**PATTONVILLE SCHOOL DISTRICT January 27, 2017**

**Time and Attendance System RFP – Addendum # 3**

**RFP Questions and District Responses**

**Due Date: February 1, 2017, 2:00 p.m. CST**

**Following is a list of additional questions that were received from vendors. Responses are listed in bold and in italics.**

1. Due to the tight turn around, would the District consider extending the due date to February 10, 2017? ***At this time we are not considering an extension****.*

2. Do you want a true telephone time entry or a mobile solution that allows punches via smart phone? **Would like options for true telephone entry and smartphone.**

3. Will you need the Time and Attendance Solution to calculate accruals? Or will you import an accrual balance from your HRIS system? ***The system will need to import accrual balances from our Human Resource/Payroll system.***

4. Which employees will be included in the pilot? Instructional Staff, Admin, Support Personnel? ***The pilot will include Support Personnel****.*

5. Regarding the requirement below- how will the system identify the employee in this situation? Do you manually key in the employee data? Can you provide an example of this use case? You've also specified an employee data import. The system shall provide the capability for new employees to use the data collection devices prior to entry of employee information in the system database.  The system shall maintain all punch data for any new employee not yet set up in the payroll software and automatically merge this punch data upon employee entry into the payroll software. **Most t*ime is manually keyed into our Payroll system now. We do use an excel import feature for transportation and sub teachers. The excel files are manually prepared. New hires will be set up in District Human Resource master file and may begin punching before their payroll file is activated. Need to make sure that no data is lost prior to payroll setup.***

6. Will instructional staff punch in/out? Will their pay be calculated by punches or by a contractual agreement? Are you just punching to gather attendance and determine who is at a given location? ***At this time instructional staff will not punch in/out.***

7. Will you require extra duty pay calculations- e.g. Coaching, Tutoring, etc**.  *Not at this time.***

8. Do you have someone that will lead your Organizational Change Management efforts, or should that be included as optional services for Change Management? ***We will have someone that will lead the Change Management efforts for district but will want a designated contact at the company chosen.***

9. Do know how many people will make up your project team? ***10-12 individuals.***

10. How do you typically train your end users? Principals, School Secretaries/Book Keepers, Centralized Application Administrators, Employees? We can provide Kronos delivered training for all end user groups or provide a TTT program. ***Software training has taken place in a classroom style setting. Training options and costs should be provided in bid.***