



**STATE OF IDAHO**  
**OFFICE OF THE STATE CONTROLLER**

**RFP-2019-03 for ERP Software Implementation**

**Attachment 7:**

**Select Functional Scripts**





## TABLE OF CONTENTS

---

Procurement .....	3
Finance .....	7
Budget .....	13
HCM/Payroll.....	14



---

## Procurement

---

### **Procurement Script 1: Commodities and Catalogs**

*The State anticipates that this script will take approximately 20 minutes to complete.*

The Department of Administration's Division of Purchasing is responsible for statewide contracts and commodities/catalogs associated with those contracts. The following are demonstration requirements for commodities and catalogs:

1. Demonstrate/discuss the use of NIGP (National Institute of Governmental Purchasing) commodity code structures.
2. Load a catalog by uploading items from a file (e.g., MS Excel).
3. Select a commodity and display to the end user all vendors on contract for that commodity. The end user should have the ability to drill-down on the contracts for further item information.
4. Demonstrate the ability to add and associate key words to the search strings within the commodity file/catalog.
5. Demonstrate any available reports/queries regarding spending/consumption related to commodity codes and/or catalog items.

### **Procurement Script 2: Vendor Management**

*The State anticipates that this script will take approximately 20 minutes to complete.*

The following are demonstration requirements for vendors and vendor management:

1. Demonstrate adding a vendor via vendor self-service and discuss any configurable controls (such as duplicate vendor), show/discuss TIN match results with IRS data exchange, and show/discuss any workflow approval options that are available.
2. Demonstrate maintaining multiple contacts and locations by agency and by function (AP, Purchasing, Financial, etc.).
3. Demonstrate changing vendor information, including a name change. Demonstrate the audit trail of the name change as well as the cross reference to the previous vendor information.
4. Demonstrate placing a vendor on hold and capture a hold reason. Differentiate between an agency specific hold and a Statewide hold.
5. Demonstrate the ability to view all contracts associated with a vendor statewide or by an agency.



### **Procurement Script 3: Requisition to Receiving**

*The State anticipates that this script will take approximately 50 minutes to complete.*

The State Controller's Office (SCO) is an executive agency that does not fall under the Division of Purchasing (DOP) rules. The Historical Society and Wine Commission are agencies where all purchases greater than \$10K are made through DOP.

#### **For SCO, demonstrate the following:**

1. Create a requisition for new cubicles with a cost of \$21,024 demonstrating budget checking, and two levels of workflow approval for the requisition.
2. Create a Purchase Order for the requisition created in Step 1 demonstrating budget checking, the results of the budget check and its effect on the budget, and two levels of workflow approval for the PO.
3. Receive the item at the front desk. The item requires inspection, so a workflow notice should be sent to the person to inspect. Once the item is inspected, a workflow notice should be sent to the original requester.

*NOTE: This item will be used in the Financial demonstrations for Asset Management. This should be considered a capitalized asset and should be treated as such for the demonstration.*

#### **For Historical Society and Wine Commission, demonstrate the following:**

4. Create requisitions for both agencies for an ATV with a price of \$10,500. Demonstrate two levels of workflow approval within the agency and one level at DOP based on the dollar amount over \$10K.
5. Show the two approved requisitions in a queue to be assigned to a buyer by the DOP approver.
6. Demonstrate assigning the two requisitions to a buyer.
7. Demonstrate the buyer creating one PO from the two requisitions to one vendor for two ATVs.
8. Demonstrate the receipt of one of the two ATVs.

### **Procurement Script 4: Statewide Solicitation-Contract**

*The State anticipates that this script will take approximately 50 minutes to complete.*

The Division of Purchasing (DOP) is responsible for soliciting most contracts across the State. These most often start with a requisition at an agency. The following scenario relates to those solicitations and contracts.

1. Create a requisition for Agency A for consulting services (commodity code 9x-654) in the amount of \$185,000.
2. Demonstrate the workflow from Agency A routing the requisition to DOP for the consulting services.
3. Create a solicitation for the requisition by copying from a previous solicitation transaction; attach a word document and PDF to the solicitation.



4. Establish evaluation criteria, assign weights to those criteria.
5. Post the solicitation to a web portal and notify vendors (demonstrate at least 2) who are on the list to receive notification when this commodity is being solicited.
6. Demonstrate vendor responses on the web portal and providing the vendor with a confirmation number upon submittal of the solicitation response.
7. Demonstrate awarding a solicitation and converting to an approved contract, using stored clauses, specification, terms and conditions.
8. Demonstrate creating a contract amendment and tracking the original and amended contract.
9. Demonstrate notification of appropriate user when contract is nearing time for renewal.

### **Procurement Script 5: Requisition from a Contract**

*The State anticipates that this script will take approximately 20 minutes to complete.*

The Idaho State Police (ISP) have certain items in inventory that can be requested and filled from inventory. A requisitioner in District 5 of ISP needs to request a wireless keyboard/mouse combo and a case of .38 Special ammunition (which is in inventory). The State has a statewide contract for computer hardware and peripheral equipment which includes a Lenovo Professional Wireless Keyboard and Mouse Combo (NIGP code 20400, part number 4X30H56796, current cost \$55.29).

1. Demonstrate the requisitioner searching State contracts for the wireless keyboard/mouse combo using key words, item descriptions, or commodity codes to create the requisition.
2. Select the wireless keyboard/mouse combo from the State contract from the information above. Additionally, on the same requisition, add a line for the .38 Special ammunition, using commodity searches to find the item.
3. Create a Purchase order for the requisition created in Step 2 against the contract.
4. Demonstrate the fulfillment request for the case of ammunition being sent to Inventory for fulfillment. *NOTE: This item will be used in the Financials demo for Inventory.*

### **Procurement Script 6: Change Order**

*The State anticipates that this script will take approximately 15 minutes to complete.*

Agency A has purchasing authority up to \$10,000; however, any contract change order must go through DOP no matter what the amount. Agency A wants to create a change order to a contract for \$8,000.

1. Initiate a change order from Agency A for \$8K.
2. Demonstrate the workflow to send the draft change order to DOP.
3. Demonstrate buyer assignment for the change order.
4. Demonstrate completion of the Change Order and the change order routed to the Vendor.



## **Procurement Script 7: DOP View**

*The State anticipates that this script will take approximately 20 minutes to complete.*

The Division of Purchasing (DOP) is responsible for statewide purchasing for most agencies. They have given delegated authority for purchasing to some agencies at specific dollar amounts. They need to be able to view requisitions, purchase orders, contract orders, etc., across all agencies under their authority.

1. Demonstrate DOPs view of Requisitions, Purchase Orders, Solicitations, and Contracts across all agencies under their authority (if applicable, show dashboard and usability features that facilitate ease of monitoring). Please include the appropriate items from the previous scripts.
2. Demonstrate an aging report for purchases, by type (e.g., open purchase orders without receipt of goods, Pcard transaction, etc.)
3. Demonstrate a view of requisition/purchase orders/contract assignments by buyer within the DOP organization.
4. Demonstrate a view of a contract and associated Purchase Orders against that contract.
5. Demonstrate spend management/reporting analysis capabilities.



---

## Finance

---

### **Financial Script 2: General Ledger**

*The State anticipates that this script will take approximately 45 minutes to complete.*

The following are scenarios to be used to demonstrate General Ledger functions and all associated calculations and reports:

The State of Idaho requires a full featured, public sector government accounting that includes encumbrance accounting and fund management along with the ability to report on cash, modified accrual and full accrual basis according to GAAP/GASB requirements.

#### ***Demonstrate the following:***

1. Demonstrate capability to enter and post General Ledger transactions. Provide detailed and summary trial balances and account hierarchy reports.
2. Demonstrate real-time budget status reporting and online inquiry within the application.
3. Demonstrate multiple funding sources for a single encumbrance, expenditure, or expense transaction.
4. Post transactions to GL by funding source.
5. Demonstrate an audit trail from a split transaction to the original input transaction.
6. Demonstrate the capability to manage accounting periods by state and agency.
7. Demonstrate budget controls at fund, budget unit, object of expenditure (standard/object class) and project levels.

### **Financial Script 3: Allocations**

*The State anticipates that this script will take approximately 40 minutes to complete.*

The following are scenarios to be used to demonstrate allocations, and all associated calculations and reports:

- A. The Department of Labor has multiple offices located in different geographical regions. Each location has costs that must be allocated monthly to all grants operated within that office. The cost pool consists of office rent, office equipment lease, utilities, janitorial services, long distance phone charges, and office supplies. The allocation is based on each grant's full-time equivalent positions as a percentage of total full-time equivalent positions for the location.
- B. Idaho State Police allocate various facility costs to programs and departments residing at that facility. The allocation is based on square footage of space occupied by that program as a percentage of the total square footage of the building. The programs then take those costs, plus other costs associated with the program, and allocate those costs to the units within the program (step-down allocation) based on each unit's full-time equivalent positions as a percentage of total full-time equivalent positions for the program.



- C. The Department of Fish and Game allocates costs to programs based on fixed percentages. The cost pool is allocated to Program A – 26%, Program B – 44%, and Program C – 30%.

***Demonstrate the following (Allocations and cost pools may be set-up prior to the demonstration, but no allocation transactions are to be run before the demonstration.):***

1. Demonstrate the set-up of each of the allocation scenarios above.
2. Demonstrate the allocation process for each of the scenarios above.
3. Show the accounting entries created for the allocations.
4. Demonstrate the reporting capabilities at each level of allocation, including the steps of the step-down allocation.

#### **Financial Script 4: Interagency Accounts Receivable/Payable**

*The State anticipates that this script will take approximately 25 minutes to complete.*

The following are scenarios to be used to demonstrate Interagency billing functions and all associated calculations and reports:

The Department of Administration (DOA) sends out annual and monthly billings to other agencies, boards, commissions, and other governmental entities. The monthly billing for December will include multiple transactions to record receivables against multiple agency defined cost centers.

When an entity receives the billing invoice, an interagency payment should be processed in the system for the total amount.

- A. Create a unique identifier on the billing documents so payments will be automatically applied to each transaction line until the total payment has been applied to the billing invoice.
- B. Agency A makes a payment that does not cover the total billing invoice, show the remaining balance due as outstanding and create a new invoice.

***Demonstrate the following:***

1. Creation of the DOA interagency billing to Agency A and payment to DOA without generating a warrant. Demonstrate interagency due to/from functionality to accommodate the above scenario. The transactions should NOT be pre-populated before the demonstration.
2. All accounting entries associated with the scenario above.

#### **Financial Script 5: Cost Accounting – Validation of Project Setups and Adjustments**

*The State anticipates that this script will take approximately 50 minutes to complete.*

The following are scenarios to be used to demonstrate cost accounting functions and all associated calculations and reports:



The Idaho Transportation Department (ITD) will take on a major Highway construction project starting January 2018 that has a five year completion date. Funding for this project has come from federal, state and local grant funding sources yearly for the five year project as follows:

- \$8,000,000 FHWA – Federal Customer
- \$1,000,000 ITD – State Customer
- \$1,000,000 City of Boise – Local Customer

ITD received three contractor bids and chose Contractor B for the project.

- A. Prior to the project start date, ITD attempts to submit a vendor payment.
- B. During the project, ITD attempts to submit a vendor payment for over the budgeted amount.
- C. During the project, ITD attempts to submit a vendor payment with incorrect coding validating against project setup combinations.
- D. ITD submits a vendor payment, show the expenditure split to the customer percentage breakouts setup on the project such as 80%, 10%, and 10%.
- E. ITD enters a transaction to manually move expenditures from one project to another.
- F. ITD enters a transaction to manually move expenditures between funding source priorities.

***Demonstrate the following:***

1. Demonstrate the set-up of the project including the budget and distribution splits.
2. All cost accounting functions to accommodate the above scenarios.
3. Demonstrate budget check on all transactions posted to the project, sub-project, or phase for sufficient budget availability.
4. Demonstrate the ability to edit encumbrances and expenditures against an agency project budget.
5. Demonstrate budget check errors as warning or hard stop based on phase or activity of ledger.
6. Demonstrate the ability to input, make adjustments, and transfer costs between projects at the lowest level of the account code ledger.

**Financial Script 6: Cost Accounting – Indirect Costs**

*The State anticipates that this script will take approximately 15 minutes to complete.*

The following are scenarios to be used to demonstrate cost accounting functions and all associated calculations and reports:

The Idaho Transportation Department (ITD) has an ongoing highway construction project. Within this project there is a single approved indirect Cost rate of 11% to be applied to expenditures on an automated daily cycle or on demand manually.



**Demonstrate the following:**

1. Create expenditure transactions calculating 11% of each expenditure.
2. Post this transaction according to customer percentage splits setup on the project (80%, 10% and 10%).
3. Track overhead costs that can be charged to a project.

**Financial Script 7: Establishing and Monitoring a Grant**

*The State anticipates that this script will take approximately 40 minutes to complete.*

Refer to To-Be Business Process GM-1, Grant Awards and GM-2, Financial Reporting as overviews of the process related to grants management.

**Demonstrate the following:**

1. Demonstrate how to establish a grant including budgets, recipients, schedules, cost sharing details, indirect cost details for a multi-phase grant with multiple reimbursement rates by phase and object.
2. Demonstrate how to control budgets for grants at the grant, grant phase or function, and object at the user's discretion.
3. Demonstrate how grant draw down amounts can be tied to actual expenditures (which actual expenditures make up the draw).
4. Demonstrate how to track cash draw down requirements on a daily basis.
5. Demonstrate how to track and report grant operations (i.e., hours, budget, expenditures, encumbrances, revenues, billings, reimbursements) for FY, FFY, and grant period.



### **Financial Script 9: FHWA Billing**

*The State anticipates that this script will take approximately 25 minutes to complete.*

The Idaho Department of Transportation has a need to bill FHWA federal customers based on expenditures and the federal participation on the project.

#### ***Demonstrate the following:***

1. Accumulate expenditures for specific dates by the FHWA federal customer, which will include only the federal share of expenditures based on their participation percentage.
2. Demonstrate how the expenditures accumulated in step 1 will be marked so that they are not eligible to be billed again.
3. Create the bill for the reimbursable expenditures for the period.
4. Discuss creation of an interface file for the Financial Management Information System (FMIS) to send billing information in the format required by FHWA, including federal-aid project number, federal appropriation code, and billing amount.
5. Demonstrate reporting and inquiry capabilities in billing history to facilitate monitoring and federal reporting.

### **Financial Script 10: AP Invoice Processing**

*The State anticipates that this script will take approximately 30 minutes to complete.*

The following are scenarios to be used to demonstrate Invoice Processing functions and all associated calculations and reports:

The State of Idaho requires accounts payable to be fully integrated with General Ledger, Procurement, and Projects/Grants. Entry of vendor invoices requires document number sequencing, chart-of-account coding, amounts, invoice numbers and descriptions.

- A. Agency A needs to create an invoice entry for goods and services received at a cost of \$10,000.

#### ***Demonstrate the following:***

1. Create an invoice with the above scenario requirements.
2. Demonstrate capability to attach supporting documentation.
3. Demonstrate the ability to detect/flag/reject duplicate invoice numbers being paid.
4. Perform budget and cash validation on invoice and payment processing.
5. Demonstrate capability for tracking current year and prior year vendor payments (ability to recall payments on-line by vendor, document number, invoice number, and warrant number)?
6. Using the PO and receiving documents created during execution of the Procurement Demonstration scripts, demonstrate ability to provide 3-way matching of purchase orders (purchase orders, receiving report, and vendor invoice) to create invoices with on-line,



real time edits to ensure integrity and accuracy of encumbrances/purchasing data in accounts payable for goods and services.

7. Demonstrate capability for system splitting of project/grant expenditures in Accounts Payable so that the expense transaction identifies the federal, state, local and other share of the expenditure.

### **Financial Script 12: Travel Processing**

*The State anticipates that this script will take approximately 20 minutes to complete.*

Pat Green is travelling to Salt Lake City, Utah for the NASACT annual conference. Pat will be driving his own car to the conference. He will be driving there on Sunday and driving back on Wednesday.

#### ***Demonstrate the following:***

1. Demonstrate the employee requesting travel authorization for travel from Sunday through Friday, including workflow his supervisor.
2. Demonstrate the travel request being rejected by the supervisor with notes that she will only authorize travel through Wednesday, and the notification the employee receives due to the rejection.
3. Resubmit the travel request for the travel Sunday-Wednesday.
4. Demonstrate the employee submitting expenses from the trip and processing of the reimbursement.
5. Demonstrate the reporting and inquiry capabilities for travel requests and travel reimbursements.



## Budget

---

### **Budget Script 5: Budget Management**

*The State anticipates that this script will take approximately 30 minutes to complete.*

The following are related to Agency and Statewide budget management.

1. Demonstrate how the system will validate requests to establish new positions against FTP and personnel cost appropriation limits.
2. Demonstrate the calculation of one-time and ongoing personnel cost savings by program and fund based on year-to-date and current vacancies, prior vs. current incumbent pay rates, and available personnel cost appropriation.
3. Demonstrate how expenditure/liquidation of encumbered funds will be booked against the prior fiscal year.
4. Demonstrate how budgets that receive re-appropriation authority, or carryover, are identified and how unused spending authority is rolled over into the subsequent fiscal year.
5. Demonstrate revenue forecasting functionality, including the system's ability to upload and store detailed revenue forecast information, including fund, sub-fund, revenue source, object, amount, and so forth.



---

## HCM/Payroll

---

### **HCM/Payroll Script 1: Applicant Service Job Authorization Requests/Tracking**

*The State anticipates that this script will take approximately 35 minutes to complete.*

The following are scenarios to be used to demonstrate this script:

The Division of Human Resources will need to be able to post and maintain job postings on a website including jobs limited to temporary, promotional and open competitive – within an agency or statewide.

John Smith is an HR Representative for the Idaho Division of Human Resources. John needs to request a position fill and post a job announcement for a Program Manager.

#### ***Demonstrate the following:***

1. Demonstrate the capability to support multiple types of job opening and tracking information for expired or filed postings.
2. Demonstrate data analysis of recruitment activity by division to include underutilized job positions, affirmative action goals, recruiting sources, turnover, and recruiting sources used.
3. Demonstrate the initiation of a request to fill a position vacancy (Program Manager) and route for electronic approval.
4. Demonstrate the posting of the Program Manager position and include information such as type of position (open competitive, promotional, temporary, or limited service), the salary range, job description, minimum qualifications, and announcement templates.
5. Demonstrate the system's capability of determining if an applicant meets the minimum qualifications of the announcement.
6. Demonstrate the system's capability of allowing supplemental questions (e.g., pulling from a data bank of questions) and the grading of those questions by a Subject Matter Expert (SME). Discuss capability of overriding the system established ranked based score.
7. Demonstrate the system's capability to track and report applicant information to determine effectiveness of recruitment (i.e., identifying the number of applicants by position, hires, re-hires, etc.).

### **HCM/Payroll Script 3: Hiring List Process**

*The State of Idaho anticipates that this script will take approximately 40 minutes to complete.*

The following are scenarios to be used to demonstrate this script:

- A. Jill Hill is ready to pull a hiring list from their earlier recruitment in order to hire a managerial position opening within their office. This position was approved at a pay rate



of \$35.00 per hour. The HR rep, needs to create, approve, certify and maintain hiring lists for vacant positions, including the workflow of the approval and certification process.

- Applicants should be ranked by scores.
- Applicants on hiring lists should be identified by current or former state employees, disabled veterans (should receive preference points), transfers, layoffs, and medical reinstatements.

B. The department offers Annalisa, a current state employee at a different state agency, the position and she accepts on the basis that the position will be \$40.00 per hour (instead of the initial \$35.00 per hour). The agency submits to HR the request for approval of the rate change.

***For the Agency HR representative, demonstrate the following:***

1. Demonstrate steps necessary for the HR representative to create, approve, certify, and maintain hiring lists.
2. Demonstrate the data available to support the agency in selecting candidates for offer.
3. Demonstrate the submission of the request for compensation change and HR's subsequent approval.



## **HCM/Payroll Script 6: Employee Time Entry**

*The State anticipates that this script will take approximately 60 minutes to complete.*

The following are scenarios to be used to demonstrate time entry functions and all associated calculations and reports:

- A. Ken Petty is a non-exempt, 40 hour per week, salaried employee working for Idaho Department of Transportation. For a recent pay period, Ken was working on a project for which there were multiple work activities. He charged 6 hours to work activity A, 12 hours to work activity B, 12 hours to work activity C, and 10 hours to work activity D. The remainder should be charged to his "home" department. The entire pay period is an 80 hour pay period.
- B. Holly Patterson is a 40 hour per week, salaried employee and works second shift for the Division of Vocational Rehabilitation. The Division of Vocational Rehabilitation assigns a 6% shift differential for second shift. Holly had 7.5 hours of leave during the period from October 27th to November 9, 2018. Leave time is paid at the rate including shift differential. Holly works a normal Monday-Friday schedule. The entire pay period is an 80 hour pay period.

***Demonstrate the following (Payroll runs should be completed during the demonstration):***

- 1. Time entry functions to accommodate scenarios A and B.
- 2. Manager's view for reviewing and approving submitted time.
- 3. The payroll calculations and results, including a pay stub (payroll runs can be combined for multiple scenarios and scripts).
- 4. Demonstrate accounting entries resulting from scenario A.



## HCM/Payroll Script 7: Overtime Calculations

The State anticipates that this script will take approximately 60 minutes to complete.

The following are scenarios to be used to demonstrate time entry functions and all associated calculations and reports:

- A. Bob Parker is a law enforcement officer where overtime is calculated in a 4-week (2 pay period) timeframe. Any hours worked exceeding 160.0 in two pay periods is considered overtime. His rate of pay is \$17.50 per hour.

This 28-day period includes pay date 8/24/18 (hours worked 7/29-8/11) and 9/7/18 (hours worked 8/12-8/25).

- Pay Period 1:
  - 7/29-8/4: Bob worked 45 hours
  - 8/5-8/11: Bob worked 39 hours
- Pay Period 2:
  - 8/12-8/18: Bob worked 50 hours
  - 8/19-8/25: Bob worked 42 hours

- B. Bill Adams is a non-exempt employee that worked the following for one week of the bi-weekly pay period. His rate of pay is \$16.75 per hour. He has elected to accrue his overtime hours.

- a. 7/2 – 8 hours regular
- b. 7/3 – 10 hours regular
- c. 7/4 – 8 hours holiday overtime
- d. 7/4 – 8 hours holiday pay
- e. 7/5 – 8 hours regular
- f. 7/6 – 10 hours regular
- g. Assume a regular 40-hour week for the second week in the pay period.

- C. Bruce Wayne is a non-exempt employee that works for multiple agencies at different rates of pay. Bruce's rate of pay for Agency A is \$16.50 per hour. His rate of pay for Agency B is \$20.00. Bruce worked the following for a pay period:

- a. Agency A:
  - i. 9/10 – 8 hours regular
  - ii. 9/11 – 8 hours regular
  - iii. 9/14 – 8 hours regular
- b. Agency B:
  - i. 9/12 – 8 hours regular
  - ii. 9/13 – 12 hours regular
- c. Assume a regular 40-hour week for the second week in the pay period split equally between Agency A and Agency B.



**Demonstrate the following (Time entry and payroll runs should not be populated before the demonstration):**

1. Demonstrate how overtime is calculated and paid for each scenario above.
2. Show the accounting entries, including benefits cost split, for Scenario C.

**HCM/Payroll Script 8: Leave Calculation**

*The State anticipates that this script will take approximately 15 minutes to complete.*

The State of Idaho employees accrue vacation time at a rate of 0.04615 per Credited State Service (CSS) hour, which includes vacation and sick time taken but not comp time, up to 10,400 CSS hours. Over 10,400 CSS hours, the vacation accrual rate increases to 0.05769.

Danny White has 10,380 CSS hours before the latest pay period. Danny worked 80 hours in the latest pay period.

**Demonstrate the following (Rules and balances can be set-up before the demonstration, but the transaction should be completed during the demonstration):**

1. Show how the rules are set up for the State's vacation accrual rates.
2. Demonstrate the calculation for vacation accrual for the scenarios above.

**HCM/Payroll Script 9: Comp Balance Limits**

*The State anticipates that this script will take approximately 20 minutes to complete.*

The State of Idaho has a limit for compensation hours of 240 hours. For non-exempt employees, any overtime above the 240 hours will be paid to the employee. For any exempt employee, any overtime over 240 hours are not paid, and forfeited by the employee.

- A. George Brooks is a non-exempt employee and currently has a compensatory balance of 235 hours. During the current payroll period, George works 10 hours of overtime (15 hours at 1.5 time).
- B. Jill Wilson is an exempt employee, and currently has a compensatory balance of 235 hours. During the current payroll period, Jill works 10 hours of overtime.

**Demonstrate the following:**

1. Show how the rules are set up for the State's compensation balance needs.
2. Demonstrate the before and after compensation balances for the employees above based on time entered and system processing.



### **HCM/Payroll Script 11: Leave Sharing**

*The State anticipates that this script will take approximately 20 minutes to complete.*

The State of Idaho allows employees from any agency to donate vacation time to an employee in any agency to be converted to sick leave for the employee in need of additional sick time. The donor cannot go below 80 hours of vacation time. The limit for employees receiving donated leave is 160 hours and must have less than 80 hours of combined leave (sick/vacation/comp) before receiving leave.

- A. Jeane Lamb is an employee at agency 230 and has a vacation leave balance of 90 hours. Jeane wishes to donate 8 hours of vacation leave to Nick Russell at agency 210.
- B. Nick Russell has 10 hours of sick leave, 40 hours of vacation, and 16 hours of comp time. Nick is expected to miss a significant amount of work time due to a serious illness.

***Demonstrate the following (Rules and balances can be set-up before the demonstration, but the transaction should be completed during the demonstration):***

- 1. Show how the rules are set up for the State's leave sharing needs, including donor and recipient rules and limits.
- 2. Demonstrate how the donor would create the donation transaction.
- 3. Demonstrate the changes to leave balances for the employees in the scenarios above.

### **HCM/Payroll Script 12: Sick Leave Credits**

*The State anticipates that this script will take approximately 15 minutes to complete.*

The State of Idaho retains sick leave balances for separated employees (retired, terminated, etc.). Sick leave balances will be reinstated for that employee if they return to State service within 3 years. Employees returning after 3 years forfeit the sick leave balance.

- A. Bob Smith separated from State service on 9/5/2017 with a sick leave balance of 400 hours and is rehired 10/15/2018.
- B. Lucy Miller separated from State service on 8/4/2015 with a sick leave balance of 200 hours and is rehired 8/6/2018.

***Demonstrate the following:***

- 1. Demonstrate how the rules can be set up for the State's needs.
- 2. Show the sick leave balances for the two above scenarios before and after re-hire.



### **HCM/Payroll Script 16: Employee Relations**

*The State anticipates that this script will take approximately 20 minutes to complete.*

Refer to To-Be Business Processes related to Employee Relations (HR-2, HR-3, HR-5, HR-6, HR-7, HR-8) as an overview of the process. Request for appeals, mediation, problem solving, and respectful workplace related complaints.

1. Demonstrate the creation of a problem event and the capture of relevant data.
2. Demonstrate workflow of approvals related to the event and its processing.
3. Demonstrate/discuss the problem-solving action process, steps, dates, and notifications that are or could be captured in the system.
4. Demonstrate/discuss inquiry/reporting that is or could be available to monitor progress and resolutions.

### **HCM/Payroll Script 18: Termination Process/Partial Pay/Leave Payout**

*The State of Idaho anticipates that this script will take approximately 40 minutes to complete.*

Jerry Ingram is a 37.5 hour per week, salaried employee (Salary = \$40,000 annually). He resigned effective December 18, 2018. He has accrued 80 hours of annual leave, and earned 160 hours of compensatory time, which should be automatically calculated in the gross amount for his final check. He would like \$500 of the annual leave, and \$750 of the compensation time to be moved to his deferred compensation account, setup as a pre-tax deduction in payroll. These pretax deductions should be shown as separate deductions, indicating how much was for annual leave, and how much was for comp time. Jerry is an exception time employee.

#### ***Demonstrate the following:***

1. All steps necessary to remove Jerry from active employment.
2. Show how the annual leave and compensatory leave time is AUTOMATICALLY calculated for the gross pay on the last check at time of termination, without the employee or administrator manually entering those hours to pay.
3. Produce pay calculations for the employee, including gross pay, all deductions and taxes.

### **HCM/Payroll Script 19: Retiring Employee Deductions**

*The State anticipates that this script will take approximately 20 minutes to complete.*

Mary Bailey is a full-time benefitted employee with an hourly wage of \$16.18. She is retiring on 12/31/18. She worked 16.0 hours in the pay period and has a vacation balance of 108.5 hours that will be paid off. She would like to maximize the portion of her final pay going to her Deferred Comp 457 account, after required taxes and deduction. Mary is claiming single and 0 for both federal and state taxes. The pay date is 1/21/19.

Deductions for Mary include:

- PERSI (6.79% of her 16 hours) Note: Persi is not deducted from the vacation payoff
- Blue Cross pre-tax and pre-FICA dental - \$4.60
- Blue Cross pre-tax health and pre-FICA - \$34.00



- Deferred Comp

***Demonstrate the following:***

1. The payroll calculations, results, and the allowed percentage she can put towards the 457 deduction, including a pay stub.



---

## **HCM/Payroll Script 23: Leave Allocations**

*The State anticipates that this script will take approximately 30 minutes to complete.*

Agency A is required to follow an approved Paid Leave Allocation that deviates from the standard leave allocation method employed by most state agencies. The methodology is based on real-time, time charging rather than a fixed budgetary allocation or position assignment:

Agency A has multiple cost centers, each with multiple employees. Within each cost center, each employee may charge to multiple projects throughout a two-week time period (80 hours). Cost Center 100 has 5 employees who charge to 3 different projects as work requires. During the most recently completed pay period, one of cost center 100's employees took 40 hours of vacation time. Another employee took 8 hours of sick time. The paid leave dollars for the two employees must be proportionally allocated among the projects charged to by all of the employees of Cost Center 100 during that two-week payroll period.

***For the above scenario, demonstrate the following (Leave allocations and payroll should not be run before the presentation):***

1. Show how your system will allocate the total leave dollars (direct pay and associated fringe) among the various projects to which Cost Center 100 charged.
2. Produce a payroll for the payroll period represented. The payroll can be combined with other scripts needing payroll runs.
3. Produce a payroll register and any other related payroll reports.
4. Show the corresponding accounting entries in the General Ledger.