Time and Attendance System:

1. The system should support multiple bi-weekly, weekly, semi-monthly, and monthly payroll periods with optional options for multiple end dates (i.e. Monday through Sunday, Saturday through Friday, Thursday through Wednesday, etc.). An employee's payroll period may be determined by employee class. This is a standard feature/capability of the system.

2. The user ID for the system should be the employee 3 to 12-digit employee ID generated by the current HR or payroll management system. This is a standard feature/capability of the system.

3. The application should provide a method to digitally authenticate (and approve) unlimited time entries for each employee. This is a standard feature/capability of the system.

4. The application should provide real-time management notifications through workflow (or email) for approaching overtime, hours, and schedule deviations. This is a standard feature of the system.

5. The application should allow administrative overrides by authorized Supervisors, Managers, and Payroll users. This is a standard feature/capability of the system.

6. The application should accommodate flexible work schedules. Unlimited and flexible work schedules are standard with the system.

7. The application should allow download of data to spreadsheets such as Microsoft Excel. Multiple output and downloads capabilities are standard with system.

8. The application should have the ability to record time in/out for numerous employees in a short period of time, specifically, as many as 50 in 4 minutes at each touchless time clock, PC or mobile devices. Capability is standard with system.

9. The application should allow for time entry or recovery in the event of an electrical or internet system failure or the connection to the server is lost. Feature / Capability is standard with system.

10. The application should allow authorized users to generate exception reports such as no time in/out, early in/out, late in/out, etc.   These and more are standard capabilities of the system.

11. Does the system handle the special rules often associated with certain departments such as:

- ✓ Fire Department
- ✓ Police Departments
- ✓ Electrical or Contractor Union
- ✓ Teachers Union or Associated
- ✓ Streets and Sanitations
- ✓ Highway Department

   Yes standard capability

12. The application should accommodate shifts that span midnight, from one day to the next or 2 calendar days. Standard with system.

13. The application should automatically accommodate changes from standard time to daylight savings time and vice versa. This is standard with the system.

 14. The application should be able to interface with all payroll systems that allow time interfaces. Standard with the system

15.The application should provide report functions to detail all time information; including accrued vacation, sick, and personal time, time off requests and approvals, leaves of absence requests and approvals, retroactive items, etc.   Authorized users should be allowed to customize, generate, and print reports. All these are standard capabilities of the system.

16. EBS / eeCentral staff will work closely with the clients' Department of Information Technology to assure that the software and any hardware proposed will in no way compromise the security of the clients' communication and information infrastructure. Agreed and Standard.

17. Project planning & personnel coordination at a minimum, EBS /eeCentral will have ongoing communications with the clients' project manager. Agreed

18. EBS / eeCentral will attend a preliminary meeting via the internet with the client to discuss the project goals, schedule, and all relevant details. Agreed, client to have project manager attend via internet or telephone meeting

19. EBS / eeCentral will develop and propose a work plan, project meetings, timetable, and project milestones, including draft submissions, review, and edits, for approval in consultation with the project manager at the preliminary meeting. Agreed. This is our standard plan of operation.

Time Clocks

The client may choose to include **EBS Microsoft Surface GO time clocks** with the system in addition to EBS Web punch and EBS mobile punch to avoid touching clock during "punch in" or "punch out". Yes, the clocks these clocks are "Touchless". They are optional and if wanted are purchased, tested, and installed through Employee Based Systems LLC or eeCentral. Quote provided for proximity clocks or facial recognition clocks on request.

The employee should be able to see information on their record within the system from the PC, mobile or time clock. This would include but not be limited to, accrued time off, PTO requests, pay period hours, and accrued compensatory time. The system will also allow an employee to request time off. Yes, these features requested are available from the time clock, PC, tablet, or smart phone.

Maintenance

1. Maintenance for the system will be necessary. The first year's maintenance will be included with the purchase price of the system and will be priced based on an estimate of the number of employees that are presently working for the client. Maintenance provides:

> ➢ Updates
> ➢ Enhancements
> ➢ New releases
> ➢ Telephone support
> ➢ Web-based support

2. Maintenance items shall include but will not be limited to: Software fixes/patches and new versions of existing software or any other requirement to operate the system for the duration of the contact. Technical/Customer support will be provided during normal business hours. EBS may make software modification due to changes mandated by law. EBS will also provide and explain any known exceptions to the detailed specifications. Agreed.

There is maintenance/replacement on the Microsoft Surface Go time clocks after its' one year warranty. Current annual maintenance is $250 per clock.

3. <u>One Time Fee for Implementation and Training Services</u> –

We have provided a fixed fee bid for the implementation, installation, training and set up of your time and attendance system.

4. We will provide your organization our pricing structure. We list any fees including:

➢ Travel if requested to come to their site
➢ On-site assistance
➢ Training beyond the scope of routine implementation or initial training with system
➢ Reimbursable expenses.
➢ Building custom workflows, additional custom reports
➢ New interfaces

** Please note maintenance does not include training, additional custom reports, new workflows, and new interfaces to additional systems. Those will be requested to EBS by an EBS change order and have a fee to be quoted based on project as requested.