
15.1.8	Vacancy (advertisement) response analysis	N	0	0	0	
15.1.9	Graduate recruitment including:	N	0	0	0	
15.1.9.1	- multiple graduate recruitment programmes	N	0	0	0	
15.1.9.2	- vacancy / applicant skill profiling	N	0	0	0	
15.1.9.3	- multiple dates eg term dates, graduation date	N	0	0	0	
15.1.9.4	- multiple addresses eg term time and home	N	0	0	0	
15.1.9.5	- contact details eg mobile phone number, email	N	0	0	0	
15.1.9.6	- university or college details	N	0	0	0	
15.1.9.7	- degree details	N	0	0	0	
15.2	**Selection process**					
15.2.1	Unlimited recruitment / selection processes, with multiple configurable recruitment stages	N	0	0	0	
15.2.2	Multiple vacancy status	N	0	0	0	
15.2.3	Unlimited details of recruitment sources	N	0	0	0	
15.2.4	Recruitment campaigns	N	0	0	0	
	plus 4 more criteria included within this section					
15.3	**Application forms**					
	2 criteria included within this section					
15.4	**Applicant details**					
	12 criteria included within this section					
15.5	**Pre-employment / applicant checks**					
	10 criteria included within this section					
15.6	**Immigration compliance**					
	9 criteria included within this section					
15.7	**Applicant selection**					
	13 criteria included within this section					

Ref.	Recruitment Requirements	Cu	Wt	Sc	WS	Vendor Response
15.8	**Applicant tracking**					
	8 criteria included within this section					
15.9	**Letter production**					
	10 criteria included within this section					
15.10	**Convert applicant to employee**					
	2 criteria included within this section					
15.11	**e-recruitment and selection**					
	plus 60 more criteria included within this section					
15.11.1	**Recruitment via Intranet / Internet / Corporate website**					
15.11.1.1	Automated administration tasks covering the whole recruitment and selection process	N	0	0	0	
15.11.1.2	Online recruitment of internal and external applicants	N	0	0	0	
15.11.1.3	Applicant data held in stand-alone database, with secure access and linked to corporate website or	N	0	0	0	
15.11.1.4	Part of the HR database	N	0	0	0	
15.11.2	**Vacancies**					
15.11.2.1	Automatically create vacancy from employee's known leaving date	N	0	0	0	
15.11.2.2	Review / amend vacancy	N	0	0	0	
15.11.2.3	Create, edit and authorise job requisitions	N	0	0	0	
15.11.2.4	Job library - for quick job requisition or description templates	N	0	0	0	
15.11.2.5	Link requisition with job description	N	0	0	0	
15.11.2.6	Job posting queuing and authorisation	N	0	0	0	
15.11.2.7	Track and manage all open requisitions	N	0	0	0	
15.11.2.8	Job advertisement templates	N	0	0	0	
15.11.2.9	Vacancies, job descriptions and requirements advertised on corporate website, jobs board, intranet, or specialist recruitment websites	N	0	0	0	
15.11.2.10	Vacancy tables - listing vacancies and links to job descriptions and further information	N	0	0	0	
15.11.2.11	Direct the posting of vacancies towards internal or external candidates	N	0	0	0	

Ref.	Recruitment Requirements	Cu	Wt	Sc	WS	Vendor Response
15.11.2.12	Email (latest) vacancies to (all or selected) applicants	N	0	0	0	
15.11.2.13	Configurable recruitment workflow processes eg dependent upon the post, the desired number of interviews, reference / background checks, managers involved	N	0	0	0	
15.11.2.14	Publish recruitment process - internally and optionally externally (with vacancy)	N	0	0	0	
15.11.2.15	Stop specified vacancies from being published	N	0	0	0	
15.11.2.16	Accept applications from agency website(s)	N	0	0	0	
15.12	**Reports**					
	14 criteria included within this section					
15.13	**Integrated links, with:**					
	2 criteria included within this section					
	Sub total			0	0	
15.14	**Statistics and volumes**					
	16 statistics included within this section					