

# **Attachment A**

## **Advantage HRM/Payroll Business Analysts Required Duties and Tasks**

### **Annual Duties Jan – Dec Advantage**

#### Ongoing setup, configuration and testing:

- Advantage defect and issue resolution with CGI Technologies Customer Service Group (daily)
- ERP Help Desk emails (4,000 from Jan 2014 – Jun 2014). This number is only based on the final conversation threads. We do not save all preceding emails
- Individual Business Analyst emails (Average is 2,500 for each Analyst from Jan 2014 – Jun 2014)
- ERP Help Desk Calls. Staff currently services all 4,918 county employees, as well as, HR, Benefits, Position, Payroll and Timekeeper staff
- Setup Security for new hires (150 employees from Jan 2014 to Aug 2014). Update security for dept/unit changes, position changes, etc
- Document cleanup and Table Information cleanup (monthly)
- Open Enrollment configuration (May – Nov)
- Elections - load employees and pay (Oct – Dec; sometimes May – July)
- Calendar Year End – taxes, accruals, etc. (Nov – Jan)
- Fiscal Year End – position changes, department and organization structure changes, security, etc. (Feb – Aug)
- Meridian (Learning Development Network) continued support and issue resolution for a system serving County employment (daily)
- WINCAMS support

### **Projects in Progress**

#### Current system setup, configuration, testing and payroll runs in progress:

- MOU configurations (114 items requested since Oct 2013; completed 73 have 41 remaining)
- New Wells Fargo Bank Accounts
- New ROTH accounts
- New 457 Loan deductions
- Veterans federal reporting
- Health and Wellness hour tracking
- Reports
- Interfaces
- Security Testing

### **Projects in the Queue**

#### Other system setup, configuration, testing and payroll runs in the queue:

- KRONOS Set-up and Integration to include Natividad Medical Center
- Pass Docs – new hire intake security process workflow
- Sick Leave Bank
- Leave Reengineering
- Position Reengineering

### **Tasks Requiring Research Prior to Upgrade to version 3.10**

#### Retesting past Advantage HRM/Payroll issues:

- HRM/Payroll defects fixed in higher versions (250 issues)
- HRM/Payroll issues still outstanding (80+)

#### Additional Reconfigurations:

- Security setup
- Leave Policy structure
- Pay Policy structure
- Data Clean-up