

CITY OF NICHOLASVILLE
HUMAN RESOURCES DEPARTMENT
NICHOLASVILLE, KENTUCKY

RFP 2021-207

REQUEST FOR PROPOSAL
ELECTRONIC TIME & ATTENDANCE SYSTEM

**City of Nicholasville
Request for Proposals
Electronic Time & Attendance System**

INTRODUCTION

The City of Nicholasville is seeking Request for Proposals for Electronic Time & Attendance System. The purpose of this request is to solicit a system with a functional web-based application and equipment offering flexible methods of recording and tracking time and attendance that is available 24/7/365 to provide for automated time reporting for its approximate 235 employees who work varying shifts in multiple buildings throughout the city, as well as support up to 100 concurrent application users (i.e. Supervisors, System Administrators).

BACKGROUND

The main goal of this project is to replace or upgrade the current system. Vendors responding to this RFP should propose all services and associated costs to deliver a fully-operational program to meet the needs of the City of Nicholasville. The system must be capable of capturing employee time, the automation of payroll processing and the generation of reports.

Scope of Work

GENERAL SYSTEM REQUIREMENTS

1. Time Entry - Data collection methods should include web-based time entry and clocks device entries. The Software system must be capable of displaying accrued leave balances, supporting work schedules, requests for time off, payroll reporting and labor distribution. The time clock devices need only to collect the punches and transfer them to the system.
2. Interface - The system must be capable of interfacing with KVS Payroll Software. The system must interface sub totals of time card by pay type.
3. Software Updates - Software updates must be available as part of the Maintenance Contract, unless specifically noted otherwise.

FUNCTIONAL REQUIREMENTS

The City of Nicholasville employs approximately 235. The following functional requirements should be included in the RFP offered by the proposer.

- A. The system shall support multiple bi-weekly payroll period options, i.e. Tuesday thru Monday, an employee's payroll period may be determined by employee class and/or department.
- B. The system shall support calculating 24 and 12 hours shifts as well as multiple starting times and 8 minute rounding rule to quarter hour increments.
- C. The system should allow unlimited different pay codes and usage accruals including codes for vacation, sick leave, leave without pay, bereavement leave, military leave, FMLA leave, jury duty.
- D. The system should show exceptions on time cards screens i.e. absent, late punch, early punch, etc.
- E. The system should allow supervisory ability to review and act upon on-line leave request with automatic posting after approval.
- F. The system should support work schedules (fixed, rotating, as needed) hourly and salary employees, salary compensation and compliance with overtime requirements (Fair Labor Standards Act).
- G. The system should allow unlimited different pay and attendance rules and policies to support each group using the same time system.
- H. The system should allow global time entry to clock in/out some or all employees in a group at once by payroll, timekeeper or manager and global schedule changes by manager/timekeeper for employee/workgroup.
- I. The system should allow unlimited shift schedule definition and assignment or no schedule assigned.
- J. The system must have audit trail that tracks data changed, hold original date and user name of the person modifying as well as ip addresses used for punches.
- K. The system should automatically adjust to time and date changes due to the number of days in the month, daylight savings time, leap year, etc.

- L. The system should allow all reports available in user selected format: HTML, PDF and Excel spreadsheet.
- M. The time capturing device or the system must allow restriction to use the terminal to certain employees. In addition some employees must be granted universal punch in ability within security clearances.
- N. The system should allow individual functions can be turned on and off for individual employees/managers.
- O. Licensing must be based on concurrent users not number of employee records in the database.

TECHNICAL REQUIREMENTS

- A. 15 time capturing devices including 1 clock that must be capable of utilizing current proximity badges and 14 clocks that will utilize clock ID punches on a keypad.
- B. Must interface with KVS payroll software.
- C. The vendor will be required to work closely with the City's Information Technology Department in assuming that the hardware and software proposed will in no way compromise the security of the City's communication infrastructure.
- D. Time capturing devices must be Ethernet and capable of holding 72 hours of employee date.
- E. Have robust levels of security for Supervisors and employees. IE an employee can only see certain data as defined by a Supervisor/Administrator such as time and leave accrual read only capability; some supervisors would have read only access while others can have read and edit access.