

Payroll

No	Payroll	Essential (E) Desirable (D) Nice to have (N)	Compliant	Non Compliant	A brief description of how you would meet the essential requirements
<b>General</b>					
1.	To have separate test environments away from the live payroll environment	E			
2.	Able to transfer existing data to new system	E			
3.	Ability to mass upload payroll data such as grades, scale points and elements	E			
4.	Ability to search for records using multiple options, e.g. name, unique employee number, NI number	E			
5.	Ability to structure payroll system to allow for different work patterns	E			
6.	Ability to structure payroll to allow for different working locations	E			

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7.	Ability to facilitate multiple employments	E			
8.	Ability to automatically generate a unique employee number and differentiate multiples jobs.  The ability Job numbers	E			
9.	Ability to define rules and parameters so that exceptions can be identified after calculation	E			
10.	Ability to define rules and parameters to prevent incorrect entry by end user at the point of input	E			
11.	Ability to rerun facility on an individual / payroll basis	E			
12.	Ability to administer salary sacrifice schemes e.g. child care vouchers, cycle to work scheme, AVCs	E			
13.	Pay employees via BACS, with the ability to pay via BACS into different accounts for different assignments and to apportion to different accounts on the same	E			

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	assignment  Bank/building society details to be automatically populated based on sort code				
14.	Full Time Equivalent (FTE) value to be automatically calculated, and automatically re-calculated when corresponding values change e.g. working hours	E			
15.	FTE value must be capable of being calculated according to details held for each 'contract type', including annual hours and term time only employees	E			
16.	Ability to pay over to external third parties, e.g. pension providers, HMRC, court orders, unions etc	E			
17.	Ability to hold Education Authority details for teachers return purposes i.e. LEA Number (3 characters numeric) and LEA Name ("Devon LEA"), Multi Academy Trust Number and Payroll Provider Number	E			
18.	Hold school establishment data for teachers return purposes e.g. Establishment (School) Number as 4	E			

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	characters numeric including leading zeros if necessary, School Group Number as Integer (allowed values 1 - 8)				
19.	To have a full audit trail on input to the system	E			
20.	Ability to maintain full payroll history for each employee	E			
21.	Ability to hold other organisation details e.g. courts for court orders, councils for council tax orders etc.	E			
22.	The ability to produce template letters that are issued when certain parameters are triggered together with the ability to create and amend the parameters	E			
<b>Payruns</b>					
23.	Ability to process an unlimited number of records per payroll	E			
24.	Ability to process an unlimited number of jobs per employee	E			

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25.	Ability to have a single pay run for each pay day i.e. avoid multiple pay runs for different employers	E			
26.	Ability to reverse pay run in BACS cancellation cases and re-process correctly. Including adjusting costing	E			
27.	Ability to process additional payroll runs on an ad-hoc basis for either a selected number of employees or a complete payroll.	E			
28.	Pay days must be able to be specified according to defined rules e.g. last working day of month, but allow for variations	E			
29.	Full Gross to Net processing	E			
30.	Ability to transfer jobs between DCC payrolls	E			
31.	Need to have the ability to easily go back to a previous stage in the pay run and re-run payroll and other processes in the event of issues being found	E			

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32.	Ability for end-users to run a simulation of pay, without it affecting the actual pay run	E			
<b>Users</b>					
33.	Ability to configure fields and hold relevant information, e.g. job title, position name	E			
34.	Permission based view – some users have view only, others have full control, and access can be varied and restricted as needed  User defined control restrictions to payrolls, payee records, processes / menu options	E			
<b>Statutory Requirements</b>					
35.	Meets current HMRC payroll standards	E			
36.	Unlimited number of PAYE references	E			

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37.	Statutory information to be held for each PAYE reference, including <ul style="list-style-type: none"> <li>- PAYE Reference</li> <li>- Employer Accounts Office Reference</li> <li>- HMRC Office Name</li> <li>- Statutory Name</li> <li>- Statutory Address</li> <li>- Tax Office Telephone Number</li> <li>- EDI Sender ID (Due to change to XML channel in April 2018)</li> <li>- P11D Submitter Number</li> <li>- Auto-enrolment details</li> <li>- Re-enrolment details</li> </ul>	E			
38.	All PAYE Tax codes catered for within the system	E			
39.	Ability to auto amend tax codes	E			
40.	Automated calculation of RTI fields e.g. hours band	E			
41.	Link with HR system – full integration	E			
42.	Legislative updates provided by supplier – (system updated when legislation changes)	E			

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43.	Ability to Aggregate PAYE and NI across multiple assignments	E			
44.	Ability to process additional pay runs e.g. for late starters/leavers, with correct application of National Insurance and PAYE e.g. for late starters NI treated separately for each month. This would need to include additional late secondary assignments for an employee, with the system taking into account amounts already paid for that pay period	E			
45.	All National Insurance tables catered for within the system	E			
46.	Ability to automatically produce a P45 form	E			
47.	Pay run FPS data Extract	E			
48.	FPS Data Extract correction facility prior to sending to HMRC	E			
49.	Link to enable FPS file to be sent to HMRC via internet.	E			
50.	EPS file production	E			



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51.	Link to enable EPS file to be sent to HMRC via internet	E			
52.	Able to send Earlier Year Update where changes are made after year end process	E			
53.	Ability to complete statutory forms including P11D forms or substitutes, P45 forms or substitutes (NB Substitutes meet HMRC required standards if not using HMRC stationery)	E			
54.	Ability to submit P11D form via the internet	E			
55.	Ability to recover Student Loan Repayments (per HMRC rules) including deductions in accordance with Student Loan tables or percentage method	E			
56.	Full compliance with Apprenticeship Levy regulations including the ability to flag individual schools and other groups of employees who are excluded	E			

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57.	Full compliance with Off Payroll Working in the public sector regulations	E			
<b>Absence</b>					
58.	Ability to hold multiple service dates for different absence schemes, and to apply complex rules in the assessment of length of service	E			
59.	The ability to automatically calculate our sickness schemes using the various rules for assessment of sickness entitlement, including for teachers. Includes rules for assessment of sicknesses in relevant period preceding current sickness	E			
60.	Automatic calculation of sickness adjustments, including for half pay, stop pay, SSP, Employment and Support Allowance, including specific SSP rules for teachers i.e. if out of entitlement SSP is paid as non-pensionable	E			
61.	Calculations to include all relevant allowances as well as basic salary. Allowances must be able to be	E			

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	specified as relevant for sickness adjustments				
62.	Ability to deal with absence calendars in assessment of entitlement, including specific requirements for teachers e.g. entitlement ending on last day before holiday period/weekend means that entitlement period extends to the day preceding the next working day	E			
63.	Ability to deal with different pay rules if a job is on notice pay i.e. reverts to being within full pay entitlement	E			
64.	Automatically apply correct absence scheme according to definable criteria	E			
65.	Automatic calculations of child related leave adjustments (Maternity, Adoption, Paternity etc.), including for specified allowances as well as basic salary	E			
66.	Automatically cease salary and other specified allowances when on child related leave, and re-start when leave ceases	E			
67.	Automatic calculations of unpaid leave and industrial action, including for all	E			

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	relevant allowances as well as basic salary. Allowances must be able to be specified as relevant for unpaid leave and industrial action cases				
68.	Recording by job and adjustment as applicable for other absences such as jury service, compassionate leave	E			
69.	Ability to process statutory sick pay	E			
70.	Ability to process statutory maternity pay	E			
71.	Ability to process statutory adoption pay	E			
72.	Ability to process statutory paternity pay	E			
73.	Ability to process statutory shared parental leave pay	E			
74.	Ability for user to define rules for determining sums to be paid as occupational sick pay	E			
75.	Ability for user defined rules for determining entitlement to receive occupational sick pay	E			

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76.	Offset SSP against Occupational Sick Pay	E			
77.	Ability for user defined rules for determining entitlement to receive Occupational Maternity Pay	E			
78.	Ability for user defined rules for determining the sums to be paid as Occupational Maternity Pay	E			
79.	Offset SMP against Occupational Maternity Pay	E			
80.	Ability for reclaim facilities for SMP	E			
81.	Ability for user defined rules for determining entitlement to receive Occupational Paternity and Adoption Pay	E			
82.	Ability for user defined rules for determining the sums to be paid as Occupational Paternity and Adoption Pay	E			
83.	Offset SPP, SAP & ShPP against occupational payments	E			

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84.	Ability for reclaim facilities for SPP, SAP & ShPP	E			
85.	Ability for managers to be able to input absence details direct into the system together with the ability to submit future dated return dates, e.g. maternity, some cases of sickness	E			
<b>Pay &amp; Deductions</b>					
86.	The ability to pay in line with NJC,JNC, Soulbury, Agenda for Change (Health) and Teachers terms and conditions. Therefore having the ability to pay multiple contract types.	E			
87.	Facility for spinal column based grades	E			
88.	Ability to deal with ad-hoc salaries i.e. not based on spine points	E			
89.	Unlimited number of Pay elements allowed	E			
90.	Unlimited number of fixed / variable deduction elements or attachments of earnings available e.g. union subscriptions, social club, saving	E			

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	schemes, charity donations, give as you earn schemes, decreasing balance loans, car deductions, other deductions, e.g. Council Tax, recovery of salary overpayment				
91.	Automated processing of backdated changes	E			
92.	Able to facilitate hourly / monthly / annual payments	E			
93.	Ability to prorate and automate salaries and allowances linked to the number of hours and weeks worked	E			
94.	Able to mass update salary information (e.g. with a 1% pay rise)	E			
95.	Ability to upload amendments in bulk	E			
96.	Ability to update and pay allowances in bulk	E			
97.	Ability to pay automatic increments with multiple criteria available, including effective date, pay scale, payroll	E			
98.	Ability to process increments initially in report only mode, to allow correction	E			

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	of data				
99.	Individual assignments should have flag indicating whether automatic increment is due	E			
100.	System should have the ability to hold a special ceiling point for jobs such that increments cannot be given higher than the point specified	E			
101.	Ability to override calculated figures	E			
102.	Ability to automatically recalculate pay for specified pay and deduction elements, including but not limited to pay awards	E			
103.	Ability to configure pay elements as Net to Gross i.e. specify an amount of net pay such that the system calculates a gross amount that achieves an increase to net pay of the specified amount	E			
104.	Ability to make payments after an employee has left	E			
105.	Ability to alert users to potential	E			



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	overpayments				
106.	Ability to calculate overpayments automatically	E			
107.	Ability to recover or write off overpayments in current and previous financial years	E			
108.	Ability to process Multiple Attachment of Earnings (AOE) including, priority orders, non-priority orders, community charge (England and Wales), arrestment of earnings (Scotland), court orders, child support orders, income support orders, council tax orders, unpaid fines, with the ability to charge an administration fee on each deduction made, debt arrestment and attachment (Scotland) etc.	E			
109.	Ability to set up deductions with balances and repayment rates; reduced balances as instalments are paid	E			
110.	Pay and deduction elements able to be configured as Taxable, NIable, Pensionable, Attachable (i.e. subject to court orders), with mixture of each.	E			

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	For example an individual element may be Taxable but not Nlable, or vice versa, and an element might be Taxable and Nlable but not Attachable				
111.	Ability to calculate claims based on claim date rather than pay period date to ensure the correct salary payment is identified, e.g. overtime claims, teachers claims	E			
<b>Pensions</b>					
112.	Ability to interface to multiple LGPS administrators	E			
113.	Able to process the Local Government Pension Scheme (CARE) using tables for the banding	E			
114.	Ability to process the pension scheme for multiple providers e.g Nest and NHS schemes	E			
115.	AVCs % and amount	E			
116.	Auto Enrolment able to assess employees each pay period and report as applicable	E			

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117.	Auto Enrolment carried out the initial and three year reassessment process and report as applicable	E			
118.	CARE scheme reports at individual level detailing monthly and annual information	E			
119.	APP calculations	E			
120.	Ability to deal Teachers' Pension Scheme specific requirements, including: - Final Salary and Career Average arrangements - Complex rules for calculating annual salary figure to be used for banding - Employees and employers contributions and pay to be reported on by pension band in a Monthly Contributions Breakdown Report, and subsequently in an audited End of Year Certificate	E			
121.	Ability to complete the Teachers monthly data collection	E			
122.	Ability to automate remunerations to pensions	E			

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<b>Costing</b>					
123.	Ability to hold costing at multiple levels including organisation, individual and pay elements. Cost codes are alpha/numeric.  The ability to mass upload cost code changes	E			
124.	Ability to apportion on costs across multiple jobs and split costing across jobs	E			
125.	Ability to apply a set of rules to part of the costing structure against individual pay items, e.g. fixed costed pay allowances	E			
<b>Structure</b>					
126.	Local authority structure – unlimited number of levels allowed in structure	E			
127.	Ability to hold and report on casuals in the structure	E			

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128.	Ability to specify an unlimited number of organisations and locations	E			
129.	Initial creation of organisations and locations via automated method e.g. spreadsheet load	E			
130.	The ability to hold organisations within a structure and to be able to view the entire structure	E			
131.	Ability to hold additional fields against organisations and locations as required	E			
132.	Ability to hold multiple hierarchies, e.g. authorisation heirarchy for approvals & organisation heirarchy	E			
<b>Self Service</b>					
133.	Employee is able to update personal information	E			
134.	Employee is able to electronically submit all claims	E			
135.	Managers have the ability to make changes to the employee record and to approve claims for their staff only	E			

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136.	Manager is only able to view the details of staff below him/her in the structure.	E			
137.	Ability for employee to be able to forecast the net pay of a salary change	D			
138.	The ability to accept self service changes/input of claims right up until the payroll is run	E			
139.	The system to identify the appropriate approval route with the option that it can be manually overridden	E			
140.	The ability to add more than one approver	E			
<b>Payslips and P60's</b>					
141.	Able to produce web based payslips (self service) together with the appropriate logo for the employer	E			
142.	End user is able to print payslips	E			
143.	End user is able to produce web based P60s via self service	E			

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144.	End user is able to print P60s	E			
145.	Ability for user to search for specific pay advices or define and sort the order	E			
146.	Payslip history held within the system	E			
147.	Ability to produce pay advice messages, including ability to target at specific groups of employees according to multiple criteria, including: payrolls, specified parts of the organisation hierarchy, members of particular pension schemes, employees on particular pay scales or grades	E			
<b>Expenses and Benefits</b>					
148.	Ability to facilitate car mileage claims and include additional verification messages as necessary, e.g. claimed in line with policy	E			
149.	System to hold a vehicle file	E			

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150.	System to hold an employee's vehicle details, to include multiple vehicles as applicable	E			
151.	Automatic claim calculator	D			
152.	Ability to produce mileage reports	E			
153.	CO2 emission reports based on mileage and car details	D			
154.	Ability to record if passengers are included in the journey	E			
155.	Ability to hold copies of receipts within the system (uploaded)	E			
156.	Prompts to end user to upload receipts to the system for the workflow they are in	E			
157.	Online claim form for all travel and expenses which can be configured as required	E			
158.	Ability to add to the existing self-service claim options when the need arises  (e.g. professional development	E			



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	training costs)				
159.	Limits can be applied to hierarchy based on how much can be authorised	E			
<b>Payroll reconciliation</b>					
160.	Ability to produce payroll reports allowing 3 <sup>rd</sup> parties to reconcile and balance their own payrolls	E			
161.	Ability to pay 3 <sup>rd</sup> parties and automate the payment after reconciliation	E			
<b>Reports</b>					
162.	Standard payroll reports required, e.g. gross to net summary, costing reports & variations	E			
163.	Report wizard (able to create and run own reports)	E			
164.	Standard audit reports	E			
165.	End of year reporting functionality	E			
166.	Ability to define and efficiently run a suite of pre-payroll reports as necessary, designed to intercept data	E			

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	issues & identify parameters we set for quality control review				
167.	In addition to standard pre and post payroll reports the ability to set various parameters for exception reporting.	E			
168.	Ability to create a monthly report for individual employers, giving a breakdown of all pay run figures for paying over to third parties.	E			
<b>Other</b>					
169.	Accessible via a number of platforms, e.g. Windows, Android, IOS	E			