Anchor Bay School District – Time and Attendance Keeping (RFP)

-Vendor Questions and District Responses-

Question: How many employees is the district interested in tracking labor hours for?

Answer   <u>District totals as of 5/14/2024 are as follows</u>:

Total # District employees	820
Total # Hourly Staff requiring labor tracking	500
Current # Employees actively tracking Absence/Attendance hours	577
Total # Employees to actively track Absence/Attendance hours	858

Question: What is the active user count in your current system?

Answer   Total Active Users 577, currently for attendance and absence management.

Question: How many staff would have access to the system in a management capacity?

Answer: A conservative estimate is 41 employees, could be more or less.

Question: How many active employees will you need a license for?

Answer: Total # Employees to actively track Absence/Attendance hours   858

Question: Please confirm the quantity of docks and how you prefer the docks to communicate (biometric, finger, pin or badge)?

Answer   Undetermined but prefer compatibility with current badging system.

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- All employees have a badge with the current badging system
- Timeclock stations (estimate) 27-30 stations

Question: When are you looking to kick-off the project? What is the desired "go live" date?

Answer   The district will start with a "kick-off project planning and timelines meeting" in July to collaboratively build the timeline schedule with the chosen vendor.

- The district goal is to pilot the transportation unit no later than January 2025, after staff returns from the holiday break.

Question: Has Anchor Bay School District had any previous vendor demonstrations or presentations on the solution requested, prior to the release of this RFP? If yes, please provide the vendor(s) name(s) and product names.

Answer: No, not prior to the release of this RFP.

Question: What are the estimated payroll hours it takes payroll staff to complete the" uploading process, most notably at the beginning of the school year"?

Answer: The process is labor intensive as it is all manual entry

Question: How many of Anchor Bay School District employees are hourly vs salaried?

Answer: Hourly = 500 including Edustaff and Salaried = 358

Question: How many employees will need to use the scheduling features (assigning shifts to available resources to meet demands)? And how are employees currently scheduled?

Answer: Approximately 15-20 employees.

Currently employees are scheduled on the basis of bid times based on their union contracts and the appropriate calendar relevant to the contract. Absence management and substitutes are scheduled using Frontline.

Question: And what types of shifts is Anchor Bay School District scheduling for?

Answer: Please refer to the current bargaining agreements in association with the following units: ABPA, AFSCME, ABSOEA, SACC, and others as needed.

Question: How does Anchor Bay School District currently track leave?

Answer: Frontline (AESOP) and paper (Request for Absence Forms)

Question: Is Anchor Bay School District interested in alternatives to AESOP?

Answer: Yes

Question: Would Anchor Bay School District be interested in having every employee under one "umbrella" as far as tracking any type of leave?

Answer: Yes

Question: What type of leave is Anchor Bay School district tracking?

Answer: PTO, Sick, Vacation/Annual Leave, depending on union.

Question: Does Anchor Bay School District track extra duty timesheets? And if so, how?

Answer: Yes, paper timesheet

Question: How does Anchor Bay School District calculate and document weighted/blended overtime and comp time?

Answer: Weighted/blended -Manual calculations, this is a rare situation.
Comp time is tracked in the AS400 accounting system.

Question: How does Anchor Bay School District track overtime?

Answer: Timesheet

Question: What type of network access would the district prefer for the mounted time clocks (ethernet, Wi-Fi, PoE)?

Answer: Wi-Fi

Question: When it comes to reporting, what are the most important type of reports/reporting Anchor Bay School District needs?

Answer: Reports relevant to the hours that are being tracked by employee under the implementation of a timekeeping system and the absence management component.

Question: What is Anchor Bays General Ledger Accounting String? And what are the General Ledger allocation methods?

Answer: AS400 Accounting System, general ledger allocations are consistent with the Michigan Public Schools Accounting Manual.

Question: What type of position/department budgeting is Anchor Bay School District looking for?

Answer: Budgeting is done in the AS400 Accounting System.

Question: What are the pain points or inefficiencies the district hopes to solve with this project?

Answer: Eliminate paper timesheets and enhance workflow and productivity with timekeeping efficiencies.

Question: For Leave Tracking, is the district interested in both Long-Term (FMLA, etc.) and Short-Term leave requests?

Answer: At this time short-term leave requests with the option to add long-term tracking modules as the project grows and develops.

Question: Does "3rd Party timekeeping interfaces" refer to integration with existing district timeclocks or with other 3rd party software applications (such as the district ERP)?

Answer: Other 3rd party software applications including the AS400 Accounting System and Edustaff are currently utilized.

Question: For Position Budgeting, are you wanting to track FTE and accounting string for each job/assignment or are there additional items needed for budgeting?

Answer: Yes, that would be helpful. All budgeting is done in the AS400. It's important for Business Services to have the capability to upload from the timekeeping system for payroll processing. Additionally, mass loads for attendance management will help HR and Business Services.