



April 6, 2018

REQUEST FOR PROPOSALS
2057

Information Technology
PeopleSoft HCM 9.2 Upgrade and On-Call Services

ADDENDUM #1

The City of Springfield is hereby amending the above mentioned Request for Proposal (RFP). The original document can be found on the City's website at www.springfield-or.gov. By selecting the hyperlink *Purchasing/Contracts* from the menu on the left side of the home page, interested parties will be linked to the RFP/ITB page.

1. Added Attachment 7 – 9.1 HCM Customizations

In the event that it is necessary to further amend, revise or supplement any part this ITB, additional addenda will be posted on the City's website at <http://www.springfield-or.gov> (select the *Purchase Contracts* hyperlink and RFP 2057 PeopleSoft HCM 9.2 Upgrade and On-Call Services). As stated in the original solicitation, City will make a reasonable effort to provide the addenda to all Proposers to whom City provided the initial RFP. This addendum shall be considered part of the specification of the RFP. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by City.

ALL BIDDERS SHOULD ACKNOWLEDGE AND INCLUDE THIS ADDENDA #1 AS PART OF THEIR SUBMITTAL PACKAGE.

ATTACHMENT 7

Customization List for HCM 9.1	
Module/Page	Description
Timecards	Custom module that allows employees to enter in their timecards. It is then loaded into paysheets.
eLog Import	Loads timecards for firefighters from City of Eugene eLog system to our custom timecard module
Leave Request	request protected leave. Allows employees to use leave earning codes. Calculates total hours used.
Dynamic Reporting	post leave accruals to employee banks. There is also a custom page that displays leave accruals so it is easier to read
Explode Process	Take account code strings from Financials and load them into the laborcode tables for timecards
Hansen Export	Export employees information for use in the Infor/Hansen system
Payroll to GL Interface	after payroll is completed load amounts and post to the GL
Liability JE	After payroll is completed create the liabilities JE to post to GL
Leave Accrual Process	post leave accruals to employee banks. There is also a custom page that displays leave accruals so it is easier to read
Project A	This program is used to gather applicant information. There isn't a link currently with PeopleSoft. The applicant hired is just added to PeopleSoft. This is being replaced with TAM/CG after HCM upgrade.
Retention schedule	This table is used to populate information in the Laserfiche metadata.
Retirement pages	tables are needed to help track PERS, OPSRP, and CRP retirement information for employees
Pay checks	Advice and printed paychecks have several customizations on them for different earning codes and leave accruals
Retro active pay	customized retroactive pay and retro details
Position Management	There are a few fields that have been added to position management in order to track several other pieces of information that is needed (ex: sworn, fire mgmt, pol mgmt, kelly days mask, limited duration end date, etc)
Setup HRMS - HTML Rep	setup for dynamic reports
Setup HRMS - Timecard	setup for timecards
Open enrollment	Allows employees to enter benefit selection for Firemed or Sick leave reserve program
Reports	There are many reports. Most of ours start with either SPR or LC.
	Updated April 3, 2018