



**Answers to Inquiries**  
**RFP #2026-01 | Payroll Platform**

<b>Inquiries</b>	
<i><b>Question</b></i>	Do you have multiple locations, chapters, or programs? How are they structured?
<i><b>Response</b></i>	One location
<i><b>Question</b></i>	Are there any unique workforce groups (e.g., grant-funded, union, international staff, volunteers) that require special handling?
<i><b>Response</b></i>	DEL and Grant funded
<i><b>Question</b></i>	What level of services are you looking for (Technology, Managed Services, PEO)?
<i><b>Response</b></i>	Payroll, reporting, HR, and tracking
<i><b>Question</b></i>	Do you need to allocate payroll costs to grants, programs, or funding sources?
<i><b>Response</b></i>	Yes
<i><b>Question</b></i>	Are there requirements for job costing, labor distribution, or tracking by project/grant?
<i><b>Response</b></i>	Not specifically, but we are interested in learning about platform capabilities
<i><b>Question</b></i>	How do you handle stipends, honorariums, or special pay types for staff or volunteers?
<i><b>Response</b></i>	Volunteers are not entered into the payroll system and stipends are processed as additional earnings
<i><b>Question</b></i>	Do you need to track time by program, grant, or funding source? If so, what level of detail are you looking for around funding allocation?
<i><b>Response</b></i>	Yes – OCA, fund, and cost area/department
<i><b>Question</b></i>	Are there specific scheduling, overtime, or comp time policies for different groups?



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<b>Response</b>	<i>Full-time salaried, full-time hourly, part-time and three different work schedules</i>
<b>Question</b>	Do you need to manage shift differentials, on-call, or special scheduling scenarios?
<b>Response</b>	<i>We have 3 schedules, two of which rotate every other Friday off</i>
<b>Question</b>	Do you have any other specific rules around time that we need to be aware of?
<b>Response</b>	<i>Holiday schedule and workflow for timecards as well as 3 schedules, two of which are 9/8 with every other Friday off</i>
<b>Question</b>	Are there compliance requirements unique to your non-profit (e.g., EEO, ACA, state/federal grants)?
<b>Response</b>	<i>Yes, we have EEO, ACA and state/federal grants</i>
<b>Question</b>	Do you need to track volunteer hours for grant reporting or recognition?
<b>Response</b>	<i>No</i>
<b>Question</b>	What benefits do you offer (health, retirement, other)? Are there eligibility differences by employee type or funding source?
<b>Response</b>	<i>Medical, dental, vision, pet insurance, short-term disability, life insurance, and EAP and employees are eligible for benefits the first of the month after completing the first 60 days of employment</i>
<b>Question</b>	What are your most critical reports (e.g., grant reporting, board reports, compliance, funder requirements)?
<b>Response</b>	<i>Labor distributing/job costing and PTO accrual</i>
<b>Question</b>	Do you need to segment data by program, grant, or location?
<b>Response</b>	<i>Yes, by all</i>
<b>Question</b>	Are there any custom reporting needs for donors, funders, or government agencies?



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<b>Response</b>	<i>No</i>
<b>Question</b>	Did you want stand-alone WOTC or a more proactive strategy with recruitment?
<b>Response</b>	<i>Unsure</i>
<b>Question</b>	Do you need integrations with accounting, fundraising, or grant management systems?
<b>Response</b>	<i>Yes, MIP Fund Accounting software, import CSV files to accounting system, GL mapping</i>
<b>Question</b>	What historical data needs to be migrated (employee records, payroll history, volunteer hours)?
<b>Response</b>	<i>Employee records, and payroll history</i>
<b>Question</b>	Are you interested in a 360 connector to our/your 401k?
<b>Response</b>	<i>Yes, and with Employee Navigator for benefits</i>
<b>Question</b>	Are there plans for expansion, new programs, or changes in funding that could impact your workforce?
<b>Response</b>	<i>No</i>
<b>Question</b>	How do you currently determine FMLA eligibility for employees (e.g., hours worked, tenure)?
<b>Response</b>	<i>Employees have worked for at least 12 months for the organization and have worked at least 1,250 hours over the previous 12 months</i>
<b>Question</b>	Do you have any state-specific or company-specific leave policies in addition to federal FMLA?
<b>Response</b>	<i>Yes, we have extended leave without pay</i>
<b>Question</b>	Are there other types of leaves (e.g., ADA, state paid leave, military) that need to be tracked alongside FMLA?

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<b>Inquiries</b>	
<b>Response</b>	<i>Yes, military leave, bereavement leave, and educational leave</i>
<b>Question</b>	What is your current process for employees to request FMLA leave?
<b>Response</b>	<i>Employees contact HR to request the forms that need to be completed by the health care provider and return them to HR once completed</i>
<b>Question</b>	Do you require supporting documentation (e.g., medical certifications) and how is it collected/stored?
<b>Response</b>	<i>Yes, currently we scan all documents and save them in a SharePoint file and also place a hard copy in the employee's file</i>
<b>Question</b>	How do you currently track FMLA leave usage (e.g., spreadsheets, HRIS, manual logs)?
<b>Response</b>	<i>Excel spreadsheet</i>
<b>Question</b>	Do you track FMLA in increments (e.g., full days, hours, intermittent leave)?
<b>Response</b>	<i>Yes</i>
<b>Question</b>	How do you monitor FMLA leave balances and ensure employees do not exceed their entitlement?
<b>Response</b>	<i>Excel spreadsheet</i>
<b>Question</b>	Are you able to track concurrent leaves (e.g., FMLA and state leave running at the same time)?
<b>Response</b>	<i>No</i>
<b>Question</b>	How are employees and managers notified of FMLA eligibility, approval, and return-to-work requirements?
<b>Response</b>	<i>HR contacts the employee and manager regarding FMLA eligibility, approval and return-to-work requirements through email communication.</i>
<b>Question</b>	What compliance challenges have you faced with FMLA tracking or reporting?



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<b>Inquiries</b>	
<b>Response</b>	<i>Keeping track of multiple requests and multiple active FMLA leave at the same time</i>
<b>Question</b>	Do you need automated alerts for key dates (e.g., certification due, exhaustion of leave, return-to-work)?
<b>Response</b>	Yes
<b>Question</b>	What types of FMLA reports do you need (e.g., usage, eligibility, compliance, audit)?
<b>Response</b>	<i>Usage, eligibility, compliance, and audit report</i>
<b>Question</b>	Do you need to provide FMLA data for audits, government reporting, or internal review?
<b>Response</b>	Yes
<b>Question</b>	Does your FMLA tracking need to be integrated with payroll, time & attendance, or benefits systems?
<b>Response</b>	Yes
<b>Question</b>	Do you require self-service access for employees or managers to view FMLA status or submit requests?
<b>Response</b>	Yes
<b>Question</b>	Are there any workflow automation needs (e.g., automatic eligibility checks, document requests, notifications)?
<b>Response</b>	<i>Yes, we would like automatic eligibility checks, document requests, and notifications</i>
<b>Question</b>	How many FMLA cases do you typically manage per year?
<b>Response</b>	5-10
<b>Question</b>	Are there specific departments, locations, or employee groups with higher FMLA usage or unique needs?
<b>Response</b>	No