City of Superior
Functional and Technical Requirements

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	Total Functional Requirements:	**2,698**

Indicator	Definition	Instruction

Indicator	Definition	Instruction
S	**Standard:** Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available** in a future software release available to the City **by January 1**, **2026** at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be indicated in Attachment C – Cost Worksheet.	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements
N	**No: Feature/Function cannot be provided.**	N/A

General and Technical				
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
Technical Environment				

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.1	The system shall flow all changes made in the system throughout all proposed system modules without the need for duplicate data entry.	Critical	S	Workday avoids data duplication, inconsistency and internal interface complexity by delivering our service using a single (object model) datastore which supports all transactional and reporting functionality. This eliminates the need for any module-to-module integration which simplifies the IT landscape, lowers maintenance costs and improves the user experience. Workday's single datastore is object based with objects (like candidates, workers, accounts, organizations, dependents, requisitions, etc.) being instantiated in memory and intrinsically "understanding" how they are related to each other. This makes reporting much easier as the user does not have to deal with database-level access (such as table selects and joins) that are required with legacy applications which rely on a relational database for transaction processing and reporting. We've also built all our components on a core set of services that manage people, events, organizations, etc. and provide these common services to all other objects in our system.

City of Superior
Functional and Technical Requirements

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.2	The system shall support import and export data with web services formats.	Critical	S	Workday supports standard Web Service based interfaces, including REST, Simple XML, JSON, RSS, and GData Web Service APIs. Flat file interfaces such as CSV are also supported, and additional formatting can be accomplished using XSLT. A more detailed list of capabilities can be seen within the Workday Integration Cloud Datasheet available here: https://www.workday.com/content/dam/web/en-us/documents/datasheets/datasheet-workday-cloud-connect-platform.pdf Comprehensive web service APIs are included in the Workday subscription. The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-hosting/restapi/index.html Workday also enables customers to build their own web services when they create custom reports through our Report Writer. Custom reports can be web-service enabled, exposing the report as both a SOAP and REST-based web service for integration. This is also referred to as Reports as a Service or RaaS. Web services are versioned to ensure stability and backwards compatibility. Web Services authentication is covered by BASIC, SAML, X509, and OAuth.

General and Technical				
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.3	The system shall integrate with third-party signature validation systems (e.g., DocuSign).	**Desired**	**S**	Workday supports electronic signatures within the Business Process Framework natively or via 3rd-party integration. Using native e-signature functionality, it can be required that employees legally sign that they have completed a task. For example, as part of the on-boarding process, a process step can route a document, e.g. employee handbook, to the on-boarding employee. Then the employee can be required to acknowledge that they have read and understood the document by checking a box or entering a written response. The text explaining this to the user is configurable to ensure that the context and implication of the signature is clear and can include or provide a link to relevant disclaimer condition statements. The Workday Business Process Framework also provides the ability to capture electronic signatures through 3rd-party packaged integrations with Adobe Sign and DocuSign. In this case, the Workday customer must have an existing relationship with one of these third-party vendors. Whether using native e-signature functionality or integration with a 3rd-party vendor, the electronic signature is captured in Workday as part of the audit trail of the process.

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.4	The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes.	**Critical**	**S**	Workday Web Services (WWS) provide a programmatic public API for our Workday Core Service. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday.

WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility.

The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another.

The Workday API directories provide the high-level description of each service that we offer, see https://community.workday.com/sites/default/files/file-hosting/productionapi/index.html and https://community.workday.com/sites/default/files/file-hosting/restapi/index.html |
| **The system shall import and export data from (or to) standard file formats including** | | | | |

General and Technical				
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.5	.html;	**Critical**	**S**	Any files can be uploaded to Workday with restrictions on potentially dangerous file types such as scripting language and executable file. Your administrators may also further restrict file types, for example, if .zip files were not considered safe according to your organization's policy. The ability to upload is placed selectively within the application (i.e. Worker File, Performance Reviews, Contract Attachments, etc.). Some examples of Workday supported file types include: bmp, csv, doc, docx, gif, html, jpg, pdf, pgp, png, properties, rptdesign, txt, xls, xlsx, xml, xpdl, xsl, xslt, and .zip.
GT.6	PDFs that are text based and searchable;	**Critical**	**S**	Attachable, not searchable.
GT.7	.txt;	**Critical**	**S**	Any files can be uploaded to Workday with restrictions on potentially dangerous file types such as scripting language and executable file. Your administrators may also further restrict file types, for example, if .zip files were not considered safe according to your organization's policy. The ability to upload is placed selectively within the application (i.e. Worker File, Performance Reviews, Contract Attachments, etc.). Some examples of Workday supported file types include: bmp, csv, doc, docx, gif, html, jpg, pdf, pgp, png, properties, rptdesign, txt, xls, xlsx, xml, xpdl, xsl, xslt, and .zip.
GT.8	.csv;	**Critical**	**S**	Standard file format for import/export within Workday.
GT.9	.xlsx (MS Excel version 2016 or later, including MS 365);	**Critical**	**S**	Standard file format for import/export within Workday.

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.10	.docx (MS Word version 2016 or later, including MS 365);	**Desired**	S	Any files can be uploaded to Workday with restrictions on potentially dangerous file types such as scripting language and executable file. Your administrators may also further restrict file types, for example, if .zip files were not considered safe according to your organization's policy. The ability to upload is placed selectively within the application (i.e. Worker File, Performance Reviews, Contract Attachments, etc.). Some examples of Workday supported file types include: bmp, csv, doc, docx, gif, html, jpg, pdf, pgp, png, properties, rptdesign, txt, xls, xlsx, xml, xpdl, xsl, xslt, and .zip.
GT.11	.ics (MS Outlook version 2016 or later, including MS 365, for calendaring);	**Desired**	S	
GT.12	.xml; and	**Critical**	S	Standard file format for import/export within Workday.
GT.13	Other City-defined desktop productivity applications.	**Critical**	S	More information would needed to understand these applications. The Workday integration tools can be used to extract the data and it can be transformed into a variety of formats.

General and Technical				
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.14	The system has the ability to provide a toolkit to create and manage API's, in an easy user-friendly interface.	Critical	S	Workday was founded with integration as a core design principle because connectivity to your systems should be simple. Workday leverages the Workday Integration Cloud, an integration and complete middleware platform with a core Enterprise Service Bus. It is provided with the Workday service as a component of the architecture at no additional cost. This comprehensive integration platform enables customers and partners to build and deploy integrations to the Workday Cloud without the need for on-premise middleware. Please review the data sheet on this website for more details. https://www.workday.com/en-us/products/platform-product-extensions/integrations.html With the Workday Integration Cloud, you can: ● Reduce the time and cost of building, deploying, and managing integrations to and from Workday ● Enable both IT and business users with tools to build and configure custom integrations ● Deploy and manage all integrations in the Workday Cloud ● Leverage a growing ecosystem of Connectors and toolkits built, supported, and maintained by Workday and its partners as seen here: https://marketplace.workday.com/ Finally, Workday provide Reports-As-A-Service (RaaS) where reports built in Workday can be enabled as an API by customers providing them with the ability to define their own APIs. RaaS REST supports both basic auth and OAuth for authentication.

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.15	The system has the ability to support API's (Application Programming Interface) for third-party system integration.	**Critical**	**S**	Workday supports several APIs. First the Workday Core Service exposes its Public Web Services (WWS) based on SOAP for use case like system-to-system integration or import/export data in/out of Workday. WWS supports several authentication methods including X509, SAML, Basic Auth and Delegated Auth. Workday also has a REST API for use cases like external employee experience applications. REST supports OAuth 2.0 authentication including implicit grant, auth grant and SAML. Finally, Workday provide Reports-As-A-Service (RaaS) where reports built in Workday can be enabled as an API by customers providing them with the ability to define their own APIs. RaaS support both basic auth and OAuth for authentication.

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.16	The system has its own API keys and connectors for third-party and in-house system integration.	Desired	S	Workday provides multiple options to our customers to both access, extract or import information to and from the Workday service. These options are part of the standard Workday Core service and include: ● Reports built in the Workday Report Writer can be enabled to operate as a web service and are named RaaS for Report as a Service; allowing data to be pulled from Workday in programmatic fashion. ● Workday delivers standard APIs using industry-standard web services technology, including WSDL, SOAP, and the WS-* standards. These SOAP and REST-based services can be used to integrate data into and out of Workday, working alongside customer SOA infrastructure or in Workday's cloud-based Enterprise Service Bus (ESB) architecture (see Workday Studio below). ● The Enterprise Interface Builder (EIB) is a simple, yet powerful, tool that enables building simple to moderately complex integrations, which consist of inbound or outbound synchronous or asynchronous transfers. The EIB tool is used to dynamically create two-way business information exchanges to and from Workday without the need to install and maintain any on-premise hardware or software. The EIB supports internal and external data sources (RaaS, REST URLs, SOAP-based Web Services, File based exchange), with out-of-the-box configurable transformations (XML-to-CSV, XML-to-Excel, etc.) as well as custom XSLT-based transformations. A variety of inbound and outbound transport protocols is also supported. EIB integrations can be run either using an
GT.17	The system shall support scheduled data feeds for exchanging file import/exports with third-party systems.	Desired	S	
GT.18	The system shall provide a centralized data dictionary that fully describes table structure, interdependencies, and appropriate levels of metadata.	Critical	S	Workday provides a data dictionary that describes the Workday Object Data Model. The data dictionary is availability directly within the Workday tenant for users that have security permissions to access it.

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.19	The system shall store and apply digital copies of signatures to documents (e.g., checks, notification letters) with appropriate security permissions.	Critical	S	Workday supports electronic signatures within the Business Process Framework natively or via 3rd-party integration. Using native e-signature functionality, it can be required that employees legally sign that they have completed a task. For example, as part of the on-boarding process, a process step can route a document, e.g. employee handbook, to the on-boarding employee. Then the employee can be required to acknowledge that they have read and understood the document by checking a box or entering a written response. The text explaining this to the user is configurable to ensure that the context and implication of the signature is clear and can include or provide a link to relevant disclaimer condition statements. The Workday Business Process Framework also provides the ability to capture electronic signatures through 3rd-party packaged integrations with Adobe Sign and DocuSign. In this case, the Workday customer must have an existing relationship with one of these third-party vendors. Whether using native e-signature functionality or integration with a 3rd-party vendor, the electronic signature is captured in Workday as part of the audit trail of the process.

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.20	The system shall support application of certificate verified internal electronic signatures providing assurance of authenticity, integrity, and non-repudiation.	Critical	S	Workday supports electronic signatures within the Business Process Framework natively or via third-party integration. The Workday Business Process Framework also provides the ability to capture electronic signatures through third-party packaged integrations with Adobe Sign and DocuSign. In this case, the Workday customer must have an existing relationship with one of these third-party vendors. Whether using native e-signature functionality or integration with a third-party vendor, the electronic signature is captured in Workday as part of the audit trail of the process.

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.21	The system shall operate on mobile devices (e.g., tablets, smart phones) and size-render appropriately.	Desired	S	Workday provides a responsive native mobile solution for: ● iPhones and iPads with our native iOS app "Workday for iOS". ● Android smartphones and tablets with our native Android app "Workday for Android". ● In addition to these mobile native applications, Workday's browser-based user interface is delivered using 100% responsive design to provide a consistent experience from any device, including supported mobile browsers which render HTML5 like Safari, Chrome, Microsoft Edge, etc. Workday's native mobile applications deliver access to most employee and manager self-service tasks, as well as administrative tasks, dashboards, and reporting. Workday's single security model means that there is no separate security configuration required for mobile access. And for the native mobile apps, users can use a PIN or biometrics to sign in to the app which contributes to a higher user adoption. Also, there aren't separate mobile applications for different functional areas. An internet connection (and authentication) is required to access Workday from a mobile device, and no business data is stored on the device itself.
GT.22	The system shall be device agnostic when run on mobile devices (e.g., the system can be run on Android, iOS, Windows, etc.).	Desired	S	Workday provides a responsive native mobile solution for: ● iPhones and iPads with our native iOS app "Workday for iOS". ● Android smartphones and tablets with our native Android app "Workday for Android". ● In addition to these mobile native applications, Workday's browser-based user interface is delivered using 100% responsive design to provide a consistent experience from any device, including supported mobile browsers which render HTML5 like Safari, Chrome, Microsoft Edge, etc.

General and Technical				
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.23	The system shall provide a production, test, and development environment including the ability to track software changes applied to each environment and roll back as necessary.	**Critical**	**S**	Every Workday customer has a Production environment, a Sandbox environment, and a Sandbox Preview environment. Sandboxes are full production copies that customers can use to learn about new features, configure new business processes, configure and test integrations and in general, try things they might not want to in their production system. The Sandbox Preview tenant is a copy of the Production tenant, but it additionally contains new functionality that may be available in a future Feature Release. The Sandbox Preview tenant allows testing of new functionality as it becomes available in between Feature Releases. The Sandbox and Sandbox Preview tenants are available 24x7 (365) for the length of your Workday subscription, starting from your go-live date. A change management tool called Object Transporter is provided for migrating configurations from Sandbox to Production.
Document Management				

Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.24	The system shall provide "Document Management System" functionality to track electronic files associated with specific system records.	Critical	S	While Workday is not a document management system, it does provide the ability to attach and view documents to transactions, such as employment contract documents, ID verification documents, and name and address verification documents. Workday enables the attachment of any electronic document to an employee's or supplier's record. There are two means of attaching documents to workers within Workday: 1. Workday enables the attachment of documents to a worker's or supplier's record as a general attachment. When attached as a general attachment, the document is not saved in association with a specific business process. 2. Alternatively, a document can be attached within a business process. Documents attached within a specific business process will be shown in association with the business process that they support. In either case, all documents will be shown in the worker's or supplier's document file and security can be setup by document category to determine who has access to view the document.
GT.25	The system shall support data storage with discrete version control in accordance with defined operational standards.	Desired	N	Storage requirements are not an issue for a typical Workday implementation, as the Workday service provisions sufficient storage capacity. If you are considering our Prism Analytics product, we do price based on usage. Baseline entitlements start at 100 million published data rows and unlimited data storage. It can tier up from there; however, very few customers have exceeded our baseline. Document version control functionality is not included in Workday.

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.26	The system shall provide the ability to link imported documents to specific records.	**Critical**	S	
GT.27	The system shall use "drag and drop", electronic file upload and scan document functionality to associate electronic files to transactions within the system.	**Desired**	S	Workday provides the ability to upload or feed attachments and associate them with a transaction securely. For uploaded documents, Workday performs a virus scan.
GT.28	The system shall restrict modification of attached documents based on individual or department permissions.	**Critical**	S	
GT.29	The system shall allow a user to scan documents directly into the system.	**Critical**	N	**Note - We have marked this as "N" - based on the Proposed Workday Solution does not contain any native scanning software or tools. However Workday enables the attachment of any electronic document to an employee's record. There are two means of attaching documents to workers within Workday:

1. Workday enables the attachment of documents to a worker's record as a general attachment. When attached as a general attachment, the document is not saved in association with a specific business process.
2. Alternatively, a document can be attached within a business process. Documents attached within a specific business process will be shown in association with the business process that they support.

In either case, all documents will be shown in the worker's document file and security can be setup by document category to determine who has access to view the document for the worker. There are no limitations on the number of documents on an employee's record.

Workday does also leverage Object Character Recognition (OCR) for purposes of expenses or invoices. |
| GT.30 | The system shall permit export or a file directly for document storage, for example in a third-party system or network drive. | **Desired** | S | Workday supports delivery of integration payloads via Amazon Simple Storage Service (S3), AS2, Email, FTP, FTP/SSL, Google Cloud Storage, HTTP/SSL, and SFTP as well as other formats. |

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.31	The system shall email a hyperlink of an electronic file to another internal party.	Desired	S	Workday provides the ability to configure page links to initiate select Workday Business Processes, e.g., a hyperlink to navigate to the page to modify a user's contact information, view payslips, or initiate other common self-service functions. Workday also provide the ability to configure hyperlinks to external systems such as a third-party benefit provider, and if desired, can act as the authentication identity provider for such a third-party site.

External applications, such as custom ASP pages, can access Workday data via Workday web services. If you are developing a custom ASP outside Workday, you can also deep link from that application into Workday transactions. |
GT.32	The system shall allow email of an electronic file to an internal or external party (e.g., send a copy of a purchase order to a vendor).	Critical	S	
GT.33	The system shall identify records with documentation/attachments.	Critical	S	Documents can be searched for based upon type of document, like images or pdf's.
GT.34	The system shall associate electronic files with a system record with the following types: (e.g., MS Excel, MS Word, shape, PDF, .dwg, .tif, .jpg.).	Critical	S	Any files can be uploaded to Workday with restrictions on potentially dangerous file types such as scripting language and executable file.
GT.35	The system shall allow the City to restrict or define allowable file types.	Critical	S	Your administrators may restrict file types, for example, if .zip files were not considered safe according to your organization's policy. The ability to upload is placed selectively within the application (i.e. Worker File, Performance Reviews, Contract Attachments, etc.).
GT.36	The system shall allow the City to set file size limitations.	Critical	S	Workday has specific limits to file sizes that are documented in the Workday Community customer collaboration site. The City can further apply its specific limitations.
GT.37	The system shall allow the City to electronically stamp documents.	Desired	S	

	General and Technical			
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.38	The system shall limit the number of records generated in a query, with a notification to the user of an incomplete data set.	Critical	N	Note – W are marking this as 'N' based on the requirement does not apply to workday for the reasons mentioned below: Workday uses a single, modern in-memory object store for both transactions and reporting. Data is also written to a disc-based persistent store, primarily for backup and recovery purposes. This persistent data store is fully encrypted and uses a direct object representation that is optimized for backup and recovery. Data is persisted at rest to databases fully managed by Workday. Customers do not need to purchase or maintain databases to use Workday. One of the important design principles is Workday's approach to data storage. Workday decided to maintain core application data in an object-based data model (rather than a relational data model), along with all of the metadata definitions of the application. Individual data fields are stored as part of the object model. When the service starts, Workday loads and maintains object data within an in-memory representation of the object data model. Workday objects are related through primary key / foreign key relationships. Workday provides the Workday Data Dictionary to explore all of the Workday objects, fields, data types, etc. Managing data in an object model that features a rich network of relationships between classes means that Workday reports can offer multidimensional analysis along with data presentation. A simple example of this capability

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.39	The system shall support the purging of linked electronic files, according to City defined schedules, allowing for differing schedules based on the document, module, and/or litigation hold.	Desired	S	With Workday you will be able to have all your data since day one, no need to archive it, you can use it, report on it or delete it if you choose so. There are no limitations in terms of volume of data or years. Workday retains all system data as it does not perform destructive updates when the data values change within the system. This provides for the ability to lookup any data in Workday as of any date, and having a full record of every transaction that has occurred in the system. This is the true power of Workday's in-memory, object-based design. This also eliminates the need for traditional data archive/restore procedures as the system will accommodate all historical data flagged with various states. When the data is purged for compliance reasons, it is permanently removed from your tenant; however, to support ongoing statistical analysis, de-identified objects are retained in the system. To comply with global regulations, Workday does offer customers the ability to purge data which means deletion of the data. For example, Workday provides a Purge Person task that allows administrators to selectively de-identify selected details from Worker or Candidate records. This task is used when responding to requests to be forgotten as well as periodic purging of older data. The customer controls the criteria by which records are identified for removal and the specific data types to be de-identified.

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.40	The system shall electronically capture and store files, with Optical Character Recognition (OCR) capabilities.	Critical	S	You can add scanned images, as well as any other type of document or file, to the supplier invoice manually. You can also use Workday's delivered web services and integration tools to integrate with third party document management/imaging solutions or leverage Workday's own OCR capability. In this way, the image of the invoice is available to anyone with access to the invoice, including those involved in the business process. Workday's expense receipt OCR option can be used to derive expense attributes such as expense data and amount from photos of uploaded receipts.
Security				

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.41	The system shall utilize the organization's authentication protocol. (https://learn.microsoft.com/en-us/azure/active-directory/fundamentals/auth-sync-overview).	Critical	S	Workday security access is role-based, supporting LDAP Delegated Authentication, SAML for single sign-on, and x509 certificate authentication for both user and web services integrations. Workday can provide information to Identity Providers through SCIM (System for Cross-Domain Identity Management) and XML. Single-Sign-On Support SAML allows for a seamless, single-sign-on experience between the customer's internal web portal and Workday. Customers log in to their company's internal web portal using their enterprise username and password and are then presented with a link to Workday, which automatically gives customers access without having to log in again. Workday also supports Google's OpenID Connect. If using Microsoft Azure AD, Workday maintains an Azure Active Directory (Azure AD) connector and provides secure and seamless access to cloud and on-premises applications. Step-Up Authentication If someone leaves their console open or multiple users access Workday from the same device, organizations that use SAML as an authentication type can secure against unauthorized access by identifying critical items within Workday. This allows customers to force a secondary authentication factor that users must enter
GT.42	The system shall utilize the existing Active Directory user authentication regardless of deployment method.	Critical	S	If an organization is making use of Active Directory, this means that Single Sign-on can be set up by invoking the Active Directory Federation Services (ADFS) function, with Workday supporting both IdP-initiated (Identity Provider initiated) and SP-initiated (Service Provider initiated) Single Sign-on.

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.43	The system shall support Single Sign-On (SSO).	**Critical**	**S**	~~Single Sign-on (SSO) can be configured to use credentials from external sources, such as in an identity management solution or a directory service.~~
GT.44	The system shall inherit groups from Active Directory for application authentication.	**Desired**	**S**	Workday provides delivered integration with Active DIrectory. Workday provides sync capabilities using our web services to ensure business data around employees is consistent between Workday and your directory – we recognize HCM events such as Hire and Terminate so that we can use this changed data to synchronize with your directory. User provisioning is supported via LDAP ldif files or SCIM.
GT.45	The system shall assign users a unique ID and password.	**Critical**	**S**	Customer end users must have valid credentials to access the Workday application. Designated Security Administrators can configure the application to send a username and a randomly generated password in a separate email to an end user, or the Customer's Security Administrator can manually enter a password for a user and configure the Workday application to require the end user to change the password upon initial login. Each Customer may configure their own password rules, including length, complexity, lockout, and expiration. Single Sign-on (SSO) can be configured to use credentials from external sources, such as in an identity management solution or a directory service.

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.46	The system has the ability for IDs and passwords to use "strong passwords" including; alpha, numeric, lowercase, uppercase, and special characters, as defined by organization policy.	**Critical**	**S**	When authenticating natively to Workday, Workday allows each customer (tenant) to configure its own password rules, including length of password, complexity (such as one capital letter and one number), and password expiration settings. The Workday application also locks end users out after a set number of failed attempts within a period of time defined by the Security Administrator. Local password controls are configurable by the customer and include: ● Minimum password length ● Minimum character category (uppercase characters, lowercase characters, numeric, special characters) count ● Uppercase characters required ● Lowercase characters required ● Numeric digits required ● Special characters required ● Minimum days before a password can be reused ● Maximum password age in days ● Maximum unsuccessful attempts before account lockout ● Lockout period (in minutes)
GT.47	The system shall require that passwords are changed on a defined schedule, as defined by organization policy.	**Critical**	**S**	
GT.48	The system has the ability for passwords to have an organization-defined minimum length and complexity.	**Critical**	**S**	
GT.49	The system shall mask passwords as they are typed or entered onto the screen.	**Critical**	**S**	
GT.50	The system shall limit consecutive failed log in attempts.	**Desired**	**S**	

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.51	The system shall store passwords in encrypted form, if the system requires that passwords be stored.	**Critical**	S	Passwords are stored if Workday's native authentication is utilized (not a requirement - as SSO/SAML is also supported). Workday encrypts every attribute value of Customer Data within the application before it is stored in the database. This is a fundamental design characteristic of the Workday technology. Workday relies on the Advanced Encryption Standard (AES) algorithm with a key size of 256 bits. Data in transit is also encrypted as every request to/from Workday is encrypted using TLS 1.2 or higher. Workday can also encrypt outbound and decrypt inbound integration files using PGP (Pretty Good Privacy). Please review Workday's SOC 2 Report for more details concerning the Workday security program and to review the complete set of controls we enforce as part of our contractual commitment to our customers.
GT.52	The system shall allow for multi-factor authentication.	**Critical**	S	

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.53	The system shall provide import and export capabilities with user-level security options to control access to sensitive information.	Critical	S	functionality, which covers all aspects of our application, including online access, mobile, reporting/analytics and integration. Additionally, Workday provides a number of unique features to simplify the setup and maintenance of security such as automated account provisioning, automatic role assignment, etc. (all configurable). Everyone must login and be authorized through the Workday security model. By contrast, in other competing systems, there is typically an application layer of security, which IT and DBA personnel can bypass to access the data directly at the database level. This is not possible with Workday. Also, many other solutions require customers to maintain two separate security models: one for the application and one for reporting. In some cases, there are even module specific security models. For Workday customers, because there is one single security model, it simplifies the administration of the application and minimizes the risk that a user will have unauthorized access to information. Given there is no back door into the Workday data, any access through web services to Workday data ensures that even outside or third-party access to Workday data passes through the Workday security model you have configured.
GT.54	The system shall encrypt data stored in the database (data at rest).	Critical	S	Workday provides 100% encryption at rest. Workday encrypts every attribute of customer data at the application-layer before it is stored in the database. This is a fundamental design characteristic of the Workday technology. Workday relies on the Advanced Encryption Standard (AES) algorithm with a key size of 256-bits.

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.55	The system shall encrypt data stored in the application.	**Critical**	**S**	All communication is encrypted in transit using TLS v1.3 and all access requires authentication. Workday provides 100% encryption at rest. Workday encrypts every attribute of customer data at the application-layer before it is stored in the database. This is a fundamental design characteristic of the Workday technology. Workday relies on the Advanced Encryption Standard (AES) algorithm with a key size of 256-bits. Workday can achieve this encryption because we've designed an in-memory object-based application as opposed to a disk-based RDBMS application. All data objects and relations are held in-memory and changes committed, but only after persisted to the database. This unique architecture means Workday operates with only a few dozen database tables. By contrast, a RDBMS-based application requires tens of thousands of tables, making complete database encryption a challenge due to its detrimental impact on performance.
GT.56	The system shall encrypt data in-transit.	**Critical**	**S**	All user communication with the Service uses industry standard (TLS 1.3) encryption for the transmission of private or confidential information over public networks using a web browser.
The system shall provide security at the following levels:				

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.57	Department;	Critical	S	The Workday application framework allows customers to manage and control the authorization their users have to the Workday Enterprise cloud services and offers a standardized framework for defining role-based access. The framework consists of three major components: ● Security domains: These define the areas of Workday's Enterprise Cloud Service that can be secured. Workday delivers the list of domains. ● Security groups: These are groups of Workday users. Workday delivers a set of default security groups. In addition, customers can change these groups or create their own groups. ● Security policies: These define the type of access a member of a particular security group has to a particular domain. Workday delivers a set of default security polices but customers have the ability to change the delivered policies as needed. Compliance, privacy, and security considerations are core to the overall design of Workday. Workday employs a unified approach to security at all computing layers. Access for end users to view or modify data within the service is granted using only a web browser or platform-specific mobile application. Access to systems to view or modify data within the service is only granted using secured web services. No direct access is provided at the database layer for users. By contrast, in legacy ERP systems and their derived "cloud" solutions, there is typically an
GT.58	Division;	Critical	S	Workday security is completely configurable to the City's needs. As long as the information is available in Workday, any action, field, task, etc. is able to be restricted or allowed by a group, user, location, department, role, or group.

	General and Technical			
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.59	Role or group;	**Critical**	**S**	Workday security is completely configurable to the City's needs. As long as the information is available in Workday, any action, field, task, etc. is able to be restricted or allowed by a group, user, location, department, role, or group.
GT.60	User ID;	**Critical**	**S**	Workday security is completely configurable to the City's needs. As long as the information is available in Workday, any action, field, task, etc. is able to be restricted or allowed by a group, user, location, department, role, or group.
GT.61	Screen;	**Critical**	**S**	Workday security is completely configurable to the City's needs. As long as the information is available in Workday, any action, field, task, etc. is able to be restricted or allowed by a group, user, location, department, role, or group.
GT.62	Menu;	**Critical**	**S**	Workday security is completely configurable to the City's needs. As long as the information is available in Workday, any action, field, task, report, menu, etc. is able to be restricted or allowed by a group, user, location, department, role, or group.
GT.63	Report;	**Critical**	**S**	Workday security is completely configurable to the City's needs. As long as the information is available in Workday, any action, field, task, etc. is able to be restricted or allowed by a group, user, location, department, role, or group.
GT.64	Field;	**Desired**	**S**	Workday security is completely configurable to the City's needs. As long as the information is available in Workday, any action, field, task, report, menu, etc. is able to be restricted or allowed by a group, user, location, department, role, or group.

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.65	Field value as defined by the City (e.g., benefit category, employee class);	Desired	S	With Workday, you can create custom fields for suppliers, purchase orders, and supplier contracts to meet your organization's specific needs. By leveraging our tools feature for creating custom objects, you can define custom fields and custom prompt lists. You can also report on custom fields to provide visibility into data created in custom fields. These custom fields can be marked as required, if desired. Workday allows for the relabeling of many fields across the solution via configuration. This does not extend to all fields in the solution; however, the system is extremely flexible and configurable. We also allow for the creation of "custom objects" where a specific field is required by the organization in addition to the many thousands of delivered fields in Workday.
GT.66	Element in chart of accounts; and	Desired	S	Workday provides the capability to put controls on which ledger accounts are available to specific users while performing journal entry transactions in create or edit modes or for journal reporting activities, as well as control valid combinations of accounts and data that are required on journal and transaction entry. This security may be placed on specific ledger accounts, ledger account summaries, and account types. Users will only be able to access accounts to which they are authorized. Workday also provides the ability to optionally restrict accounts and cost centers to a specific organization or organizations.
GT.67	Transaction type.	Desired	S	Workday security is completely configurable to the City's needs. As long as the information is available in Workday, any action, field, task, etc. is able to be restricted or allowed by a group, user, location, department, role, or group.

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.68	The system shall provide role-based security.	Critical	S	In Workday assignable roles are tied to one or more role-based security groups which provides the ability to link a position to a specific security group to grant access to securable content. There is a pre-defined list of delivered roles as well as the ability to create custom roles. Workday can be configured to ensure segregation of duties and or a governance policy that meets your organizational needs. Workday delivers reports to help monitor for segregation of duties violations. In addition to the security used to appropriately delineate roles and responsibilities, reporting can be used to monitor and review the status of the requirement. These reports include: ● Auditor Dashboard delivers reports and analytics for the monitoring and reporting on segregation of duties as well as exception and trending analysis. ● Centralized security profiles and roles allow more comprehensive view of data access rules and business activity permissions across an entire global organization. ● Built-in and custom reports can be used to get information and regularly monitor system activity for red flags. Workday's configurable security model allows different groups of users to have different levels of access to the system. These groups are called security groups.
GT.69	The system shall allow the City to determine which fields are visible to which security roles.	Critical	S	Workday security is completely configurable to the City's needs. As long as the information is available in Workday, any action, field, task, report, menu, etc. is able to be restricted or allowed by a group, user, location, department, role, or group.
	The system shall track audit changes throughout the system that creates a log of			

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.70	Date;	**Critical**	**S**	Workday maintains a record of all data changes based on effective date, with a full audit trail of such changes, and the ability to report on them. Historical data, and the corresponding audit trail/log are stored forever, allowing appropriately-authorized users to view a complete audit trail, and application data as-of any time. Additionally, historical data from prior systems may be loaded during deployment. The amount and volume of history to be loaded should be discussed with your implementation team.
GT.71	Time, to the nearest minute;	**Critical**	**S**	Workday maintains a record of all data changes based on effective date, with a full audit trail of such changes, and the ability to report on them. Historical data, and the corresponding audit trail/log are stored forever, allowing appropriately-authorized users to view a complete audit trail, and application data as-of any time. Additionally, historical data from prior systems may be loaded during deployment. The amount and volume of history to be loaded should be discussed with your implementation team.

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.72	User;	Critical	S	** Clarification Note of our Vendor Response - We have responded to this functional requirement as "S" - based on within proposed Workday Solution we believe our Business Process Framework will provide the City considerably better, broader and more flexible Workflow capabilities. We welcome the opportunity to demonstrate this differentiated capability to the City. Specifically - Workday does not assign Workflows to a specific person. Workflow themselves are assigned to a role, which then links to one or more persons. The reason for this is if you were to have a user leave, those business process would still go to that person and not their roles. You can always reassign a workflow to someone for approval, but the configuration of the workflow as whole will be role based.
GT.73	Information prior to change;	Critical	S	Workday retains all system data as it does not perform destructive updates when the data values change within the system. This provides for the ability to lookup any data in Workday as of any date, and having a full record of every transaction that has occurred in the system. This is the true power of Workday's in-memory, object-based design. This also eliminates the need for traditional data archive/restore procedures as the system will accommodate all historical data flagged with various states. With Workday you will be able to have all your data since day one, no need to archive it, you can use it, report on it or delete it if you choose so. There are no limitations in terms of volume of data or years. When the data is purged for compliance reasons, it is permanently removed from your tenant; however, to support ongoing statistical analysis, de-identified objects are retained in the system.

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.74	Changed information; and	**Critical**	**S**	Workday retains all system data as it does not perform destructive updates when the data values change within the system. This provides for the ability to lookup any data in Workday as of any date, and having a full record of every transaction that has occurred in the system. This is the true power of Workday's in-memory, object-based design. This also eliminates the need for traditional data archive/restore procedures as the system will accommodate all historical data flagged with various states. With Workday you will be able to have all your data since day one, no need to archive it, you can use it, report on it or delete it if you choose so. There are no limitations in terms of volume of data or years. When the data is purged for compliance reasons, it is permanently removed from your tenant; however, to support ongoing statistical analysis, de-identified objects are retained in the system.
GT.75	Other administer-configurable information.	**Critical**	**S**	

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.76	The system shall provide configurable audit reports.	**Critical**	**S**	Workday's unique object-based architecture uses non-destructive updates, so previous data values are never overwritten. Workday's architecture also allows the service to capture a complete audit of all data changes with details including the previous and new data values, transaction level information down to the source document, the ID of the user making the change, the date and time of the change, and any workflow approvals of the source transaction, This audit data is retained in an immutable audit data log in perpetuity in the object database. Workday's architecture allows this with zero impact on system performance. This enables customers to access a complete audit history of any attribute or transaction within the Workday environment without the need for any third-party tools. Other SaaS vendors typically have audit turned off by default or can only audit a subset of fields for a limited amount of time because of the performance impact of capturing and maintaining a complete audit trail. Other vendors also sometimes rely on application middleware to handle workflow, and as a result, often have extremely limited capabilities when auditing workflow transactions. Workday's auditing features also provide an auditor with the information required to trace the history of changes made to a business object or transaction, which facilitates regulatory compliance, such as U.S. Sarbanes-Oxley Section 404.
GT.77	The system shall automatically send configured audit reports on a scheduled basis or by a triggered audit event.	**Desired**	**S**	Workday Reports can be scheduled and exported on a recurring basis. There are a number of standard access and activity audit log reports available in Workday. Customers can access these reports in the application UI or configure an integration interface using the Workday APIs to automatically send the reports at a pre-determined frequency to a SIEM.

General and Technical				
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.78	The system shall allow auditing within modules to be determined by the module, and configured by the administrator.	**Desired**	**S**	**Clarification of Workday Response - We have marked this Vendor Response as "S" based on the auditing feature within the proposed Workday Solution is turned on by default and can not be turned off, based on what we believe to be - Best Practice Compliance Functionality. There is no need to determine audit by functional area of module, because all actions and updates are tracked by default.
GT.79	The system shall update all security roles automatically (user discretion) when a change in the "master" role is made with updates made in real time and applied to all in-progress activities.	**Desired**	**S**	Roles enable security control for role-enabled objects, such as Organizations, Service Centers, and Spend Categories. Roles include responsibilities such as Manager, Recruiter, and HR Partner. The Maintain Assignable Roles task identifies the security groups that can assign each role.

You can assign a role to any level in a hierarchy. If a role is not assigned directly, the position assigned to the role is inherited from the superior organization.

Workday's model of assigning a role to a position, rather than to a specific worker, considerably simplifies role maintenance in the position management staffing model, as roles don't have to be updated manually every time a worker moves into a new position. |

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.80	The system shall allow a city systems administrator to configure the duration in which audit logs are retained (e.g., 90 days).	**Desired**	**S**	Clarification to our response: We have marked this as "S" as the Proposed Workday Solution contains the most extensive, detailed and compliance/audit functionality within any HR/HCM/Payroll Solution on the market today. The Workday Solution audits all data and transactions in the application as a standard feature of its architecture. This includes the actual definition of the business process when the transaction took place and the organizational structure at the time of the transaction, too. Some enterprise vendors don't have "always on" auditing due to architectural constraints. By contrast, Workday provides online access to the audit information as a standard action within our system. Workday Auditing can not be turned off from a Risk Mitigations/Risk Exposure containment perspectives and the transaction details are available for the duration of your Workday contract. Workday view logs are available for 30 days, but can be exported to a third party site if you need access to it for longer than those 30 days. By default, Workday retains all records submitted into the system and all transactional audits perpetually for the lifetime of the contract. If an organization has particular purge requirements, as the data owner that is something they can enforce. Purge capabilities are provided within the system and can be further discussed with Workday's Customer Care team depending on frequency and sophistication of purging.

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.81	The system shall allow the City system administrator to add and change permissions for system access.	**Critical**	**S**	The platform is permission-based, this allows the administrator(s) to set up and customize user groups with varying access rights to data. These will enable you to control the feedback and reports that managers and leaders see within their dashboards, as well as the features they have access to compared with HRBPs, C-level, department heads and so on. There are many different features you can switch on and off for different layers of access, the most common are: ● Ability to update employee data ● Ability to access comments ● Ability to create and send surveys ● Ability to engage with comments ● Ability to change questions Your organization can curate the kinds of data and information displayed on dashboards for each type of user. Your Administrators will be able to create custom user groups and permissions that will automatically display the relevant information without any crossover between teams and departments. All of this can be changed and amended in the platform without charge. The differing levels of access will affect the data that users can see. For example: ● Managers will only see the results for their team. ● Department heads will see the results for the teams of all managers that report to them. ● HR, business leaders and system administrators, depending on the access levels you decide to grant
GT.82	The system shall log users off the system after a City systems administrator-defined period of inactivity.	**Critical**	**S**	Authentication services monitor system activity and logs off users from the system after a default of twenty (20) minutes. The Workday Enterprise Products also allows Customer Security Administrators to change the default timeout value for specific users.

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.83	The system shall allow a City system administrator to log out users by module.	Critical	S	Authentication services monitor system activity and logs off users from the system after a default of twenty (20) minutes. The Workday Enterprise Products also allows Customer Security Administrators to change the default timeout value for specific users. Since Workday is a single platform, not separate modules, only one account is needed for each worker across all functional areas.
GT.84	The system shall allow multiple levels of City designated system administrators (i.e., IT/technical and end-user department/functional).	Critical	S	
GT.85	The system shall restrict users by module from logging into the system during periodic system maintenance.	Critical	S	~~Workday is a true software as a service solution built on a single architecture. Workday is not built on "modules". Access can be controlled at the overall service level.~~
GT.86	The system shall track audit changes at the database-level.	Desired	S	

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.87	The system shall automate the export of audit logs.	Desired	S	~~Workday audits all data and transactions in the application as a standard feature of its architecture. This includes the actual definition of the business process when the transaction took place and the organizational structure at the time of the transaction, too. Some enterprise vendors don't have "always on" auditing due to architectural constraints. By contrast, Workday provides online access to the audit information as a standard action within our system. All audits are retained perpetually and are part of the core application metadata rather than being archived out in another system. This audit model offers organizations the ability to investigate and interrogate any transaction performed in the system with a timestamp, user associated with the transaction, what the transaction was, and other relevant detail without having to perform a special restore, point in time recovery, etc. or even invoke IT services as these audits are kept in specific audit reports.~~ ~~Workday also provides the ability to track user activity, which extends Workday's default auditing to include 'view' audits for given users. When configured, full activity including where a user or set of users navigated in the system can be viewed and is fully logged.~~ ~~You can review the audit online or export it as a PDF/Excel report. A number of the audit reports are API-enabled and can be ported out to a SIEM solution.~~ ~~Workday and Splunk also provide the Workday Add-on for Splunk®, which enables you to automatically~~

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.88	The system shall provide configurable exception reports.	Critical	S	~~Workday delivers a broad set of exception reports across the Workday service. Some examples include, but are not limited to: Security Exception Audit, Integration Exception Audit, Unfilled Assigned Roles Audit, Out of Order Compensation Change Report, Benefits Rule Audit, Business Process Exception Audit, Calculated Field Exception Audit, Condition Rule Exception Audit, Organization Exception Audit, Scheduled Future Reports Exception Reports, Workers Compensation Code Exception Report, and Budget Check Exception Report.~~ ~~In addition, Workday gives customers the power to adapt and build their own exception style reports.~~ ~~Other vendors require 1 or more additional SKU's for audit reporting and GRC.~~
GT.89	The system shall allow authorized users to have access to a log of security activity to determine users that have signed on and off the system, as well as unsuccessful attempts to sign on to the system.	Critical	S	Workday records successful logins and logouts by users as well as unsuccessful login attempts and provides this information in Workday audit reports. Unidentified Signons and Workday Account Signons to web services are also available to our customers directly in the system.
The system shall mask fields by user role including but not limited to:				

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.90	Tax numbers/ID;	Critical	S	In order to hide sensitive data fields, Workday currently offers "Data Masking" which substitutes dummy values for actual values to hide data from Workday users, substituting asterisks for text values and a dummy date for date fields. Data masking is automatically enabled for the support account used by Workday Support personnel. Workday enables you to mask identity theft protection data in your tenant. You can mask data by user and also mask files uploaded before a selected time. You can use the data masking feature in your Sandbox or Production tenant; since this feature doesn't allow updating, we recommend caution when enabling in Production. Data masking can be applied to specific user accounts or user groups (i.e., security groups) and can be enabled or disabled at any time. Data masking affects several hundred fields throughout Workday that contain, or derive values from, any of these sensitive data groups for a worker: (For example, but not all inclusive list.) ● Bank Account Number. ● Person Birthplace. ● Person Date of Birth. ● Person Global Identifier. ● Tax ID.
GT.91	Date of Birth;	Critical	S	
GT.92	Passwords;	Critical	S	For customers who wish to use Workday's native login, Workday only stores their Workday password in the form of a secure hash as opposed to the password itself. Workday uses SHA256 hashing algorithm, and all hashes are salted.

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.93	Bank account numbers;	Critical	S	In order to hide sensitive data fields, Workday currently offers "Data Masking" which substitutes dummy values for actual values to hide data from Workday users, substituting asterisks for text values and a dummy date for date fields. Data masking is automatically enabled for the support account used by Workday Support personnel. Workday enables you to mask identity theft protection data in your tenant. You can mask data by user and also mask files uploaded before a selected time. You can use the data masking feature in your Sandbox or Production tenant; since this feature doesn't allow updating, we recommend caution when enabling in Production. Data masking can be applied to specific user accounts or user groups (i.e., security groups) and can be enabled or disabled at any time. Data masking affects several hundred fields throughout Workday that contain, or derive values from, any of these sensitive data groups for a worker: (For example, but not all inclusive list.) ● Bank Account Number. ● Person Birthplace. ● Person Date of Birth. ● Person Global Identifier. ● Tax ID.

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.94	Social Security numbers;	Critical	S	In order to hide sensitive data fields, Workday currently offers "Data Masking" which substitutes dummy values for actual values to hide data from Workday users, substituting asterisks for text values and a dummy date for date fields. Data masking is automatically enabled for the support account used by Workday Support personnel. Workday enables you to mask identity theft protection data in your tenant. You can mask data by user and also mask files uploaded before a selected time. You can use the data masking feature in your Sandbox or Production tenant; since this feature doesn't allow updating, we recommend caution when enabling in Production. Data masking can be applied to specific user accounts or user groups (i.e., security groups) and can be enabled or disabled at any time. Data masking affects several hundred fields throughout Workday that contain, or derive values from, any of these sensitive data groups for a worker: (For example, but not all inclusive list.) ● Bank Account Number. ● Person Birthplace. ● Person Date of Birth. ● Person Global Identifier. ● Tax ID.

General and Technical				
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.95	Driver's License numbers;	**Critical**	**S**	In order to hide sensitive data fields, Workday currently offers "Data Masking" which substitutes dummy values for actual values to hide data from Workday users, substituting asterisks for text values and a dummy date for date fields. Data masking is automatically enabled for the support account used by Workday Support personnel. Workday enables you to mask identity theft protection data in your tenant. You can mask data by user and also mask files uploaded before a selected time. You can use the data masking feature in your Sandbox or Production tenant; since this feature doesn't allow updating, we recommend caution when enabling in Production. Data masking can be applied to specific user accounts or user groups (i.e., security groups) and can be enabled or disabled at any time. Data masking affects several hundred fields throughout Workday that contain, or derive values from, any of these sensitive data groups for a worker: (For example, but not all inclusive list.) ● Bank Account Number. ● Person Birthplace. ● Person Date of Birth. ● Person Global Identifier. ● Tax ID.

General and Technical				
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.96	Email addresses;	**Desired**	**S**	In order to hide sensitive data fields, Workday currently offers "Data Masking" which substitutes dummy values for actual values to hide data from Workday users, substituting asterisks for text values and a dummy date for date fields. Data masking is automatically enabled for the support account used by Workday Support personnel. Workday enables you to mask identity theft protection data in your tenant. You can mask data by user and also mask files uploaded before a selected time. You can use the data masking feature in your Sandbox or Production tenant; since this feature doesn't allow updating, we recommend caution when enabling in Production. Data masking can be applied to specific user accounts or user groups (i.e., security groups) and can be enabled or disabled at any time. Data masking affects several hundred fields throughout Workday that contain, or derive values from, any of these sensitive data groups for a worker: (For example, but not all inclusive list.) ● Bank Account Number. ● Person Birthplace. ● Person Date of Birth. ● Person Global Identifier. ● Tax ID.

General and Technical				
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.97	Addresses; and	Desired	S	In order to hide sensitive data fields, Workday currently offers "Data Masking" which substitutes dummy values for actual values to hide data from Workday users, substituting asterisks for text values and a dummy date for date fields. Data masking is automatically enabled for the support account used by Workday Support personnel. Workday enables you to mask identity theft protection data in your tenant. You can mask data by user and also mask files uploaded before a selected time. You can use the data masking feature in your Sandbox or Production tenant; since this feature doesn't allow updating, we recommend caution when enabling in Production. Data masking can be applied to specific user accounts or user groups (i.e., security groups) and can be enabled or disabled at any time. Data masking affects several hundred fields throughout Workday that contain, or derive values from, any of these sensitive data groups for a worker: (For example, but not all inclusive list.) ● Bank Account Number. ● Person Birthplace. ● Person Date of Birth. ● Person Global Identifier. ● Tax ID.
GT.98	Other, City-defined fields. Please describe limitations in comments.	Desired	S	Workday has a number of fields that can either be masked or scrambled. More information on specific data you would want masked to be able to answer this question more completely.
GT.99	The system shall mask a portion of any of the above fields.	Desired	S	Partial field masking is available in Workday.
GT.100	The system shall mask or allow select information defined by the City as confidential (e.g., police officer personal/home address).	Desired	S	
GT.101	The system shall apply the same security permissions to system queries and reports as it does to data fields/elements, based on user/role (e.g., data fields masked on a record or transaction are similarly masked on reports run by the user).	Critical	S	

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.102	The system shall be operational on a 24 x 7 scheduled basis.	**Desired**	**S**	Workday's contractual Service Availability SLA is 99.9%, excluding scheduled maintenance. Workday's service level commitments are set out in the Workday Production Support and Service Level Availability Policy (SLA) (located at https://www.workday.com/content/dam/web/en-us/documents/legal/workday-productsupport-SLA.pdf). Service Availability for a given calendar month is calculated as a percentage equal to [(total minutes in the month – total minutes that the Service is not available in the month outside of the Planned Maintenance window – total minutes of planned maintenance in the month) / (total minutes in the month – total minutes of planned maintenance in the month)]. Workday performs maintenance on a weekly, monthly and quarterly basis. This schedule is simple, predictable, and clearly published to all customers on the Workday Community site. Also, the duration of any downtime due to system maintenance is specified in Workday's SLA. Some vendors don't specify the duration of system maintenance in their SLA, and because of this, there is no contractual commitment on planned downtime. ● Weekly maintenance is 3 hrs, starting at 11pm Pacific Time Zone (GMT-8). There is zero downtime (ZDT) to customers during this maintenance window. ● Monthly maintenance is an additional +4hrs to the weekly, and only performed once per month. There is
GT.103	The system shall ensure that all modules are compliant with the most recent version of the Payment Card Industry (PCI) Data Security Standards (DSS).	**Critical**	**T**	Clarification of our Vendor Response: Workday does not store or process credit card data and therefore is not PCI compliant and this requirement is N/A. The City will have to process payment information outside of Workday. The payments can then be mapped into Workday via an integration, we do have some partners in the payment gateway market as well.
	User Interface			

General and Technical				
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.104	The system shall provide the user with integrated application modules that offer a consistent user interface to minimize user training and administration of the system.	**Desired**	**S**	Workday offers a single user experience for all different personas interacting at different phases of the Workday application lifecycle. All end users, managers, systems administrators and auditors connect and use the single Workday application user experience accessible via browsers and mobile devices.
GT.105	The system shall provide drop down boxes, or other pick list functionality, for data selection.	**Desired**	**S**	

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.106	The system shall provide configurable quick keys or keyboard shortcuts (i.e., function keys).	**Desired**	**S**	Clarification of our Vendor Response... We have marked this as "S" based on the intent of the functional requirement to provide Users with the best user experience and intuitive operation. We see this functional requirement more related to legacy applications and solutions which do not have dynamic, consumer grade type User experience and capabilities. Workday Application Pages were developed with different user persona's in mind. Self-service transactions are meant for end users for quick and simple updating of transactions. These can be done within the browser or the singular mobile application. There are other pages geared toward administrators for mass data entry. Workday has move away from the need of using shortcut-keystrokes. The Workday Application is set up in a way that allows for users to confidently navigate the system as well as copy/paste items into areas where needed without the need for further keyboard shortcuts. Should the need arise for more complex shortcuts, Workday users can create Custom Tasks in order to achieve the outcomes required. Setting up Worklets to give shortcuts when it comes to navigations, as well as giving users the capability to modify their own landing pages as it best suits their ways of working, allows for a personalization of the platform that enables users to do their best work. Expert user modes are not necessary as the Workday User Interface is consistent between all users. The
GT.107	The system supports the ability for the City to designate which non-system required fields can be "made" required to support business operations.	**Critical**	**S**	

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.108	The system shall provide an administrative messaging system (e.g., a message to alert users of system maintenance activity).	**Desired**	**S**	Workday provides the ability to create and generate alerts and notifications with the Workday Alerts Framework. The alerts are driven off of the Workday reporting framework. These alerts can be set up to monitor the tenant data for specific conditions or events. These alerts can also be applied as notifications to steps in a business process. The alerts can drive notifications in Workday, via e-mail, or to a mobile device. Should the alert and notification requirements change, customers have the power to adapt and modify these alerts.
GT.109	The system shall provide customizable screens based on roles and permissions.	**Desired**	**S**	Workday allows you to configure screens in a couple different ways. First, fields on a page that you do not have security access to are automatically hidden. This gives different users different views of the same page. Secondly, a lot of the pages are actually one or multiple reports showing the data on that page. Workday built these pages in order for our customers to take and add new reports to these pages or change those reports for a tailored look for your organization. In addition, Workday allows our customers to extend the application in a number of other ways including: ● Configuration of business process flows. ● Creation of validations on business processes to ensure data elements are valid. ● Addition of custom objects, custom fields, field type definitions and specification of valid values for custom fields. ● Creation of custom reports

	General and Technical			
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.110	The system shall provide contextual help (i.e., field descriptions that are displayed based on the location of the mouse or cursor).	Desired	S	Workday has been designed with a consumer-grade user interface to deliver a user experience similar to consumer-like experience applications. As such, users are not required to understand complex menu structures or undertake difficult navigation tasks – this limits the amount of training and guidance required for your end users. Workday delivers both guided tours to assist with navigation, the Workday Assistant which is a bot that users can "talk" to using natural language processing to receive guided assistance, Workday People Experience (Journeys and Help) to embed your organization's help guides, FAQs and policies against key HR actions such as recruiting, and compensation and talent/performance management tasks to ensure users have access to the relevant information when completing a task. Alerts and validations at a field level also support enforcement of your rules and processes to further guide users in execution of their tasks. Workday also provides guided tours that can be setup as field-level help text across various tasks. As a final point, Workday supports integrations with third-party plugins, which provide a deep, field-level click-guide guidance mechanism for those customers in need of a more detailed help function.

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.111	The system shall provide customizable help.	**Desired**	S	You can configure online help for self-service users in multiple areas: ● Business Process Help Text: Workday supports configurable help-text for business process steps. This provides help in-context of the task, e.g., Add a Dependent, Change Address, etc. ● Application Help Link: Workday supports a configurable Help link from the main application menu. You may provide a link to your own document or website. ● Learn More Link: Workday supports a configurable link for the "Learn More" button displayed when a user logs into Workday for the first time. ● Guided Tours: Workday allows you to configure field based help for various tasks across the system.
GT.112	The system shall provide data validation on entry.	**Critical**	S	All data is validated for data integrity. This includes data entered online and data that flows through integrations into the Workday service. All data loaded into Workday via web services integration goes through the same validation rules as data entered online thereby providing that data integrity and consistency. Workday also provides Custom Validations for a broad set of fields that are configurable by customers. In addition, the Workday Business Process Framework allows for intermediate validation, review, and approvals in a process.

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.113	The system shall create error logs with detail associated with the error.	Critical	S	Workday audits all data and transactions in the application as a standard feature of its architecture. This includes the actual definition of the business process when the transaction took place and the organizational structure at the time of the transaction, too. Some enterprise vendors don't have "always on" auditing due to architectural constraints. By contrast, Workday provides online access to the audit information as a standard action within our system. All audits are retained perpetually and are part of the core application metadata rather than being archived out in another system. This audit model offers organizations the ability to investigate and interrogate any transaction performed in the system with a timestamp, user associated with the transaction, what the transaction was, and other relevant detail without having to perform a special restore, point in time recovery, etc. or even invoke IT services as these audits are kept in specific audit reports. Workday also provides the ability to track user activity, which extends Workday's default auditing to include 'view' audits for given users. When configured, full activity including where a user or set of users navigated in the system can be viewed and is fully logged. You can review the audit online or export it as a PDF/Excel report. A number of the audit reports are API-enabled and can be ported out to a SIEM solution. Workday and Splunk also provide the Workday Add-on for Splunk® which enables customers to automatically
GT.114	The system shall allow users to send error reports to the City IT Department.	Desired	S	Workday provides transaction validations and error reporting. A user can always provide the details of any error received or custom reports collecting errors to IT.
GT.115	The system shall provide configuration options for the level of detail that is logged in error logs.	Desired	S	Workday manages audit trail details as part of the service.

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.116	The system shall add a new value to a pick list table without having to navigate from the table, with appropriate security permissions.	**Desired**	S	You can add values to a pick list table, but this would be something you configure with the proper permissions. This helps ensure that the data in Workday stays clean.
GT.117	The system shall provide customizable screens based on roles and permissions.	**Desired**	S	Workday allows you to configure screens in a couple different ways. First, fields on a page that you do not have security access to are automatically hidden. This gives different users different views of the same page. Secondly, a lot of the pages are actually one or multiple reports showing the data on that page. Workday built these pages in order for our customers to take and add new reports to these pages or change those reports for a tailored look for your organization. In addition, Workday allows our customers to extend the application in a number of other ways including: ● Configuration of business process flows. ● Creation of validations on business processes to ensure data elements are valid. ● Addition of custom objects, custom fields, field type definitions and specification of valid values for custom fields. ● Creation of custom reports
GT.118	The system shall spell check on any field with the ability for a user to accept or ignore suggestion.	**Critical**	S	Workday is a browser based application so while Workday does not use spell check, the browser natively checks for that.
GT.119	The system shall validate against address field entries to align with City address standards.	**Desired**	S	All data is validated for data integrity. This includes data entered online and data that flows through integrations into the Workday service. All data loaded into Workday via web services integration goes through the same validation rules as data entered online thereby providing that data integrity and consistency. Workday also provides Custom Validations for a broad set of fields that are configurable by customers. In addition, the Workday Business Process Framework allows for intermediate validation, review, and approvals in a process.
GT.120	The system shall support CASS certification for USA and Canada.	**Desired**	S	Workday has built-in address validation.
GT.121	The system shall support international addresses.	**Critical**	S	

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.122	The system shall support international phone numbers.	Critical	S	
GT.123	The system shall search by fragment or portion of a word or number.	Critical	S	
GT.124	The system has the ability for multiple windows to be open at the same time.	Critical	S	This is standard functionality in Workday.
GT.125	The system shall warn a user that they are about to execute a process and ask if they want to proceed (i.e., to warn before posting a batch of changes, etc.).	Critical	S	Workday provides Warning messages.
GT.126	The system shall allow an administrator to configure which business process are prompted with a warning to proceed, with appropriate security permissions.	Critical	S	The Workday Business Process Framework is used to manage the flow of *all* the business transactions across the Workday service. Workday delivers more than 800+ optimized business processes that provide a baseline for Workday customers. Workday customers have control over the configuration of every business process for any organizational unit with a complete history and audit trail. The Workday Business Process Framework provides the following capabilities: ● Create a single global process shared by every part of a customer's organization, or create and use a different version of a process configuration for different parts of the organization ● Route work to dynamic security groups representing users, roles, locations and many other security facets ● View any process definition in a real-time visual swim lane mode ● Perform steps in parallel to maximize throughput ● Configure process steps to execute conditionally to maximize efficiency, without writing code or programming ● Include integrations directly in processes to allow real-time event-driven integrations to complement business user activity ● Maintain step delays and help-text, translatable to any supported language ● Embed related analytics and reports into process steps directly to give approvers the information needed

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.127	The system shall allow the configuration of processes using either the keyboard only, the mouse only, or a combination of the two, depending on a user's preference.	Desired	S	Yes. Workday is a browser-based modern SaaS cloud configured via mouse/keyboard and supportive of adaptive or ADA compliant interactions for all employees.
GT.128	The system shall allow the system administrator to rename field labels.	Desired	S	Workday allows for the relabeling of many fields across the solution via configuration. This does not extend to all fields in the solution; however, the system is extremely flexible and configurable. We also allow for the creation of "custom objects" where a specific field is required by the organization in addition to the many thousands of delivered fields in Workday.
GT.129	The system shall support pre-filled fields in appropriately pre-formatted screens eliminating redundant data entry.	Critical	S	
GT.130	The system shall display which environment the user is logged into (i.e., test vs. production).	Critical	S	
GT.131	The system shall render application windows to the set screen resolution without application window truncation, or require scrolling to access all areas of the window.	Critical	S	
GT.132	The system shall allow application windows, including text and field dimensions, to be maximized to fit allotted screen size (i.e., increase window size to increase amount of data displayed instead of simply zooming in on data).	Desired	S	
Workflow				

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.133	The system shall initiate and track workflow and approval processes.	Critical	S	The Business Process Framework is a flexible, configurable framework that gives customers a complete view across all functional areas. It enables customers to configure and maintain core process flows within the Workday service to connect people, applications, and services. The Business Process Framework is at the heart of Workday application functionality where all transaction-related changes to data originate and are processed. The Business Process Framework is more than just a process definition configuration tool. It also provides a robust run-time engine that evaluates process definitions, roles, steps, and condition rules to determine the routing logic for each event. In this way, it ensures that all business-related events are routed to the right resources at the right time while providing a comprehensive, perpetual audit trail of all changes made during the life of the event. Business processes are at the core of Workday functionality. Process flows that typically would require programming by skilled IT staff in other solutions are instead accomplished via configuration in Workday business process definitions. Customers can make these changes without complex programming, therefore the delays and costs that are typical of process changes are eliminated. Configurable conditional logic makes it easy to scale processes globally and provides the flexibility to create separate flows that support local requirements. For more information, please refer to Datasheet
GT.134	The system shall allow systems administrators to assign different levels of approval for the same user.	Critical	S	Workday's role-based security framework supports this.
GT.135	The system shall allow systems administrators to configure the system to maintain separation of duties related to workflow approval processes.	Critical	S	
GT.136	The system shall allow users to approve multiple tasks/transactions simultaneously.	Critical	S	

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.137	The system shall provide workflow functionality in all proposed system modules.	Critical	S	The Business Process Framework is a flexible, configurable framework that gives customers a complete view across all functional areas. It enables customers to configure and maintain core process flows within Workday to connect people, applications, and services. The Business Process Framework is at the heart of Workday application functionality where all transaction-related changes to data originate and are processed. The Business Process Framework is more than just a process definition configuration tool. It also provides a robust run-time engine that evaluates process definitions, roles, steps, and condition rules to determine the routing logic for each event. In this way, it ensures that all business-related events are routed to the right resources at the right time, while providing a comprehensive, perpetual audit trail of all changes made during the life of the event. Business processes are at the core of Workday functionality. Process flows that typically would require programming by skilled IT staff in other solutions are instead accomplished via configuration in Workday business process definitions. Customers can make these changes without complex programming, eliminating the delays and costs that are typical of process changes. Configurable conditional logic makes it easy to scale processes globally and provides the flexibility to create separate flows that support local requirements.
The system shall set workflow rules by:				

General and Technical				
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.138	User;	Critical	S	** Clarification Note of our Vendor Response - We have responded to this functional requirement as "S" - based on within proposed Workday Solution we believe our Business Process Framework will provide the City considerably better, broader and more flexible Workflow capabilities. We welcome the opportunity to demonstrate this differentiated capability to the City. Specifically - Workday does not assign Workflows to a specific person. Workflow themselves are assigned to a role, which then links to one or more persons. The reason for this is if you were to have a user leave, those business process would still go to that person and not their roles. You can always reassign a workflow to someone for approval, but the configuration of the workflow as whole will be role based.
GT.139	Role;	Critical	S	
GT.140	Department;	Critical	S	
GT.141	Any string in the Chart of Accounts or Account;	Critical	S	
GT.142	Thresholds;	Critical	S	
GT.143	Percentage argument;	Desired	S	
GT.144	Numerical argument;	Desired	S	
GT.145	Record type (i.e., permit type, purchase order, etc.);	Critical	S	
GT.146	Priority type; and	Desired	S	
GT.147	Other City-defined criteria. Please describe limitations in comments.	Desired	S	The business processes are very configurable to roles, organization, or leveraging conditional logic. As long as the condition you are wanting to route the processes by is an available field in Workday, there could be conditional content to support the routing of that process.
GT.148	The system shall allow temporary availability status changes of users (e.g., unavailable due to vacation time).	Critical	S	Workday delivers a delegation framework for all functional areas. This allows the delegation of creation and/or approval of any transaction. Anyone who may be assigned an action (e.g., approval) may delegate their responsibility with effective dates or on an ad hoc basis. This delegation goes through an approval process of your choice.

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.149	The system shall re-route workflow assignments based on availability triggered by user unavailable status.	Critical	S	Workday delivers a delegation framework for all functional areas. This allows the delegation of creation and/or approval of any transaction. Anyone who may be assigned an action (e.g., approval) may delegate their responsibility with effective dates or on an ad hoc basis. This delegation goes through an approval process of your choice.
GT.150	The system shall re-route workflow assignments based on availability triggered by City-defined periods of no response.	Critical	S	Workday provides you with the ability to manage multiple levels of approvals within our business process framework. Approvals can be routed within an organization-based hierarchy, or specified as Manager, Matrix Manager, Project Manager, or Management Chain as far as needed within the management chain, in addition to other security roles maintained in Workday. The Workday Business Process Framework is used to manage the flow of *all* the business transactions across the Workday service. Workday delivers more than 800+ optimized business processes that provide a baseline for Workday customers. Workday customers have control over the configuration of every business process for any organizational unit with a complete history and audit trail. The Workday Business Process Framework provides the following capabilities: ● Create a single global process shared by every part of a customer's organization, or create and use a different version of a process configuration for different parts of the organization ● Route work to dynamic security groups representing users, roles, locations and many other security facets ● View any process definition in a real-time visual swim lane mode ● Perform steps in parallel to maximize throughput ● Configure process steps to execute conditionally

General and Technical				
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.151	The system shall notify a system admin of unsuccessful workflow processes.	**Critical**	S	Workday provides a Business Process dashboard where administrators can monitor workflows.
GT.152	The system shall provide event-driven notification by email to multiple users that can be configured at any step within any workflow.	**Desired**	S	The Business Process Framework provides the option to send notifications for each step in a business process.
GT.153	The system shall allow notifications to be configurable (on/off) by the individual user type and/or module.	**Desired**	S	
GT.154	The system shall allow graphical tools for documenting workflow.	**Desired**	S	The Workday Business Process Framework provides a read-only diagram of business process definitions. Customers can use this graphical view to communicate and confirm designs and to confirm workflow changes. Business processes are graphically represented by a classic workflow swim lane diagram. Each lane in the diagram is defined by the role responsible for performing the steps displayed in that lane. Customers can label each step, but not the color or shape of the steps within the graphical flow chart.
GT.155	The system has the ability for a user to review and approve a workflow transaction directly from within an email, without requiring the user to follow a link to the system to approve the transaction (e.g., an approver can click "approve" in the email and have the approval be recorded in the system, and trigger the next applicable workflow step).	**Critical**	N	No. Workday allows the generation of email notifications to approvers. Due to security reasons, an email notification will include a link directly to the transaction within Workday for ease of use. This process will authenticate the user (or navigate via the customer's single-sign-on infrastructure) to complete the task securely and fully audit the transaction.
Reporting and Dashboards				

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.156	The system shall provide an Executive Information System (EIS) (i.e., a performance dashboard).	Critical	S	The partner working with the City can build any type of dashboard needed by the City. EIS dashboards can be created and restricted access to these dashboards can be setup to allow only certain groups or individuals access to this data. Workday provides a single reporting framework with the service for reporting and analytics. Workday does not require additional bolt-on business intelligence tools, ETL tools, or data warehouses. Because Workday's reporting goes against the same set of in-memory data objects and singular security model, every report or dashboard is 100% real-time by definition. Additionally, every report is actionable, unlike a separate business intelligence tool that cannot take action in the online system directly. Workdays native reporting tools provide the ability to display the report data in various visual formats (KPI, Dashboards, n-box, matrix etc.). These are available securely on mobile devices such as a smart phone or tablet for easy access and actionable data access. In addition, Workday supports several chart types including area, bar, bubble, column, gauge, line, pie, and scatter charts for a graphical representation of the data for analysis. These graphical capabilities are pre-configured to be available as options at run time even while being defaulted by the report owner at design time
GT.157	The system shall customize the information presented on the EIS by user.	Critical	S	
GT.158	The system shall customize the information presented on the EIS by group of users.	Critical	S	

	General and Technical			
Req #	Description of Capability	Criticality	Vendor Response	Comments
GT.159	The system shall display information on the EIS in real-time.	Critical	S	Workday is one singular application for all aspects of Human Capital Management and Finance. The transactions and analytics engine is an all-in-one solution. As a result, all reports, dashboards, and scorecards can update in real time to display accurate information. The only exception to this is when customers create reports to return over-time, trending, or as of period of time data.
GT.160	The system shall provide a library of standard reports (i.e., "canned" reports).	Critical	S	Workday provides thousands of packaged reports that are delivered with the Workday service. These reports are accessible as related tasks in context or from menus.
GT.161	The system shall allow a user to modify existing reports, with appropriate security permissions.	Critical	S	Most Workday delivered reports can be copied and modified to suit the customer's needs.

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.162	The system shall provide an integrated report writer.	**Desired**	**S**	Workday provides a single reporting framework for all reporting and analytics across all functional areas. The Workday report writer runs as a natural part of the Workday user interface. This allows both casual report writers and more advanced users to safely create reports and analytics according to their security profiles. Customers can create or copy reports and configure that report including adding additional data objects and fields, sort, filter, group, format, set the output type, schedule, etc. Within the Workday service, a business user can easily create ad hoc reports. All reports in Workday are drillable into the detail. Additionally, with one click, reports can be transformed visually into drillable charts. Reports and charts can be saved, published to a dashboard, and even shared with others. Information in the reports will be determined by the user's security. Beyond our traditional report writer, Workday provides two other reporting experiences for ad hoc analysis: ● Worksheets: provides an excel-like experience for ad-hoc analysis and collaboration between multiple workers if needed. ● Discovery Boards: Provides a drag and drop experience for data analysis similar to that of power BI or Tableau.

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.163	The system shall provide an integrated report writer that has a consistent look and feel across all proposed system modules.	**Desired**	**S**	Workday provides a single reporting framework with the service for reporting and analytics, unified within our solution. Workday does not require additional bolt-on business intelligence tools, ETL tools, or data warehouses. Because Workday's reporting goes against the same set of in-memory data objects and singular security model, every report or dashboard is 100% real-time by definition. Additionally, every report is actionable, unlike a separate business intelligence tool that cannot take action in the online system directly. Workday's report writer is designed to be used by any and all users of the service including managers and employees. Reports can be shared to different security groups without the need to email reports. Reports can also be web service-enabled for integration purposes.
GT.164	The system shall provide an integrated report writer that allows the creation of reports comprised of any discrete data field throughout the system with proper security permissions.	**Desired**	**S**	All data elements in Workday, including those custom and calculated fields that you will create can be reported on.
GT.165	The system shall save a report as a new template after a user copies and modifies an existing report, with appropriate security permissions.	**Desired**	**S**	Workday provides a single reporting framework for all reporting and analytics. New reports can easily be created by a business user. Workday delivered reports can be copied and modified to suit your needs based on security rights. The reporting framework is provided with the Workday service at no additional cost.
GT.166	The system shall configure and save ad hoc reports by individual user, with the ability to provide access to other users with appropriate security permissions.	**Critical**	**S**	Within Workday, a business user can easily create ad hoc reports. All reports created are drillable to the detail and underlying transactions. Additionally, with one click, tabular reports can easily be converted to drillable charts. Reports and charts can be saved, published to a dashboard, and even shared with others. Information in the reports will be determined by the worker's security.
GT.167	The system has the ability to save favorite reports in a menu or pick-list by individual user.	**Critical**	**S**	Menus will be delivered to users based on their security settings/privileges. Users can save favorites and configure their own navigation within the Workday User Interface.

General and Technical				
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.168	The system shall allow generated reports to be viewed on screen prior to printing.	**Critical**	**S**	Reports can be viewed within the Workday interface in a variety of ways - as report data, charts, visualizations, etc. They can be exported as Excel or PDF files to facilitate printing.
GT.169	The system shall allow reports to be generated that are searchable.	**Critical**	**S**	This is standard functionality with the Workday reporting framework
GT.170	The system shall configure automatic distribution paths for generated reports (i.e., automatically send a report to a particular user).	**Desired**	**S**	With Workday's delivered reporting framework, users can schedule reports to be automatically run at a user-defined frequency and then delivered to appropriate recipients within Workday or via e-mail. Report output can be static (PDF, Excel) or dynamic with various graphical display options (charts, matrix, nBox, etc.).
GT.171	The system shall allow reports to be generated that have "drill-down" capabilities.	**Critical**	**S**	With Workday, all users across the organization can find, analyze, and take action directly on real time data in the Workday Service based on their security access. Business intelligence is built directly into Workday platform without the need for bolt-on business intelligence solutions. Workday provides thousands of delivered reports with the service that are available in the browser as well as on mobile devices that support iOS and Android platforms. Given the appropriate security rights, any user has the ability to create custom reports, analytics, scorecards and dashboards using a simple web-based report framework. Workday also offers the ability to do data visualization, therefore, to build reports by Drag & Drop to analyze the data in real time. Users can perform multi-dimensional drill down on data with charting and filtering capabilities and then take action directly from the report. For example, if you see the name of a person on a report, you can click on that name and take action on the person, supplier, customer, or any other object. Similarly, if you see a number on a report, you can click on that number and see the underlying detail that made up that number as well as slice and dice that data by multiple dimensions.

General and Technical				
Req #	Description of Capability	Criticality	Vendor Response	Comments

GT.172	The system shall print graphs and charts for presentation style reports.	Critical	S	Workday delivers standard reports out of the box, users can clone those reports and tweak them as necessary. Reports can be exported into Excel or as PDF and printed. Reports can also be built as web services for ease of integration with other systems if needed (e.g., csv, json, xml format).
				
				Additionally, Workday has several tools built in which enable multiple report formats, including Worksheets and Workday Slides. Worksheets enable an excel-like experience, with the ability to use formulas, pivot tables, charts and more, while benefiting from Workday's secure environment, as well as the connection to live data. Workday Slides enable the creation of slide presentations including charts, commentary, and more, again while benefiting from Workday's secure environment, as well as the connection to live data.
				
				Additionally, Workday provides the ability to connect and pull live data directly in to Microsoft Excel, Word, or PowerPoint. Using a Microsoft Office add-in, OfficeConnect allows you to:
				
				  ● Easily create presentation-quality reports based on the latest data
				  ● Quickly convert existing Excel reports into OfficeConnect reports
				  ● Seamlessly weave any data through Excel, Word, and PowerPoint
				  ● Simplify report, board book, and presentation creation
				  ● Automate monthly reports and executive

Mobile Devices				

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**
GT.173	The system shall provide a user interface that is fully accessible from mobile devices.	**Desired**	S	Workday has taken a mobile-first approach to building and using our applications. Mobile access is simply another aspect of UI Services, included and supported as part of the subscription, without needing additional implementation. Workday offers a single native mobile application (for iOS and Android devices) and responsive browser-enabled mobile user interface at no additional charge. Workday's highly rated native mobile app enables these high-value features: ● Biometric – Fast Login – touch & face ID ● Push Notifications (actionable, workflow automation) ● Geo-fencing (e.g. location-based time check in/out) ● Camera (OCR invoice/receipts, profile pics, doc uploads, barcode scan, candidate referral) ● Calendar & Contacts Integration Our mobile experience is consistent with the web and responsive to the target device. Each client's user experience is optimized based on touch and form factors, so users don't have to pinch and zoom to find fields, cards, or buttons designed for the real estate of a desktop browser. Because the Workday mobile solution is simply an extension of the service, mobile users access the same data, business logic, and functionality as they do on a desktop, with the same security. For example, a dashboard can be accessed and modified in a browser and on any mobile device, with no data persisting on the device after the session
GT.174	The system is HTML responsive and can adjust to screen size of the mobile device being used. (e.g., iPhone, iPad, laptop).	**Desired**	S	Yes, the system is mobile-first with fully responsive design, HTML5, in addition to a single mobile application for both Android and Apple devices.

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**

GT.175	The system shall provide an iOS app for use on both iPhones and iPads.	**Desired**	S	Workday provides a responsive native mobile solution for:
				
				  ● iPhones and iPads with our native iOS app "Workday for iOS".
				  ● Android smartphones and tablets with our native Android app "Workday for Android".
				  ● In addition to these mobile native applications, Workday's browser-based user interface is delivered using 100% responsive design to provide a consistent experience from any device, including supported mobile browsers which render HTML5 like Safari, Chrome, Microsoft Edge, etc.
				
				Workday's native mobile applications deliver access to most employee and manager self-service tasks, as well as administrative tasks, dashboards, and reporting. Workday's single security model means that there is no separate security configuration required for mobile access. And for the native mobile apps, users can use a PIN or biometrics to sign in to the app which contributes to a higher user adoption. Also, there aren't separate mobile applications for different functional areas. An internet connection (and authentication) is required to access Workday from a mobile device, and no business data is stored on the device itself.

	General and Technical			
Req #	**Description of Capability**	**Criticality**	**Vendor Response**	**Comments**

GT.176	The system shall provide an Android app for use on Android phones and tablets.	**Desired**	S	Workday provides a responsive native mobile solution for:
				
				    ● iPhones and iPads with our native iOS app "Workday for iOS".
				    ● Android smartphones and tablets with our native Android app "Workday for Android".
				    ● In addition to these mobile native applications, Workday's browser-based user interface is delivered using 100% responsive design to provide a consistent experience from any device, including supported mobile browsers which render HTML5 like Safari, Chrome, Microsoft Edge, etc.
				
				Workday's native mobile applications deliver access to most employee and manager self-service tasks, as well as administrative tasks, dashboards, and reporting. Workday's single security model means that there is no separate security configuration required for mobile access. And for the native mobile apps, users can use a PIN or biometrics to sign in to the app which contributes to a higher user adoption. Also, there aren't separate mobile applications for different functional areas. An internet connection (and authentication) is required to access Workday from a mobile device, and no business data is stored on the device itself.

Indicator	Definition	Instruction
S	**Standard:** Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available** in a future software release available to the City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be indicated in Attachment C – Cost Worksheet.	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No: Feature/Function cannot be provided.**	N/A

General Ledger and Financial Reporting

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	General Requirements			
GL.1	The system shall provide a General Ledger that is integrated with all other proposed system modules so that reconciliation between applications is user friendly and efficient.	Critical	S	Workday has a single data model, removing the need for integration between functions (or what would be considered "modules" in other systems). Within the Workday application, there are only two points of entry—one for users and one for external systems integrations. As a single platform, there is no integration required between different functional areas. Functional areas such as accounts receivable, accounts payable, fixed assets, capital projects, cash transactions, expenses, procurement, payroll, grants all provide this by default.
GL.2	The system shall produce statements at any user defined interval (i.e., daily, weekly, monthly, quarterly, and annually) in summary or detail and can be subtotaled at multiple levels in the chart of accounts.	Critical	S	Financial reporting time periods are fully configurable within Workday to support various different period slices of data within the same reporting structure, allowing the same report to be run for a given fiscal period, multiple periods, summary periods, etc.
GL.3	The system shall allow month end closings to occur in a new fiscal year without having to close the previous fiscal year, including producing all month end financial statements.	Critical	S	Financial reporting time periods are fully configurable within Workday to support various different period slices of data within the same reporting structure, allowing the same report to be run for a given fiscal period, multiple periods, summary periods, etc.

	General Ledger and Financial Reporting			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
GL.4	The system shall note on the balance sheet financial statements that the prior fiscal year has not been closed and balances are subject to change.	Critical	S	Workday can provide this functionality as part of our reporting drill down. Workday supports the opening of multiple periods at any point in time pending the users security access.
GL.5	The system shall perform a soft year end close and lock balances in place for balance sheet balances as well as close the revenues and expenditures into the balance sheet zeroing them out for the new year.	Critical	S	Workday's ledger supports controlled fiscal year close and automated roll-forward functionality closing revenue and expense to retained earnings, creating beginning balances for the new fiscal year, and starting with a zero profit and loss balance for the new year.
GL.6	The system shall support multi-year funds.	Critical	S	
GL.7	The system shall produce balance sheets and other financial reports from a prior closed year and period with an option to include inactive accounts with activity or a balance.	Critical	S	Workday retains all balances and activity within inactive accounts to ensure the completeness of historical financial reporting which uses accounts that may currently be inactive. This ensures that financial reporting integrity is retained even as account structure needs change over time.
GL.8	The system shall automatically roll forward balances for balance sheet accounts at year end for a soft close.	Critical	S	Workday provides an automated fiscal year close and balance roll-forward functionality which closes the P&L to retained earnings and generates beginning balances for balance sheet accounts.
GL.9	The system shall perform "soft closes" on periods so that a period may be opened again with proper permissions for the purposes of posting activity to that period.	Critical	S	
GL.10	The system shall automatically update the fiscal year and period on the first day of each period, with ability to override with permissions.	Desired	S	Accounting date selection is a user entered field for journals regardless of the status of fiscal periods and years, with system generated notices and warnings to users if they have selected a date that relates to a closed fiscal period or year.
GL.11	The system shall limit account inquiry access to the balance/summary level.	Desired	S	Security permissions control both which accounts an individual user or role can access as well as which organizations they have access to, providing multiple approaches for defining security which can also overlap, ensuring a robust and configurable approach to security to support standard and unique data limitation requirements. This is also provided for specific domains which require additional security such as payroll details.
GL.12	The system shall restrict GL posting (i.e., live or batch) by account number with appropriate security permissions.	Critical	S	Ledger account security segments can be used to support restricted posting by roles.
GL.13	The system shall flag an account as inactive based on a specified effective date.	Critical	S	

General Ledger and Financial Reporting				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
GL.14	The system shall carry a range of the chart of accounts forward to eliminate the need to manually key these accounts into the system.	Critical	S	Chart of account ranges are utilized within the ledger account hierarchies to provide flexibility in rolling up the chart of accounts for financial statement presentation. Workday also provides functionality for data input mapping which provides wildcarding and ranged values when loading large datasets but are not leveraged for user input where a journal preparer will be expected to select an account as part of the entry process
GL.15	The system shall perform automatic posting of recurring journal entries with appropriate security permissions.	Desired	S	Workday provides secured access to tasks to configure and generate entries based on recurring journal templates, including rules for review, approval, recurrence, attachments, and other relevant data associated with the recurring journal. The template will also include an audit trail of all historic journals created related to that template.
GL.16	The system shall flag a journal entry as a reversing journal entry and identify the new journal entry number and date.	Critical	S	Workday provides a reversing journal flag which can be used when creating an entry that generates a reversing entry automatically and links the two journals. By default a reversing journal is set to reverse on the first day of the next fiscal period, but this default can be easily overridden for an alternate reversal date provided by the user.
GL.17	The system shall perform automatic reversals of month-end accruals at the beginning of the next period.	Desired	S	All reversing entries default the reversal journal to the first day of the next available period, including various system generated accruals. For accruals that are not system generated by instead are user generated, the reversing journal flag should be indicated to ensure appropriate reversal. Journal sources can be used to help ensure this feature is used, for example requiring that any journal type of "accrual journal" must have the reversal flagged before it can be submitted ensuring that reversals are not erroneously omitted.
GL.18	The system shall allow users to retrieve GL related information a minimum of ten years old.	Desired	S	Workday provides the ability to store historical transactions up to the desired period as part of your data conversion strategy. Additional data conversion strategies will be discussed for consideration as part of the overall evaluation as additional data storage options are available that may simplify the data conversion for historical balances and activities depending on the required audit support needs.
GL.19	The system shall perform basic validation routines before data can be entered (e.g., data type checking, account validation, project numbers).	Critical	S	

	General Ledger and Financial Reporting			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
GL.20	The system shall allow the produced reports to be editable by a user for formatting and final edits.	Critical	S	
GL.21	The system shall track pooled cash by fund for a singular bank account.	Critical	S	
GL.22	The system shall track multiple pooled cash by fund for multiple bank accounts.	Critical	S	
GL.23	The system shall provide a pick-list of reasons for rejecting general ledger transactions.	Desired	N	Standard send-back and denial of business process transactions are accompanied by a free entry reason field rather than a drop down pick-list of reasons.
GL.24	The system shall display user defined reasons for rejecting general ledger transactions.	Desired	S	Yes in concept. Standard send-back and denial of business process transactions are accompanied by a free entry reason field rather than a drop down pick-list of reasons. Custom Validations help users identify transaction issues within a business process. These validations can be applied to processes and tasks to: ● Display warning/error messages when a transaction meets certain conditions ● Prevent workers from submitting invalid transactions until they resolve an error ● Alert transaction approvers to conditions that need more careful review
GL.25	The system shall provide at least 13 periods, including one for audit adjustments (period 13).	Critical	S	Workday provides the ability to create a ledger account period with the status of adjustments only which allows the booking of audit adjustments without reopening the period for journals or other transaction types (only journals with the adjustment box flagged which can be further restricted above and beyond standard journals). Workday also supports the concept of multiple book codes which are used in transaction recording and reporting which can be used to create an audit adjustments book specifically to contain the out of period adjustments made again without risk of opening the operating book to potential erroneous entry and providing a more controlled manner of making adjusting entry. These mechanisms provide the functionality of a 13th period in a slightly different manner.
GL.26	The system shall allow a user to move a division or project from one department to another and carry over all associated history.	Critical	S	

General Ledger and Financial Reporting				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
GL.27	The system shall attach documentation to an account based on account access permissions.	Desired	S	Workday supports both documentation at the account level, providing documents and documentation of the policies, procedures, and other items related to a ledger account. A specific entry to that ledger account also supports documentation and attachments justifying the entry that can be made accessible to users with access to those system attachments (assuming they have access to the journal entries in question)
GL.28	The system shall enter comments at account set up based on account access permissions.	Desired	S	Workday supports the storage of additional fields related to data elements such as the account to provide context, and also provides the ability to associate a policy, procedure, and other information related to a ledger account.
GL.29	The system shall add user date and time comments per GL account.	Desired	S	Workday audits, date and timestamps all system transactions, any changes made in the review process, and will also include a stamp for the approval of any transaction.
GL.30	The system shall add user date and time comments per GL account transaction.	Desired	S	Workday audits, date and timestamps all changes.
GL.31	The system shall capture comments added for audit trail purposes.	Desired	S	Comments that are provided as part of the creation of a journal or as part of the review are retained as part of the audit trail of that transaction along with the date and timestamp, user stamps, etc.
Chart of Accounts				
GT.32	The system shall provide a single chart of accounts file that is referenced by all other proposed system modules.	Critical	S	Workday is a fully unified system - all sub processes reference the centrally defined Chart
GT.33	The system shall either automatically generate or copy chart of account records when creating new funds, departments, and any other reorganizations.	Critical	S	Within Workday's design all chart of account elements are immediately and automatically available for use with any other new chart element such as fund, department, or other organizations unless specifically excluded through configured relationships and exclusions.
GT.34	The system shall provide chart of account alphanumeric "short cuts" for reducing the number of key strokes when entering or looking up chart of account numbers.	Desired	S	All accounts include both a numeric value and a description field that can both be searched or utilized when selecting an account. The same setup and structure is available for all additional chart elements such as sub-accounts (spend category and revenue category) or fund, cost centers.
GT.35	The system shall provide a "suggested text" function for looking up and selecting account numbers, with the ability to turn this function on/off by user.	Desired	S	Not currently available and not currently planned for releases before October 2025. This is a feature on the Workday roadmap for releases after that period and is an intended enhancement.

	General Ledger and Financial Reporting			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
GT.36	The system shall only allow users with appropriate security permissions the ability to create or inactive a new account (i.e., only the Finance Director can create a new account).	**Critical**	**S**	
GT.37	The system shall provide the ability to mass delete/archive historical accounts.	**Desired**	**S**	Workday retains all system data as it does not perform destructive updates when the data values change within the system. This provides for the ability to look up any data in Workday as of any date, and have a full record of every transaction that has occurred in the system. This is the true power of Workday's in-memory, object-based design. This also eliminates the need for traditional data archive/restore procedures as the system will accommodate all historical data flagged with various states. With Workday you will be able to have all your data since day one, with no need to archive it. You can use it, report on it or delete it if you choose to do so. There are no limitations in terms of volume of data or years. When the data is purged for compliance reasons, it is permanently removed from your tenant; however, to support ongoing statistical analysis, de-identified objects are retained in the system.
GT.38	The system shall track monthly fund balances for distribution of interest.	**Desired**	**S**	Fund balances can be tracked as a standard financial function and utilizing Workday reporting functionality. The Fund is a standard dimension including budgetary controls and balancing functionality to support a fully balanced balance sheet for all funds utilized by the county.
GT.39	The system shall support 10 or more alphanumeric segments in the current chart of accounts.	**Desired**	**S**	Workday does not put a system limitation on the number of characters in any chart of account segment allowing the creation of whatever convention is desired by the city.

	General Ledger and Financial Reporting			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
GT.40	The system shall identify the Annual Comprehensive Financial Report (ACFR) reporting category and subcategory by account.	Desired	S	Workday comes delivered with over 100 standard dimensions to assist with the classification with standardized and structured reporting elements such as categories and subcategories needed to support ACFR reporting and the ability to add 25 further custom dimensions based on City of Superior's needs including the ability for those dimensions to be hierarchical and to have date effective hierarchies and multiple versions of those hierarchies. This supports additional chart elements that may not be delivered by Workday.
GT.41	The system shall capture cost centers for transactions for departments to track activity within a single GL account.	Desired	S	Workday comes delivered with over 100 standard dimensions (including cost center) and the ability to add 25 further custom dimensions based on the county's needs including the ability for those dimensions to be hierarchical and to have date effective hierarchies and multiple versions of those hierarchies. This supports additional chart elements that may not be delivered by Workday.
GT.42	The system shall set up a fund as non-interest bearing.	Desired	S	
GT.43	The system shall change the name of any segment of the account number while leaving the historic description the same.	Desired	S	Certain segments can be reported on a specific effective date but some of them will show up in reports with the most recent value, however, virtually all changes that are made to segments have an audit trail that will show when it was changed and who changed it so you will always have visibility in to the changes that are made.
GT.44	The system shall support at least a 30-character long description field for each segment of the COA.	Critical	S	The naming and labelling of dimensions in Workday is not subject to any character limit, and supporting information on the dimension such as description fields are likewise not subject to character limits.
GT.45	The system shall support at least a 15-character short description field for each segment of the COA.	Critical		The naming and labelling of dimensions in Workday is not subject to any character limit, and supporting information on the dimension such as description fields are likewise not subject to character limits.
	Journal Entries			
GL.46	The system shall import and export journal entries using MS Excel spreadsheets and other user-defined formats.	Critical	S	Workday provides a standard import template for journals that can include multiple journals, and leverage any of the dimensions utilized in the county chart of accounts.

	General Ledger and Financial Reporting			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
GL.47	The system shall edit journal entry data that was imported prior to posting to the GL with appropriate security and audit trail information.	Critical	S	Workday provides the ability to define the journal entry workflow to enable review rights to update and edit imported data. This is configurable by City of Superior and will determine which users have the right to edit data and which workflows this right will apply to.
GL.48	The system shall post statistical or non-financial data.	Desired	S	Supported. With Workday, you can define statistics. You can enter or import these statistics, Workday statistical functionality enables you to record budget statistics and use them for plan versus actual reporting as well as for an allocation basis.
GL.49	The system shall use workflow technology to automatically route journal entries, including reversals, with attachments, to approvers prior to posting.	Critical	S	
GL.50	The system shall provide standard, recurring, and reversing journal entry capabilities.	Critical	S	
GL.51	The system shall maintain at least seven years of detailed journal entry transactions and budget information and provides the ability to maintain greater than seven years if desired.	Critical	S	Workday puts no system limitation on the availability of historical journal detail data and no data is archived or purged unless initiated by the county, ensuring compliance with the county's data retention policies.
GL.52	The system shall automatically populate fiscal year and period based on transaction type with the ability to override and disable.	Critical	S	
GL.53	The system shall automatically populate fiscal year and period based on effective date with the ability to override and disable.	Critical	S	
GL.54	The system shall automatically transfer activity from one account to another account with the ability to limit the setup of automatic transfers based on security permissions.	Critical	S	Other standard closing functions such as the transfer of P&L activity to current and historical retained earnings are standard parts of Workday's account processing and require no user intervention or rules to accomplish. Workday provides account transfer functionality using allocations to systematically transfer account based on user rules and can be run on demand based on a fiscal period's activity.
GL.55	The system shall disallow further posting to an account that is closed or inactive.	Critical	S	
GL.56	The system shall disallow posting to a closed period.	Critical	S	
GL.57	The system shall allow posting to a soft closed period based on user-defined permissions.	Critical	S	Periods can be set to allow only ' adjustment postings' in the closed period as needed. Very flexible and can be very restrictive.
GL.58	The system shall prevent posting a journal entry to a control account.	Critical	S	
GL.59	The system shall prevent editing a sub-system batch prior to posting to the GL based on security permissions.	Critical	S	
GL.60	The system shall generate date-specific reversing entries.	Critical	S	
GL.61	The system shall accommodate free form text associated with a journal entry based on security permissions.	Critical	S	

	General Ledger and Financial Reporting			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
GL.62	The system shall accommodate attachments associated with a journal entry based on security permissions.	**Critical**	**S**	
GL.63	The system shall remove attachments associated with a journal entry based on security permissions.	**Critical**	**S**	
GL.64	The system shall allow for limited text description (100 characters) and expanded free form text on each transaction within a journal entry.	**Critical**	**S**	
GL.65	The system shall automatically assign sequential numbers to all journal entry transactions for audit trail purposes.	**Critical**	**S**	All journals are automatically assigned a system sequence to ensure unbroken record controls are maintained regardless of the journal source (user entry vs. recurrence vs. upload).
	Reporting			
GL.66	The system shall provide a financial statement report writer to allow end users to create user-defined financial statement and statistical reports without users needing to know the table structure.	**Critical**	**S**	Workday delivers the ability to create financial reports for statutory reporting, tracking financial operations performance, and generating comparison and consolidation reports. Accounting "workpaper" reports such as trial balance, ledger detail, account analysis, and reconciliations provide analysis and control. Consolidated profit and loss (P&L), balance sheet, and cash flow statements meet financial statement needs in base and reporting currencies. User-defined, real-time query provides insight whenever and wherever it's needed.
GL.67	The system shall provide a library of "canned" reports to be used by City staff with limited parameter entry.	**Critical**	**S**	Workday delivers standard reports out of the box; users can clone those reports and tweak them as necessary. Reports can be exported into Excel or as PDF. Reports can also be built as web services for ease of integration with other systems if needed (e.g., csv, json, xml format).
GL.68	The system shall provide linkage between reportable sections of the ACFR and other generated reports (i.e., Exhibits, Management Discussion and Analysis, Notes to the Financial Statements and Statistics).	**Critical**	**C**	This can be accomplished using Microsoft Connect. Additional services will apply (not included). Learn how Tulsa County accomplished this here. https://bit.ly/Tulsapushbutton

	General Ledger and Financial Reporting			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
GL.69	The system shall generate reports to assist the City with completing and filing mandatory State tax forms.	**Critical**	**S**	Workday supports year-end forms for W2, W2C, T4, T4A, T4A-RCA, RL1, RL2, NR4 and P60 and worksite reporting. 1099s are currently utilized through Workday's procurement feature or Workday can provide an integration to a third-party service or system. Data for 941s, and various state forms/files for quarterly or year-end reporting would be integrated to one of our tax service provider partners or to in-house tax filing software (or other method of the customer's choosing). The data is then used to produce 941, and any fed/state filing data or forms. In addition, Workday provides a year-end dashboard and year-end processing business processes for processing both W-2s and T-4s.
GL.70	The system shall export to various formats to create a custom designed ACFR document.	**Critical**	**C**	Workday can export information to create your ACFR document. Additional services to support this are not included. learn more about how Tulsa County accomplished this here: https://bit.ly/Tulsapushbutton
GL.71	The system shall generate information for multiple periods and or multiple fiscal years in one query.	**Critical**	**S**	All financial reports have the ability to present results for multiple fiscal years within a single report. User parameters can also be utilized to focus the resulting report on a specific year or date window to assist in review and close activities as needed.
GL.72	The system shall query on all data fields in the General Ledger module in order to provide a user defined query screen.	**Critical**	**S**	All reports in Workday are interactive and drillable. Most inquiry/query functions can be accomplished by creating the appropriate report to retrieve the relevant data.
GL.73	The system shall support user defined queries and allow these queries to create reports.	**Critical**	**S**	All reports in Workday are interactive and drillable. All fields related to the journal such as the originating business document, any of the chart of account fields, information in the date and memos, etc. can be used as part of the report setup, the parameters and filters users can utilize for query, etc. User querying in Workday is simplified through the use of parameterized reports which use simplified prompting rather than requiring users to know SQL or other reporting languages in order to generate data queries from Workday's ledger. This helps to democratize reporting and data access for financial users and other consumers of City of Superior's financial data.

General Ledger and Financial Reporting				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
GL.74	The system shall set unique security permissions for each system-generated report.	Critical	S	Report settings are provided for each report with standardized data access provided based on overall security configuration and the data sources used for a particular report, with the ability to then layer additional security on a report definition to restrict access to specific user roles, segments of the organization, or even named individuals. This security is dynamically applied
GL.75	The system shall export all system-generated reports to .xlsx or .csv format.	Critical	S	
GL.76	The system shall support user defined queries and sharing of these in the system with other users.	Critical	S	
GL.77	The system shall provide all query and reporting capabilities by summary or detail.	Critical	S	
GL.78	The system shall generate a report across any segment or group of segments in the chart of accounts.	Critical	S	
GL.79	The system shall schedule reports to be run during non-business hours on a user defined schedule.	Desired	S	Workday supports the scheduling of report runs to provide runs during non-business hours. Workday's transactional and reporting functionality is all based on an in-memory database providing a highly performant reporting environment for users reducing the need to rely on scheduling or reports for performance reasons.
GL.80	The system shall display all reports to the screen with a user-defined option for printing, with the ability to turn this feature on or off.	Critical		Workday's reports are all designed to be run through live web reporting to display on screen and provide drill-down based on all ledger dimensions to transaction detail. Where necessary a report or drill-down can be exported to excel or PDF if the capability has been enabled in Workday. As previously noted, Workday also makes all financial data available for drag and drop report writing in Excel utilizing a direct plug-in to the ledger making live and interactive, drillable reports in Excel as needed.
GL.81	The system shall provide comparison reports (e.g., between different periods, as user-defined).	Critical	S	
GL.82	The system shall select active and/or inactive accounts by year for reporting purposes for multiple user defined years.	Critical	S	All financial reporting utilizes user specified effective dates so accounts can be applied to hierarchies as needed over time to support reporting over multiple years/periods with appropriate sets of accounts and statuses.
GL.83	The system shall generate a General Ledger Audit Report based on permissions.	Desired	S	All Workday transactions are subject to audit with a trail of all actions, approvals, reviews, and adjustments made to a transaction in the general ledger. This is fully reportable.

General Ledger and Financial Reporting				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
GL.84	The system shall produce monthly, quarterly, and annual financial statements (Income Statement, Balance Sheet, Budget Comparisons by Department, etc.).	**Critical**	**S**	
GL.85	The system shall produce monthly, quarterly, and annual financial statements at City-defined levels.	**Critical**	**S**	Workday provides standard financial statements with the ability to prompt on time range for the relevant standard or comparative statements. Additionally, these standard reports can be copied and adjusted to support specific views or comparisons desired by the county. Finally, Office Connect for financial reporting provides an excel user interface for reporting across periods, actual and budget, and supports pixel perfect reporting in a familiar experience.
GL.86	The system shall print graphs and charts for presentation style reports.	**Critical**	**S**	With Workday, all users across the organization can find, analyze, and take action directly on real-time data in the Workday service, based on their security access. Business intelligence is built directly into the Workday platform, without the need for bolt-on business intelligence solutions. Workday provides thousands of delivered reports with the service that are available in the browser, as well as on mobile devices that support iOS and Android platforms. Given the appropriate security rights, any user has the ability to create custom reports, analytics, scorecards, and dashboards using a simple web-based report framework. Workday also offers the ability to build data visualization reports by drag-and-drop to analyze the data in real time. This visualization experience is truly ad-hoc, with reports building at the speed of thought. Live report data may also be leveraged in Workday Worksheets, an Excel-like tool built directly into Workday. This allows for further analysis and modeling of existing data, and adds the benefit of being connected to live data from any Workday report. Users can perform multi-dimensional drill-down on data with charting and filtering capabilities, then take action directly from the report on any object. For example, if you see the name of a person on a report, you can click on that name and take action on the person. Similarly, if you see a number on a report, you can click on that number and see the underlying detail that made up that number as well as slice and dice that data by multiple dimensions.

	General Ledger and Financial Reporting			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
GL.87	The system shall export graphs and charts for presentation style reports to common desktop publishing applications.	Desired	S	Workday standard reports provide a visualization function that can be downloaded as images and PDFs, while office Connect for financial reporting provides the ability to leverage the Microsoft suite in accessing data from the ledger and producing connected visualizations for consumption outside of the web reporting of Workday.
GL.88	The system shall report by pay period for personnel expense (i.e.,1 of the 26).	Critical	S	
GL.89	The system shall project and report on end of year accruals (e.g., payroll).	Critical	S	
GL.90	The system shall print a summary explanation report of every GL account and its description.	Desired	S	Workday provides the ability to define for each ledger account a policy, purpose, and procedure for its use and reconciliation. These are all reportable allowing a single consolidated document which can be printed or viewed through web reporting.
GL.91	The system shall perform wildcard searches by GL transaction fields.	Critical	S	Workday supports the use of parameterized reports using a filter and prompt methodology. This approach allows the definition of filtering approaches including "contains" which utilizes a substring to then wildcard search free text fields. This works for any text field such as field name or free form input providing flexible data inquiry. Workday also natively supports partial string data searches as part of the global search function above and beyond inquiry for journal details.
The system, at a minimum, shall produce the following reports (current and previous				
GL.92	The system shall print a summary explanation report of every GL account and its description.	Critical	S	Workday provides the ability to define for each ledger account a policy, purpose, and procedure for its use and reconciliation. These are all reportable allowing a single consolidated document which can be printed or viewed through web reporting.
GL.93	Inception to date, for total expenditures for all City projects across multiple fiscal years by project type;	Critical	S	Project financial reporting includes both fiscal and project life views to support reporting related to expenditures within a specific fiscal period or across project lifetime.
GL.94	Expenditures relative to budget;	Critical	S	Workday tracks and reports as standard both budgeted and actual values for all financial statements components allowing tracking of expenditures relative to budget with numerous lenses (i.e. for a project, for a department, for a category of spend, etc.).

	General Ledger and Financial Reporting			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
GL.95	Revenues relative to budget;	Critical	S	Workday tracks and reports as standard both budgeted and actual values for all financial statements components allowing tracking of revenues relative to budget with numerous lenses (i.e. for a project, for a department, for a category of revenues, etc.).
GL.96	Year-to-date expenditures;	Critical	S	Workday provides standard reporting that can trend and cross multiple periods showing period, quarter, year to date expenditures, revenues, and other relevant activities.
GL.97	Year-to-date revenues;	Critical	S	Workday provides standard reporting that can trend and cross multiple periods showing period, quarter, year to date expenditures, revenues, and other relevant activities.
GL.98	Month-to-date expenditures;	Desired	S	Workday provides standard reporting that can trend and cross multiple periods showing period, quarter, year to date expenditures, revenues, and other relevant activities.
GL.99	Month-to-date revenues;	Critical	S	Workday provides standard reporting that can trend and cross multiple periods showing period, quarter, year to date expenditures, revenues, and other relevant activities.
GL.100	Budget to actual by all budget line items;	Critical	S	Workday tracks and reports as standard both budgeted and actual values for all financial statements, providing coverage of all budget line items.
GL.101	Multiple budget types to actual (e.g., actual to versions of budget);	Critical	S	Workday supports the creation of different plan definitions supporting multiple budget versions, and supporting various iterations such as a baseline budget vs. rolling forecast. Multiple budget versions can also be provided in reporting so that actuals, a baseline budget, and updated forecast can all be shown, compared, and analyzed in a single reporting view.
GL.102	Open encumbrance report;	Critical	S	Workday's reporting includes the ability to view and include/exclude transaction ledgers which include commitment accounting entries, allowing all standard multi-dimensional reporting to be applied to open commitments and encumbrances similar to all other reporting. This supports reporting on a pre and post encumbrance reporting basis for areas of interest such as Project financial
GL.103	Pre-encumbrance report;	Desired	S	

	General Ledger and Financial Reporting			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
GL.104	Comparison of expenditures by month;	**Critical**	**S**	Workday fully supports comparative reporting including multiple periods or versions (Actual to Budget, Pre vs. Post Encumbrance, etc.) of all financial data.
GL.105	Income statement;	**Critical**	**S**	
GL.106	Cash flow;	**Critical**	**S**	
GL.107	Statement of net position;	**Critical**	**S**	
GL.108	Statement of revenues and expenditures including budget amounts;	**Critical**	**S**	
GL.109	WIP construction;	**Critical**	**S**	
GL.110	Capital projects;	**Critical**	**S**	You can manage project costs from project tagged transactions, to the association of those transactions with capital assets in the project, to capitalization of those project cost into depreciable business assets. Project assets are buckets that are specific to each capital project, which capture separate, ongoing costs of a capital project that is in progress. You can associate multiple projects assets with a project to track cost over the life of a project. When all costs are in from transactions tagged to the capital project, you can convert each project asset to a business asset to realize cost and start depreciation. Each asset may have a different depreciation schedule. Review of the project transactions for expense or capitalization can occur within the project itself, or Workday also delivers a project Workbench to make it easy to review and capitalize transactions for various projects and project assets in one place. You can also automatically assign capital project transactions to project assets, eliminating the manual effort of managing capital project transactions. Supported transaction types for capitalization within projects include time and labor, expenses, supplier invoices, and manual journals. Using capital project WIP exclusion rules, you can automate the expensing of cost below your cost threshold to simplify and
GL.111	Comparison of revenues and expenditures by month;	**Critical**	**S**	Workday provides standard reporting that can trend and cross multiple periods showing period, quarter, year to date expenditures, revenues, and other relevant activities.
GL.112	Comparison of revenues and expenditures by quarter;	**Critical**	**S**	

General Ledger and Financial Reporting				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
GL.113	Summary and detail trial balance at any budget level;	**Critical**	**S**	All Workday reporting is based on a roll-up of the detailed trial balance data and can be presented in summary to end users based on the required dimensions or presentation preferences (ledger account roll-ups, organization roll-ups, etc.) for both actual and budget data.
GL.114	Detail and summary project report;	**Critical**	**S**	
GL.115	Summary trial balance across multiple funds;	**Critical**	**S**	
GL.116	Month-to-date;	**Critical**	**S**	
GL.117	Year-to-date;	**Critical**	**S**	
GL.118	Life-to-date;	**Critical**	**S**	
GL.119	Multi-year grants for revenues and expenses;	**Critical**	**S**	
GL.120	Multi-year projects for revenues and expenses;	**Critical**	**S**	
GL.121	Expense Budget at any level;	**Critical**	**S**	
GL.122	Revenue Budget at any level;	**Critical**	**S**	
GL.123	Cash Balance by Fund with associated detail;	**Critical**	**S**	Workday's ledger provides cash position reporting which can be utilized to track the cash associated with any bank account and the association of those bank accounts with particular components of the county's operations such as department, fund, or other organizations. This data can be provided in both summary and detailed formats depending on the user needs and report structure.
GL.124	Trend Analysis for Expenditures;	**Critical**	**S**	
GL.125	Any fund type financial statements;	**Critical**	**S**	
GL.126	Financial statements for all separate legal entities; and	**Critical**	**S**	
GL.127	Consolidated Financial Statements.	**Critical**	**S**	Workday's General Ledger provides support for standard financial statement consolidation principles including the elimination of inter-company and inter-fund activities, as well as other ownership elimination concepts typically applicable in corporate consolidations. These eliminations are used to provide consolidated financial reports (including the income statement, balance sheet, cash flows, and equity) without double counting activity between units of the consolidated financial reports. In addition to supporting consolidated financial views, the use of selection criteria in report runs ensures that stand-alone financials can also be produced for all reporting units.

Indicator	Definition	Instruction
S	**Standard:** Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available** in a future software release available to the City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be indicated in Attachment C – Cost Worksheet.	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No: Feature/Function cannot be provided.**	N/A

Budgeting – Operating, Personnel, Capital

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	General Requirements			
BD.1	The system has the ability for the Budgeting module to use the same chart of accounts as the rest of the system.	Critical	S	Yes, the budgeting module can use the same chart of accounts as the rest of the system. You also have flexibility to modify the budgeting system to include things that may not be in the chart of accounts if needed.
BD.2	The system shall create all budgets by user-defined period.	Desired	S	Workday Adaptive Planning can be configured to create budgets by any period of time, daily / monthly / quarterly / annually
BD.3	The system shall allow departments to further drill down to at least one level below the City's lowest level of chart of accounts for detailed tracking purposes.	Critical	S	
BD.4	The system shall provide a framework or model for budgeting, so that once a budget model is built, changes to the budget only require entering variance amounts.	Critical	S	Workday Adaptive Planning is flexible and scalable to allow you to model for your budget/forecast based upon your unique requirements.
BD.5	The system shall store a minimum of seven years budget-to-actual results at any account level.	Desired	S	

Req #	Description of Requirement	Criticality	Vendor Response	Comments
BD.6	The system shall provide a long and short description field of a minimum of 256 and 50 characters (respectively) to store notes for each budgeted account with the ability to roll over to the general ledger, at all levels/versions of budgeting.	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.7	The system shall provide salary and benefit information by employee, for budgeting purposes.	Critical	S	Workday Adaptive Planning can plan and model your employee data at whatever level of detail necessary for budget purposes.
BD.8	The system shall create and enforce the budget at any segment of the City's chart of accounts.	Critical	S	
BD.9	The system shall budget at any level with budgetary control at the line item level based on user-defined criteria.	Critical	S	Controls can be configured at any defined level.
BD.10	The system shall provide adequate budget monitoring functionality, such as performing budget checks at the account category level.	Critical	S	
BD.11	The system shall facilitate creation of the capital budget and store data for, at a minimum, five previous fiscal years, the current fiscal year, and five future fiscal years.	Critical	S	
BD.12	The system shall provide online budget entry and reporting capabilities for individual departments with appropriate security permissions.	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.13	The system shall roll budget memos and/or text fields associated with a budget line item to the next fiscal year.	Critical	S	Workday Adaptive Planning allows you to roll budget memos / text fields over to the next working fiscal year budget.
BD.14	The system shall calculate a total for multiple sub-entries for each budgeted account line to identify the budget line detail.	Desired	S	Standard functionality within Workday Adaptive Planning.
BD.15	The system shall display, inquire, and report on budget-to-actual with percentages and actual dollars of available budget for an account or group of accounts at any time.	Critical	S	Workday Adaptive Planning allows you to analyze budget variances based upon dollars and percentages of available budget for an account or group of account.
BD.16	The system shall provide budgetary control at the department level to control spending based on City-defined criteria.	Critical	S	
The system shall provide a City-defined budget dashboard view of key indicators, including				

Budgeting – Operating, Personnel, Capital				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
BD.17	Budget to actual;	Critical	S	Dashboards are a key reporting feature in Workday. You may incorporate everything in the system including both financial and non-financial information and metrics. Additionally, all levels of organizations and dimensions may be applied. This includes, funds, accounts, organizations, departments, projects, cost centers and more. Attributes may be utilized for and level or dimension in the system including funds. This may be for fund types, restricted and unrestricted and more.
BD.18	Project completion;	Critical	S	Dashboards are a key reporting feature in Workday. You may incorporate everything in the system including both financial and non-financial information and metrics. Additionally, all levels of organizations and dimensions may be applied. This includes, funds, accounts, organizations, departments, projects, cost centers and more. Attributes may be utilized for and level or dimension in the system including funds. This may be for fund types, restricted and unrestricted, project completions, and more.
BD.19	Fund;	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.20	Department;	Critical	S	
BD.21	Division;	Desired	S	

	Budgeting – Operating, Personnel, Capital			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.22	Account code;	Critical	S	Dashboards are a key reporting feature in Workday. You may incorporate everything in the system including both financial and non-financial information and metrics. Additionally, all levels of organizations and dimensions may be applied. This includes, funds, accounts, organizations, departments, projects, cost centers and more. Attributes may be utilized for and level or dimension in the system including funds. This may be for fund types, restricted and unrestricted, departments, sub-departments, account codes, and more.
BD.23	Project;	Critical	S	
BD.24	Grant;	Critical	S	Dashboards are a key reporting feature in Workday. You may incorporate everything in the system including both financial and non-financial information and metrics. Additionally, all levels of organizations and dimensions may be applied. This includes, funds, accounts, organizations, departments, projects, cost centers and more. Attributes may be utilized for and level or dimension in the system including funds. This may be for fund types, grants, restricted and unrestricted, departments, sub-departments, account codes, sub-account codes, and more.

Budgeting – Operating, Personnel, Capital				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
BD.25	Sub-Entries (transactions);	Critical	S	Dashboards are a key reporting feature in Workday. You may incorporate everything in the system including both financial and non-financial information and metrics. Additionally, all levels of organizations and dimensions may be applied. This includes, funds, accounts, organizations, departments, projects, cost centers and more. Attributes may be utilized for and level or dimension in the system including funds. This may be for fund types, restricted and unrestricted, departments, sub-departments, account codes, sub-account codes, sub-entries, and more.
BD.26	Current year-to-date compared to previous year-to-date;	Critical	S	Standard functionality within Workday Adaptive Planning
BD.27	Current year-to-date compared to previous year-to-date with the ability to select by period (i.e. do not want to only show year-to-date total amounts);	Desired	S	Standard functionality within Workday Adaptive Planning
BD.28	Current year-to-date compared to multiple previous year-to-dates with the ability to select by year and period; and	Desired	S	Standard functionality within Workday Adaptive Planning
BD.29	Other, City-defined.	Desired	S	
The system shall add attachments at the detail level of the budget, including but not limited to:				
BD.30	MS Word;	Critical	S	Workday Adaptive Planning provides the capability to add attachments including word docs., excel files, pdf files, etc. at the process task level or be uploaded into a reports directory. Links to file directories may also be added to text fields within your planning models.
BD.31	MS Excel;	Critical	S	Workday Adaptive Planning provides the capability to add attachments including word docs., excel files, pdf files, etc. at the process task level or be uploaded into a reports directory. Links to file directories may also be added to text fields within your planning models.

Req #	Description of Requirement	Criticality	Vendor Response	Comments
BD.32	PDF; and	Critical	S	Workday Adaptive Planning provides the capability to add attachments including word docs., excel files, pdf files, etc. at the process task level or be uploaded into a reports directory. Links to file directories may also be added to text fields within your planning models.
BD.33	Other, City-defined.	Critical	S	
Budget Preparation				
BD.34	The system shall produce a unified, Citywide budget and revenue estimate that is automatically consolidated from electronic inputs of different departments (i.e., debt service funds, all budget components such as statistical information).	Critical	S	
BD.35	The system shall name and support multiple versions of a budget at a department level.	Desired	S	Standard functionality within Workday Adaptive Planning
BD.36	The system shall support at least 5 versions of the City's budget by year with versioning history for each.	Critical	S	
BD.37	The system shall store reasons (notes/comments) for each budget version.	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.38	The system shall allow users with appropriate security permissions to identify and flag budget details that are one-time or recurring.	Critical	S	Standard functionality within Workday Adaptive Planning
BD.39	The system shall associate a start and end date with a supplemental budget request.	Critical	S	Standard functionality within Workday Adaptive Planning
BD.40	The system shall prepare budgets that accommodate specific amounts needed for department, division, account, classification of account, fund, project/grant, special program, or other City-defined needs.	Critical	S	
The system shall load budget amounts based on one or more of the following ranges or				
BD.41	Zero balances in all accounts;	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.42	Current year's original budget;	Critical	S	Yes, you determine the starting point and basis for your new budget and which prior version you wish to utilize as a starting point.
BD.43	Current year's amended budget; and	Critical	S	Workday Adaptive Planning enables the organization to load data in any fashion required including current years budget amendment.
BD.44	Other, City-defined.	Critical	S	
BD.45	The system shall create fixed cost budgets based on prior year actual activity, anticipated rate increases, and anticipated capital asset additions (i.e., equipment replacement, fleet maintenance, and fuel).	Critical	S	Standard functionality within Workday Adaptive Planning

	Budgeting – Operating, Personnel, Capital			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.46	The system shall create replacement and maintenance budgets based on an items useful life, annual maintenance, and annual replacement contributions.	Desired	S	Standard functionality within Workday Adaptive Planning
BD.47	The system shall automate budget information to expedite budget offers and avoid human error.	Critical	S	Standard functionality within Workday Adaptive Planning
BD.48	The system shall allow administrators to pre-populate fields, allowing individual departments to fill in budget information, with an option by period, easily in a template format.	Critical	S	Standard functionality within Workday Adaptive Planning
BD.49	The system shall allow new budgets to be created from historical financial information or past budgets.	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.50	The system shall identify and provide last fiscal year's outstanding encumbrances as adjustments to new fiscal year's adopted budget, and is able to be incorporated into the general ledger based on City-defined criteria following council approval.	Critical	S	
BD.51	The system shall carry all general ledger accounts and transactions forward for budgeting purposes to eliminate the need to manually key these accounts into the system.	Critical	S	Standard functionality within Workday Adaptive Planning
BD.52	The system shall support the submission of a detailed budget, which includes revenue sources, detailed expenditures, multi-funding sources, multi-year budget, and matching funds.	Desired	S	Standard functionality within Workday Adaptive Planning
BD.53	The system shall view City-defined budget detail through the entire process, utilizing multiple filtering capabilities (i.e., use of City-defined queries).	Critical	S	
BD.54	The system shall support the workflow of the City's budget process, with different phases and approval processes.	Critical	S	
BD.55	The system shall support electronic workflow of notifications for reviewing the budget.	Critical	S	Standard functionality within Workday Adaptive Planning
BD.56	The system shall provide City-defined electronic budget review capabilities for individual departments.	Critical	S	
BD.57	The system shall prevent users from making changes to a proposed departmental budget without appropriate approval.	Critical	S	Standard functionality within Workday Adaptive Planning
	Budget Maintenance			
BD.58	The system shall track budget amounts and associated detail created during budget preparation at any level in the chart of accounts.	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.59	The system shall track the original budget and amendments made during the year and distinguish between the two.	Critical	S	
BD.60	The system shall provide a department user interface to maintain, modify, monitor, and manage detailed department level budgets with appropriate security permissions.	Critical	S	Standard functionality within Workday Adaptive Planning
BD.61	The system shall allow the budget to be amended and/or adjusted (twice at minimum) during the year by authorized personnel and provides an audit trail of those amendments.	Critical	S	Standard functionality within Workday Adaptive Planning
BD.62	The system shall present, track, and maintain, various budget statuses including: Revised, Adopted, Requested, and Approved.	Critical	S	Our customers create versions for each of the statuses listed.
The system shall store the following information when a budget supplement				

	Budgeting – Operating, Personnel, Capital			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
BD.63	Type of change;	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.64	Reason for change;	Critical	S	Standard functionality withing Workday Adaptive Planning. Our models allow for comments and narratives.
BD.65	Original requestor of change;	Critical	S	Standard functionality withing Workday Adaptive Planning.
BD.66	Approvers of change;	Critical	S	Standard functionality withing Workday Adaptive Planning.
BD.67	Tracking of all historical changes;	Critical	S	There is a full audit trail of the change, who made it, and when.
BD.68	User making change;	Desired	S	Yes, included in the audit trail records.
BD.69	Date and time of change requested;	Desired	S	Workday Adaptive Planning provides the capability to store the information when a budget supplement (transfer/amendment) is made including type of change, reason for change, requestor of change, Approver of change, who made the change and multiple other types of information. The audit trail captures quite a bit of this information (time and date stamped) including all historical changes.
BD.70	Date, ordinance number, and language of City Council approval;	Desired	S	
BD.71	Comments/notes;	Desired	S	Comments and notes are available in various areas of planning including budget task notes, report notes, report line notes, cell notes and text fields.
BD.72	Scanned and attached documentation; and	Desired	S	Workday Adaptive Planning has the ability to store information when a capital budget adjustment/amendment is made. This includes information such documents associated with change. The Audit Trail and anything specified in the change template should capture most of the information.
BD.73	Other, City-defined.	Desired	S	
BD.74	The system shall allow City-defined interfund or intrafund budget transfers of funding, through workflow, with appropriate permissions and approvals.	Desired	S	
BD.75	The system shall lockout changes to the budget after City-defined dates and criteria.	Critical	S	

Budgeting – Operating, Personnel, Capital				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
BD.76	The system shall provide internal controls for making budget adjustments.	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.77	The system shall reference and/or document City record information related to budget transfers/amendments.	Critical	S	
Personnel/Position Budgeting				
BD.78	The system is integrated with the proposed payroll application, enabling the inclusion of payroll and personnel information into the budget in real-time or on a scheduled basis.	Critical	S	Workday Adaptive Planning is fully integrated with Workday HCM (the proposed payroll application) which allows for the inclusion of payroll and personnel information into the budget in both real-time or on a scheduled basis.
BD.79	The system shall provide payroll and benefit information by position or by employee for budgeting purposes.	Critical	S	Standard functionality within Workday Adaptive Planning
BD.80	The system shall project position budgets for up to five years or other City defined period of time.	Critical	S	
BD.81	The system shall identify positions and employees receiving additional pays (e.g., working out-of-class and special pays) that can be partitioned for budgeting and forecasting.	Critical	S	
BD.82	The system shall generate payroll forecasts for various "what if" scenarios by applying multiple percentage increases to multiple earnings and benefits categories, as defined by the user.	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.83	The system shall generate payroll forecasts by pay or step plan for budgeting purposes.	Critical	S	Standard functionality within Workday Adaptive Planning
BD.84	The system shall include future pay and benefit increases/decreases (e.g., position step increases, contract provisions) in budget projections based on effective dates.	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.85	They system shall budget for vacant positions, including premium earnings, benefits, and other pays.	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.86	The system shall recalculate position budget forecasts based on employment actions and salary/benefit changes with appropriate review and approvals.	Critical	S	Standard functionality within Workday Adaptive Planning
BD.87	The system shall allow for changes to and deletions of a position.	Desired	S	Standard functionality within Workday Adaptive Planning
BD.88	The system shall track actual vs. budget cost differences by position and/or job classification by City-defined periods (e.g., fiscal year and calendar year).	Desired	S	
BD.89	The system shall approve actions related to a position through role-based security and workflow.	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.90	The system shall have a position control file to ensure that new employees are linked to authorized pay and positions and to ensure that employment does not exceed authorized levels and adopted budget funding.	Desired	S	Standard functionality within Workday Adaptive Planning
BD.91	The system shall make mass changes on employee data based on reorganizations (reassign departments or divisions).	Desired	S	

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	Budgeting – Operating, Personnel, Capital			
BD.92	The system shall add or delete mass employee (FTE) to departments or divisions based upon user-defined need.	**Desired**	**S**	Workday delivers the ability to mass generate hire/termination transactions in a couple of ways. First, transactions can be mass generated from transactions staged on a spreadsheet. Once the data is on the spreadsheet, the data can be loaded into Workday and transactions mass generated. Second, Workdays Mass Operation Management functionality can be used to generate transactions for large groups of workers based upon a report that pulls the workers. The workers contained in the report would then be able to be acted on. This would be most appropriate for termination of existing employees en mass.
BD.93	The system shall define reporting relationships for each position control number, and allow for employees transferred, including supervisors, into new positions to automatically be assigned into a pre-determined reporting hierarchy.	**Critical**	**S**	Workday Adaptive Planning is fully integrated with Workday HCM (the proposed payroll application) which allows for the inclusion of payroll and personnel information into the budget in both real-time or on a scheduled basis. This enables both the ability to define reporting relationships for each position control number, and allow for employees transferred, including supervisors, into new positions to automatically be assigned into a pre-determined reporting hierarchy.
The system shall track the following position information:				
BD.94	Multiple organizational levels;	**Critical**	**S**	
BD.95	Pay grade and step plan;	**Critical**	**S**	
BD.96	Pay schedule;	**Critical**	**S**	

	Budgeting – Operating, Personnel, Capital			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
BD.97	Job classification code and/or title;	Critical	S	Workday Adaptive Planning is fully integrated with Workday HCM (the proposed payroll application) which allows for the inclusion of payroll and personnel information into the budget in both real-time or on a scheduled basis. This enables Workday Adaptive Planning to track position information including job classification code and title.
BD.98	Date filled;	Critical	S	
BD.99	Date vacated;	Critical	S	
BD.100	Incentives and certification pay;	Critical	S	
BD.101	Date established or approved;	Critical	S	
BD.102	Budgeted Cost broken out (salary, benefits, other pay, other City-defined);	Critical	S	
BD.103	Actual Cost broken out (salary, benefits, other pay, other City-defined);	Critical	S	
BD.104	Funding Source Codes;	Critical	S	Workday Adaptive Planning is fully integrated with Workday HCM (the proposed payroll application) which allows for the inclusion of payroll and personnel information into the budget in both real-time or on a scheduled basis. This enables Workday Adaptive Planning to track position information including Funding Source Codes.
BD.105	FLSA Status;	Critical	S	This is tracked on the job profile that is associated to the position.
BD.106	EEO Function;	Desired	S	This is tracked on the job profile that is associated to the position.
BD.107	EEO Category;	Desired	S	This is tracked on the job profile that is associated to the position.
BD.108	Status (e.g., active, inactive, frozen, pending); and	Critical	S	
BD.109	Other, City-defined.	Critical	S	
BD.110	The system shall assign multiple funding sources, including project and grants, to each employee or position.	Critical	S	
BD.111	The system shall forecast suggested wage progression changes.	Critical	S	Standard functionality within Workday Adaptive Planning and will be configured based upon your wage progression changes based upon your organization's positions.
BD.112	The system shall attach documents to position control records.	Desired	S	

	Budgeting – Operating, Personnel, Capital			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.113	The system shall track authorized positions by exempt vs. non exempt.	**Critical**	**S**	
BD.114	The system shall track temporary, casual, part-time, and seasonal (positions without benefits).	**Critical**	**S**	
BD.115	The system shall drill-down from a filled position to the employee detail.	**Desired**	**S**	
	Multi-Year and Capital Improvement Budgeting			
BD.116	The system shall accommodate multi-year projects for budget purposes by year with appropriate detail, to include life-to-date appropriations, adopted budget new appropriations, and be fully integrated with the financial system and other modules.	**Critical**	**S**	Standard functionality within Workday Adaptive Planning.
BD.117	The system shall allow capital budgets to be created from historical financial information or past budgets.	**Critical**	**S**	Standard functionality within Workday Adaptive Planning
BD.118	The system shall view the budget for a multi-year project or grant excluding encumbrances and carry-forward amounts of budget balances.	**Desired**	**S**	Standard functionality within Workday Adaptive Planning
BD.119	The system shall view the budget for a multi-year project or grant including encumbrances and carry-forward amounts of budget balances.	**Critical**	**S**	Standard functionality within Workday Adaptive Planning.
The system shall identify a capital budget request based on the following:				
BD.120	Project ID;	**Critical**	**S**	Workday Adaptive Planning has the ability to identify a capital budget request based on Project ID.
BD.121	Project number;	**Critical**	**S**	
BD.122	Project name;	**Critical**	**S**	Workday Adaptive Planning has the ability to identify a capital budget request based on Project Name.
BD.123	Project type (user-defined);	**Critical**	**S**	
BD.124	Asset type (user-defined);	**Critical**	**S**	Workday Adaptive Planning has the ability to identify a capital budget request based on Asset Type.
BD.125	Project phases;	**Desired**	**S**	Workday Adaptive Planning has the ability to identify a capital budget request based on Project Phases.
BD.126	Anticipated project start and end dates;	**Critical**	**S**	Workday Adaptive Planning has the ability to identify a capital budget request based on Project Start and/or End Date.
BD.127	Funding source(s);	**Critical**	**S**	Workday Adaptive Planning has the ability to identify a capital budget request based on Funding Source.
BD.128	Budget Year; and	**Critical**	**S**	Workday Adaptive Planning has the ability to identify a capital budget request based on Budget Year.
BD.129	Other, City-defined.	**Desired**	**S**	

Budgeting – Operating, Personnel, Capital				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
BD.130	The system shall budget for capital projects and/or grants beyond one year, to a minimum of 5 years.	Critical	S	Standard functionality within Workday Adaptive Planning
BD.131	The system shall budget for revenue sources in the capital budget.	Critical	S	Standard functionality within Workday Adaptive Planning
BD.132	The system shall allow for multiple funding sources for multi-year funds.	Critical	S	Standard functionality within Workday Adaptive Planning
BD.133	The system shall track budget, expenditures, and funding sources for grants and multi-year funds.	Critical	S	Standard functionality within Workday Adaptive Planning
The system shall store the following information when a capital budget				
BD.134	Type of change;	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.135	Reason for change;	Critical	S	Standard functionality withing Workday Adaptive Planning. Our models allow for comments and narratives.
BD.136	Original requestor of change;	Critical	S	Standard functionality withing Workday Adaptive Planning.
BD.137	Approvers of change;	Critical	S	Standard functionality withing Workday Adaptive Planning.
BD.138	Tracking of all historical changes;	Critical	S	There is a full audit trail of the change, who made it, and when.
BD.139	User making change;	Desired	S	Yes, included in the audit trail records.
BD.140	Date and time of change;	Desired	S	Workday Adaptive Planning has the ability to store information when a capital budget adjustment/amendment is made. This includes information such as the Time and Date of Change. The Audit Trail and anything specified in the change template should capture most of the information.
BD.141	Comments/notes;	Critical	S	Comments and notes are available in various areas of planning including budget task notes, report notes, report line notes, cell notes and text fields.
BD.142	Scanned and attached documentation; and	Critical	S	Workday Adaptive Planning has the ability to store information when a capital budget adjustment/amendment is made. This includes information such documents associated with change. The Audit Trail and anything specified in the change template should capture most of the information.

	Budgeting – Operating, Personnel, Capital			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.143	Other, City-defined.	**Critical**	**S**	
BD.144	The system shall consolidate a report that provides details for capital projects.	**Critical**	**S**	Standard functionality within Workday Adaptive Planning
BD.145	The system shall export CIP and other project data to a project management tool (e.g., MS Project).	**Critical**	**S**	Standard functionality within Workday Adaptive Planning with bi-directional import / export capabilities.
	Forecasting			
BD.146	The system shall provide a budget model or framework for forecasting purposes.	**Critical**	**S**	Standard functionality within Workday Adaptive Planning
The system shall provide budget trending and forecasting capabilities including:				
BD.147	Straight line projection;	**Critical**	**S**	Standard functionality within Workday Adaptive Planning.
BD.148	Trend analysis;	**Critical**	**S**	Workday Adaptive Planning has the ability to provide budget trending and forecasting capabilities with its built in Forecasting component that leverages several Forecasting algorithms to assist with the Forecast process. This includes trend analysis.
BD.149	Percentage based on last year actual;	**Critical**	**S**	Standard functionality within Workday Adaptive Planning.
BD.150	Percentage based on last year budgeted;	**Critical**	**S**	Standard functionality within Workday Adaptive Planning.
BD.151	Monthly budget based on prior year actual trend data for a particular month;	**Desired**	**S**	Workday Adaptive Planning has the ability to provide budget trending and forecasting capabilities with its built in Forecasting component that leverages several Forecasting algorithms to assist with the Forecast process. This includes monthly budget based on prior year actual trend data for a particular month.
BD.152	Last year actual for the remainder of the current fiscal year;	**Critical**	**S**	Standard functionality within Workday Adaptive Planning.
BD.153	Any segment in the chart of accounts;	**Critical**	**S**	
BD.154	Current year's amended budget;	**Critical**	**S**	Yes, you determine the starting point and basis for your new budget and which prior version you wish to utilize as a starting point.

Req #	Description of Requirement	Criticality	Vendor Response	Comments
**Budgeting – Operating, Personnel, Capital**			
BD.155	Previous year's budget;	Critical	S	Yes, you determine the starting point and basis for your new budget and which prior version you wish to utilize as a starting point.
BD.156	Previous year's actual (with the ability to select which year and period);	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.157	A combination of prior complete years and "current" partial year with a normalized 12-month total (e.g., to predict the remaining months in the current year);	Critical	S	Standard functionality within Workday Adaptive Planning
BD.158	Estimated to expend of the current year budget;	Critical	S	Yes, the solution allows you to develop virtually any combination of periods and use them to project remaining periods. You will need to configure the calculations/formulas that compute these values, but the system can easily provide this functionality.
BD.159	Any previous year budget or actual with percentage increase;	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.160	Any previous year budget or actual with percentage decrease;	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.161	City-defined percentages to department level above or below baselines;	Critical	S	
BD.162	City-defined percentages to the account level above or below baselines;	Critical	S	
BD.163	For all requirements above, ability to distribute and budget by period (i.e., seasonal budget.); and	Desired	S	Workday Adaptive Planning provides the ability to distribute and budget by period (i.e., seasonal budget.).
BD.164	Other, City-defined.	Desired	S	
**The system shall provide salary and benefit forecasting capabilities based on the integration**			
BD.165	Number of positions;	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.166	Number of pay periods;	Critical	S	HCM data and all it's components may be used for planning. Our models are flexible and be configured to meet specific payroll projection requirements of your organization.

Req #	Description of Requirement	Criticality	Vendor Response	Comments
BD.167	Multiple types of pay;	Critical	S	Workday Adaptive Planning is fully integrated with Workday HCM (the proposed payroll application) which allows for the inclusion of payroll and personnel information into the budget in both real-time or on a scheduled basis. This enables Workday Adaptive Planning to provide salary and benefit forecasting capabilities based on the integration with the payroll application including multiple types of pay.
BD.168	Current salary ranges;	Critical	S	Yes, assumptions are often created by grade and step and ranges may be associated with each.
BD.169	Mid-year pay adjustments at the individual employee/position level (e.g., anniversary-based step increases);	Critical	S	Workday Adaptive Planning is fully integrated with Workday HCM (the proposed payroll application) which allows for the inclusion of payroll and personnel information into the budget in both real-time or on a scheduled basis. This enables Workday Adaptive Planning to provide salary and benefit forecasting capabilities based on the integration with the payroll application including Mid-year pay adjustments at the individual employee/position level (e.g., anniversary-based step increases).
BD.170	Mid-year pay adjustments that apply universally (e.g., Cost of Living Adjustment increases);	Critical	S	Fully supported and these projections may go as far into the future as desired. You utilize assumptions for cost of living adjustments and how these drivers are used for various projections for multiple time frames.
BD.171	Overtime;	Critical	S	
BD.172	Longevity;	Critical	S	Fully supported and these projections may go as far into the future as desired. You utilize assumptions for types of pay and how these drivers are used for various projections for multiple time frames including longevity pay.

	Budgeting – Operating, Personnel, Capital			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
BD.173	Holiday pay days;	Desired	S	Standard functionality within Workday Adaptive Planning.
BD.174	Shift differential;	Critical	S	Fully supported and these projections may go as far into the future as desired. You utilize assumptions for types of pay and how these drivers are used for various projections for multiple time frames.
BD.175	Lead pay; and	Critical	S	Workday Adaptive Planning is fully integrated with Workday HCM (the proposed payroll application) which allows for the inclusion of payroll and personnel information into the budget in both real-time or on a scheduled basis. This enables Workday Adaptive Planning to provide salary and benefit forecasting capabilities based on the integration with the payroll application including lead pay.
BD.176	Other, City-defined.	Critical	S	
BD.177	The system shall allow budget forecasts/models to be named.	Desired	S	Standard functionality within Workday Adaptive Planning.
BD.178	The system shall allow at least 10 budget forecasting models to be saved per year, system wide.	Critical	S	
BD.179	The system shall provide forecasting capabilities that use real-time data and information.	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.180	The system shall provide long-term forecasting capabilities for a minimum of 5 years in the future.	Desired	S	Standard functionality within Workday Adaptive Planning and can be as far out as 99yrs.
BD.181	The system shall allow for the generation of "what if" scenarios for revenue, and expense forecasting.	Critical	S	Standard functionality within Workday Adaptive Planning.
	Reporting			
BD.182	The system shall provide budget dashboards.	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.183	The system shall query on all data fields in the budgeting module in order to provide a City-defined query screen.	Critical	S	
BD.184	The system shall provide an ad hoc report writing tool.	Desired	S	Standard functionality within Workday Adaptive Planning.

Budgeting – Operating, Personnel, Capital				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
BD.185	The system shall export budget data to MS Excel.	Critical	S	Standard functionality within Workday Adaptive Planning with our Microsoft OfficeConnect functionality within Excel / Word / PowerPoint
BD.186	The system shall integrate with common desktop publishing applications (e.g., Adobe Acrobat) for producing the final or "presentation" budget document.	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.187	The system shall produce ADA compliant budget documentation.	Desired	S	Workday Adaptive Planning has the ability to produce ADA compliant budget documentation.
BD.188	The system shall track and report on adjustments made to the budget during the year.	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.189	The system shall report on budgets at any level of the chart of account structure.	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.190	The system shall display budget-to-actual with percentages and actual dollars for an account or group of accounts at any time including future time periods (e.g., projected months).	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.191	The system shall query for specific words in budget line items.	Desired	S	Standard functionality within Workday Adaptive Planning.
BD.192	The system shall allow "wildcard" searches for a portion of a word.	Desired	S	Workday supports type ahead search; slightly different than 'wild card' searches, but with similar or improved results.
BD.193	The system shall allow "drill-down" from any line item in the budget.	Desired	S	Standard functionality within Workday Adaptive Planning.
BD.194	The system shall project and report on end of year accruals (e.g., payroll).	Critical	S	
BD.195	The system shall allow analysis of the current year budget by providing real-time reports that indicate all or any combination of budget-to-actual revisions, invoices, encumbrances, requisitions, and available balance.	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.196	The system shall generate a report to serve as the City's "Budget Book."	Critical	S	
BD.197	The system shall provide real-time reporting on current balances on specified line item accounts and line item account activity.	Critical	S	Standard functionality within Workday Adaptive Planning.
BD.198	The system shall generate a report showing the prior fiscal year's original budget plus any changes/amendments to reach the final budget (i.e., the full lifecycle of a prior year budget).	Desired	S	Standard functionality within Workday Adaptive Planning.
BD.199	The system shall generate budget-to-actual reports that contains data for up to five years.	Critical	S	
BD.200	The system shall create reports based on City-defined criteria.	Critical	S	

Indicator	Definition	Instruction
S	**Standard:** Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available** in a future software release available to the City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be indicated in Attachment C – Cost Worksheet.	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No: Feature/Function cannot be provided.**	N/A

Capital Asset Accounting			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
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General Requirements				
CA.1	The system shall provide a Capital Assets module that is integrated with all other system modules including (but not limited to) General Ledger, Budgeting, Purchasing, and Accounts Payable.	Critical	S	
CA.2	The system shall allow the user to select the general ledger account based on the type of asset created.	Critical	S	Users will select certain Spend Categories/Commodity Codes at the time of purchase, payment, or creation of an Asset. The spend category/commodity code selected will drive the accounting to the appropriate ledger account, based on the posting rules put in place by Outagamie County. This prevents confusion for the end user and automates accounting, reducing errors and the need for manual corrections.
CA.3	The system shall allow a review of asset journal entries prior to posting to the general ledger.	Critical	S	Workday has delivered business processes supporting Fixed Asset approvals of transfers, disposals, additions, and adjustments. The Business Process Framework (BPF) is a powerful and easy-to-use set of tools to enables customers to configure and subsequently maintain core process flows within Workday

Capital Asset Accounting				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
CA.4	The system shall transfer the CIP cost in order to create a general ledger journal entry based on asset type.	Desired	S	Workday gives you greater visibility into project costs with project capitalization. A streamlined process lets you manage project costs from acquisition through to identification of assets within the project, and finally to capitalization of these assets. Workday also automates the WIP/CIP and other accounting entries along the way. This enables you to identify your project costs and delay recognition of these expenses by recording them as long-term assets. Any transactions tagged to the project before the change from noncapital to capital is not available for review. Once changed to a capital project, it cannot revert to a noncapital project. Capital projects have unique accounting. Invoices tagged with a project-related Worktag place a debit on a Work in Progress account and a credit on the payables. At the stage where the project is complete, the spend category identified in the Project Assets will use the account posting rules and debit the appropriate asset account. The credit is to the Work in Progress account.
CA.5	The system shall accumulate capital expenditures for multi-year construction projects that have not been placed in service.	Critical	S	
CA.6	The system shall track assets funded by grants.	Desired	S	
CA.7	The system shall track assets purchased through lease.	Critical	S	
CA.8	The system shall modify valuation due to improvements, damage or replacements to the asset.	Desired	S	
CA.9	The system shall automatically account for capital assets, at the time of purchase order or requisition entry, based on account number selected, with workflow approvals.	Desired	S	Fixed Assets begin to be processed at time of receipt or invoicing based on the Spend Category assigned to the requisition/PO. Workday leverages a business process to route possible assets to an asset accountant for review and registration. This happens in real-time as an invoice or a receipt is created as opposed to batched processes at end of the period.

	Capital Asset Accounting			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
CA.10	The system shall allow a user to manually flag a capital asset at the time of purchasing or requisition with the ability to turn this feature on or off.	Critical	S	Workday recognizes an item as an asset based on a Spend Category/Commodity code, which is selected by the end user. During deployment, you will determine which Spend Categories or Commodity Codes they want to "Track" and therefore, will create an asset record. As part of the process, a task can be initiated to "Review Trackable Item", which will allow the appropriate users to review the designation and determine whether they want to track those items or not.
CA.11	The system shall set a user-defined threshold dollar amount, for City-defined accounts, for a purchase to be considered a capital asset with the ability to turn this feature on or off.	Critical	S	Users with the proper security can configure the dollar thresholds and other attributes that would identify a purchase as a fixed item. These thresholds would be part of the business process rules set up by Outagamie County and would automatically apply to the transaction. This removes the burden of the individuals making incorrect decisions and provides Outagamie County with the agility of achieving a more streamlined process.
CA.12	The system shall declassify or un-declare a capital asset.	Desired	S	
CA.13	The system shall transfer data from the purchase order to the capital asset record.	Desired	S	
CA.14	The system shall record, recognize, and capitalize assets that are subsidized by third-party entities for the City, such as the federal or state government.	Desired	S	
CA.15	The system shall record cost at acquisition.	Critical	S	
CA.16	The system shall maintain salvage values for capital assets.	Desired	S	
CA.17	The system shall calculate replacement costs of the capital assets based on user defined rules.	Critical	S	This would typically be done via a custom report to pull the relevant data or through the use of a custom field. Additional discovery required to validate cost to implement.
CA.18	The system shall modify assets by user-defined criteria, with proper security permissions.	Critical	S	
CA.19	The system shall automatically update the capital assets system from AP entry with appropriate review and approval.	Desired	S	
CA.20	The system shall store original purchase order number, invoice number, original check number and original vendor information.	Desired	S	
CA.21	The system shall drill-down into linked POs, invoices, checks and vendor file information.	Desired	S	Because all reports in Workday are built from the source data, users can drill down to the lowest level of granularity from any report or analytic. For example, assets, dimensions, movements, disposals etc.

	Capital Asset Accounting			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
CA.22	The system shall track equipment and devices which are not considered capital assets (e.g., items of value less than $5,000 that the City would like to track, such as power tools or tablets, or grant funded items).	Desired	S	Whether the business asset is a cell phone, cell phone plan, laptop, building, WebEx account, or product inventory, Workday allows you to invoke inventory management activities and controls such as stock, issue, and return for assets with the same level of physical tracking traditionally available only in Fixed Asset systems. This includes the ability to track items such as security badges that have no individually trackable cost but for which physical tracking is crucial. You can also assign custody and responsibility, creating a reportable link between the issued business asset and the receiving worker.
CA.23	The system shall track equipment and devices, based upon a City-defined acquisition value.	Critical	S	
CA.24	The system shall flag goods at the time of invoice payment in order to reduce the amount of data entry required in the set-up of asset records.	Desired	S	
CA.25	The system shall integrate with the City's GIS database for the purpose of tracking the geographical location of assets.	Desired	S	Workday was founded with integration as a core design principle because connectivity to your systems should be simple. Workday leverages the Workday Integration Cloud, an integration and complete middleware platform with a core Enterprise Service Bus. It is provided with the Workday service as a component of the architecture at no additional cost. This comprehensive integration platform enables customers and partners to build and deploy integrations to the Workday Cloud without the need for on-premise middleware.
CA.26	The system shall attach multiple file types to an asset record.	Desired	S	
	Asset Entry and Tracking			

	Capital Asset Accounting			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
CA.27	The system shall allow for either parent/child method of tracking or standard tracking.	**Desired**	**S**	Workday supports Composite Assets which are comprised of disparate, related assets. The assets are grouped as components and registered (optionally) as a single asset. You can then track and account for the composite asset with a single, depreciable lifespan. Composite assets don't depreciate themselves, but contain assets depreciating on independent schedules. Think of a Composite Asset like an Asset hierarchy - it's the "parent" of other asset There are 2 types of composite assets in Workday: Discrete composite assets are grouped but each asset component maintains its own costs, lifecycle events, and depreciation. Non-discrete composite assets are grouped assets that all maintain the same life-cycle events. Each asset that is part of the non-discrete composite assets exists in reference only. Workday also supports Pooled assets, these are a group of similar tangible items that you register as a single asset in Workday. These assets are useful for tracking multiple low-value assets. Assets that become part of a pool can come from purchase orders, invoices, receipts, or suppliers.
CA.28	The system shall allow for unlimited different active parent/child asset pairings.	**Desired**	**S**	
CA.29	The system shall support an unlimited quantity of assets.	**Critical**	**S**	Discovery may be needed on the volumes.
CA.30	The system shall provide controls for maintaining unique system generated capital asset tag numbers with barcodes.	**Desired**	**S**	Workday can integrate with third party Asset Barcoding solutions (assumes the City has a third party tool in place)
CA.31	The system shall support the scanning of asset barcodes for physical inventory/assets (e.g., light bar on a police cruiser) purposes.	**Desired**	**S**	Workday can integrate with existing EAM or third party Asset Barcoding solutions. Pricing for barcoding is not included in our proposal.
CA.32	The system shall detect duplicate serial numbers in the same asset type.	**Desired**	**N**	Workday's robust reporting capabilities could potentially help identify duplicate fields but duplicate detection would not occur at the point of serial number entry on the asset record at time of registration. The reporting would be after-the-fact management.
CA.33	The system shall indicate a parent and/or child asset as "disposed."	**Critical**	**S**	

	Capital Asset Accounting			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
CA.34	The system shall automatically expire all child related assets once the parent asset has been expired with the ability to turn this feature on or off.	Desired	N	There is not direct function in Workday to "dispose" of all child assets in mass when the parent is disposed. If the parent and child assets are all capitalized together as a "pooled" asset they can all be disposed at once. But if the child assets are "composites" of the larger asset - they must be disposed of individually.
CA.35	The system shall manage linked assets.	Desired	S	Users can relate assets to one another so that you can track them together. The relationship is bidirectional and has no accounting impact; each asset displays as related on the other assets. The assets must be in the same organization.
CA.36	The system shall track assets for legally separate component units (e.g., economic development corporation).	Critical	S	
	The system shall accommodate the following asset disposal processes:			
CA.37	Public Auction;	Critical	S	In all cases of disposal - Workday provides the ability to tag an asset with a method of disposal. Customers can configure the various methods of disposal that can be tagged to an asset.
CA.38	Sale;	Critical	S	
CA.39	Donate;	Critical	S	
CA.40	Junk process;	Critical	S	
CA.41	Transfer process;	Critical	S	
CA.42	Parts tear-down;	Critical	S	
CA.43	Trade-in;	Critical	S	
CA.44	Fire/flood;	Critical	S	
CA.45	Vehicle accident;	Critical	S	
CA.46	Recycle/Salvage;	Critical	S	
CA.47	Lost; and	Critical	S	
CA.48	Other user-defined criteria.	Critical	S	
CA.49	The system shall customize workflow routines for each asset disposal process listed above.	Desired	S	
CA.50	The system shall record City-defined information at the time of asset disposal related to the asset (e.g., condition of asset, mileage, etc.).	Desired	S	
CA.51	The system shall automatically assign unique asset numbers.	Critical	S	
CA.52	The system shall copy an existing asset record as a starting point for the entry of a new asset (such as existing fleet maintained asset record as a starting point for the entry of a new fleet maintained asset).	Desired	S	Workday enables you to copy an existing asset to create a new asset, eliminating manual entry of asset details during registration.

	Capital Asset Accounting			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
CA.53	The system shall store at least 9 templates for use when entering new assets.	Desired	S	Workday enables you to post financial transactions to multiple accounting books for a single asset using a flexible rules-based engine to automate the process. This functionality posts journals for asset lifecycle events to one or more accounting books from operational transactions, depreciates each book independently, and allows you to restrict registered assets and/or lifecycle events to specific books. With Workday, users are not required to copy newly created assets to other books. Based on the rules defined, Workday will automatically create the assets in the appropriate books.
CA.54	The system shall set department, division, fund and type classifications for each asset (i.e., governmental, proprietary, etc.).	Critical	S	
CA.55	The system shall accommodate at least 99 different asset classes within each category.	Desired	S	
CA.56	The system has the ability to allow the City to establish a minimum of 20 asset categories (e.g., machinery and equipment, land, intangibles).	Desired	S	
CA.57	The system has the ability to allow the City to define asset information that must be maintained (e.g., associated fund, cost, status, etc.).	Desired	S	
CA.58	The system shall mass transfer assets from one organization/department code to another with appropriate security permissions (e.g., reorganization).	Critical	S	
CA.59	The system shall allow the transfer of an asset from one department or fund to another.	Critical	S	
CA.60	The system shall import from third-party software for uploading asset information en masse with appropriate review and approval.	Critical	S	via Integration Framework
	Depreciation			
CA.61	The system shall capture depreciation balance at the date of transfer or disposal.	Critical	S	
CA.62	The system shall provide depreciation calculation results for user defined periods of time.	Critical	S	
CA.63	The system shall report depreciation, sortable by existing fields such as by asset, type, general ledger account code or any other field in the asset record.	Critical	S	
CA.64	The system shall project current year's depreciation by department and other criteria as well as add multiple years expense, and then project the future years depreciation by department.	Critical	S	The system can project future depreciation for all assets as a standard feature. Outagamie County could add "proposed" assets into the system on a summary basis to accommodate calculation of future depreciation.
CA.65	The system shall project current year's depreciation by the type of asset as well as add multiple years expense, and then project the future years depreciation by the type of asset.	Desired	S	
CA.66	The system shall default to straight line depreciation.	Critical	S	

	Capital Asset Accounting			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
CA.67	The system shall allow the reversal of changes made based on depreciation, with appropriate security permissions.	**Critical**	**S**	
CA.68	The system shall allow a user to configure the date of depreciation calculation (i.e., half year in the year of acquisition/disposal, half month, etc.).	**Critical**	**S**	
CA.69	The system shall set standard and user-controlled depreciation methods with the ability to change the standard method.	**Critical**	**S**	
CA.70	The system shall calculate "back" depreciation to original acquisition date.	**Critical**	**S**	
CA.71	The system shall recalculate depreciation based on changes made to asset criteria (including changes made to original acquisition date).	**Critical**	**S**	In service date or issued date is what drives depreciation. When either of these are changed, Workday will recalculate depreciation as needed.
CA.72	The system shall update or change depreciation information for a group of assets with appropriate security permissions.	**Critical**	**S**	
CA.73	The system shall link to a depreciation expense account.	**Critical**	**S**	
CA.74	The system shall provide an automatic calculation of depreciation changes at period end.	**Critical**	**S**	
CA.75	The system shall automatically flag an asset when it is time to retire it from the system based on useful life.	**Desired**	**S**	
CA.76	The system shall archive retired and/or sold assets on a scheduled or user-defined basis.	**Critical**	**S**	These assets can be flagged with a particular asset status for easy identification and separation from your active assets. Workday retains all system data as it does not perform destructive updates when the data values change within the system. This provides for the ability to lookup any data in Workday as of any date, and having a full record of every transaction that has occurred in the system, to no detriment to the performance capabilities of the system. This also eliminates the need for traditional data archiving and/or restoring procedures as the system will accommodate all historical data flagged with various states.
	Reporting and Querying			
CA.77	The system shall support full text search of all fields.	**Critical**	**S**	
CA.78	The system shall query information or generate reports on capital assets by user-defined criteria such as by general ledger account code segment, date range, location, activity, departments, and asset class.	**Critical**	**S**	
CA.79	The system shall report capital asset expenditures against a capital budget.	**Desired**	**S**	
CA.80	The system shall monitor, or report on assets based on department, category code, or other descriptions such as serial number or replacement year.	**Critical**	**S**	
CA.81	The system shall report on disposal date and value.	**Critical**	**S**	
CA.82	The system shall output listings of assets by any system-defined field, such as location, category, department, and value.	**Critical**	**S**	
CA.83	The system shall run reports of asset items assigned to employee, departments, division, and by date range.	**Desired**	**S**	

Capital Asset Accounting				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
CA.84	The system shall report on assets based on funding source.	**Desired**	**S**	
CA.85	The system shall generate reports on period additions, transfers, disposals, and depreciation by asset, type, and general ledger account code.	**Critical**	**S**	
CA.86	The system shall report on assets for legally separate component units.	**Critical**	**S**	
CA.87	The system shall create depreciation reports and other types, both canned and ad-hoc.	**Critical**	**S**	Workday has over 300 delivered reports but also gives you the ability to create custom reports.
CA.88	The system shall provide GASB and ACFR compliant reports.	**Critical**	**S**	Workday provides the ability to generate the required reports using information from Workday, but does not provide the reports out of the box and will be set up as part of the implementation.
CA.89	The system shall generate valuation report on all of the City's capital assets.	**Critical**	**S**	
CA.90	The system shall report on actions taken on an asset to track its full location and assignment history.	**Critical**	**S**	
CA.91	The system shall generate a single report of both capital asset and inventory data including unit number, unit cost, asset number, current and accumulated depreciation, and date of purchase.	**Critical**	**S**	
CA.92	The system shall export reports to multiple file formats including .PDF, .XLSX, and .CSV.	**Critical**	**S**	

Indicator	Definition	Instruction
S	**Standard:** Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available** in a future software release available to the City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be indicated in Attachment C – Cost Worksheet.	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No:** Feature/Function cannot be provided.	N/A

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
General Requirements				
PU.1	The system shall provide a Purchasing module that is integrated with all other proposed system modules including (but not limited to) general ledger, fixed assets, budgeting, accounts payable, inventory, and grants.	**Desired**	**S**	
PU.2	The system shall allow a 10 character dollar amount for a purchase order (i.e., $99,000,000.00).	**Desired**	**S**	Workday supports 15 characters in the PO.
PU.3	The system shall attach more than one supporting document to a transaction (e.g., separate quotes).	**Desired**	**S**	
PU.4	The system shall drill-down to supporting documents or transactions throughout the purchasing application/module.	**Desired**	**S**	

	Purchasing			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
PU.5	The system shall categorize requisitions and purchase orders as user defined types. (i.e., sole source, blanket PO or emergency purchases).	Desired	S	You can configure purchase order types to categorize purchase orders according to your procurement and sourcing needs. You can also use purchase order types to: ● Source purchase orders from matching requisition types; ● Report on purchase orders; ● Create custom validations; ● Display, on the printed (.PDF) Purchase Order, supplier-facing language and instructions including Shipping Terms, Shipping Instructions, Comments, and Messages.
PU.6	The system shall generate a list of contracts available to departments that would allow the users to click on a vendor to see the associated contract and pricing.	Desired	S	
PU.7	The system shall allow purchasing staff to override or modify the purchase type with the appropriate security permissions.	Desired	S	
PU.8	The system shall give all system users with appropriate security permissions visibility (view only) into the status of the procurement and where it is in the workflow and procurement stage at any point in the process.	Desired		
PU.9	The system shall establish emergency expenditure approval exceeding budget with appropriate permissions; including an audit trail of the emergency budget approval.	Desired	S	
PU.10	The system provides authorized personnel with appropriate permissions the ability to bypass the requisition process and get a purchase order number in emergency situations with appropriate audit controls including an audit trail.	Desired	S	With appropriate approval authority and permissions, users may bypass the requisition process.
PU.11	The system shall flag all emergency purchases until supporting information for the records is updated.	Desired	S	This could be accomplished by creating a condition rule on the business process or putting the supplier and/or supplier invoice on hold.
PU.13	The system shall provide real time access to account numbers and available balances at any time during the purchasing process.	Critical	S	
PU.14	The system shall verify funding availability at the line item, category or group, department, cost center/project, object and fund level from a department's budget at the time of a requisition, purchase order, or modification.	Desired	S	

Purchasing				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
PU.15	The system shall provide electronic notification of needed approval actions.	**Critical**	**S**	Customers have complete control over the configuration of notifications for business processes, integrations and alerts, including the ability to set up notifications which may be delivered to users within the Workday application itself; via email; and (when the Workday Mobile App is used), via the alert/notification frameworks available on iOS and Android mobile devices.
PU.16	The system shall provide electronic notification of completed approval (or rejection) actions.	**Critical**	**S**	
PU.17	The system shall route requisitions and purchase orders using workflow based on account number.	**Critical**	**S**	Requisition and purchase order events are standard business processes in Workday. Like any business process, they are easily configurable (without coding) to meet your specific requirements. Any business process can go through a number/hierarchy of approvals, if and when required conditions are met. Depending on amount, person submitting request, cost center involved, Worktags (business dimensions) assigned to the transaction, it can go for an approval to a different person(s). To help the approver with a decision, Workday provides a configurable set of reports for review. Reports like total amount spend on requisitions in given time period, list of business assets assigned to a requester, etc. can be presented before the approve/ reject/ add approver decision is made. Approval is not the only option available as part of the business process. A process can request a user to take action, complete a job or checklist, run an integration or a report, review documents, complete service or a to do list.
PU.18	The system shall route requisitions and purchase orders using workflow based on a range of account numbers.	**Critical**	**S**	
PU.19	The system shall route requisitions and purchase orders using workflow based on dollar amount.	**Critical**	**S**	
PU.20	The system shall route requisitions and purchase orders using workflow based on other City-defined fields or rules.	**Critical**	**S**	Users with security approval have the ability to define rules to route requisitions to specific buyers based on attributes captured on the requisition (supplier, supplier group, spend category, etc.).

	Purchasing			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.22	The system shall enforce purchasing competition thresholds (e.g., $25,000 requires a formal RFP/Bid process).	**Critical**	**S**	Custom validation is enabled for contracts, contract amendments, alternate contracts, billing schedules (including templates), requisitions, purchase orders, revenue recognition schedules (including templates), receipts, receipts adjustments. Customers can add specific business activity related validations on these documents in their tenant. Note that these validations would be in addition to the existing system validations provided out of the box. Validations make it easier for you to enforce your business specific standards or policies and reduce manual auditing processes
PU.23	The system shall upload transaction detail and apply transactions to the general ledger appropriately.	**Critical**	**S**	
PU.24	The system shall maintain user defined purchasing thresholds and create an error alert if user is entering a request for more than the threshold based upon security permissions.	**Critical**	**S**	
PU.25	The system has ability to encumber funds when a requisition or PO is entered.	**Desired**	**S**	Workday provides various ledgers to accommodate pre-encumbrances, encumbrances, and actuals.
PU.26	The system shall relieve the encumbrances when a requisition or PO is closed or cancelled.	**Desired**	**S**	
PU.27	The system shall export City-defined purchasing information to .xlsx, .csv, and .pdf formats.	**Critical**	**S**	
PU.28	The system shall recalculate encumbrances based upon open requisitions and purchase orders.	**Desired**	**S**	
	Requisitions			
PU.29	The system shall accommodate a decentralized purchase requisition process that allows requisitions to be entered by all City departments.	**Critical**	**S**	
PU.30	The system shall support electronic workflow to support a paperless requisition approval process of user-defined levels of approval and routing capabilities.	**Critical**	**S**	
PU.31	The system shall accommodate recurring requisitions.	**Desired**	**S**	
PU.32	The ability to modify or updated recurring requisitions.	**Desired**	**S**	
PU.33	The system shall save requisitions in-progress prior to submission.	**Desired**	**S**	
PU.34	The system shall attach scanned documents to an electronic requisition, for viewing.	**Critical**	**S**	Documents can be attached to a requisition
PU.35	The system shall provide auto-generated requisition numbers on an annual basis with the ability to override, with appropriate security permissions.	**Desired**	**S**	Workday can be configured to generate distinct IDs in numeric order for the business objects of each company. You can override the default ID definition for a specific company. If you don't specify an ID definition, Workday generates its own internal ID codes
PU.36	The system shall track and report on pre-encumbered funds related to a PO or requisition.	**Desired**	**S**	

	Purchasing			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.37	The system shall support at least a 9 character requisition number.	Desired	S	
PU.38	The system shall check available budget by line item and flag for warning if the requisition is over total appropriation with the ability to override or stop the user.	Critical	S	
PU.39	The system shall check available budget by project and flag the requisition if over total appropriation (flag for warning, override, or stop).	Critical	S	
PU.40	The system shall pre-encumber budget funds upon entry of the requisition.	Desired	S	
PU.41	The system shall flag at pre-encumbrance if budget funds are not available.	Desired	S	
PU.42	The system shall copy an existing requisition to create a new one.	Desired	S	
PU.43	The system shall auto-populate fields based on inventory item selected.	Desired	S	
PU.44	The system has the ability for users with security approval to designate requisition to a specific Buyer.	Desired	S	
PU.45	The system shall export the requisition(s), including any supporting documentation, to PDF as needed for all system users.	Desired	S	
The system shall maintain the following data points in the requisition process:				
PU.46	Origin of request (department);	Critical	S	
PU.47	Requestor;	Critical	S	
PU.48	Date of request;	Critical	S	
PU.49	Scheduled delivery date;	Desired	S	
PU.50	Shipping address;	Critical	S	
PU.51	Delivery instructions;	Desired	S	
PU.52	Delivery contact person (City employee);	Critical	S	
PU.53	Delivery contact information;	Desired	S	
PU.54	Vendor name;	Critical	S	
PU.55	Vendor number;	Critical	S	
PU.56	Vendor contact person;	Desired	S	
PU.57	Quantity requested;	Critical	S	
PU.58	Unit of measure;	Critical	S	
PU.59	Unit price;	Critical	S	
PU.60	Auto calculate extended price;	Critical	S	
PU.61	Description (minimum of 250 characters);	Critical	S	
PU.62	Multiple City general ledger account numbers;	Critical	S	
PU.63	Project Number or Grant Number;	Critical	S	
PU.64	Work Order Number;	Desired	S	Requires a custom worktag to 'track' Work Orders. - Workday does not have a Work Order Management feature. If needed we can integrate with 3rd party work order systems.
PU.65	Contract Number;	Desired	S	
PU.66	Bid Number;	Desired	S	This would require Workday Strategic Sourcing proposed as optional.
PU.67	Labor Costs;	Desired	S	

	Purchasing			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.68	Freight/shipping charges;	**Desired**	**S**	
PU.69	Other, user-defined fields; and	**Desired**	**S**	Workday allows customers to configure additional data fields which store inputs associated with business documents like a requisition.
PU.70	Ability to submit the requisition prior to knowing the vendor.	**Desired**	**S**	
PU.71	The system shall create a requisition from a quote.	**Desired**	**S**	Workday strategic sourcing (proposed as optional) will allow customers to leverage the bid award to generate a requisition for purchasing.
PU.72	The system shall categorize requisitions as user defined types. (i.e., sole source or emergency purchases).	**Desired**	**S**	
PU.73	The system shall allow the user to record all quotes or bids received as data elements in the requisition with appropriate attachments.	**Desired**	**S**	Detailed quote and bid information can be captured in Workday Strategic Sourcing (quoted as optional). Awards from a sourcing event can be used to system generate a requisition. If needed, users can attach additional materials to the requisition.
PU.74	The system shall automatically assign requisition number sequentially by fiscal year at time of entry.	**Critical**	**S**	
PU.75	The system shall allow the automatic assignment of fiscal year to requisitions to be overridden with appropriate security permissions.	**Desired**	**S**	
PU.76	The system shall indicate the status of a requisition, receipt status, purchase orders, and invoice/payable status at any time.	**Critical**	**S**	
PU.77	The system shall support entering negative requisition amounts for discounts and/or trade-in amounts.	**Critical**	**S**	
PU.78	The system has the ability for a batch process to close all requisitions that are open with appropriate security permissions (for end of year processing purposes).	**Critical**	**S**	
PU.79	The system shall indicate the debarment status of a vendor.	**Desired**	**S**	
PU.80	The system shall cross-reference existing requisitions at the time of requisition entry to determine if existing requisitions utilize the same vendor and enforce purchasing competition thresholds (e.g., an existing requisition for $1,000 would cause a new requisition for $2,000 for the same vendor to prompt the user to seek competition).	**Desired**	**S**	This can be managed via reporting and analytics embedded within business process workflow steps as the new requisition is processed.
	Purchase Orders			
PU.81	The system shall convert requisitions to a purchase order.	**Critical**	**S**	
PU.82	The system has the ability for all attached documentation to carry forward when a requisition is converted to a purchase order.	**Critical**	**S**	
PU.83	The system shall automatically assign a unique purchase order number sequentially, with a minimum of 9 alphanumeric characters.	**Critical**	**S**	
PU.84	The system shall require that the vendor be valid/entered before creating a purchase order.	**Critical**	**S**	
PU.85	The system shall store electronic signatures.	**Desired**	**S**	

	Purchasing			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.86	The system shall apply the electronic signature of the actual approver, such as an alternate approver (i.e., the Purchasing Manager is on leave, and a buyer electronically approves in their absence, the buyer's signature should be printed).	**Critical**	**S**	
PU.87	The system shall electronically send executed purchase orders via email to the requestor.	**Desired**	**S**	
PU.88	The system shall electronically send purchase orders via email to the vendor providing the system users the ability to confirm the date and time of transmission.	**Desired**	**S**	
PU.89	The system shall change the account (GL) number that is assigned to a purchase, with appropriate security permissions.	**Critical**	**S**	
PU.90	The system shall notify the initiator of a purchase when the account number has been changed.	**Desired**	**S**	Standard functionality.
PU.91	The system shall reprint Purchase Orders, with indication that it is a duplicate/reprint/copy.	**Critical**	**S**	Workday has the ability to choose multiple templates that will enable us to choose differing printing templates based upon the parameters of the type of printing that is needed.
PU.92	The system shall allow multiple GL numbers on one purchase order and/or on individual line items by percentage or dollar value.	**Critical**	**S**	
PU.93	The system shall allow multiple project numbers, work order numbers, contract numbers, bid numbers and grant numbers on one purchase order and/or on individual line items.	**Critical**	**S**	Workday can capture Work Order Number in a custom field but Workday is not a work order solution. We can integrate with 3rd party work order solutions to help support this requirement.
PU.94	The system shall allow each item on a purchase order to have multiple funding sources.	**Critical**	**S**	
PU.95	The system shall match accounts payable invoices to purchase orders.	**Critical**	**S**	
PU.96	The system shall accommodate blanket purchase orders that encumber on approval.	**Desired**	**S**	
PU.97	The system shall accommodate blanket purchase orders that do not encumber funds.	**Desired**	**S**	This would be managed with the Supplier Contract mechanism with a configuration to disable commitments.
PU.98	The system has the ability for authorized users to modify the purchase order without having to void the purchase order.	**Critical**	**S**	
PU.99	The system has the ability for authorized users to modify a purchase order with the option to reprint or re-email.	**Critical**	**S**	
PU.100	The system shall automatically tie an invoice submitted for payment to the related purchase order and adjust the remaining balance accordingly.	**Desired**	**S**	
PU.101	The system shall rollover blanket purchase orders into a new year without having to re-issue the blanket purchase order with a new number.	**Desired**	**S**	
PU.102	The system shall automatically accommodate change orders or modifications to purchase orders and track the version number and changes with the date of changes.	**Desired**	**S**	

	Purchasing			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.103	The system shall email purchase orders to vendors, with the ability to select attachments to include with the purchase order.	**Desired**	**S**	
PU.104	The system shall close purchase orders with a user-defined dollar amount or percent remaining available, with ability to override that closing with appropriate security permissions.	**Desired**	**S**	
PU.105	The system shall carry over purchase orders at year-end into the new year.	**Critical**	**S**	There is a system feature to mass close open purchase orders and requisitions if needed.
PU.106	The system shall allow for the payment of sub-vendors.	**Desired**	**S**	Workday allows for the configuration of supplier hierarchies with the ability to pay, track, and report on payments across each level of the hierarchy.
PU.107	The system shall store electronically received or scanned documents with every purchase order (word doc, PDF).	**Critical**	**S**	
PU.108	The system shall allow users to select multiple "ship to" addresses for different facilities.	**Desired**	**S**	
PU.109	The system shall void or cancel purchase orders, with appropriate security permissions.	**Desired**	**S**	
PU.110	The system shall allow a minimum of 500 character description on purchase order with the ability to handle description overflow.	**Critical**	**S**	Workday supports robust detailed item level descriptions. Unlike traditional business system applications which often limit item descriptions to 30 - 60 characters, Workday supports very large (wide) item description fields. Workday currently supports text values up to 1MB for comments and reference identifiers including descriptions.
PU.111	The system shall include the City's terms and conditions on purchase orders.	**Critical**	**S**	
PU.112	The system shall change the vendor associated with a purchase order with appropriate security permissions.	**Critical**	**S**	
PU.113	The system shall split code a purchase order by percentage or dollar value to multiple departments and accounts.	**Critical**	**S**	
PU.114	The system shall flag a PO when retainage applies.	**Critical**	**S**	
PU.115	The system shall accommodate retainage at dollar or percentage value.	**Critical**	**S**	Retainage is indicated on the supplier contract and can be configured as a percentage of each invoice against that contract.
PU.116	The system shall automatically adjust retainage as the PO changes.	**Desired**	**S**	
PU.117	The system has the ability for a batch process to create individual Purchase Orders from all requisitions that are at approved status.	**Desired**	**S**	We can create purchase orders upon approval of the requisition. You also have the option to run on a schedule in order to consolidate multiple requisitions to fewer purchase orders.
PU.118	The system shall allow users to view and approve POs from mobile devices.	**Desired**	**S**	
	Purchasing Cards (P-Cards)			
PU.119	The system shall track expenditures against purchasing cards issued to employees in real-time, including creating encumbrances.	**Critical**	**S**	
PU.120	The system shall upload transaction detail from bank's purchasing card applications with detail applied to the general ledger appropriately.	**Critical**	**S**	

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.121	The system shall associate purchasing card transactions with a vendor record, allowing users to see both purchase orders and purchase card transactions in the vendor history.	**Critical**	**S**	
PU.122	The system shall import purchasing card transaction detail.	**Critical**	**S**	
PU.123	The system shall provide a listing of all payments made to a vendor in one view, including but not limited to P-card transactions and AP payments.	**Desired**	**S**	
PU.124	The system has the ability, during the upload of purchasing card transaction detail, to display the actual transaction vendor (i.e., as opposed to the p-card merchant.).	**Critical**	**S**	Workday can accept whatever level is provided from the purchasing card provider.
PU.125	The system shall associate purchasing card transactions with a particular project or job (work order) number within the system.	**Critical**	**S**	May require a custom worktag.
PU.126	The system shall support purchasing card transactions associated with staff travel, and designate the expenditures as travel.	**Critical**	**S**	This will be supported via travel/expense card. We can support both Procurement Card and Expense Card.
PU.127	Ability to import the p-card file, assign account codes and route through approval for AP processing.	**Critical**	**S**	
PU.128	The system shall support a minimum of 30 character transaction descriptions for p-card import details.	**Critical**	**S**	Standard functionality.
Receiving				
PU.129	The system shall allow delivery information to be entered by requisitions and shown on the purchase order.	**Desired**	**S**	
PU.130	The system shall provide a web-based receiving process for all items received at decentralized receiving areas.	**Desired**	**S**	
The system shall record the following receiving information upon receipt of goods:				
PU.131	Receiving staff;	**Critical**	**S**	
PU.132	Receiving location;	**Critical**	**S**	
PU.133	Date and time received;	**Critical**	**S**	
PU.134	Rejected and returned;	**Critical**	**S**	Return is a separate, yet connected step, to the step of receiving.
PU.135	Received in partial and cancelled remain balance;	**Critical**	**S**	
PU.136	Complete, partial, backorder, etc. flag;	**Critical**	**S**	
PU.137	Comments/notes;	**Critical**	**S**	Comments and notes are available in various areas of planning including budget task notes, report notes, report line notes, cell notes and text fields.
PU.138	Invoice number;	**Critical**	**S**	
PU.139	Damaged; and	**Critical**	**S**	Workday allows documentation of the damage (attachments) during the receiving step.
PU.140	Other, user-defined fields.	**Critical**	**S**	
PU.141	The system shall receive one item at a time.	**Desired**	**S**	
PU.142	The system shall allow delivery information to be entered by requisitioners and shown on the purchase order (e.g., deliver to side entrance).	**Desired**	**S**	
PU.143	The system shall "receive all" goods/services with a single selection.	**Desired**	**S**	

	Purchasing			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.144	The system shall support partial receiving based on quantity.	**Desired**	**S**	
PU.145	The system shall support partial receiving based on dollar amount.	**Desired**	**S**	
PU.146	The system shall allow items to be marked as damaged or incorrect at the time of receiving and cancel remaining balance.	**Desired**	**S**	Cancellation of the remaining order is separate from the receipt step, in which damaged/incorrect items can be noted. However, since processes are interconnected within Workday, it would link up as a related step as part of the audit trail.
PU.147	The system shall electronically scan and attach packing slips and associated documentation to purchase orders.	**Critical**	**N**	Bar code scanning would require a a third party integration that can be handled through integration. Workday does not supply bar-code scanning but attachments can be made.
PU.148	The system shall attach the proof of receipt electronically to the receiving document in order to verify the three-way match.	**Critical**	**S**	
	Bid Management			
PU.149	The system shall provide a public-facing bid management portal for soliciting bids and proposals.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.150	The system shall convert a requisition to a bid.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.151	The system shall support sealed bids/proposals.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.152	The system shall support sealed bids/proposals which are only opened/viewable upon bid closing (submittal deadline).	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.153	The system shall provide user defined bid types (i.e., RFP, RFQ, RFI, Quote, etc.).	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.154	The system shall define bid specific due dates and criteria.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.155	The system shall maintain a bid calendar view.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.156	The system shall provide user defined contract terms and condition types with the ability to override, with appropriate security permissions.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.157	The system shall allow bids to be downloaded from the bid system.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.

	Purchasing			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.158	The system has the ability for the City to create a bid checklist to manage the bid process.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.159	The system shall create a tabulation of bids received.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.160	The system shall allow registered vendors to access and view a summary description of bid documents and specifications online.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.161	The system has the ability, prior to bid closing, to allow registered vendors to submit multiple files when requested by the City, online.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.162	The system shall time stamp when the bid was submitted by the bidder.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.163	The system shall allow City staff to flag a bid as an electronic or manual (paper copies accepted) bid.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.164	The system shall allow bidders to complete forms electronically in the system.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.165	The system shall accept electronic signatures from vendors on forms in the system through dual authentication.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.166	The system shall produce notification letters to unsuccessful bidders.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.167	The system shall post addenda and automatically notify all registered bidders (who downloaded the bid) related to bids in the system.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
	The system shall allow vendors to electronically acknowledge addenda.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.168	The system has the ability for staff to input results of bid award.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.169	The system has the ability for staff to input current status of bid (i.e., under evaluation etc.).	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.170	The system shall allow the bidder to enter the detail amounts that make up the total system calculated bid.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.171	The system has the ability for users and vendors to flag confidential documents.	**Desired**	**N**	

City of Superior
Functional and Technical Requirements

	Purchasing			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.172	The system has the ability for bidders to login and check status of bid.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.173	The system provides the ability for automatic notifications of bid opportunities, addenda, tabulations, and bid awards.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions. Notifications will be sent to members of the bid team for the items listed including updated statuses, milestones and approval workflows. Notifications related to invitation and event timeline are sent automatically to suppliers. Additional communication is available through the message center.
PU.174	The system provides the ability for City staff to be notified when questions have been submitted by vendors online.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.175	The system shall allow vendors to ask questions and receive notification of answers posted in Q&A docs online.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.176	The system shall tabulate cost based on established criteria.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.177	The system shall save bids/proposals in progress.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.178	The system shall post addenda and automatically notify registered bidders (who downloaded the bid) related to bids in the system.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.179	The system has the ability for the staff to designate the way the totals will be calculated when creating the bid.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.180	The system shall allow the bidder to enter the detail amounts that make up the total system calculated bid.	**Desired**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.181	The system has the ability for administrator to set security restrictions for users and vendors that are able to view confidential documents.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions. Workday supports role-based access. Such access can determine who has access to which bids and who does not. This will apply to the ability to download a document from that bid. Confidential bids would be private events and not posted to the public bid site. Confidential contracts can also be toggled to hide from the public view.

Purchasing				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
PU.182	The system shall track system generated correspondence.	Desired	S	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.183	The system shall maintain a database of historic bid tabulations.	Critical	S	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.184	The system shall tabulate resulting bid evaluation scores.	Desired	S	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.185	The system shall retain the bid records in the system for a minimum of 7 years.	Critical	S	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
The system shall accommodate competing bid summaries that include the following				
PU.186	Vendor Information (e.g., name, address, contact, phone, email);	Critical	S	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.187	Submission date;	Critical	S	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.188	Descriptive item text;	Critical	S	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.189	Dollar amount;	Critical	S	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.190	Comments/notes; and	Critical	S	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.191	Other, user-defined.	Critical	S	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
Contract Management				
PU.192	The system shall maintain contract information (including but not limited to vendor, description, contract values, and dates).	Critical	S	
PU.193	The system shall associate multiple contracts to a single vendor.	Desired	S	
PU.194	The system shall establish a contract for goods or services that are associated with multiple vendors.	Critical	S	
PU.195	The system shall support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).	Critical	S	
PU.196	The system shall trigger alerts based on all user-defined thresholds when a certain dollar amount of the contract is used (e.g., 75%).	Desired	S	Standard functionality.
PU.197	The system shall trigger alerts based on all user-defined thresholds when a certain period of time has elapsed (e.g., 75% of contract period).	Desired	S	Standard functionality.

Purchasing				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
PU.198	The system shall trigger alerts based on all user defined thresholds when a certain dollar amount of the contract is used (e.g., 75%).	Desired	S	
PU.199	The system shall trigger alerts based on all user-defined thresholds prior to contract expiration (e.g., 30, 60, 90 days).	Desired	S	
PU.200	The system shall drill down from contracts to related procurement documents (e.g., requisition, bid, etc.).	Critical	S	
PU.201	The system shall include or integrate with bid records (specifications, advertisements, bids/proposals, City Council resolution, etc.).	Desired	S	Requires Strategic Sourcing which is quoted as optional or integration to your existing bid system.
PU.202	The system shall provide various agreement types (e.g., construction, service agreement, requirements contract).	Desired	S	
PU.203	The system shall accommodate user-defined contract alerts for key dates (renewal, expiration, rebid, etc.).	Desired	S	
PU.204	The system shall include a change-order function that allows the addition, listing, and tracking of change orders with workflow approval.	Critical	S	
PU.205	The system shall note contract revisions, including date and source.	Critical	S	Workday recommends evaluating Workday Evisort for Contract Lifecycle Management quoted as optional.
PU.206	The system shall track different types of contracts including payments connected with deliverables, close-out, notices to proceed, conditional acceptance, and other administrative management.	Desired	S	Custom objects may need to be configured to capture various data elements. Alternatively Workday recommends evaluating Evisort Contract Lifecycle Management quoted as optional.
PU.207	The system shall track different stages of contracts including payments connected with deliverables, close-out, notices to proceed, conditional acceptance, and other administrative management.	Desired	S	Custom objects may need to be configured to capture various data elements. Alternatively Workday recommends evaluating Evisort Contract Lifecycle Management quoted as optional.
PU.208	The system shall track certificate of insurance expiration dates.	Critical	S	
PU.209	The system shall notify internal staff and the vendor of the expired certificate of insurance.	Desired	S	You can configure reports to quickly identify all upcoming expiring items and initiate the proper update workflows.
PU.210	The system shall search by contract number, project file number, CIP number, purchase order number, or contract name.	Critical	S	
PU.211	The system shall track insurance information for vendors.	Critical	S	
PU.212	The system provides the ability to allow a user to establish City-defined contract types with appropriate security permissions.	Desired	S	Workday also recommends evaluating Evisort Contract Lifecycle Management quoted as optional.
PU.213	The system shall attach vendor contracts and agreements (e.g., leases, development agreements, and inter-governmental agreements).	Critical	S	Standard functionality. Workday also recommends evaluating Evisort Contract Lifecycle Management quoted as optional.

	Purchasing			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
PU.214	The system shall show the associated purchase orders.	Desired	S	
PU.215	The system shall track and report on the start date of each contract.	Desired	S	
PU.216	The system shall track and report on the end date of each contract.	Desired	S	
PU.217	The system shall calculate and track incentives/retainages.	Critical	S	Retainages can be calculated and tracked as invoices are processed against the contract. Workday does not track incentives at this time. Alternatively Workday recommends evaluating Evisort Contract Lifecycle Management quoted as optional for additional options to meet this requirement.
PU.218	The system shall store contract documents electronically.	Critical	S	
PU.219	The system shall track spending based on user-defined criteria (including but not limited to year-to-date, inception-to-date, and by department).	Critical	S	
PU.220	The system shall store contracts and the contract is linked to the vendor profile.	Critical	S	
PU.221	The system shall maintain a checklist for the contract approval process (e.g., required forms attached, appropriate signatures received, certificate of insurance obtained).	Desired	S	
PU.222	The system shall support the workflow process for change orders with digital signature approval.	Critical	S	Whether using native e-signature functionality or integration with a 3rd-party vendor, the electronic signature is captured in Workday as part of the audit trail of the process.
PU.223	The system shall accommodate change orders to open contracts with workflow approval.	Critical	S	Change orders are managed through supplier contracts in Workday Procurement
PU.224	The system shall provide workflow functionality to support the change order process.	Critical	S	
	Reporting			
PU.225	The system shall generate a report of all activity with a vendor.	Critical	S	
PU.226	The system shall generate a report of all vendors by status, active or inactive, certification, etc.	Desired	S	Standard functionality.
PU.227	The system shall generate a report of all requisitions, purchase orders, and receiving documents by status, active or inactive, certification, etc.	Critical	S	Standard functionality.
PU.228	The system shall generate a report of all open purchase orders with user-defined filter criteria.	Desired	S	
PU.229	The system shall report on all open contract available amounts and expenditures, including purchase order and P-Card expenditures, based on City-defined criteria.	Desired	S	
PU.230	The system shall generate purchasing activity reports.	Critical	S	
PU.231	The system shall generate all reports by user-defined date ranges that may occur over prior fiscal years.	Critical	S	
PU.232	The system shall track and report local vendor preference.	Desired	S	Standard functionality. Leveraging supplier groups, customers can configure local vendor preferences.
PU.233	The system shall track and report on standard bid items and their average costs.	Critical	C	

	Purchasing			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.234	The system shall produce a system generated report of bidder history.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.235	The system shall report bid information associated with a project.	**Critical**	**S**	Requires Workday Strategic Sourcing quoted as optional. Alternatively Workday can integrate with other bid management solutions.
PU.236	The system shall create a bid list report that would include project descriptions, pre-bid meeting dates, project number, buyer information, bid opening dates, project manager, awarded bidder, Council approval date and type of project.	**Critical**	**S**	Reports make it easy to access the information needed in one view at any time through business intelligence and visualization integrations. Workday simplifies the reporting process, making it easier to understand, inform, act, and even support recommendations with defensible data. Workday's real-time Reports provide the visibility needed to drive truly strategic transformation across the entire enterprise. Reports help organizations: ● Provide greater visibility into savings and spend by sharing reports and views ● Establish better control of business operations and sourcing ● Manage the sourcing group more strategically ● Evaluate performance and progress for events, milestones, suppliers, and sourcing team members ● Drill into sourcing data to extract insights ● Stay agile and keep ahead of the competition ● Monitor and analyze supplier quality ● Report across entire supplier base ● Highlight the impact Sourcing brings to the enterprise ● Report on project timelines and milestones ● Integrate with pre-built connectors to PowerBI and Tableau
PU.237	The system shall track and report on user defined contract milestones.	**Desired**	**S**	Workday recommends evaluating our Contract Life Cycle Management (Evisort) solution, quoted as optional

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.238	The system shall provide an Executive Information System (EIS) (i.e., a performance dashboard).	**Critical**	**S**	Workday provides a single reporting framework with the service for reporting and analytics. Workday does not require additional bolt-on business intelligence tools, ETL tools, or data warehouses. Because Workday's reporting goes against the same set of in-memory data objects and singular security model, every report or dashboard is 100% real-time by definition. Additionally, every report is actionable, unlike a separate business intelligence tool that cannot take action in the online system directly. Workdays native reporting tools provide the ability to display the report data in various visual formats (KPI, Dashboards, n-box, matrix etc.). These are available securely on mobile devices such as a smart phone or tablet for easy access and actionable data access. In addition, Workday supports several chart types including area, bar, bubble, column, gauge, line, pie, and scatter charts for a graphical representation of the data for analysis. These graphical capabilities are pre-configured to be available as options at run time even while being defaulted by the report owner at design
PU.239	The system shall allow the system administrator to report on audit logs.	**Critical**	**S**	

Indicator	Definition	Instruction
S	**Standard:** Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available** in a future software release available to the City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be indicated in Attachment C – Cost Worksheet.	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	No: Feature/Function cannot be provided.	N/A

Accounts Receivable, Billing and Cash Receipts

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	General Requirements			
AR.1	The system shall provide an Accounts Receivable, Billing, and Cash Receipts module that is integrated with all other proposed modules such as the general ledger, cash receipts, accounts payable, etc.	Critical	S	AR, Billing, and Cash Receipts all leverage the same structure, data, workflow, and context as other functionality such as general ledger, AP, purchasing, etc. as Workday is a unified system and application. This provides consistency in user experience and control, and allows for a more seamless flow of data within Workday.
AR.3	The system shall identify each transaction by a reference number that is sequentially generated automatically.	Critical	S	All transactions are given a system generated transaction number and reference that are unique, system generated, and can be enabled to provide a gapless sequence for audit and control purposes.
AR.4	The system shall allow direct entry of invoices, cash receipts, or adjustment transactions.	Critical	S	User entry tasks are provided for invoice entry, cash receipt, invoice adjustment, cash application, and other components of the invoice to cash cycle.
AR.5	The system shall allow inter-department receivables (bills) to be processed.	Critical	S	Workday supports the automation of Inter-Company due to due from transaction processing. Inter-departmental billing requires establishment of a department as a customer.
AR.6	The system shall allow inter-department receivables (bills) to be processed that cross funds.	Critical	S	Workday supports the automation of Inter-Company due to due from transaction processing. Inter-departmental billing requires establishment of a department as a customer.

	Accounts Receivable, Billing and Cash Receipts			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
AR.8	The system shall provide workflow approval process to support interdepartmental billing.	Critical	S	
AR.9	The system shall support automatic balancing of the accounts receivable master file (i.e., internally balances individual accounts receivable records against the corresponding account balances on the customer master file, as an internal control).	Critical	S	Workday provides automatic balancing between customer accounts and underlying invoices within the application to ensure appropriate balancing. Standard reconciliation reports provide additional supporting documentation and helps triage any issues.
AR.10	The system shall report any exceptions when it automatically balances the accounts receivable master file.	Critical	S	Workday's standard reporting includes reconciliation and exception reports for customer summary to receivable detail balances.
AR.11	The system shall allow the user to produce either a batch or detail general ledger and sub-ledger journal, one for every accounts receivable transaction, with drill-down capability for batches.	Critical	S	The Workday platform does not have subledgers, all functional areas post to the general ledger in real time, eliminating timing issues in reconciliation. Workday does not "strip away" and summarize data. All the detailed data for each transaction is drillable as part of the summarized totals.
AR.12	The system shall provide for decentralized data entry of billing information and an electronic approval process for submission of bills.	Critical	S	Access to the billing function is provided by security access ensuring the appropriate members of the organization who need to be able to create bills have access to that appropriate functionality. All billing transactions are subject to a business process workflow that provides for an electronic submission approval chain for all bills, as well as electronic evidence of all steps and actions taken by users in the process of creating, approving, or adjusting any bills.
AR.13	The system shall handle NSF check processing and to add user defined fees to an account with the ability to turn this feature on and off with appropriate security permissions.	Critical		Cash management provides the ability to manage exception items and provides rule sets that can be applied around first notice items. This includes creation of ledger entries for new fees and interest recognized, and can create bank transaction templates for other requisite charges.
AR.14	The system shall provide configurable customer statements.	Critical	S	
AR.15	The system shall provide recurring billing capabilities such as lease payments, rental payments, and other miscellaneous recurring billing.	Critical	S	Workday supports the concept of customer contracts and billing schedules for recurring billings. The schedule determines if the billing is done on a monthly basis (and which day of the week to recur), quarterly, annual, or some other basis. These can also be made fully custom with respect to the amounts and timing of the billings, tied into milestones for a project completion or delivery, etc.

Accounts Receivable, Billing and Cash Receipts				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
AR.16	The system shall generate a reimbursement/refund with minimal data entry from the AP module to the appropriate customer if there is a credit standing on the account.	Desired	S	Workday provides a customer refund transaction type directly as part of the customer setup without having to create an AP transaction and related Supplier record for a customer requiring refund. This simplifies the processing and meta-data required associated with customers where only a refund is required.
AR.17	The system shall allow approved refunds with workflow approval process.	Desired	S	
AR.18	The system shall allow authorized users to query and view receivable information and report by user-defined criteria.	Critical	S	
AR.19	The system shall view customer information by fund, department, or other GL account segments.	Desired	S	
AR.20	The system shall view, track, and sort receivables by user-defined criteria, including but not limited to accounting codes, customers, and activities.	Desired	S	
AR.21	The system has ability to accommodate and support City's fee structure.	Critical	S	
Customer Management				
AR.22	The system shall automatically assign a number to a customer by user-defined rules.	Critical	S	Workday automatically generates and assigns a unique system ID to customers to ensure the uniqueness of customer records. The naming convention and use of alpha-numerics is part of the ID generation which is configurable by the county.
AR.23	The system shall assign a minimum of five customer types to one customer.	Desired	S	
AR.24	The system shall allow a specific customer number, type, and/or category to be assigned to a new or existing customer.	Desired	S	Workday provides the ability to supplement the system generated ID with a suer entry ID as needed. Additionally, fields such as the customer category, customer group, customer hierarchy, and others provide ways for users to segment the customers for various control, reporting, and audit purposes.
The system shall maintain a customer file with the following information:				
AR.25	Name;	Critical	S	
AR.26	DBA (Doing Business As);	Critical	S	
AR.27	Multiple Addresses (billing);	Critical	S	
AR.28	History of multiple addresses;	Critical	S	
AR.29	Location (for a property/item billed against);	Critical	S	
AR.30	Multiple phone numbers;	Critical	S	
AR.31	Fields for multiple email addresses with the ability to designate purpose for each (minimum of 5);	Critical	S	
AR.32	Last account activity;	Critical	S	
AR.33	Tax ID numbers;	Critical	S	
AR.34	Current and unpaid late payment penalty and interest charges;	Critical	S	
AR.35	Balance due;	Critical	S	
AR.36	Last payment amount;	Critical	S	

	Accounts Receivable, Billing and Cash Receipts			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.37	Year-to-date payments;	**Critical**	**S**	
AR.38	Highest past-due balance;	**Desired**	**S**	
AR.39	Highest outstanding balance;	**Desired**	**S**	
AR.40	Late payment penalty and interest charges, year-to-date;	**Desired**	**S**	
AR.41	Late payment penalty and interest charges, total;	**Desired**	**S**	Workday provides the ability to easily report on customer activity and incorporate any of these reporting views as part of the customer primary record for easy access, or to be run as a related report, ensuring that these essential views are available to users without additional action.
AR.42	Bad check status;	**Desired**	**S**	
AR.43	Statement cycle;	**Desired**	**S**	
AR.44	Link to vendor file;	**Desired**	**S**	
AR.45	Deposit amount and date;	**Desired**	**S**	
AR.46	Notes/comments;	**Desired**	**S**	
AR.47	Attach files by customer; and	**Desired**	**S**	
AR.48	Other, user-defined.	**Desired**	**S**	
AR.49	The system shall provide a single screen to view all information related to a customer with multiple tabs on the screen (i.e., not requiring the need to go to multiple screens for all information).	**Desired**	**S**	
AR.50	The system shall maintain an audit log of all changes to the customer file.	**Critical**	**S**	
AR.51	The system shall provide a customer information field allowing entry and maintenance of narrative text that is viewable by all users with permissions.	**Desired**	**S**	
AR.52	The system shall provide an account performance inquiry screen that shows historical and statistical information about each customer account. Information should be displayed in a user-friendly, consolidated manner, allowing AR users to easily view the status, activity and comprehensive history of a customer account.	**Desired**	**S**	The Customer Profile directly displays historical customer transactions and provides a direct link to query screens to apply a filtered view of customer activity. From the Customer Profile users can run many standard customer related reports related to balance and activity statements, aging reports, and other common user queries. If there are specific reporting views that the County uses often beyond these standards, those reports can be added to the customer profile and quick access menu as well for a simple end user experience.
AR.53	The system shall deactivate a customer and prevent deactivation if the customer has an outstanding balance, but keep the customer history.	**Critical**	**S**	

	Accounts Receivable, Billing and Cash Receipts			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
AR.54	The system shall reactivate a deactivated customer, (i.e., not having to create a new customer).	Critical	S	Management of customer statuses is a standard part of the customer profile creation and maintenance, and is subject to a business process ensuring that any adjustments receive appropriate review and approval. All such changes to status are part of the audit trail of the customer documenting the change in status, who initiated the change in status, and any comments or supporting documents.
AR.55	The system shall track customers that have a prior NSF check (insufficient funds) and warn counter clerk at time of customer payments.	Desired	S	Because all customer transactions are reportable, this can be accomplished through creation of a custom report associated with the customer that is available and reportable to the counter clerk when a customer record is pulled up to streamline the processing of customer payments.
The system shall maintain a contact log to record conversations and correspondence				
AR.56	Contact person;	Desired	S	Workday provides the ability to track notes in order to log interactions with customers, including a date and time stamp of that interaction and notes on any discussion points, commitments, or items needed for the record.
AR.57	Date and time of contact;	Desired	S	Workday does not provide pre-configured functionality to track grievances in the system. However, Workday does provide configurable processes that support this requirement: ● Workday's Request Framework can be leveraged to create custom business processes like grievance tracking. ● Workday Help, which is a Case Management tool built into the core system, is a solution for organizations focused on delivering a high level of service to their employees. It enables organizations to manage the input, allocation, and resolution of cases by facilitating those conversations between employees and internal experts who can help. Included with Workday Help is the ability to create searchable knowledge base articles so that employees may find their own answers. Depending on your specific requirements, you may want to consider leveraging a third party for Grievance Management.
AR.58	Means of contact (e.g., phone, mail, email, etc.);	Desired	S	

	Accounts Receivable, Billing and Cash Receipts			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.59	Nature of the contact; and	Desired	S	Workday does not provide pre-configured functionality to track grievances in the system. However, Workday does provide configurable processes that support this requirement: ● Workday's Request Framework can be leveraged to create custom business processes like grievance tracking. ● Workday Help, which is a Case Management tool built into the core system, is a solution for organizations focused on delivering a high level of service to their employees. It enables organizations to manage the input, allocation, and resolution of cases by facilitating those conversations between employees and internal experts who can help. Included with Workday Help is the ability to create searchable knowledge base articles so that employees may find their own answers. Depending on your specific requirements, you may want to consider leveraging a third party for Grievance Management.

Accounts Receivable, Billing and Cash Receipts				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
AR.60	Information collected as a result of contact.	Desired	S	Workday does not provide pre-configured functionality to track grievances in the system. However, Workday does provide configurable processes that support this requirement: ● Workday's Request Framework can be leveraged to create custom business processes like grievance tracking. ● Workday Help, which is a Case Management tool built into the core system, is a solution for organizations focused on delivering a high level of service to their employees. It enables organizations to manage the input, allocation, and resolution of cases by facilitating those conversations between employees and internal experts who can help. Included with Workday Help is the ability to create searchable knowledge base articles so that employees may find their own answers. Depending on your specific requirements, you may want to consider leveraging a third party for Grievance
AR.61	The system shall set up customers using categories and sub categories.	Critical	S	Workday provides standard fields including the customer category, customer group, and customer hierarchy that provide a simple way of putting customers into appropriate categories and sub-categories. These standard fields can be used in control processes, reporting, and control the users who have access to customer data.
AR.62	The system shall allow users to access and search for customer information easily.	Critical	S	Workday standard reporting supports simplified user access to data within the application without requiring complex SQL or approaches to build queries. Reports can provide prompts and filters to aid user data access and includes the "contains" function which operates as a wildcard in data input for text fields for example.
AR.63	The system shall produce bills, statements, invoices, NSF notifications, and other user-defined documents for corresponding (i.e., mailing and emailing) to customers.	Critical	S	Customer statements and invoices are standard customer documents and Workday provides the ability to define the document format, structure, and standardized language. Document delivery preferences are set by the customer and document type to ensure appropriate controls over correspondence with the customer account.

	Accounts Receivable, Billing and Cash Receipts			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.64	The system shall allow for City defined miscellaneous billings.	**Critical**	**S**	Billing elements and costing distribution codes are fully configurable by the city for both one off billings performed through a formal invoicing or through a cash sale and collection.
AR.65	The system shall allow City staff to determine if invoices for the same customer should be combined onto the same invoice or kept as separate invoices.	**Desired**	**S**	Workday supports the concept of consolidated billing which can combine multiple independent invoices for a consolidated presentation to customers. The creation of a consolidated/combined billing also then supports the simplification of cash application processes as settlement of the consolidated bill will be deemed as a cash application and settlement of the individual invoices that were billed together. This also allows for simpler interactions with customers where invoices from different departments can be presented together for a net billing from the city.
AR.66	The system shall manage separate billing cycles by department, receivable, and customer type.	**Critical**	**S**	For any standing arrangements reflected through a customer contract or billing schedule, all billing cycle information (timing, credit terms, invoice format, etc.) are controlled by the billing schedule allowing for each arrangement to be managed separately. For miscellaneous or ad hoc invoicing activities, the billing cycle and presentation information defaults from the standard customer settings but can be overridden allowing for differences depending on the services or department involved.
AR.67	The system shall allocate payments based upon a user-defined criteria.	**Critical**	**S**	Payment and collections activities are managed by city policies and procedures. Workday reporting can be configured to display priority outstanding balances for collection based on the desired approach of the city.
AR.68	The system shall prioritize allocation of payments based upon a user-defined criteria.	**Critical**	**S**	Payment and collections activities are managed by county policies and procedures. Workday reporting can be configured to display priority outstanding balances for collection based on the desired approach of City of Superior.

	Accounts Receivable, Billing and Cash Receipts			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.69	The system shall automatically bill recurring invoices based on user-defined billing schedules.	Desired	S	Workday provides a mass generation function for invoices that are associated with billing schedules on an approved recurring invoice arrangement as defined on the customer contract. This takes the information established on the user defined billing schedule and will evaluate each schedule to determine if the next installment should be picked up and generated as an invoice document within Workday. All such auto-generated documents can be subject to a business process and review before being distributed to customers, or can be fully automated to send when generated, depending on the controls process desired by City of Superior. These can also be configured differently by contract and recurrence so it is not an all or nothing determination.
AR.70	The system shall import invoices (and validate GL account numbers) produced by other billing systems to allow centralized collection and payment processing functions.	Desired	S	Workday provides web services for all business transactions including invoicing to allow ingestion of third party invoices within Workday. By integrating as an invoice instead of a journal, Workday can perform the operational functions associated with invoicing, such as incorporating the charges into customer statements, assessing interest and late fees, performing write-offs, performing adjustments, collecting and applying cash, etc. This also ensures that the city has a single clearing house for all outstanding receivables and can provide a holistic picture of a customer receivable balance from Workday reports and Customer views.
AR.71	The system shall allow the viewing of all outstanding invoices when applying payments to a customer account.	Critical	S	Standard in Workday. In addition to providing a view to outstanding customer receivable balances and transactions when applying cash, Workday provides cash application insights which is a cash application recommendation engine for invoices where cash application could not be resolved by automated rules.
AR.72	System provides ability to apply payments to a customer's forward balance or to specific open items (e.g., unpaid invoices).	Critical	S	Customer payments can be put on account or applied to outstanding balances. On account balances can be carried forward for later application for situations like customer pre-payments or deposits, or ultimately refunded. All of these different options can also be incorporated into the cash application rule sets to automate the cash handling for customer balances.

	Accounts Receivable, Billing and Cash Receipts			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
AR.73	The system shall allow customers to pre-pay for anticipated future invoices and automatically apply those payments with appropriate security permissions.	Desired	S	Customer on account balances can be subsequently applied to customer invoices as part of the automation rules if the appropriate data is available for payment application.
AR.74	The system shall produce PDF images of invoices automatically when printing as opposed to scanning the printed version of the invoice image.	Critical	S	The format of the PDF and presentation is fully configurable by the city with the ability to have different invoice presentations depending on the customer, customer category, invoicing department, etc. The format being utilized can be set based on defaults on the customer, selections made for a billing schedule, or on the individual invoice itself. This invoice PDF print can be provided to a customer directly or e-mailed depending on the document delivery preferences set on the customer profile. The PDF that is generated is retained within Workday as part of the invoice record for audit and document retention purposes and is never deleted or purged by Workday so is retained until the city's document retention policies call for a purge of the invoice record.
AR.75	The system shall allow batch entry of the same charge to multiple customers.	Critical	S	Workday's web services allow uploads of multiple invoices or charges at once so users can create a batch of charges either through direct user entry on the web application or through an upload of a spreadsheet template depending on the volume and desired experience of entering a batch of charges. The spreadsheet upload is optimized for high volume uploads while the user entry screens are optimized for lower volume quick entry tasks.
AR.76	The system shall default City-defined fields upon batch entry (e.g., payment type code, customer type, cash account, etc.).	Critical	S	Defaults are set at various stages, starting first with the settings for a given customer, then with the settings for a given customer contract or arrangement, with the ability to then set preferences for an individual document. This allows flexibility to override defaults where appropriate for a specific charge but to generally rely on defaults set for the customer.
AR.77	The system shall send invoices that are informational only. (e.g., example given in kind services for grants).	Desired	S	A zero $ line can be included on an invoice with other $ based lines.
AR.78	The system shall provide at least 100 characters for billing description for each item to be billed at time of billing entry.	Critical	S	Workday does not limit the number of fields available in free entry fields such as comments or descriptions.
	Delinquency Tracking			

	Accounts Receivable, Billing and Cash Receipts			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.79	The system shall support collections in compliance with State of Wisconsin laws.	Critical	S	Workday's collection process is fully configurable and subject to user audits so all collections activity are logged in the application.
AR.80	The system shall generate accounts receivable aging reports, showing a line item on the aging report for each invoice posted to the accounts receivable master file.	Desired	S	Workday's AR aging supports both summary and detailed views, providing aging at an invoice level for each invoice posted.
AR.81	The system shall generate accounts receivable aging reports for both summary by customer and detail within customer by invoice.	Desired	S	Both summary and detailed customer receivables aging reports are standard reports in Workday.
AR.82	The system shall generate accounts receivable aging reports by user-defined criteria including but not limited to charge code, customer type, GL or sub-ledger account number.	Desired	S	All invoice attributes, including those associated with both the GL coding and the attributes of the customer such as categories or groups are available for use in the accounts receivable aging report as ways of presenting the information and as drill-down dimensions.
AR.83	The system shall provide user-defined calculations for the allowance of un-collectable accounts.	Desired	N	Workday does not deliver a standardized calculation methodology for the allowance of un-collectable accounts. Users can provide manual journals based on allowance policies or implement custom processing logic using Workday reporting and journal loads to assist in automating the process of allowance accruals, or full automation through the use of report extracts and Workday studio. Invoice level write-offs are provided for bad debts expenses.
AR.84	The system shall automatically prepare general and sub-ledger journal entries by allowance for un-collectable accounts with appropriate workflow routines.	Desired	N	Workday does not deliver a standardized calculation methodology for the allowance of un-collectable accounts. Users can provide manual journals based on allowance policies or implement custom processing logic using Workday reporting and journal loads to assist in automating the process of allowance accruals, or full automation through the use of report extracts and Workday studio. Invoice level write-offs are provided for bad debts expenses.
AR.85	The system shall produce a listing of late customer accounts, where "late" can be user defined.	Desired	S	Workday's standard reports for customer and invoice inquiry can be copied and modified to adjust filters and prompts to show all customers with outstanding and late payments surfacing any customer or invoices that are X number of days overdue. The value for X can be provided as a user input providing flexibility in both the report definition and how it is used across City of Superior.

	Accounts Receivable, Billing and Cash Receipts			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.86	The system shall provide finance charge program (late fees) with user-defined late periods and percent of interest to be charged for late payment.	**Desired**	**S**	Workday's standard late fee framework includes both a fixed fee component (standard fixed cost such as administrative charges) and interest expenses (calculated as a % of the overdue balance). As noted previously, these can be global policies, applied to specific categories of customers, or be customer specific.
AR.87	The system shall set finance charge rates dependent on type of service being billed.	**Desired**	**S**	Workday's standard late fee framework includes both a fixed fee component (standard fixed cost such as administrative charges) and interest expenses (calculated as a % of the overdue balance). As noted previously, these can be global policies, applied to specific categories of customers, or be customer specific. These configurations are provided at a customer level but does not apply differential finance and interest fees based on the service type (i.e. invoice lines). Customers can implement custom processing logic using Workday reporting and journal loads to assist in automating the process of allowance accruals, or full automation through the use of report extracts and Workday studio. Additional services to assist in configuring this may apply.
AR.88	The system shall produce user-defined aging reports with at least six aging periods (e.g., current, 30, 60, 90, 120, over 120 days).	**Critical**	**S**	Workday's standard aging reports provide the ability to define additional aging buckets as required.
AR.89	The system shall automatically compute and assess a user-defined late fee when the invoice is past due with the ability to turn this feature on or off based on security permissions.	**Desired**	**S**	Access to configuration of interest and late fees is provided by security settings within Workday, and leverages the ability to compute and apply invoice level fees and interest for overdue invoices. These rules are applied at the customer level and can be based on global policies and overrides for specific categories of customers.
AR.90	The system shall reverse finance charges with appropriate security permissions and workflow.	**Desired**	**S**	Invoice and Finance charges are generated as a specific type of billing and invoice which can be cancelled subject to review and approval like any other workday business process, and subject to security settings.
AR.91	The system shall generate a deposit report including customer name, deposit amount, deposit date, and customer number.	**Critical**	**S**	Supported with Workday standard reporting on customer payments and customer deposits.

	Accounts Receivable, Billing and Cash Receipts			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.92	The system shall generate reminder notices (via mail and/or email) to a customer at user-defined intervals (e.g., 30, 60, and 90 days) when the invoice is past due.	**Desired**	**S**	Workday provides the ability to schedule the creation and distribution of customer statements providing a mechanism for system generated reminders. Workday is also developing a customer collections outreach function to generate collection emails with generative AI including the invoice details to be collected. This functionality is currently with early adopters and expected to become available before October 2025. This would provide an enhanced user experience and additional personalization of the collections outreach, but is not required to support the standard requirement.
	Cash Receipts			
AR.93	The system shall accommodate multiple payments for multiple bills or multiple miscellaneous transactions (e.g., retiree insurance premium and special assessment).	**Critical**	**S**	Workday supports the ability to apply multiple payments against multiple outstanding invoices and bills. Any mismatched amounts can be placed on account or refunded as appropriate.
AR.94	The system shall require a user to select from a list of pre-defined charge codes with an "other" option where the user could type or select the GL or sub-ledger account number for miscellaneous cash receipts.	**Critical**	**S**	Workday's standard functionality for recording miscellaneous cash receipts is the cash sale task which includes standard GL dimensions such as the revenue category or sales item dimensions which provide pre-defined charge codes for users to select and which will also drive the accounting rules applied.
AR.95	The system shall produce a cash receipt when bills are paid in person at any City location.	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal). Receipts are produced automatically by Teller upon payment and can be printed or emailed. Receipts are client-configurable, can include a logo, and are flexible to include any messaging or system information desired.
AR.96	The system shall produce a system generated unique receipt reference number.	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal). Teller generates unique receipt numbers for all payment transactions, with configurable options for the receipt number style.
AR.97	The system shall produce a receipt when bills are paid (regardless of the payment method).	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal). Regardless of the payment method, receipts are produced automatically by Teller upon payment and can be printed or emailed. Receipts are client-configurable, can include a logo, and are flexible to include any messaging or system information desired.

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	Accounts Receivable, Billing and Cash Receipts			
AR.98	The system shall support online (web-based) payments.	Critical	T	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal). Teller provides an online e-payment portal including management of web account details. Customers can sign up for accounts or use the guest payment option to pay for items. Teller Online supports payment across multiple City systems using a common payment cart. Administrative tools are also provided to enable staff to support customers making payments online
AR.99	The system shall view account or outstanding balances.	Critical	S	Account activity and outstanding balances are all reportable utilizing standard functionality in Workday. All payable invoices can be viewed through the Teller Cashiering and Teller Online interfaces via the information from the A/R module.
AR.100	The system shall import returned check detail from electronic bank files.	Desired	S	Workday provides the ability to upload electronic bank files with transaction and statement detail.
AR.101	The system shall differentiate between a voided and a reversal transaction type.	Critical	S	Workday can ingest bank statement details and standardized coding so if the electronic statements can identify voided and reversal transaction types these can be included on the integrated files. Teller provides intuitive Payment Adjustment and Void features for correction of transaction errors. Detailed security configuration applies, including the ability to require secondary authorization and prevent a user from correcting their own transactions unless authorized to do so.
	The system shall maintain returned check detail, including (but not limited to) the			
AR.102	Check number;	Critical	S	Workday provides functionality for check returns and tracks payment information as part of the return record including a return date, a return code, any customer transactions and dates to which the payment was applied, and tracking of the associated customer, company, original document, status, etc. The original payment retains all original information including the check number and any other recorded reference information. The specific checks and check numbers being returned can also be tracked by Teller.
AR.103	Customer number;	Critical	S	see comment for AR.107
AR.104	Payer Name;	Critical	S	see comment for AR.107
AR.105	Address detail;	Critical	S	see comment for AR.107
AR.106	Date of original transaction;	Critical	S	see comment for AR.107

	Accounts Receivable, Billing and Cash Receipts			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.107	Penalty and/or fee;	Critical	S	Workday handles interest and late fees by generating a separate invoice record to record the financing charges so any payment applied to the financing invoice is inherently covering the interest and fee component of an invoice.
AR.108	Remittance amount;	Critical	S	see comment for AR.107
AR.109	Remittance date;	Critical	S	see comment for AR.107
AR.110	Original receipt number;	Critical	S	see comment for AR.107
AR.111	Date of return;	Critical	S	see comment for AR.107
AR.112	Reason for return;	Critical	S	see comment for AR.107
AR.113	Comment field; and	Critical	S	see comment for AR.107
AR.114	Other, user-defined variables.	Critical	S	see comment for AR.107
AR.115	The system shall import payments from third-party cash receipting systems (e.g., recreation) and validate the appropriate GL account numbers.	Critical	T	Our proposal assumes integration with your existing cashiering system or Teller cashiering included in in proposal. Teller provides rich and configurable import capabilities for cash receipts or payment import files (typically from credit, lockbox, or application exports). Files can be imported manually, automatically loaded from file drop endpoints, or pulled on a scheduled basis from third party locations. Teller can also directly connect out to third party systems to pull payments into Teller.
AR.116	The system shall schedule the posting of third-party payment transactions (e.g., lockbox payments).	Desired	S	Through Workday, cash application rules can be run on a scheduled basis or be event driven (i.e. run after lockbox has been run). Teller payment imports can be set up on a schedule to automatically import and post payment transaction files. In addition, Teller provides SFTP endpoints whereby files dropped to an endpoint are immediately picked up and processed by Teller.

	Accounts Receivable, Billing and Cash Receipts			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
AR.117	The system shall generate a daily cash receipts balancing report by user and/or drawer including but not limited to charge codes and total by tender type.	Desired	T	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal). Teller offers a comprehensive solution for end-of-day cash drawer balancing. With our close-out report (similar to a Z-tape report), cashiers can easily produce a detailed list of receipts and summary of all tender collected, including cash, checks, credit cards, money orders and more. Cash can be broken out by denomination or grouped by bills vs. coins. Our system also provides Batch and Deposit-level reports for easy reconciliation across all included cashiers. Additionally, our audit reports provide transparency and accountability by showing cashier activity.
AR.118	The system shall generate a daily cash receipts summary report that contains data for all users broken down by individual user for the day including but not limited to charge codes and total by tender type, with an aggregate total for the day.	Critical	T	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal). Teller offers a comprehensive solution for end-of-day cash drawer balancing. With our close-out report (similar to a Z-tape report), cashiers can easily produce a detailed list of receipts and summary of all tender collected, including cash, checks, credit cards, money orders and more. Cash can be broken out by denomination or grouped by bills vs. coins. Our system also provides Batch and Deposit-level reports for easy reconciliation across all included cashiers. Additionally, our audit reports provide transparency and accountability by showing cashier activity.
AR.119	The system shall accommodate deposits into at least 10 different bank accounts at least 3 different banking institutions.	Critical	S	Workday supports the creation of deposits with various different customer payments which can be recorded at different banks and banking institutions as needed. Teller offers advanced deposit tracking capabilities, including the ability to generate Image Cash Letter deposits for multiple financial institutions. Additionally, our system allows for easy association of cash receipts deposited by departments with the relevant bank account.
	Reconciliation			

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	Accounts Receivable, Billing and Cash Receipts			
AR.120	The system shall reconcile with bank statements.	Critical	S	Operational transaction to bank statement reconciliation is a standard within Workday. The Bank Statement Reconciliation framework provides the ability to define matching rules between Workday operational transactions impacting cash and the bank statement on a 1:1, 1:M, M:1, and M:M basis utilizing reference dimensions on the operational and bank transaction to effectuate the match, with the ability to utilize tolerances in the matching as well. Additional functionality provides recommendations for matches where rules have not been applied utilizing optimized matching and data automations
AR.121	The system shall interface with banks to process bank drafting and ACH transactions.	Desired	S	Workday provides standardized web services and banking connectors to support the electronic receipt and processing of bank statements utilizing standard formats such as BAI2 and ISO20022 protocols with the ability to configure for bank specific formatting and transaction coding.
AR.122	The system shall provide an automated reconciliation tool for revenue receipts.	Desired	S	See comment for AR.120
AR.123	The system shall provide an automated reconciliation tool for ACH and bank draft transactions.	Desired	S	See comment for AR.120
AR.124	The system shall generate daily cash reports for balancing by payment type.	Critical	S	Workday provides the ability to generate cash position reporting including transaction details for payments in and out for the cash inflows and outflows.
AR.125	The system shall generate a daily exception report that reflects all payments reversed/voided and any other condition considered outside normal processing.	Desired	S	All transactions within Workday are reportable allowing the utilization of parameters and filters to show only exceptional transactions that meet specific criteria. This provides robust detective controls for sensitive transaction types.
AR.126	The system shall generate a daily report that reflects all adjustment activity.	Desired	S	See comment for AR.125
AR.127	The system shall generate periodic reports of revenue distribution from external sources' file uploads (e.g., credit card company payments) to reflect batch date, batch total control records and dollar count (available to be run on a daily basis).	Desired	S	See comment for AR.125
AR.128	The system shall import credit/debit card transaction reconciliation files for the purposes of bank reconciliation.	Critical	S	Workday can be integrated with payment processors providing credit/debit card transaction details from providers such as Stripe, Cybersource, and each of the various payment networks.
AR.129	The system shall perform reconciliation of transaction data with credit card company data.	Critical	T	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal).
	Cash Drawer Close-Out			

	Accounts Receivable, Billing and Cash Receipts			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
AR.130	The system shall allow a cashier to balance a payment batch on demand from any workstation regardless of where the payments were processed (secure location).	Critical	T	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal). Teller sessions and payment batches can be balanced by an authorized user at any location regardless of the workstation on which the payments were processed.
AR.131	The system shall allow authorized users to close out cash drawers on behalf of cashiers with appropriate permissions.	Critical	T	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal). Teller provides flexibility in drawer management, allowing an authorized user to administratively close out a session on behalf of a cashier.
AR.132	The system shall allow authorized users to consolidate cash drawers and close out as a single batch.	Desired	T	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal). Teller provides flexible security options, including the closing of a drawer and creation of a batch. Teller batches can be created for a specific drawer session, or combine multiple sessions into a consolidated batch.
AR.133	The system shall allow authorized users (e.g., finance personnel only) to perform payment corrections (reversal, void, charge back, etc.) after the close of business while maintaining full audit details and data integrity.	Critical	T	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal). Teller provides intuitive Payment Adjustment and Void features for correction of transaction errors. Detailed security configuration applies, including the ability to require secondary authorization and prevent a user from correcting their own transactions unless authorized to do so. Teller then displays a list of Void/Adjustment/NSF transactions on the Balancing screen for subsequent review.
AR.134	The system shall combine individual payment batch deposit details into a single consolidated deposit.	Critical	T	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal). Teller tracks each tender portion of each payment and how it is grouped for deposit. Teller's Deposit Batch processing runs the deposit rules and combines these into a set of consolidated deposits for reconciliation. A given payment may have tender details included in multiple deposits (for example, cash and credit settlement).
The system shall maintain deposit detail, including (but not limited to) the following:				

	Accounts Receivable, Billing and Cash Receipts			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.135	Deposit total;	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal). Teller groups tender into deposits using pre-configured rules enabling a variety of deposit strategies. Each deposit is tracked with associated detail and links back to the records that make up the deposit. Deposits are listed on a daily batch, and Teller provides functionality to view deposits, adjust deposits, and report on them. In addition, electronic deposits include a workflow for bank submission. Credit (merchant processing) deposits can be tracked to an auto-settlement date, grouping credit transactions based on how they are settled.
AR.136	Total by tender type;	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal). Teller features robust reporting capabilities including delivered reports that list and summarize all transactions across cashiers for a given deposit period (typically a day) by Tender Type. Date-based and cross-department reports are also provided.
AR.137	Date;	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal). Teller tracks the specific date/time of every transaction. In addition, each session has a "Session Date" that may be different from the current date but represents the cashiering date that a transaction is taken for.
AR.138	Bank account number;	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal). Included where configured.
AR.139	By fund, and	**Critical**	**T**	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal). Included via link from deposits back to the funds that the deposited items are tracked to.

	Accounts Receivable, Billing and Cash Receipts			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.140	Other, user-defined fields.	Critical	T	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal). Teller enables configuration of user-defined fields for items on a Payment. Multiple field types are supported with data entry fields designed for each type, including Text, Number, Date, Radio Button, and Check Box fields. Custom fields can be optional or mandatory. These fields can be included in receipts and reports, as well as laid out in user entry screens based on layout configuration. Each layout defines how the data will be formatted into a line-item summary.
AR.141	The system shall generate a hard-copy, user-defined deposit slip.	Critical	T	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal). Teller generates bank deposit slips via reports based on batch data, which can include designation of which account to deposit to. Teller's Batch process facilitates deposit workflow and approvals. Additionally, Teller can produce and send an Image Cash Letter file containing check scans to your bank, providing deposit slip details electronically for added convenience.
AR.142	The system shall generate a hard-copy, user-defined deposit report.	Critical	T	Through integration with your existing cashiering system or Teller cashiering (partner product for cashiering included in proposal). Teller reports run off of Deposits, allowing a hard-copy report to be printed from a deposit.
	Reporting			
AR.143	The system shall produce an accounts receivable journal listing all activity posted to the accounts receivable master file.	Critical	S	Workday standard report provides visibility to all accounts receivable activity through the ledger in standard transactional views and can be accessed via user queries with parameterized filters and search criteria. Reports can be copied and adjusted as needed for specific views or lenses to the data as appropriate.
AR.144	The system shall print an accounts receivable exception report listing all accounts with credit balances.	Desired	S	See comment for AR.143
AR.145	The system shall provide a complete listing of the customer master file by type, which shows each data element in every record.	Desired	S	See comment for AR.143
The system shall generate accounts receivable and cash receipts reports or allow on-				
AR.146	Name;	Critical	S	See comment for AR.143
AR.147	Tender type;	Critical	S	See comment for AR.143

	Accounts Receivable, Billing and Cash Receipts			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
AR.148	Type of activity (charge code);	Critical	S	See comment for AR.143
AR.149	Invoice number;	Critical	S	See comment for AR.143
AR.150	Accounting code information;	Critical	S	See comment for AR.143
AR.151	Amount owed;	Critical	S	See comment for AR.143
AR.152	Dates;	Critical	S	See comment for AR.143
AR.153	Customer number;	Critical	S	See comment for AR.143
AR.154	Check number; and	Critical	S	See comment for AR.143
AR.155	Other, user-defined.	Critical	S	See comment for AR.143
AR.156	The system shall print customer payment history based on user-defined criteria.	Critical	S	See comment for AR.143
AR.157	The system shall allow queries against all receivable files.	Critical	S	See comment for AR.143
AR.158	The system shall print a batch listing showing every item in a particular batch upon request.	Critical	S	See comment for AR.143. Assumes batching instance refers to inbound interface
AR.159	The system shall display individual transactions and groups of transactions based on the criteria entered by the user.	Critical	S	See comment for AR.143
AR.160	The system shall generate an aging report by charge code.	Desired	S	See comment for AR.143

	Accounts Receivable, Billing and Cash Receipts			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.161	The system shall create ad hoc AR reports.	**Desired**	**S**	Within Workday, a business user can easily create ad hoc reports. All reports are drillable to the detail and underlying transactions. Additionally, with one click, tabular reports can easily be converted to drillable charts. Reports and charts can be saved, published to a dashboard, and even shared with others. Information in the reports will be determined by the worker's security. Reports may be easily copied for quick modification, and live report data may also be leveraged in Worksheets, an Excel-like tool built directly into Workday. This allows for further analysis and modeling and adds the benefit of being connected to live data from any Workday report. In addition, with discovery boards, a business user can easily create reports using a drag-drop experience. This visualization board experience is truly ad-hoc with reports building at the speed of thought. The business user is restricted to data within their organization and role. Discovery boards can leverage data from financials, human capital management, or external 3rd party information. Discovery Boards provide: ● Agility: Quickly pivot and stay ahead of the curve by performing real-time ad-hoc reporting and analysis on live Workday transactions. ● Insight: Answer key operational questions with an intuitive drag-and-drop UI and access to details and dimensionality directly form system of record. ● Collaboration: Empower teams to collaborate and share insight with edit or view-only access, governed by a single security model.
AR.162	The system shall produce transaction reports listing all recorded payments.	**Critical**	**S**	See comment for AR.143

City of Superior
Functional and Technical Requirements

Indicator	Definition	Instruction
S	**Standard:** Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available** in a future software release available to the City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be indicated in Attachment C – Cost Worksheet.	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No:** Feature/Function cannot be provided.	N/A

Accounts Payable				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
General Requirements				
AP.1	The system shall provide an Accounts Payable module that is integrated with all other proposed system modules including (but not limited to) General Ledger, Accounts Receivable, Budgeting, Purchasing, Inventory, and Grants.	**Critical**	S	
AP.2	The system shall accommodate three-way matching of purchase order, receiving documents, and invoice.	**Critical**	S	

	Accounts Payable			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
AP.3	The system shall produce and transmit 1099 forms electronically, per Federal Government regulations.	Critical	S	Workday enables you to track and view 1099 data for suppliers. You can set up 1099 categories and then designate suppliers as 1099 suppliers. You can then review 1099 payments in anticipation of printing and electronically filing your 1099s. We deliver print layouts that support printing 1099 MISC, 1099 NEC, and 1096 forms, with the flexibility to print on blank paper or on pre-printed IRS forms. You also can map spend category hierarchies to 1099 boxes, making it easy to associate multiple spend categories with an IRS 1099 category and avoid manual corrections. If an adjustment is needed, Workday supports a 1099 Adjustment transaction with an associated business process. Workday also supports the FATCA filing requirements of certain foreign financial institutions by automatically selecting the check box on the 1099 MISC form if the organization is configured as a FATCA institution. Enhanced functionality supports the ability to create tax authority and tax categories and specify as withholding, with added capabilities of maintaining multiple State Income Tax ID Types if using 1099 State Withholding. State Income Tax ID Types are
AP.4	The system shall set a tolerance at invoice level by department, which can limit the amount of override allowed on an invoice (by either dollar amount or percentage).	Critical	S	Supported. Match exceptions are driven from quantity and price variances; business processes can be leveraged to manage and request overrides from those variances.
AP.5	The system shall attach digital copies of receipts and other supporting documentation to AP transaction records.	Critical	S	
AP.6	The system shall automatically (proactively) notify end users of pending approval actions.	Critical	S	
AP.8	The system shall support electronic workflow for approvals by dollar amount.	Critical	S	
AP.9	The system shall support electronic workflow for approvals by general ledger account number.	Desired	S	
AP.10	The system shall "add back" percentages or amount discounts previously taken (i.e., returned items) with appropriate system permissions.	Critical	S	
AP.11	The system shall import purchasing card transaction detail.	Critical	S	

Accounts Payable				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
AP.12	The system shall support "positive pay." The system shall send an electronic file of all checks, including system-driven manual checks, to the City's bank for comparison with checks being cashed in order to help reduce opportunities for fraud.	Critical	S	Supported. Workday will automatically generate positive pay files for transmission to banks or financial institutions as part of the payment process. Positive pay can be enabled at the bank account level. Workday also supports the creation of positive pay file for third-party outsourced checks. A task and business process batch/job step enables the direct creation of the positive pay file for outsourced checks payment.
AP.13	The system shall notify specified users when a payment is made based upon a project or grant number.	Desired	S	
AP.14	The system shall accommodate interdepartmental transfers/payments.	Critical	S	
Invoice Entry				
AP.15	The system shall support decentralized invoice entry at the department level.	Critical	S	
AP.16	The system shall support batch, multiple, or individual invoice entry.	Critical	S	
AP.17	The system shall allow for the electronic submission of invoice from vendors (e.g., e-bills, etc.).	Desired	S	
AP.18	The system shall support at least a 25 character invoice number field.	Critical	S	
AP.19	The system shall accommodate partial payments.	Critical	S	
AP.20	The system shall support a minimum of a 30 character Short description field.	Critical	S	Workday supports robust detailed item level descriptions. Unlike traditional business system applications which often limit item descriptions to 30 - 60 characters, Workday supports very large (wide) item description fields. Workday currently supports text values up to 1MB for comments and reference identifiers including descriptions.
AP.21	The system shall support a maximum of a 250 character Long description field.	Critical	S	Workday supports robust detailed item level descriptions. Unlike traditional business system applications which often limit item descriptions to 30 - 60 characters, Workday supports very large (wide) item description fields. Workday currently supports text values up to 1MB for comments and reference identifiers including descriptions.
AP.22	The system shall support alpha numeric invoice numbers.	Critical	S	
AP.23	The system shall accept a dollar amount entry for payment against a contract.	Critical	S	

	Accounts Payable			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
AP.24	The system shall accept a percentage amount entry for payment against a contract.	Critical	S	While Workday does not deliver a percentage based calculation for supplier invoices against a contract, a contract could be set up with a QTY of 100 and unit price representing 1% of the contract amount so that when paying against a contract users could enter a QTY equal to the percentage paid.
AP.25	The system shall have an applied date in a fiscal year based on the invoice date with the ability to override (i.e., when receiving an invoice in a new fiscal year dated for a previous fiscal year).	Critical	S	
AP.26	The system shall copy existing invoices to new invoices with appropriate workflow to follow.	Desired	S	
AP.27	The system shall electronically attach scanned invoices to the payable entry.	Critical	S	
AP.28	The system shall flag invoices as reimbursable expenses through the grant process.	Critical	S	
AP.29	The system shall allow for an invoice to be distributed to (at least) 50 different general ledger accounts.	Critical	S	
AP.30	The system shall allow for the import of files containing multiple lines or invoices, with those invoices and/or lines distributed to payment (ex. import an excel file containing multiple invoices, and allow the system to create multiple payment vouchers or invoices within the ERP system).	Critical	S	
AP.31	The system shall establish a template for recurring invoices that can be used as a starting point to carry forward (e.g., a template for cellular phone payments, where a single monthly invoice is received and is distributed across numerous City Departments).	Critical	S	
AP.32	The system shall allow for an invoice to be distributed across Departments with appropriate workflow routines for approval.	Critical	S	
AP.33	The system shall automatically split invoices to different accounts based on user-defined rules.	Critical	S	Invoices can be split based upon quantity or dollar amount. Workday also has an allocation engine that will allow further allocation of costs to final cost objectives once invoice has been approved/paid.
AP.34	The system shall support recurring invoices.	Desired	S	
AP.35	The system shall hold credit invoices and apply them to future invoices.	Critical	S	
AP.36	The system shall calculate interest for late payments with the ability to turn the feature on and off.	Critical	S	While Workday allows for the ability to create user-defined payment terms (i.e., 2% 10, net 30) that are automatically applied against invoices, the system does not automate interest calculations for late payments to suppliers. However, by combining contract terms, payment tracking, manual calculations, and invoice adjustments, you can ensure that suppliers are paid accurately and on time, including any applicable interest
AP.37	The system shall calculate the appropriate sales or use tax with the ability to override.	Desired	S	

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	Accounts Payable			
AP.38	The system shall allow City staff to flag invoices for potential sales or use tax.	Critical	S	
AP.39	The system shall close out a PO if it is known that it is the final payment being made against a PO and release the encumbered balance.	Critical	S	
AP.40	The system shall support a centralized AP email address, whereby vendors can email invoices that are automatically generated as an AP voucher in the system for City staff review and validation.	Critical	S	Supported. By leveraging OCR and email ingestion capabilities, Workday can create supplier invoices for the AP team to review alongside the source document to ensure proper ingestion of email attachments.
	Check Processing, Printing and Reconciliation			
AP.41	The system has the ability for the City to maintain a minimum of 25 bank accounts.	Critical	S	
AP.42	The system shall support working with a minimum of six (6) banking institutions.	Critical	S	
AP.43	The system shall allow the City to modify the check format.	Critical	S	
AP.44	The system shall print a test check with a "void" watermark based on appropriate security permissions.	Critical	S	Although Workday will not necessarily print a test check with a "void" watermark, you will have the ability to test your check printouts, by printing sample checks or advices on your own paper and printers to verify.
AP.45	The system shall import a file for bank reconciliation.	Critical	S	
AP.46	The system provides the user with reconciliation functions to compare imported data with system data.	Critical	S	The City can use delivered reports to review imported data for reconciliation purposes.
AP.47	The system shall support a workflow approval process for electronic payments.	Desired	S	
AP.48	The system shall generate manual or off-cycle checks.	Critical	S	
AP.49	The system shall accommodate multiple check runs in a single day.	Critical	S	
AP.50	The system shall print checks in numerical order.	Critical	S	
AP.51	The system shall void a check and close the invoice completely.	Critical	S	
AP.52	The system shall void a check and allow the user to reopen the invoice and the associated purchase order.	Critical	S	
AP.53	The system shall provide check reconciliation tools.	Critical	S	
AP.54	The system shall print the entire invoice number on the check.	Desired	S	
AP.55	The system shall reconcile and code individual P-card transactions to a general ledger account with workflow approval.	Critical	S	
AP.56	The system shall process ACH payments, including addendum records.	Critical	S	
AP.57	The system shall support the bank draft process.	Desired	S	
AP.58	The system shall lock the ACH file between processing and transmittal.	Critical	S	
AP.59	The system shall print check register which indicates cleared and/or outstanding checks.	Critical	S	
AP.60	The system shall generate a refund check for revenue refunds through a voucher process with approval path.	Desired	S	There is a customer refund process that is outside of the Accounts Payable process. Both utilize the single settlement/payment engine within Workday

Req #	Description of Requirement	Criticality	Vendor Response	Comments
Accounts Payable
AP.61	The system shall handle the conversion of outstanding checks to unclaimed property transactions.	Critical	S	Workday provides a way to search for uncleared checks, mark them as escheated, and create the accounting to move the entry out of cash and into unclaimed property. It also handles the voiding of check numbers (if needed) and removing of escheated payments from reconciliation. You can escheat manual or check payments that are uncashed or unclaimed, except for intercompany items and inbound customer payments. Workday gives you the option to void uncashed checks that are part of the escheatment process. And this information can be exported to be available for outside the system if necessary.
AP.62	The system shall provide a file of the unclaimed property transactions to the State of Wisconsin.	Critical	S	Users have the ability to report on escheated checks.
AP.63	The system shall handle the associated accounting transactions for unclaimed property.	Critical	S	
Vendor File
AP.64	The system shall utilize the same vendor file for the purchasing and inventory application/module as all other applications/modules with the ability to update the vendor file based upon the users' security permissions.	Critical	S	
The system shall provide a vendor file that supports the following fields:
AP.65	At least nine characters for vendor numbers;	Desired	S	
AP.66	A minimum of 100 characters for vendor remit addresses;	Desired	S	
AP.67	A minimum of 100 characters for the vendor name;	Desired	S	
AP.68	Prior/Historical Name;	Critical	S	Stored either in the always on audit trail of the vendor record, or as alternate names that can be used by searches in any transaction.
AP.69	Misc. vendor indicator;	Critical	S	This can be supported leveraging custom objects.
AP.70	Parent/child relationship;	Critical	S	
AP.71	User-defined vendor fields (minimum of 5);	Critical	S	
AP.72	Fields for multiple addresses;	Critical	S	
AP.73	Fields for multiple email addresses with the ability to designate purpose for each (minimum of 5);	Critical	S	
AP.74	Designated point of contact;	Critical	S	
AP.75	Primary contact information (i.e., email address, phone, fax, etc.);	Critical	S	
AP.76	Comment or memo field that is searchable;	Critical	S	
AP.77	Record of vendor performance (to be updated at any point in the procurement process);	Desired	S	Workday custom objects may be utilized to capture metrics related to vendor performance.
AP.78	Vendor certifications (i.e., MWMB, HUB, etc.);		S	Vendor certifications can be stored as an attachment on the supplier record itself.
AP.79	Flag vendors that are not in City-defined compliance;	Desired	S	

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	Accounts Payable			
AP.80	User-defined special condition codes for vendor flags;		**S**	This can be supported through the use of a custom object.
AP.81	Foreign addresses;	**Critical**	**S**	
AP.82	User defined Vendor withholding for taxes;		**S**	Standard functionality.
AP.83	Vendor retainage based on purchase order; and	**Critical**	**S**	
AP.84	Indicator for international vendors.		**S**	
AP.85	The system shall verify new vendors information upon entry.	**Critical**	**S**	The Workday Supplier Portal allows suppliers to: ● view their purchase orders, invoices, payments and remittances ● acknowledge purchase orders ● submit invoices for purchase orders via "PO-flip" ● submit invoice requests for non-PO invoices ● propose changes to their catalogs (change prices, add new items, remove items) ● review and maintain contact details, bank details, remittance details, and supplier classifications All supplier-submitted documents and changes to supplier data can be routed for approval or review to the appropriate individuals within your organization before being accepted.
AP.86	The system shall track vendor information such as Certificate of Insurance (COI) and other changes.	**Desired**	**S**	Supported. COI and other fields are tracked at the vendor record and are available to be reported on.
AP.87	The system shall flag a vendor that has an outstanding bill or balance with the City.	**Desired**	**S**	
AP.88	The system shall configure multiple fields including last modified date for recording compliance information (e.g., City taxes, expired insurance, debarred).	**Desired**	**S**	
AP.89	The system shall allow searching the vendor file by any data field.	**Critical**	**S**	
AP.90	The system shall automatically assign a unique identification number to a vendor sequentially with the ability to override based on security permissions.	**Critical**	**N**	Vendor/Supplier ID's are system assigned and cannot be edited. However, customers can determine formatting masks of the IDs.
AP.91	The system shall establish multiple remit-to addresses within a single vendor file (e.g., US Postal Service).	**Desired**	**S**	
AP.92	The system shall merge duplicate vendors with the ability to maintain history from both records.	**Critical**	**S**	Workday does not provide a Supplier Merge feature. However, Parent/Child relationships can be used to "merge" duplicate vendors.
AP.93	The system shall allow "one-time" vendors to be established with limited required data entry (example: payments to jurors).	**Critical**	**S**	
AP.94	The system shall allow a system administrator to configure "required" fields in the vendor file.	**Critical**	**S**	
AP.95	The system shall maintain a complete listing of historical vendors (i.e., including those no longer active).	**Critical**	**S**	

	Accounts Payable			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AP.96	The system shall allow a user to query the vendor file by date range to view vendors with no recent activity.	**Critical**	**S**	
AP.97	The system shall automatically notify City staff when there is no activity (i.e., no purchase orders, invoices, checks, etc.) with a vendor after a user specified period of time.	**Desired**	**S**	
AP.98	The system shall allow vendors to maintain City defined information through a vendor self-service web portal.	**Desired**	**S**	The Workday Supplier Portal allows suppliers to: ● view their purchase orders, invoices, payments and remittances ● acknowledge purchase orders ● submit invoices for purchase orders via "PO-flip" ● submit invoice requests for non-PO invoices ● propose changes to their catalogs (change prices, add new items, remove items) ● review and maintain contact details, bank details, remittance details, and supplier classifications All supplier-submitted documents and changes to supplier data can be routed for approval or review to the appropriate individuals within your organization before being accepted.
AP.99	The system shall require all vendor changes to their file to be approved by designated City staff before taking effect, with the ability to configure workflow approvals and toggle this feature on or off by field.	**Critical**	**S**	Supported.
AP.100	The system shall attach documents to the vendor file.	**Critical**	**S**	
AP.101	The system shall only allow changes to the vendor file based on security permissions.	**Critical**	**S**	
AP.102	The system shall require approval of all vendor changes via workflow.	**Desired**	**S**	
AP.103	The system shall maintain an audit log of all changes to the vendor file.	**Critical**	**S**	Workday not only provides access audit logs, but all transaction audit logs are fully enabled at all times. View Only Audit logs are enabled by default, giving you access to items a given user has viewed within Workday. Workday uses nondestructive updates, which means data is never overwritten. This enables clients to download a complete audit history of any value for their own records without using any third-party tools.
AP.104	The system shall alert the user when a vendor record is attempting to be added with a duplicate EIN/TIN/SSN.	**Critical**	**S**	

Req #	Description of Requirement	Criticality	Vendor Response	Comments
		Accounts Payable		
AP.105	The system shall allow the City to identify fields that can be masked including but not limited to Tax ID, checking/banking account numbers, and social security numbers.	Desired	S	Workday secures information to the field level. Security permissions are delivered out of the box, but are easily configurable. Workday leverages role-based and user-based security, as well as security based on many other attributes, such as segment, organization, location, and several others. This gives customers the ability to control at the field level, as well as the report level if desired.
		Vendor Processing		
AP.106	The system shall automatically assign payment terms for vendors and provides the ability to override the payment terms at the vendor and/or invoice level.	Desired	S	
AP.107	The system shall specify the box or line on the 1099 form that the dollar amount will be printed in or on.	Critical	S	
AP.108	The system shall calculate percentage and amount discounts (i.e., early payment).	Desired	S	
AP.109	The system shall flag invoices (or groups of invoices) so that more than one check may be written to a vendor in any given check run for those transactions or vendors requiring separate checks.	Critical	S	Within Workday, users can flag specific vendors/suppliers that require one check per invoice. Also, the system has the ability to flag invoices (or groups of invoices) so that more than one check may be written to a vendor in any given check run for those transactions or vendors requiring separate checks.
AP.110	The system shall calculate and track retainage for contractor or subcontractor invoices.	Critical	S	
AP.111	The system shall override a flag on a vendor to change the payment type.	Desired	S	Supported. Supplier statuses can be used to flag vendors for whatever reason. That can then be tracked and reported on to ensure resolution.
AP.112	The system shall track calendar year-to-date payments in addition to fiscal year-to-date totals.	Desired	S	
AP.113	The system shall provide notification of duplicate invoice number entry of same vendor and provides for authorized user override.	Critical	S	
AP.114	The system shall show amount retained on each vendor/subcontractor check.	Critical	S	Supported. Workday enables you to retain a percentage of a supplier invoice from payment and then release retention through the life of the PO or Supplier Contract, with automated accounting entries throughout and supporting reports. Workday tracks the retention balances on your purchase orders or supplier contracts and updates your retention balances.
AP.115	The system shall view and search using wildcard capabilities through vendor list on-line (alphabetically by vendor name and vendor number) and be able to select vendor from that screen for invoice entry.	Critical	S	
AP.116	The system shall create interface files with banks to process ACH transactions.	Critical	S	

Accounts Payable				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AP.117	The system shall attach files to document the change of address in a vendor file.	**Critical**	**S**	
Employee Expense Reimbursement				
AP.118	The system shall accommodate employee expense reimbursements (uniform allowance, mileage, tuition reimbursement, etc.) through either the accounts payable module or the payroll module as nontaxable events.	**Critical**	**S**	Requires Workday Expenses, quoted as optional
AP.119	The system shall provide an end-user interface (portal, form, transaction type, etc.) to allow an occasional end-user to enter expenses related to travel, uniforms, or other reimbursement types.	**Desired**	**S**	Requires Workday Expenses, quoted as optional
AP.120	The system shall allow an end-user to enter two or more different expenses in a single screen, as separate expenses.	**Critical**	**S**	Requires Workday Expenses, quoted as optional
AP.121	The system shall calculate then-current federal GSA reimbursable mileage rates and allow an end-user to enter miles driven, with the system calculating the reimbursable amounts.	**Critical**	**S**	Requires Workday Expenses, quoted as optional
AP.122	The system shall programmatically look-up federal GSA per diem rates to simplify employee expense entry in accordance with a specified locality.	**Critical**	**S**	Requires Workday Expenses, quoted as optional. Per Diem Rates are supported and can be enabled/disabled by business unit/region. Per diem rates can be mass uploaded. There are not any per diem rate integrations available out of the box.
AP.123	The system shall allow an end-user to attach separate receipts related to each travel or other expense line item.	**Critical**	**S**	Requires Workday Expenses, quoted as optional
AP.124	The system, if employee expenses are processed through AP and not payroll, shall add or update the employee's AP vendor file when an employee's direct deposit banking information is updated (e.g., in the employee self-service portal or payroll module).	**Desired**	**S**	
Reporting				
AP.125	The system shall generate a report of scheduled checks to be written.	**Critical**	**S**	
AP.126	The system shall generate a report of payments by payment type (e.g., paper checks, ACH, wires/bank draft, and credit card/e-payables).	**Critical**	**S**	
AP.127	The system shall generate a vendor master listing report.	**Critical**	**S**	
AP.128	The system shall generate a summary payment report by vendor.	**Critical**	**S**	

	Accounts Payable			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AP.129	The system shall generate a report of 1099 vendors by tax category.	**Critical**	**S**	Workday uses a combination of worker data and pay component mapping to populate year-end forms. Workday maps some data on the year-end form. For 1099's, you use these mappings to track payment of: ● Supplier invoices to 1099 suppliers where lines have spend categories or spend category hierarchies that map to 1099 MISC categories. ● Ad hoc payments to 1099 suppliers where lines have spend categories or spend category hierarchies that map to 1099 MISC categories. ● Ad hoc bank transactions to 1099 suppliers where the transaction is a withdrawal, is flagged for inclusion in IRS 1099 MISC reporting. It has lines with spend categories or hierarchies that map to 1099 MISC categories. 1099 suppliers can include regular suppliers and independent contingent workers. Certain types of payments are reportable to the IRS as 1099 MISC payments. Workday reports in form 1099 MISC only the payments associated with a spend category or spend category hierarchy that maps to a 1099 MISC category. Workday tracks and classifies all other 1099 supplier payments as uncategorized. Workday does not create 1099's for contracted workers.
AP.130	The system shall generate an Expenditure Approval List.	**Critical**	**S**	
The system shall generate a report or allow on-screen inquiry of a variety of vendor				
AP.131	Payee;	**Critical**	**S**	
AP.132	Check number/Payment number;	**Critical**	**S**	
AP.133	Any component of account structure;	**Critical**	**S**	
AP.134	Purchase order number;	**Critical**	**S**	
AP.135	Date or date range;	**Critical**	**S**	
AP.136	Address;	**Critical**	**S**	
AP.137	Invoice number;	**Critical**	**S**	
AP.138	AP Transaction number (system generated);	**Critical**	**S**	
AP.139	Vendor number;	**Critical**	**S**	
AP.140	Vendor name;	**Critical**	**S**	
AP.141	Amount;	**Critical**	**S**	
AP.142	Employee reimbursements (travel); and	**Critical**	**S**	
AP.143	Other, user-defined (based on any element in the vendor file).	**Critical**	**S**	

	Accounts Payable			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AP.144	The system shall generate a report of invoices including but not limited to department, fund, grant, project number.	**Critical**	**S**	
AP.145	The system shall generate a report of invoices paid by fund.	**Critical**	**S**	
AP.146	The system shall generate a report of invoices paid by project.	**Critical**	**S**	
AP.147	The system shall generate a report of invoices paid by grants.	**Critical**	**S**	
AP.148	The system shall generate a report of invoices paid by work order.	**Critical**	**S**	
AP.149	The system shall generate a monthly expenditure report by fund.	**Critical**	**S**	
AP.150	The system shall generate a report of checks paid by fund.	**Desired**	**S**	
AP.151	The system shall generate an aging report by fund that shows the age of the invoices vs paid date.	**Critical**	**S**	
AP.152	The system shall generate an aging report by department that shows the age of the invoices vs paid date.	**Critical**	**S**	
AP.153	The system shall generate a monthly check reconciliation report of manual/off-cycle checks.	**Critical**	**S**	
AP.154	The system shall email ACH and direct deposit remittances to the vendors.	**Critical**	**S**	
AP.155	The system shall provide a hyperlink to the image of the check that was issued.	**Critical**	**S**	

Indicator	Definition	Instruction
S	**Standard:** Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available** in a future software release available to the City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be indicated in Attachment C – Cost Worksheet.	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No: Feature/Function cannot be provided.**	N/A

Project Accounting and Grant Management

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	Project Accounting General Requirements			
PG.1	The system shall provide a Project Accounting module that is integrated with all other proposed system modules including (but not limited to) general ledger, budgeting, accounts receivable, accounts payable, purchasing, grants, and	**Critical**	S	
PG.2	The system shall provide a subsidiary ledger for tracking detailed transaction data for projects.	**Critical**	S	Workday is a unified solution. Users will have access and visibility to detailed transactions and able to do analysis and run reports with "Real-Time" data. All projects tagged against a project will be included in the Project financial reporting with the actual cost for spend transactions (expenses and supplier invoices) carried in the ledger at actual cost, while additional ad hoc costs and time costing against a project can utilize a number of different methodologies. All such transactions are available in detail for both ledger and project financial reporting use cases.

	Project Accounting and Grant Management			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
PG.3	The system shall support multi-year parent projects, at least 10 years in length.	Desired	S	Workday does not put a standard limit on project length as a system setting enabling longer multi-year projects. Budgets for a project can be set related to expected and budgeted spend attached to standard fiscal schedules or project lives. Additional project structures can be implemented such as a project hierarchy to represent the larger project to break down the work effort into smaller projects over the ten year period as well, providing flexibility depending on the project budgeting and control needs.
PG.4	The system shall support linked parent/child relationships for projects and sub-projects.	Critical	S	Workday provides a configurable project hierarchy with the ability to create as many levels as needed to represent the roll-up of projects by department, project parent-child relationships, or to represent various portfolios. These provide a variety of functional capabilities including shared reporting and administrative rights.
PG.5	The system shall allow multiple user defined project status codes (e.g., proposed, active, etc.).	Desired	S	
PG.6	The system shall accommodate at least 99 user defined different project types that integrate with the general ledger.	Desired		Project tags and classifications are fully configurable to support grouping, reporting, and controls needed for various project types.
PG.7	The system shall accommodate at least 99 user defined different project sub-types that integrate with the general ledger.	Desired	S	
PG.8	The system shall accommodate user defined project types that integrate with the general ledger as well as those that do not.	Critical	S	
PG.9	The system shall allow a user to establish project templates for common project types.	Desired	S	and contracts that automatically fill in configuration settings and other information. Templates help reduce
PG.10	The system shall store at least 99 project templates.	Desired	S	Project tags and classifications are fully configurable to support grouping, reporting, and controls needed for various project types.
PG.11	The system shall provide the ability to copy a project and modify appropriate sections to create a new project.	Critical	S	
PG.12	The system shall accommodate projects occurring across multiple funds and departments, down to a specific GL number.	Critical	S	
PG.13	The system shall associate different account numbers to different components of a project.	Critical	S	

	Project Accounting and Grant Management			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PG.14	The system shall accommodate projects occurring across a minimum of 50 funds and/or third-party funding sources (e.g., grants and debt).	**Desired**	**S**	Related Worktag features. Workday provides extremely flexible capabilities for funding source splits and rules. You can fund projects by Grants, by internal funds, or by other sources such as bonds or debt. You can create and maintain funding sources to: ● Specify how much money is available to fund your projects. ● Restrict which costs you can fund. Multiple funding sources enable you to: ● Assign projects/grants to multiple funding sources. ● Reclassify expense transactions to specified funding sources. ● Restrict allocation of funds to funding sources using condition rules. ● Control the priority of funds you charge to a funding source on a funding source rule. ● Track expense transactions that you reclassified to a funding source.
PG.15	The system shall designate a project as a fixed cost or a variable cost.	**Desired**	**S**	
PG.16	The system shall allow for project forecasting capabilities, including ongoing operational expenditures resulting from the project, for a minimum of 5 years (i.e., current, plus four years).	**Desired**		Workday Projects include project budgeting and forecast functionality, including the use of project budget templates and builds based on both labor and non-labor costs. Project budget periods follow the overall Project structure.
PG.17	The system shall provide a workflow routine to assist in the annual process of determining fiscal year expenses and revenues for each project.	**Critical**	**S**	All transaction workflows for both revenue and spend can incorporate review procedures for any project related transactions providing inline review of project related activities and ensuring that such review is not required or held until after the fact.
PG.18	The system shall provide user-defined cost allocation codes.	**Critical**	**S**	
PG.19	The system shall link projects to grants.	**Critical**	**S**	

	Project Accounting and Grant Management			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PG.20	The system shall link multiple projects to one another.	Desired	S	Projects can be linked together in multiple ways including project hierarchies and optional hierarchies for various ways of rolling up projects, as well as project groups which provide additional flexibility in tagging projects to allow reporting of different project categories and groupings that do not associate with these hierarchies (any number of project groups can be associated with a single project, providing multiple ways to slice and report on the project portfolio). All Project reporting can group projects utilizing each of these components (hierarchy, optional hierarchy, and project groups).
	Project Tracking and Closing			
PG.21	The system shall track city-defined project information (e.g., project schedule, budget).	Critical	S	Standard project setup includes a full work breakdown structure that can be expanded to additional levels and includes the ability to define timelines associated with various different project steps. This same structure is then used for assigning budget, and ultimately measuring the actual project expenditure over time.
PG.22	The system shall control project budgets by project expenses/revenues.	Critical	S	Workday provides dynamic budget calculations that incorporate revenues generated by a project as an offset to the project budget to ensure that as an asset generates returns for the county that it can in turn increase the operating budget of the asset accordingly, linking the returns to the permitted expenditures. This dynamic revenue control allows flexibility in your budgetary controls and designs.
PG.23	The system shall store historical budget and actuals data for each year.	Critical	S	Workday permits the storage of budget versions against a project for audit and reporting purposes. Two primary budgets are available for reporting at any point in time including the forecast (current best estimate) as well as baseline (initial budget). Multiple versions of each is enabled and they can be utilized as the "primary" forecast or baseline to measure against.
PG.24	The system shall track retainage withheld on a project up to 100 percent.	Critical	S	
PG.25	They system shall identify retainage paid and unpaid on a specific project.	Critical	S	

	Project Accounting and Grant Management			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PG.26	The system shall retrieve and apply labor rates from the payroll module that account for salaries and benefits.	Critical	S	Workday provides multiple methods that can be defined for a given project for labor costing purposes including actual payroll cost, standard costs, and fully burdened rates which incorporate a standard and mark-up for benefits and other supporting costs. These can be used for measuring cost on the project and creating capitalization of labor spend incurred.
PG.27	The system shall link to the federal labor rate table.	Desired	S	
PG.28	The system shall allow a user to manually edit labor rates and values charged to a project, based on appropriate security permissions.	Desired	S	
PG.29	The system shall track a minimum of fifteen custom date fields and title of the date field for each project.	Desired	S	
PG.30	The system shall track a data field for a minimum of ten project phases (design, construction, ROW acquisition).	Desired	S	
PG.31	The system shall track percentage complete for each phase, without overwriting status information of previous phases.	Desired	S	
PG.32	The system shall track and change multiple funding sources with the appropriate security permissions.	Critical	S	Multiple funding sources enable you to: ● Assign projects/grants to multiple funding sources. ● Reclassify expense transactions to specified funding sources. ● Restrict allocation of funds to funding sources using condition rules. ● Control the priority of funds you charge to a funding source on a funding source rule. ● Track expense transactions that you reclassified to a funding source.
PG.33	The system shall prioritize funding sources and correlate spending.	Critical	S	
PG.34	The system shall track anticipated expenditures for future years which may require future funding modifications.	Desired	S	
PG.35	The system shall track expenditures based on the funding source.	Critical	S	
PG.36	The system shall provide dashboard reporting on the status of projects for user departments with the appropriate security permissions.	Critical	S	The Projects dashboard is a configurable workspace that gives you quick, visual insight into the health of your projects. Authorized users can see both operational and financial data for your projects in real time. The dashboard also gives you direct access to frequently used project-related tasks and reports (including Workday-delivered reports, customer-built reports, or links to external reporting).

	Project Accounting and Grant Management			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
PG.37	The system shall flag capital vs. operational projects types and all associated expenditures.	Desired	S	Project settings indicate any projects that are capital in nature. Additional automation rules can be leveraged within the context of a capital project to write off otherwise non-capital spend that has been coded to a capital project providing additional control over capitalization policy beyond the use of a Project tag on transactions.
PG.38	The system shall transfer funding sources from one project to another project.	Critical	S	
PG.39	The system shall apply overhead to projects based on defined rates.	Desired	S	Workday supports the incorporation of an overhead rate as part of a fully burdened cost rate for labor costs. Other allocated charges for a project that represent overhead for the county can be recorded against a project as journals or ad hoc project transactions which add to the overall cost pool to be capitalized and consume project budget.
PG.40	The system shall track the funding sources for each project, the amount of expenditures that have been charged to the project that are to be paid by multiple funding sources, and any budget transfers that have moved the funding sources from one project to another.	Critical	S	
PG.41	The system shall allow the user to add balance sheet accounts to projects (e.g., receivables, escrows).	Critical	S	
PG.42	The system shall retain historical information for all projects for at least 50 years after the project close, whether in the live environment or archived.	Desired	S	Workday by default retains all data within the application including Projects, Project Transactions, and other related fields without pushing data to archive or delete. Any purging of data is at customer discretion and in compliance with customer policies, not dictated by Workday as a data processor and service provider.
PG.43	The system shall retain historical information for all projects for at least 30 years after the project close.	Desired	S	Workday by default retains all data within the application including Projects, Project Transactions, and other related fields without pushing data to archive or delete. Any purging of data is at customer discretion and in compliance with customer policies, not dictated by Workday as a data processor and service provider.
PG.44	The system shall close projects either partially or completely without losing the reporting history.	Critical	S	All project reportability is maintained regardless of project status. The status is used to control transaction entry and acts as a filter / selection field for reporting to help distinguish ongoing efforts from completed projects.
PG.45	The system shall allow the closing of multiple projects at the same time (i.e., related projects).	Desired	S	

	Project Accounting and Grant Management			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PG.46	The system shall allow the closing of a "child" project without having to close the "parent" project, and vice versa.	Critical	S	Project hierarchies allow the independent tracking and maintenance of different projects ensuring that the parent and child efforts can be independently managed with different progress, timelines, budgets, statuses, etc. These can be controlled through primary or optional project hierarchies depending on the type of related controls and governance for the related efforts.
PG.47	The system shall re-open a closed project, with appropriate security permissions.	Critical	S	Project status and changes are governed by security permissions within Workday allowing privileged users to re-open a closed project if necessary.
PG.48	The system shall produce reports to satisfy local, state, and federal requirements.	Critical	S	
PG.49	The system shall generate user-defined reports by date range.	Critical	S	
PG.50	The system shall report on contract change orders and contingencies related to the project.	Desired	S	
PG.51	The system shall report on resource time towards projects.	Critical	S	
PG.52	The system shall support integration of the project accounting module with a third-party time/attendance solution to support time tracking against a project or project code.	Desired	S	
PG.53	The system shall report on the remaining PO and/or contract balance by fiscal year, life-to-date, or other user-specified date.	Critical	S	
PG.54	The system shall report on open encumbrances by project and vendor.	Critical	S	Commitment accounting supports transaction level encumbrances so Project and vendor level encumbrances driven by the individual purchase orders and commitments are natively available for reporting.
PG.55	The system shall calculate interest earned on the remaining advanced funding.	Critical	S	
PG.56	The system shall allow changes to the detail level of report parameters, with appropriate security permissions.	Critical	S	
PG.57	The system shall track interest earnings on related projects relative to arbitrage.	Desired	N	
	Grant Management			
PG.58	The system shall provide a Grant Management module that is integrated with all other proposed system modules including (but not limited to) General Ledger, Budgeting, Accounts Receivable, Accounts Payable, Purchasing, Projects, and Payroll.	Critical	S	
PG.59	The system shall provide for multi-year grants.	Desired	S	
PG.60	The system shall allow multiple grants to roll into one project, with the ability to track each grant separately.	Critical	S	
PG.61	The system shall provide unique identifiers to grants.	Critical	S	
PG.62	The system shall generate a hard stop when a grant account is used for an expenditure and a grant identifier is not referenced.	Desired	S	

Req #	Description of Requirement	Criticality	Vendor Response	Comments
Project Accounting and Grant Management				
PG.63	The system shall link City-defined grant numbers with issuing agency grant numbers.	**Desired**	**S**	
PG.64	The system shall interface with third-party grant management software systems (e.g., external agency systems).	**Desired**	**S**	
PG.65	The system shall duplicate pre-existing grants to establish templates for new grants.	**Desired**	**S**	
PG.66	The system shall generate a repository/library of all documentation related to a grant that is all accessible from a single location.	**Critical**	**S**	
PG.67	The system shall maintain the grantor's closeout date.	**Critical**	**S**	
PG.68	The system shall generate an alert on a user-defined number of days prior to the grantor's closeout date, up to 365 days.	**Desired**	**S**	
PG.69	The system shall retain grant information for at least ten years after the close of a grant.	**Critical**	**S**	
PG.70	The system shall export all documentation for a specific grant to electronic format (i.e., during an audit).	**Critical**	**S**	Alternatively, you can set up an auditor role for auditors to run reports to view all updates an individual made in the system.
PG.71	The system shall generate export files (e.g., csv, xlsx, pdf, txt) for the purpose of uploading data to third-party applications (e.g., State or Federal).	**Desired**	**S**	
PG.72	The system shall allow grants to be established with multiple funding sources, with the ability to track funding sources separately.	**Desired**	**S**	
PG.73	The system shall track the use of program income prior to reimbursement.	**Critical**	**S**	
PG.74	The system shall track reimbursements and link to the initial request.	**Critical**	**S**	
PG.75	The system shall track the use of multi-year deferred revenue prior to reimbursement.	**Desired**	**S**	
PG.76	The system shall generate a report that contains a summary of the original grant amount, reimbursements to date, expenditures to date and remaining balance.	**Critical**	**S**	
PG.77	The system shall utilize workflow for the grant management process that has the capability to flow across other system modules/applications.	**Desired**	**S**	The Business Process Framework is a flexible, configurable framework that gives customers a complete view across all functional areas. It enables customers to configure and maintain core process flows within Workday to connect people, applications, and services. For more information, see Datasheet Workday Business Process Framework.pdf
Grant Applications				
PG.78	The system shall attach documents to the grant applications.	**Critical**	**S**	Workday Grants Management allows attachments to the Grant/Award. Workday can also track the status of applications and once awarded Workday can attach the original application to the Grant/Award. Additional pre-award functionality is available through a partner. Additional information and pricing can be provided upon request.

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	Project Accounting and Grant Management			
PG.79	The system shall record information related to local approval dates (Council approving, approval date, etc.).	Critical	S	Workday Grants Management allows notes and attachments to the Grant/Award and can capture the grant approval date. Workday can also track the status of applications and once awarded Workday can attach the original application to the Grant/Award. Additional pre-award functionality is available through a partner. Additional information and pricing can be provided upon request.
PG.80	The system shall track City-defined information for grants (e.g., grant number, grant budget).	Critical	S	
PG.81	The system shall convert stored application data into a new grant record upon approval.	Critical	S	
PG.82	The system shall support configurable workflow routines to support the grant application process.	Desired	S	Workday's Business Process Framework provides flexibility to configure any workflow routine. Once the Grant is awarded and comes into Workday it can be routed for multiple levels or review and approval. Additional pre-award functionality is available through a third party.
PG.83	The system shall retroactively link revenue or expenditures to any type of grant identifier without losing detail information about transaction history with the appropriate security permissions.	Critical	S	
	Grant Tracking			
PG.84	The system shall track CDBG (Community Development Block Grants).	Critical	S	
PG.85	The system shall track funding agency and grant specific information.	Critical	S	
PG.86	The system shall allocate a user defined percentage of the City's annual Community Development Block Grant to fund local public services.	Critical	S	
PG.87	The system shall maintain a grant budget that is different and separate from all other budgets.	Desired	S	
PG.88	The system shall link individual grant budgets to the City budget based on user preference.	Desired	S	
PG.89	The system shall generate any indirect costs associated with a grant.	Critical	S	
PG.90	The system shall support at least 99 different user defined types of grant categories.	Desired	S	
PG.91	The system shall support the configuration of different requirements by grant category.	Desired	S	
PG.92	The system shall link grants to projects.	Critical	S	
PG.93	The system shall link grants to projects in 1-to-1, 1-to-many and many-to-1 relationships.	Critical	S	
PG.94	The system shall record all grant activity in the general ledger.	Critical	S	
PG.95	The system shall track compliance of the grant through a City-defined checklist by individual grant.	Critical	S	

	Project Accounting and Grant Management			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
PG.96	The system shall view and track all assets acquired through grant funding as indicated through the capital/fixed asset module.	Desired	S	
PG.97	The system shall accommodate user defined performance metrics associated with a grant.	Desired	S	
PG.98	The system shall allow grant metrics to be established.	Critical	S	
PG.99	The system shall track grant metrics associated with a pass-through/sub-grant.	Critical	S	
PG.100	The system shall flag grants coming from pass-through agencies vs. original grantor agencies.	Critical	S	
PG.101	The system shall track grant activity by active fiscal year and all years within the grant contract (e.g., across multiple fiscal years).	Critical	S	
PG.102	The system shall track grant activity over the life of the grant.	Critical	S	
PG.103	The system shall track notes associated with each grant.	Desired	S	
PG.104	The system shall provide notifications or alerts for remaining grant balances or percent complete.	Desired	S	
PG.105	The system shall record the source of origin of a grant (e.g., federal, state, local, other).	Critical	S	
PG.106	The system shall record all grant expenditure and revenue information.	Critical	S	
PG.107	The system shall define allowable expenditures.	Desired	S	
PG.108	The system shall restrict grant expenditures not within grant dates.	Desired	S	
PG.109	The system shall allow restriction on grant expenditures to be overridden, with appropriate security permissions.	Desired	S	
PG.110	The system shall provide forecasting capabilities for budgeted grant amount that use real-time data and information.	Desired	S	
PG.111	The system shall suspend a grant prior to completion.	Desired	S	
PG.112	The system shall allow the user to choose which salary or benefit expenditures to assign to a grant through integration with the payroll and time and attendance applications (e.g., salary, overtime, benefits).	Critical	S	
PG.113	The system shall limit the application of payroll expense to grants through security permissions.	Desired	S	
PG.114	The system shall separate actual expenditures against allowable expenditures.	Desired	S	
PG.115	The system shall allow remaining funding to be setup as a new grant or grant program.	Desired	S	
PG.116	The system shall allow the transfer of grant funding between City departments.	Desired	S	
	Grant Reimbursements			
PG.117	The system has the ability, with integration with the AR module, to support the process of reimbursement requests for grants that are initially paid by the City, for grants for which the City is requesting reimbursement.	Critical	S	
PG.118	The system shall track all reimbursement requests through the life of the grant.	Critical	S	
PG.119	The system shall track the number of reimbursement requests to ensure the number does not exceed a grant limit.	Critical	S	

	Project Accounting and Grant Management			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PG.120	The system shall allow "checklists" to be established to track the necessary documentation related to a reimbursement request.	Desired	S	
PG.121	The system shall allow established "checklists" to be modified during the life of the grant with appropriate security permissions.	Desired	S	
PG.122	The system shall trigger notifications based on established timelines associated with the reimbursement request process.	Desired	S	
PG.123	The system shall limit the reimbursement request to prescribed internal processes based on an established timeline.	Desired	S	
PG.124	The system shall submit electronic check images as part of the reimbursement request process.	Critical	S	
PG.125	The system shall submit electronic payment method images (EFT, ACH etc.) as part of the reimbursement request process.	Critical	S	This may require a custom report. More information needed for pricing.
PG.126	The system shall electronically store the "final" documents associated with a submitted reimbursement request.	Critical	S	
PG.127	The system shall support interdepartmental billing and transfers.	Desired	S	
PG.128	The system shall reference and include the grantors grant or funding number(s) for both state and federal agencies in reimbursement requests.	Critical	S	
	Grant Reporting			
PG.129	The system shall generate reports for all grant history.	Critical	S	
PG.130	The system shall generate reports for multiple grants that are not in sequential series (i.e., report by year, category etc.).	Desired	S	
PG.131	The system shall generate a report of all active and inactive grants.	Desired	S	
PG.132	The system shall maintain a calendar or scheduling of required grant reports (e.g., schedule a monthly report for submitting to grantor).	Desired	S	
PG.133	The system shall generate all state and federally required reports.	Desired	S	
PG.134	The system shall provide dashboard reporting on the status of grants for user departments.	Critical	S	
PG.135	The system shall query on all data fields in the grant management module in order to provide a user defined query screen.	Desired	S	
The system shall generate Reports, including but not limited to:				
PG.136	Five Year Consolidated Plan;	Critical	S	Data within Workday can be used to create a Five Year Consolidated Plan. A custom report can be developed as needed. Workday Planning is commonly used for budget preparation, forecasting, scenario modeling.
PG.137	Single Audit Report (SEFA);	Critical	N	Workday does plan to deliver a SEFA in the future. However, no time commitment is available at this time.
PG.138	SESA (State single audit);	Critical	S	Optional. Data within Workday can be used to provide and submit SESA required reporting. Formatting report setup may be required.

	Project Accounting and Grant Management			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PG.139	Action Plan;	**Critical**	**S**	Data within Workday can be used to create an action plan
PG.140	Consolidated Annual Performance and Evaluation Report;	**Critical**	**S**	This requirement is supported with Office Connect.
PG.141	Expenditures and revenues;	**Critical**	**S**	
PG.142	Sources of revenues;	**Critical**	**S**	
PG.143	Reimbursed costs;	**Critical**	**S**	
PG.144	Reimbursed costs by percentage detail;	**Critical**	**S**	
PG.145	Budget to actual costs;	**Critical**	**S**	
PG.146	Projected vs. actual budget;	**Critical**	**S**	
PG.147	Grants trial balance;	**Critical**	**S**	
PG.148	Pending approval grant funding;	**Critical**	**S**	Additional discovery required. May require custom objects or calculated fields on reports to accommodate.
PG.149	Quarterly encumbered balance; and	**Critical**	**S**	
PG.150	Monthly encumbered balance.	**Critical**	**S**	
PG.151	The system shall report on specific activity of a grant within a user-defined date range.	**Critical**	**S**	

Indicator	Definition	Instruction
S	**Standard:** Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available** in a future software release available to the City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be indicated in Attachment C – Cost Worksheet.	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No:** Feature/Function cannot be provided.	N/A

Human Resources, Personnel Management, and Employee Relations				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
General Requirements				
HRE.1	The system shall provide an employee central/master file that is the single source of employee records in which all other proposed system modules interact with.	Critical	S	Workday uniquely provides a single source of truth across the whole workforce and candidate population (including Employees, Candidates and Contingent Workers) within a single application.
HRE.2	The system integrates with the proposed Payroll and Financial modules, including (but not limited to) the following: Time Entry, Payroll, General Ledger, Project Accounting, Grant Management, and Budget.	Critical	S	Workday is a single platform, there is no integration required between different functional areas. Our proposal recommends continuing to use TimeClock
HRE.3	The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation.	Desired	S	Workday has an always on audit, so you are able to see an audit trail at any given time.
HRE.4	The system shall establish workflow rules by department, employee group, or other user-defined criteria.	Desired	S	
The system shall provide workflow functionality to support Human Resources Management processes, including (but not limited to) the following:				
HRE.5	Personnel Actions;	Critical	S	

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S	**Standard:** Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.		
HRE.6	New Hire On-Boarding;	**Desired**	S	Workday onboarding includes automation of new-hire business processes, forms management, and checklists to ensure greater first day worker productivity, improved HR productivity, and greater visibility into the transitioning of new hires. In addition, you can incorporate onboarding steps for different types of internal movements (cross-boarding) such as a location change, promotion, or international assignment.
HRE.7	Employee Termination Activities;	**Critical**	S	Using Workday's business process framework, a termination process can include steps for approval, one-time payment, security access termination, company property collection, producing final paychecks, canceling benefits, depleting and paying out absence balances – just to name a few examples. The termination process can also be configured to send notifications to any user as part of that process.
HRE.8	Discipline;	**Desired**	S	
HRE.9	Grievances; and	**Desired**	S	
HRE.10	Performance Management.	**Desired**	S	**Talent Optimization** (proposed as optional) offers talent and performance functionality (goals, development plans, employee performance reviews, talent and performance calibration, feedback, check-ins, succession, mentors and connections, competency management, talent pools, and talent matrix reports).
The system shall maintain an Activity Log to record conversations and correspondence with employees and maintains, at a minimum, the following information:				
HRE.11	Contact person;	**Desired**	S	
HRE.12	Date and time of contact;	**Desired**	S	
HRE.13	Means of contact (e.g., phone, email, etc.);	**Desired**	S	Can be specified within the notes section.
HRE.14	Nature of the contact; and	**Desired**	S	Can be specified within the notes section.
HRE.15	Information collected as a result of contact.	**Desired**	S	Can be specified within the notes section.
HRE.16	The system shall track reasonable accommodation requests and interaction under the ADA.	**Desired**	S	Workday's Request Framework can be leveraged to create custom business processes like grievance tracking and ADA reasonable accommodation requests. Additional discovery required to determine the level of configuration effort required.

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HRE.17	The system shall track reasonable accommodations provided under the ADA.	**Desired**	**S**	Workday's Request Framework can be leveraged to create custom business processes like grievance tracking and ADA reasonable accommodation requests. Additional discovery required to determine the level of configuration effort required.
HRE.18	The system shall create user modified letter templates to support the interactive process under the ADA.	**Desired**	**S**	Workday's Request Framework can be leveraged to create custom business processes like grievance tracking and ADA reasonable accommodation requests. Additional discovery required to determine the level of configuration effort required.
HRE.19	The system shall classify and filter correspondence Activity Log entries by type of activity (as defined by user, e.g., PA, grievance, discipline, benefits, etc.).	**Desired**	**S**	Workday provides configurable processes that support this requirement.
HRE.20	The system shall limit user access to correspondence Activity Log items, as defined by user security/role.	**Critical**	**S**	Workday provides configurable processes that support this requirement.
Employee Central/Master File Data				
HRE.21	The system shall set up an employee master file for each employee.	**Critical**	**S**	
HRE.22	The system shall maintain all employee file change history (including pay, position, status, etc.).	**Critical**	**S**	All history is saved through our always on audit, so you will be able to maintain a file change history for your employees.
The system shall maintain employee master file for the following types of employees:				
HRE.23	Regular full-time and part-time employees;	**Critical**	**S**	
HRE.24	Temporary full-time and part-time employees;	**Critical**	**S**	
HRE.25	Elected officials;	**Critical**	**S**	
HRE.26	Seasonal employees (full-time and part-time);	**Critical**	**S**	
HRE.27	Retirees;	**Critical**	**S**	
HRE.28	Paid and unpaid interns; and	**Critical**	**S**	
HRE.29	Other user defined.	**Critical**	**S**	
HRE.30	The system shall maintain a unique employee number for each person regardless of their employment status within the system (i.e., termination, reinstatement, retirement).	**Critical**	**S**	
HRE.33	The system shall maintain separate profiles for employees holding multiple positions.	**Critical**	**S**	
The system shall maintain and track at a minimum the following employee data, with effective dating, for each employee:				
HRE.34	Employee Number (Minimum 6 characters/digits);	**Critical**	**S**	
HRE.35	Employee status (active, inactive, on leave, etc.);	**Critical**	**S**	Inactive would equal terminated within Workday
HRE.36	Name (Last, First, Middle, Suffix);	**Critical**	**S**	
HRE.37	Preferred Name;	**Critical**	**S**	
HRE.38	Maiden/Former Name/Aliases/Nicknames;	**Desired**	**S**	
HRE.39	Sex;	**Critical**	**S**	

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HRE.40	Gender;	**Critical**	**S**	
HRE.41	Preferred Pronoun(s);	**Desired**	**S**	
HRE.42	Race/Ethnicity;	**Critical**	**S**	
HRE.43	Social Security number;	**Critical**	**S**	
HRE.44	Date of Birth;	**Critical**	**S**	
HRE.45	Marital Status;	**Critical**	**S**	
HRE.46	If married, identify if spouse works for the City and spouse name;	**Desired**	**S**	Workday allows for custom fields to be created.
HRE.47	Relationship with other City employees;	**Desired**	**S**	Workday allows for custom fields to be created.
HRE.48	If relationship, employee name and position;	**Desired**	**S**	Workday allows for custom fields to be created.
HRE.49	Background check results (State, Federal), with access limited by security roles;	**Desired**	**S**	This data could be pulled in from a 3rd party.
HRE.50	Badge Number (i.e., officer badge);	**Desired**	**S**	
HRE.51	Multiple Telephone Numbers;	**Desired**	**S**	
HRE.52	Multiple Addresses (including mailing address);	**Desired**	**S**	
HRE.53	Multiple E-Mail Addresses;	**Critical**	**S**	
HRE.54	Seniority Date;	**Critical**	**S**	
HRE.55	Hire/Rehire Date;	**Critical**	**S**	
HRE.56	Multiple Employee Event Dates (e.g., hire, full-time, etc.);	**Critical**	**S**	
HRE.57	Citizenship;	**Desired**	**S**	
HRE.58	Military Status and Branch;	**Desired**	**S**	
HRE.59	Veteran Status (user defined list of values);	**Desired**	**S**	
HRE.60	Retired (Y/N);	**Critical**	**S**	
HRE.61	W-4 and Indicators;	**Critical**	**S**	
HRE.62	Medical certification expiration date;	**Critical**	**S**	
HRE.63	Driver's License Class (multiple user defined);	**Critical**	**S**	
HRE.64	Driver's License Expiration Date;	**Critical**	**S**	
HRE.65	Driver's License Issue Date;	**Critical**	**S**	
HRE.66	Driver's License Number;	**Critical**	**S**	
HRE.67	Driver's License Restrictions;	**Critical**	**S**	
HRE.68	Driver's License State;	**Critical**	**S**	
HRE.69	Driver's License Endorsements;	**Critical**	**S**	
HRE.70	Multiple Emergency Contacts;	**Critical**	**S**	
HRE.71	Equipment issued to employees (e.g., phone, laptop, keys) and asset tag numbers where applicable;	**Desired**	**S**	
HRE.72	Certifications and Licenses;	**Desired**	**S**	
HRE.73	Immigration Status (I9);	**Critical**	**S**	
HRE.74	Work status expiration date (e.g., I9); and	**Critical**	**S**	
HRE.75	Other User Defined.	**Desired**	**S**	

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HRE.76	The system shall preclude employees from user defined actions/processes based on employee status (e.g., employee on FMLA will not accrue leave, an employee with an expired CDL license would not receive incentive pay etc.).	**Critical**	**S**	
HRE.77	The system shall allow an unlimited number of employee file user-defined fields. Vendor to define any limitations in the comments field.	**Desired**	**S**	100 custom fields
HRE.78	The system shall assign role-based security to a position, supervisor, or individual user to control what employee information is accessible with limiting view and/or edit access including limiting a supervisor to their direct reports.	**Critical**	**S**	You have the ability to personalize what information is accessible to individuals based on role-based security.
HRE.79	The system shall provide online inquiry to user-defined portions of the personnel master file by employee number, by employee name, or user defined criteria with appropriate security restrictions.	**Critical**	**S**	
HRE.80	The system shall approve temporary access to an employee file or other records by department (e.g., if a department needs to hire from another department and needs access to performance reviews).	**Desired**	**S**	We would propose to demonstrate our native, standard functionality to accomodate what the City has outlined in this Functional Requirement. Workday can accommodate in a couple of different methods, which maintains overall security and compliance.
HRE.81	The system shall scan and store employee images (photos).	**Critical**	**S**	
HRE.82	The system shall archive and easily retrieve on-line employee records based on City retention requirements after retirement/termination, with various time periods based upon the records (e.g., audit records, asset records, etc.).	**Critical**	**S**	Workday does not force the removal of records but we do allow you to purge required data if needed. Archiving data in Workday is not necessary for any type of storage requirement etc.
HRE.83	The system shall provide automated record purge functionality, based on City-defined criteria and record retention policies.	**Desired**	**S**	All Customer Data is held in production for the lifetime of the Customer Tenant. There is a purge feature within the service which customers can use to select records within given parameters such as functional area or agency and purge personally identifiable information associated with the records.
HRE.84	The system shall specifically mark records to prevent deletion based on standard record retention policies.	**Critical**	**S**	Workday retains all records submitted into the system and all transactional audits perpetually for the lifetime of the contract.
HRE.85	The system shall define multiple working titles for a position with effective dating (where changes require workflow approvals).	**Critical**	**S**	Out of the box, Workday supports a job title and business title associated with each position. If additional titles need to be captured, they can be stored in description or a user-defined field.
HRE.86	The system shall notify a supervisor/manager when a new employee file is created within their reporting organization/hierarchy.	**Desired**	**S**	These types of notifications or required actions are typically included steps in the various personnel action processes, such as hire, promotion, transfer, etc.
Job Classification Tables				
HRE.87	The system shall store job descriptions, with controls in place to limit edits, and to maintain historical job descriptions.	**Critical**	**S**	
The system shall track the following job classification information:				

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HRE.88	Pay grade and step plan;	**Critical**	**S**	
HRE.89	Pay schedule;	**Critical**	**S**	
HRE.90	Position Type (classified, unclassified, reduced hours);	**Critical**	**S**	
HRE.91	Job Classification Code;	**Critical**	**S**	
HRE.92	Job Classification Title;	**Critical**	**S**	
HRE.93	Subject to shift work;	**Critical**	**S**	
HRE.94	Date established or approved;	**Critical**	**S**	
HRE.95	EEO Function;	**Critical**	**S**	This is tracked on the job profile that is associated to the position.
HRE.96	EEO Category;	**Critical**	**S**	This is tracked on the job profile that is associated to the position.
HRE.97	Management level;	**Critical**	**S**	
HRE.98	Workers Compensation code;	**Critical**	**S**	
HRE.99	Hazardous pay code;	**Desired**	**S**	
HRE.100	Employee category (e.g., overtime, comp time, straight time, or either, etc.);	**Critical**	**S**	
HRE.101	FLSA Status;	**Critical**	**S**	This is tracked on the job profile that is associated to the position.
HRE.102	Multiple safety sensitive position flags, per position (City drug testing eligibility and Department of Transportation (DOT) regulatory indicators); and	**Critical**	**S**	
HRE.103	Other user-defined.	**Desired**	**S**	
HRE.104	The system shall integrate or link job descriptions with HR system modules/functional areas (e.g., Recruiting, Performance Management, Compensation Management, ESS).	**Critical**	**S**	Workday is a single system, so these are already imbedded in the product.
HRE.105	The system shall maintain minimum qualifications for each position.	**Critical**	**S**	
HRE.106	The system shall turn off wage progression and turn it back on.	**Critical**	**S**	Workday can allow you to override a progression date for an employee and can prevent salary or other step increases if needs be.
Personnel Actions				
HRE.107	The system shall support centralized Personnel Actions (P.A.s), whereby end-users initiate P.A.s within the system (including at the department level and from within HR).	**Critical**	**S**	
The system shall provide an electronic Personnel Action form that includes the following features:				
HRE.108	Dynamic help, including form assistance that guides the user through required fields and screens (e.g., the type of PA selected determines the information user must provide on the form):	**Desired**	**S**	
HRE.109	Integrated data (e.g., employee data populates when employee ID entered);	**Critical**	**S**	
HRE.110	Required fields;	**Critical**	**S**	
HRE.111	Multi-directional configurable workflow processing/approvals (e.g., department director approval may be required in some departments but not others);	**Desired**	**S**	Workday supports concurrent steps as well as steps with conditional logic, as well as the ability to send

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HRE.112	Electronic signature;	Desired	S	Business Process Framework natively or via 3rd-party integration. Using native e-signature functionality, it can be required that employees legally sign that they have completed a task. For example, as part of the on-boarding process, a process step can route a document, e.g. employee handbook, to the on-boarding employee. Then the employee can be required to acknowledge that they have read and understood the document by checking a box or entering a written response. The text explaining this to the user is configurable to ensure that the context and implication of the signature is clear and can include or provide a link to relevant disclaimer condition statements. The Workday Business Process Framework also provides the ability to capture electronic signatures through 3rd-party packaged integrations with Adobe Sign and DocuSign. In this case, the Workday customer must have an existing relationship with one of these third-party vendors. Whether using native e-signature functionality or integration with a 3rd-party vendor, the electronic signature is captured in Workday as part of the audit trail of the process.
HRE.113	Printable PA forms - completed and blank;	Desired	S	You have the ability to download forms in a printable format.
HRE.114	Includes generation of other forms/sub-forms associated with PA (e.g., military leave request form);	Desired	S	
HRE.115	Accommodates attachments; and	Desired	S	
HRE.116	PA description field containing at least 255 characters.	Desired	S	
HRE.117	The system shall print a PA on more than one page, and not truncate fields or comments.	Critical	S	

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HRE.118		The system shall copy an existing PA.	Desired	S	Will need to better understand this requirement, Workday uses a business process framework for processing transactions. There is the copy functionality in certain situations such as creating a job requisition, that can be done by copying an existing job requisition.
The system shall set up and establish rules, workflows, and track changes for the following Personnel Actions:					
HRE.119	New Hire;		**Critical**	**S**	
HRE.120	Position Changes (e.g., Transfer, Promotion);		**Critical**	**S**	
HRE.121	Rehire;		**Critical**	**S**	
HRE.122	Reclassification;		**Critical**	**S**	
HRE.123	Name changes;		**Critical**	**S**	
HRE.124	Various types of Retirement (user-defined);		**Critical**	**S**	
HRE.125	Various types of Separation/Terminations (voluntary, involuntary, Reduction in Force - user-defined);		**Critical**	**S**	
HRE.126	Various types of suspensions (user-defined);		**Critical**	**S**	
HRE.127	Multiple probationary periods (introductory period and others);		**Critical**	**S**	
HRE.128	Transition on/off Modified Duty and other types of injury;		**Critical**	**S**	
HRE.129	Demotion;		**Critical**	**S**	
HRE.130	Discipline;		**Critical**	**S**	
HRE.131	Multiple Longevity Types (e.g., duration of time in current position);		**Critical**	**S**	
HRE.132	Compensation changes to base salary (with a user defined list of comp increases/decreases types - e.g., across the board, equity adjustments, merit increases, comp decrease, step increases);		**Critical**	**S**	
HRE.133	Add pays not included in base both regular and one time payments (e.g., uniform allowances, bilingual pay, assignment pay);		**Critical**	**S**	
HRE.134	Changes to position status (e.g., inactivate/reactivate);		**Critical**	**S**	Workday allows you to freeze and unfreeze positions
HRE.135	Multiple types of service years;		**Critical**	**S**	
HRE.136	Standard hours change (e.g., 30-hr to 40-hr, 52-hr to 40-hr);		**Critical**	**S**	
HRE.137	Leaves (per user defined list - e.g., FMLA, military, LWOP, administrative leave); and		**Critical**	**S**	
HRE.138	Other user-defined.		**Desired**	**S**	

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HRE.139	The system shall prevent additional changes to an employee record if a personnel action is in workflow.	Critical	S	If the two personnel actions are the same, for example two compensation changes that could impact the other, Workday can notify the user that another compensation transaction is in flight.
HRE.140	The system shall make personnel actions effective in the middle of a pay period (per user defined business rules).	Critical	S	Workday is an effective dated system for all business processes. As such, a business process can use any date, current/past/future, for the effective date of the transaction to commence.
HRE.141	The system shall prompt a user to complete a personnel action when a position is vacated.	Desired	S	
HRE.142	The system shall establish and track expiration dates and notifications related to job status.	Desired	S	
HRE.143	The system shall display all personnel actions within a department to an approver with the appropriate security permissions.	Critical	S	
HRE.144	The system shall send an alert to a user when a temporary employee is near the end of his/her contract.	Desired	S	
HRE.145	The system shall track seasonal employee's working hours to determine benefit eligibility.	Critical		Requires integration with TimeClock Plus if Workday's timekeeping is not used.
HRE.146	The system shall maintain an audit log of all personnel-related transactions and activity.	Critical	S	
HRE.147	The system shall maintain a record of all personnel-related transactions and activity, and provides the ability to view and/or print any electronic approval or action that has been taken.	Critical	S	
HRE.148	The system shall transfer an employee to a different department/division or payroll group without re-entering the entire employee file.	Critical	S	
HRE.149	The system shall default specified Job Code data (e.g., pay grade, schedule, probation period, leave types, pay types, civil service classification) to new position and employee record, with ability for default values to be overridden by the user (with appropriate security).	Critical	S	
HRE.150	The system shall automatically update an employee's accruals when a job change results in accrual plan changes.	Critical	S	
HRE.151	The system shall allow users to configure assignment of employee IDs when entering more than one new hire (resulting in the ID showing seniority/order of hire).	Desired	S	Employee IDs are assigned automatically when new hire processes are completed.
HRE.152	The system shall accept retroactive changes to any element of a personnel record, with appropriate security permissions, ensuring all forward-calculations are made appropriately (including retroactive calculations of pay and deductions - including the appropriate pay rate/table, leave accrual, retirement, benefit	Critical	S	

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HRE.153	The system shall provide a date-based personnel system that allows "personnel/employee actions" to be automatically triggered based upon effective dates.	**Critical**	**S**	
HRE.154	The system shall provide a notification to manager(s) or (other designated role/end-user) based on effective date (e.g., step increase, end of assignment pay, probationary period, temporary light-duty end-date).	**Desired**	**S**	
HRE.155	The system shall provide a notification to manager(s) or (other designated role/end-user) in advance of change (e.g., step increase, end of assignment pay, probationary period, temporary light-duty end-date).	**Desired**	**S**	
HRE.156	The system shall establish personnel action workflow rules by department, or employee group.	**Desired**	**S**	
HRE.157	The system shall establish personnel action workflow rules by personnel action reason/type.	**Desired**	**S**	
HRE.158	The system shall provide workflow for approval processes at multiple approval levels with date/time/ID stamp for electronic signature.	**Desired**	**S**	
HRE.159	The system shall provide all personnel transaction processing (new hire, term, etc.) across multiple functional areas so that a single process includes employment, payroll, benefits, etc.	**Critical**	**S**	
HRE.160	The system shall automate personnel record, compensation, and benefits information updates to be automatically applied within the appropriate file records based on successful completion an approval of related workflow processes.	**Desired**	**S**	
HRE.161	The system shall automatically initiate onboarding notifications and provide checklists for employee hire and termination process to ensure all steps are completed (checklist should include policy and agreement documents).	**Desired**	**S**	Workday business process framework allows for the automation of new-hire and termination business processes, forms management, and checklists. For onboarding, you can configure content such as new hire checklists, training, and pre-reading material to include relevant information for the worker, their new organization, and tasks that they need to complete before getting to work. The offboarding you can configure processes including sending checklists, exit interviews, inactivating user accounts, removing any additional security permissions and more.
HRE.162	The system shall automatically initiate termination notifications and/or workflow processes for separated employees (i.e., City system access, physical access, equipment collection, final paycheck).	**Critical**	**S**	
HRE.163	The system shall support user-defined onboarding/termination checklists.	**Desired**	**S**	
HRE.164	The system shall manually assign or automatically generate an employee number.	**Critical**	**S**	Employee IDs are assigned automatically when new
HRE.165	The system shall request and accept electronic credit and background checks from outside agencies.	**Desired**	**T**	Workday supports the ability to manually enter background check and screening results as part of the

Indicator	Definition			Instruction
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HRE.166	The system shall scan, link or upload and categorize/classify different types of documents and associate them with an employee.	**Critical**	**S**	Workday enables the attachment of any electronic document to an employee's record. All documents will be shown in the worker's document file and security can be setup by document category to determine who has access to view the document for the worker. There are no limitations on the number of documents on an employee's record.
HRE.167	The system shall provide a report of pending personnel actions.	**Critical**	**S**	
Performance Management				
HRE.168	The system shall provide a Performance Management module that is integrated with other system modules, including Employee Relations, Compensation, Human Resources, and Payroll.	**Desired**	**S**	Included with Workday's Talent Optimization module.
HRE.169	The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time.	**Critical**	**S**	
The system shall allow for the entry and maintenance of employee performance reviews (orientation period and on-going) on the following schedules:				
HRE.170	Due date (i.e., date of hire, promotion date, fiscal year-end);	**Critical**	**S**	
HRE.171	End of orientation/probation;	**Critical**	**S**	
HRE.172	Extended orientation/probation;	**Critical**	**S**	Workday's Employee Review Templates offer a comprehensive set of review types, including Disciplinary Actions, Individual Development Plans, Performance Improvement Plans, and Configurable Performance Review templates. You can define unlimited review templates for each type and configure eligibility rules to target specific employee populations. This ensures that each manager and employee is using the correct form when launching a review. Launching a review is an orchestrated task within Workday, which starts with configuring a template and defining the business process. Workday's business process is highly customizable to suit your specific business requirements. The process dictates the actions to perform, the order in which to perform them, who performs them, and when they must be completed. With Workday, you can streamline your review process and ensure that each review is conducted effectively and efficiently.
HRE.173	Training periods;	**Desired**	**S**	
HRE.174	Performance improvement plans; and	**Desired**	**S**	
HRE.175	Other user-defined event.	**Desired**	**S**	

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HRE.176	The system shall track multiple orientation (probation) periods and performance review schedules separately by position and employee.	**Critical**	**S**	
HRE.177	The system shall track orientation (probation) periods of differing lengths including initial, extended, department transfer, promotion, demotion and job code.	**Critical**	**S**	
HRE.178	The system shall provide multi-step workflow for review and approval of performance evaluations, with the ability to restart the workflow if changes are	**Desired**	**S**	
HRE.179	The system shall provide the user a view of prior evaluations and copy prior comments into the current evaluation.	**Desired**	**S**	
HRE.180	The system shall provide self-, peer- or "360" evaluation functionality.	**Critical**	**S**	
HRE.181	The system shall record a variety of performance ratings (e.g., alpha and numeric scales).	**Desired**	**S**	
HRE.182	The system shall perform a variety of performance rating analyses (e.g., by division, supervisor).	**Desired**	**S**	
HRE.183	The system shall allow a user to override performance ratings, based on permissions.	**Desired**	**S**	
HRE.184	The system shall allow the City to limit user visibility of performance ratings, based on user permissions and effective date.	**Critical**	**S**	Workday security can limit the visibility of performance ratings based on security role and permissions to view/modify data. If a user moves into a new role, security will update based on the effective rate of that role change.
HRE.185	The system shall allow the evaluators to view a summary of all ratings for an employee before submitting it to the approval workflow.	**Critical**	**S**	
HRE.186	The system shall accommodate review schedules and notify employees and supervisors of evaluation due dates.	**Critical**	**S**	
HRE.187	The system shall associate core competencies with a specific job or department.	**Desired**	**S**	
HRE.188	The system shall trigger e-mail notification to employees of upcoming self-evaluation due.	**Critical**	**S**	

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HRE.189	The system shall allow authorized users to override performance review dates.	Critical	S	Requires additional discovery. We are answering this as "S" based on how the Performance Review Business Process is accommodated within the Proposed Workday Solution. Specifically - Once the review is launched and the review dates entered, there's no way to edit those review period dates from a Business Process Compliance perspective. The City would need to delete and relaunch the review to change the dates. Some of the common reasons that we see for this capability is that the City may want to adjust the dates...an employee is on probation, the City is extending the probationary period, the employee was or is on leave, the employee was on a special assignment or transitional duty for workers comp, those types of things. In other systems it's a date that can be adjusted, where within the Proposed Workday Solution we treat this as eligibility on the review template to know when it should launch. We believe we can configure conditions into the review template eligibility so that the review will launch when it's expected to.
HRE.190	The system shall accommodate multiple milestone dates in a performance review and development plan schedules (e.g., planning, quarterly, midterm, end-of-term).	Desired	S	You can build this into the review and steps of the business process.
HRE.191	The system shall trigger e-mail notification for an evaluation based on a user-definable amount of time prior to due date.	Desired	S	
HRE.192	The system shall electronically notify supervisor that a review or other performance management milestone is due or overdue.	Critical	S	
HRE.193	The system shall provide email notification to employee when evaluation has been completed and approved.	Desired	S	
HRE.194	The system shall provide supervisors with list of their employees and projected review date.	Critical	S	
HRE.195	The system shall integrate employee performance review documentation with employee development and training information (including employees' development plans and learning management assigned courses).	Critical	S	Workday learning management solution is quoted as optional if needed.
HRE.196	The system shall allow viewing of salary information (including position in range) at any point during the performance review (per system security settings).	Desired	S	
HRE.197	The system shall provide for more than one supervisor to complete evaluation for same time period when employee works in a job with multiple supervisors.	Desired	S	
HRE.198	The system shall provide for more than one supervisor to complete evaluation for same time period when employee changed positions during that time period.	Desired	S	
HRE.199	The system shall attach documents to the performance review.	Desired	S	

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HRE.200	The system shall allow employees to document their responses to performance reviews.	Desired	S	
HRE.201	The system shall allow employees to set and track goals for performance reviews.	Desired	S	
HRE.202	The system shall support a performance review template that pre-populates employee goals and essential job functions based on job type and other user-defined criteria (per user security).	Desired	S	Workday provides the ability to manage and assign goals in many different ways. Goals can be managed outside of the employee review process, commonly referred to as "Ad-hoc Goals," and they can also be managed inside of the employee review process, or both. Goals can be assigned by adding new or copying existing goals to an individual employee or group of employees, cascading organizational goals to a subset of employees, or self-created by the employee. As part of the performance review template configuration, you can determine what goals are automatically pulled and how those goals move from review to review throughout the year and from year to year. Mobile capabilities allow managers and employees to create, edit, and view goals from their mobile device. Once goals are entered, they are stored in an employee's goal plan, for easy ad-hoc goal management by the employee and the manager throughout the year. You can link both ad-hoc goals and goals within an employee review to Competencies, Development Items, and Feedback. This allows employees to indicate how their goal relates to their development. Competencies and their related target rating can be automatically assigned during staffing events (hire, transfer, promotion, etc.) based on pre-established definitions at the Job Family, Job Profile, Position and/or Management Level. Others can be added on an ad-hoc basis (roles to be determined by security). Workday delivers standard reports to provide analysis of employee competency rating as compared to the target defined.

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HRE.203	The system shall have finalization of performance review to automatically generate an action to an employee record (i.e., change the next review date).	Desired	S	Thee City can define next steps and actions with the business process framework. The Business Process Framework is a flexible, configurable framework that gives customers a complete view across all functional areas. It enables customers to configure and maintain core process flows within the Workday service to connect people, applications, and services. The Business Process Framework is at the heart of Workday application functionality where all transaction-related changes to data originate and are processed. The Business Process Framework is more than just a process definition configuration tool. It also provides a robust run-time engine that evaluates process definitions, roles, steps, and condition rules to determine the routing logic for each event. In this way, it ensures that all business-related events are routed to the right resources at the right time, while providing a comprehensive, perpetual audit trail of all changes made during the life of the event.
HRE.204	The system shall have finalization of performance review to automatically generate a Personnel Action as required, based on user defined rules (e.g., probationary period end).	Desired	S	Workday can set a task for manager or supervisor to initiate a task after the completion of a review
HRE.205	The system shall allow users to override a performance/step increase due to disciplinary action, per user defined security, with the ability to turn this feature on/off.	Desired	S	
HRE.206	The system shall generate a printable copy of employee performance reviews that is accessible to the employee.	Desired	S	
HRE.207	The system shall maintain history of all performance evaluations for active employees according to a user-defined employee file retention rules or other user-defined periods that may be shorter.	Desired	S	
HRE.208	The system shall maintain history of all performance evaluations for inactive employees according to a user-defined employee file retention rules or other user-defined periods that may be shorter.	Desired	S	
HRE.209	The system shall create cascading goals from the organization level down to the employee level.	Desired	S	
HRE.210	The system shall create City defined compliance reports.	Desired	S	The City will have the ability to create custom reports directly in Workday.
HRE.211	The system shall archive the performance management reports.	Desired	S	Reports can be made temporary, as well as deleted, if the user has security to do so.
Employee Relations				

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HRE.212	The system shall record and track various employee-related issues (e.g., disciplinary actions, counseling, grievances) in an Activity Log that is maintained by the HR department.	**Critical**	**S**	
HRE.213	The system shall record and track disciplinary actions (and maintain history) including information on incidents causing the action, steps taken in resolution, and the personnel involved (captured by employee), with appropriate security.	**Critical**	**S**	
HRE.214	The system shall capture user-entered narrative for each step of the disciplinary process with appropriate security permissions.	**Critical**	**S**	
HRE.215	The system shall tie employee relations cases to the employee master file.	**Critical**	**S**	
HRE.216	The system shall allow supervisors to keep a journal of employee discipline and accomplishments throughout the year that would then be accessible when completing the performance review.	**Critical**	**S**	
HRE.217	The system shall allow a supervisor to view prior discipline action, with appropriate security permissions.	**Critical**	**S**	
HRE.218	The system shall permit City staff to assign various levels of access for a supervisor to view current/prior discipline action/status, with appropriate security (e.g., see some but not all discipline steps/actions, or only certain types).	**Desired**	**S**	
HRE.219	The system shall restrict the ability for a former/previous supervisor to view employee discipline action, upon transfer/other move to a new supervisor.	**Desired**	**S**	
The system shall capture disciplinary case data including the following fields:				
HRE.220	Multiple incident/category types (per user-defined list, with ability to select more than one for a single entry);	**Desired**	**S**	
HRE.221	Incident date/s;	**Desired**	**S**	
HRE.222	Incident number;	**Desired**	**S**	
HRE.223	Date action taken;	**Desired**	**S**	
HRE.224	Date City notified;	**Desired**	**S**	
HRE.225	Date Employee notified;	**Desired**	**S**	Yes, this could be tracked in the notes or documents on the safety incident case. Additionally, the City could configure custom objects for any field that they would to track that Workday does deliver standard.
HRE.226	Department;	**Desired**	**S**	
HRE.227	Supervisor;	**Desired**	**S**	
HRE.228	Related employees;	**Desired**	**S**	
HRE.229	Open comment field;	**Desired**	**S**	
HRE.230	Ability to attach documents;	**Desired**	**S**	
HRE.231	Action taken;	**Desired**	**S**	
HRE.232	Close date;	**Desired**	**S**	
HRE.233	Follow-up steps;	**Desired**	**S**	
HRE.234	Multiple Appeal steps with the associated date/s;	**Desired**	**S**	

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HRE.235	Multiple Appeal decisions with associated date/s;	Desired	S	Workday does not provide pre-configured functionality to track appeals in the system. However, you do have the ability to extend the Worker business object with custom fields. We have customers who have used custom objects and fields to track this information for functionality like grievance management. Many other customers leverage Workday's Request Framework .You can set up your own request types, such as appealing a workers compensation/safety incident case, and link different workflow to each request type.
HRE.236	Incident determination per appeal step (i.e., substantiated, unsubstantiated, undetermined);	Desired	S	Workday does not provide pre-configured functionality to track appeals in the system. However, you do have the ability to extend the Worker business object with custom fields. We have customers who have used custom objects and fields to track this information for functionality like grievance management. Many other customers leverage Workday's Request Framework .You can set up your own request types, such as appealing a workers compensation/safety incident case, and link different workflow to each request type.
HRE.237	Discipline determination;	Desired	S	
HRE.238	Current status (active, inactive, on leave, etc.);	Desired	S	
HRE.239	HR contact;	Desired	S	
HRE.240	Disciplinary action purge flag;	Desired	S	
HRE.241	Disciplinary action purge date; and	Desired	S	
HRE.242	Other user-defined fields.	Desired	S	
HRE.243	The system shall query incidents based on all fields.	Desired	S	
HRE.244	The system shall generate alerts about incident patterns based on user-defined logic/criteria (e.g., by issue, by employee, by supervisor).	Desired	S	This can easily be configured and automated with reporting, notifications and alerts.
HRE.245	The system shall archive files of disciplinary actions after a user-defined period.	Desired	S	Workday enables you to purge select personally identifiable information and all documents that are about the worker. This includes Worker Documents, attachments to business processes where the worker is the sole subject. When the data is purged, it is permanently removed from your tenant; however, to support ongoing statistical analysis, de-identified objects are retained in the system. Other data may be purged via request to Workday's customer service organization.

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HRE.246	The system shall maintain historical disciplinary action detail, including (but not limited to): employee, date, type of incident, follow-up action.	**Desired**	**S**	
HRE.247	The system shall calculate deadlines for the discipline process based on City-defined thresholds.	**Desired**	**S**	
HRE.248	The system shall classify disciplinary records as formal and informal, with the ability to report on only one of these types.	**Desired**	**S**	
The system shall record and track a multi-step grievance process, including the following information through multiple iterations:				
HRE.249	Grievance number;	**Desired**	**S**	
HRE.250	Date grievance occurred;	**Desired**	**S**	
HRE.251	Date grievance filed;	**Desired**	**S**	
HRE.252	Step 1 (2, 3, etc.) Scheduled Date for each step;	**Desired**	**S**	
HRE.253	Step 1 (2, 3, etc.) Decision Issued at each step (e.g., denied, upheld, reduced, settled, reversed);	**Desired**	**S**	Workday does not provide pre-configured functionality to track grievances in the system. However, Workday does provide configurable processes that support this requirement: ● Workday's Request Framework can be leveraged to create custom business processes like grievance tracking. ● Workday Help, which is a Case Management tool built into the core system, is a solution for organizations focused on delivering a high level of service to their employees. It enables organizations to manage the input, allocation, and resolution of cases by facilitating those conversations between employees and internal experts who can help. Included with Workday Help is the ability to create searchable knowledge base articles so that employees may find their own answers. Depending on your specific requirements, you may want to consider leveraging a third party for Grievance
HRE.254	Date grievance closed;	**Desired**	**S**	See comment in HRE.253
HRE.255	Date declared inactive;	**Desired**	**S**	See comment in HRE.253
HRE.256	Hearing officer/Department Head (at each step);	**Desired**	**S**	See comment in HRE.253
HRE.257	Mediator (at each step);	**Desired**	**S**	See comment in HRE.253
HRE.258	Grievance committee members (at each step);	**Desired**	**S**	See comment in HRE.253
HRE.259	Supervisor (at each step);	**Desired**	**S**	See comment in HRE.253
HRE.260	Department head (at each step);	**Desired**	**S**	See comment in HRE.253

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HRE.261	City Manager (at each step);	**Desired**	**S**	See comment in HRE.253
HRE.262	Prevailing party;	**Desired**	**C**	See comment in HRE.253
HRE.263	Outcome;	**Desired**	**S**	See comment in HRE.253
HRE.264	Cost of mediation;	**Desired**	**S**	See comment in HRE.253
HRE.265	Any other associated costs;	**Desired**	**S**	See comment in HRE.253
HRE.266	Total cost;	**Desired**	**S**	See comment in HRE.253
HRE.267	Unlimited notes and/or text entry; (freeform notes and text entry, vendor to notate any limitations that exist);	**Desired**	**S**	See comment in HRE.253
HRE.268	Related case number;	**Desired**	**S**	See comment in HRE.253
HRE.269	Ability to attach documents; and	**Desired**	**S**	See comment in HRE.253
HRE.270	Other user-defined.	**Desired**	**S**	See comment in HRE.253
HRE.271	The system shall track all activities associated with the management of the grievance.	**Desired**	**S**	See comment in HRE.253
HRE.272	The system shall archive files of grievances after a user-defined period.	**Desired**	**S**	**Workday Clarification on our Vendor Response: We have marked this Functional Requirement as "S" based on meeting the intent of this functional requirement. Specifically: Within the Proposed Workday Solution, based on compliance - the Solution does not doesn't "archive" information on a scheduled period/date. Rather, If the City's designated Workday SuperUser/Administrator, which has the appropriate security role/permissions - this role can archive to a separate document solution or purge the record.
Reporting and Querying				
HRE.273	The system shall provide a user-friendly ad-hoc reporting tool.	**Critical**	**S**	Within Workday, a business user can easily create ad hoc reports. All reports created are drillable to the detail and underlying transactions. Additionally, with one click, tabular reports can easily be converted to drillable charts. Reports and charts can be saved, published to a dashboard, and even shared with others. Information in the reports will be determined by the worker's security. Reports may be easily copied for quick modification, and live report data may also be leveraged in Workday Worksheets, an Excel-like tool built directly into Workday. This allows for further analysis and modeling of existing data and adds the benefit of being connected to live data from any Workday report.

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HRE.274	The system shall create custom reports using an internal Report Writer.	Critical	S	Workday provides a single reporting framework for all reporting and analytics. New reports can easily be created by a business user. Workday delivered reports can be copied and modified to suit your needs based on security rights. The reporting framework is provided with the Workday service at no additional cost.
HRE.275	The system shall generate "canned" reports that users may run with limited options of input values.	Critical	S	Workday includes pre-built reports that come with the Workday system and are designed to address common reporting needs.
HRE.276	The system shall provide point-in-time (any user-specific date or date range) for various reporting.	Critical	S	All transactional and business process data is effective dated for point-in-time reporting. Reports can be built with date parameters, allowing the user to request a specific point in time or range of time at the time of running the report.
HRE.277	The system shall provide historical reporting (e.g., job history, etc.).	Critical	S	
HRE.278	The system shall schedule reports at a user-defined date/time and frequency.	Critical	S	
HRE.279	The system shall provide a management level dashboard that allows users to perform analysis and view metrics at the employee, division, department and organizational level (accessed according to user role/security).	Critical	S	Dashboard functionality is standard in Workday and a key differentiator for deploying key performance indicators out to the organization via the security model so that leaders only see the data relevant to their span of control. Workday provides over 100 dashboards with the full Workday solution. In addition, customers can create an unlimited number of custom dashboards. Organizations can easily add new default analytics, called Worklets to any dashboard. Individual users can then configure additional reports onto the dashboard.

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HRE.280	The system shall generate all Human Resources and Risk Management reporting necessary and required to meet external mandates (including City/Local, State, Federal). These should include the generation of all reports and forms that comply with EEOC, OSHA, Department of Labor, Military Status, and FLSA standards and regulations.	Critical	S	Workday provides organizations with the ability to maintain compliance. In some cases, Workday does not provide standard regulatory reports, but does provide the data to easily configure reports for assistance in managing regulatory requirements. Workday does provide standard templates for VETS-4212, EEO-1 through EEO-5 as required by the Equal Employment Opportunity Commission (EEOC), Government Reportable Safety Incidents (for OSHA reporting). However, Workday, as the data processor, offers these formats to enable you to compile data for these reports, but does not assume responsibility for your compliance to regulatory reporting requirements. The Workday Community is an excellent place to locate municipal / state report frameworks. Since all customers operate on the same version of Workday, these report frameworks can be imported into your tenant without the need to build them from scratch.
HRE.281	The system shall generate all benefits reporting necessary and required to meet external mandates (including City/Local, State, Federal). These should include the generation of all reports and forms that comply with FMLA, IRS, and ACA standards and regulations.	Critical	S	Workday provides many pre-configured reports, which can assist you in managing regulatory requirements. You can also use Workday's robust report writing tool to create additional reports as needed. Custom reports can be created for unique needs of each organization and locale.
HRE.282	The system shall export data from reports into standard applications (including Excel) for spreadsheet comparison, graphing, etc.	Critical	S	Workday also comes with Office Connect and makes it easy to create reports in Microsoft Office. Connect your existing Excel reports to Workday or create new presentation-quality reports from a blank slate. With OfficeConnect, reports can be refreshed with a single click.
HRE.283	The system shall provide dashboard displays for certain data to report such things as number of accidents, employees on leave, or other information that user departments may want to regularly view.	Critical	S	
HRE.284	The system shall generate new hire reporting.	Critical	S	

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HRE.285		The system shall provide online view and reporting of employee's total compensation package including but not limited to: benefits, employee and employer contributions, base pay, add pay, accruals, FLSA status, and overtime.	**Critical**	**S**	
HRE.286		The system shall alert when the funding of a grant will end that is currently funding a position.	**Desired**	**S**	
HRE.287		The system shall report on and project training costs.	**Desired**	**S**	Assumption is we would have the values in Workday
HRE.288		The system shall track and report current and historical benefit costs including (but not limited to): employer cost; employee cost; and total	**Critical**	**S**	
HRE.289		The system shall report compensation trends and costs.	**Desired**	**S**	
HRE.290		The system shall report on vacancy requirements.	**Desired**	**S**	
The system shall report total hours and cost of training by:					
HRE.291		Employee;	**Desired**	**S**	
HRE.292		Year;	**Desired**	**S**	
HRE.293		Department;	**Desired**	**S**	
HRE.294		Training Sessions;	**Desired**	**S**	
HRE.295		Cost to receive certification/license; and	**Desired**	**S**	
HRE.296		Other, user-defined.	**Desired**	**S**	
HRE.297		The system shall record and report on employee skills and competencies, including history.	**Desired**	**S**	
The system shall report all required and optional training, licenses, certifications, and other related reports by:					
HRE.298		Employee;	**Critical**	**S**	
HRE.299		Year;	**Critical**	**S**	
HRE.300		Department;	**Critical**	**S**	
HRE.301		Training Sessions;	**Critical**	**S**	
HRE.302		Training source (i.e., web-based external training); and	**Critical**	**S**	
HRE.303		Other, user-defined.	**Critical**	**S**	
The system shall generate the following performance measurement reports:					
HRE.304		Benefits to Revenue Cost (Total Cost of Benefits / Total Revenue of the City);	**Critical**	**S**	
HRE.305		Time to complete position control Requests (annual basis);	**Critical**	**S**	
HRE.306		Sworn Police Turnover on an Annual Basis (# of police turnover / # of total sworn police);	**Critical**	**S**	Workday provides many pre-configured reports, which can assist you in with your requirements. You can also use Workday's robust report writing tool to create additional reports as needed. Custom reports can be created for unique needs of each organization and locale.

Indicator	Definition		Instruction		
S	**Standard:** Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.		Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.		
HRE.307	Sworn Fire Turnover on an Annual Basis (# of fire turnover / # of total sworn fire);		Critical	S	Workday provides many pre-configured reports, which can assist you in with your requirements. You can also use Workday's robust report writing tool to create additional reports as needed. Custom reports can be created for unique needs of each organization and locale.
HRE.308	Full-Time General Government Turnover - Annualized (Turnover of FT General Government Employees / # of FT General Government Employees);		Desired	S	
HRE.309	Number of Employees on a Performance Improvement Plan on Quarterly basis;		Desired	S	
HRE.310	Corrective Actions Administered on a quarterly basis;		Desired	S	
HRE.311	Employee Suspensions on a quarterly basis;		Critical	S	
HRE.312	Employees Terminated on a quarterly basis;		Critical	S	
HRE.313	Workers Comp Cost Incurred on a quarterly basis;		Critical	S	Worker's compensation claims and all associated reporting can be provided within Workday's core HCM functionality, as long as we are tracking the data fields you would need to create this report.
HRE.314	Liability Cases Cost Incurred (liability cases paid / total liability cases);		Critical	S	Workday does not have full Risk Management functionality to track and manage your liability cases but we can integrate with 3rd party systems. Alternatively, if you have the liability data on cases and costs incurred within Workday (Financials functionality) then you would be able to report on it.
HRE.315	Training Program Evaluation Overall Score (Overall ratings of training programs/5); and		Critical	S	
HRE.316	Lock editing an employee file for legal hold.		Critical	S	May need to better understand this requirement. There would be an option to move them into a confidential or custom org that would allow limited access to their recrod.

Indicator	Definition	Instruction
S	**Standard:** Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available** in a future software release available to the City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be indicated in Attachment C – Cost Worksheet.	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No:** Feature/Function cannot be provided.	N/A

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
General Requirements				
REC.1	The system shall provide a Recruitment module that is integrated with all other proposed system modules such as the Employee File, Payroll, Time Entry and Benefits.	**Critical**	S	Workday is a fully integrated system.
REC.2	The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation.	**Critical**	S	Workday provides non-destructive data updates for a complete audit trail of changes made to application data.
REC.3	The system shall provide mobile optimization (e.g., allow for resizing and formatting of the applicant screen if viewed on a mobile device such as cell phone or tablet).	**Desired**	S	Workday Recruiting was built with a mobile-first approach and a 'responsive design', it detects not only the device (smart phone or tablet) but also the orientation of the device (portrait or landscape) and presents the app optimized for the device and orientation. This provides for a great mobile experience for candidates, recruiters, and the entire hiring team
The system shall generate electronic requisitions to fill vacancies, containing:				
REC.4	Department number;	**Critical**	S	
REC.5	Division;	**Critical**	S	
REC.6	Location;	**Critical**	S	
REC.7	Shift;	**Critical**	S	

Applicant Tracking				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
REC.8	Position number;	Critical	S	
REC.9	Job/Position title;	Critical	S	
REC.10	Class code;	Critical	S	
REC.11	Status (full-time/part-time, permanent/temporary);	Critical	S	
REC.12	Reason for vacancy (e.g., promotion, transfer, termination, etc.);	Critical	S	
REC.13	Date vacancy created;	Critical	S	
REC.14	Date requisition created;	Critical	S	
REC.15	Date needed;	Critical	S	
REC.16	Closing date (date field);	Critical	S	
REC.17	Open until filled (Yes/No);	Critical	S	
REC.18	Pay grade;	Critical	S	
REC.19	Salary range (with no min or max limits i.e., not limited to the positions salary range);	Critical	S	
REC.20	Multiple budget account codes;	Critical	S	Workday allows you to include multiple budget account codes on a requisition. Costing Allocation, Distribution of Costs, & Account Codes are allowed to be tied to requisition.
REC.21	Recruitment type (general public, City only, department only);	Critical	S	Workday can handle this in a few different ways... one would be posting sites, so only post internally vs to the general public.
REC.22	Exempt/non-exempt status;	Critical	S	
REC.23	User-defined special requirements for the position (e.g., CDL);	Critical	S	You can include user-defined information within the requisition via the Job Description, Screening Questions, or Custom Fields (if you need to track/report on city-defined requirements in a more structured way, you can create custom fields on the requisition to capture this information).
REC.24	Multiple hiring officers/Division Director;	Desired	S	
REC.25	Contact name;	Desired	S	
REC.26	Contact phone;	Desired	S	
REC.27	Requisition status (close, re-open, or update requisition); and	Desired	S	
REC.28	Other user-defined fields.	Desired	S	Workday customers can extend the object model to accommodate their specific business requirements. For each extendable Workday business object, you can create custom objects with up to 100 active custom fields. These customer-created objects can be used by reports, integrations, conditional logic in business processes, and customer defined calculated fields. All customer created objects and configurations persist through each update, without the need to reconfigure them.

Applicant Tracking

Req #	Description of Requirement	Criticality	Vendor Response	Comments
REC.29	The system shall, upon creation of a job requisition, create a system-generated requisition number, and creation date and tie requisition to a specific job code.	Critical	S	
REC.30	The system shall allow for varying requisition numbers, including City-defined requisition numbers that are alphanumeric.	Critical	S	
REC.31	The system shall pre-populate requisition fields based on position control number (e.g., salary ranges, job description) with the ability to override.	Critical	S	
REC.32	The system shall allow users to copy information from a previously submitted requisition to a new one.	Critical	S	Users can easily duplicate previous requisitions when creating new job postings speeding the process. Additionally, customers can create job posting templates which define the look and content of a job posting. These can be designed to support city-specific data needs and/or different hire types.
REC.33	The system shall restrict entry of personnel requisitions to only those eligible and fully funded positions with a position control number (e.g., vacancies).	Desired	S	
REC.34	The system shall restrict entry of personnel requisitions to only one in-progress (e.g., submitted, pending, held) requisition per available position control number at a time. This intends to restrict two or more requisitions being entered for the same available position.	Critical	S	
REC.35	The system shall support both internal and external posting of job openings that are open to a single or multiple departments (e.g., advertise only to water vs. advertise City-wide).	Desired	S	
REC.36	The system shall restrict user access to requisitions according to user-defined authorization rules.	Desired	S	
REC.37	The system shall allow authorized users to search within any field within the requisition for the purposes of querying and ad-hoc report creation.	Desired	S	
**The system shall allow authorized users to view and sort all job requisitions on various**
REC.38	Requisition number/ID;	Critical	S	
REC.39	Requisition creation date;	Critical	S	
REC.40	Requisition status (open/closed);	Critical	S	
REC.41	Filled requisitions; and	Critical	S	
REC.42	Other user-defined.	Desired	S	
REC.43	The system shall tie requisitions to job codes (or other City-defined codes), allowing for sorting/querying based on classification.	Desired	S	
REC.44	The system shall ensure appropriate approvals have been received on position requests.	Critical	S	

Applicant Tracking				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
REC.45	The system shall set a user-defined job posting time period.	Critical	S	Job postings can be set to automatically post and un-post at specific dates. Notifications can be leveraged to notify a user if the job posting is set to expire. When a position has been filled, the job posting can be automatically removed. You can also automatically decline all candidates on a job requisition that are not hired when you close the job requisition. Given the right security, a user (e.g. recruiter) can always manually un-post or update a posting
REC.46	The system shall permit authorized users to close or delete a requisition manually.	Critical	S	
REC.47	The system shall automatically close the requisition when the hiring process has been completed (i.e., if a one-to-one ratio between the requisition and the number of vacancies being filled).	Critical	S	
REC.48	The system shall automatically track "Date of last update," including name of user making the last saved update.	Critical	S	
REC.49	The system shall notify requestor when position has been approved and initiate other related events (e.g., recruitment process).	Critical	S	
REC.50	The system shall establish varying workflow rules based on whether a requisition entered is for filling a vacancy versus a reclassification of a position (e.g., position control Request).	Desired	S	

	Applicant Tracking			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.51	The system shall auto-populate job postings with job description data.	Critical	S	Our Job Profile Framework offers a unique foundation to provide consistency regarding job information across the organization. You can create and store relevant job information including job description, core capabilities, job duties, standard advertising content and sourcing strategy, remuneration data, competencies and skills, education, job evaluations and market salary data. This job profile then underpins positions and job requisitions, ensuring consistency and accurate information across role types. When creating a job requisition, the job description and all relevant data such as skills and compensation is automatically carried across without the need for duplication therefore making the process simple and quick for all parties involved. There is also the capability to edit the specific position requirements and/or job description details per recruitment if you wish. Workday also enables you to quickly create job descriptions using generative artificial intelligence (if
REC.52	The system shall override and modify the job posting (e.g., narrative blurb about that position) and maintain version history (e.g., information prior to any changes made) with appropriate security.	Critical	S	
REC.53	The system shall forward job postings to managers for review/updates/edits (via workflow).	Critical	S	The job posting requisition process is business process enabled. Customers control the routing, approval(s), notifications, etc. Approvers are dynamically added to the process based on business rules and conditions, such as supervisory organization, location, cost center, etc. Approvers are also dynamically updated, meaning that if someone changes roles, the approval will shift to the new person entering the role. As part of the business process framework, ad hoc approvers can also be added as part of the job posting requisition approval process.
REC.54	The system shall indicate job posting type (internal/external recruitment) and post as designated.	Desired	S	
REC.55	The system shall assign job postings to a specific recruiter or staff member(s) within HR.	Critical	S	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
The system shall display the following information on the job posting:				
REC.56	Department;	**Critical**	**S**	
REC.57	Location;	**Critical**	**S**	
REC.58	Shift;	**Critical**	**S**	
REC.59	Job/Position title;	**Critical**	**S**	
REC.60	Job category (safety sensitive, CDL, etc.);	**Critical**	**S**	
REC.61	Status (full-time/part-time, permanent/temporary);	**Critical**	**S**	
REC.62	Open date;	**Critical**	**S**	
REC.63	Closing date (date field);	**Critical**	**S**	
REC.64	Open until filled (Yes/No);	**Critical**	**S**	
REC.65	Salary range;	**Critical**	**S**	
REC.66	Pay Grade;	**Critical**	**S**	
REC.67	Other user defined salary/pay field;	**Critical**	**S**	
REC.68	Exempt/non-exempt status;	**Critical**	**S**	
REC.69	User-defined special requirements for the position (e.g., CDL); and	**Critical**	**S**	
REC.70	Other user-defined fields.	**Desired**	**S**	
REC.71	The system shall future date job postings.	**Critical**	**S**	
REC.72	The system shall automatically close a job posting at a user-defined time to reflect the close of business for the job posting closing date.	**Critical**	**S**	Workday will allow you to indicate the date to close the position, but it closes at the end of the day, i.e midnight
REC.73	The system shall utilize a single job posting in instances where there may be multiple vacancies (as driven by position control numbers) available under that posting (e.g., the City has 5 equipment operator vacancies but only one job posting is presented on the website).	**Critical**	**S**	When creating the requisition, it is possible to indicate if one or several opening(s) are created. Additionally, Workday delivers support for Evergreen Requisitions which can be used for continuous candidate generation. Evergreen requisitions optimize candidate distribution and reduce the impact on reporting often caused by multi opening requisitions.

Applicant Tracking				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
REC.74	The system shall automatically post job openings to City-defined external job posting websites.	Critical	S	Workday Recruiting provides the ability to easily post jobs directly to external career sites, including: ● Workday Recruiting configured external career sites (Workday provides unlimited external career sites to support both Employees and Contingent Workers and provides job alerts to notify candidates when new jobs become available). ● Workday Recruiting configured Agency Career sites (Workday provides unlimited external career sites to support Agency Candidates and support sourcing to your approved agencies directly within Workday, with agency consultants able to log into Workday itself, not a separate portal, to submit and monitor applications). ● Major External Job Boards (Workday provides delivered integration with many Job Boards and Job Aggregator partners, which provide an even wider

Req #	Description of Requirement	Criticality	Vendor Response	Comments
**Applicant Tracking**			
**Application Data**			
REC.75	The system shall allow configuration of the applicant data that is captured by the City.	Critical	S	
**The system shall maintain, at a minimum, the following applicant data:**			
REC.76	Applicant Name;	Critical	S	
REC.77	Previous Name(s);	Critical	S	
REC.78	Date of application;	Critical	S	
REC.79	Time of application;	Critical	S	This is part of the audit trail
REC.80	Source of application information;	Critical	S	
REC.81	Address;	Critical	S	
REC.82	Phone number/s;	Critical	S	
REC.83	Email address/es;	Critical	S	
REC.84	Positions applied/referred for;	Critical	S	
REC.85	Ability to be legally employed in the USA (Y/N);	Critical	S	This would be part of a questionnaire that can be configured and included in the application
REC.86	Reference detail;	Critical	S	
REC.87	Verification that references can be called (specific to each reference);	Critical	S	
REC.88	Attached supporting documentation (consistent with general file formats);	Critical	S	Workday enables the attachment of any electronic document to an employee's record. Documents will be shown in the worker's document file and security can be setup by document category to determine who has access to view the document for the worker. There are no limitations on the number of documents on an employee's record.
REC.89	Previous employment information (e.g., previous salary, hours worked, title, dates of employment);	Critical	S	
REC.90	Previously employed by the City (Y/N);	Critical	S	
REC.91	Education;	Critical	S	
REC.92	Veteran Status or Military Service;	Critical	S	
REC.93	Certificates/licensure;	Critical	S	
REC.94	Driver's License Number, State issues, class;	Critical		
REC.95	Desired Salary;	Critical	S	
REC.96	Supplemental Questions (position specific);	Critical	S	
REC.97	Criminal History/Background;	Desired	S	
REC.98	Other skills; and	Desired	S	
REC.99	Other user-defined.	Desired	S	
REC.100	The system shall save applicant data upon initial entry for user's profile with blocks prefilled for multiple application submissions with the ability to override.	Critical	S	
**The system shall track EEO and demographic data for use in statistical analysis and**			
REC.101	Race;	Critical	S	

	Applicant Tracking			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
REC.102	Ethnicity;	Critical	S	
REC.103	Sex;	Critical	S	
REC.104	Gender;	Critical	S	
REC.105	Age range (per user defined ranges);	Desired	S	
REC.106	Hiring Department;	Critical	S	
REC.107	Highest grade completed, and type of education completed;	Critical	S	
REC.108	GED; and	Critical	S	
REC.109	Other user-defined fields.	Desired	S	
REC.110	The system shall store EEO data separate from the applicant record.	Critical	S	Assumption this is for security.. Workday will allow you to define who can access specific information on the candidate record even though it's stored in the same area of the system
REC.111	The system shall restrict access to EEO data to authorized users as determined by City user profiles.	Critical	S	
REC.112	The system shall populate EEO data by electronic submissions from applicant record and requisition data.	Critical	S	
REC.113	The system shall redact identifying information (Name, DOB, etc.) from an application prior to submission to a hiring manager.	Critical	S	Workday offers Candidate masking to hide information from managers until candidates reach a particular stage.
REC.114	The system shall track ADA requests with an applicant.	Critical	S	The Job Requisition Business process could include a Questionnaire step with a Condition Rule based on response to the Voluntary Disability question asked during the Job Application. This condition rule would then only send the questionnaire to candidates who indicated a disability. The question could ask about Accommodations and track the responses.
REC.115	The system shall notify defined users when an ADA accommodation request has been submitted.	Critical	S	The Job Requisition Business process could include a Questionnaire step with a Condition Rule based on response to the Voluntary Disability question asked during the Job Application. This condition rule would then only send the questionnaire to candidates who indicated a disability. The question could ask about Accommodations and track the responses.
REC.116	The system shall track ADA accommodations with an applicant.	Critical	S	The Job Requisition Business process could include a Questionnaire step with a Condition Rule based on response to the Voluntary Disability question asked during the Job Application. This condition rule would then only send the questionnaire to candidates who indicated a disability. The question could ask about Accommodations and track the responses.

Req #	Description of Requirement	Criticality	Vendor Response	Comments
Applicant Tracking				
REC.117	The system shall apply user-defined scoring criteria to any field in the application, including supplemental questions.	**Desired**	**S**	Scoring can be done through questionnaires and through assessments. Calculated fields can also be used to render a score.
REC.118	The system shall support EEO and ADA analysis.	**Critical**	**S**	
REC.119	The system shall flag applicant records based on user-defined criteria (e.g., termed employee unable to reapply, applicant rejected due to criminal background results).	**Desired**	**S**	
Online Employment Application				
REC.120	The system shall provide an online employment application interface.	**Critical**	**S**	
REC.121	The system shall support for online employment application from a mobile device.	**Critical**	**S**	
REC.122	The system shall allow job posting web pages to be customized to match the City website in format, presentation, and other characteristics as defined by the City.	**Desired**	**S**	
REC.123	The system shall restrict user-access through use of user-ID and password.	**Critical**	**S**	
REC.124	The system shall administer password changes and revisions to support applicant needs.	**Critical**	**S**	The applicant is able to change their password and request a password change as well. An administrator does not have to intervene.
REC.125	The system shall allow an applicant user to manage password changes and revisions to support applicant needs.	**Critical**	**S**	The applicant is able to change their password and request a password change as well. An administrator does not have to intervene.
REC.126	The system shall store job postings and/or descriptions in an easily updated format.	**Critical**	**S**	
REC.127	The system shall maintain job posting and/or description history, including prior versions and active dates.	**Critical**	**S**	
REC.128	The system shall provide online completion of application on any Internet enabled computer through a web browser.	**Critical**	**S**	
REC.129	The system shall provide a view for internal and external users for job postings available to both groups.	**Critical**	**S**	
The system shall provide applicants with an interface with a variety of functions,				
REC.130	Instructions for system use;	**Critical**	**S**	
REC.131	Create new employment application;	**Critical**	**S**	
REC.132	Print job posting;	**Critical**	**S**	
REC.133	Print application;	**Critical**	**S**	The applicant can print the screen or they can share the job posting via social media.
REC.134	Save application; and	**Critical**	**S**	
REC.135	Suspend/withdraw application (before/after closing date).	**Critical**	**S**	
REC.136	The system shall allow applicants to retrieve and print previously created/submitted applications.	**Critical**	**S**	
REC.137	The system shall allow applicants to suspend or withdraw their application, and to allow City users to view the status of the application after the fact.	**Critical**	**S**	

	Applicant Tracking			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.138	The system shall require a resume (or other defined documents such as a cover letter or proof of licensure/certification) be uploaded for certain postings, as defined by a City user.	Critical	S	Workday allows Job Application templates to be configured to define required components of an application including making Resume/cover Letter attachment Required.
REC.139	The system shall require multiple documents be uploaded for certain postings, as defined by a City user.	Critical	S	
REC.140	The system shall allow applicants to attach supplemental documentation in several formats (PDF, DOCX, XLSX, CSV, TXT).	Critical	S	
REC.141	The system shall perform OCR on resumes to populate fields based off of uploaded resumes.	Desired	S	Workday provides resume parsing to auto populate fields in the application.
REC.142	The system shall allow applicants to save their own application data for future retrieval (using user-ID and password).	Critical	S	
REC.143	The system shall allow applicants to submit multiple applications without re-entering information.	Critical	S	
REC.144	The system shall allow applicants to update previously created and saved applications (based on user-defined status of application).	Critical	S	Candidates can reuse a previous application as the basis for a new application and can edit the information while applying for the new posting. At this time an applicant cannot edit an application for a particular posting once it has been submitted.
REC.145	The system shall allow applicants to review applications prior to submittal (e.g., preview mode).	Critical	S	
REC.146	The system shall designate mandatory fields in an application.	Critical	S	
REC.147	The system shall allow applicants to search posted jobs before and after submitting applications.	Critical	S	
REC.148	The system shall allow applicants to save information and return later to complete and/or update their application.	Critical	S	
REC.149	The system shall allow customized supplemental questions/sections option as determined by the City.	Critical	S	
REC.150	The system shall save configurable applications by positions. (e.g., Police applications require DOB, while other positions Citywide may not).	Critical	S	
REC.151	The system shall track, maintain, and notify applicants of application status (e.g., application received, meets/does not meet qualifications, vacancy filled, referred for interview, vacancy cancelled) via configurable email.	Critical	S	
REC.152	The system shall track, maintain, and notify applicants of application status (e.g., application received, meets/does not meet qualifications, vacancy filled, referred for interview, vacancy cancelled) via web portal.	Critical	S	
REC.153	The system shall allow applicants to check the status of their application.	Critical	S	
REC.154	The system shall allow a pool of applicants to remain under consideration for an open posting when one or more of the same position are posted, and one becomes filled (e.g., do not eliminate all candidates if more than one of the same position is available).	Critical	S	
REC.155	The system shall allow LinkedIn integration.	Desired	S	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.156	The system shall automatically notify applicants of upcoming job openings based on applicant's selection of job interest.	**Critical**	**S**	

Req #	Description of Requirement	Criticality	Vendor Response	Comments
**Applicant Tracking**				
Applicant Screening				
REC.157	The system shall permit the creation of a pre-application questionnaire to be completed prior to completing the application to advise the applicant of the need to fulfill minimum requirements of the position.	Critical	S	Workday can provide a questionnaire during the application process but does not provide questionnaires before the application process has started. Job postings outline the requirements of the position including required skills and competencies. Applicants who do not meet the requirements would then be able to be automatically dispositioned out and notified by email. What is nice about this process versus having a pre-application screening is that you have the applicants information and application in Workday where you can source candidates for other positions, if needed. Workday does provide questionnaires as part of the application process to gather additional candidate information to support candidate evaluation against the requirements of a position.
REC.158	The system shall generate an automatic response for applicants who do not meet the minimum requirements as defined in the pre-application questionnaire (e.g., advising that it does not appear as if they meet minimum standards for the position, and providing an option to return to the job posting list or to continue with the completion of the application).	Critical	S	Workday will allow you to auto disposition candidates and send messages based on responses to questionnaires within the application process.
REC.159	The system shall track applicant screening events including but not limited to: written, oral, performance, physical agility, training, and experience ratings.	Critical	S	Workday has deep questionnaire capability, including the ability to configure initial application forms for candidates, including a library of questions in multiple formats - drop-downs, free text, multiple choice and so on. Branching questions, scoring and rules are also supported. These questions can then be used in initial application forms, interview guides, reference checks and other forms across the employee lifecycle. Workday supports multiple types of these forms, including a generic application experience capturing key candidate data as well as job-specific forms to assist in capturing and screening applicant data. Resume parsing and pre-population from relevant online profiles (such as LinkedIn and Seek) is also supported. All responses are recorded and available in the candidate profile.
REC.160	The system shall link pre-screen requirements to a job code.	Critical	S	
REC.161	The system shall provide configurable applicant screening events based on requisition type in user-defined sequence.	Critical	S	

Req #	Description of Requirement	Criticality	Vendor Response	Comments
Applicant Tracking				
REC.162	The system shall allow applicant screening events to consist of a combination of a variety of types of tests (e.g., both written and oral needed).	Critical	T	Workday integrates with 3rd party systems to provide this information. It can be done during the Candidate's application process or after the application has been completed.
REC.163	The system shall allow a user-defined weight for each screening event.	Critical	S	
REC.164	The system shall allow a user-defined overall passing score or separate passing scores for various parts of the applicant screening event.	Desired	S	
REC.165	The system shall allow user-defined conditions for the application of flat rate or percentage point (e.g., extra points for veterans).	Critical	S	
REC.166	The system shall ensure that candidates who are invited for an applicant screening event must pass each portion of the screening process in order to move forward in the process.	Critical	S	
REC.167	The system shall provide each applicant with a notice of the final grade and relative standing on the employment list or failure to attain a place on the list.	Critical	S	More discussion may be needed to fully understand this requirement. Workday provides configuration options to meet civil service recruiting requirements.
REC.168	The system shall interface with E-Verify (or other Federal immigration systems).	Desired	S	
REC.169	The system shall allow sorting of applications by any available application field for viewing/reviewing.	Critical	S	
REC.170	The system shall allow the user to cut and paste information from the job posting into the criteria matrix sheet, (e.g., to develop a Training and Experience point scale).	Desired	S	Yes, this can be configured within the recruitment and viewed on the candidate grid. If a more ad hoc system is desired, reporting and worksheets can be used.
REC.171	The system shall capture job requirements (per the job posting), such as necessary skills and competencies, for use in recruiting, and analytics and reporting.	Desired	S	
REC.172	The system shall support various workflow approval routing for departments with openings to make them aware of qualified applicants.	Desired	S	
REC.173	The system shall inactivate and purge job postings after a user-defined period.	Desired	S	Job postings can be set to automatically post and un-post at specific dates. Notifications can be leveraged to notify a user if the job posting is set to expire. When a position has been filled, the job posting can be automatically removed. You can also automatically decline all candidates on a job requisition that are not hired when you close the job requisition. Given the right security, a user (e.g. recruiter) can always manually un-post or update a posting.
REC.174	The system shall apply a temporary bar/restriction on applicants, prohibiting reapplication for a set period of time (e.g., multiple applications for the same posting).	Critical	S	A validation can be placed on the job application business process to validate any prior applications and dates of the applications.
REC.175	The system shall maintain an eligible application list for a City-defined period of time with the option for extension.	Critical	S	
REC.176	The system shall notify potential applicants when a new position is posted.	Critical	S	
Employment Application Tracking				

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	Applicant Tracking			
REC.177	The system shall store applicant records that are received in response to a specific job requisition.	Critical	S	
REC.178	The system shall perform application/resume routing via workflow.	Desired	S	
REC.179	The system shall allow authorized user to post available interview times and allow invited candidates to view and select an interview time and notify hiring manager of schedule.	Desired	S	
REC.180	The system shall track interview results.	Critical	S	
The system shall define different application types and content for the following				
REC.181	Regular Full-Time;	Critical	S	
REC.182	Regular Part-Time;	Critical	S	
REC.183	Seasonal;	Critical	S	
REC.184	Temporary or on call;	Critical	S	
REC.185	Sworn police;	Critical	S	
REC.186	Sworn fire;	Critical	S	
REC.187	Interns; and	Critical	S	
REC.188	Other user-defined.	Desired	S	
The system shall allow inquiry on applicant records, where users can track a variety of				
REC.189	Applications received to-date;	Critical	S	
REC.190	Pre-employment testing, including multiple tests;	Critical	S	
REC.191	Screening results;	Critical	S	
REC.192	Reason for screening failure (user-defined);	Desired	S	
REC.193	Applicants selected for interview;	Desired	S	
REC.194	(Pre)Interview Panel Members evaluations/input;	Desired	S	
REC.195	Number of applications applied for position;	Critical	S	
REC.196	Background check date complete;	Desired	S	
REC.197	Background completed by;	Desired	S	
REC.198	Reference check date complete;	Desired	S	
REC.199	Reference completed by;	Desired	S	
REC.200	Position numbers;	Desired	S	
REC.201	Requisition number;	Critical	S	
REC.202	Applicant first name;	Critical	S	
REC.203	Applicant last name;	Critical	S	
REC.204	Applicant prior name;	Critical	S	
REC.205	Applicant ID;	Desired	S	
REC.206	Applicant address (or City);	Desired	S	
REC.207	Department/division name;	Desired	S	
REC.208	Department/division number;	Desired	S	
REC.209	Job Code;	Desired	S	
REC.210	Job title;	Desired	S	

	Applicant Tracking			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.211	Declined offer (reason for decline);	**Critical**	**S**	
REC.212	Selected for hire;	**Desired**	**S**	
REC.213	Number/types of positions applicant applied for; and	**Desired**	**S**	
REC.214	Any other field, including user-defined fields (e.g., driver's license, drug screening, criminal check).	**Desired**	**S**	Workday customers can extend the object model to accommodate their specific business requirements. For each extendable Workday business object, you can create custom objects with up to 100 active custom fields. These customer-created objects can be used by reports, integrations, conditional logic in business processes, and customer defined calculated fields.
REC.215	The system shall allow view of all records of a specific applicant.	**Critical**	**S**	
REC.216	The system shall track multiple position opportunities for a single applicant.	**Critical**	**S**	
REC.217	The system shall track multiple position offers with detail in conjunction with the applicant record (e.g., date of offer, amount, status, etc.).	**Desired**	**S**	
REC.218	The system shall generate interview invitations.	**Desired**	**S**	Workday Recruiting supports communications for internal and external candidates, including task requests (e.g., self-scheduling interviews, accepting offers), job alerts, and referral-based job recommendations. Candidates receive notifications via Workday My Tasks, with optional push notifications to email. Workday Messaging enables SMS communication with external and internal candidates, with messages recorded in the Candidate Profile, Recruiting History Timeline and Activity Stream.
REC.219	The system shall generate a master schedule based upon applicant-selected time slots for an individual hiring event.	**Desired**	**S**	Workday delivers reports for reporting on Self Scheduled events -- these reports are not in a "calendar" like view.
REC.220	The system shall generate or send calendar events, including MS Outlook, to update interview panel members calendars with scheduled interview events, with or without direct integration into MS Outlook (or other calendaring application).	**Desired**	**S**	
REC.221	The system shall track interview results.	**Desired**	**S**	
REC.222	The system shall reject unsuccessful applications en masse.	**Critical**	**S**	

	Applicant Tracking			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.223	The system shall interface with word processing applications (e.g., MS Word) for customizing recruitment letters and other hiring correspondence (e.g., substance pre-employment testing).	**Critical**	**S**	Within the Workday Recruiting Application - there is native functionality for recruiting type correspondence - negating any need to use 3rd Party Microsoft or Google productivity tools. Should the City desire to utilize the Microsoft Office tools - Workday provides our Office Connect extension which will allow Microsoft Applications (like WORD) to leverage Workday data
REC.224	The system shall generate multiple customizable offer (new hire) letters.	**Critical**	**S**	
REC.225	The system shall generate thank you letters to unsuccessful candidates from a menu of templates.	**Desired**	**S**	Appropriate letters can be automatically generated from the business process.
REC.226	The system shall send system-generated email notifications to unsuccessful candidates, with the ability for City users to edit notification content, with appropriate security permissions.	**Critical**	**S**	
REC.227	The system shall track the number of applicants that progressed through the screening process.	**Critical**	**S**	
REC.228	The system shall track the duration of time passed from the position posting date to hiring date.	**Critical**	**S**	
REC.229	The system shall track advertising source, location, and organizations for recruitment.	**Critical**	**S**	
REC.230	The system shall track cost of recruiting for specific job openings (e.g., newspaper costs, City staff time, temporary fill).	**Desired**	**S**	Workday Recruiting provides the ability to analyze the effectiveness of your recruiting activities and campaigns via delivered reports and dashboards. Workday also offers a configurable time to fill report, along with detailed drop-off analysis reports to identify where candidates are dropping off within the application process.
REC.231	The system shall accommodate continuous recruitment (e.g., Police recruitment).	**Critical**	**S**	
	New Hire Processing and Onboarding			
REC.232	The system shall promote the selected applicant to the vacant position, without having to re-enter employee information or attach associated documentation such as resume or certification, with appropriate review and authorization.	**Desired**	**S**	Workday provides a streamlined hiring process from screening, assessment, background verification, offer, offer acceptance, pre-boarding, all the way to first day Onboarding within a single platform. By providing one source for data, Workday makes it easy for organizations to take advantage of automation, cross-functional touchpoints, and streamlined workflows to move quickly on your hiring objectives. This brings greater focus to the most important aspects of the business: helping your organization grow with the right talent in a sustainable and manageable way while ensuring compliance

	Applicant Tracking			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.233	The system shall provide an onboarding interface to allow new employees to complete new hire paperwork.	Desired	S	
REC.234	The system shall provide an onboarding interface that supports workflow and electronic signature capabilities.	Desired	S	
The system shall establish and track multiple methods of hiring via recruitment,				
REC.235	Selection from a certified list;	Critical	S	
REC.236	Reinstatement;	Critical	S	
REC.237	Rehire;	Critical	S	
REC.238	Transfer to a different department;	Critical	S	
REC.239	Promotion;	Critical	S	
REC.240	Demotion;	Critical	S	
REC.241	Grant related; and	Desired	S	
REC.242	Other, user-defined.	Desired	S	
REC.243	The system shall route completed new employee forms to appropriate departments, based upon multiple workflows.	Desired	S	
REC.244	The system shall define different escalation factors based upon checklist item (e.g., a required item has a certain time frame that warrants escalation vs. an optional item that may not be escalated at all).	Desired	S	
REC.245	The system shall override missing required checklist items with security permissions.	Desired	S	
REC.246	The system shall correct and make adjustments to forms based upon effective date and/or retroactively.	Desired	S	
REC.247	The system shall produce a user-defined pre-employment checklist of forms that must be completed electronically, manually, etc.	Critical	S	
REC.248	The system shall identify training requirements based on multiple factors including the position ID, job code, department, division/service area.	Desired	S	
REC.249	The system shall assign and track multiple equipment or items provided to new employees, employee changes or other criteria such as telecommuters (e.g., cell phone, laptop, tablet, uniforms, and other equipment).	Desired	S	
REC.250	The system shall allow multiple departments to assign assets to an employee.	Desired	S	
REC.251	The system shall flag return of multiple equipment or items from employee changes (e.g., employee change requires cell phone return from previous position).	Desired	S	
REC.252	The system shall create a pre-set orientation check-list defined by department or job code.	Desired	S	
The system shall define different onboarding checklists for the following employee				
REC.253	Regular Full-Time;	Critical	S	
REC.254	Regular Part-Time;	Critical	S	
REC.255	Seasonal;	Critical	S	
REC.256	Temporary or on call;	Critical	S	
REC.257	Sworn police;	Critical	S	

	Applicant Tracking			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.258	Sworn fire;	**Critical**	**S**	
REC.259	Interns; and	**Critical**	**S**	
REC.260	Other user-defined.	**Desired**	**S**	
REC.261	The system shall define job change checklists for existing City employees.	**Desired**	**S**	
REC.262	The system shall define a job change checklist for existing City employees who change FLSA status	**Desired**	**S**	
REC.263	The system shall define the frequency of items within a checklist (e.g., annual training requirements vs. bi-annual training).	**Desired**	**S**	
REC.264	The system shall create a turnover rate report.	**Critical**	**S**	
REC.265	The system shall create a transfer rate report.	**Critical**	**S**	
REC.266	The system shall create a vacancy rate report.	**Critical**	**S**	

City of Superior
Functional and Technical Requirements

Indicator	Definition	Instruction		
S	**Standard:** Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.		
F	**Future:** Feature/Function **will be available** in a future software release available to the City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.		
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be indicated in Attachment C – Cost Worksheet.	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.		
T	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.		
N	**No: Feature/Function cannot be provided.**	N/A		
Benefits Administration				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
General Requirements				
BA.1	The system shall provide a Benefits module that is integrated with all other system modules such as the General Ledger, Budget, Project Accounting, Grant Management, Payroll, Time Keeping, and Human Resources.	**Critical**	**S**	
BA.2	The system shall provide proper levels of data encryption for defined data fields that are considered private to the employee and/or subject to HIPAA.	**Critical**	**S**	
BA.3	The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation.	**Critical**	**S**	
BA.4	The system shall configure benefits eligibility according to employee type.	**Critical**	**S**	
BA.5	The system shall provide for a Benefits-specific new employee orientation checklist that can be customized by and for each department, job class, and status (temporary or permanent).	**Desired**	**S**	

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	Benefits Administration			
BA.6	The system shall start and stop any deductions at any given time (including a future date).	**Critical**	**S**	Employee deductions are date driven based upon effective dates. The deduction will begin based upon the start date – End dates are optional. If there is no end date, it will deduct until you stop it. In addition to end dates, Workday also supports goal amounts which allow a deduction to continue until a certain amount has been reached. When mid-period changes are made, Workday is able to calculate the appropriate proration. This often becomes a manual entry with other vendors outside of Workday.
BA.7	The system shall suspend benefits and reinstate based upon City-defined criteria (e.g., military leave).	**Critical**		Workday has the ability to suspend benefits and reinstate them based on defined criteria, such as military leave. You can define benefit events and passive events to manage these situations. Benefit events are specific qualifying events that open the enrollment process or trigger a gain or loss of benefits. Passive events result from the passage of time rather than from specific changes to employee data. For example, a staffing event like a leave of absence could trigger the suspension of benefits, and the return from leave could trigger the reinstatement.
BA.8	The system shall restrict certain benefits-related entry based on City-defined characteristics (e.g., deductions of part-time employees).	**Critical**	**S**	
BA.9	The system shall capture and maintain Health, Dental, and other insurance ID numbers.	**Desired**	**S**	
BA.10	The system shall identify type of coverage (e.g., single, 2-person, family).	**Critical**	**S**	
BA.11	The system shall capture and maintain waiting period by CBA, MOU, MOA or other employee group type.	**Desired**	**S**	Workday can capture and maintain waiting periods by CBA, MOU, MOA, or other employee group types. You can define these waiting periods in enrollment event rules, specifying the conditions for each employee group. This allows you to manage different waiting periods for different groups of employees based on their specific agreements or classifications.
BA.12	The system shall establish multiple eligibility rules.	**Critical**	**S**	
BA.13	The system shall track benefits eligibility.	**Critical**	**S**	
BA.14	The system shall notify employees of benefit eligibility dates.	**Desired**	**S**	

Benefits Administration				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
BA.15	The system shall calculate premiums based on user-defined tables.	Critical	S	Workday allows you to calculate premiums based on user-defined tables. You can define various criteria, like age, salary, or employment status, to create different rate tables for calculating premiums. This gives you the flexibility to manage complex premium calculations based on your specific requirements.
BA.16	The system shall allow user (with appropriate security) to override employee benefits and leave eligibility dates.	Critical	S	
The system shall track the following:				
BA.17	Coverage effective dates;	Critical	S	
BA.18	Coverage history;	Critical	S	
BA.19	Coverage at a point in time (i.e., three months for a specific year);	Desired	S	
BA.20	Name change history;	Critical	S	
BA.21	Dependent information;	Critical	S	
BA.22	Beneficiary information;	Desired	S	
BA.23	Years of service; and	Critical	S	Workday calculates length of service based on the worker's continuous service date, if applicable, or the original hire date. Customers can edit a worker's service dates and make updates to the continuous service date to accommodate breaks in service. Workday can also dynamically calculate years of service based on the numerous service dates can be maintained within Workday, including Hire Date, Original Hire Date, Continuous Service Date, Benefits Service Date, Company Service Date, Time Off Service Date, Retirement Eligibility Date, Expected Retirement Date, Seniority Date, Union Seniority Date, Severance Date, and Vesting Date. Any or all of these dates may be used in combination with custom calculations to determine length of service.
BA.24	Other, City-defined.	Critical	S	
The system shall maintain premium and deduction amounts for multiple				
BA.25	Health Insurance;	Critical	S	
BA.26	Dental Insurance;	Critical	S	
BA.27	Life Insurance;	Critical	S	
BA.28	Deferred compensation and defined benefit plans, including all retirement plans;	Critical	S	

	Benefits Administration			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BA.29	Flexible spending accounts for medical and child care reimbursement accounts;	**Critical**	**S**	
BA.30	Health Savings Accounts (H.S.A.s);	**Critical**	**S**	
BA.31	Non-City benefit providers (e.g., Aflac); and	**Critical**	**S**	Workday Benefits gives your organization the tools to define, manage and adjust benefits plans to meet your unique business requirements. Workday enables you to manage your organization's benefits elections by setting up benefits plans, providers and programs while also defining robust eligibility rules that automatically determine employees' qualifications for benefits plans, including: ● The ability to design and implement many US and global benefits plans and control the plans that are eligible to employees either statutorily or during open enrollment or life events ● A full spectrum of benefits coverage including health, insurance, spending accounts and defined contribution plans ● Provide expanded plan details for all plan types, giving additional plan information that helps employees make better decisions when making benefit elections. ● The ability to manage workers' elections using open enrollment and life event changes ● The business process and rules framework that allows for automatic initiation of benefit processes when the workers' benefit eligibility changes due to staffing events or other employee data changes ● The ability to leverage Workday's pre-built integrations with benefits providers via the Cloud
BA.32	Other, City-defined.	**Critical**	**S**	

	Benefits Administration			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
BA.33	The system shall produce benefits confirmation (for current comparison to next year), including plan, coverage, dependent coverage, employee ID number, and SSN.	Desired	S	
BA.34	The system shall have two years open for benefits enrollments and closeouts.	Critical	S	
BA.35	The system shall establish the appropriate tax ramifications for the deferred compensation amounts.	Critical	S	
BA.36	The system shall manually adjust benefit withholdings.	Critical	S	Response assumes that requirement refers to the system allowing for manual adjustments to benefits withholdings
BA.37	The system shall support pre and post tax payroll deductions and benefits.	Critical	S	
BA.38	The system shall automatically produce payroll deductions based on benefit plan enrollments.	Critical	S	
BA.39	The system shall recalculate life insurance amounts and costs to be recalculated for all employees at any time during the year based on changed age, salary, coverage, and/or plan cost parameters.	Critical	S	
BA.40	The system shall automatically calculate long/short term disability premiums and deductions based on salary amounts.	Desired	S	
BA.41	The system shall maintain benefit coverage for employees on leave who elect to pay for his or her own coverage.	Critical	S	
BA.42	The system shall integrate with the City's accounts payable and accounts receivable systems for the purpose of billing for benefits.	Critical		
BA.43	The system shall collect benefits in arrears.	Critical	S	
BA.44	The system shall support multiple types of donated leave banks.	Desired	S	Workday handles PTO donations in a blended manner. Using the Request Framework, employees can request to donate PTO time by designating a certain number of hours/days. Then an Administrator would remove those hours/days and put them into a special Time Off type called "PTO Bank" (or something similar). Then, using the Request Framework, employees can request donated PTO, and the Administrator can add those hours/days to an employee. Everything is audited and tracked within Workday.
BA.45	The system shall track full-time equivalent (FTE) employee information for compliance with Affordable Care Act regulations.	Critical	S	
BA.46	The system shall apply a stipend to premiums.	Desired	S	

Benefits Administration				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
BA.47	The system shall track and apply a stipend to premiums for retirees.	Desired	S	
Eligibility and Enrollment				
The system shall maintain benefit eligibility data including:				
BA.48	Length of service;	Critical	S	
BA.49	Age;	Critical	S	
BA.50	Marital status;	Critical	S	
BA.51	Dependent information for multiple dependents (including name, SSN, address, other contact information);	Critical	S	
BA.52	Spouse and Dependent Information - with the ability for contact information to be different for each party;	Critical	S	
BA.53	Hours worked by various search criteria (e.g., weekly, bi-weekly, pay period, annually); and	Critical	S	
BA.54	Other, City-defined.	Critical	S	
BA.55	The system shall track rolling military leave based on a one year fiscal year for the Uniformed Services Employment and Reemployment Act (USERRA).	Critical	S	
BA.56	The system shall track multiple types of City-defined leave.	Critical	S	
BA.57	The system shall require a SSN when adding benefit(s) for dependent(s).	Desired	S	
BA.58	The system shall allow the addition of benefit(s) for dependent(s) without a social security number, with the ability to prompt a user after a specified period of time that a SSN is required.	Critical	S	
BA.59	The system shall provide tracking for death of employees, retirees, or dependents.	Desired	S	
BA.60	The system shall allow mass updates of employee plan designation.	Desired	S	
BA.61	The system shall allow online update of benefits on an individual employee basis, with the ability to provide notification of approval/finalization of workflow.	Critical	S	
BA.62	The system shall generate summary statements (e.g., benefits statement) by employee and employer contributions.	Critical	S	
BA.63	The system shall validate that the employee is eligible for the plan selected.	Critical	S	
BA.64	The system shall determine coverage and deduction amounts for the employee using parameters stored in the benefit plan structure tables.	Critical	S	
BA.65	The system shall create a computer-generated application packet for distribution (e.g., PDF).	Critical	S	Customers can elect to print to multiple formats, including PDF for data found within Workday.

Benefits Administration				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BA.66	The system shall produce letters, emails, and other notifications to employees announcing open enrollment.	**Critical**	**S**	
BA.67	The system shall produce confirmation letters indicating the employee's current participation levels in all benefit plans.	**Desired**	**S**	
BA.68	The system shall provide employee self-service for benefit plan open enrollment, new hire benefits enrollment, and other benefits changes, with mobile functionality.	**Desired**	**S**	Workday Benefits offers a streamlined employee enrollment workflow delivering a seamless experience from desktop to mobile. Employees are guided through each step in the process to make their elections for each plan they are eligible for (medical, dental, vision, life, disability, etc.) and to designate the level of coverage they want along with any covered dependents or beneficiaries. Plan dependencies can be managed during the enrollment process. Employees can view configured details about each plan and see which health care plans other employees with similar configured demographics chose during the previous open enrollment event.

	Benefits Administration			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
BA.69	The system shall provide employee support through a chatbot in English and Spanish language through messaging applications, websites, mobile applications or by phone to answer FAQ.	Desired	S	Yes. Workday provides a single Workday Assistant that we have designed to assist our users in completing tasks within Workday. Workday Assistant provides users with a simplified, conversational interface to interact with Workday's suite of applications using natural language. Customers can also enable voice interactions with the Workday Assistant on their mobile devices. In contrast with competing products, we built the Workday Assistant specifically to work with the Workday service, so customers don't require any separate products or technology to leverage its capabilities, and there is no additional charge for it. Examples of some of the capabilities which the Workday Assistant can provide are: ● Requesting time off ● Submitting expenses ● Employee Lookup ● Finding information relevant to a task, such as a recruiter looking for a worker's location to schedule an interview ● Logging a case in Workday Help (for customers who subscribe to this service) Workday continues to add significant new functionality, and support for additional languages, based on customer feedback and requests. While the Workday Assistant is available as a chatbot in the browser UI and when using the Workday native mobile apps, we have also integrated its functionality into
BA.70	The system shall produce benefits confirmation statements in multiple languages (e.g., English and Spanish).	Desired	S	
BA.71	The system shall interface with the employee self-service module for benefit plan open enrollment, new hire benefits enrollment, and other benefits changes.	Desired	S	

Req #	Description of Requirement	Criticality	Vendor Response	Comments
Benefits Administration				
BA.72	The system shall retroactively enroll employees in plans, and automatically impact payroll to compute the proper pay adjustments and deductions.	**Critical**	**S**	Workday's retroactive process can automatically recalculate prior period earnings in response to retroactive payroll input including bonuses, absence requests, compensation changes, deduction changes, benefit changes, leave of absence, tax authority changes and terminations.
BA.73	The system shall retroactively enroll dependents in plans, and automatically impact payroll to compute the proper pay adjustments and deductions.	**Critical**	**S**	
BA.74	The system shall enter new enrollment data for a future date without changing the current elections until the date of the new enrollment period begins.	**Critical**	**S**	Workday is an effective dated system for all business processes. As such, a business process can use any date, current/past/future, for the effective date of the transaction to commence.
BA.75	The system shall identify court-ordered dependents.	**Desired**	**S**	
BA.76	The system shall restrict the removal of court-ordered dependent from an employee's benefits master (add/delete lock).	**Desired**	**S**	
BA.77	The system shall attach documentation to court-ordered dependent record.	**Desired**	**S**	
BA.78	The system shall compile, process, and electronically transfer enrollment information to vendors according to 834 Carrier Guidelines HIPPA Compliance.	**Critical**	**S**	Depending on the vendor this could be a delivered integration or may have to be a custom built integration.
Reporting				
BA.79	The system shall create ad hoc reports and export them to third-party applications (e.g., Microsoft Excel, PDF).	**Critical**	**S**	
BA.80	The system shall report on benefit collection in arrears, including the employee and arrearage amount.	**Desired**	**S**	
BA.81	The system shall report on dependents aging out of coverage (e.g., dependents at age 26 or employee coverage expiring at age 65).	**Critical**	**S**	
BA.82	The system shall notify users of minimum and maximum amount for accruals.	**Desired**	**S**	
BA.83	The system shall create Form 1094 for transmittal to IRS.	**Critical**	**S**	
BA.84	The system shall electronically transmit Form 1094.	**Critical**	**S**	
BA.85	The system shall create Form 1095-C for distribution to employees.	**Critical**	**S**	
BA.86	The system shall automatically fill Form 1095-C accurately.	**Critical**	**S**	

	Benefits Administration			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BA.87	The system shall create Form 1095-C for transmittal to IRS.	**Critical**	S	When you have validated you are ready to submit 1094-C (http://www.irs.gov/pub/irs-pdf/f1094c.pdf) and 1095-C (http://www.irs.gov/pub/irs-pdf/f1095c.pdf) data to the IRS you will be able to transmit this information directly from Workday to the IRS via integration.
BA.88	The system shall provide a variety of ad hoc query and reporting capabilities when determining eligibility status.	**Critical**	S	
BA.89	The system shall provide a variety of ad hoc query and reporting capabilities when determining individuals with qualifying coverage.	**Critical**	S	
BA.90	The system shall provide a variety of ad hoc query and reporting capabilities when researching disputes.	**Critical**	S	May need more information around what a "dispute" is in regards to researching. Everything in Workday is audited so if the transaction took place in Workday we can report on it
BA.91	The system shall report benefit trends and costs for employees.	**Desired**	S	
BA.92	The system shall report benefit trends and costs for retirees.	**Desired**	S	
BA.93	The system shall produce reports reflecting eligible employees not enrolled in benefit plans.	**Desired**	S	
BA.94	The system shall produce reports reflecting eligible retirees not enrolled in benefit plans.	**Desired**	S	
BA.95	The system shall produce billing notice for employees on leave of absence.	**Critical**	C	This is not standard functionality. Workday can display this on a report and run an integration to create the billing notices.
BA.96	The system shall produce a warning/error report of employees with no benefit deductions due to low or no paycheck prior to running payroll.	**Critical**	S	

Indicator	Definition	Instruction
S	**Standard:** Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available** in a future software release available to the City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be indicated in Attachment C – Cost Worksheet.	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No:** Feature/Function cannot be provided.	N/A

Time Entry				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
General Requirements				
TE.1	The system shall provide a Time Entry module that is integrated with all other proposed system modules such as the General Ledger, Budget, Project Accounting, Grant Management, Payroll, Benefits, and Human Resources.	**Critical**	T	Our proposal assumes integration with TimeClock Plus. However, Workday also offers a Timekeeping module that is full integrated with the rest of the Workday platform. We are providing pricing for Workday Time as optional and including responses to the timekeeping requirements both from TimeClock Plus (your existing timekeeping provider) and Workday
TE.2	The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation.	**Critical**	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.3	The system shall interface in real-time, with the employee on-boarding module to populate data elements for the first pay period.	**Critical**	T	**Timeclock Plus** - This could be accomplished through integration with Workday. **Workday** - Standard with Workday Time (proposed as optional)
The system shall provide the ability for end-users to enter time concurrently in one or				
TE.4	Web-based, employee-self-service portal;	**Critical**	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.5	Manual entry at a workstation;	**Critical**	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.6	Batch entry at a work station;	**Critical**	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.7	Mobile device;	**Desired**	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)

Time Entry				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
TE.8	File import from City defined time entry applications;	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.9	File import from Excel spreadsheet; and	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.10	The system shall enter and view time via a mobile app.	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.11	The system shall display a complete list of error messages for an entry (i.e., not only the first error).	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.12	The system shall allow corrections to be made to postings suspended due to validation errors.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.13	The system shall enforce full edit/validation rules for all updates with the appropriate security permissions.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.14	The system shall provide edits to ensure that timesheet entry is completed and required approvals have been received before submitting to automated payroll processing.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.15	The system shall allow end users (with appropriate security permissions) to configure audit and entry rules to align with City business needs.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.16	The system shall handle schedule/department/job changes retroactive to reported time being entered prior to submission.	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.17	The system shall display employee accrual balances on time entry screen to consolidate and simplify time entry.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.18	The system shall show accrual balances in real time in the employee timecard.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.19	The system shall provide the option to restrict entries by inactive/terminated employees.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.20	The system shall record employee's approval of a timesheet.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.21	The system shall designate a back-up for employees that are unable to enter or approve their time (e.g., due to sick leave).	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.22	The system shall secure the timesheet data from any updates or changes after a designated sign-off.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.23	The system shall allow staff with the appropriate security permissions to make edits to the timesheet data after sign-off.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.24	The system shall provide warning or to prevent employees (per user-defined criteria) from making duplicate time entries (e.g., cannot submit time twice).	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.25	The system shall provide notifications to employees, supervisors and timekeepers of any duplicate time entered in the system.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.26	The system has the ability for an employee to record time for multiple positions as a result of a mid-period transfer.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.27	The system has the ability for the employee to record time for multiple jobs worked (e.g., an employee holds two different jobs or positions within the city on a regular basis at the same time).	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)

City of Superior
Functional and Technical Requirements

Time Entry				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
TE.28	The system shall restrict time reporting codes entered by employees to those selected for the employee individually or employee's group.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.29	The system shall restrict time reporting codes to be entered by staff with appropriate security permissions (e.g., FMLA, worker's comp).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.30	The system shall allow staff with appropriate security permissions to upload documentation in support of time entries (e.g., travel expense reimbursements).	**Desired**	**N**	**Timeclock Plus** - No - Documents can be uploaded to the employee file but not to the timecard. **Workday** - Workday allows for attachments to be included on Time Blocks.
TE.31	The system shall require online approval of time by managers.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.32	The system shall provide the ability to designate a backup for managers that are unable to enter or approve time (e.g., due to sick leave).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.33	The system shall process and approve timesheets and time reports in a decentralized and electronic format.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.34	The system shall route (through workflow) timecards to multiple managers (including Finance Department) for review, edit, and approval (i.e., in instances where employee has worked for multiple managers).	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.35	The system shall allow management review of timecards on the detail and summary levels.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.36	The system shall notify employees and/or a supervisor of rejected timecard (via workflow).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.37	The system shall provide reminders to employees to complete time entry.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.38	The system shall notify approvers of timecards pending approval.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.39	The system shall notify employee/approvers of timecard errors. The system must be able to send additional e-mail alerts escalating the issue to higher level individuals or designated backup individuals.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.40	The system shall notify employees or managers when they have not submitted or approved timesheets. The system must be able to send additional e-mail alerts escalating the issue to higher level individuals or designated backup individuals.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.41	The system shall allow a supervisor or other time reviewer/approver to view the status of submitted/unsubmitted time sheets for all of their direct reports.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.42	The system shall allow employees to submit leave requests.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.43	The system shall validate leave requested or leave time entered by staff.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.44	The system shall notify employees of rejected leave requests.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)

Time Entry				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
TE.45	The system shall designate a back-up for leave request approval (e.g., when approving manager is not available).	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.46	The system shall require electronic signatures for time approval.	Critical	N	**TimeClock Plus Response** - The employee and manager's approval is the electronic stamp, but there is no e-signature component. **Workday Response -** Standard
TE.47	The system shall allow approval of extra hours to occur prior to the work being performed.	Desired	T	**Timeclock Plus** - Standard **Workday** - You can enable workers to request overtime hours for themselves before they work them using the Overtime Requests task. You can also enable managers to request that the worker be available to work overtime in advance. The requested block displays on the worker's time entry calendar. Once the overtime request is approved, the worker must enter the actual time worked in order for Workday to calculate their hours and pass them to Payroll. Additionally, managers can run run the My Team's Overtime Requests report to verify that their budget covers the requested overtime and see if a worker requests or works excessive overtime before approving, denying, or returning the request.
TE.48	The system shall allow approval of extra hours to occur after the work has been performed.	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.49	The system shall enforce requiring preapproval of extra hours to occur prior to when the work has been performed.	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.50	The system shall allow employees to enter time on demand.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.51	The system shall allow employees to edit the current period time after manager approval, requiring the manager to reapprove any changes.	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.52	The system shall allow managers to edit employee timecards in the current period without employee intervention.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.53	The system shall notify employees of any edits to their reported time.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.54	The system shall default a standard number of hours per pay period for exempt employees with the ability to reduce hours by exception time (e.g., vacation, sick).	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
The system shall store time and attendance history data, including:				
TE.55	Employee name;	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.56	Employee ID number;	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)

	Time Entry			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
TE.57	Work group;	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.58	Dates;	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.59	Time/leave, including time and type (e.g., overtime, vacation, etc.);	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.60	Time entry location; and	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional) Time entry is tagged with the default work location of the employee, or the employee may change the location of the time block if they are working elsewhere.
TE.61	Manager approval history.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.62	The system shall store time and attendance history for a City-defined period of time with the ability to archive data.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.63	The system shall accommodate Fair Labor Standards Act (FLSA) laws based on the City's current pay codes.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.64	The system should adhere to all current and future local, State, and Federal laws.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.65	The system shall capture additional information associated with time entry, such as projects, cost center, department ID, program, activity code, and tasks.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.66	The system shall link labor distribution to Project Management, Grant Management, etc. including specific hours worked.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.67	The system shall validate labor distribution field values through an integrated link to the source module.	Critical	T	**TimeClock Plus** - This could be handled with an open API connection to Workday. Additional costs may apply. **Workday** - Standard
The system shall support multiple timesheet layouts that include:				
TE.68	Exempt view where only exception time (e.g., time off) is entered;	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.69	Hourly view where all hours worked are reported, but where hours worked are reported in time in/out format;	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.70	Hourly format where hours worked are reported in elapsed hours; and	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.71	Schedule-based view (e.g., by two-week pay period, 28-day cycle).	Desired	T	**Timeclock Plus** - Standard. **Workday** -Workday delivers a weekly and monthly time entry view but not a configurable schedule-based view; however, we provide configurable FLSA periods for payroll and time tracking purposes or this could be handled with integration to Aladtec.
TE.72	The system shall allow time to be entered based on City-defined rules including daily, weekly, and bi-weekly.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)

Time Entry				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
TE.73	The system shall default the schedule for time entry purposes.	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.74	The system shall default the defined pay period for time entry.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.75	The system shall provide an alert when the employee is reaching or has reached minimum or maximum banks of accruals.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.76	The system shall provide an alert when the employee is reaching or has reached minimum or maximum banks of special time codes (i.e., comp time earned).	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.77	The system shall limit use of time codes by employee status.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.78	The system shall allow entry for timecards for current plus at least 5 additional (future) pay periods.	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.79	The system shall allow immediate time entry for employees newly entered into the employee master.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.80	The system shall configure the time entry hierarchy for approvals.	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.81	The system has the ability for an employee to enter all time for all time worked and all time off.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.82	The system shall print a timecard from the system for manual time tracking.	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.83	The system shall print a range of timecards by employee group, time period, or other user-defined criteria.	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.84	The system shall provide assistance (e.g., FAQ, contextual assistance, etc.) for time entry to aid in the entry process.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.85	The system shall accommodate time-tracking for part time, contingent, contract and seasonal employees.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.86	The system has the ability to record time for personnel, either employee or non-employees who are paid for occasional work (e.g., board and committee members)	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)

Req #	Description of Requirement	Criticality	Vendor Response	Comments
Time Entry				
Project and Grant Time Entry				
TE.87	The system shall separate exception based and non-exception based time entry in order to accommodate for the varying types of employees at the City and to better track projects and grants.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.88	The system shall charge time into project and/or grant accounting on a fixed percentage, fixed dollar, and allocation formula to each project/grant or other user-defined options.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.89	The system shall charge time into project accounting on an hours by day basis to each project.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.90	The system shall track time towards projects or grants based upon the specific pay code at the time it was worked.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.91	The system shall provide a drop-down of project and/or grant codes/names that an employee is eligible to enter time against, avoiding the need to manually enter each project code/name with the ability to filter by user-defined parameters (e.g., department, division).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.92	The system has the ability for an employee to select favorites for projects and/or grants against which time was worked.	**Desired**	**N**	**TimeClock Plus** - Admin can set a default project/grant. **Workday** - Standard functionality with Workday projects and optional Timekeeping.
TE.93	The system shall support the entry of time by a single employee against a minimum of 5 projects and/or grants per pay period.	**Critical**	**T**	**TimeClock Plus** - Sta dard. **Workday -** Standard functionality with Workday projects and optional Timekeeping.
Leave Time Accrual and Use				
TE.94	The system shall track all types of leaves in user-defined units (i.e., hours, days).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.95	The system shall account for all leave time at varying accrual rates.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
The system shall capture and track leave for multiple leave types, including:				
TE.96	Vacation (used and unused);	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.97	Sick leave (used and unused);	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.98	Sick leave - donations (vacation donated into a sick leave bank);	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday -** These capabilities are provided through configuration. Depending on the specific requirements, some manual entry may be required.
TE.99	Compensatory time (used and unused);	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)

	Time Entry			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
TE.100	Workers' compensation;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.101	Injury leave;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.102	Holiday and floating holidays;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.103	Personal days;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.104	FMLA and medical leaves;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.105	Leave without pay (with and without benefits);	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.106	Suspension;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.107	Military leave;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.108	Funeral/bereavement leave;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.109	Professional/educational leave;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.110	Administrative leave;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.111	Jury duty/witness duty;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.112	Short and long term disability;	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.113	Transitional duty (e.g., light duty); and	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.114	Other user-defined.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.115	The system shall maintain leave accrual schedules, containing leave type and accrual rates.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.116	The system shall apply and track compensatory time for exempt employees that work more than 40 hours per week.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.117	The system shall enforce user-defined rules for leave accrual and usage (e.g., holiday accrual and usage may differ across employee groups).	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.118	The system shall configure leave accruals according to employee type and other user-defined groups including limits on time earned.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.119	The system shall define and assign leave accrual schedules by job class and FLSA (or other user-defined classification), with override capability at the individual employee level.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)

	Time Entry			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
TE.120	The system shall accommodate partial leave accrual for part-time employees based on actual time worked.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.121	The system shall accrue sick time at the end of a user specified period (e.g., day, week, pay period, or month).	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.122	The system shall capture and maintain breaks in service.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.123	The system shall track and maintain shared leave detail including (but not limited to) donating employee, receiving employee, leave balances.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.124	The system shall accommodate cumulative (rollover) and non-cumulative (use-it-or-lose-it) leave accruals.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.125	The system shall set a maximum for cumulative (rollover) leave accruals.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.126	The system shall allow for establishing City-defined business rules for leave roll-overs (e.g., unused personal day automatically rolls into vacation day).	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.127	The system shall temporarily suspend leave accrual (e.g., during unpaid leave).	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.128	The system shall require that accruals be configured to accrue on any frequency, including (but not limited to) daily, each holiday, weekly, bi-weekly, semi-monthly, monthly, quarterly, semi-annually, annually.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.129	The system shall project future balances based on debits and credits of leave time.	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.130	The system shall provide daily balances in real-time of available employee comp and leave time.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.131	The system shall provide a view/query into prior leave accrual balances as of a certain past date or prior pay period (e.g., look-back to see leave balance as of two months ago).	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.132	The system shall calculate liability for unused earned leave at regular intervals and on demand.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.133	The system shall allow a system-generated flag to be configured for the expiration of a certain leave type (e.g., alert appears at 60-days prior, 30-days prior, etc.).	Critical	T	**Timeclock Plus** - This may require additional configuration. Additional discovery required for a quote. **Workday** - Standard.
TE.134	The system shall alert managers/supervisors on leave usage exceptions.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.135	The system shall override leave balances based on leave type with appropriate security permissions.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.136	The system shall add, edit, or delete leave events in current pay period with appropriate security permissions.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)

Req #	Description of Requirement	Criticality	Vendor Response	Comments
Time Entry			
Attendance Tracking			
TE.137	The system shall compare absence time with scheduled work time to detect absence conditions.	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.138	The system shall process mass absences at the City, Department, Division or other user-defined level.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.139	The system shall track and detect certain absence conditions (undocumented leave or comp time used).	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.140	The system shall flag various attendance conditions, including in early, in late, out early, out late, and unexcused absences.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.141	The system shall coordinate usage of City specific absence types with regulated leave types when appropriate (e.g., when sick time is taken that is also an FMLA event, eligibility for both is reduced either simultaneously or consecutively, as per City policies).	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.142	The system shall provide numerous canned reports related to all aspects of absence tracking.	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.143	The system shall conduct ad-hoc queries of absence data, without the need to join table information.	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
Time Off Requests			
TE.144	The system shall provide a web-interface for time off request submittal by employees (vacation time, comp time, planned sick time, holiday special).	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.145	The system shall display leave accrual rates, codes, maximum balances and history to employee as time is being entered with data as of the prior pay period.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.146	The system shall validate leave balances real-time (based on the actuals from the previous period) at the point of entry.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
**The system shall perform workflow functions for electronic leave request approval,**			
TE.147	Request submittal;	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.148	Manager(s)/Supervisor(s) review/decision;	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.149	Request status monitoring;	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.150	Notification of request approval/decline; and	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.151	Other user-defined.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.152	The system shall set limits and qualifying conditions on use of leave time.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.153	The system shall project an employee's leave balance, considering any future accruals and existing requests.	Desired	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.154	The system shall provide proper levels of data encryption for data that is considered private to the employee and/or subject to HIPAA.	Critical	T	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)

	Time Entry			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
TE.155	The system shall show the employee and supervisor whether the time off requested will actually be available at the future date, when considering all other approved time off and any other accrued time off in the meantime that is scheduled to occur.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.156	The system shall notify user of attempt to submit leave request where accrued time is less than requested time.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.157	The system shall provide the ability to make certain dates "unavailable"; meaning no leaves will be accepted by the system for those days for some or all employees.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.158	The system shall restrict or allow sick and vacation leave to be used only after it is earned.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.159	The system shall send an alert/notification to employee and supervisor when accrual maximum/minimum for leave time/s is approaching.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.160	The system shall allow real-time access to accumulated sick and vacation time, based on access level of the user.	**Critical**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
TE.161	The system shall view leave request in a calendar view format per work group.	**Desired**	**T**	**Timeclock Plus** - Standard. **Workday** - Standard with Workday Time (proposed as optional)
	Scheduling			
TE.162	The system shall provide a scheduling module that is integrated with the time/attendance module.	**Desired**	**T**	**TimeClock Plus - Aladtec** - Standard Functionality. Aladtec scheduling can be integrated with TimeClock Plus' timekeeping software, Workday Timekeeping, or directly into Workday payroll. Additional discovery required to provide a final recommendation on the best integration approach. **Workday** - Standard. Workday does have scheduling capabilities within our optional Timekeeping and Scheduling modules that can meet the needs of your less complex departments. For your proposal, our assumption is that the Fire Department will continue to use Aladtec scheduling integrated with Workday Payroll. We are also including optional pricing for Aladtec for Police Scheduling.
The system shall accommodate the following types of schedules:		**Desired**		
TE.163	Group schedules;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.

	Time Entry			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
TE.164	Individual schedules;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.165	Rotation schedules;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.166	Shift Schedules;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.167	Post/location;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.168	On-call/standby;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard **Workday -** Workday does not currently incorporate on-call rules into our scheduling. Our proposal assumes you would meet this requirement through integration with Aladtec.
TE.169	Demand-based schedules; and	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.170	Other, user-defined.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.171	The system shall support a minimum of 100 schedules, including user-defined schedules.	**Critical**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
The system shall maintain the following tables for schedule creation:				

	Time Entry			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
TE.172	Shift;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.173	Division;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.174	Rotation (number of days on and off);	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.175	Work positions;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.176	Work assignments;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.177	Work location;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.178	Collective Bargaining Unit;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.179	Leave types (sick, vacation, military, etc.); and	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.180	Mandatory or non-mandatory fill position indicator.	**Desired**	**N**	

Time Entry				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
TE.181	The system shall accommodate unlimited schedule changes and adjustments on demand.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
The system shall maintain various defined shifts with the following characteristics and				
TE.182	Varying hours per shift;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.183	Start times and end times;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.184	Duration;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.185	Multiple shift patterns;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.186	Multiple employee roles;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.187	Required certifications of resources for the shift;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.188	Multiple locations;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.

	Time Entry			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
TE.189	Multiple sub-locations; and	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.190	Multiple skill requirements.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.191	The system shall maintain at least 50 different shift configurations in the table of defined shifts.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.192	The system shall prohibit resources from being scheduled for a particular shift that do not meet prescribed requirements.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.193	The system shall override restrictions on employees being scheduled for a particular shift.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.194	The system shall assign the number of personnel required each day for defined positions.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.195	The system shall identify variances (both positive and negative) between required number of personnel and actual scheduled for a given position on a given day.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.196	The system shall assign the number of personnel required at each location for defined positions and days (e.g., minimum clerical staff at a particular office on Mondays).	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.

	Time Entry			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
TE.197	The system shall identify variances (both positive and negative) between required number of personnel and actual scheduled for a given location on a given day.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.198	The system shall create calendars/rosters of projected absences.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
The system shall utilize department roles for automated staffing including the following				
TE.199	Staffing minimums;	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.200	Roster vacancies due to leave time; and	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.201	Insufficient "qualified" candidates (e.g., certifications, etc.).	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Additional discovery required
TE.202	The system shall automatically contact employees via telephone, email, text messaging and web to offer an assignment (e.g., overtime availability, open shifts) and update the real-time roster.	**Desired**	**N**	**Timeclock Plus - Aladtec** - Email and text capabilities are standard functionality. Telephone is not. **Workday Response -** Workday Scheduling proposed as optional sends notifications via email or mobile push when schedules are published or changed and when Open Shifts are posted. Workday scheduling does not have functionality to automatically contact employees via a roster. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.203	The system shall support the shift bid process for certain eligible groups of employees.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.

	Time Entry			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
TE.204	The system shall support the time off bid process for certain eligible groups of employees.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.205	The system shall support the overtime bid process for certain eligible groups of employees.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.206	The system shall allow the configuration of the order in which employees are contacted based on any data field in the employee master file (e.g., seniority, last shift worked, etc.).	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.207	The system shall maintain a log of all employees who have been contacted.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.208	The system shall produce a list for each absence by rules and create the call log.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard **Workday Response -** No. Our proposal assumes you will continue to use Aladtec for public safety scheduling.
The system shall support multiple notification methods including but not limited to:				
TE.209	Telephone (by type such as home, cell, etc.);	**Desired**	**N**	**Timeclock Plus - Aladtec** - No but Aladtec can text or email. **Workday Response -** Our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.210	Text Messaging/SMS; and	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.211	Email.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.

	Time Entry			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
TE.212	The system shall accommodate work time trades between employees.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.213	The system shall allow time to be tracked using either AM/PM or military time.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.214	The system shall define split shift rotations.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.215	The system shall identify employee as unavailable for overtime for a given time period and specify reason.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** More discovery required. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.216	The system shall schedule shifts that cross multiple days (e.g., start at 6:00 p.m. on one day and complete at 2:00 a.m. on day two).	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.217	The system shall define workload restrictions for each position. These could include number of hours between shifts, maximum hours worked per regular shift, maximum overtime hours per time period.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.218	The system shall override workload restrictions.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.219	The system shall alert when minimum or maximum thresholds are not met.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.

Time Entry				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
TE.220	The system shall implement alternate schedules (e.g., ad-hoc schedules for circumstances of single occurrence).	Desired	T	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.221	The system shall temporarily assign employees.	Desired	T	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.222	The system shall view multiple schedules at once.	Desired	T	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.223	The system shall publish and print an official/final schedule.	Desired	T	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.224	The system shall preserve the schedule in the event the system is unavailable due to planned or unplanned downtime.	Desired	T	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.225	The system shall identify an assignment that conflicts with a rule.	Desired	T	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.226	The system shall define a mandatory-overtime backfill list based on prescribed business rules.	Desired	T	**Timeclock Plus (Aladtec) Response** - Standard Functionality. **Workday Response -** Not available at this time. Our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.227	The system shall alert a shift scheduler when assignment conflicts with a rule.	Desired	T	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.

Time Entry				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
TE.228	The system shall schedule meals and breaks, as well as start and end times.	Desired	T	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.229	The system shall accommodate meals and breaks as paid or unpaid based on criteria such as department/division, collective bargaining agreement, shift, etc.	Desired	T	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.230	The system shall support user-defined flex schedules (e.g., 50/30, 9/80, etc.).	Desired	T	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.231	The system shall calculate overtime based on FLSA regulations.	Desired	T	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.232	The system shall view and maintain all previous schedules.	Desired	T	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.233	The system shall route an alert/notification when defined hour-limit is reached.	Desired	T	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.234	The system shall populate entities for holidays and other closures in the schedule, system-wide.	Desired	T	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.235	The system shall support varying types of scheduled weeks, including 48/60/72 hour weeks for public safety.	Desired	T	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.

Time Entry				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
TE.236	The system shall accommodate department schedules with three shifts, and 24 hours per shift.	**Desired**	**T**	**Timeclock Plus -Aladtec** - Standard. **Workday Response -** Standard with Workday Scheduling proposed as optional. However, our proposal assumes you will continue to use Aladtec for public safety scheduling.
TE.237	The system shall accommodate out of class work paid based on hours worked in the out of class position, prorated to a 56-hour period. For example: Firefighter scheduled 48hr week (2 x 24hr days) works 1 day (24hrs) as regular job (Firefighter) and 1 day (24hrs) as Out Of Class Driver. Pay will be 28hrs Regular Pay, 28hrs Pay as Driver (50% of 56 hrs.).	**Desired**	**T**	**Timeclock Plus (Aladtec) Response** - Standard Functionality. **Workday Response -** Standard functionality with Workday optional scheduling but our proposal assumes you will continue to use Aladtec for public safety scheduling.

Time Entry				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
Reporting & Querying				
TE.238	The system shall use a single data source for report generation.	Critical	C	**Timeclock Plus (Aladtec) Response** - Aladtec and Time Clock plus have separate reporting tools with Workday but time and schedule data can be imported directly to Workday to provide a single data source for report generation. Additional discovery required to validate implementation costs. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.239	The system shall generate "canned" reports that users may run with limited options of input values.	Critical	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.240	The system shall generate user-defined reports on any time entry field and/or combination of fields.	Critical	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.241	The system shall provide an ad-hoc reporting tool without the use of a third-party report writing tool.	Critical	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.242	The system shall provide role-based security on running and viewing reports.	Critical	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.243	The system shall import data from reports into standard applications for spreadsheet comparison, graphing, etc.	Desired	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.244	The system shall export data from reports into standard applications for spreadsheet comparison, graphing, etc.	Critical	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
The system shall generate reports on time worked by the following:				**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.245	Location;	Critical	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.246	Department;	Critical	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.247	Division;	Critical	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.

Time Entry				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
TE.248	Team;	Desired	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.249	Task/Work Order;	Desired	T	**Timeclock Plus - Aladtec - Standard. Workday Response** Standard with Workday optional Time and Scheduling. - Assumes a custom Worktag / Accounting Dimension would be used to 'track' Work Orders / Time Entry association.
TE.250	Project/Grant;	Critical	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.251	Job;	Critical	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.252	Activity;	Critical	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.253	Leave type;	Critical	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.254	Hours paid by individual;	Critical	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.255	Hours entered (by type);	Critical	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.256	Position;	Critical	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.257	Event;	Critical	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.258	Work group;	Critical	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.259	Shift;	Critical	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.260	Time errors;	Critical	T	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.

Time Entry				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
TE.261	Overtime;	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.262	Employee status; and	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.263	Other user-defined.	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.264	The system shall provide a report that details prior periods' adjustments and corrections.	**Desired**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.265	The system shall provide an error and warning report, listing discrepancies with time entry for all employees for the pay period as defined by the Payroll Administrator.	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.266	The system shall generate a year-to-date report (calendar or fiscal year) or user-defined period of time worked by employee.	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.267	The system shall generate an electronic copy of any previous timecard.	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.268	The system shall provide a report filtered by location that identifies the total number of hours worked per employee in a pay period or by year.	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.
TE.269	The system shall generate a report of part-time employee hours worked on a year-to-date basis or other user-defined period to monitor for hours worked exceeding user defined parameters.	**Critical**	**T**	**Timeclock Plus - Aladtec -** Standard. **Workday Response** Standard with Workday optional Time and Scheduling.

Indicator	Definition	Instruction
S	**Standard:** Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available** in a future software release available to the City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be indicated in	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No: Feature/Function cannot be provided.**	N/A

Payroll				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
General Requirements				
PR.1	The system shall provide a Payroll module that is integrated with all other proposed system modules such as General Ledger, Budget, Project Accounting, Grant Management, Time Entry, Benefits, Work Orders, and Human Resources.	**Critical**	S	Workday has a single data model, removing the need for integration between functions (or what would be considered "modules" in other systems).
PR.2	The system shall integrate the Payroll application with the General Ledger to make payroll journal entries.	**Critical**	S	Workday customers who are leveraging Workday HCM and Workday Financials will experience a seamless data flow between Payroll and the General Ledger, eliminating the need for an integration.
PR.3	The system shall integrate payroll with position tracking.	**Critical**	S	

Payroll				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
PR.4	The system shall maintain a 5 year lookback period for terminated employees and unlimited prior year payment and deduction related details and totals for active employees.	Critical	S	Terminated workers can continue to have access to Workday with a special role that would limit them to only having access to tasks applicable such as changing address, viewing tax forms, receiving COBRA benefits/open enrollment, etc... Separated employee history is maintained in Workday and does not get deleted. You can access all the employee history and upon re-hire the history will be maintained with the employee. You can also continue to pay the employee upon separation dependent on how you configure the system.
PR.6	The system shall allow continuous updating of employee personnel and job records in such a manner as not to interfere with payroll processing (i.e., no lock-out of users from system while payroll is being processed).	Remove	S	
PR.7	The system shall maintain payroll history, including earnings, deductions, taxes and other related supporting information for an unlimited number of years.	Critical	S	
PR.8	The system shall allow former employees limited access to payroll information through an employee portal (employee self-service) for access to prior check stubs, W-2s, and 1095s.	Critical	S	
PR.9	The system shall limit users access to view or make changes to employees' information based on security permissions (e.g., taxes, general deductions, retirement, garnishments).	Critical	S	
PR.10	The system shall allow payroll staff to view paystub and W-2 history of individual employees based on security permissions.	Critical	S	
PR.11	The system shall allow individual employees to view full paystub and W-2 history through an employee self-service portal (ESS).	Critical	S	
PR.12	The system shall provide for complete security and restrictions to access all payroll related data.	Critical	S	

	Payroll			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PR.13	The system shall make mass changes to employee data for reorganization needs (reassign departments or divisions), with security permissions.	Critical		Workday provides Org Studio and Mass Actions so that you can collaboratively visualize, plan, and approve reorganizations and implement the changes within Workday. Org Studio provides a drag-and-drop interface that enables you to iterate through the planning stages with stakeholders using current organization charts and data. After stakeholders approve plans, Workday transfers your model and data to Worksheets, where you can refine and correct your plans and then implement your new structure as a mass action. Org Studio reduce manual processes and the need for external tools by enabling you to plan and implement changes within Workday.
PR.14	The system shall allow users with appropriate security permissions to perform mass changes to paycheck detail lines during payroll processing, including positive and negative values, earnings, deductions, and taxes.	Desired	S	
PR.15	The system shall override the default supervisor assigned for workflow approvals to position control record modifications with appropriate security permissions.	Critical	S	
	Pay Calendars and Groups			
PR.16	The system shall maintain a payroll calendar.	Critical	S	
PR.17	The system shall maintain an off-cycle payroll calendar.	Desired	S	
PR.18	The system shall maintain a holiday payroll calendar.	Critical	S	
PR.19	The system shall accommodate pay period end date in one calendar year and pay check date in another calendar year.	Critical	S	
The system shall process payroll on optional user-selected frequencies, for				
PR.20	Bi-weekly;	Critical	S	
PR.21	On-demand (e.g., terminations, corrections); and	Critical	S	
PR.22	Other, user-defined.	Desired	S	
PR.23	The system shall produce a salaried, supplemental, and hourly payroll.	Critical	S	

Req #	Description of Requirement	Criticality	Vendor Response	Comments
Payroll				
PR.24	The system shall accommodate multiple payroll schedules.	**Critical**	**S**	
PR.25	The system shall specify employees to be paid by defined pay groups.	**Critical**	**S**	
PR.26	The system shall process multiple pay groups per cycle period.	**Critical**	**S**	
PR.27	The system shall accommodate various pay statuses (e.g., biweekly, monthly, hourly, fee, salaried, uncompensated, etc.).	**Critical**	**S**	
PR.28	The system shall support retro pay and deduction adjustments.	**Critical**	**S**	Workday's retroactive process can automatically recalculate prior period earnings in response to retroactive payroll input including bonuses, absence requests, compensation changes, deduction changes, benefit changes, leave of absence, tax authority changes and terminations. After you run the retro pay calculation process, the landing page for the first two reports displays the retro difference calculated for each prior period making it easy to see what makes up the total retro difference that will be forwarded to the next regular pay run. Workday will also display the retroactive pay periods and earning/deduction amount changes on separate lines on the payslip view. Additionally, Workday's retroactive process can automatically recalculate subsequent FLSA calculations.
PR.29	The system shall support multiple positions for individual employees.	**Critical**	**S**	
Tax Administration				
PR.30	The system shall allow for an extra withholding tax deduction in any amount at the option of the employee.	**Critical**	**S**	
PR.31	The system shall provide options to prevent Federal Tax and/or Medicare Tax from being withheld on an employee-by-employee basis.	**Critical**	**S**	
PR.32	The system shall withhold tax for a particular pay check using one-time override, flat rate, federal tax tables or any combination of these, based on pay codes.	**Critical**	**S**	
PR.33	The system shall calculate and store employee and employer contributions to State, Federal, Social Security, Medicare, and retirement.	**Critical**	**S**	
The system shall maintain separate taxable wages for the following:				
PR.34	Federal and State Income;	**Critical**	**S**	
PR.35	Earned Income Tax Credit;	**Critical**	**S**	
PR.36	Social Security; and	**Critical**	**S**	
PR.37	Medicare and additional Medicare.	**Critical**	**S**	

	Payroll			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PR.38	The vendor will ensure software is always updated to be compliant with all Federal taxing requirements.	**Critical**	**S**	
PR.39	The vendor will ensure software is always updated to be compliant with all State taxing requirements.	**Critical**	**S**	
PR.40	The system shall support separate tax tables for special pay calculations (e.g., flat tax).	**Critical**	**S**	
PR.41	The system shall maintain YTD running total by pay period.	**Critical**	**S**	
PR.42	The system shall define special taxation rules by earnings code (e.g., supplemental tax rates, cumulative, annualized, etc.).	**Critical**	**S**	
Payment Edit and Processing				
PR.43	The system shall edit and verify the labor distribution prior to the actual payroll check production with appropriate authorization.	**Critical**	**S**	The system will not be editing labor distributions... an administrator would need to be involved.
PR.44	The system shall establish base payrolls and process time record data for exception pay employees on a weekly, bi-weekly, semi-monthly, or monthly basis or any user-defined combination thereof.	**Desired**	**S**	
The system shall validate payroll run against:				
PR.45	Benefits;	**Critical**	**S**	Workday will "calculate" benefits within Payroll, any validation would happen during the actual benefit event itself.
PR.46	Deductions;	**Critical**	**S**	
PR.47	Tax information;	**Critical**	**S**	
PR.48	Accruals;	**Critical**	**S**	Time Off Accruals happen independently of payroll itself, the periods can coincide, but the process for leave accruals is dynamic.
PR.49	Input for new employees;	**Critical**	**S**	
PR.50	Changes for current employees;	**Critical**	**S**	
PR.51	Balance of total rate, hours, over-time hours, exception hours;	**Critical**	**S**	
PR.52	Balance of vacation, sick, and other user-defined accruals;	**Critical**	**S**	
PR.53	Department;	**Critical**	**S**	
PR.54	Garnishments; and	**Critical**	**S**	
PR.55	Other user-defined data.	**Desired**	**S**	
The system shall process multiple payroll runs by type including:				
PR.56	Regular Run;	**Critical**	**S**	
PR.57	Supplemental Run; and	**Critical**	**S**	
PR.58	Adjustment Pay Run.	**Critical**	**S**	
PR.59	The system shall create checks which are not regular payroll but which will be added to the regular payroll run (e.g., longevity, retro, off-cycle).	**Critical**	**S**	These would need to be two separate processes in order to get a separate check.
PR.60	The system shall automatically calculate and pay out final pays.	**Critical**	**S**	

Payroll				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PR.61	The system shall automatically calculate and pay out retro pays, with the ability to reference past salary tables.	Critical	S	
PR.62	The system shall process multiple payroll runs for verification prior to posting for each payroll run type.	Critical	S	
PR.63	The system shall process fiscal year end when the date falls mid payroll period, with accrual posting to the appropriate fiscal year (prior year/new year).	Critical	S	
PR.64	The system shall process fiscal month end when the date falls mid-payroll period, with accrual posting to the appropriate month (prior month/new month).	Desired	S	
PR.65	The system shall calculate split payroll posting between multiple fiscal periods based on either a percentage of the pay period or based on the activity dates within the payroll details.	Desired	S	Workday uses dates specified by you.
PR.66	The system shall process payroll accruals based on a user defined effective date.	Critical	S	
PR.67	The system shall allocate costs per fiscal year and funding sources within defined fiscal periods.	Critical	S	
PR.68	The system shall pay an employee at more than one rate based on job assignment (e.g., out-of-class pay).	Critical	S	
PR.69	The system shall change an employee hour cycle within a pay period cycle.	Desired	S	Assumption this is referring to an employee who may change jobs mid period and works a different schedule or set of hours
PR.70	The system shall run pay, deduction, withheld taxes, and net pay calculations as a "proof" run for review prior to final pay run.	Critical	S	
PR.71	The system shall process, track, and reclaim payroll advances.	Critical	S	
PR.72	The system shall produce a warning/error report of employees with no benefit deductions due to low or no paycheck prior to running payroll (insufficient net pay).	Critical	S	
PR.73	The system shall validate beginning balances against ending balances from last run, prior to payroll processing.	Critical	S	There is no "validation", a report could be created to compare those two things, but beginning balances will be the ending balance from the past period unless something has been adjusted in an off cycle process.
PR.74	The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time, and location.	Critical	S	
PR.75	The system shall process zero net checks for adjustment checks or where all pay was used for deductions, with the ability to print paycheck stubs for employee.	Critical	S	
PR.76	The system shall support the batch removal of employees who have zero hours in a pay period for payroll processing.	Desired	S	Workday doesn't remove employees but you have the ability to not print checks or direct deposit slips if needed.
The system shall generate the following pre-payroll proof reports:				

	Payroll			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
PR.77	Hours Proof Report;	Critical	S	Would need to better understand what is meant by "proof" You can have a report that shows what the employee was scheduled to work vs what they actually worked.
PR.78	Accrual Exception Report;	Critical	S	Depending on the exact fields/data needed this may be a custom report in Workday
PR.79	Accrual Audit Report;	Desired	S	
PR.80	Calculations Error Listing;	Critical	S	May need to better understand this requirement. Workday allows you to set up validations in advance to help with clean data getting to payroll.
PR.81	Benefit Errors;	Critical	S	May need to better understand this requirement. Workday allows you to set up validations in advance to help with clean data getting to payroll. For example, an employee would not be allowed to enroll in something they are not eligible for.
PR.82	Time Setup Errors;	Critical	S	May need to better understand this requirement. Workday allows you to set up validations in advance to help with clean data getting to payroll.
PR.83	Deductions not taken;	Critical	S	
PR.84	Contribution limits for 401k and 457 and 457 Roth plans;	Critical	S	
PR.85	HSA limits;	Critical	S	
PR.86	Negative/Zero checks;	Critical	S	Workday allows you to set up validations in advance to help with clean data getting to payroll. If something like a negative paycheck is calculated, Workday will throw and error and not allow you to proceed with that person until this is resolved. With Zero paychecks you have the option to include or exclude those when printing checks or advices
PR.87	Preliminary Payroll Register; and	Critical	S	
PR.88	Other user-defined reports.	Desired	S	
The system shall generate the following post-payroll proof reports:				
PR.89	Check and Advice Register;	Critical	S	
PR.90	Payroll Summary;	Critical	S	
PR.91	Quarterly Reports;	Critical	S	
PR.92	GL Reports;	Critical	S	
PR.93	Transmittal Reports (e.g., FSA, union, associations, bank file);	Critical	S	
PR.94	Retirement report (WRS);	Critical	S	
PR.95	Add Pay Register;	Desired	S	
PR.96	Tax Register;	Critical	S	

	Payroll			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PR.97	Deduction Register;	**Critical**	**S**	
PR.98	Grand Totals Report; and	**Critical**	**S**	
PR.99	Other user-defined reports.	**Critical**	**S**	
	Payment Calculations			
PR.100	The system shall calculate salary employee effective date step increases, as a result of actions changes (e.g., promotions, demotions, acting appointments, and other actions).	**Critical**	**S**	
PR.101	The system shall calculate pay based on average weekly hours worked, specifically related to the Fire department.	**Critical**	**S**	Workday & Timeclock Plus (Aladtec) Response - Standard Functionality
PR.102	The system shall automatically adjust calculations for mid-pay period salary and employment actions.	**Critical**	**S**	
PR.103	The system has the ability for one employee to be paid by more than one position.	**Critical**	**S**	
PR.104	The system shall calculate pay for multiple positions for one employee that transfers during a pay period (which results in a change in earning codes).	**Critical**	**S**	
PR.105	The system shall automatically calculate and deduct retroactive deductions amounts.	**Critical**	**S**	
PR.106	The system shall automatically calculate deduction amounts for retroactive pay at the rate that was in effect (i.e., State Retirement percentage) when the pay was due to the employee.	**Critical**	**S**	
PR.107	The system shall calculate the appropriate benefit deductions for an employee that transfers positions during a pay period.	**Critical**	**S**	Will need to better understand the requirement, Workday typically doesn't prorate a deduction mid period if it is a per pay deduction. Administers can always override any calculation at the employee level for an exception if required.
PR.108	The system shall calculate leave accruals for employees in more than one position, as a result of a transfer during a pay period.	**Critical**	**S**	Will need to better understand the requirement, Workday typically doesn't prorate an accrual mid period. Administers can always override any accrual calculation at the employee level for an exception if required.
PR.109	The system shall automatically calculate gross pay from multiple user defined components such as base pay, longevity, educational incentive pay, shift differential, etc.	**Critical**	**S**	
PR.110	The system shall process negative pay amounts that reduce current net pay for both pay and deductions.	**Critical**	**S**	
PR.111	The system shall re-calculate payroll for changed hours (prior period adjustments), rates, earnings codes, one-time overrides, etc.	**Critical**	**S**	
PR.112	The system shall provide multiple formulas for complex earning and deduction codes (e.g., overtime weighted average, premium overtime calculations based on standby pay).	**Critical**	**S**	

	Payroll			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
The system shall calculate/verify overtime and shift differential consistent with				
PR.113	Overtime calculations for employees that are in more than one position as a result of a mid-period transfer;	**Critical**	**S**	
PR.114	Overtime across multiple cost centers;	**Critical**	**S**	Depending on how you set up the system, Workday will calculate overtime based on the rules you define and whatever cost center causes the overtime, that cost center will be charged.
PR.115	Overtime by bargaining unit/group/association (e.g., MOU, CBA);	**Critical**	**S**	
PR.116	Overtime by FLSA period;	**Critical**	**S**	
PR.117	Overtime accrued while receiving out-of-class pay;	**Critical**	**S**	
PR.118	Overtime calculations for call-back pay;	**Desired**	**S**	
PR.119	Overtime calculations for industry standard fire department i.e., 28-day cycle;	**Critical**	**S**	
PR.120	Overtime calculations for industry standard fire department over 53 hours; and	**Critical**	**S**	
PR.121	Overtime calculations for other user-defined rules.	**Critical**	**S**	
PR.122	The system shall calculate overtime on hours worked when employee has worked hours in multiple programs or positions.	**Critical**	**S**	
PR.123	The system shall compute shift and overtime premium.	**Critical**	**S**	
PR.124	The system shall provide for multiple methods of calculating overtime pay, such as time-and-a-half, double-time, and premium pay. These calculations are user defined and maintained.	**Critical**	**S**	
PR.125	The system shall process partial deductions (if an employee's pay is insufficient), track arrears, and collect the arrears amounts from specified pay periods.	**Critical**	**S**	
PR.126	The system shall calculate deductions based on net pay.	**Desired**	**S**	
PR.127	The system shall calculate and track City-paid benefits.	**Critical**	**S**	
PR.128	The system shall update all employee and employer accumulations automatically.	**Critical**	**S**	
PR.129	The system has the ability for employees to use accrued vacation, comp time, and sick leave (employees cannot use leave time accrued in the current payroll period).	**Critical**	**S**	
PR.130	The system shall calculate and accrue leave automatically based on user defined rules/priority based on defined business rules with appropriate security permissions.	**Critical**	**S**	
PR.131	The system shall calculate holiday benefit for part-time employees by different methods depending on bargaining unit/group (e.g., MOU, CBA).	**Critical**	**S**	
The system shall run initial payroll for review prior to the final pay run,				
PR.132	Adjustments;	**Critical**	**S**	

Payroll				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PR.133	Recalculation;	**Critical**	**S**	
PR.134	Exceptions;	**Critical**	**S**	
PR.135	"What if" Forecasting;	**Critical**	**S**	
PR.136	Hours by type;	**Critical**	**S**	
PR.137	Earnings by type;	**Critical**	**S**	
PR.138	Employee tax liabilities;	**Critical**	**S**	
PR.139	Employee deduction amount;	**Critical**	**S**	
PR.140	Employer contribution amount;	**Critical**	**S**	
PR.141	Deductions not taken and set-up in arrears;	**Critical**	**S**	
PR.142	Employer portion of all taxes;	**Critical**	**S**	
PR.143	Any user specified chart of account field or combination of fields;	**Critical**	**S**	
PR.144	Totals by employee, project/grant, cost center, division, department, total City-wide; and	**Critical**	**S**	
PR.145	Other, user-defined.	**Critical**	**S**	
Pay Distribution and Direct Deposit				
PR.146	The system shall print checks from system without use of additional software.	**Critical**	**S**	The system provides the ability to print a sequence of checks for payments. The system automates the assignment of check numbers during processing, but allows you to change the check number if the Workday check number and the number on your preprinted check stock get out of sync.

You can split checks and advices into separate batch files for printing, if desired. Within a batch file, you can use sort parameters to sort checks and advices by location, cost center, pay group, and other data to control what checks are printed and in what order.

The 'Create Settlement Run' and the 'Print Checks' tasks are securable tasks within the system, allowing you to designate the security groups and users that will have access to each process. You can also define and limit the printer(s) that you can print checks to.

Workday provides separate Business Processes (workflow) for the Settlement Run and the Print Checks events, so you can split out the duties with required review & approvals if appropriate. |

	Payroll			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PR.147	The system shall print employee payment checks including bank MICR line and address bar codes.	**Critical**	**S**	
PR.148	The system shall support on-demand check writing at local printers to accommodate manual check writing.	**Critical**	**S**	While no additional software is necessary, local printers must have the proper ink and ability to print a MICR line.
PR.149	The system shall sort and print checks by user-defined criteria.	**Desired**	**S**	The system provides the ability to print a sequence of checks for payments. The system automates the assignment of check numbers during processing, but allows you to change the check number if the Workday check number and the number on your preprinted check stock get out of sync. You can split checks and advices into separate batch files for printing, if desired. Within a batch file, you can use sort parameters to sort checks and advices by location, cost center, pay group, and other data to control what checks are printed and in what order.
PR.150	The system shall check for minimum check amounts to avoid zero payments.	**Desired**	**S**	
PR.151	The system shall provide check reprint features (with indication that check is a reprint and/or as a reissue).	**Critical**	**S**	
PR.152	The system shall reissue a new check number while maintaining details of the old check number.	**Desired**	**S**	
The system shall provide a Pay Check Stub that displays the following				
PR.153	User-defined Employee Profile (e.g., job title, annual salary, department);	**Desired**	**S**	
PR.154	Current Pay (pay code/description, rate - both hourly and FLSA rate, calculation);	**Critical**	**S**	
PR.155	Gross wages;	**Critical**	**S**	
PR.156	Deferred compensation;	**Critical**	**S**	
PR.157	Direct deposit accounts (up to 10);	**Critical**	**S**	
PR.158	Group insurance;	**Critical**	**S**	
PR.159	FICA (Social Security, Medicare, and additional Medicare);	**Critical**	**S**	
PR.160	Net pay;	**Critical**	**S**	
PR.161	Other deductions and amounts;	**Critical**	**S**	
PR.162	Leave hours beginning and end balance;	**Critical**	**S**	
PR.163	Leave taken (e.g., vacation, sick, comp);	**Critical**	**S**	
PR.164	Accrued leave;	**Critical**	**S**	
PR.165	Taxable/non-taxable earnings;	**Desired**	**S**	

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	Payroll			
PR.166	Taxable/non-taxable, before tax/after tax deductions;	Critical	S	
PR.167	Total deductions;	Critical	S	
PR.168	Employer Paid Benefit amounts (even if no employee paid portion);	Critical	S	
PR.169	Workers' comp (injury leave);	Critical	S	Workday can show the leave balance on the pay stub as well as an earning code if it's paid through Workday
PR.170	YTD Deductions;	Critical	S	
PR.171	YTD Pay;	Critical	S	
PR.172	YTD Taxes;	Critical	S	
PR.173	W-4 information;	Desired	S	
PR.174	User-defined paycheck message field by employee group/department/other user-defined; and	Desired	S	
PR.175	Other user-defined.	Desired	S	
PR.176	The system shall identify whether any of the items in the list above are employee paid or employer paid.	Critical	S	
PR.177	The system shall print unlimited pay codes on the paper check stub or advice.	Critical	S	
PR.178	The system shall print leave accrual rate, leave taken in hours or days, and leave remaining on paychecks and advices for all leave categories.	Critical	S	
PR.179	The system shall reverse a direct deposit entry in the event of an error, within the federally allowed time period.	Desired	S	
PR.180	The system shall generate and track stop payments and reversal requests.	Desired	S	Workday allows you to reverse or cancel a payment, the collection of the money from the bank would be done outside the payroll system
PR.181	The system shall provide the capability for automated check and direct deposit reconciliation.	Critical	S	
PR.182	The system shall print or present user-defined information on employee pay stubs, including free form text messages.	Desired	S	
PR.183	The system shall edit direct deposit file prior to transmission with security permissions, with audit trail.	Desired	S	If the pay has been completed there is the ability to undo the completion step, make corrections and then resubmit. Once the data is pulled from the system, if it's manipulated within the file itself Workday would have no way of knowing so there would be no audit within Workday.
PR.184	The system shall comply with industry standards of service banks.	Critical	S	
PR.185	The system shall calculate a "net pay" deduction for direct deposit.	Critical	S	

Req #	Description of Requirement	Criticality	Vendor Response	Comments
Payroll				
PR.186	The system shall allow an employee to elect whether a percentage or fixed dollar amount is direct deposited into one or more accounts (e.g., deposit $1,000 into a checking account and the balance into a savings account, or, deposit 50% into checking and 50% into savings).	Critical	S	
PR.187	The system shall turn off direct deposit for certain employee payroll checks where the employee usually has direct deposit.	Critical	S	Within an off cycle this can be done with a check box to override the direct deposit
PR.188	The system shall allow for individual City users to define/elect which direct deposits any special pay (e.g., one-time or off-cycle incentive or other pay) will be deposited into. This may deviate from the standard direct deposit elections the employee has in place for regular pay.	Desired	S	
PR.189	The system shall track changes made to direct deposits.	Desired	S	
PR.190	The system shall create multiple direct deposit files (e.g., ACH and prepaid debit card).	Desired	S	
PR.191	The system shall present/view paystubs via the employee self-service portal by a user with proper security access.	Critical	S	
PR.192	The system shall interface with the AP module to support the processing of payroll liabilities.	Critical	S	
Reporting, Querying & Tax Filing				
PR.193	The system shall use a single data source for report generation.	Critical	S	
PR.194	The system shall provide an ad-hoc reporting tool.	Critical	S	
PR.195	The system shall generate "canned" reports that users may run with limited options of input values.	Critical	S	
PR.196	The system shall provide role-based security on running and viewing reports.	Critical	S	
PR.197	The system shall export data from reports into standard applications for spreadsheet comparison, graphing, etc.	Critical	S	
PR.198	The system shall provide the ability to generate a report of all Payroll system activity (i.e., a complete audit trail).	Critical	S	
PR.199	The system shall provide integrity reports to ensure data and transactions are accurate.	Critical	S	

Payroll				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
PR.200	The system shall comply with Federal and State payroll tax reporting requirements.	Critical	S	Workday provides delivered reporting to support tax reporting related to transaction and withholding taxes with a robust tax liability report by tax jurisdiction, and the ability to report full tax declarations as required. The flexible integration framework from Workday allows use of third-party tools or export of information for report submission as required. For specific forms of tax reporting specific to organization requirements, custom reporting can be used to generate schedules or support in a specific format to support additional items such as 990 reporting or other supporting schedules for tax reporting. Workday does not support the creation of tax forms including form 990, 1120, 1120S, 1065, etc. Workday reporting supports the summarization and formatting of financial and tax data to aid in the completion of tax forms in another tool.
PR.201	The system shall produce W-2 forms in electronic and paper form.	Critical	S	
PR.202	The system shall present/view W-2s via the employee self-service portal by a user with proper security access.	Critical	S	
PR.203	The system shall provide history of tax status, W-4 and State Tax withholding form information.	Desired	S	
PR.204	The system shall track reportable earnings and deductions for W-2s.	Critical	S	
PR.205	The system shall manually adjust taxable earnings for W-2 processing based on system permissions.	Critical	S	
PR.206	The system shall provide the W-2 file print sorted by user-defined criteria (e.g., alpha by last name, by department, or employee number).	Critical	S	
PR.207	The system shall generate Audit Reports of W-2 Data.	Critical	S	
PR.208	The system shall generate Audit Report of W-2 Transmission File.	Critical	S	Workday can generate the W-2 files and deliver these electronically to the employee but is not responsible for the actual filing.
PR.209	The system shall generate a W-2c File for Transmission to IRS.	Critical	S	Workday supports the generation of an integration file to be used to transmit W-2 data.
PR.210	The system shall provide reprint of W-2s by individual employee.	Critical	S	
PR.211	The system shall produce W-2Cs (amended W-2s) for multiple years.	Desired	S	
PR.212	The system shall store W-2 information for a minimum of seven years.	Critical	S	
PR.213	The system shall reprint W-2s for a minimum of seven years.	Critical	S	
PR.214	The system shall generate Federal Tax Summary Report by Pay Period.	Critical	S	Workday provides standard tax filing reports with QTD and YTD amounts.

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	Payroll			
PR.215	The system shall track taxable earnings quarterly and annually.	**Critical**		
PR.216	The system shall generate Quarterly Federal Tax Summary Reports.	**Critical**	S	Workday provides standard tax filing reports with QTD and YTD amounts, along with the ability to create and view all W-2 data at any point throughout the year.
PR.217	The system shall produce a report showing FICA (Medicare and Social Security) wages, by individual and in total.	**Critical**	S	
PR.218	The system shall produce a report showing additional Medicare wages, by individual and in total.	**Critical**	S	
PR.219	The system shall generate a report with a user-defined look back date/time for such purposes as average hours per week, benefit eligibility, and other user-defined criteria.	**Critical**	S	
PR.220	The system shall schedule reports at a user-defined date/time and frequency.	**Desired**	S	
The system shall produce earnings and withholdings and Medicare total				
PR.221	Fiscal Year;	**Desired**	S	
PR.222	Calendar Year;	**Critical**	S	
PR.223	Policy Year (e.g., Worker's Compensation); and	**Desired**	S	
PR.224	User-defined.	**Critical**	S	
The system shall produce the following standard reports for a point in time:				
PR.225	Annual, compensatory, sick leave accrual report;	**Critical**	S	
PR.226	Arrears report;	**Critical**	S	
PR.227	Census report/file;	**Critical**	S	
PR.228	Check register;	**Critical**	S	
PR.229	Child support report/file;	**Critical**	S	
PR.230	Current, quarterly, and year-to-date balancing reports;	**Critical**	S	
PR.231	Deduction registers by deduction code;	**Critical**	S	
PR.232	Department earnings and benefit report by calendar year, fiscal year, quarterly, month;	**Critical**	S	
PR.233	Employee history;	**Critical**	S	
PR.234	Employee pay stub reprint;	**Critical**	S	
PR.235	Federal 941 report;	**Critical**	S	Workday maintains the data required for the Federal 941; however, Workday does not provide tax filing. We recommend leveraging one of our partners for your tax filing services (including 941 filings).
PR.236	FEMA Emergency time/benefits report;	**Critical**	S	
PR.237	Full-Time Equivalent (FTE) count by department/division;	**Critical**	S	
PR.238	Leave balance and usage reports;	**Critical**	S	
PR.239	Longevity report;	**Critical**	S	

City of Superior
Functional and Technical Requirements

	Payroll			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
PR.240	Manual issue check;	Critical	S	
PR.241	Mid-pay period changes report;	Critical	S	
PR.242	Overtime liability reports;	Critical	S	
PR.243	Overtime hours;	Critical	S	
PR.244	Hours not worked;	Critical	S	This would be a scheduled vs actual hours worked type report in Workday
PR.245	Hours lost due to work related injury or illness;	Critical	S	
PR.246	Lost time injury rate;	Critical	S	This would be a custom report using data within Workday
PR.247	Payroll adjustment register showing all changes to employee payroll record;	Critical	S	
PR.248	Payroll costs (including City and employee contribution);	Critical	S	
PR.249	Payroll register;	Critical	S	
PR.250	Quarterly and annual payroll control register;	Critical	S	
PR.251	Quarterly withholding summary;	Critical	S	
PR.252	Retirement report;	Critical	S	
PR.253	Retroactive pay;	Critical	S	
PR.254	Retroactive deductions;	Critical	S	
PR.255	Incentive pay and base wages;	Desired	S	
PR.256	Salary changes;	Critical	S	
PR.257	Termination reports;	Critical	S	
PR.258	Turnover reports;	Critical	S	
PR.259	Vacancy reports;	Critical	S	
PR.260	W-2 transmittal report;	Critical	S	Workday maintains the data required to create the file and reports; however, Workday does not provide filing. If an integration is created there will be visibility into the file sent within the integration.
PR.261	W-3 summary report; and	Critical	S	Workday can provide the details necessary for the report.
PR.262	Workers Compensation report.	Critical	S	These hours could be tracked by a specific time off code.
PR.263	The system shall generate an FLSA cycle report to be run every cycle that lists all shift information worked by each employee including any overtime.	Critical	S	Depending on the data needed this may be a custom report
PR.264	The system shall export salary data to a .csv and .xlsx format for open data requirements.	Critical	S	
PR.265	The system shall calculate multiple child support orders based on the current amount due according to the State of Wisconsin law.	Critical	S	

	Payroll			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PR.266	The system shall calculate multiple garnishments and other mandatory deductions.	**Critical**	**S**	
PR.267	The system shall calculate cumulative overtime per departments by calendar or fiscal year.	**Critical**	**S**	

Indicator	Definition	Instruction
S	**Standard:** Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the City.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available** in a future software release available to the City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be indicated in Attachment C – Cost Worksheet.	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No: Feature/Function cannot be provided.**	N/A

Compensation Management				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
General Requirements				

	Compensation Management			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
COM.1	The system shall provide a date-based compensation system that allows employee salary actions to be automatically triggered based upon City-defined effective dates and rules.	**Critical**	**S**	Workday Compensation delivers salary review process that can be launched and rolled out to all eligible managers. The managers receive a task item within their inbox that directs them to an allocation grid containing the eligible employees within their given organization. Managers can be provided with a recommended allocation, which can be based on a configurable compensation matrix, using criteria such as performance, compensation quartiles, risk of loss etc. As managers make changes to allocations, they are advised of applicable alerts (such as salary outside grade range, employee received salary increase within period, new to role, etc.) and can be required to state a justification for going against the recommendation if desired. Workday is also able to handle in-flight changes (new hires, transfers, promotions or exits) that occur during the Merit Review process without having to re-process, as rules can be defined regarding in-flight changes and these rules can be enforced automatically, such as transferring budget with the transferred employee or reducing budget for exiting employees etc. Managers are also provided with a summary of such changes within the grid. Once submitted, the entire sheet is then routed through the Workday Business Process Framework for roll-up and approval. You configure the process to reflect the needs of your organization. Workday fully supports the different dates necessary to manage a salary review process, including effective dates for
COM.2	The system shall automate compensation and benefits information updates with automated workflow approvals.	**Critical**	**S**	

Compensation Management				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
COM.3	The system shall change the compensation table and have the change impact employee records.	**Critical**	**S**	Within the salary structures, changes can be made (by effective date) and will be pervasively rolled out to all employees within that structure. This will occur on an effective-date basis and is audited for review at any time. In the event that mass changes to salary structures are necessary, the changes can be uploaded. Workday enables you to determine salary structures and have those structures default based on data attributes such as position, job, location and/or organization. You may also allow specific users to change the default on an employee as needed. With Workday you can define your entire compensation policy in the system, assigning pay ranges by different factors, allowing for differences across countries or jobs or whatever drives the policy in your organization. The system supports compa-ratio calculations or placement in range to allow for comparisons and market data analysis. You assign the pay ranges and all profiles, positions, etc. that follow the logic can inherit - or you can make exceptions at the level
COM.4	The system shall allow a user to update one section of a pay table without updating the rest of the pay table.	**Critical**	**S**	
COM.5	The system shall provide a mass pay increase function based on user-defined criteria (e.g., by department, by temp or regular employee, by civil service classification).	**Critical**	**S**	
COM.7	The system shall provide a mass pay increase function by percentage amount or flat dollar amount.	**Critical**	**S**	

Compensation Management				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
COM.8	The system shall calculate longevity/stability payment.	Critical	S	Workday supports the ability to use Longevity Pay and can have personnel assigned automatically. You can create rules that determine when employees are eligible for Longevity Pay and updates earnings codes, rather than manually assigning each employee as needed. You can create eligibility rules based upon information contained in Workday such as: ● Union code. ● Years of service. ● Job profile. ● Job and family. ● And more. Eligibility rules have the potential to relieve considerable administrative effort, as Workday can make rule-driven determinations rather than staff manually maintaining records.
COM.9	The system shall calculate multiple longevity/stability payment based upon varying levels of longevity/stability criteria.	Critical	S	
COM.10	The system shall calculate longevity award amounts based on employee length of service including breaks in service.	Critical	S	
COM.11	The system shall automatically assign specific earnings codes to an employee/position based on job class, civil service classification, or other user defined fields.	Critical	S	
COM.12	The system shall support both grade and step compensation structures.	Critical	S	
COM.13	The system shall establish and process multiple overtime based on FLSA.	Critical	S	Workday supports weighted average overtime and all FLSA calculations. Calculations also support retroactive input or changes (i.e. compensation change) for accuracy of all average hourly rates, even if the payroll was in the past. You are able to configure your overtime calculations to display time and a half in a single earning, or straight-time and half-time portions in separate earnings as well as piece rate.
COM.14	The system shall process multiple additional pay types in one pay period.	Critical	S	
COM.15	The system shall track additional pay in order to eliminate any duplicate payments.	Critical	S	

	Compensation Management			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
COM.16	The system shall provide a mass pay function for additional payments.	Desired	S	Workday provides the ability to process off cycle payments like bonuses, expense reimbursement and commissions as part of the regular payroll process or as a stand-alone payroll run. Off-cycle checks are easily calculated and completed for quick distribution. Entries can be uploaded in mass and calculated together for efficiency. Workday also allows you to have additional runs for things like a monthly or quarterly bonus, etc. You have flexibility to configure how to manage additional payroll processing items. There is no limit as to how many can be processed within the same pay period or even within the same day.
COM.17	The system shall track all additional payments.	Critical	S	
COM.18	The system shall identify, calculate, and pay lump sum payments by job class, employee base rate, hours of service, benefit eligible, civil service classification, and other user defined.	Critical	S	Supported. Workers have the ability to be eligible for multiple types of variable compensation awards. For example, awards could include One-Time Payments, Lump Sum Payments, and Bonuses. Deferred compensation calculations support multiple types of compensation. Plan assignments are based on eligibility rules in association with the worker and the position.
COM.19	The system shall provide automatic assignment (in addition to payroll) of earnings at certain scheduled times.	Critical	S	Workday provides automatic assignment of earnings at certain scheduled times for various purposes, including off-cycle payments, bonuses, and other types of compensation. This functionality allows for accurate and timely payment of earnings, reducing the need for manual intervention and ensuring compliance with company policies and regulations.
COM.20	The system shall identify exceptions-based employees and isolate from mass compensation adjustments.	Critical	S	
COM.21	The system shall report on salary step schedules.	Critical	S	
COM.22	The system shall track part-time hours for WRS or other benefit eligibility.	Critical	S	
COM.23	The system shall round to two decimal points for hourly employees.	Critical	S	
COM.25	The system shall provide notification to HR reps about a pay increase.	Critical	S	
COM.26	The system shall calculate back pay for a minimum of two years.	Critical	S	
COM.27	The system shall allow users (with appropriate security) to maintain and modify all complex pay rules without vendor intervention.	Critical	S	
COM.28	The system shall validate minimum and maximum salary of grade when pay is changed (and provide warning if min/max threshold is exceeded).	Desired	S	Yes. Customers can configure validation rules to enforce either soft or hard warnings.
COM.29	The system shall perform macro-level compensation analysis for reporting purposes.	Critical	S	

Compensation Management				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
COM.30	The system shall generate an active positions report that includes positions that are vacant, approved, and active positions.	Critical	S	
COM.31	The system shall perform ad-hoc reporting on any field or feature per user defined based on security permissions.	Critical	S	
Garnishments				
COM.32	The system shall withhold garnishments from employee paychecks.	Critical	S	Workday supports garnishments for the U.S. and Canada. Organizations can record a Creditor Garnishment withholding order within Workday to begin automatic deductions during payroll processing. Details captured in the garnishment include case ID, start and end dates, amount type, debt amount, pay period and monthly limits, among other details. These are all available to payroll to facilitate the automatic deductions. Workday Payroll for U.S. supports the following types of involuntary withholding order/garnishment calculations – including disposable earnings limits, fee limits, and allocation methods at both federal and state level: ● Bankruptcy Order ● Creditor Garnishments ● Federal Administrative Wage Garnishment ● Federal Student Loan ● Federal Tax Levy ● State Tax Levy ● Support Orders ● Support Orders (Lump Sum) ● Wage Assignment The Electronic Income Withholding Order Connector helps Workday customers with the exchange of electronic withholding incoming orders leveraging secure transfer protocols (SFTP). Key Capabilities:
The system shall track, calculate and deduct employee garnishments, including but not limited to, the following:				
COM.33	Fixed amounts;	Critical	S	
COM.34	Multiple child support orders; and	Critical	S	
COM.35	Other user-defined.	Critical	S	

Compensation Management				
Req #	Description of Requirement	Criticality	Vendor Response	Comments
COM.36	The system shall define custom disposable earnings definitions for garnishment purposes.	Critical	S	Yes. Workday Payroll for U.S. supports the following types of involuntary withholding order/garnishment calculations – including disposable earnings limits, fee limits, and allocation methods at both federal and state level: ● Bankruptcy Order ● Creditor Garnishments ● Federal Administrative Wage Garnishment ● Federal Student Loan ● Federal Tax Levy ● State Tax Levy ● Support Orders ● Support Orders (Lump Sum) ● Wage Assignment
COM.37	The system shall define custom garnishment rules including exemption variables and frequency.	Critical	S	Workday maintains standard processing for all wage attachment types including prioritization and calculation of disposable earnings and minimum take home pay. Workday provides standard reports for you to process garnishments internally or custom integrations to third-party payroll and garnishment processors to handle the reporting and payment of wage attachments.
COM.38	The system shall provide pay period calculation of garnishment(s) and support amounts each period based on employee disposable earnings and garnishment rules (priority of garnishments, proration %, etc.).	Critical	S	Workday can handle the pay period calculation of garnishments and support amounts based on employee disposable earnings and garnishment rules. The system considers disposable earnings, priority of garnishments, and proration percentages to accurately calculate the garnishment and support amounts to be withheld each period. This ensures compliance with legal requirements and provides transparency in managing employee garnishments.
COM.39	Ability to calculate multiple child support orders per state law.	Critical	S	
COM.40	The system shall flag garnishments nearing end of collection based on user defined end date or dollar threshold.	Critical	S	
COM.41	The system shall input, deduct and track unlimited garnishments per employee.	Desired	S	
COM.42	The system shall process multiple garnishments per employee and assign user defined priorities.	Critical	S	
COM.43	The system shall enforce a minimum paycheck amount after all garnishments have been taken (e.g., percentage, dollar).	Critical	S	

	Compensation Management			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
COM.44	The system shall establish caps for garnishments so that a specified total amount is not exceeded.	**Critical**	**S**	Yes, Workday can establish caps for garnishments to ensure a specified total amount is not exceeded. Users can define specific limits for individual garnishments or for the total amount of all garnishments. This feature helps ensure compliance with legal requirements and provides control over garnishment amounts.
COM.45	The system shall establish a cap for garnishments so that a maximum percentage of total pay is not exceeded.	**Critical**	**S**	Yes, Workday allows you to establish a cap for garnishments as a maximum percentage of total pay. This allows users to define a specific percentage of an employee's total pay that cannot be exceeded by garnishments, ensuring compliance with legal requirements and providing control over garnishment amounts.
COM.46	The system shall configure the prioritization of garnishments and support orders based on legal requirements.	**Critical**	**S**	Workday allows for configuration of processes to match prioritization requirements.
COM.47	The system shall define garnishment vendors including address and bank routing information.	**Desired**	**S**	
COM.48	The system shall provide a history of employee garnishments.	**Critical**	**S**	
COM.49	The system shall calculate garnishments based on state and federal calculation rulings.	**Critical**	**S**	Yes. Workday Payroll for U.S. supports the following types of involuntary withholding order/garnishment calculations – including disposable earnings limits, fee limits, and allocation methods at both federal and state level: ● Bankruptcy Order ● Creditor Garnishments ● Federal Administrative Wage Garnishment ● Federal Student Loan ● Federal Tax Levy ● State Tax Levy ● Support Orders ● Support Orders (Lump Sum) ● Wage Assignment
COM.50	The system shall recover/retrieve deduction amounts that have not been withheld from an employees' pay.	**Critical**	**S**	
	Pay Codes			
COM.51	The system shall support an unlimited number of earnings/pay codes.	**Critical**	**S**	Workday provides the ability to have unlimited earnings and deductions.
COM.52	The system has ability to calculate prorated out of class rate based on average hours worked.	**Critical**	**S**	

	Compensation Management			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
COM.53	The system has ability to calculate prorated out of class rate based on user defined rules.	**Critical**	**S**	
COM.54	The system shall separately identify pension eligible earnings from non-pension eligible earnings by pay type.	**Critical**	**S**	
The system shall establish various pay codes and special pay codes including but not limited to:				
COM.55	Administrative leave;	**Critical**	**S**	
COM.56	Allowance - gun allowance;	**Desired**	**S**	
COM.57	Allowance - uniform and clothing allowance;	**Critical**	**S**	
COM.58	Allowance - cell phone allowance;	**Desired**	**S**	
COM.59	Allowance - car allowance;	**Critical**	**S**	
COM.60	Allowance - other allowances (e.g., tool allowance);	**Critical**	**S**	
COM.61	Bereavement;	**Critical**	**S**	
COM.62	Call-back;	**Critical**	**S**	
COM.63	FMLA (multiple types);	**Critical**	**S**	
COM.64	Floating holiday;	**Critical**	**S**	
COM.65	Holiday;	**Critical**	**S**	
COM.66	Incentive pay;	**Desired**	**S**	
COM.67	Leave adjustments;	**Critical**	**S**	
COM.68	Longevity awards (one-time pay);	**Desired**	**S**	
COM.69	Longevity pay;	**Critical**	**S**	
COM.70	Mileage;	**Critical**	**S**	
COM.71	Military leave (multiple types);	**Critical**	**S**	
COM.72	Multiple comp time accruals and payouts;	**Critical**	**S**	
COM.73	On-call;	**Critical**	**S**	
COM.74	Other differentials (e.g., driver, program manager);	**Critical**	**S**	
COM.75	Overtime (straight, time and a half, double time, two and a half, triple time, three and a half) based on association group or not;	**Critical**	**S**	
COM.76	Personal;	**Critical**	**S**	
COM.77	Regular time;	**Critical**	**S**	
COM.78	Severance/termination pay;	**Critical**	**S**	
COM.79	Shift differentials (e.g., second shift, third shift, etc.);	**Critical**	**S**	
COM.80	Leave Donation Program;	**Critical**	**C**	Workday does not natively support Leave bank functionality but, depending on desired outcome, we have worked with other customers and met their needs. Further discovery is required.
COM.81	Sick leave;	**Critical**	**S**	
COM.82	Sick leave rollover;	**Critical**	**S**	
COM.83	Accrual payouts (sick, comp time, vacation, etc.);	**Critical**	**S**	
COM.84	Communicable disease leave;	**Critical**	**S**	

	Compensation Management			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
COM.85	Signing incentive;	Critical	S	
COM.86	Training;	Critical	S	
COM.87	Vacation;	Critical	S	
COM.88	Wellness;	Critical	S	
COM.89	Retention;	Critical	S	
COM.90	Field training; and	Critical	S	
COM.91	Other user-defined.	Critical	S	
COM.92	The system shall pay non-payroll items (e.g., boot allowance) on payroll checks via earnings codes.	Desired	S	
COM.93	The system shall define earnings with maximum amounts.	Critical	S	
COM.94	The system shall define earnings pay frequencies, including weekly, bi-weekly, semi-monthly and monthly.	Critical	S	
COM.95	The system shall support start/stop dates on pay/earnings codes.	Critical	S	
COM.96	The system shall allow pays/earnings to be scheduled in the payroll calendar.	Critical	S	
COM.97	The system shall support an unlimited number of earning codes. Any limitations should be noted in the Comments column.	Critical	S	
The system shall establish employee eligibility controls for pay/earnings codes, including but not limited to:				
COM.98	Position;	Critical	S	
COM.99	Department;	Critical	S	
COM.100	Exempt;	Critical	S	
COM.101	Non-exempt;	Critical	S	
COM.102	Job classification;	Critical	S	
COM.103	Leave Donation Eligibility (Sick, Vacation);	Critical	S	These capabilities are provided through configuration. Depending on the specific requirements, some manual entry may be required. This could be tracked with a custom object on the Worker or Position based on specific requirements.
COM.104	By employee (including multiple jobs); and	Critical	S	
COM.105	Other user-defined rules and controls.	Critical	S	
COM.106	The system shall establish multiple pay out rules by department or job class for comp and deferred holiday time.	Critical	S	
COM.107	The system shall define earnings that are contributable to pension, FICA, Medicare, or other accumulators.	Critical	S	
COM.108	The system shall charge hours worked without pay, for management tracking and analysis, for exempt employees.	Critical	S	
COM.109	The system shall limit chargeability to FMLA, if an employee has not worked enough hours for eligibility.	Critical	S	

	Compensation Management			
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
COM.110	The system shall accumulate, store, and maintain creditable service by employee in order to calculate the amount of an annual longevity/stability payment.	Desired	S	Workday calculates length of service based on the worker's continuous service date, if applicable, or the original hire date. Customers can edit a worker's service dates and make updates to the continuous service date to accommodate breaks in service. Workday can also dynamically calculate years of service based on the numerous service dates can be maintained within Workday, including Hire Date, Original Hire Date, Continuous Service Date, Benefits Service Date, Company Service Date, Time Off Service Date, Retirement Eligibility Date, Expected Retirement Date, Seniority Date, Union Seniority Date, Severance Date, and Vesting Date. Any or all of these dates may be used in combination with custom calculations to determine length of service
COM.111	The system shall process imputed income for non-cash benefits.	Critical	S	Workday has the ability to process imputed income for non-cash benefits. Workday's imputed income functionality allows you to track and calculate the value of non-cash benefits. This allows for accurate reporting and compliance with tax regulations.
COM.112	The system shall set-up standard allocations, including both one-time and special allocations (e.g., for differing projects).	Critical	S	Yes, standard system capability and is something you will set up when you configure your application.
	Deductions			
COM.113	The system shall support an unlimited number of general deduction codes for items such as insurance, retirement, child support, etc.	Critical	S	
COM.114	The system shall allow employee deductions with a stop date when amount due is paid in full.	Critical	S	
COM.115	The system shall link an AR account with employee deductions for arrears collection purposes.	Desired	S	Workday has the ability to link an AR account with employee deductions for arrears collection purposes. Workday's Net Pay Validation and Arrears functionality can be used to recover arrears from workers.
COM.116	The system shall assign an unlimited number of deduction codes to each employee.	Critical	S	
COM.117	The system shall support both pre-tax and post-tax deductions.	Critical	S	
COM.118	The system shall support deduction limits and maximum amounts.	Critical	S	
COM.119	The system shall support deduction start and end dates.	Critical	S	
COM.120	The system shall support designated default amount for each deduction code.	Critical	S	
COM.121	The system shall stop and start a deduction on an employee-by-employee basis. Year-to-date totals should be maintained.	Critical	S	
COM.122	The system shall allow a user to specify the number of pay periods for a deduction to be taken.	Critical	S	
COM.123	The system shall accommodate one-time deductions.	Critical	S	

	Compensation Management			
Req #	Description of Requirement	Criticality	Vendor Response	Comments
COM.124	The system shall allow deductions to be scheduled in the payroll calendar.	Critical	S	
COM.125	The system shall support user-defined prioritization of deductions.	Critical	S	
COM.126	The system shall allow temporary override of deduction amounts (with appropriate security).	Critical	S	
COM.127	The system shall allow temporary inactivation of deduction/s at the employee level, for one-time or on-going basis (with appropriate security).	Critical	S	
COM.128	The system shall allow temporary inactivation of deduction/s at the organization level, for one-time or on-going basis (with appropriate security).	Critical	S	Workday allows you to inactivate deductions at the organization level on a one-time or ongoing basis with appropriate security. Deductions can be inactivated or reactivated by a user with the appropriate security permissions.
COM.129	The system shall support predefined deductions for a designated group of employees.	Critical	S	
COM.130	The system shall identify employees who have changed department, position, etc. and adjust deduction rules and payment rules based upon the new role or user defined rules.	Desired	S	
COM.131	The system shall calculate and store tax withholdings and retirement earnings for non-cash benefits (e.g., excess life insurance, and employee incentives, etc.).	Critical	S	Workday can calculate and store tax withholdings and retirement earnings for non-cash benefits. Workday's non-cash fringe benefits allow you to calculate and store tax withholdings and retirement earnings for items such as excess life insurance and employee incentives.
COM.132	System shall automatically calculate, track, and collect deductions for previous deductions missed or arrears amounts distributed over specified period of time/pay periods due to insufficient pay for various reasons.	Critical	S	
COM.133	The system shall calculate and deduct retirement contributions for multiple retirement plans.	Critical	S	
COM.134	The system shall record Section 457 and other tax-deferral plan information in conformance with IRS and other regulations.	Critical	S	Workday allows customers to configure an unlimited number of deferred compensation deductions while controlling which are pre-tax versus post-tax, identifying plan limits and specifying placement of these figures on form W-2. Reporting on these deductions can be accomplished using Workday's delivered reporting tools.
COM.135	The system shall track IRS 125 benefits package (cafeteria plan) by employee.	Critical	S	

Req #	System Type	Product and Version	Desired Type of Data Transfer	Desired Frequency of Data Transfer	Data Involved in Potential Transfer	Vendor Response	Vendor Comments	Included in scope of proposal?	Cost to Develop
					Potential Information Exchanges				
					A list of potential information exchanges for the future software environment has been developed and presented in this tab. In several instances, integration/interfacing/data transfer items presented in this list may not be required if the proposed software system can provide needed functionality. Conversely intended replacements of existing third-party systems may be adjusted if functionality in the future selected system is not adequate. As a result, the following list of potential interfaces for vendors to respond to so that the future applications environment may be considered. The types of information exchanges are:				

Interface
Also known as a bridge, an interface is where two or more separate software products communicate under limited capacity. An interface will often use a standard file format such as XML to move information from one system to another. Some interfaces are separate programs that can be configured and deployed with a range of systems (e.g. Microsoft BizTalk). Examples of common Interface mechanisms include Application Program Interface (API) and web services.

Integration
A system where the different products or modules are tightly connected to function as one solution. In an integration, the systems share the same code and database.

Data transfer/exchange
A specialized interface where data is extracted from one application, usually as a data export using a specified file format, and placed in a specified location, such as a folder on a shared network drive. Another application retrieves the file, reads and imports the data. The file transfer process between the applications can be manual or automated using a scheduler to direct the applications when to export or import the data. The transfer process may be scheduled to occur as needed.

The ways in which the proposed system, and the systems identified below, may interact in terms of passing information back and forth, are as follows:

SEND: The Selected system will only need to SEND data to the third party application.
RECEIVE: The Selected system will only need to RECEIVE date from the third party application.
BOTH: The Selected system will need to both SEND and RECEIVE information to/from the third party application.

Req #	System Type	Product and Version	Desired Type of Data Transfer	Desired Frequency of Data Transfer	Data Involved in Potential Transfer	Vendor Response	Vendor Comments	Included in scope of proposal?	Cost to Develop
INT.1	Banking Information	NBC and BMO	Interface - Send and Receive Data	On-Demand	**Send:** The future ERP system should send data required for positive pay and ACH transactions to be recorded with the City's bank. **Receive:** The future ERP system should receive a file from the City's bank to assist with all payable, payroll, and miscellaneous checks that were cleared in a City-defined period of time.	Standard - Interface/API	Our response is based on information known at this time. The specific tool used to create this integration will be confirmed during the Investgate phase.	Yes	Included
INT.2	Bid Management	DemandStar	File Import Into Selected System	On-Demand	**The City is interested in understanding from vendors the functionality that may be provided that supports the bid management process. If the City finds an alternative that meets its needs, the City may contemplate replacing the legacy bid system. Otherwise, it is anticipated that an interface will be needed between the bid system and the new ERP system.** **Receive:** The future ERP system should receive bid notification and communication information for tracking and reporting purposes.	Standard - Interface/API	Our response is based on information known at this time. The specific tool used to create this integration will be confirmed during the Investgate phase.	Yes	Included
INT.3	Purchase Cards	FNBO	File Import Into Selected System	On-Demand	**Receive:** The future ERP system should support the import of a flat file (i.e., .CSV, .XLSX, etc.) containing purchase card transaction details (i.e., vendor name, transaction date, description entered online, and account information).	Standard - Interface/API	Our response is based on information known at this time. The specific tool used to create this integration will be confirmed during	Yes	Included
INT.4	Productivity Suite	Microsoft	Interface - Send and Receive Data	Near-Immediate (Real-Time)	**Send:** The future ERP system should have the ability to integrate with MS Word, MS Excel, Outlook, and Access. **Receive:** The future ERP system should have the ability to consume standard Microsoft files (i.e., files from MS Word, MS Excel, Outlook, and Access).	Not Applicable (Explain in comments)	Workday delivers integration with the Microsoft Suite. No inteface development is required.	N/A - Functionality Provided by Proposed Solution (Communication between systems not needed)	
INT.5	AR - Utility Billing	Munilink	File Import Into Selected System	On-Demand	**Receive:** The future ERP system should have the ability to support the import of a flat file (i.e., .CSV, .XLSX, etc.) containing utility billing information for tracking and reporting.	Standard - File Import	Our response is based on information known at this time. The specific tool used to create this integration will be confirmed during the Investgate phase.	Yes	Included
INT.6	AR - Utility Billing	Munilink	File Import Into Selected System	Daily Batch	**Receive:** The ERP system should receive customer refund information for processing payments to customers (e.g. customer has an overpayment or deposit and moves out of the City and is due a refund which would be paid from the new ERP system).	Standard - File Import	Our response is based on information known at this time. The specific tool used to create this integration will be confirmed during the Investgate phase.	Yes	Included
INT.7	AR - Broadband Network	COS	File Import Into Selected System	On-Demand	**Receive:** The future ERP system should have the ability to support the import of a flat file (i.e., .CSV, .XLSX, etc.) containing broadband access billing information for tracking and reporting.	Standard - File Import	Our response is based on information known at this time. The specific tool used to create this integration will be confirmed during the Investgate phase.	Yes	Included

Req #	System Type	Product and Version	Desired Type of Data Transfer	Desired Frequency of Data Transfer	Data Involved in Potential Transfer	Vendor Response	Vendor Comments	Included in scope of proposal?	Cost to Develop
**Potential Information Exchanges**
INT.8	AR - Parks and Recreation	CivicPlus	File Import Into Selected System	On-Demand	**Receive:** The future ERP system should have the ability to support the import of a flat file (i.e., .CSV, .XLSX, etc.) containing parks and recreation billing information for tracking and reporting.	Standard - File Import	Our response is based on information known at this time. The specific tool used to create this integration will be confirmed during the Investgate phase.	Yes	Included
INT.10	Benefit Administration	NEOGOV Onboard	File Import Into Selected System	On-Demand	**Receive:** The future ERP system should have the ability to support the import of a flat file (i.e., .CSV, .XLSX, etc.) containing benefit onboarding information for tracking and reporting.	Functionality Proposed to Replace the Specified System		N/A - Functionality Provided by Proposed Solution (Communication between systems not needed)	
INT.11	Benefit Administration	MissionSquare	File Export From Selected System	On-Demand	**Receive:** The future ERP system should have the ability to support the export of a flat file (i.e., .CSV, .XLSX, etc.) containing deferred compensation and Roth IRA information for tracking and reporting purposes.	Standard - Interface/API	Our response is based on information known at this time. The specific tool used to create this integration will be confirmed during the Investgate phase.	Yes	Included
INT.12	Benefit Administration	Assurity	File Export From Selected System	On-Demand	**Receive:** The future ERP system should have the ability to support the export of a flat file (i.e., .CSV, .XLSX, etc.) containing short-term disability, accident, and critical illness information for tracking and reporting purposes.	Standard - Interface/API	Our response is based on information known at this time. The specific tool used to create this integration will be confirmed during the Investgate phase.	Yes	Included
INT.13	Benefit Administration	SuperiorUSA	File Export From Selected System	On-Demand	**Receive:** The future ERP system should have the ability to support the export of a flat file (i.e., .CSV, .XLSX, etc.) containing health savings account (HSA), flexible spending account (FSA), and health reimbursement arrangements (HRA) for tracking and reporting purposes.	Standard - Interface/API	Our response is based on information known at this time. The specific tool used to create this integration will be confirmed during the Investgate phase.	Yes	Included
INT.14	Job Posting/Applicant Tracking	NEOGOV Onboard	File Import Into Selected System	On-Demand	**Receive:** The future ERP system should have the ability to receive applicant data from NEOGOV.	Functionality Proposed to Replace the Specified System		N/A - Functionality Provided by Proposed Solution (Communication between systems not needed)	
INT.15	Scheduling Software	TCP	Interface - Send and Receive Data	On-Demand	**Send:** The future ERP system will need to send employee data including position information and updated accrual balances to TCP. **Receive:** The future ERP system will need to receive hours worked, pay types, project codes from TCP.	Standard - Interface/API	Our response is based on information known at this time. The specific tool used to create this integration will be confirmed during the Investgate phase.	Yes	Included
INT.16	Scheduling Software	Aladtec	Interface - Send and Receive Data	On-Demand	**Send:** The future ERP system will need to send employee data including position information and updated accrual balances to Aladtec. **Receive:** The future ERP system will need to receive hours worked, pay types, project codes from Aladtec.	Standard - Interface/API	Our response is based on information known at this time. The specific tool used to create this integration will be confirmed during the Investgate phase.	Yes	Included
INT.17	Scheduling Software	PlanIT	Interface - Send and Receive Data	On-Demand	**Send:** The future ERP system will need to send employee data including position information and updated accrual balances to PlanIt. **Receive:** The future ERP system will need to receive hours worked, pay types, project codes from PlanIt.	Standard - Interface/API	Our response is based on information known at this time. The specific tool used to create this integration will be confirmed during the Investgate phase.	Yes	Included

Req #	System Type	Product and Version	Desired Type of Data Transfer	Desired Frequency of Data Transfer	Data Involved in Potential Transfer	Vendor Response	Vendor Comments	Included in scope of proposal?	Cost to Develop
					Potential Information Exchanges				
INT.18	Project Accounting	Maximo	Interface - Send and Receive Data	Near-Immediate (Real-Time)	**Send:** The future ERP system will need to send project codes, purchases, project budget, and payroll data to Maximo for project accounting and grant management purposes. **Receive:** The future ERP system will need to receive data from purchases made in Maximo and project accounting detail.	Standard - Interface/API	Our response is based on information known at this time. The specific tool used to create this integration will be confirmed during the Investgate phase.	Yes	Included
INT.19	Fleet Management	RTA	File Import Into Selected System	On-Demand	**Receive:** The future ERP system should have the ability to receive fleet purchasing information and asset data.	Standard - File Import	Our response is based on information known at this time. The specific tool used to create this integration will be confirmed during the Investgate phase.	Yes	Included
INT.20	State Unemployment	Wisconsin Department of Workforce Development	File Export From Selected System	On-Demand	**Send:** The future ERP system should have the ability to send employee information (e.g., name and SSN) and payroll information	Standard - Interface/API	Our response is based on information known at this time. The specific tool used to create this integration will be confirmed during the Investgate phase.	Yes	Included
INT.21	Tax Form Development	IRS IRIS Application	File Export From Selected System	On-Demand	**Send:** The system should have the ability to send a .csv file to the IRS to support electronic 1099 filing	Standard - File Export	Our response is based on information known at this time. The specific tool used to create this integration will be confirmed during the Investgate phase.	Yes	Included

**Potential Data Conversions**							
Req #	Data Conversion Object	Source	Quantity of Data Available	Quantity of Data Needed in Future System	City Criticality	Vendor Response	Cost to Convert	Vendor Standard Conversion Scope (Please outline standard scope of conversions for the objects identified)	Vendor Comments

Req #	Data Conversion Object	Source	Quantity of Data Available	Quantity of Data Needed in Future System	City Criticality	Vendor Response	Cost to Convert	Vendor Standard Conversion Scope	Vendor Comments
DC.1	GI Account Balances	Naviline	26 years	5 years	Critical	Proposed - Scope Varies from Requested Scope	Included	For General Ledger, data conversion includes Single Summarized Journal for Each Company Per Period with a Maximum of Two Fiscal Years Plus Current YTD with details.	
DC.2	GL Account Transaction Data	Naviline	26 years	2 years	Critical	Proposed - Scope Varies from Requested Scope	Included	For General Ledger, data conversion includes Single Summarized Journal for Each Company Per Period with a Maximum of Two Fiscal Years Plus Current YTD with details.	
DC.3	GL Account Summary Data	Naviline	26 years	5 years	Critical	Proposed - Scope Varies from Requested Scope	Included	For General Ledger, data conversion includes Single Summarized Journal for Each Company Per Period with a Maximum of Two Fiscal Years Plus Current YTD with details.	
DC.4	Budget History	Naviline	26 years	3 years	Critical	Proposed - Scope Varies from Requested Scope	Included	For Budgetary Control, data conversion includes Current Year budget data.	
DC.5	AP History	Naviline	26 years	5 years	Critical	Not Proposed		For Workday deployments, we do not generally convert prior transaction-level history. This is an area we would like to discuss with the City. Workday provides alternative approaches, such as storing legacy data into Workday Prism.	
DC.6	AP Detail	Naviline	26 years	2 years	Critical	Not Proposed		For Workday deployments, we do not generally convert prior transaction-level history. This is an area we would like to discuss with the City. Workday provides alternative approaches, such as storing legacy data into Workday Prism.	
DC.7	Open AP Invoices	Naviline	26 years	1 year	Critical	Not Proposed		For Workday deployments, we do not generally convert prior transaction-level history. This is an area we would like to discuss with the City. Workday provides alternative approaches, such as storing legacy data into Workday Prism.	
DC.8	Vendor File (Active)	Naviline	2,367 vendors	2,367 vendors	Critical	Proposed - Scope Varies from Requested Scope	Included	Data Conversion for Suppliers With Activity Within 6 Months Prior to Go Live is included in our scope.	
DC.9	Vendor File (Historic)	Naviline	26 years	Non-active within 2 years	Critical	Not Proposed			
DC.10	AR Customer File	Naviline	200 customers	200 customers	Critical	Proposed - Scope Varies from Requested Scope	Included	Data conversion for Customers With Activity Within 6 Months Prior to Go Live is included in our scope.	
DC.11	AR Invoice History	Naviline	26 years	2 years	Critical	Proposed - Scope Varies from Requested Scope	Included	For Workday deployments, we do not generally convert prior transaction-level history. This is an area we would like to discuss with the City. Workday provides alternative approaches, such as storing legacy data into Workday Prism. Data conversion for Open Account Receivables Items in Transaction Currency and Customers With Activity Within 6 Months Prior to Go Live is included in our scope.	

								Potential Data Conversions		

Req #	Data Conversion Object	Source	Quantity of Data Available	Quantity of Data Needed in Future System	City Criticality	Vendor Response	Cost to Convert	Vendor Standard Conversion Scope (Please outline standard scope of conversions for the objects identified)	Vendor Comments
DC.12	Cash Receipts History	Naviline	26 years	3 years	Critical	Not Proposed			
DC.13	Open AR Invoices	Naviline	26 years	1 year	Desired	Proposed In-Scope	Included	For Workday deployments, we do not generally convert prior transaction-level history. This is an area we would like to discuss with the City. Workday provides alternative approaches, such as storing legacy data into Workday Prism. Data conversion for Open Account Receivables Items in Transaction Currency and Customers With Activity Within 6 Months Prior to Go Live is included in our scope.	
DC.16	Fixed Assets	Naviline	~1,450 active assets	~1,450 active assets	Critical	Proposed In-Scope	Included	Data conversion for Active Capitalized Assets (Reconciled to Balance Sheet and Tracked Expensed Assets (No Cost) is included in our scope.	
DC.17	Project Accounting Detail (Open Projects)	Naviline	26 years	5 years active	Critical	Proposed In-Scope	Included	Data conversion for Active Proejcts is included in our scope. Cost data will be converted at a summary level based on the GL conversion.	
DC.18	Employee Master File (Active)	Naviline	~500 active employees	~500 active employees	Critical	Proposed In-Scope	Included	Data conversion scope for HCM includes: Active Employees Including Current Personal Data, Current Contact Data, and Current Job Record Terminated employees who received payment in the last 12 months (using Worker Object) Up to 1,000 Additional Terminated Workers (Using Former Worker Object) Includes Loading of Employee Photos Attachment of Third-Party Documents out of Scope Compensation – Current Compensation Data and Compensation effective as of Benefits effective date Unlimited Job and Compensation History (Using "Previous System History")	

Potential Data Conversions									
Req #	Data Conversion Object	Source	Quantity of Data Available	Quantity of Data Needed in Future System	City Criticality	Vendor Response	Cost to Convert	Vendor Standard Conversion Scope (Please outline standard scope of conversions for the objects identified)	Vendor Comments
DC.19	Summary Historic Employee Master File (Name, SSN, Hire/Term Dates)	Naviline	~2600 historic employees	~2600 historic employees	Critical	Proposed - Scope Varies from Requested Scope	Included	Data conversion scope for HCM includes: Active Employees Including Current Personal Data, Current Contact Data, and Current Job Record Terminated employees who received payment in the last 12 months (using Worker Object) Up to 1,000 Additional Terminated Workers (Using Former Worker Object) Includes Loading of Employee Photos Attachment of Third-Party Documents out of Scope Compensation – Current Compensation Data and Compensation effective as of Benefits effective date Unlimited Job and Compensation History (Using "Previous System History")	
DC.20	Time and Attendance Accrual and Leave Data (Active)	Naviline	26 years	3 years	Critical	Proposed In-Scope	Included	Data conversion scope for Absence Management includes: Time Off Balance conversion included (i.e. remaining days of Annual Leave as of Go-Live month - only for rolling balances.) (From Legacy System). Current Active Leave Events conversion included (Current Active Leave Events – workers currently on leave will be converted to ensure worker's status is accurate for headcount reporting and downstream systems.) Time Off Events conversion excluded (e.g. historical and future Vacation days), except for those required for specific calculation purposes (e.g. Sick Leave with rolling period accruals), and customer will be responsible for delivering and transforming the data to be loaded. Ongoing Leave of Absence events (e.g. ongoing Maternity Leave or Long Term Sick Leave events). Leave Events for the previous 12 months, only if needed to support rolling balance calculations.	

					Potential Data Conversions				
Req #	Data Conversion Object	Source	Quantity of Data Available	Quantity of Data Needed in Future System	City Criticality	Vendor Response	Cost to Convert	Vendor Standard Conversion Scope (Please outline standard scope of conversions for the objects identified)	Vendor Comments
DC.21	Public Safety Time and Attendance Data	Naviline	26 years	3 years	Critical	Proposed In-Scope	Included	Data conversion scope for Absence Management includes: Time Off Balance conversion included (i.e. remaining days of Annual Leave as of Go-Live month - only for rolling balances.) (From Legacy System). Current Active Leave Events conversion included (Current Active Leave Events – workers currently on leave will be converted to ensure worker's status is accurate for headcount reporting and downstream systems.) Time Off Events conversion excluded (e.g. historical and future Vacation days), except for those required for specific calculation purposes (e.g. Sick Leave with rolling period accruals), and customer will be responsible for delivering and transforming the data to be loaded. Ongoing Leave of Absence events (e.g. ongoing Maternity Leave or Long Term Sick Leave events). Leave Events for the previous 12 months, only if needed to support rolling balance calculations.	
DC.22	Benefit Enrollment and ACA History	Naviline	26 years	2 years	Critical	Proposed - Scope Varies from Requested Scope	Included	Data conversion scope for Benefits includes: Current Benefit Elections Medical History for Current Year for ACA Reporting	
DC.24	Employee Personnel Action Data	Naviline	26 years	2 years	Critical	Proposed - Scope Varies from Requested Scope	Included	Data conversion scope for HCM includes: Active Employees Including Current Personal Data, Current Contact Data, and Current Job Record Terminated employees who received payment in the last 12 months (using Worker Object) Up to 1,000 Additional Terminated Workers (Using Former Worker Object) Includes Loading of Employee Photos Attachment of Third-Party Documents out of Scope Compensation – Current Compensation Data and Compensation effective as of Benefits effective date Unlimited Job and Compensation History (Using "Previous System History")	

**Potential Data Conversions**
Req #	**Data Conversion Object**	**Source**	**Quantity of Data Available**	**Quantity of Data Needed in Future System**	**City Criticality**	**Vendor Response**	**Cost to Convert**	**Vendor Standard Conversion Scope** (Please outline standard scope of conversions for the objects identified)	**Vendor Comments**
DC.25	Employee Payroll History	Naviline	26 years	3 years	Critical	Proposed - Scope Varies from Requested Scope	Included	Data conversion scope for Payroll includes: Payroll Balances for Current Year Worker Tax Elections Withholding Orders Excluded (Manual Data Entry Required) Worker Payment Elections Costing Allocations Excluded (Manual Data Entry Required)	
DC.26	Compensation Data	Naviline	26 years	3 years	Critical	Proposed - Scope Varies from Requested Scope	Included	Data conversion scope for HCM includes: Active Employees Including Current Personal Data, Current Contact Data, and Current Job Record Terminated employees who received payment in the last 12 months (using Worker Object) Up to 1,000 Additional Terminated Workers (Using Former Worker Object) Includes Loading of Employee Photos Attachment of Third-Party Documents out of Scope Compensation – Current Compensation Data and Compensation effective as of Benefits effective date Unlimited Job and Compensation History (Using "Previous System History")	