Proposal to...
Village of Oak Park, Cook County IL
March 13, 2019
Project Contact: John Schopmeyer
Account Executive: Kevin Schafer

Customization

Development of Processes and Formatting for Recurring Import of Employee Data from Kronos into BS&A Payroll .NET   **$23,000**

The price as defined in this document will not exceed $23,000. Small changes to the scope of development can be accommodated without the need for a change order. A change order would be required for import of additional files or for significant changes in scope.

Statement of Work:

Summary
BS&A will import CSV files from Kronos containing Employee Master, Employee Deduction/Expense, Employee Tax, and Employee Direct Deposit information. New Employees discovered in the import will be added to the database, and existing Employees will be updated. Employee Payment and Leave information will be updated on the Employee based on the Position attached to the Employee.

Scheduling
The import will be able to be scheduled using Windows Scheduler. Windows Scheduler will be configured to run the BS&A Payroll executable, with specific command-line parameters that will perform the import. This must be run in an environment with a user logged in.

Process Options
In the options for the import process, the user will select:
- The directory in which the CSV files will reside.

Import Scope
The following files of data will be imported:
- Employee Master Information
- Employee Deductions and Expenses
- Employee Taxes
- Employee Direct Deposit

The Positions in BS&A will be maintained by the Village as templates for Employee Payment, Distribution, and Leave information. On import of the Employee's Position Code from Kronos, the Employee Payment, Distribution, and Leave information will be added based on the Employee's selected Position.

Employee Benefit information will be maintained in Kronos. Deduction and Expense amounts related to Employee Benefits will be passed to BS&A to be imported as part of the Employee Deduction and Expense import.

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Prices good for a period of 90 days from date on proposal

Review of Import Results

BS&A will create a report based on the Pending Employee Changes report that will show Employee changes organized by Employee and Effective Date. The report will have the option to filter the results by date range, allowing the Village to see any changes imported after a certain date.

Naming Convention for Import Files

To be agreed upon with Kronos.

File Import Layouts

Employee Master File

Column Name	Required	DATA_TYPE	Max Length
Employee Code	y	varchar	15
employerCode	y	varchar	15
departmentCode	y	varchar	15
jobClassCode	y	varchar	15
unionCode1	y	varchar	15
unionCode2		varchar	15
socialSecurityNum	y	varchar	44
lastName	y	varchar	63
firstName	y	varchar	31
middleInitial	y	varchar	7
salutation		varchar	7
address1	y	varchar	31
address2		varchar	31
city	y	varchar	31
state	y	varchar	3
zip	y	varchar	11
homePhone		varchar	15
workPhone		varchar	23
cellPhone		varchar	15
birthDate	y	datetime	
maritalStatus		int	
resident		bit	
status	y	int	
hireDate	y	datetime	
terminationDate		datetime	
longevityDate	y	datetime	
defaultWorkCompCode	y	varchar	15
averagePayPeriodHours	y	float	
employmentType	y	int	
auxLeaveDate		datetime	
useAltFieldsForChecks		bit	
altCheckAddress1		varchar	31
altCheckAddress2		varchar	31
altCheckLastName		varchar	63
altCheckFirstName		varchar	31
altCheckMidileInitial		varchar	7
altCheckCity		varchar	31
altCheckState		varchar	3
altCheckZip		varchar	11
lifeInsurancePolicyAmount		float	

Questions? Please call John Schopmeyer at (855) 272-7638 or email jschopmeyer@bsasoftware.com   *Page 2 of 4*

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lifeInsuranceContribution		float	
I9VerificationDate		datetime	
I9VerificationStatus		varchar	20
driversLicenseNum		varchar	20
militaryActive		bit	
militaryVeteran		bit	
militaryBranchName		varchar	50
leaveProrationPercentage		float	
excludeFromAcaReporting		bit	
acaDefaultCoverageCode		int	
acaDefaultSafeHarborCode		int	
acaSingleEmployeeAmount		float	
acaDefaulEmployerSelfInsured		bit	

Employee Deduction/Expense File

Column Name	Required	DATA_TYPE	Max Length
Employee Code	y	varchar	15
dedExpCode	y	varchar	15
userVarValue	y	float	
maximum		float	
startDate	*	datetime	
endDate	*	datetime	
accountNumber		varchar	50

*startDate can be used to designate when a Deduction/Expense should take effect. endDate is required to end the Employee's usage of a Deduction/Expense. Deductions and Expenses won't be removed from Employees based on the import, but can be deactivated by assigning an endDate.

Employee Tax File

Column Name	Required	DATA_TYPE	Max Length
Employee Code	y	varchar	15
dedExpCode	y	varchar	15
startDate	*	datetime	
endDate	*	datetime	
withholdingRate	y	int	
allowances	y	int	
allowances2		int	
extraWithholding		float	
extraWithholdingPct		float	
electedWithholdingPct		float	
exemptFromWithholding		bit	
w4Option		smallint	

*startDate can be used to designate when a Tax should take effect. endDate is required to end the Employee's usage of a Tax. Taxes won't be removed from Employees based on the import, but can be deactivated by assigning an endDate.

Employee Direct Deposit File

Column Name	Required	DATA_TYPE	Max Length
Employee Code	y	varchar	15
routingNumberCode	y	varchar	15
depositMethod	y	int	
accountNumber	y	varchar	92

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amount	y	float	
percentOfNet	y	float	
accountType	y	int	
prenoteDate		datetime	
runPrenote		bit	
useSchedule		bit	
schedulePeriod1		bit	
schedulePeriod2		bit	
schedulePeriod3		bit	
schedulePeriod4		bit	
schedulePeriod5		bit	
scheduleSpecialPay		bit	
remainingCheckAmount		float	
startDate		datetime	
endDate		datetime	

*startDate can be used to designate when a Direct Deposit should take effect. stopDate is required to end the Employee's usage of a Direct Deposit. Direct Deposits won't be removed from Employees based on the import, but can be deactivated by assigning an endDate.

Payment Terms:
Payment due upon project completion.

Project Dates:
- Project Start: Upon receipt of signed proposal and valid import files from Kronos.
- Project End: Estimated 6-10 weeks following project start. This anticipates 6-8 weeks for development and testing, plus alignment with BS&A update release schedule.

Should any terms or conditions contained within this Proposal conflict with the original Software License and Services Agreement executed between BS&A and the Village of Oak Park dated July 19, 2016 or otherwise are not governed within this Proposal, the terms and conditions contained within the Software License and Services Agreement shall govern and prevail.

Signature constitutes an order for products and services as quoted.

_____ _____

Customer Signature **BS&A Software**

_____ _____

Date

Please complete the following for our records:

Project Contact Name_____ Title_____

Phone/Fax_____ Email_____

Mailing Address_____

City, State, Zip_____

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