

Carl Sandburg College seeks the services of a qualified Human Resources Information System (HRIS) and Payroll Processing Service Provider with expertise in outsourced Human Resources and Payroll processing. The successful Service Provider must have access to legal tax counsel or otherwise be able to demonstrate ongoing compliance with all state, federal, and local laws and regulations.

Payroll Services Requested

- Payroll processing and payment services for all employees
- Employee and Manager Self Service
- Paid time off reporting and approval
- Time and leave reporting
- Tax Filing Service (federal and multi-state)
- Wage Garnishment Processing
- Group Term Life Auto Calculation
- Online reports and pay statements
- New Hire Reporting (multi-state)
- Standard and ad hoc reports
- Integration with Ellucian Colleague
- Automated workflows with approvals

Human Resources Services Requested

- New Hire Onboarding / I-9 Workflow
- Employee Termination Workflow
- Paid time off accruals
- Total absence management including Family and Medical Leave Act/Short Term Disability/Long Term Disability/Workers' Compensation
- Employee development tracking
- Compliance reporting
- Policy acknowledgment
- Total compensation statements
- Data analytics
- Standard and ad hoc reports
- Benefits administration, self-service, and vendor feeds
- Performance Management
- Recruitment and Talent Acquisition
- Compensation Management
- Position management

Specific Payroll Functions Required

- Multiple user-defined pay codes, deductions (post and pre-tax) and employer matches (flat and percentage).
- Pay an employee at alternate rates of pay for multiple positions.
- Distribute employee earnings and select fringe benefits between multiple cost centers.

- Process reimbursements, both taxable and non-taxable.
- Mass changes to earnings, deductions and rates by bargaining unit or by other user-defined criteria.
- Option to preview and edit a payroll prior to final processing.
- Garnishment processing including disbursements to applicable Agencies.
- Functionality to easily produce standard and ad hoc payroll reports.
- Supply comprehensive, up-to-date payroll user documentation, both functional and technical.
- Produce all year-end payroll reports, including W-2's.
- On-line access for employees for Paystubs and W-2's.
- 1095 Reporting

Implementation Services Requested

- Work with College staff to identify needs with respect to organizational and functional processes and system/hardware requirements.
- Assist in achieving a smooth transition from the existing payroll system to the new system.
- Provide needed levels of security for data input and for processing and accessing payroll information for management and staff.
- Maintain stable customer support to promote ongoing vendor familiarity with the College's unique payroll requirements.
- Successfully complete, to the satisfaction of the College, a parallel or off-line payroll run(s) prior to a "live" payroll.
- Provide information regarding your ability to manage and support the implementation process.
 - Do you provide on-site consultation prior to and during implementation?
 - What is required of the College staff during the implantation process?
- Please describe a typical technical and support staff structure to maintain and support your solution
- Please provide infrastructure details regarding redundancy, disaster recovery and backup of your SaaS offering.
- Provide an overview of how data from our current Payroll System will be migrated into the new SaaS offering.