



Technical Proposal to Beaufort County School District



In Response to Request for Proposal No. 19-004 for A

Time Clock System

IntelliTime Systems Corporation
1118 E. 17th Street
Santa Ana, CA 92701
714-444-3020
dpeters@intellitime.com

TECHNICAL PROPOSAL

October 31st, 2018

IntelliTime[™]

Systems Corporation

October 31st, 2018

Sandi Amsler, CPPB
Chief Procurement Officer
Beaufort County School District
2900 Mink Point Boulevard
Beaufort, SC 29902
(843) 322-2349
Sandi.Amsler@beaufort.k12.sc.us

Dear Ms. Amsler,

I am pleased to submit the enclosed response to your Request for Proposal for a Time Clock System for Beaufort County School District. Like all of the other responses you have read, several vendors and us can collect and edit time, manage schedules and provide flexible input methods including time clocks, web timecards, mobile applications and more. The key features that distinguish the IntelliTime solution are below:

1. 100% Public Sector Focus - IntelliTime Systems Corporation specializes in Public Sector Time and Attendance and 24 x 7 Public Safety Shift Scheduling solutions. One hundred percent of our clients are State, County, City or Municipal organizations. This means that we can share best practices from around North America with your School District.
2. Completely Browser-Based Solution – 100% of the IntelliTime system is accessible online without any plug-ins, unlike many of our competitors that need Java applets for administrative functions. Your system can be hosted on-site at the District or remotely by IntelliTime in partnership with Rackspace, and no software is needed on individual workstations other than a supported web browser.
3. Advanced Mobile Time Entry – IntelliTime offers the most comprehensive array of time input methods in our industry, including “web clocks”, SmartPunch for Android and Apple smartphones with job/pay code changes and GPS location tracking, time clocks with proximity, biometric, magnetic stripe or barcode readers that support your existing badges, the Mobile Crew Sheet Application for facilities/maintenance staff, and optional telephone timekeeping (IVR).

We have proposed our powerful biometric G-2 clock models to meet the timekeeping and job tracking requirements of this project. The G-2 model allow users to punch in and out, change jobs, enter five levels of Project Codes and even request leave and sign their timecard from the time clock. Whether the user punches from Web Punch, SmartPunch, the time clock or optional IVR, their time is recorded in real time in IntelliTime and copied to their time card. Our economical G-1 time clocks are also optionally available for simple punches in and out.

4. Group Security - A significant advantage of the IntelliTime solution is that the individual departments within the District can operate autonomously with our Group feature; each Group

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will only see the schedules, pay codes, and employees within their assigned group, but the District's entire employee population will still be supported on a single instance of a single database. We can also support employees that have jobs in more than one group with our "Appointments" feature, for instance an Administration Clerk that also works part time as a Librarian, or a History teacher that works part time as a Soccer Coach.

5. Proven track record of implementing client interfaces – In twenty years of doing business we have interfaced with over 65 different HR/Payroll/ERP systems, including Tyler Munis, and we have never failed to implement a client interface on time and on budget.
6. Powerful Cost Accounting Reporting – Most systems include a single Job Code field with cryptic code structures like GF57243/098/52JH78/01. The user is left to figure out that "098" is the task code and to remember what that means. In IntelliTime we offer many custom cost accounting fields, complete with descriptions and effective and expiration dates.

We can configure powerful rules around which organizations can charge to which codes and which combinations of codes are valid. Cost accounting is supported throughout our solution including time clocks, IVR Telephone timekeeping, Web Timecards and even scheduling to account for Special Events, for example.

7. Configurable COTS System – the IntelliTime solution was purpose built to handle complex leave and scheduling rules, many of our customers have been impressed with how easy rules are to configure and maintain in IntelliTime versus "bolted-on" time and labor modules of many ERP vendors. Even other timekeeping specialists that claim to have configurable rules actually offer a limited set of "cookie cutter" rules that may not match your District's policies without expensive customizations. These customizations must then be maintained through each subsequent software upgrade at great expense. In IntelliTime these rules can be maintained and modified without any programming. Some examples of rules easily handled in IntelliTime include Court or Call Back Minimums, Shift Differentials, Job Rates, FMLA, Affordable Care Act maximums, and "Weighted" Overtime. The savings from reducing ERP customizations alone makes IntelliTime the most economical system to own and operate for many clients.

Our powerful timekeeping rules engine can automatically calculate and post shift differentials, call back minimums and handle complex overtime scenarios around standby and call backs as well as charges to Project Codes in HR/Payroll. Some systems require Supervisors and Timekeepers to click on each call in punch and choose "run rules" to apply the call-in rules. In IntelliTime this is fully automatic, for further time savings.

The proposed solution will interface tightly to your current finance and substitute employee management systems. This interface imports employee data for use in IntelliTime and also valid Job Codes and Projects for your staff to allocate their time to Grants, Projects, Tasks, Work Orders, etc. in IntelliTime. Leave data will be exported daily to Payroll, and at the conclusion of the pay period IntelliTime can send fully edited and electronically signed timecards to Payroll for importing using our standard bi-directional interface.

IntelliTime Systems Corporation is a Microsoft Silver Certified Partner and our application was built using the .Net environment. The database is Microsoft SQL Server 2016/17 which you will see is a

powerful, reliable and easy to administer database. All of the IntelliTime features use a consistent look and feel for the browser based user interface. Your 2,000 users will be supported on Windows/Intel servers that will act as the Web, Database server and optionally a separate Interactive Voice Response (IVR) server for any telephone timekeeping functions. We have proposed both our on-premises hosted option, as well as our Cloud-hosted SaaS installation option in partnership with Rackspace. They are a billion-dollar hosting services specialist with state of the art, redundant Data Centers located in Chicago and Dallas.

Lastly, IntelliTime Systems Corporation is proposing a turnkey implementation. We will work with your staff to fully document your requirements and then completely configure the application before providing the on-site administrator, scheduler and user training and reaching "go-live" status within your implementation timeline. You will see that IntelliTime Systems Corporation has a detailed implementation methodology that is comprehensive and designed for large, complex Public Sector projects.

We respectfully request your recommendation of the IntelliTime Systems Corporation proposal to the Evaluation Team for Beaufort County School District. I am authorized to enter into any agreements for the firm, and will conduct final contract negotiations.

Sincerely,



Dennis Peters
President, IntelliTime Systems Corporation
1118 E. 17th Street
Santa Ana, CA 92701
(714) 444-3020 ext. 105
dpeters@intellitime.com



Beaufort County School District

Solicitation Number: 19-004
Date Printed: October 3, 2018
Date Issued: October 3, 2018
Procurement Officer: Sandi Amsler, CPPB
Phone: 843-322-2349
Email: Sandi.Amsler@beaufort.k12.sc.us

Request for Proposal (RFP)

DESCRIPTION: **Time Clock System**
SUBMIT OFFER BY (Opening Date & Time): **October 31, 2018; 11:00 AM EST**
QUESTIONS MUST BE RECEIVED BY: **October 24, 2018**
NUMBER OF COPIES TO BE SUBMITTED: **Seven (7) Original Signed Copies and One (1) Redacted Version on CD**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:

Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

AWARDS & AMENDMENTS:

Award will be posted at the Physical Address stated above on or after November 28, 2018. The award, this solicitation, and any amendments will be posted at the following web address:

<http://beaufortschools.net>.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: (Full legal name of business submitting the offer)

ENTITY TYPE:

IntelliTime Systems Corporation

Corporation

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

Dennis Peters

President & CEO

PRINTED NAME

TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

PAGE TWO
(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for Offeror's home office/ Principal place of business): 1118 E. 17th Street Santa Ana, CA 92701	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent): 1118 E. 17th Street Santa Ana, CA 92701
PHONE NUMBER: (714) 444-3020	
EMAIL ADDRESS: dpeters@intellitime.com	

PAYMENT ADDRESS (Address to which payments will be sent): 1118 E. 17th Street Santa Ana, CA 92701 <input checked="" type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Home Notice Address (check one only)	ORDER ADDRESS (Address to which all purchase orders will be sent): 1118 E. 17th Street Santa Ana, CA 92701 <input checked="" type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Notice Address (check one only)
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ACKNOWLEDGEMENT OF AMENDMENTS:	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please include a copy of your certification.
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**SECTION 1 - EXECUTIVE
SUMMARY**

SECTION 2 – OFFEROR PROFILE

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**SECTION 5 – FINANCIAL
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IntelliTime Systems Corporation Response to Beaufort County School District Executive Summary

Overview

In an information intensive environment, productivity is defined as the speed with which information can be collected, approved, edited and processed. Managing complex 24 x 7 schedules, timekeeping, special event and FEMA or grant cost accounting information is a difficult task to manage efficiently. Compounding the challenge of collecting, reviewing, routing, approving and hand keying thousands of timecards is the episodic nature of timecards in that they are only processed every few weeks and only a few days are available for this task. Since maintaining a large data entry staff is inefficient when they are only needed at pay period end, most organizations instead choose to interrupt people's normal jobs for timecard processing.

Managing schedules and processing payroll reports manually is made more difficult in a Public Sector/Public Safety organization where typical timecard edits like daily totals and leave balance checks are compounded by often obscure scheduling, work out of class (i.e. Acting Supervisor) or shift differentials and civil service work rules and complex cost accounting restrictions on grants, activities, billable overtime and tasks. Special events and outside overtime compound the normally difficult task of filling overtime shifts caused through normal short staffing, leave, training and court appearances. Assigning overtime fairly and transparently is an important part of maintaining good morale. Neither the schedulers, employees nor the timekeepers can understand and apply all of the rules consistently and accurately using manual procedures. Paper forms must be hand carried through the approval workflow and misplaced forms can cause overtime or leave to miss the normal payroll cycle.

IntelliTime Systems Corporation has taken great care to ensure that we have addressed every requirement of the Time Clock System RFP. We are also very proud of the fact that our application has the capability to extend the minimum requirements of the RFP with some very useful features that will save Beaufort County School District hundreds of thousands of dollars in staff time now spent manually creating schedules and keying, checking and signing timecards.

First we will configure an interface to your current Tyler Munis financial management software. This will save the District from having to manually enter and maintain 2,000 employee records in IntelliTime. At the end of the pay period, approved and electronically signed timecards will be uploaded to the payroll system using their standard interface.

The following proposal was developed in October of 2018 at the request of Beaufort County School District to meet their requirements for a method of more efficiently tracking time and attendance for approximately 2,000 District personnel and for managing complex leave and overtime rules. This proposal describes the software and services that IntelliTime Systems Corporation is proposing for this project and was prepared based on the RFP for a Time Clock System for Beaufort County School District.

IntelliTime Systems Corporation Response to Beaufort County School District Executive Summary

The system proposed herein was specifically designed for the environment found in public sector agencies where State and Federal work rules are supplemented by bargaining agreement, scheduling and grant reporting rules. Complex edits that would require months of custom programming in software developed for the commercial marketplace are easily configured in IntelliTime. This fact alone makes IntelliTime the most economical system to own and operate for many clients.

Project Goals

IntelliTime will achieve several separate goals for the Beaufort County School District during this project including:

1. To implement a Time and Attendance Workforce Management solution that is specifically designed for a complex Public Sector organization like Beaufort County School District. IntelliTime specializes in large complex Public Sector and Public Safety workforce automation solutions. One hundred percent of our clients are Public Sector organizations. Our typical implementations handle complex call-ins, court pays, shift differentials, managing complex leave rules and holiday policies and all leave accruals. Our system has Public Sector-specific features such as our Group-based Security, Overtime Authorization form and Special Event management modules. Complex cost accounting, grant and billing reporting are also Public Sector-specific features.
2. To implement a timekeeping solution that offers powerful Labor Costing features from a variety of input methods including weekly Web timecards, "Web Punch" from computers, our "SmartPunch" app for smartphones, proximity reader Time Clocks, and optional Interactive Voice Response (IVR) telephone timekeeping.

We have proposed our powerful G-2 time clock model with proximity card authentication to meet the requirements of this project, which includes powerful self-service features such as changing jobs, adding override accounting information, requesting leave and even signing the timecard directly from the time clock. Users to punch in and out with dual visual and auditory indicators that the punch was accepted/rejected. The time clocks have an easy to read LCD display and ruggedized hard casing and are easily mounted in about 10 minutes without tools.

IntelliTime considers Support to be Job One, including providing the best time clock maintenance and support services in our industry. 100% of the clock hardware and software support is handled through IntelliTime, including our "depot exchange" service where we provide the District with "hot spare" clock terminals to store on site. In the event of clock failure, the hot spare can be installed faster than even a local technician could arrive on site, and the failed clock can be shipped to IntelliTime for repair/replacement.

IntelliTime Systems Corporation Response to Beaufort County School District Executive Summary

3. To implement a system that will interface to your current software. This will streamline administration in IntelliTime as you hire, promote, transfer or retire employees using the existing personnel action forms, the same changes made in Munis will update the IntelliTime application. We have interfaced with over 65 different HR/Payroll/ERP systems, including Munis, and have never failed to implement a client interface on time and on budget. We have also implemented IntelliTime with multiple clients where their interface was the first IntelliTime had created for their HR/Payroll/ERP system.
4. IntelliTime Systems Corporation has taken great care to deliver a system that allows most complex payroll and scheduling rules to be defined as data elements in the database instead of hard coded algorithms that must be modified through each subsequent IntelliTime software release cycle. System workflows are highly configurable and approvals can be contingent on the timecard entries so maybe overtime requires a department head signature. The system's flexibility is one of the most important cost avoidance elements of our proposal. Many of our clients have avoided costly modifications to their ERP software by implementing an IntelliTime solution. Often the cost avoidance on the ERP modifications alone more than paid for the entire IntelliTime implementation.

Our advanced rules engine easily handles complex rules such as Shift Differentials, Holiday pays, Acting Pays, Standby, Call Ins, Military Pay and all complex FLSA calculations including weighted overtime. In Leave Management we feature an Accruals module that can "project" what a user's leave balances will be in the future so if they request leave today for Vacation in December 2019, IntelliTime knows what their balance will be in December 2019.

5. As the District may be aware only IntelliTime also offers a powerful 24 x 7 Dynamic Shift Schedule module tightly integrated with our Timekeeping solution in the same database with a common look and feel. This can optionally be implemented to automate the day-to-day scheduling of staff at every District location.

The IntelliTime Dynamic Shift Scheduling system can save the District time and money by offering strategies for filling open shifts with qualified staff or substitute teachers that can be moved from their current assignment without also creating a vacancy to save overtime costs. With part time seasonal staff, we can show which staff are qualified to fill a post but will not exceed their maximum weekly Affordable Care Act hours if hired for an open shift.

6. The IntelliTime application has many native features that can provide flexible solutions to a variety of scenarios not called for in your RFP. Examples include our optional Interactive Voice Response (IVR) server where for example an employee can call in sick or enter a leave request over the telephone. If you have extra shifts for special events or you need coverage for a Teacher called in for Jury Duty, the IVR system can

IntelliTime Systems Corporation Response to Beaufort County School District Executive Summary

dial out automatically and offer the shift to qualified substitutes based on seniority, subject knowledge, least amount of overtime worked this quarter, or many different criteria.

Users can also call in and hear their next scheduled shift, hear their available Leave Balances over the phone and call in Sick via the phone under configurable conditions e.g. you can only use the automated system if two hours of notice is given, once you are closer than two hours to the start of your shift you must speak to a Supervisor to call in Sick, for example.

For your facilities and maintenance workers, we also include our unique Mobile Crew Sheet Application to track Labor, Equipment and Materials against Service Requests, Work Orders and Projects. No other Time and Attendance vendor we know can also track equipment and material costs in a single solution.

7. Last but not least, the system must be reliable. A fast, easy to use system with every conceivable edit is worthless if system uptime cannot be assured. The IntelliTime solution can be hosted on-premises at the District, or installed on reliable Intel and Microsoft servers hosted by IntelliTime in partnership with Rackspace, at data centers located in Chicago and Dallas.

Summary and Conclusions

We encourage the reader to review the entire proposal including the system pricing and technical system description provided later in this proposal. We believe that IntelliTime Systems Corporation, with more than twenty years of success in delivering fast, efficient and reliable time and attendance, scheduling, cost accounting and payroll data collection systems, is the ideal vendor for this project. We trust that as you review this proposal in its entirety and speak to the customer references we have provided you will become confident that that IntelliTime Systems Corporation is qualified for this project. We respectfully request your recommendation of our proposal to the Beaufort County School District Board of Trustees.

4.0.1.4 Offeror Profile:

The Offeror must provide a profile of its organization and all other companies who will be providing services through a dealer, distributor or subcontractor arrangement with the Offeror. At a minimum, the Offeror will provide the following information:

- Name of firm submitting proposal

IntelliTime Response: *IntelliTime Systems Corporation*

- Main office address, telephone number, fax number

IntelliTime Response: *1118 E. 17th Street
Santa Ana, CA 92701
P: (714) 444-3020
F: (714) 559-3145*

- Primary contact email address and website address

IntelliTime Response: *Dennis Peters, President & CEO
dpeters@intellitime.com
www.intellitime.com*

- If a corporation, when and where incorporated

IntelliTime Response: *CA*

- List any dba's

IntelliTime Response: *N/A*

- Number of years in business

IntelliTime Response: *24*

- Total number of employees

IntelliTime Response: *22*

- State acceptance of Procurement Cards as required in Section 7.1.23.

IntelliTime Response: *Yes, we agree to accept payment by the South Carolina Purchasing Card for no extra charge.*

4.0.1.5 Qualifications:

- a) The Offeror will provide a QUALIFICATION STATEMENT which briefly describes what makes it company uniquely qualified to provide a Time Clock System, including any superior qualities its company possesses that would benefit the District.

IntelliTime Response: *IntelliTime Systems Corporation is the only company that specializes in workforce automation solutions for the Public Sector. For more than twenty-four years we have implemented timekeeping and 24x7 advanced scheduling systems designed for large, Public Sector agencies. Only IntelliTime offers powerful, highly configurable timekeeping, advanced scheduling, shift staffing, cost accounting, leave management, and in-depth reporting, tightly integrated in the same database.*

By focusing on the unique needs of government agencies, we have gained a thorough understanding of the complexities of a diverse, union-represented workforce. We have extensive experience working collaboratively with government project and development teams to tailor our solution to their specific organizational requirements.

Starting in 1994 we have worked with nearly 100 government organizations, implementing IntelliTime at multiple agencies requiring an interface to an implementation of the Tyler Munis financial system. Implementing a similar interface for the District will not require any custom coding or the development of new software, as the interface will be configured using the solution's built-in API tool. The interface will be used to import Beaufort County School District employee data and cost accounting codes while exporting validated payroll transactions at the end of the pay period.

Typical IntelliTime projects call for a highly flexible solution that can be quickly and easily adapted to meet the evolving needs of Public Sector agencies. We often implement timekeeping and scheduling solutions to handle complex staffing requirements, call-ins, court pays, shift differentials, leave rules, holiday policies and all leave accruals without customizations or additional programming.

The IntelliTime solution includes a range of Public Sector-specific features that will exceed the District's current capabilities outlined in the RFP. Our system will provide a range of robust timekeeping and scheduling capabilities such as real-time staffing metric tracking, configurable minimum staffing rules by jobs and skills, rules-driven shift hiring for vacancies/overtime, and more. Unlimited District-defined pay periods of any configuration, unlimited pay codes and unlimited cost accounting codes are also supported in IntelliTime. All of these features are completely configurable, allowing our system to automatically enforce District policies as they are written in your policy

documents and MOUs. Government organizations using IntelliTime rely on this functionality every day.

Additional Public Sector-specific features include Shift and Vacation Bidding, Overtime Authorization forms, Special Event management modules and flexible Group-based Security.

During implementations, IntelliTime is unique in that we can provide best practice experience from similarly situated Public Sector organizations, so the District can discuss several options for your unique use cases. Our solution takes advantage of modern Microsoft technology, so clients avoid managing Java versions on thousands of desktop computers.

We encourage the reader to review the entire proposal including the system pricing and technical system description provided later in this proposal. We believe that IntelliTime Systems Corporation, with our twenty-four years of success in delivering fast, efficient and reliable timekeeping, scheduling, cost accounting and payroll data collection systems, is the ideal vendor for this project. We trust that as you review this proposal in its entirety and speak to the customer references provided, the reader will become confident that IntelliTime Systems Corporation is qualified for this project.

- b) Organization and Staff Experience: The Offeror will describe its qualifications and experience to perform the work described in this RFP. Information about experience should include direct experience for performing a Time Clock System within the past 24 months, and the size of those public entities served.

IntelliTime Response: *IntelliTime Systems Corporation is the only company that specializes in workforce automation solutions for the Public Sector. For more than twenty-four years we have implemented timekeeping and 24x7 advanced scheduling systems designed for large, Public Sector agencies similar to the Beaufort County School District. Only IntelliTime offers powerful, highly configurable timekeeping, advanced scheduling, shift staffing, cost accounting, leave management, and in-depth reporting, tightly integrated in the same database.*

By focusing on the unique needs of government agencies, we have gained a thorough understanding of the complexities of a diverse, union-represented workforce. We have extensive experience working collaboratively with government project and development teams to tailor our solution to their specific organizational requirements.

Starting in 1994, we have worked with nearly 100 different government organizations, implementing an interface to multiple implementations of Tyler Munis. Implementing an interface to the District's Munis system will not require any custom coding or the development of new software, as the

interface will be configured using our solution's built-in API tool. The interface will be used to import District employee data and cost accounting codes while exporting validated payroll transactions at the end of the pay period.

Typical IntelliTime projects call for a highly flexible solution that can be quickly and easily adapted to meet the evolving needs of Public Sector agencies. We often implement timekeeping and scheduling solutions to handle complex staffing requirements, pay premiums and differentials, leave rules, holiday policies and all leave accruals without customizations or additional programming.

The IntelliTime solution includes a range of Public Sector-specific features that will exceed the District's current capabilities outlined in the RFP. Our system will provide a range of robust timekeeping and scheduling capabilities such as real-time staffing metric tracking, configurable minimum staffing rules by jobs and skills, rules-driven shift hiring for vacancies/overtime, and more. Unlimited District-defined pay periods of any configuration, unlimited pay codes and unlimited cost accounting codes are also supported in IntelliTime. All of these features are completely configurable, allowing our system to automatically enforce District policies as they are written in your policy documents and MOUs. 24x7 government organizations using IntelliTime rely on this functionality every day.

Additional Public Sector-specific features include Shift and Vacation Bidding, Overtime Authorization forms, Special Event management modules and flexible Group-based Security.

During implementations, IntelliTime is unique in that we can provide best practice experience from similarly situated Public Sector organizations, so District can discuss several options for your unique use cases. Our solution takes advantage of modern Microsoft technology, so clients avoid managing Java versions on thousands of desktop computers.

We encourage the reader to review the entire proposal including the system pricing and technical system description provided later in this proposal. We believe that IntelliTime Systems Corporation, with our twenty-four years of success in delivering fast, efficient and reliable timekeeping, scheduling, cost accounting and payroll data collection systems, is the ideal vendor for the District's workforce automation needs. We trust that as you review this proposal in its entirety and speak to the customer references provided, the reader will become confident that IntelliTime Systems Corporation is qualified for this project.

Project Staff Qualifications

Below is a brief summary of the qualifications of our proposed project team during this project implementation. If any of these individuals are unavailable

at the time of contract signing, they will be replaced by IntelliTime staff with equal or greater qualifications and experience. In addition to the IntelliTime staff who work directly with the City, we have a full Support team providing live help desk support via phone and email, and a team of developers who assist with the implementation of change orders.

President & Founder: Dennis Peters

As the founder, president and CEO of IntelliTime, Dennis has more than 23 years of experience implementing timekeeping and scheduling solutions in the Public Sector. Dennis is involved at all stages of the implementation, and he makes himself available to clients throughout the process for high level project management and support.

Project Manager: Anirban Ghosh, PMP

Anirban has his MBA and MIS, and is a certified Project Management Professional (PMP) with a background in solution-based IT consulting. He has six years of experience in project management, strategic planning and analytics, and most recently completed the majority of the project plan for the implementation of IntelliTime at the State of New Hampshire. Anirban will be the main point of contact for the organization during the project.

Technical Lead: Patric Hua

Patric has his BS in Computer Science and over six years of experience in .NET application programming, which is the programming environment for IntelliTime software. He designs and tests IntelliTime product upgrades and provides high level technical support. Patric would lead on technical aspects of the implementation such as setting up the system interfaces.

Customer Support Manager: Amanda Peters

Amanda joined IntelliTime in 2010, and has several years of experience assisting clients as a member of our Customer Support Team. Since assuming the role of Customer Support Manager in 2017, she has directed our in-house support team to continued success. She will provide configuration and support services during the implementation process and beyond.

Trainer: Stephanie Chen

Stephanie has her BA in education and several years of teaching experience. She recently led the on-site training for the County of Shelby, TN, which included both timekeeping and Dynamic Scheduling training.

- c) Statement of Work Questionnaire - included in Proposal Response Form completed.

IntelliTime Response: *Yes, please see the completed Proposal Response Form in Section 7 of our technical proposal.*

- d) Provide a copy of all applicable software license, installation and maintenance/support contracts.

IntelliTime Response: Yes, please see the attached Annual Support and Software License Agreement and System Availability Service Standards document.

5.0 QUALIFICATIONS:

5.0.1 QUALIFICATIONS OF OFFEROR:

To be eligible for award of a contract, a prospective Contractor must be responsible. In evaluating an Offeror's responsibility, the BCSD Standards of Responsibility and information from any other source may be considered. An Offeror must, upon request of the BCSD, furnish satisfactory evidence of its ability to meet all contractual requirements. Unreasonable failure to supply information promptly in connection with a responsibility inquiry may be grounds for determining that you are ineligible to receive an award.

IntelliTime Response: Yes, acknowledged and agreed.

5.1. QUALIFICATIONS – REQUIRED INFORMATION (MAR 2015):

Submit the following information or documentation for you and for any subcontractor (at any tier level) that you identify pursuant to the clause titled Subcontractor – Identification. Err on the side of inclusion. You represent that the information provided is complete.

Proposers must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be on a separate sheet marked "Exceptions" and clearly detailed in proposer's response.

- a) The general history and experience of the business in providing work of similar size and scope. Five (5) year minimum.

IntelliTime Response: In 1994 we were approached by the City of Los Angeles at a trade show. We were marketing a data collection technology that used scanning to read hand printed numbers from paper forms. Our clients included J.D. Power & Associates who used our system to scan 25,000 survey pages each day for their popular market research studies. Other clients include banks and insurance companies who received credit card applications or claim forms and needed the data entered efficiently into their computer systems.

The City of Los Angeles had a new Mayor who cut the City budget 10%. Their ITA division closed a “free” data entry department with 100 data entry workers, who did free data entry for City departments for documents such as timecards.

We won a bid for our scanning technology and created the first version of IntelliTime that linked the City mainframe HR, Payroll and Cost Accounting applications to our scanning software. The first install was for the Bureau of Street Services and their 1,200 employees that produced 5,000 timecards and work reports every two weeks. BOSS estimated that they would need to hire 10 data entry operators to key this data by hand. Our solution allowed 3 clerks to perform the same amount of work. We won the Mayor’s Citywide Productivity Award in 1995 for this install because it was mobile, easy for the employee to use and paid for itself in less than one year.

Based on this success, other City departments purchased solutions on this contract including:

*Department of Airports (LAX, Van Nuys, Ontario) 3,400 ee
Department of Sanitation 3,000 ee
Bureau of Street Services 1,300 ee
Information Technology Agency 600 ee
Housing department 800 ee*

*Subsequent to our scanning success at the City of LA we sold over thirty additional municipalities including the City of Fullerton, and the County of Orange, CA. In 1998 we began development of our first Web based solution and release “VTI” for our Virtual Timecard Interface. This was piloted at the County of Orange California who now has **16,000 users** across 27 agencies live on the product on a single Microsoft Windows 2003, SQL Server 2005 server cluster.*

IntelliTime Systems Corporation is 100% employee owned and all stockholders are actively involved in the day to day operations of the company. We are willing to participate in on site demonstrations and have proposed on site visits during the implementation and on-site training.

A partial list of our Public Sector clients includes:

<i>City of Irvine</i>	<i>State of California Superior Court</i>
<i>City of Orange</i>	<i>City of Pasadena</i>
<i>City of Fullerton</i>	<i>City of Yakima, WA</i>
<i>Dublin San Ramon Services District</i>	<i>City of St. Clair Shores MI</i>
<i>City of Chandler, AZ</i>	<i>County of Solano, CA</i>
<i>State of Montana Department of Corrections</i>	<i>City of Olathe, KS</i>
	<i>City of St Paul, MN</i>

*City of Topeka, KS
Ramsey County, MN
City of Monterey, CA
State of Missouri Department
of Conservation
State of New Hampshire
County of Washington, OR
Sheriff's Department*

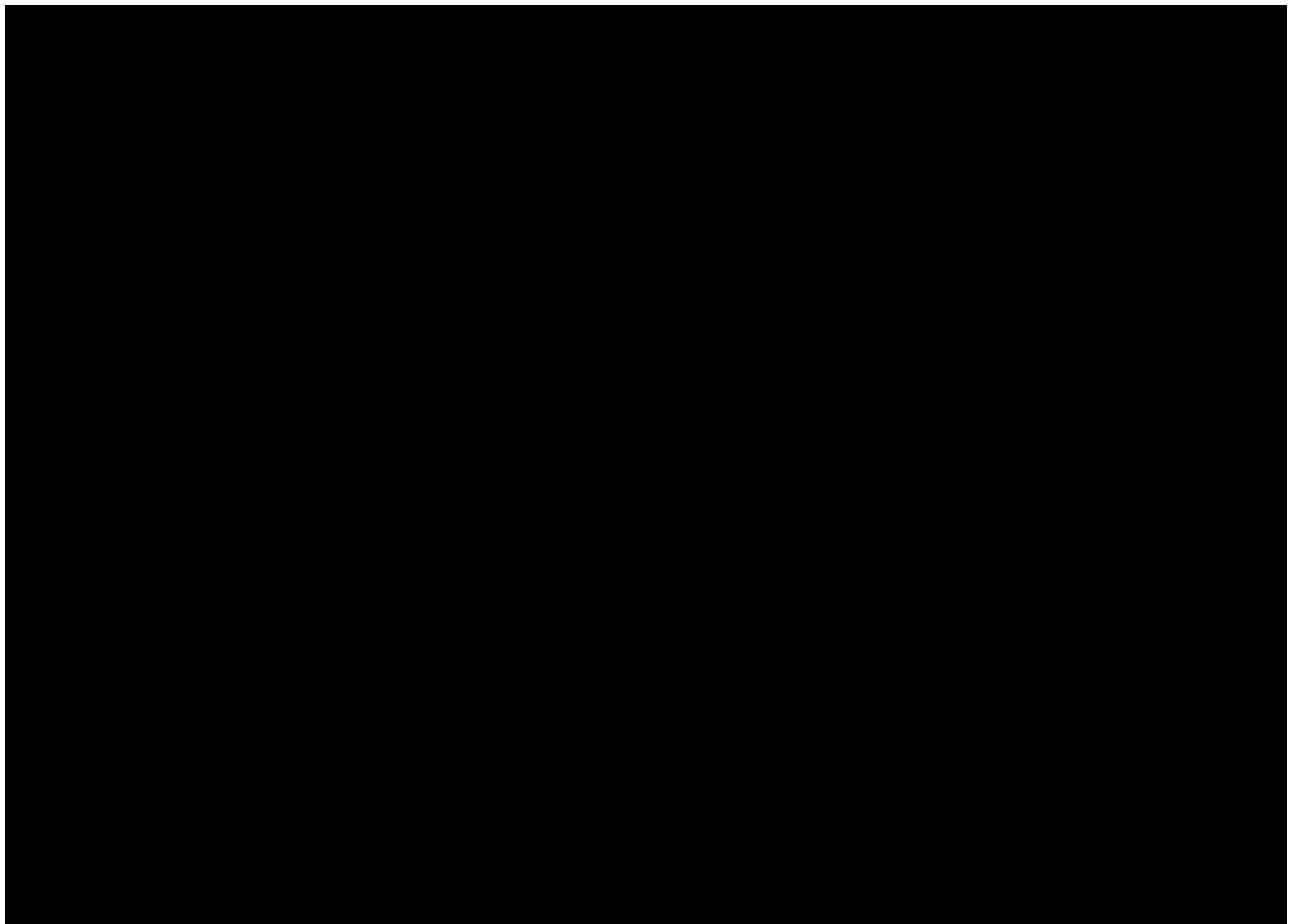
*Marathon County, WI
City of Wausau, WI
County of Shelby, TN
City of Hagerstown, MD
County of Lake, IL
County of Carroll, MD*

- b) Information reflecting the current financial position. Include the most current audited financial statement and audited financial statements for the last three (3) fiscal years.

IntelliTime Response: Yes, please see our response to RFP section 4.0.1.7 in Section 5 of our response.

- c) A detailed, narrative statement listing the three (3) most recent, comparable contracts (including contact information) which have been performed.

IntelliTime Response: Yes, the 3 most recent comparable contracts performed by IntelliTime include the following:



[REDACTED]

Provided Services: Countywide timekeeping and Dynamic Scheduling for Corrections/Sheriff/Detention Center, FMLA and leave management, overtime and ACA management, cost accounting, SunGard (Superion) eFinance PLUS interface. We continue to provide maintenance and support.

- d) A list of similar projects for which Offeror has performed, at any time during the past three (3) years, services substantially similar to those sought with this solicitation. Err on the side of inclusion; by submitting an Offer, Offeror represents that the list is complete. School District experience is desired.

IntelliTime Response: Yes, the list of similar projects performed by IntelliTime over the past 3 years includes:

[REDACTED]

- e) Must have a clear understanding of industry standards and best practices.

IntelliTime Response: Yes, IntelliTime Systems Corporation has 24 years of Public Sector workforce automation experience. We have implemented solutions for nearly 100 government organizations at the State, County, City and Municipal levels. Our developers follow Microsoft best practices, and our project management staff follow best practices established by the Project Management Institute (PMI).

- f) Offeror shall provide with their proposal copies of all appropriate certifications, licenses and permits, as well as evidence to support the documentation.

IntelliTime Response: Yes, please see the *IntelliTime Certificate of Status for the State of California* included in this response section.

- g) Must have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of South Carolina, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the District shall be followed with respect to the contract.

IntelliTime Response: Yes, acknowledged and agreed.

- h) List of failed projects, suspensions, debarments, and significant litigation.

IntelliTime Response: *IntelliTime has never failed to implement our solution, nor have we ever experienced a suspension, debarment or litigation.*

- i) List of at least five (5) references of similar projects for these services.

IntelliTime Response: Yes, please see the *IntelliTime references* included in Section 4 of our response.

- j) Pictures showing implementation of vendor's equipment/solution.

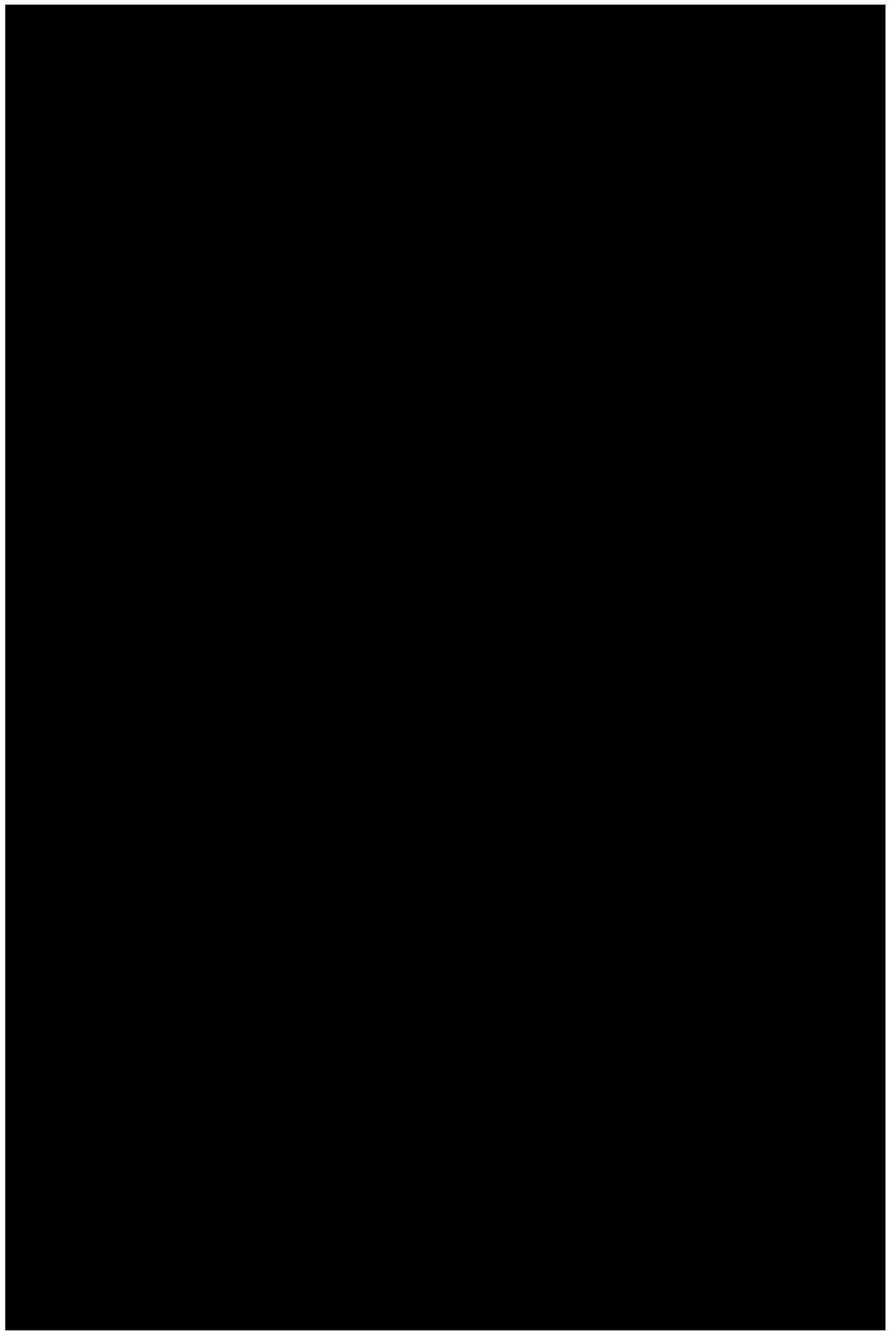
IntelliTime Response: Yes, we have provided images of the proposed G-2 time clocks and the *IntelliTime user interface* in Section 7 of our response.

5.2 SUBCONTRACTOR IDENTIFICATION:

If you intend to subcontract with another business for any portion of the work and that portion exceeds 10% of your price, your offer must identify that business and the portion of work that they are to perform. Identify potential Subcontractors by providing the business' name, address, phone, taxpayer identification number, and point of contact. In determining your responsibility, the BCSD may evaluate your proposed Subcontractors

IntelliTime Response: *IntelliTime will use no subcontractors for the proposed implementation.*

INTELLITIME SYSTEMS CORPORATION
PROPOSED PROJECT TEAM RESUMES



the 1990s, the number of people in the UK who are aged 65 and over has increased by 1.5 million (1990–1999) and is projected to increase by a further 1.5 million by 2010 (Office for National Statistics, 2000). The number of people aged 65 and over is projected to increase by 2.5 million by 2020 (Office for National Statistics, 2000).

There is a growing awareness of the need to develop strategies to meet the needs of the ageing population. The Department of Health (1999) has published a strategy for the ageing population, which sets out the government's commitment to improve the health and well-being of older people. The strategy is based on the following principles: (1) to improve the health and well-being of older people; (2) to ensure that older people are able to live independently; (3) to ensure that older people are able to participate in society; and (4) to ensure that older people are able to live in their own homes.

The strategy is based on the following principles: (1) to improve the health and well-being of older people; (2) to ensure that older people are able to live independently; (3) to ensure that older people are able to participate in society; and (4) to ensure that older people are able to live in their own homes. The strategy is based on the following principles: (1) to improve the health and well-being of older people; (2) to ensure that older people are able to live independently; (3) to ensure that older people are able to participate in society; and (4) to ensure that older people are able to live in their own homes.

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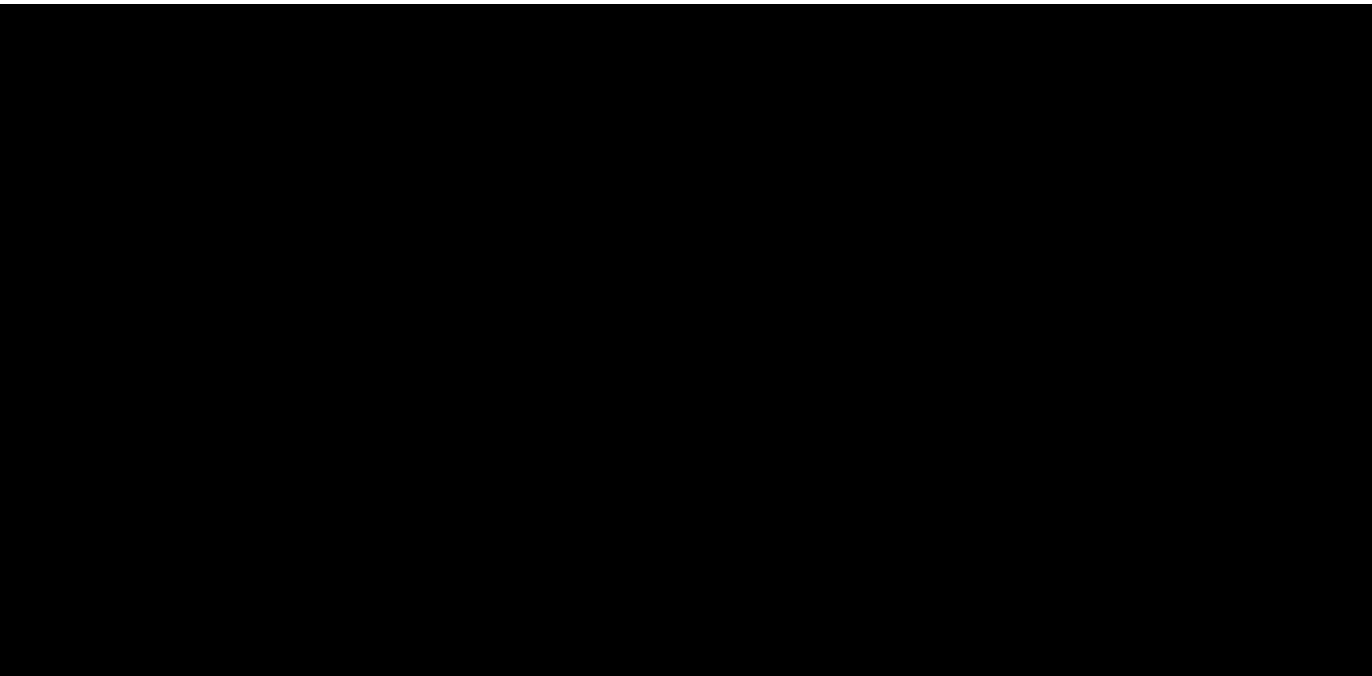
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- 
- Developed part of the company's shopping cart application using Php, Ajax, and Javascript, allowing for real-time price calculation.
 - Using CSS and Javascript, created context menus and customized menu skins.
 - Used Smarty templating system to separate front-end design from backend programming.
 - Developed in-house applications using C# to generate html pages dynamically.

Other Projects:

- *Compiler Design* – Wrote a compiler for the ARM7 microprocessor to demonstrate concepts behind compiler design and implementation
- *Kalaidecam.com* – A photography website developed using Php and jQuery
- *InntouchTravel.com* – An online reservation system for a resort agency written in Php and MySQL

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There is a growing awareness of the need to develop strategies to meet the needs of the ageing population. The Department of Health (1999) has identified the need to develop a 'new paradigm' for the care of the elderly. This paradigm is based on the principle of 'active ageing', which is the process of maintaining and enhancing the quality of life of older people. The Department of Health (1999) has identified a number of key areas for action in order to achieve this paradigm, including: (1) promoting the health and well-being of older people; (2) ensuring that older people have access to the services and resources they need; and (3) ensuring that older people are able to participate in the decisions that affect their lives.

The Department of Health (1999) has also identified a number of key areas for action in order to achieve this paradigm, including: (1) promoting the health and well-being of older people; (2) ensuring that older people have access to the services and resources they need; and (3) ensuring that older people are able to participate in the decisions that affect their lives. The Department of Health (1999) has also identified a number of key areas for action in order to achieve this paradigm, including: (1) promoting the health and well-being of older people; (2) ensuring that older people have access to the services and resources they need; and (3) ensuring that older people are able to participate in the decisions that affect their lives.

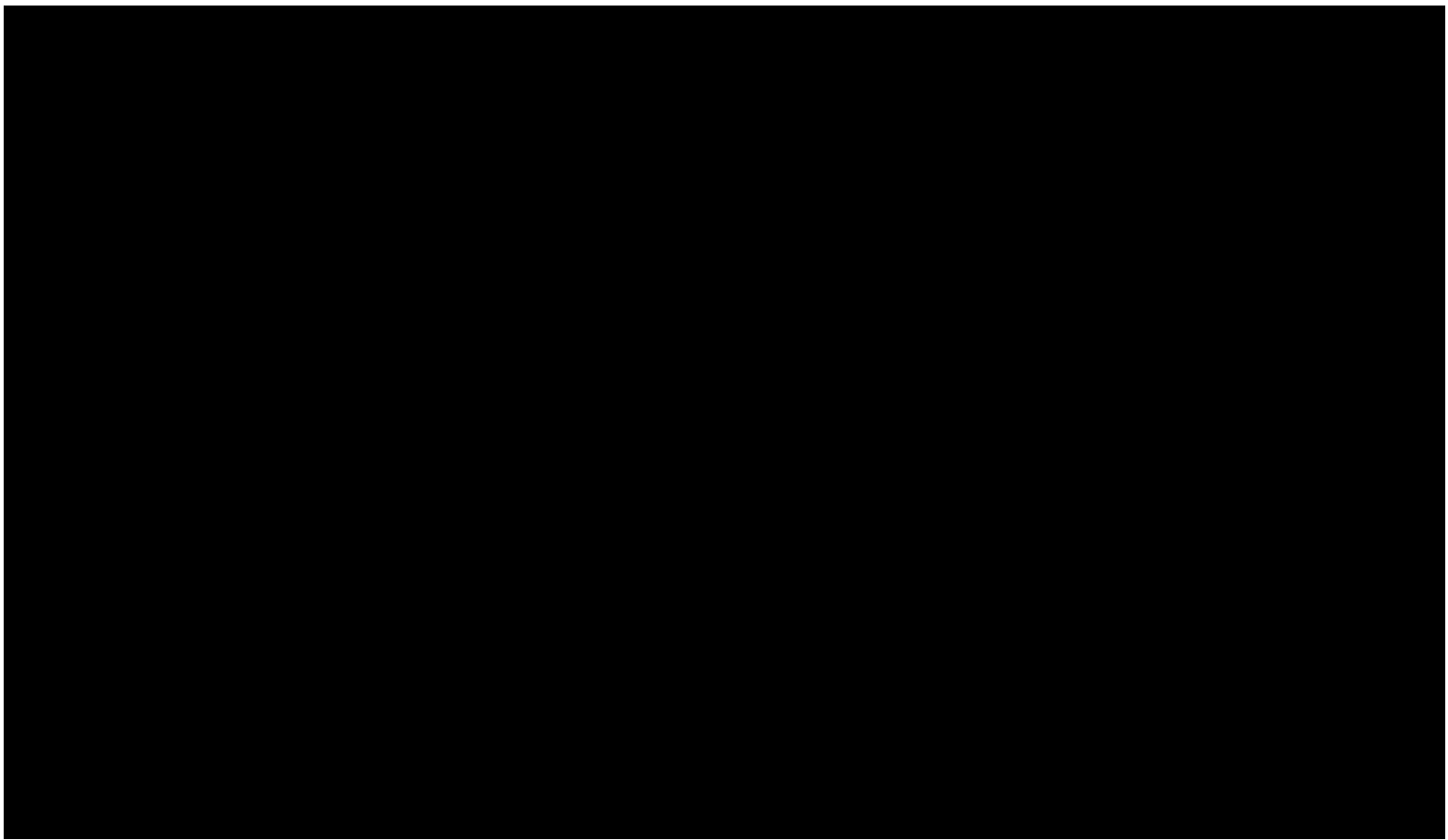
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Software License and Annual Support Contract
IntelliTime Systems Corporation

Software License and Annual Support Agreement

SOFTWARE LICENSE AGREEMENT made this _____ day of _____, by and between Intellitime Systems Corporation, incorporated under the laws of the State of California, USA ("Licensor") and the _____, formed under the laws of the State of _____ "Licensee").

Licensee desires to license certain software programs owned by Licensor for Licensee's own internal use, and Licensor is willing to grant Licensee such a license, subject to the terms and conditions of this Agreement.

In consideration of the license fees to be paid hereunder and for other good and valuable consideration, the parties agree as follows:

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4.2. Actions to be Taken Upon Termination. Upon termination Licensee shall immediately discontinue use of and return all complete or partial copies of Software, in whatever form or media, and shall delete the Software from its computer libraries.

4.3. Effect of Termination. Termination of this Agreement shall not bar Licenser from seeking any other remedy it may have available against Licensee for breach of the Agreement. Licensee shall hold Licenser harmless for any loss or other consequences of a termination of the License under this Article 4.

5. WARRANTY.

5.1. Limited Warranty. Licenser warrants that the Programs licensed to Licensee hereunder, if properly installed and used, shall materially conform to the specifications set forth in the accompanying Documentation for a period of three (3) months from the date of shipment of the Software to Licensee (hereinafter the "Warranty Period"). Licensee shall promptly notify Licenser in writing upon the discovery of any non-conformance. Licenser shall correct any such non-conformance of which it has been properly notified within the Warranty Period, through the means it determines to be most appropriate, whether by telephone instructions, the issuance of updating documentation, corrective code, or other methods. Any replacement of Software shall be effected only after the return of the non-conforming Software to Licenser.

5.2. Notwithstanding the warranty provisions above, Licenser shall have no warranty obligations with respect to any part or parts of the Software which have been damaged in transit or by improper installation or operation, or by misuse, abuse or negligent use or repair or alteration or improper storage or which have been damaged by use which does not conform to the specific or general instructions of Licenser or to the provisions of the Documentation, or if Licensee or any third party has modified or attempted to modify the Software or if the damage has occurred due to causes external to the Software, or if the Software has been subjected to an extreme power surge or electromagnetic field, whether or not through the fault of Licensee, or if Licensee has refused to implement software changes recommended by Licenser.

5.3. THE WARRANTY SET FORTH ABOVE SHALL BE EXCLUSIVE AND IN LIEU OF ALL OTHER LIABILITIES, OBLIGATIONS, CONDITIONS AND/OR WARRANTIES, EXPRESSED OR IMPLIED (INCLUDING BUT NOT LIMITED TO ANY IMPLIED AND/OR STATUTORY WARRANTIES OR CONDITIONS OF MERCHANTABILITY,

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6.1 Patent and Copyright Infringement - To the extent of any limited liability expressed in the contract, IntelliTime Systems Corporation agrees to indemnify, defend, and hold harmless, not excluding the Licensee' right to participate, the Licensee from any and all claims, actions, damages, liabilities, costs, and expenses, including reasonable attorney's fees and expenses, arising out of any claims of infringement by the contractor of any United States Patent or trade secret, or any copyright, trademark, service mark, trade name, or similar proprietary rights conferred by common law or by any law of the United States or any state said to have occurred because of systems provided or work performed by IntelliTime Systems Corporation, and, IntelliTime System Corporation shall do what is necessary to render the subject matter non-infringing in order that the Licensee may continue its use without interruption or otherwise reimburse all consideration paid by the Licensee to IntelliTime Systems Corporation.

7. SUPPORT AND MAINTENANCE TERMS AND CONDITIONS.

7.1. Provision of Support and Maintenance. Licensee may elect to purchase support and maintenance for the Software as described in this Section 7 by paying Licensor the applicable Maintenance Fees described in herein.

7.2. Term of Maintenance. Licensor agrees to provide Maintenance (as defined herein) to Licensee pursuant to the terms and conditions set forth herein provided that Licensee pays the Maintenance Fee for each Software product for which Maintenance is desired as further described in Section 7.6 below. The remaining portion of the calendar year after the effective date of this Agreement is the first

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"Maintenance Period" hereunder; each one-year period thereafter beginning on January 1 during the term of this Agreement for which Licensee has paid the applicable Maintenance Fee is a subsequent "Maintenance Period."

7.3. Maintenance Services . In exchange for the Maintenance Fee, Licenser agrees to provide to Licensee during the term of this Agreement support and maintenance (collectively "Maintenance") as follows:

7.3.1. Support - - Licenser will provide telephone support to Licensee for current versions of the Software between the hours of 8:30 a.m. and 8:30 p.m., EST, Monday through Friday, excluding holidays. Licenser will investigate all questions and problems of Licensee promptly. Licensee agrees to provide adequate information to Licenser to assist in the investigation and to confirm that any problems have been resolved.

7.3.2. Maintenance -- Licenser will supply to Licensee, at no additional charge, any improvements, upgrades, or modifications to the Software that Licenser makes generally available. Any such improvements, upgrades, or modifications shall become part of the Software for all purposes of this Agreement.

The professional service hours required to install the software and/or new features provided under this section is included in the annual support maintenance and support fee. Licensee agrees to install and test up to two upgrades per year on customer's server.

Major upgrades such as to new server hardware, significant changes to the Financial or Payroll software interfaces and substantial reconfigurations of rules are not covered under the annual support agreement. These services will be quoted and billed at our then current rates. No billable work will be started without the Licensee's written consent in advance.

7.3.2 Licensee acknowledges and agrees that the Maintenance to be provided by Licenser hereunder is limited to the most current version of the Software and the immediately preceding version.

7.4. Training . Licensee may purchase training from Licenser at Licenser's then current fees for training. The date and time of the training shall be scheduled by Licenser. All travel, living, and other out-of-pocket expenses incurred by Licensee's employees will be paid by Licensee.

7.5. Exclusions . Licenser's obligation to provide Maintenance is contingent upon proper use of the Software. Moreover, Licenser shall be under no obligation to provide Maintenance should such services be required due to (a) damage occurring in transit; (b) improper installation or operation by Licensee; (c) misuse, abuse or negligent use, repair, alteration or improper storage or any use which does not conform to the specific or general instructions of Licenser or to the provisions of the Documentation; (d) any modification or attempted modification of the Software by Licensee or any third party; (e) causes external to the Software or if the Software has been subjected to an extreme power surge or electromagnetic field, whether or not through the fault of Licensee; or (f) Licensee's failure or refusal to implement software changes recommended by Licenser.

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7.6. Consideration. In payment of the services to be provided by Licensor hereunder, Licensee shall pay Licensor on an annual basis 20% of the then current license fee for each Software program listed on Schedule 1 of this Agreement or such of those Software programs for which Licensee wishes to continue Maintenance ("Maintenance Fee"). Licensor shall invoice Licensee for Maintenance Fees annually, unless either party terminates Maintenance for a subsequent Maintenance Period as provided herein. In addition, Maintenance shall be discontinued for any Maintenance Period for which Licensee fails to pay Licensor's invoice within ten (10) days after the date of the invoice. All payments to Licensor under this Agreement shall be payable in the U.S. dollars and shall be net of any and all taxes, withholdings, set-offs or deductions of any nature. In the event that, by prevailing laws of the territory in which Licensee operates, any withholding or other tax may become necessary, Licensee shall pay on its own account such taxes directly to the tax authorities of the territory.

7.7. Termination. In addition to the rights of Licensor to terminate Maintenance for Licensee's failure to pay Maintenance Fees when due, either party may terminate Maintenance hereunder by so notifying the other party at least thirty (30) days prior to the start of any Maintenance Period. Licensor may terminate the Maintenance for any Software provided it notifies Licensee of such termination at least ninety (90) days prior to such termination and it refunds to Licensee a pro-rated portion of the prepaid Maintenance Fee for such Software. Licensor may terminate Maintenance without notice or refund if this Agreement is terminated. Termination of Maintenance hereunder shall not in and of itself terminate this Agreement.

8. MISCELLANEOUS PROVISIONS .

8.1. Assignment. Neither this Agreement nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferrable by Licensee, and any purported assignment or transfer shall be null and void.

8.2. Severability. If any term or provision of this Agreement shall be found to be illegal or unenforceable, then, notwithstanding, it will be enforced to the maximum extent permissible, and the legality and enforceability of the other provisions of this Agreement will not be affected. IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT EACH AND EVERY PROVISION OF THIS AGREEMENT WHICH PROVIDES FOR A LIMITATION OF LIABILITY OR LIMITED WARRANTY IS INTENDED BY THE PARTIES TO BE SEVERABLE AND INDEPENDENT OF ANY OTHER PROVISION AND TO BE ENFORCED AS SUCH.

8.3 Breach. No consent by either party to, or waiver of, a breach of this Agreement by the other party, whether express or implied, shall constitute a consent to, waiver of, or excuse for any other different, continuing, or subsequent breach.

8.4 Entire Agreement. This Agreement and the Schedules and attachments hereto constitute the entire agreement between the parties concerning the Software and supersede all prior agreements, whether written or verbal, between the parties. No purchase order, other ordering document or any other document which purports to modify or supplement this Agreement or any Schedule or attachment hereto shall add to or vary the terms and conditions of this Agreement unless executed by both Licensor and Licensee. No amendment shall be considered to have been made to this Agreement unless it is in writing and is executed by both of the parties.

Software License and Annual Support Contract
IntelliTime Systems Corporation

8.5 Governing Law . The parties agree that this Agreement shall be governed and construed by the laws of the State of California, USA. Licensee hereby submits to the jurisdiction and venue of the federal courts of the Southern District of California, USA.

IntelliTime Systems Corporation Hosting Services System Availability Service Standards ("SASS")

IntelliTime Systems Corporation provides this SASS subject to the terms and conditions below, which will be fixed for the duration of the initial term of the Service subscription. If a Service subscription is renewed, the version of this SASS that is current at the time the renewal term commences will apply throughout the renewal term.

A. Monthly Service Level

- a. The Service Level is 99.9% (average of 43 minutes month)
- b. The Monthly Uptime Percentage is calculated for a given calendar month using the following formula:

Monthly Uptime Percentage = (Total number of minutes in a given calendar month - Total number of minutes of Unplanned Downtime in a given calendar month) / Total number of minutes in a given calendar month

B. Service Resumption

- a. Should the Service Level fall below 99.9% for a given month, IntelliTime Systems Corporation will take immediate action to correct issues causing the service level violation.
- b. IntelliTime Systems Corporation will work directly with customers submitting Service Disruption Claims, at no charge, with Service Assistance including dedicated additional processing or data entry that was the result of service disruption.

C. Service Disruption Claims

- a. Customer must provide all reasonable details regarding the Service Disruption Claim, including but not limited to, detailed description of the Incident, the duration of the Incident, the number of affected users and the locations of such users and any attempts made by Customer to resolve the Incident.
- b. IntelliTime Systems Corporation will use all information reasonably available to it to validate claims and make a good faith judgment on whether the SASS and Service Levels apply to the claim.
- c. IntelliTime Systems Corporation will use commercially reasonable efforts to process claims within 45-days. In most cases providing immediate assistance to impacted customers.

D. Exclusions

- a. Unplanned Downtime does not include:
 - i. The period of time when the Service is not available as a result of Scheduled Downtime; or

IntelliTime Systems Corporation Hosting Services System Availability Service Standards ("SASS")

- ii. The following performance or availability issues that may affect the Service:
 - 1. Due to factors outside IntelliTime Systems Corporation's reasonable control;
 - 2. Related to add-on features for the Service, including, but not limited to customization, unique configurations and bulk data processing;
 - 3. That resulted from Customer's or third party hardware, software or services, including telecom providers;
 - 4. That resulted from actions or inactions of Customer or third parties;
 - 5. Intermittent periods of Unplanned Downtime that are two minutes or less in duration

E. Definitions:

- a. "Service Disruption Claim" means a claim submitted by Customer to IntelliTime Systems Corporation that a Service Level under this SASS has not been met and that a Service Assistance may be due to Customer.
- b. "Customer" means the person or organization that contracted for Services under the Agreement.
- c. "Unplanned Downtime" means a period of time when Customers are unable to read or write any service data for which they have appropriate permission.
- d. "Exclusions" means the performance or availability issues that are noted in Section D.
- e. "Incident" means a set of circumstances resulting in an inability to meet a Service Level.
- f. "Monthly Uptime Percentage" is calculated on a calendar month basis (according to the formula set forth in Section A) using data collected about the Service's availability for a given calendar month by activity log analysis store within the IntelliTime Systems Corporation database.
- g. "Notice" means that within five business days following an Incident, Customer must notify Customer Support of the Incident.
- h. "Service" or "Services" means the IntelliTime Systems Corporation Online service provided to Customer pursuant to the service agreement.
- i. "Scheduled Downtime" means published maintenance windows or times where IntelliTime Systems Corporation notifies Customer of periods of Downtime for scheduled network, hardware, Service maintenance or Service upgrades at least 24-hours prior to the commencement of such Downtime. On-going published maintenance windows are considered part of advanced notification.
- j. "Service Assistance" means dedicated no charge assistance to provide processing, data entry or data correction that was the result of the SASS violation.
- k. "Service Level" means the percentage of Service availability for a given month that IntelliTime Systems Corporation agrees to provide Customer, which is measured by the Monthly Uptime Percentage.

State of California
Secretary of State

CERTIFICATE OF STATUS

ENTITY NAME:

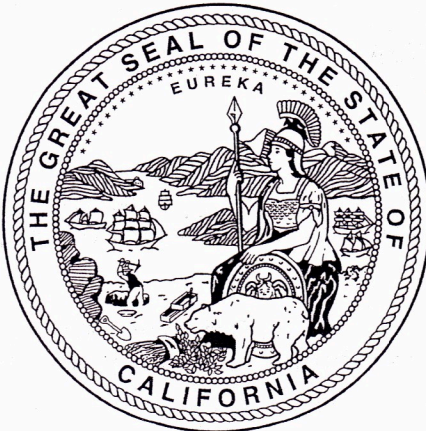
INTELLITIME SYSTEMS CORPORATION

FILE NUMBER: C2030431
FORMATION DATE: 07/15/1997
TYPE: DOMESTIC CORPORATION
JURISDICTION: CALIFORNIA
STATUS: ACTIVE (GOOD STANDING)

I, DEBRA BOWEN, Secretary of State of the State of California,
hereby certify:

The records of this office indicate the entity is authorized to
exercise all of its powers, rights and privileges in the State of
California.

No information is available from this office regarding the financial
condition, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate
and affix the Great Seal of the State of
California this day of October 11, 2014.

Debra Bowen

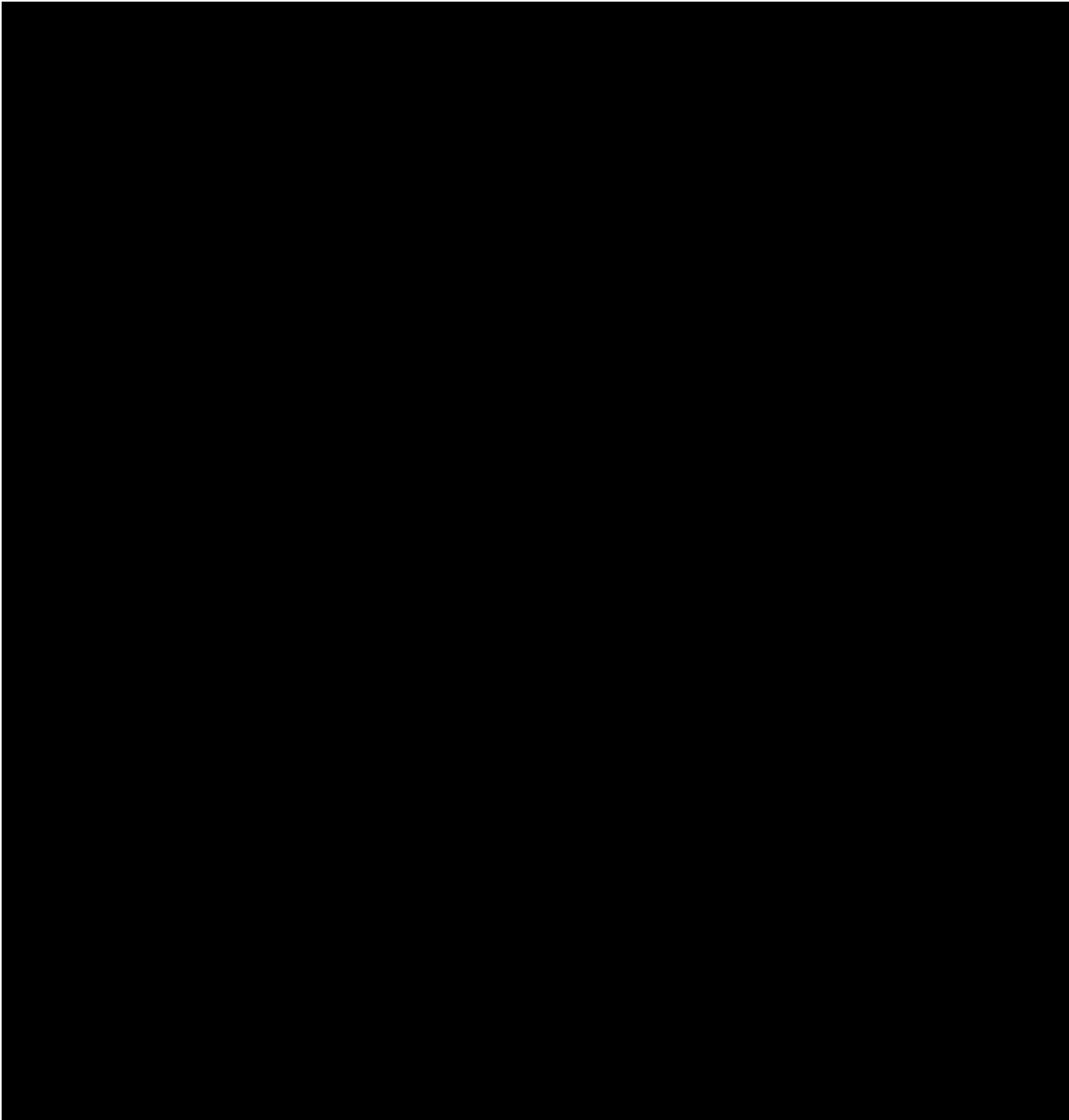
DEBRA BOWEN
Secretary of State

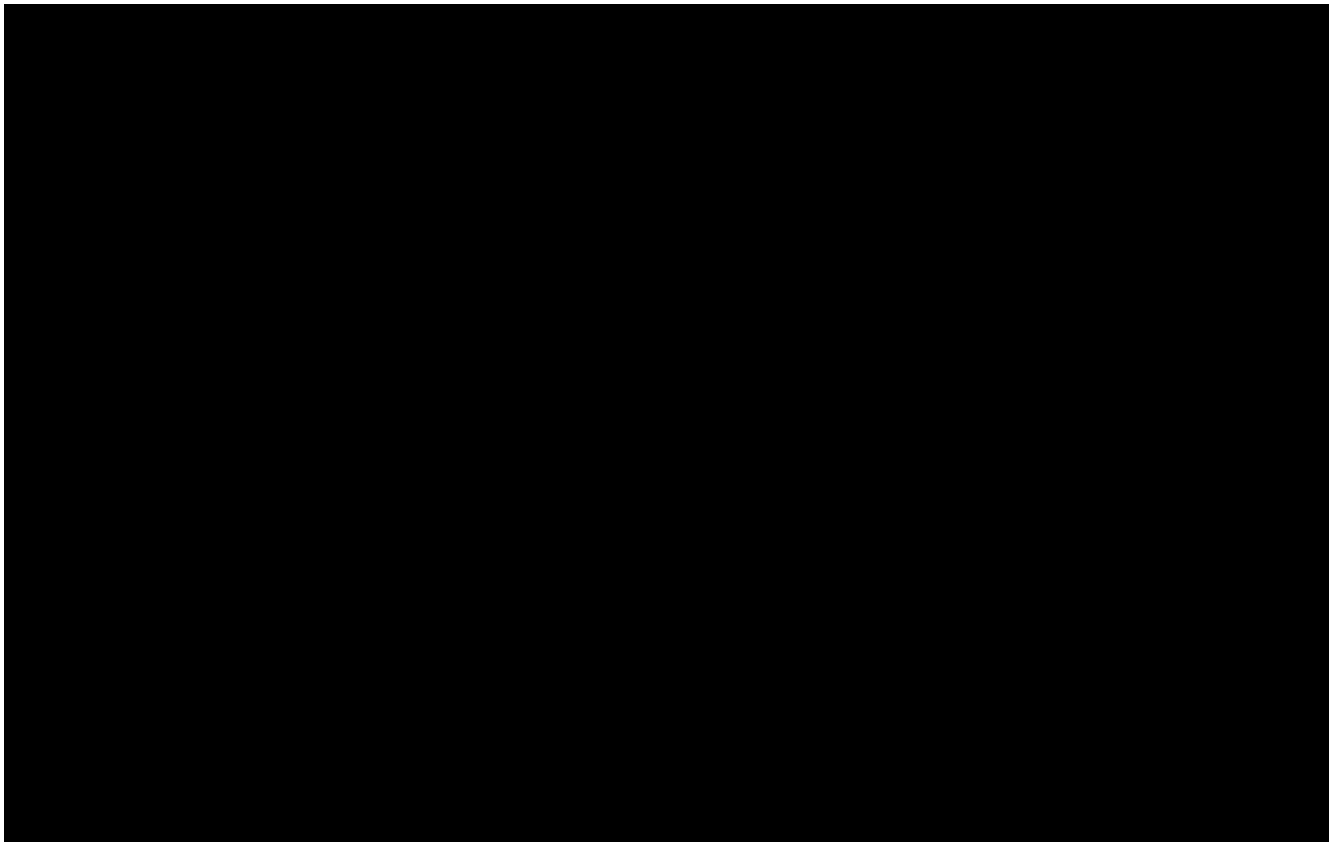
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[REDACTED]

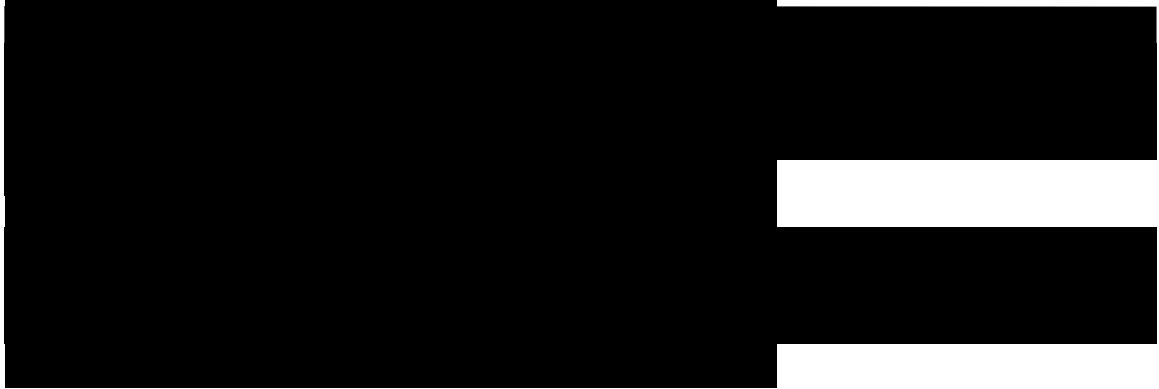
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4.0.1.7 Financial Stability:

Each Offeror must provide their audited end of year financial reports for the last three (3) fiscal years. The financial statements should indicate a positive cash flow for three (3) years.



Version: 14.07 Build: 778

18002641530

 Chat

Welcome, Dennis ▾

 Sign Out

Selected Company: INTELLITIME SYSTEMS CORPORATION

D-U-N-S #: 88-433-8526

Overview

Business Summary

Company Name:	INTELLITIME SYSTEMS CORPORATION	
D-U-N-S #:	88-433-8526	
DBA's:	N/A	
Address:	3700 S Susan St Ste 250	
City:	Santa Ana	
State:	CA	
Zip:	92704	
Phone:	7144443020	
Principal:	DENNIS PETERS	
Year Started:	1997	
Employs:	15 which includes officer(s).	
SIC Code(s):	73710300	Computer software development and applications
	73730302	Value-added resellers, computer systems
NAICS Code(s):	541511	Custom Computer Programming Services
	541512	Computer Systems Design Services
Legal Structure:	N/A	

Special Events

There have been no special events reported to D&B for this company.

History and Operations

Officers and Directors

Current Officers

Name	Title
DENNIS PETERS	PRESIDENT
ALEXANDER CHALAKOV	V PRES

Current Directors

Name
DENNIS PETERS
ALEXANDER CHALAKOV

Company History

Operates as a provider of computer software development services and value-added resellers.

ADDITIONAL TELEPHONE NUMBER(S): Facsimile (Fax) 714 444-3263. Toll-Free 888 757-0337.

Terms are net 30 days. Has 100 account(s). Terms are net 30 days. Sells to government. Territory : USCAN.

Operations

Employees

15 which includes officer(s).

Facilities

Occupies 5,000 sq. ft. in a two story steel building.

Location

There is currently no location information listed in this company report.

U.S. Branch

There are currently no U.S. branches listed in this company report.

U.S. Subsidiary

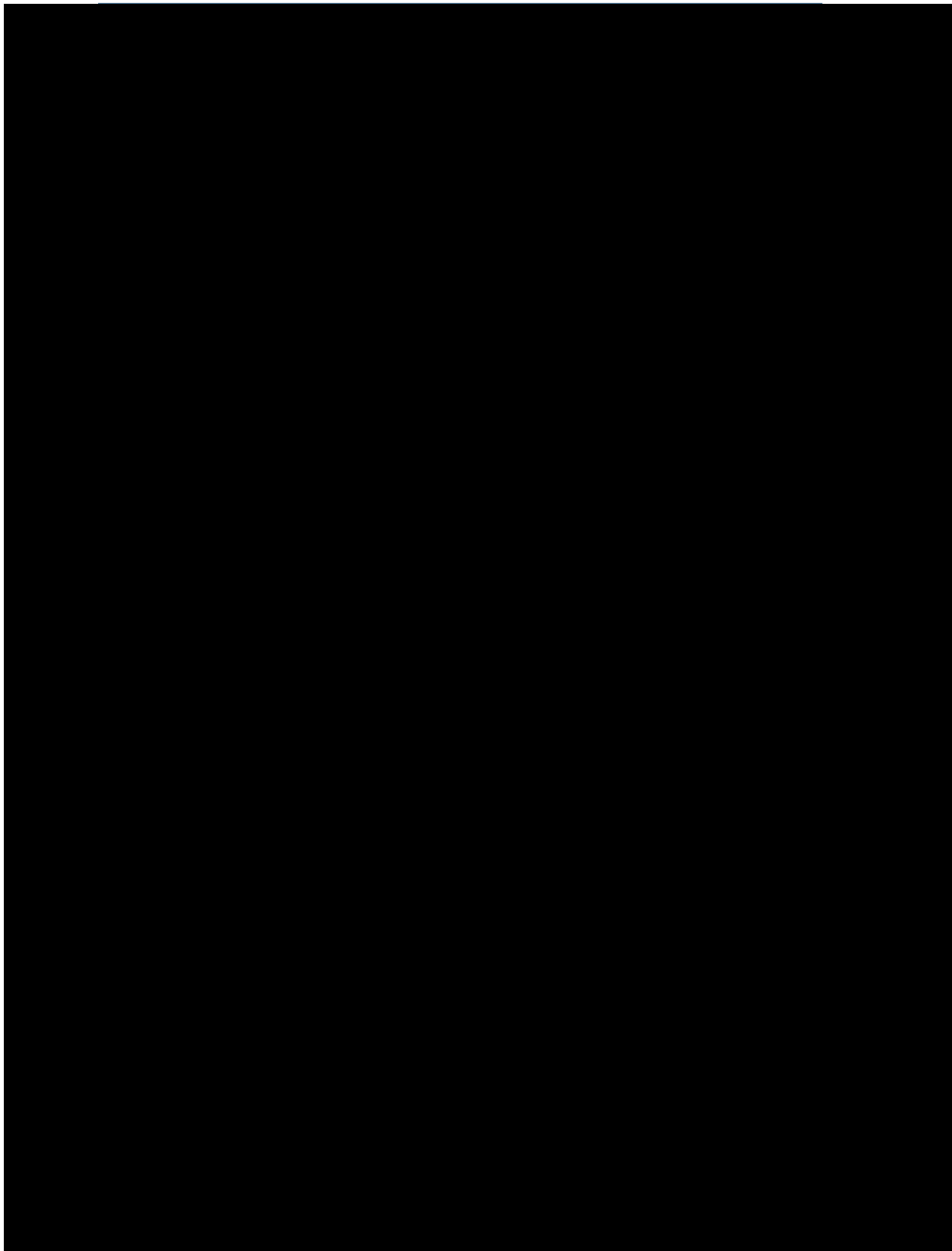
There are currently no U.S. subsidiaries listed in this company report.

International Branch

There are currently no international branches listed in this company report.

International Subsidiary

There are currently no international subsidiaries listed in this company report.

Payments

Date	Paying Record	High Credit	Now Owes	Past Due	Selling Terms	Last sale w/ (Mo)
████	████	████	█	████████	████	
████	████	████	█	█	████	
████	████	████	█	████████	████	
████	█	████	█	█	██████	
████	████	████	█	████████	████	
████	█	████	█	█	████	

[REDACTED] [REDACTED]

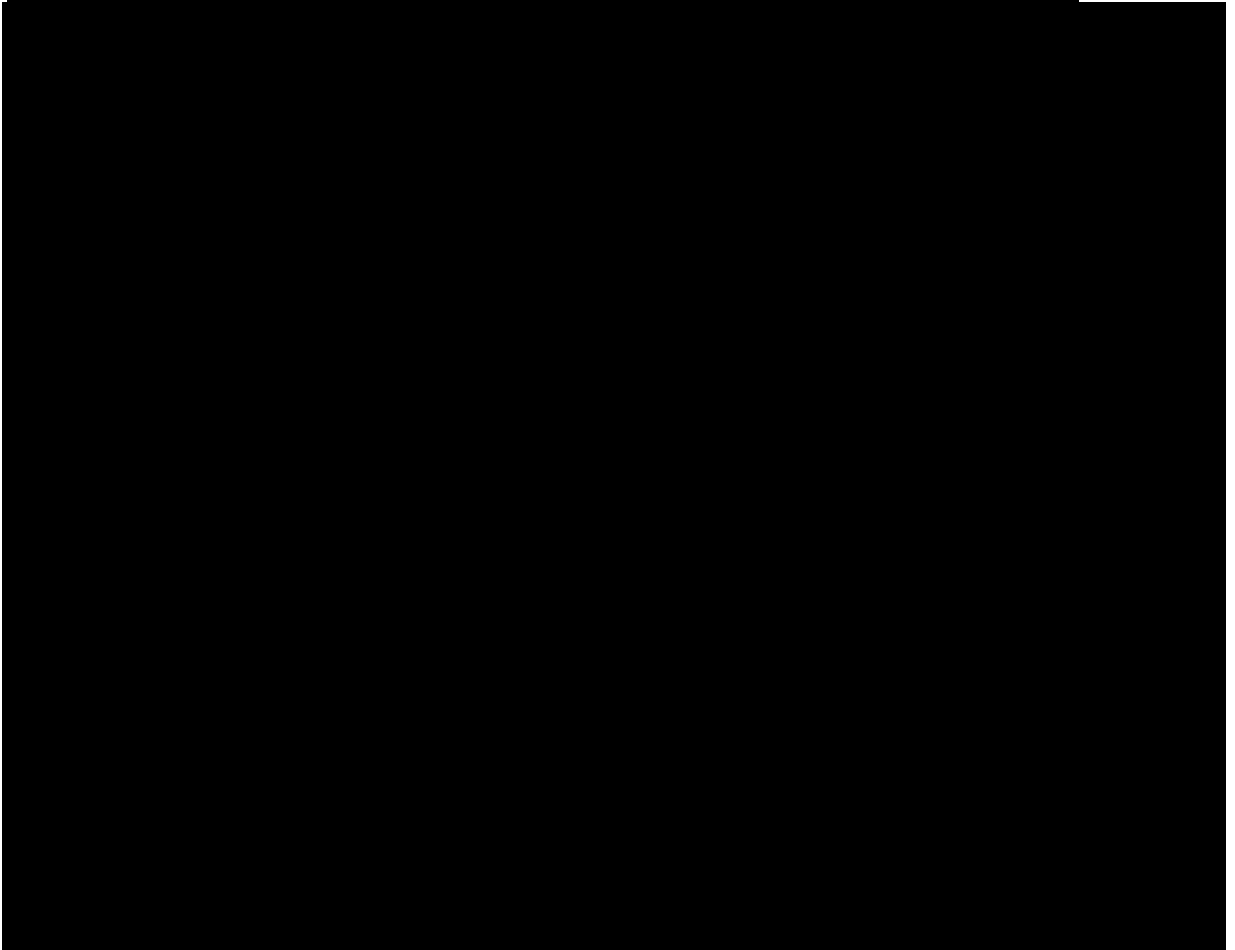
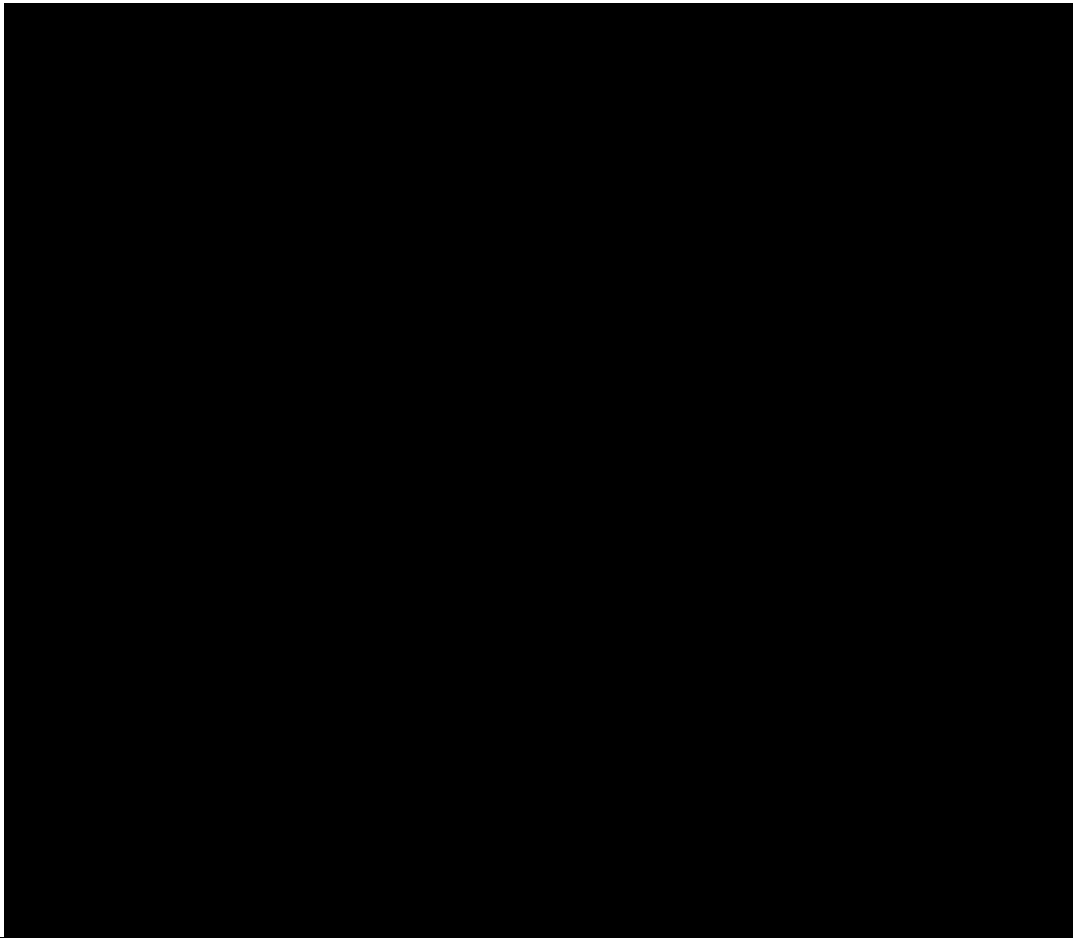
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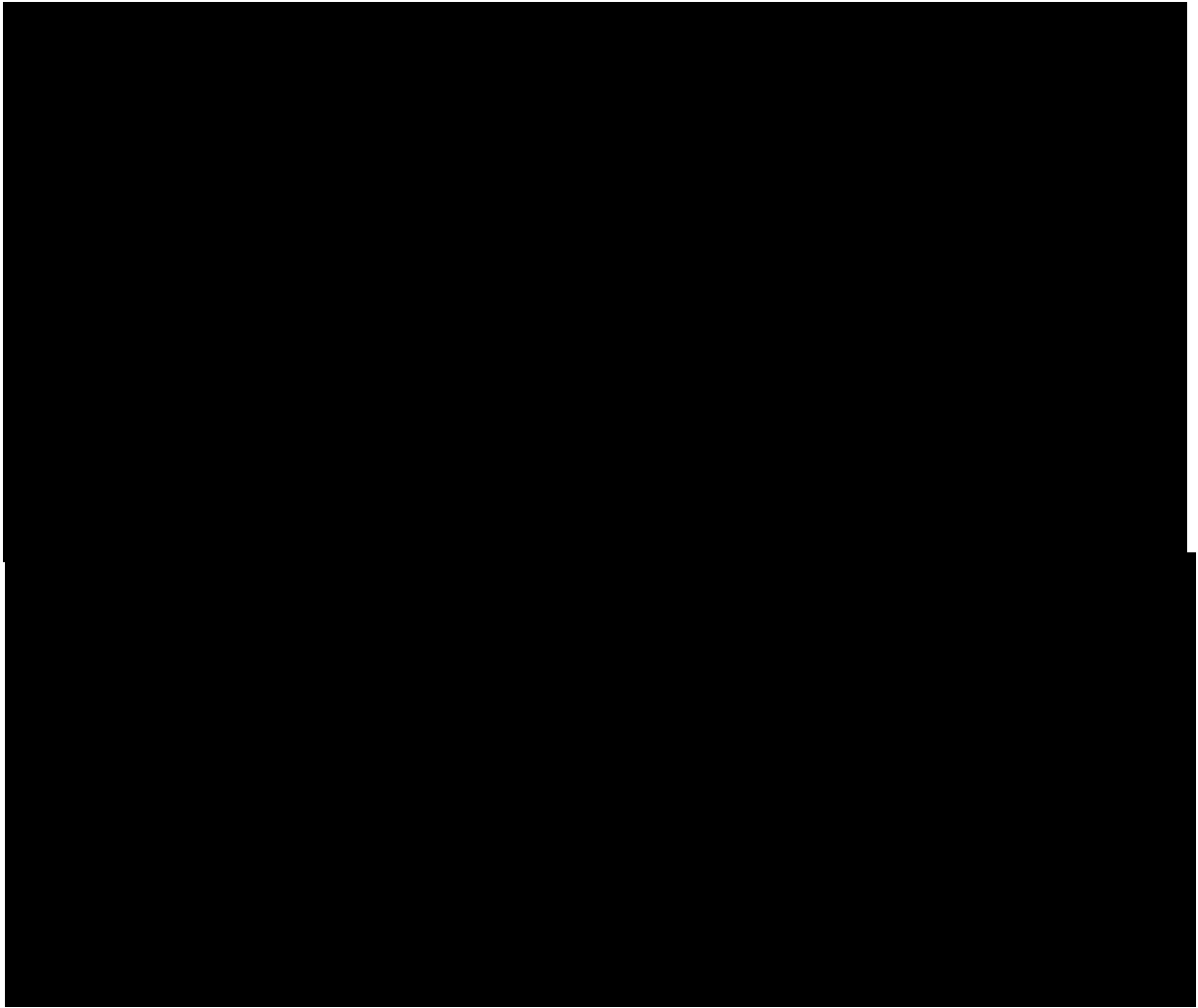
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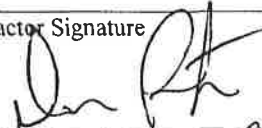
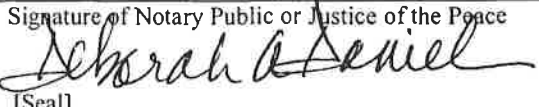
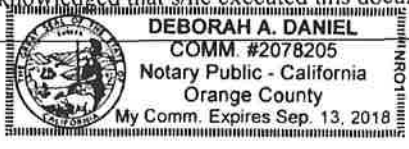



Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS**1. IDENTIFICATION.**

1.1 State Agency Name Department of Administrative Services		1.2 State Agency Address 25 Capitol Street, Concord, NH 03301	
1.3 Contractor Name IntelliTime Systems Corporation		1.4 Contractor Address 1118 E. 17 th Street, Santa Ana, CA 92701	
1.5 Contractor Phone Number (714) 440-3020	1.6 Account Number 01-14-14-15660000-034-500162	1.7 Completion Date June 30, 2027	1.8 Price Limitation \$10,250,000
1.9 Contracting Officer for State Agency Alexander Stone		1.10 State Agency Telephone Number (603) 271-1500	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Dennis Peters, President and CEO	
1.13 Acknowledgement: State of <u>CALIFORNIA</u> County of <u>ORANGE</u> On <u>18 AUGUST 2017</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace  [Seal]			
1.13.2 Name and Title of Notary or Justice of the Peace			
1.14 State Agency Signature  Date: <u>8/23/17</u>		1.15 Name and Title of State Agency Signatory <u>Charles Arlinghaus, Commissioner DAS</u>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: <u>Carol B. Jones, Deputy Director</u> On: <u>August 23, 2017</u>			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By: <u>[Signature]</u> On: <u>Aug 28, 2017</u>			
1.18 Approval by the Governor and Executive Council (if applicable) By: <u>[Signature]</u> DEPUTY SECRETARY OF STATE SEP 13 2017			



Beaufort County School District

Addendum 1

Solicitation Number: 19-004
Date Printed: October 8, 2018
Date Issued: October 8, 2018
Procurement Officer: Sandi Amsler, CPPB
Phone: 843-322-2349
Email: Sandi.Amsler@beaufort.k12.sc.us

Request for Proposal (RFP)

DESCRIPTION: **Time Clock System**
SUBMIT OFFER BY (Opening Date & Time): **October 31, 2018; 11:00 AM EST**
QUESTIONS MUST BE RECEIVED BY: **October 24, 2018**
NUMBER OF COPIES TO BE SUBMITTED: **Seven (7) Original Signed Copies and One (1) Redacted Version on CD**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:
Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

AWARDS & AMENDMENTS:

Award will be posted at the Physical Address stated above on or after November 28, 2018. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net>.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: (Full legal name of business submitting the offer)

ENTITY TYPE:

IntelliTime Systems Corporation

Corporation

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

Dennis Peters

President & CEO

PRINTED NAME

TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.



Beaufort County School District

Addendum 2

Solicitation Number: 19-004
Date Printed: October 10, 2018
Date Issued: October 10, 2018
Procurement Officer: Sandi Amsler, CPPB
Phone: 843-322-2349
Email: Sandi.Amsler@beaufort.k12.sc.us

Request for Proposal (RFP)

DESCRIPTION: **Time Clock System**
SUBMIT OFFER BY (Opening Date & Time): **October 31, 2018; 11:00 AM EST**
QUESTIONS MUST BE RECEIVED BY: **October 24, 2018**
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Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:
Beaufort County School District
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2900 Mink Point Blvd
Beaufort, SC 29902

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Award will be posted at the Physical Address stated above on or after November 28, 2018. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net>.

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NAME OF OFFEROR: (Full legal name of business submitting the offer)

ENTITY TYPE:

IntelliTime Systems Corporation

Corporation

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

Dennis Peters

President & CEO

PRINTED NAME

TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.



Beaufort County School District

Addendum 3

Solicitation Number: 19-004
Date Printed: October 23, 2018
Date Issued: October 23, 2018
Procurement Officer: Sandi Amsler, CPPB
Phone: 843-322-2349
Email: Sandi.Amsler@beaufort.k12.sc.us

Request for Proposal (RFP)

DESCRIPTION: **Time Clock System**
SUBMIT OFFER BY (Opening Date & Time): **October 31, 2018; 11:00 AM EST**
QUESTIONS MUST BE RECEIVED BY: **October 24, 2018**
NUMBER OF COPIES TO BE SUBMITTED: **Seven (7) Original Signed Copies and One (1) Redacted Version on CD**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

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Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

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Beaufort County School District
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2900 Mink Point Blvd
Beaufort, SC 29902

AWARDS & AMENDMENTS:

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NAME OF OFFEROR: (Full legal name of business submitting the offer)

ENTITY TYPE:

IntelliTime Systems Corporation

Corporation

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

Dennis Peters

President & CEO

PRINTED NAME

TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

Business Utilization Report

In order to facilitate an effective monitoring system, each contractor, bidder or offeror must submit a completed and signed Utilization Report with the bid submission which lists the names, addresses and contact persons of the M/WBE and majority owned businesses, if any, to be used in the contract, the type of work each business will perform, the dollar value of the work and the scope of work. The Utilization Report submitted by the contractor shall be submitted as a part of the contract with BCSD. If the information contained in the Contractor's Utilization Report changes by the time the contract is executed, the Contractor shall amend the Utilization Report and such amended Utilization Report shall be incorporated into the contract.

Business Enterprise Utilization Report

List all vendors/subcontractors to be used on this project. All MBEs or WBEs proposed for utilization on this project must be certified by the Small and Minority Business Assistance Office through the State of South Carolina according to the criteria of the Beaufort County School District's Minority Business Enterprise Plan prior to utilization on this project.

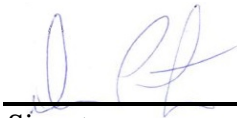
In column 2 below, please specify ethnic/racial/gender group as follows:

- AABE – African-American Business Enterprise
- HBE – Hispanic Business Enterprise
- ABE – Asian-American Business Enterprise
- WBE – Woman Business Enterprise

<u>Sub-Contractor Name</u>	<u>Gender Group</u>	<u>Address</u>	<u>Phone #</u>	<u>Other</u>	<u>E-Mail</u>
N/A	N/A	N/A	N/A	N/A	N/A

Statement of Intent

We, the undersigned have prepared and submitted all the documents required for this project. We have prepared these documents with a full understanding of the Beaufort County School District's goal to ensure equal opportunities in the proposed work to be undertaken in performance of this project. Specifically, the BCSD seeks to encourage and promote on an inclusionary basis contracting opportunities without regard to the race, gender, national origin or ethnicity of the ownership or management of any business and that it is an equal opportunity employer and contracting entity. We certify that the representations contained in the Minority/Woman Business Enterprise (M/WBE) Utilization Report, which we have submitted with this solicitation, are true and correct as of this date. We commit to undertake this contract with the Minority/Woman Business Utilization Report we have submitted, and to comply with all non-discrimination provisions of the Minority/Woman Business Enterprise Program in the performance of this contract.



Signature

10/29/2018

Date

Name: Dennis Peters

Title: President & CEO

Project: Time Clock System



IntelliTime Systems Corporation is committed to future good faith outreach efforts in all projects undertaken in South Carolina.

It is the policy of IntelliTime Systems Corporation to support the maximum practical utilization of certified M/W/DBEs by promoting diversity throughout our business practice. One way IntelliTime Systems Corporation accomplishes this is by making a good faith effort to solicit the services of certified M/W/DBEs throughout our normal business practice, allowing maximum opportunity for M/W/DBEs to participate as subcontractors and/or suppliers.

Good faith efforts are made by searching M/W/DBE databases, contacting M/W/DBEs for relevant scopes of work and requesting quotes for services and/or supplies.

A handwritten signature in blue ink, appearing to read "D Peters".

Dennis Peters
President
IntelliTime Systems Corporation

1118 E. 17th Street
Santa Ana, CA 92701
714-444-3020 Tel
714-559-3145 Fax
www.IntelliTime.com

4.0.1.8 All objections, exceptions and observations regarding the specified Services and requirements collated in a separate document with regards to specific Section to which the offeror objects, takes exception(s), or provide(s) observation



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

RFP #19-004

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4.2 Statement of Work Questionnaire:

3.1.4 DATA COLLECTION

	Requirement	Y	N
1	Data collection terminals should support bar code, magnetic stripe, I proximity readers, and biometric capabilities such as finger scan technology.	Y	
2	Data collection terminals should support on-line and offline modes.	Y	
3	In online mode, transactions should be transmitted from the data co-terminal to the database in real time.	Y	
4	Data should be stored at the data collection terminal until confirmation of successful transfer is received to prevent data loss. Transactions should be available for exception reporting, on premise reporting and pay rule calculation in real time.	Y	
5	Data at the data collection terminal should be secure and stored in non-volatile memory in off-line mode to prevent data loss in case of power failure.	Y	
6	The solution should accommodate recorded entry rounding to the nearest tenth hour, quarter hour, or actual time for start and stop as well as meals and breaks.	Y	
7	The solution should provide for the prevention of overlapping or redundant recorded entry of beginning and end time entries.	Y	
8	The solution should restrict recorded entry (punching) at the data collection terminal or web-based entry screen during unauthorized times, including early, late, early out, late out, and unscheduled days.	Y	
9	The solution should allow for employees to record entries at multiple locations in the district.	Y	
10	The solution should provide for supervisor override of punch restrictions 10 at the data collection terminal and online.	Y	
11	System should support the assignment of employees to particular data collection terminals, and restrict their ability to enter transactions at other terminals (e.g. in a building other than their assigned building). This restriction should be assigned by employee or employee group.	Y	
12	Employee transfers to different accounts, departments, jobs, or work rules should be validated for that employee at the point of entry.	Y	

13	Employee self-service transactions, such as approving timecard, time off request, review schedule, review recorded entries, and review accrual -balances should be available online.	Y	
14	Employee requests for time off at the data collection terminal should be validated against their real-time balances at the point of entry.	Y	
15	To accommodate heavy use periods, employee self-service transactions can be restricted by terminal, terminal group, or time of day for any terminal.	Y	
16	Data collection terminals should be configurable to provide only services and functions that may be unique to the workforce at the terminal location.	Y	
17	Employee self-service capabilities should be available on a PC, kiosk, cellular device, tablet application or through standard web browsers.	Y	
18	The solution should provide support for a system administrator to control functional access by employees. Employees should only be presented with those functions to which they have access, according to their role and needs.	Y	
19	The solution should provide the ability to view immediately the outcome of the rules processing on the time entry web based time card.	Y	
20	The system should provide for real time alerts to timekeeping exceptions, such as approaching overtime.	Y	

Describe completely how your solution addresses, and satisfies each of the Requirements in Section 3.1.4

3.1.5 Pay Policy Enforcement and Time Evaluation

	Requirements	Y	N
1	Pay rules should be completely parameter driven and easy to set-up, change, and track without recourse to special programming or other technical skills.	Y	
2	The system should provide for the configuration of an unlimited number of pay rules.	Y	
3	The solution should provide the ability to update user-defined rules and have the changes reflected immediately for time entry and processing.	Y	
4	The solution should provide the ability to define pay rules at the employee, or group level.	Y	
	The solution should provide the ability to apply rules online at the point of entry, such as activity transfers, job transfers and	Y	

5	other changes of status that would result in a different rate or type of pay.		
6	The solution should provide the ability to automatically calculate overtime and other premiums based on the employees' scheduled hours and criteria that is established within the system (e.g. rules based).	Y	
7	The solution should provide the ability to automatically calculate overtime and other premiums based on the employees' actual hours and criteria established within the system (e.g. rules based).	Y	
8	The solution should provide the ability to automatically calculate premiums based on a comparison of the employee's scheduled hours vs. the actual hours worked, and criteria established within the system (e.g. rules based).	Y	
9	The solution should provide the ability to calculate Shift Differential automatically based on the time of day an employee works.	Y	
10	The solution should support configurable pay periods for weekly, bi-weekly, semi-monthly and monthly periods. Multiple pay periods for different employee classes should be seamlessly supported in a single database.	Y	
11	The solution should include configurable periods by shift for meal and breaks in accordance with state and federal law whether paid or non-paid.	Y	
12	The solution should manage holiday pay policies, including holiday pay and apply special rules for hours worked on a holiday. Eligibility rules for holiday pay (work scheduled day before and after, for example) should be automatically enforced.	Y	
13	The solution should provide the ability to enter both hours and amounts for pay codes.	Y	
14	The system should provide the ability to perform multiple overtime calculations based on rules built into the system. Overtime calculations will take into account start and stop times, scheduled hours, type of duty performed.	Y	
15	The system should provide for retroactive pay period adjustments. Those retroactive adjustments can be paid in current pay period or special check run.	Y	
16	The system should allow manager edits, adds, and deletes of any previous pay period data until a predetermined cut-off time.	Y	

17	The system should provide the ability to adjust or correct time entries paid in previous pay periods.	Y	
18	The system should support different pay rules for each job or department.	Y	
19	The system should allow for the configuration of an employee's probationary period and different leave availability based on probationary status.	Y	

Describe completely how your solution addresses, and satisfies each of the requirements in Section 3.1.5

3.1.6 Family Medical Leave Act

	Requirement	Y	N
1	The system must be able to determine an employee's FMLA eligibility.	Y	
2	The system must track FMLA used and FMLA available.	Y	
3	The system must be able to coordinate time off for FMLA with other types of time off so that employees can receive paid leave if needed for eligible FMLA events, or not receive paid leave as determined by employer-defined parameters.	Y	
4	The system should send notification to the employee about FMLA requirements.	Y	
5	The system must support all of the definitions of yearly calculations allowed by the Department of Labor.	Y	

Describe completely how your solution addresses, and satisfies each of the requirements in Section 3.1.6

3.1.7 Approvals

	Requirement	Y	N
1	The system should provide the ability for employees to approve their timesheets. This approval should be available within employee self-service and the data collection terminals.	Y	
2	System should allow for user defined text to accompany employee approvals for the purpose of attestation to timecard contents.	Y	
3	The system should provide the ability for Managers/Supervisors to view employee timesheets that require approval (both summary and detailed level).	Y	
4	The system should provide the ability for Managers/Supervisors to approve the employee's leave/attendance time.	Y	

5	The system should provide ability to define a set of comments used to annotate manual changes and other edits of employee records.	Y	
6	Comments should be part of exception reporting capability within the solution.	Y	
7	Free form notes can be attached to any comment to provide more detail associated with the manual change.	Y	
8	The system should provide the ability for an employee to acknowledge their time card if a change has been made by their supervisor or payroll (i.e. added, edited, and deleted items).	Y	
9	The system should provide the ability for a Manager to submit modified time cards without the employee's acknowledgement.	Y	
10	The system should provide an electronic signature for employees to approve their timesheets.	Y	
11	The system should provide an electronic signature for managers to approve time cards for payroll processing.	Y	
12	The system should provide for a pay period lock function for use by payroll to prevent further timecard edits by supervisors or employees.	Y	

Describe completely how your solution addresses, and satisfies each of the requirements in Section 3.1.7

3.1.8 Time Card Edits

	Requirement	Y	N
1	The system should provide the ability to adjust or correct time entries captured in the current period, but not yet paid.	Y	
2	The system should provide the ability to easily navigate from the error report to the time card to make edits.	Y	
3	The system should provide the ability to define default time entries for earnings, hours, holiday data, and labor distributions and the ability to override and make changes to this default information.	Y	
4	The system should provide a report that details prior period adjustments and corrections.	Y	
5	Allow manager edits for the current pay period but prevent manager edits of the previous pay period after the final previous pay period transmittal has been sent to payroll.	Y	
6	Recalculate all totals immediately after a value is changed.	Y	
7	All historical employee time and attendance information, including any adjustments, should be available online for audit or review purposes.	Y	

8	Allow historical time attendance edits by the payroll administrators.	Y	
9	Allow manager to make edits that impact a large group of employees.	Y	
10	Support pay or leave incentives based on user-defined conditions.	Y	
11	Support floating holidays and multiple work calendars.	Y	

Describe completely how your solution addresses, and satisfies each of the requirements in Section 3.1.8

3.1.9 Interactive Views and Navigation

	Requirement	Y	N
1	The system should provide interactive exception and summary views for common tasks or processes with the capability to drill down on specific employee's records.	Y	
2	The system should provide the ability to perform actions on employee data within the interactive views, such as edits to timecards and schedules, based on security level of requestor.	Y	
3	The system should provide the ability for the user to configure the interactive views with user-defined columns.	Y	
4	The system should provide flexible sort capability within the interactive views.	Y	
5	The system should provide the ability to multi-select employees within the interactive view and perform group edits.	Y	
6	The system should provide the ability to configure interactive views for manager and assign a default view based on manager role.	Y	

Describe completely how your solution addresses, and satisfies each of the requirements in Section 3.1.9

3.1.10 Scheduling

	Requirement	Y	N
1	The system should have the ability to schedule employees with variable work schedules down to the quarter hour.	Y	
2	The system should allow employees to see schedules online or at building terminals.	Y	
3	The system should allow for the scheduling of employees for specific activities or projects.	Y	
4	The system should send out an automatic email notification if a change has been made that impacts the employee's work schedule within the next 72 hours.	Y	

5	The system should allow managers or administrators the ability to add or change an entire work group's schedule online and make the changes visible in real time.	Y	
6	The system should be able to assign work locations as well as work schedules that may be variable and change frequently.	Y	
7	The system should permit employees to request time off and provide a vehicle to notify employees of time off decisions.	Y	

Describe completely how your solution addresses, and satisfies each of the requirements in Section 3.1.10

3.1.11 Miscellaneous and Reporting

	Requirement	Y	N
1	The system should support changes in government regulations which occur over time.	Y	
2	The system should be compatible with Microsoft Outlook and common web browsers.	Y	
3	The system should provide email notifications when time cards are due, need review, or are approved. The system should send reminders if time card tasks are not performed in a timely manner.	Y	
4	The system should track absences, tardies, or leaves for review by managers.	Y	
5	The system should include an Analytics Module to show Employee Workforce trends (Absences, Perfect Attendance, etc.) metrics and connection to Improving Student Test Scores. The system should be able to produce reports on attendance, absences, tardies, or leaves by employee group, pay code, or work location. Reports should be able to be exported in multiple formats such as Word, Excel, or PDF. The system should provide a bank of popular or saved searches.	Y	
6	The system should allow managers to assign task codes to employees to ease time entry and ensure time is charged to the correct tasks (i.e. attending a training session).	Y	
7	The system should allow searches on multiple criteria such as type of leave, task code, work group, location, or FML.	Y	
8	The system should allow the importation of data from external sources.	Y	
9	The system should be able to support employees working in multiple jobs or departments during the course of a pay cycle.	Y	
10	The system should provide a mechanism to automatically update employee's work location, title, assigned job, or rate of pay when changes are made to the HR system.	Y	

11	The system should be able to produce exceptions reports, work comp reports, FML reports, overtime reports, and unpaid leave reports. Reports should be able to be exported into multiple formats and separated by date range, employee work group, location pay code, or status.	Y	
12	The system should provide a test environment prior to "going live."	Y	
13	The system should be able to support single sign-on capabilities and interface with the district's password and username scheme via LDAP/LDAPS.	Y	
14	The system should allow system administrators the ability to override system policies.	Y	
15	The system should support basic word processing features such as spell check, word-wrap, copy, cut, and paste.	Y	
16	The system should provide an On-Premise Report to show list of all employees in case of emergency, weather event, etc.	Y	
17	The system must support both wired and wireless network connectivity. Wired connections must support a minimum of 100Mbps.	Y	

Describe completely how your solution addresses, and satisfies each of the requirements in Section 3.1.11

3.1.12 Professional Services

	Requirement	Y	N
1	The selected vendor shall provide project management services to ensure the project is completed in a professional manner, software installation is installed on time and on schedule, and data conversion is completed, accurate, and installed on time and on schedule.	Y	
2	The selected vendor should provide consulting services that include but are not limited to data conversion planning, system interface design, new system design, and new system testing, and new system development.	Y	
3	The vendor shall offer and include with its response, an annual support agreement with details on the scope of the support provided.	Y	
4	The vendor shall provide details on the frequency and method of upgrades, patches, or new releases to the software.	Y	
5	The vendor shall provide professional training for the system that includes hands-on practice, training materials, user manuals, webinars, newsletters, user conferences, and online help features. The vendor shall provide information on the	Y	

	training materials and support available for users at multiple levels, with differing levels of experience.		
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Describe completely how your solution addresses, and satisfies each of the requirements in Section 3.1.12

- 4.3 Number of installation and maintenance personnel in local service center:

IntelliTime Response: N/A – IntelliTime will support the proposed system from our headquarters in Santa Ana, CA and New York, NY. Installation of the proposed G-2 time clocks will be conducted by IntelliTime personnel on-site at the District.

- 4.4 Number of installation personnel trained on the systems proposed:

IntelliTime Response: 2

- 4.5 Number of maintenance/support personnel trained on the systems proposed:

IntelliTime Response: All IntelliTime maintenance/support personnel are trained on the system proposed. Our support team employs 6 full-time IntelliTime personnel, with another 7-person engineering/development team available for assistance.

(If the same personnel conduct maintenance, installation and add/moves, fill in only one of the responses above and mark “same” for the subsequent responses.)

- 4.6 How large an area does your maintenance/support force cover?

IntelliTime Response: Nationwide.

- 4.7 Describe the organization of the department. An attached organization chart will suffice.

IntelliTime Response: Please see the attached IntelliTime organizational chart.

- 4.8 Do you plan to subcontract any portion or all the System installation? If so, who would perform the work? Explain if all or partially subcontracted:

IntelliTime Response: IntelliTime Systems Corporation will perform all work proposed.

4.9 Name, address, and tax ID of Subcontractor and specify the work to be performed:

IntelliTime Response: IntelliTime Systems Corporation
1118 E. 17th Street
Santa Ana, CA 92701
FEIN: 33-0766329

3.1.4 DATA COLLECTION:

3.1.4.1 Data collection terminals should support bar code, magnetic stripe, proximity readers, and biometric capabilities such as finger scan technology.

IntelliTime Response: Yes, the proposed G-2 time clocks support multiple authentication options including bar code/magnetic stripe, proximity card and biometric fingerprint authentication.



3.1.4.2 Data collection terminals should support on-line and offline modes.

IntelliTime Response: Yes, both modes are supported. Clocks automatically transition to offline mode when the network connection is disrupted or lost. Employees can still input data while the clock is in offline mode, and the transactions are stored in onboard memory until connection is re-established, at which point the data is uploaded to the web-based system.

3.1.4.3 In online mode, transactions should be transmitted from the data terminal to the database in real time.

IntelliTime Response: Yes, standard feature.

3.1.4.4 Data should be stored at the data collection terminal until confirmation of successful transfer is received to prevent data loss. Transactions should be available for exception reporting, on premise reporting and pay rule calculation in real time.

IntelliTime Response: Yes, standard feature. Data remains in onboard memory until it is uploaded to the web-based system. All transactions entered via the time clocks update the web-based system, and are available for all reporting and pay rule calculations.

3.1.4.5 Data at the data collection terminal should be secure and stored in non-volatile memory in off-line mode to prevent data loss in case of power failure.

IntelliTime Response: Yes, standard feature.

3.1.4.6 The solution should accommodate recorded entry rounding to the nearest tenth hour, quarter hour, or actual time for start and stop as well as meals and breaks.

IntelliTime Response: Yes, our solution supports flexible rounding rules that can be configured to follow the District's rounding policy. Both the rounded start/stop times and the actual start/stop times can be tracked. Meals and breaks are fully supported. We also have the capability to deduct an employee's break and meal times automatically from their day's scheduled start/stop times, so those employees only need to punch in when they arrive and punch out when they leave for the day.

3.1.4.7 The solution should provide for the prevention of overlapping or redundant recorded entry of beginning and end time entries.

IntelliTime Response: Yes, standard feature. We also allow authorized users to choose how the system reacts to duplicate time punches. This is a configurable system setting.

3.1.4.8 The solution should restrict recorded entry (punching) at the data collection terminal or web-based entry screen during unauthorized times, including early, late, early out, late out, and unscheduled days.

IntelliTime Response: Yes, we offer multiple options. For example, we can restrict the times during which a user can punch in and out. We can also allow users to punch off-schedule. Early/late punches (relative to their work schedule) can automatically generate configurable exceptions on the Who Is In attendance dashboard, as well as the user's timecard.

We can also restrict various time clock functionality to specific clocks. For example, we can allow users to punch in/out only from the clocks at the school entrance, while allowing them to check their leave balances and submit leave requests from the clock in the break room. This is completely configurable, and authorized District staff can manage these settings from screens within the IntelliTime user interface.

3.1.4.9 The solution should allow for employees to record entries at multiple locations in the district.

IntelliTime Response: Yes, users can make their time entries at any District-defined selection of locations. This is configurable down to the individual user.

3.1.4.10 The solution should provide for supervisor override of punch restrictions at the data collection terminal and online.

IntelliTime Response: Yes, standard feature. We maintain an audit trail of all overrides.

3.1.4.11 System should support the assignment of employees to particular data collection terminals, and restrict their ability to enter transactions at other terminals (e.g. in a building other than their assigned building). This restriction should be assigned by employee or employee group.

IntelliTime Response: Yes, fully supported. We can assign any selection of users to any selection of time clocks, for example teachers can be assigned to the clocks at the administration office and the school entrances, while groundskeepers and janitors can be assigned to the clocks at the facilities department. This is completely configurable down to the individual clock and/or employee.

3.1.4.12 Employee transfers to different accounts, departments, jobs, or work rules should be validated for that employee at the point of entry.

IntelliTime Response: Yes, standard feature. Users can only see the labor distribution codes they are eligible to use, and their transfers to these codes is validated automatically according to the applicable system rules.

3.1.4.13 Employee self-service transactions, such as approving timecard, time off request, review schedule, review recorded entries, and review accrual -balances should be available online.

IntelliTime Response: Yes, these capabilities are all accessible via the web-based IntelliTime solution. Users can access the system using a supported web browser. Supported web browsers include Internet Explorer, Edge, Firefox, Chrome, Safari and the built-in web browsers on Apple and Android mobile devices. No additional software, Java/Flash applets or browser plugins are required on user workstations.

3.1.4.14 Employee requests for time off at the data collection terminal should be validated against their real-time balances at the point of entry.

IntelliTime Response: Yes, standard feature. When users submit their leave request, the system validates the request against their leave balances, their work schedule and any other applicable system rules in real time. If a request violates any of the configured rules, the system can automatically display a configurable “edit” message alerting the user to the violation. This allows the user to address any errors before the request even reaches supervisors for approval.

3.1.4.15 To accommodate heavy use periods, employee self-service transactions can be restricted by terminal, terminal group, or time of day for any terminal.

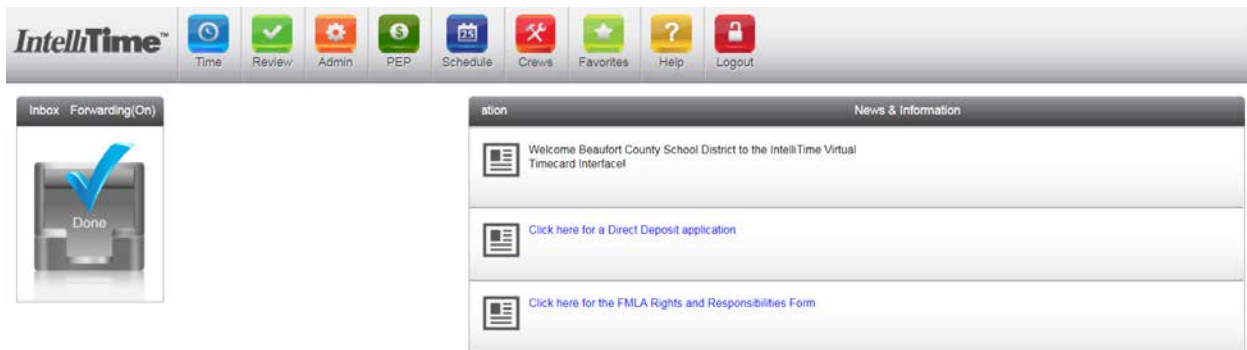
IntelliTime Response: Yes, time clock functionality can be restricted to specific times of day to accommodate heavy use periods. We can also restrict time clock functionality e.g. leave requests to specific time clocks.

3.1.4.16 Data collection terminals should be configurable to provide only services and functions that may be unique to the workforce at the terminal location.

IntelliTime Response: Yes, standard feature. Various capabilities such as leave requests and other functions can be restricted to specific clocks. The labor distribution options available at a clock are dependent on the user, so for example a Janitor will only be able to use the labor distribution codes they are eligible to use, while a Teacher could potentially have access to completely different codes. This is completely configurable in IntelliTime.

3.1.4.17 Employee self-service capabilities should be available on a PC, kiosk, cellular device, tablet application or through standard web browsers.

IntelliTime Response: Yes, the IntelliTime solution is accessible through the time clocks discussed elsewhere in our response, as well as via a web-enabled PC or mobile device using a supported web browser.



Supported web browsers include Internet Explorer, Edge, Chrome, Firefox and Safari, as well as the built-in web browsers on Apple and Android mobile devices. Workstations and mobile devices do not require any software beyond the web browser in order to access IntelliTime. No local software, browser plugins or Java/Flash applets are required.

3.1.4.18 The solution should provide support for a system administrator to control functional access by employees. Employees should only be presented with those functions to which they have access, according to their role and needs.

IntelliTime Response: Yes, we support and recommend that the District appoint an IntelliTime system administrator. Authorized users such as administrators can

control employee functional access, define system rules, modify system behavior and much more.

The IntelliTime system uses configurable Role and Range based security to restrict employee access to system functions and employee data. Roles, such as a Basic User, Supervisor, Payroll Clerk, Timekeeper, etc. control access to system modules/functions. Ranges are typically based on the organization's budget structure, and control what employee information a User can view/report on. Users can only view and access the functions and data for which they have the required Roles and Ranges, so for example a basic User will not be able to see the Who Is In supervisor dashboard, but their supervisor will have access to that screen.

3.1.4.19 The solution should provide the ability to view immediately the outcome of the rules processing on the time entry web based time card.

IntelliTime Response: Yes, when a user clicks the “Submit” button on the timecard or leave request, the system automatically runs all applicable rules, and if the processing results in modified data, the user sees the new outcome immediately. If not, they can apply their electronic signature to send the document to the next stage of approval. If the data on the timecard cannot be validated due to a violation of the configured rules, the system automatically posts a configurable “edit” message on the timecard informing the user of the issue in plain English text.

3.1.4.20 The system should provide for real time alerts to timekeeping exceptions, such as approaching overtime.

IntelliTime Response: Yes, timekeeping exceptions are displayed on the Who Is In attendance dashboard, where supervisors can see their employees' exceptions in real time.

The screenshot displays the IntelliTime 'Who Is In' dashboard. At the top, there is a navigation bar with icons for Time, Review, Admin, PEP, Schedule, Crews, Favorites, Help, and Logout. Below this, the 'Who Is In' title is followed by filters for Start (09/10/2018), Stop (09/10/2018), Role (Supervisor), and Supervisor (DURAN, EDDIE). A 'User List' dropdown and a 'Search' button are also present. The main table lists employees with columns for Name, Schedule, Date, Start Location, Stop Location, Start, Stop, Hours, Daily, Period, Exception, Pay Period, and Override. The table shows data for BALL, HOWARD; BULLOCK, TONY; GEORGE, GARY; GRIMES, SAMUEL; HARDIN, KENNETH; HOWE, CLARENCE; and PARRISH, EARL. PARRISH, EARL is marked as 'Sick-Self'. At the bottom, there are buttons for 'Add Punch' and 'Override', and a pagination bar showing 'Page 1 (BALL, HOWARD) of 2'.

Name	Schedule	Date	Start Location	Stop Location	Start	Stop	Hours	Daily	Period	Exception	Pay Period	Override
BALL, HOWARD	1200-2030	09/10 mon			1200	1600	04.00	08.25	08.25		20	<input type="checkbox"/>
					1630	2049	04.25			Late-Departure: Possible Overtime	20	<input type="checkbox"/>
BULLOCK, TONY	0700-1530	09/10 mon			0700	1530	08.50	08.50	08.50	Late-Departure: Possible Overtime	20	<input type="checkbox"/>
GEORGE, GARY	0800-1600	09/10 mon									20	<input type="checkbox"/>
GRIMES, SAMUEL	1200-2030	09/10 mon			0249	0531	03.75	03.75	03.75		20	<input type="checkbox"/>
HARDIN, KENNETH	0800-1630	09/10 mon			0251	1209	09.25	13.25	13.25	Early Arrival: Possible Overtime	20	<input type="checkbox"/>
					1230	1630	04.00			Missed Punch-(Stop)	20	<input type="checkbox"/>
HOWE, CLARENCE	0700-1530	09/10 mon	39.7667301-86.168821		0249	1109	08.25	12.25	12.25	Early Arrival: Possible Overtime	20	<input type="checkbox"/>
					1130	1630	04.00				20	<input type="checkbox"/>
PARRISH, EARL	Sick-Self (09/10 1200 - 2030) 1200-2030	09/10 mon										<input type="checkbox"/>

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Employees can view their own timekeeping exceptions directly on their timecard. For example, if they have tardy on their timecard, we can display the amount of “Tardy” time they have in a read-only section of the document. Our timekeeping and leave management features also interoperate and update each other in real time, so if an employee has an approved request for leave or overtime, those requests are reflected on their timecard automatically.

In addition, if a user’s time entries will result in an exception such as overtime, our solution can automatically notify users and supervisors via “edit” messages displayed on the timecard. These messages alert users to any exceptions in plain English, and can be created or modified by authorized District staff.

3.1.5 PAY POLICY ENFORCEMENT AND TIME EVALUATION:

3.1.5.1 Pay rules should be completely parameter driven and easy to set-up, change, and track without recourse to special programming or other technical skills.

IntelliTime Response: Yes, standard feature. The IntelliTime solution is driven by a powerful Rules Engine that allows authorized District personnel to set up pay rules, leave accruals, pay codes, user security profiles and much more. The screens used to define these items are all accessible within the IntelliTime user interface, without the need for programming or high-level technical skills. We recommend that the District designate an IntelliTime administrator who will have access to this functionality.

3.1.5.2 The system should provide for the configuration of an unlimited number of pay rules.

IntelliTime Response: Yes, unlimited District-defined pay rules are supported in IntelliTime.

3.1.5.3 The solution should provide the ability to update user-defined rules and have the changes reflected immediately for time entry and processing.

IntelliTime Response: Yes, user-defined pay rules are fully supported in IntelliTime, and can be modified or created by authorized District personnel. Any changes made can be reflected immediately for time entry and processing. We also support effective and expiration dating.

3.1.5.4 The solution should provide the ability to define pay rules at the employee, or group level.

IntelliTime Response: Yes, pay rules can be defined to affect specific groups of employees or specific employees.

3.1.5.5 The solution should provide the ability to apply rules online at the point of entry, such as activity transfers, job transfers and other changes of status that would result in a different rate or type of pay.

IntelliTime Response: Yes, standard feature. When a user submits their timecard, the system automatically runs potentially dozens of rules against the time entries input by the user. If the rules processing will result in changed data or errors, the solution presents the user with the updated data along with “edit” messages that explain any changes or errors to the user. These messages are configurable and can be modified to use District terminology or provide District-specific instructions.

3.1.5.6 The solution should provide the ability to automatically calculate overtime and other premiums based on the employees’ scheduled hours and criteria that is established within the system (e.g. rules based).

IntelliTime Response: Yes, standard feature. We support unlimited user schedules of any length and configuration, each of which can be governed by District-defined overtime rules that are automatically applied by the solution. When a user submits their timecard and the system runs the rules, our solution can post any overtime earned to their timecard automatically. Overtime is posted using District-defined pay codes e.g. “OT 1.5” or “OT Reg.” We can also give users the ability to choose between overtime or compensatory time, banking their overtime worked as a useable leave balance.

We can handle highly complex overtime policies, and different overtime rules can be applied to different employee groups or even individual employees. All overtime functionality can be managed by authorized personnel within the IntelliTime user interface.

3.1.5.7 The solution should provide the ability to automatically calculate overtime and other premiums based on the employees’ actual hours and criteria established within the system (e.g. rules based).

IntelliTime Response: Yes, fully supported. We can handle highly flexible overtime rules and pay premiums such as shift differentials, weekend differentials, etc. and our solution automatically calculates these premiums for each user based on the rules configured in the system.

3.1.5.8 The solution should provide the ability to automatically calculate premiums based on a comparison of the employee’s scheduled hours vs. the actual hours worked, and criteria established within the system (e.g. rules based).

IntelliTime Response: Yes, fully supported. We support unlimited District-defined employee schedules of any length or pattern. We can automatically

compare as user's actual hours worked to their assigned schedule, and calculate any overtime or premiums based on rules defined by the District.

3.1.5.9 The solution should provide the ability to calculate Shift Differential automatically based on the time of day an employee works.

IntelliTime Response: *Yes, we fully support configurable shift differentials, weekend differentials, pay premiums, etc. These differentials are calculated automatically when the user submits their timecard.*

3.1.5.10 The solution should support configurable pay periods for weekly, bi-weekly, semi-monthly and monthly periods. Multiple pay periods for different employee classes should be seamlessly supported in a single database.

IntelliTime Response: *Yes, we support unlimited District-defined pay periods of any length and pattern.*

Pay Period Calendar

Pay Cycle: Demo Pay Period: Year: Date: Search

Pay Period Week	Year	Start ▲	Stop	Closed	Processed	Status	Delete
53	2018	12/07/2019	12/20/2019	12/25/2019	12/24/2019	Current	<input type="checkbox"/>
52	2018	11/23/2019	12/06/2019	12/11/2019	12/10/2019	Current	<input type="checkbox"/>
51	2018	11/09/2019	11/22/2019	11/27/2019	11/26/2019	Current	<input type="checkbox"/>
50	2018	10/26/2019	11/08/2019	11/13/2019	11/12/2019	Current	<input type="checkbox"/>
49	2018	10/12/2019	10/25/2019	10/30/2019	10/29/2019	Current	<input type="checkbox"/>
48	2018	09/28/2019	10/11/2019	10/16/2019	10/15/2019	Current	<input type="checkbox"/>
47	2018	09/14/2019	09/27/2019	10/02/2019	10/01/2019	Current	<input type="checkbox"/>
46	2018	08/31/2019	09/13/2019	09/18/2019	09/17/2019	Current	<input type="checkbox"/>
45	2018	08/17/2019	08/30/2019	09/04/2019	09/03/2019	Current	<input type="checkbox"/>
44	2018	08/03/2019	08/16/2019	08/21/2019	08/20/2019	Current	<input type="checkbox"/>

Update Add Cycle Add Pypd Previous Page 1 (12/07/2019) of 21 Next

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We also support unlimited District-defined pay cycles, allowing different employee groups to have their own pay period calendars. Authorized personnel can easily define pay periods and generate them as far into the future as required.

3.1.5.11 The solution should include configurable periods by shift for meal and breaks in accordance with state and federal law whether paid or non-paid.

IntelliTime Response: Yes, we support unlimited District-defined user schedules with their own configurable break patterns. Breaks can be paid or unpaid.

3.1.5.12 The solution should manage holiday pay policies, including holiday pay and apply special rules for hours worked on a holiday. Eligibility rules for holiday pay (work scheduled day before and after, for example) should be automatically enforced.

IntelliTime Response: Yes, we support unlimited District-defined Holidays, as well as unlimited configurable Holiday Policies governing which employee groups observe which holidays, and when.

Holiday Date Management

Date ▼	Description	Major <input type="checkbox"/>	Hours	Holiday Policy	Group	Delete
12/25/2016	Christmas Day	<input checked="" type="checkbox"/>	08.00	Actual ▼	All ▼	<input type="checkbox"/>
12/25/2016	Christmas Day	<input checked="" type="checkbox"/>	08.00	Fire ▼	All ▼	<input type="checkbox"/>
12/26/2016	Christmas Day	<input checked="" type="checkbox"/>	08.00	Libraries ▼	All ▼	<input type="checkbox"/>
12/26/2016	Christmas Day	<input type="checkbox"/>	08.00	Plumbers ▼	All ▼	<input type="checkbox"/>
12/26/2016	Christmas Day	<input checked="" type="checkbox"/>	08.00	Sprinkler Fitters ▼	All ▼	<input type="checkbox"/>
12/26/2016	Christmas Day	<input checked="" type="checkbox"/>	08.00	Elevator ▼	All ▼	<input type="checkbox"/>
12/26/2016	Christmas Day	<input checked="" type="checkbox"/>	08.00	Observed ▼	All ▼	<input type="checkbox"/>
05/29/2017	Memorial Day	<input checked="" type="checkbox"/>	08.00	Observed ▼	All ▼	<input type="checkbox"/>
06/19/2017	Demo Holiday	<input checked="" type="checkbox"/>	08.00	Observed ▼	All ▼	<input type="checkbox"/>
08/26/2018	Demo Holiday 2	<input checked="" type="checkbox"/>	08.00	Observed ▼	All ▼	<input type="checkbox"/>
		<input type="checkbox"/>		▼	▼	

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We also support District-defined rules surrounding holiday pay and can enforce them automatically. For example, we can configure rules where hourly staff are off on Columbus Day with full pay, but only if they work their scheduled shifts on the days before and after the holiday.

3.1.5.13 The solution should provide the ability to enter both hours and amounts for pay codes.

IntelliTime Response: Yes, fully supported.

3.1.5.14 The system should provide the ability to perform multiple overtime calculations based on rules built into the system. Overtime calculations will take into account start and stop times, scheduled hours, type of duty performed.

IntelliTime Response: Yes, we support highly configurable overtime calculation policies that are driven by the District's own overtime rules. These rules can take many factors into account when calculating an employee's overtime, such as the employee's worked time vs. their standard schedule, the type of work performed, their union, their seniority, and much more.

3.1.5.15 The system should provide for retroactive pay period adjustments. Those retroactive adjustments can be paid in current pay period or special check run.

IntelliTime Response: Yes, fully supported via the included Prior Period Adjustment form. PPAs can be set up with their own Upload process.

Employee: #21163 SKINNER, JOHNNIE 9997 minutes left Page: 1 of 1

Department		Division	Pay Period Hours			Hours Paid at Rate		
			Worked	Leave	Total	Diff	OT 0.5/1.0	OT 1.5/2.0
23		200		-08.00	-08.00			
CBA	Benefited	Seniority	EmpStatus			Special Processing	EmpPosition	
04	YES	031	ACTIVE CLASSIFIED			Default	1000365 - PoliceOfficer 23200	
FLSA Status		Schedule	HourlyRate			Wknd HolAccr	not used	Available Leave Balances
[>10 hrs 1.5 Pay or Comp]		Police - Tour 3, DO SMM, 1200-2200	36.94			0		

PRIOR PERIOD ADJUSTMENT

#	Work Order	Task	SubTask	Location	FMLA Case #	Pay Code	Hours	Effective Date of Change	Reason for Change	Description
1						Vacation	-08.00	10/05/2018	TRIP CANCELLED	
2										
3										
							-08.00			
							Total Hours			

User Signature: MAY, EDWIN - 10/10/2018 4:33:05 PM
Supervisor Signature: MAY, EDWIN - 10/10/2018 4:33:05 PM

This could allow the District to run an upload for a PPA at a time other than the end of the current pay period, if preferable.

3.1.5.16 The system should allow manager edits, adds, and deletes of any previous pay period data until a predetermined cut-off time.

IntelliTime Response: Yes, standard feature. We can configure system rules that will post an "edit" message if the date on the PPA is too far in the past.

3.1.5.17 The system should provide the ability to adjust or correct time entries paid in previous pay periods.

IntelliTime Response: Yes, authorized users can adjust time entries paid in previous pay periods with a full audit trail.

3.1.5.18 The system should support different pay rules for each job or department.

IntelliTime Response: Yes, rules can be configured to apply to specific groups of employees including jobs, departments, unions, etc. or individual employees.

3.1.5.19 The system should allow for the configuration of an employee's probationary period and different leave availability based on probationary status.

IntelliTime Response: Yes, fully supported. Users can be configured with an employment status e.g. Probationary, Active, Inactive, Terminated, etc. and they can be governed by specific rules based on their status. For example, a Probationary user can accrue Vacation at a lower rate, or simply not accrue Vacation at all until they are set to Active status.

3.1.6 FAMILY MEDICAL LEAVE ACT:

3.1.6.1 The system must be able to determine an employee's FMLA eligibility.

IntelliTime Response: Yes, our solution features configurable rules that are used to determine an employee's FMLA eligibility. We provide a suite of standard FMLA rules, such as the 480-hour annual usage limit or the requirement that an employee has worked for at least 1,250 hours over the previous 12 months.

We can also implement rules that automatically determine whether an employee's leave request may qualify them for FMLA, and issue notifications for qualifying events. For example, if an employee requests to take off 5 consecutive days of Sick time, our solution can issue a configurable "edit" message on the leave request document notifying the employee that this may be a FMLA qualifying event, and that they should check the FMLA Rights and Responsibilities form to confirm.

3.1.6.2 The system must track FMLA used and FMLA available.

IntelliTime Response: Yes, standard feature. We can track an employee's FMLA used/available, and users can potentially see the amount of FMLA available to them from the leave balances pick-list on their timecard and leave request form. We can also automatically enforce limits on FMLA usage, such as the 480-hour annual usage limit or the requirement that an employee has worked for at least 1,250 hours over the previous 12 months.

3.1.6.3 The system must be able to coordinate time off for FMLA with other types of time off so that employees can receive paid leave if needed for eligible FMLA events, or not receive paid leave as determined by employer-defined parameters.

IntelliTime Response: Yes, IntelliTime supports configurable leave coordination rules. For example, if an employee is taking FMLA for an eligible event, we can draw from the time from a separate paid leave balance such as Vacation, and if that balance is exhausted we can then begin drawing from the employee's Sick time.

3.1.6.4 The system should send notification to the employee about FMLA requirements.

IntelliTime Response: Yes, we can automatically issue notifications about FMLA requirements directly on applicable time documents such as timecards and leave requests. For example, if an employee is attempting to request FMLA before they have worked 1,250 hours in the past 12-month period, we can place an "edit" message directly on the leave request notifying them of the shortfall. We can then prevent submission until the user select another leave balance for the request.

3.1.6.5 The system must support all of the definitions of yearly calculations allowed by the Department of Labor.

IntelliTime Response: Yes, fully supported. All timekeeping calculations in IntelliTime are configurable and can be defined or modified by authorized District users within the IntelliTime user interface. The system includes a built-in Timeframe Processor allowing any definition of yearly calculation.

3.1.7 APPROVALS:

3.1.7.1 The system should provide the ability for employees to approve their timesheets. This approval should be available within employee self-service and the data collection terminals.

IntelliTime Response: Yes, users must apply their electronic signature to their timecard in order to submit it. Users can apply their signature from the browser-based user interface or from the proposed G-2 time clock.

3.1.7.2 System should allow for user defined text to accompany employee approvals for the purpose of attestation to timecard contents.

IntelliTime Response: Yes, we support user comments on each line of the timecard and leave request documents, and we also provide a free-form notes field at the bottom of the documents.

3.1.7.3 The system should provide the ability for Managers/Supervisors to view employee timesheets that require approval (both summary and detailed level).

IntelliTime Response: Yes, managers/supervisors can view user timecards and other documents from the Supervisor Inbox on the system Home screen. Opening the document from this summary view will open the document itself as submitted by the user, with any accompanying comments or “edit” messages.

Managers and supervisors also have access to the Document Review dashboard, which provides a configurable view of their employees’ documents. The Document Review dashboard includes a range of searchable parameters and filtering options, allowing supervisors to easily search for specific documents tied to specific users.

Document Review

The screenshot shows the Document Review dashboard. At the top, there are filters for Role (Supervisor), Name (LUCAS, VINCENT), Documents (All), and Workflow Status (Any Excluding Missing). There are also fields for Pay Cycle (Demo), Pay Period (16), and Pay Week (All). Search options include Search by Document Date, Transaction Date, and Submission Date, with Start and Stop date pickers. Below these are search profiles (Default, Update profile, Delete profile, Save as Default, Add new profile) and a list of columns displayed (Emp Number, SubDivision, Status, Emp Name, Document Date, CBA, Department, Transaction Date, Benefitted, Division, Submission Date, PayGrade). The main table lists documents with columns: Emp Num, Emp Name, Department, Division, SubDivision, Trans Date, Status, Emp Info, and Review Doc. The table contains 9 rows of data. At the bottom, there is a 'Delete Document(s)' button and pagination information (Page 1 of 1, View 1 - 9 of 9).

Emp Num	Emp Name	Department	Division	SubDivision	Trans Date	Status	Emp Info	Review Doc
40196	AUSTIN, THEODORE	82	200	203	07/20/2018-07/20/2018	Approval Complete	View	Leave Req
9915	BRENT, MICHAEL	82	200	203	07/09/2018-07/22/2018	Approval Complete	View	Timecard
5199	MAY, SARA	82	200	203	07/09/2018-07/20/2018	Saved	View	Leave Req
5199	MAY, SARA	82	200	203		Approval Complete	View	Timecard
33841	MCCOY, ARTHUR	82	200	203	07/09/2018-07/20/2018	Approval Complete	View	Elapsed OA
27645	RUIZ, MARK	82	200	203		Saved	View	Elapsed OA
949412	SMITH, JASON	82	200	203	07/09/2018-07/20/2018	Approval Complete	View	Elapsed OA
24601	TUCKER, JANE	82	200	203		Saved	View	Timecard
32175	WHEELER, JOSHUA	82	200	203	07/09/2018-07/22/2018	Pending Approval	View	Timecard

3.1.7.4 The system should provide the ability for Managers/Supervisors to approve the employee's leave/attendance time.

IntelliTime Response: Yes, these employees can approve a user's timecard/leave request by applying their electronic signature. We support up to 32 configurable levels of approval for any time document. We also support conditional approvals, so if a user requests FMLA time, for example, the system can route the request to HR for an additional approval along with the standard supervisor approvals.

3.1.7.5 The system should provide ability to define a set of comments used to annotate manual changes and other edits of employee records.

IntelliTime Response: Yes, this is supported in multiple ways. Supervisors can use the Who Is In dashboard to change employee time entries and add comments explaining the modifications.

A screenshot of the 'Who Is In' dashboard. A modal form is open, allowing users to edit time entries. The form includes fields for Punch Type (set to 'Punch'), Job, Location, Project, Pay Code (set to 'Default'), Project, Activity, Task, OT-Reason, Job Code, and Change Comments. The 'Change Comments' field is highlighted in yellow. At the bottom of the modal are 'Update' and 'Cancel' buttons.

They can also modify time entries directly on the timecard and add their own notes by clicking the “Note” button next to the entry.

A screenshot of the timecard interface. It displays a grid with columns for days of the week (Sat 9/29 to Wed 10/10) and rows for different time entries. A modal window titled 'Comments:' is open, showing a text area with the comment 'ADDED 6 HOURS OF CHARGE-RN ON 10/12 (SC)'. Below the text area are 'Save', 'Clear', and 'Close' buttons. The modal is highlighted with a yellow border.

Finally, schedulers using the IntelliTime solution’s optional advanced shift scheduling capabilities can add comments to employees’ entries on the shift roster.

A screenshot of the shift roster interface. It displays a table with columns for employee ID, status, and shift. A modal window titled 'Please select a new status' is open, showing a dropdown menu with 'Jury Duty' selected. Below the dropdown is a text area with the comment 'Off on jury duty until 10/12/18'. At the bottom of the modal are 'Update' and 'Cancel' buttons. The modal is highlighted with a yellow border.

3.1.7.6 Comments should be part of exception reporting capability within the solution.

IntelliTime Response: Yes, fully supported.

3.1.7.7 Free form notes can be attached to any comment to provide more detail associated with the manual change.

IntelliTime Response: Yes, each time document features a free-form notes field. We also support the attachment of files such as doctor's notes.

3.1.7.8 The system should provide the ability for an employee to acknowledge their time card if a change has been made by their supervisor or payroll (i.e. added, edited, and deleted items).

IntelliTime Response: Yes, if a user's timecard is modified by a supervisor or payroll, our system can route the document back to the employee for an additional signature. We also issue an email notification to the employee alerting them to the returned document.

3.1.7.9 The system should provide the ability for a Manager to submit modified time cards without the employee's acknowledgement.

IntelliTime Response: Yes, fully supported.

3.1.7.10 The system should provide an electronic signature for employees to approve their timesheets.

IntelliTime Response: Yes, standard feature. Users submit their documents by applying their electronic signature, which includes their name and a time/date stamp of the transaction.

3.1.7.11 The system should provide an electronic signature for managers to approve time cards for payroll processing.

IntelliTime Response: Yes, standard feature. Users approve documents submitted to them by applying their electronic signature, which includes their name and a time/date stamp of the transaction.

3.1.7.12 The system should provide for a pay period lock function for use by payroll to prevent further timecard edits by supervisors or employees.

IntelliTime Response: Yes, authorized staff can prevent further timecard edits by supervisors and employees by changing the "Closed" date of the pay period to the current date.

3.1.8 TIME CARD EDITS:

3.1.8.1 The system should provide the ability to adjust or correct time entries captured in the current period, but not yet paid.

IntelliTime Response: Yes, authorized users can adjust or correct time entries captured in the current period. We maintain a full audit trail of these edits, including the time/date stamp, original value, new value and the name of the user who made the change.

3.1.8.2 The system should provide the ability to easily navigate from the error report to the time card to make edits.

IntelliTime Response: Yes, errors are reported directly on the time document via configurable “edit” messages.

3.1.8.3 The system should provide the ability to define default time entries for earnings, hours, holiday data, and labor distributions and the ability to override and make changes to this default information.

IntelliTime Response: Yes, holidays are automatically displayed on a user's timecard we can automatically fill the timecard with default time entries and labor distributions. Leave requests automatically carry over to the timecard once approved, so if a user requests 4 hours of Vacation on Thursday, their timecard is updated accordingly when the request is approved. We can allow users to make changes to default data if, for example, they need to charge a segment of time to a different labor distribution code.

3.1.8.4 The system should provide a report that details prior period adjustments and corrections.

IntelliTime Response: Yes, all Prior Period Adjustment documents can be accessed by authorized personnel via the Document Review dashboard. User access to PPAs are determined by their system security settings, so for example a timekeeper at one school can be configured to only be able to access the PPA documents associated with employees at their school. Meanwhile, a payroll clerk at the central office could potentially access all of the PPA documents in the system.

3.1.8.5 Allow manager edits for the current pay period but prevent manager edits of the previous pay period after the final previous pay period transmittal has been sent to payroll.

IntelliTime Response: Yes, standard feature. Managers/supervisors can edit current pay period documents but cannot edit these documents after they are uploaded to payroll.

3.1.8.6 Recalculate all totals immediately after a value is changed.

IntelliTime Response: Yes, standard feature.

3.1.8.7 All historical employee time and attendance information, including any adjustments, should be available online for audit or review purposes.

IntelliTime Response: Yes, all employee time entries input via time clocks, web browser, IVR or app update the web-based IntelliTime solution. We maintain a full audit trail of all system transactions. An audit trail of changes made to individual documents can be accessed on the documents themselves, and via the include suite of reporting tools. Documents can be accessed via the Document Review Dashboard. Documents that have been shifted to archive remain available for reporting purposes.

3.1.8.8 Allow historical time attendance edits by the payroll administrators.

IntelliTime Response: Yes, authorized personnel can make edits to historical time and attendance with a full audit trail of the changes.

3.1.8.9 Allow manager to make edits that impact a large group of employees.

IntelliTime Response: Yes, we offer multiple options for mass edits such as global schedule updates, global user updates and mass document approvals.

3.1.8.10 Support pay or leave incentives based on user-defined conditions.

IntelliTime Response: Yes, fully supported by our configurable system rules. We support automatic application of pay premiums such as shift differentials, compensatory time, holiday benefits and much more.

3.1.8.11 Support floating holidays and multiple work calendars.

IntelliTime Response: Yes, holidays in IntelliTime are highly configurable and we support unlimited holiday calendars that can differ by employee group. We also support unlimited District-defined work schedules that seamlessly incorporate any applicable holidays.

3.1.9 INTERACTIVE VIEWS AND NAVIGATION:

3.1.9.1 The system should provide interactive exception and summary views for common tasks or processes with the capability to drill down on specific employee's records.

IntelliTime Response: Yes, we provide multiple dashboards allowing supervisors/managers to view exceptions and employee records. For example, the *Who Is In* dashboard shows a list of a supervisor's employees who have punched in, as well as exceptions such as tardies, potential overtime, leave, etc.

The *Document Review* dashboard is available to show managers the individual time documents of their employees. All of the timecards, leave requests, overtime slips, training requests, etc. submitted or opened by employees can be shown here, and users can open the documents themselves for additional details, or to modify the documents (with a full audit trail of the changes). *Document Review* also provides users with a wide variety of filtering and sorting options, providing users with a highly configurable view that they can use to drill down on their employees' records.

3.1.9.2 The system should provide the ability to perform actions on employee data within the interactive views, such as edits to timecards and schedules, based on security level of requestor.

IntelliTime Response: Yes, the *Who Is In* dashboard allows supervisors to modify employee punches, add up to 5 levels of cost accounting and access employee timecards to conduct additional edits.

The *Document Review* dashboard allows authorized users to open employees' documents such as timecards, leave requests, overtime requests, PPAs, etc. and make edits. These capabilities are only available to users with the appropriate Roles and Ranges, and a full audit trail is maintained following any modifications to employee records.

3.1.9.3 The system should provide the ability for the user to configure the interactive views with user-defined columns.

IntelliTime Response: Yes, the *Document Review* dashboard allows users to include additional user-defined columns e.g. "Union", "Seniority", "Emp Status", etc. to sort their search.

3.1.9.4 The system should provide flexible sort capability within the interactive views.

IntelliTime Response: Yes, the Who Is In dashboard allows users to sort by employee and date.

The Document Review dashboard provides robust sorting options, allowing users to include and sort their search results using various user-defined columns.

3.1.9.5 The system should provide the ability to multi-select employees within the interactive view and perform group edits.

IntelliTime Response: Yes, group edits can be performed using our global update functionalities, such as Global User Schedule Update.

3.1.9.6 The system should provide the ability to configure interactive views for manager and assign a default view based on manager role.

IntelliTime Response: Yes, the Document Review dashboard can be configured by authorized users, and a given query can be saved as default, or as a “Search Profile” for quick re-use.

3.1.10 SCHEDULING:

3.1.10.1 The system should have the ability to schedule employees with variable work schedules down to the quarter hour.

IntelliTime Response: Yes, we support unlimited District-defined work schedules of any length and combination. Users can be scheduled down to the quarter hour and to the minute if necessary.

3.1.10.2 The system should allow employees to see schedules online or at building terminals.

IntelliTime Response: Yes, users can view their schedules on the proposed G-2 time clocks and via web browser, and they can hear their schedules by calling the optional Interactive Voice Response (IVR) telephone timekeeping module.

3.1.10.3 The system should allow for the scheduling of employees for specific activities or projects.

IntelliTime Response: Yes, the IntelliTime 24x7 Dynamic Shift Scheduling module includes robust Event Management features allowing schedulers to create and staff District-defined activities and projects.

Schedule Events

Copy	Name	Description	Effective ▲	Expiration	Template	Event Manager	Override	Edit	Accounts	Details	Delete
<input type="radio"/>	Fire Safety Day	Fire Safety Day	09/27/2018	09/27/2018	Fire - Events	MAY, EDWIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	DUI Checkpoint	DUI Checkpoint	09/25/2018	09/25/2018	Police - Events	MAY, EDWIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	HAZMAT Training	HAZMAT Training	08/24/2018	08/25/2018	Fire - Events	MAY, EDWIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	Valentine's Day Parade	Valentine's Day Parade	02/14/2018	02/14/2018	Police - Events	MAY, EDWIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	Fire - MN State Fair 2016	Fire - NH State Fair 2016	01/24/2018	01/24/2018	Fire - Big Board	MAY, EDWIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	DUI Checkpoint	DUI Checkpoint	08/01/2017	08/01/2017	Police - Events	MAY, EDWIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	Science Camp	Science Camp	02/13/2017	02/14/2017		MAY, EDWIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	School Events Test	School Events Test	01/16/2017	01/20/2017	Central College	MAY, EDWIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	Pistons Game	Pistons Game	12/30/2016	12/30/2016	Police - Events	MAY, EDWIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	Hockey Tournament	Hockey Tournament	12/20/2016	12/20/2016	Police - Events	MAY, EDWIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>						MAY, EDWIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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When employees are assigned to these events, the time worked automatically carries over to their timecard. Events can also be defined with up to 5 levels of District-defined cost accounting codes, so any applicable project or activity codes carry over to the timecard as well.

3.1.10.4 The system should send out an automatic email notification if a change has been made that impacts the employee's work schedule within the next 72 hours.

IntelliTime Response: Yes, email notifications are extensively supported throughout the solution. We can send emails whenever a user's schedule is modified.

3.1.10.5. The system should allow managers or administrators the ability to add or change an entire work group's schedule online and make the changes visible in real time.

IntelliTime Response: Yes, Global User Schedule Update allows authorized personnel to change an employee group's user schedules. The changes can be reflected immediately or on a user-defined effective date.

3.1.10.6 The system should be able to assign work locations as well as work schedules that may be variable and change frequently.

IntelliTime Response: Yes, standard feature. We support unlimited District-defined work schedules and work locations. Users can be assigned to schedules and locations permanently or temporarily with effective/expiration dating.

3.1.10.7 The system should permit employees to request time off and provide a vehicle to notify employees of time off decisions.

IntelliTime Response: Yes, the IntelliTime solution features highly robust leave management features. Users can request time off via the included Leave Request Form, which allows them to view their current/historical/future leave balances and submit requests for time off against these balances. When a user

submits a leave request, our solution runs potentially dozens of District-defined rules to validate the request automatically.

The screenshot displays the IntelliTime web application interface. At the top, there is a navigation bar with icons for Time, Admin, Schedule, Crews, Favorites, Help, and Logout. Below this, the user is logged in as Employee #7128 WILDER, EDDIE. The interface shows a summary of the employee's status, including Department (12), Division (02), Pay Period Hours, and Hours Paid at Rate. A table below this shows the employee's schedule, including FLSA Status, Schedule, Hourly Rate, and Annual Hours. The main section of the interface is the 'DS-Leave Request' form. It includes a 'Multiple Days' button, a table for entering leave requests with columns for #, Description, Goal, FMLA Case #, Pay Code, Date, All Day, Hours, From, and To. There are three rows of data entered, all for 'Vacation' on dates 08/22/2017, 09/23/2017, and 09/24/2017. Below the table is a 'Reason for Request' text area. The footer of the interface shows the copyright notice: Copyright © 2017 IntelliTime Systems Corp.

Our system alerts employees via email when a leave request is approved, modified, returned or denied. Approved leave requests automatically update the rest of the system, including the user's timecard, the Who Is In dashboard, the Leave Details Calendar and other system components, cutting down drastically on duplicate data entry.

3.1.11 MISCELLANEOUS AND REPORTING:

3.1.11.1 The system should support changes in government regulations which occur over time.

IntelliTime Response: Yes, the IntelliTime solution is designed for Public Sector organizations that are subject to Federal, State and local regulations, as well as multiple bargaining agreements. The application is highly flexible, and the vast majority of system rules and functions can be modified by authorized personnel via screens accessible within the user interface, with no need for additional programming or additional professional services. This allows IntelliTime to adapt with the District as regulations, MOUs and business policies continue to evolve.

3.1.11.2 The system should be compatible with Microsoft Outlook and common web browsers

IntelliTime Response: Yes, IntelliTime can send email notifications through Microsoft Outlook. The application is primarily accessed via web browser. Supported web browsers include Internet Explorer, Edge, Safari, Chrome and Firefox, as well as the built-in web browsers on Apple and Android mobile

devices. No additional software, browser plugins or Java/Flash applets are required on user workstations.

3.1.11.3 The system should provide email notifications when time cards are due, need review, or are approved. The system should send reminders if time card tasks are not performed in a timely manner.

IntelliTime Response: *Yes, email notifications are highly configurable and are supported throughout the system. We can send each of the email notifications specified.*

3.1.11.4 The system should track absences, tardies, or leaves for review by managers.

IntelliTime Response: *Yes, fully supported. Our solution can track absences, tardies and employee leave automatically. This time automatically carries over to an employee's timecard and is placed in a read-only section that the user cannot edit. Authorized District personnel can then review this time using the included suite of reporting tools.*

3.1.11.5 The system should include an Analytics Module to show Employee Workforce trends (Absences, Perfect Attendance, etc.) metrics and connection to Improving Student Test Scores. The system should be able to produce reports on attendance, absences, tardies, or leaves by employee group, pay code, or work location. Reports should be able to be exported in multiple formats such as Word, Excel, or PDF. The system should provide a bank of popular or saved searches.

IntelliTime Response: *Yes, the IntelliTime solution includes nearly 100 standard reports, as well as a full Analytics module for ad-hoc reporting on nearly any combination of data fields in the system. Reports can be exported as CSV and PDF. Our advanced reports that leverage SQL Server Reporting Services can be exported in additional formats such as Word, PPT, HTML and others.*

3.1.11.6 The system should allow managers to assign task codes to employees to ease time entry and ensure time is charged to the correct tasks (i.e. attending a training session).

IntelliTime Response: *Yes, we support unlimited cost accounting codes in 5 separate District-defined categories such as Project Codes, Task Codes, Activity Codes, etc.*

Managers can assign cost accounting codes to users via the My Detail History screen. The assigned codes appear for employees in their own My Detail History list, accessible from the timecard.

3.1.11.7 The system should allow searches on multiple criteria such as type of leave, task code, work group, location, or FML.

IntelliTime Response: Yes, via multiple reports including our Labor Cost Report, which allows authorized users to search based on any combination of pay codes and labor distribution codes.

3.1.11.8 The system should allow the importation of data from external sources.

IntelliTime Response: Yes, we can import data from external sources by configuring a “Get External Data” (GED) interface to these systems. We have also proposed a bi-directional interface between IntelliTime and the District’s Tyler Munis financial software. We could potentially configure GED interfaces to the District’s staffing system, substitute management system, or other solutions.

3.1.11.9 The system should be able to support employees working in multiple jobs or departments during the course of a pay cycle.

IntelliTime Response: Yes, fully supported by our Multiple Appointments feature, which allows users to log in and enter time worked for multiple jobs, in multiple departments, potentially with multiple supervisors.

3.1.11.10 The system should provide a mechanism to automatically update employee’s work location, title, assigned job, or rate of pay when changes are made to the HR system.

IntelliTime Response: Yes, we can import this data from the District’s HR system via a configured interface, and automatically update the employee’s IntelliTime user profile with the new data.

3.1.11.11 The system should be able to produce exceptions reports, work comp reports, FML reports, overtime reports, and unpaid leave reports. Reports should be able to be exported into multiple formats and separated by date range, employee work group, location pay code, or status.

IntelliTime Response: Yes, the IntelliTime application includes nearly 100 standard reports that can be exported as PDF and as sortable CSV. The reporting scenarios described are fully supported by our suite of standard reporting tools.

Ad-hoc reporting is also available through the included Analytics module, which can generate reporting on nearly any combination of data fields in the solution. Queries can be saved as “search profiles” for re-use.

3.1.11.12 The system should provide a test environment prior to "going live."

IntelliTime Response: Yes, we provide separate test and production environments prior to and after going live.

3.1.11.13 The system should be able to support single sign-on capabilities and interface with the district's password and username scheme via LDAP/LDAPS.

IntelliTime Response: Yes, we support single sign-on through LDAP integration. We have proposed LDAP integration.

3.1.11.14 The system should allow system administrators the ability to override system policies.

IntelliTime Response: Yes, fully supported.

3.1.11.15 The system should support basic word processing features such as spell check, word-wrap, copy, cut, and paste.

IntelliTime Response: Yes, this functionality is provided by the web browsers that IntelliTime supports.

3.1.11.16 The system should provide an On-Premise Report to show list of all employees in case of emergency, weather event, etc.

IntelliTime Response: Yes, authorized personnel can access a list of all the punches entered on a specific day using our Punch Details Report. A supervisor/manager can also view a current list of all their employees who have punched in for the day (and prior days) from the Who Is In dashboard.

3.1.11.17 The system must support both wired and wireless network connectivity. Wired connections must support a minimum of 100Mbps.

IntelliTime Response: Yes, the IntelliTime application and the proposed G-2 time clocks support wired and wireless network connectivity.

3.1.12 PROFESSIONAL SERVICES:

3.1.12.1 The selected vendor shall provide project management services to ensure the project is completed in a professional manner, software installation is installed on time and on schedule, and data conversion is completed, accurate, and installed on time and on schedule.

IntelliTime Response: Yes, we have proposed to provide a combination of on-site and remote project management services for the implementation of IntelliTime at the School District. IntelliTime Systems Corporation follows project

management best practices established by the Project Management Institute (PMI) and will utilize an experienced PMP-certified project manager during the implementation of the proposed system.

At a high level, IntelliTime Project Management “steer” the project in cooperation with Beaufort County School District project staff, including providing project guidance materials and questionnaires, conducting weekly status reports and remote meetings with District project staff, and providing onsite project management during the kick-off week and at other key points during the project implementation. On the IntelliTime side our staff are managed by our executive team to meet project deadlines, maintain schedules, and achieve milestones that are based on measurable tasks. All project statuses are reviewed weekly at our Executive Management meeting with key management staffs from Support, Project Management and Engineering.

We have included a description of our implementation plan in the beginning of this response section, which describes in detail our proven, successful implementation methodology. We will work collaboratively with the District to schedule and deploy the project to work around your requirements. Prior to the onsite project kick-off week, we provide the District Project Team staff with discovery documents they will use to begin gathering the information we need concerning District timekeeping rules, policies, procedures, schedules, jobs, etc. The goal is to gather as much of the discovery information as possible prior to the onsite kick-off meeting, so that the meeting can be as productive as possible. Documents include questionnaires on current practices, pay code and schedule pattern matrices, and an overview of all required information with explanations for its use in IntelliTime.

Throughout the implementation process we conduct phone calls, weekly status reports, and remote meetings to go over the project requirements and scope, and answer questions as they come up.

The advantage of this responsive, thorough, and client-specific implementation methodology is that it has been tested extensively, and proven through our implementation track record. IntelliTime has never failed to successfully complete a client project or bring the system to “go-live” at any of our clients, all of which are Public Sector organizations.

Implementation of the proposed IntelliTime System will be separated into three phases:

- 1. Discovery and Consulting*
- 2. Configuration and Testing*
- 3. Execution of the Testing and Training Plan*

The goal of Phase 1, the Discovery and Consulting period, is to identify all of the possible “use cases” for timekeeping entry, payroll rules, and staff scheduling

requirements—simply put, what should IntelliTime do and when? As stated above, District staff will provide the information regarding current scheduling practices and desired configurations going forward, and the IntelliTime Project Manager will document these use cases in the System Configuration and Test Plan Table of Contents, which serve as the road map for Phase 2.

Our detailed System Configuration and Test Plan is a powerful document that inventories each timekeeping, scheduling or interface use case, along with providing initial QA testing and validation of configurations that address each customer requirement. We manage the progress of the System Configuration and Test Plan because this mirrors and documents the progress of the project, no matter the scope.

During Phase 2, Configuration and Testing, IntelliTime Systems Corporation will configure the software in accordance with the required specifications as defined by the System Configuration and Test Plan Table of Contents. The System Configuration and Test Plan describes how IntelliTime will respond to all of the use cases, what settings are used to produce these responses, and examples that illustrate the desired behaviors. For example, the Test Plan might a) describe what IntelliTime will automatically post on a timecard on a holiday, b) include screen captures of the settings used to produce this automatic post, and c) include a combination text/screen capture demonstration of IntelliTime auto-posting to one of your own employee's timecards on our test site. This document will be reviewed with the District's Project Team to ensure that everything from leave policy to workflow is configured correctly.

This brings us to Phase 3 of the project, the Execution of the Testing and Training Plan. This final phase consists of pilot testing, parallel testing and full system rollout. District project staff and selected pilot users will participate in the testing process as outlined in the Work Plan overview and sample Project Timeline attached in this section of our response. We have also attached a detailed Training Plan Overview in this section.

A successful project also has a strong project management office on the customer side; including support from Executive Senior staffs. Subject Matter Experts from a variety of operational areas will need to be made available to meet with our staffs during discovery sessions. They may need time to collect and document processes that are more "understood" than written. If their management do not allow them time to participate in this project, discovery cannot be completed and the Executive Project Manager will be called on to address the situation. We have provided an estimate of the anticipated Client Project Staff hours and types of Subject Matter Experts (SMEs) that will be needed for a successful implementation in this section of our response.

Change is unavoidable in the Public Sector, but it is not a best practice to completely revamp labor policies or swap out the payroll/ERP system at the

same time we are implementing this project. Certainly, labor agreements are negotiated and ERP upgrades are implemented during a project like ours, but finite goals are also important including well defined User Acceptance Testing criteria. Our System Configuration and Test Plan provides detailed test cases, but often the best testing is unstructured with more random data, so exceptions or edge conditions can be more thoroughly explored.

Change Orders are to be avoided if possible, but they are an important project control so both the operational and financial goals of the project can be met in a predictable timeline.

In closing, this response is not a recitation of our complete Statement of Work, which is presented elsewhere in this tab section, but this response should be seen as providing key insights into our experience with projects of similar scope and complexity.

For a description of the projected timing for the major phases of this project, please see the sample 180-day project schedule attached with our response.

3.1.12.2 The selected vendor should provide consulting services that include but are not limited to data conversion planning, system interface design, new system design, and new system testing, and new system development.

IntelliTime Response: Yes, fully supported. We have extensive experience with data conversion and system interface design. We have proposed to implement an interface to the District's Munis system. IntelliTime has implemented interfaces to more than 65 separate ERP/HR/payroll solutions, including Tyler Munis, and we have never failed to implement a client interface. We have found no functional requirements in the RFP that would require customizations or the design of a new system.

3.1.12.3 The vendor shall offer and include with its response, an annual support agreement with details on the scope of the support provided.

IntelliTime Response: Yes, please see the annual support and software license agreement attached with our response.

IntelliTime fully supports the solution at all times during the implementation and beyond with our standard maintenance and support agreement. This includes telephone support, email support, patches and fixes, two (2) full system upgrades annually, and all support services required to maintain the system software and hardware performing to published specifications.

New "builds" with patches and minor upgrades are released almost every week, but most clients choose to install these minor fixes once each month, with less than 1 hour of downtime. The support and maintenance agreement also covers

two full system upgrades each year. A full IntelliTime version upgrade typically requires system unavailability for 4-6 hours once or twice a year, scheduled in advance, after hours with the customer.

Support charges commence from the Project “Go Live” date. IntelliTime will deliver a “Certificate of Installation” signifying the system is fully configured and ready for customer production use. The remaining portion of the calendar year after the effective date of the Project Installation “Go live” is the first “Maintenance Period”.

24 x 7 Support and System Monitoring:

IntelliTime Systems Corporation offers 24 x 7 support for the customers’ administrative staff trained by us. IntelliTime also offers free quarterly administrator training, so if the administrator we train leaves your organization, their replacement can attend online training at no charge. Existing administrators can attend to see new features they will receive as part of upcoming releases.

IntelliTime is also unique in the industry in that we include 24 x 7 automated system monitoring of your IntelliTime system application, whether hosted by the customer or us. The support dashboard application monitors hundreds of system parameters including system performance, page errors, even those not reported by a user to your administrator, and configuration issues like if your administrator has configured only part of a complete rule on production. The dashboard issues alerts to our support team in near real time. We then often initiate contact to clients that have experienced a page error we captured that we have a fix for, to obtain permission to apply the patch that corrects the issue, even before the customer reports the case to IntelliTime. Sometimes this can be caused by a user testing a new browser before the entire organization has the updates provided for full compatibility with that browser version. If the issue is low disk space on the web or database server, we initiate a help desk ticket for the client’s server administrator. For hosted solutions, we address all issues.

Proactive support avoids system interruptions. Vendors that wait for you to be down with an error and then respond promptly when you call, in our opinion, are offering too little and too late with today’s short payroll processing deadlines. No vendor offers better support than IntelliTime.

Support Desk Hours and Escalation Procedure:

Our dedicated, in-house Support Team is comprised entirely of staff with their 4-year degrees and several years of experience with the IntelliTime software.

Support Desk Hours of Operation: 24x7 hours of operation

Staff can be reached by toll free phone or email, and a response to all submitted issues is guaranteed within 4 business hours. In practice most problems are responded to in less than one hour and resolved within the same business day.

When a problem is first submitted Support staff evaluate the problem for severity, based the degree of loss of system functionality and the impact this will have on client payroll processing. More urgent problems with greater impact on system function will always receive first priority, and can be escalated immediately to developers if needed. The Client is updated by email and phone call throughout the problem resolution, and can also check on the status of submitted problems at any time through our browser-based support case tracking portal.

IntelliTime also features the most responsive time clock repair program in our industry. We provide clients with “hot spare” time clocks to be stored onsite at client locations. If a time clock fails, the “hot spare” can be used to replace the malfunctioning clock in less time than even a local repair service could arrive on site. The client can then ship the malfunctioning clock back to IntelliTime for repair/replacement.

Product Enhancements

All of our clients receive documentation emails of each new build released, describing the product fixes/enhancements contained in that build. We provide PDF manuals of all system modules to clients, which are regularly updated as new system functionality is added. And we provide clients with demonstrations/walkthroughs of new product features.

IntelliTime frequently extends the system functionality based on customer enhancement requests carried out via change orders. The overwhelming majority of enhancements are baselined in the system as configuration options rather than client-specific customizations. This allows all clients to benefit from product enhancements and greatly reduces the cost of upgrades.

IntelliTime considers support to be job number one, and we encourage prospective clients to ask our references about the consistently high quality of our support services!

3.1.12.4 The vendor shall provide details on the frequency and method of upgrades, patches, or new releases to the software.

IntelliTime Response: *New “builds” with patches and minor upgrades are released almost every week, but most clients choose to install these minor fixes once each month, with less than 1 hour of downtime. The support and maintenance agreement also covers two full system upgrades each year. A full IntelliTime version upgrade typically requires system unavailability for 4-6 hours once or twice a year, scheduled in advance, after hours with the customer.*

3.1.12.5 The vendor shall provide professional training for the system that includes hands-on practice, training materials, user manuals, webinars, newsletters, user conferences, and online help features. The vendor shall provide information on the training materials and support available for users at multiple levels, with differing levels of experience.

IntelliTime Response: Yes, IntelliTime Systems Corporation is proposing a turn-key implementation including on-site training for all users to be held once the system configuration and interfaces are substantially complete. The reader is encouraged to review the Statement of Work and Sample Project Plan in this response section for a comprehensive description of our implementation methodology.

IntelliTime provides on-site training courses for users, supervisors and administrators. The training classes start with the System Administrator Operations class that includes a review of the System Configuration and Test Plan use cases for Timekeeping and Scheduling. Held over a four-day period, the class includes practical experience with timecards that reflect each system rule delivered. Administrators will practice with transactions that originate from Web timecards, time clocks and the 24 x 7 Dynamic Shift Scheduling program. All system interfaces will be tested for the correct import of employee data from the School District HR system and the export of time transactions to centralized payroll system. New user setup procedures will be reviewed. Data archiving will be reviewed. At the end of this class the administrators will have a solid understanding of the day to day operations of the configured solution.

As part of the above training Administrators will also receive User and Supervisor training to familiarize themselves with the basics of Time and Attendance including Leave Requests. The Administrators will then enter 75-100 timecards into IntelliTime on behalf of users, using timecards from the prior pay period as examples of unstructured test cases.

The 24 x 7 Dynamic Shift Scheduling module training for the 24 x 7 departments can then be scheduled in parallel with the Administrator training and testing. District 24 x 7 staff will be trained on their Schedules and Rosters configured for their organization. Administrator will be trained on day to day operations including approving Leave Requests, managing schedule events and extra duty assignments. Testing will be done with the Interactive Voice Response (IVR) telephone notification system.

The system is typically rolled out on a department by department basis, workgroup by workgroup so a user and their supervisor are both trained on IntelliTime at the same time. If users will be entering their own timecard in IntelliTime via a networked PC, we can train users in a hands-on class in a School District training room configured with PCs, or they can be trained in a

lecture environment with 100+ users in attendance to see a demonstration overview of timekeeping. Both classes take around one hour and forty-five minutes. They receive a handout for users and then return to their office where they can immediately begin using IntelliTime. The decision between a lecture style training for users or hands on training in a PC equipped training room is made by the customer based on cost, hands on training is typically a smaller group so more classes are needed and the District's estimation of their user's PC skills. Many proficient users do fine with a lecture type class.

Supervisor training is best provided through hands on classes in a PC equipped training room. This class is also an hour and forty-five minutes in length. One subtle but key role Supervisors play in this type of project is that they provide first line support for their users. If a user has a question about IntelliTime, they will first ask their Supervisor. Then supervisors can ask their department level coordinators if they do not know the answer. Then the department level staffs then ask the Administrators. This hierarchical approach provides for the most efficient knowledge transfer. Once a Supervisor asks a question, they can easily handle the next time the same question is asked by a different user.

Users that will use a time clock can be trained in ten minutes by their supervisor at the time clock. If the District desires users to also use the Web interface for example to review historical timecards or leave requests, then the user should also attend the lecture class above for users.

IntelliTime Systems Corporation is also proposing to provide six videos for user and supervisor training. These are customized for the District and are used to orient new users, supervisors and schedulers that join the department after the vendor led training is complete. Our post-implementation training services also include quarterly Admin 101 webinars for your administrative staff.

IntelliTime Systems Corporation proposes a phased approach for the Project Work Plan. This approach is typical of our standard implementation methodology as a specialist in complex Public Sector timekeeping and scheduling projects.

Discovery Consulting Phase

Each project starts with a Discovery Consulting Phase assignment to identify all of the possible “Use Cases” for timekeeping and scheduling. This well organized effort is successful on each project because of the thoroughness of the review. The Discovery Consulting Phase is budgeted at 60 days elapsed time. Information that comes to light after this period and the subsequent effort to reconfigure the system would not be covered under the proposed project budget.

We consistently achieve a thorough review by identifying and collecting the following information:

- ❖ All Bargaining Agreements – Sworn and Unsworn
- ❖ Timekeeping Policies for Non-Represented Employees and Management
- ❖ Payroll and Timekeeping Procedure Manuals
 - All Accruals and Leave Policies
 - Holidays and Holiday Pay Policy
 - FLSA Policies – Including Public Safety Section 7
 - Family Medical Leave Policy - FMLA
 - Attendance Policies and Procedures
 - A Complete List of Supported Pay Codes from the Payroll System
 - Configuration of 200 Pay Codes covered under the project budget. Additional or new pay codes might incur additional professional service charges.
- ❖ Employee Schedules and any 24x7 Shift Staffing Policies
 - Employee Schedules – Configure Up to 100
 - Staffing Requirements by Shift, Job (rank), Location (post)
 - Shift Statuses
 - Hiring Rules, Overtime Rotations or Equalization Plans
 - Work Out of Class Policies
 - Shift Trade or Swap Rules
- ❖ Workflow – Approval Policies – 4 Approvals
 - Six documents are included in the proposal, a “Elapsed” Timecard for Exempt or Exception Pay Employees, a “Times” Timecard with start and stop times for FLSA Covered employees and those using the Time Clock to Punch in and Out. Also included are an online Leave Request, an Overtime Approval Form, a Prior Period Adjustment Form and a Shift

Swap and Trade Form. One workflow per document is proposed but each workflow can be different. A typical workflow would be the User to Supervisor to Payroll Clerk.

- A Project Manager workflow is also supported for the Timecard. Often this is for approving the documents when charges are made outside the user home department. This allows a Department head to approve charges to their department by employees outside of their department.
- ❖ Labor Distribution Policies including coding instructions for Departments, Job codes or Project codes. This review includes who is required to report labor distribution and what Project codes etc. are valid for which users. Any configurations necessary that are documented for us during the 90 day discovery period are covered under the proposed budget. Changes required after the 90 day discovery period during the roll out are not included in this budget.
- ❖ Interface Descriptions
 - Import Employee Data From Tyler Munis financial system
 - Import Valid Projects, Cost Center Codes from Munis
 - Export of Payroll Transactions to Munis

All of the above details are inventoried at this step to verify we have a complete picture of each policy or “use case” for timekeeping. By cross referencing these items we can be assured that our review is complete. An example of cross referencing would include if the bargaining agreement stipulates that if a Manager goes to the dentist and a Supervisor alternate will act as “acting” Manager for the balance of the shift and receives a pay premium for this change in job, then we should also have a pay code to report this activity, or if not it may be handled as a dollar per hour differential e.g. \$.75 and reported on the timecard and to payroll as money.

Alternatively if we see a pay code called Holiday Overtime that is not mentioned in any of the supporting documentation we would know to ask for an explanation of the usage rules, as this type of overtime pay does not typically require the 40 FLSA Hours before being paid and in most cases is earned for working on a holiday.

By making sure all the pieces fit we can be confident that a thorough review has been completed. By cross referencing each of the documents mentioned above it is very rare to have a use case not accounted for during the initial discovery process.

- ❖ Physical Plant Review
 - Identify and Visit Unique Locations – Other Than Networked and Computerized General Office Environments
 - Time Clock Locations

- Interview Remote Timekeepers and Collect Samples of Special Timekeeping Use Cases¹
- Identify Unique Work Environments –
 - Mobile Workers
 - Non-Networked Environments
 - Workers Without Computer Skills
 - Hourly Workers – Time Clock Users

The physical plant review provides information that is the basis of our recommendations regarding the number and location of timekeeping devices that may be required to support your operations. These can include Time Clocks, Interactive Voice Response (IVR) Telephone timekeeping, Mobile Laptops, Hand Held Computers or Kiosk shared use computers.

At the conclusion of the Discovery Consulting Phase we prepare several documents for review by the Client Project Manager. These include:

- ❖ System Configuration and Test Plan Table of Contents – This document, when completed is typically 100-150 pages in length and includes fully documented scheduling and timekeeping use cases and interfaces.
- ❖ Detailed Project Work Plan – The Discovery Consulting phase has identified all of the scheduling and timekeeping use cases and the professional services to configure test and document these configurations and install at the School District.
- ❖ Fit-Gap Analysis – This identifies any customizations that may be required to support timekeeping use cases that are not configurable from the baseline version of IntelliTime. A complete line item budget is included for each item.
- ❖ Training Plan – Describes the recommended process for training. Takes into account operational requirements such as customer service locations where the public service function must remain open during training possibly requiring two classes to alternate staff between training and the public service function. Also looks at 24x7 facilities to determine if night classes or bringing staff in during the

¹ This is often an overlooked step when clients attempt to write a detailed requirements document for an RFP prior to involving the vendor. In past projects we have found hundreds of cases where the bargaining agreement and policy manual states one specific procedure but we find by talking to the field staff that in fact the actual practice is completely different and represents the proper policy. Because central payroll is receiving the time cards after they have been reviewed and edited by the remote timekeepers, often these practices are invisible to headquarters staffs.

day is preferable. The availability of computer training rooms or lecture halls and lunch rooms are reviewed to plan the training.

Configuration and Testing Phase

Upon approval of the initial deliverables defining the scope of the engagement, IntelliTime Systems Corporation will configure the software to the required specifications as documented in the System Configuration and Test Plan. This includes defining the following parameters in the software to make it ready for testing by the School District.

- ❖ Configure Pay Cycles and Pay Periods – One Bi-Weekly Pay Cycle
- ❖ Enter Holiday Calendar(s)
- ❖ Define Workflows
- ❖ Configure Timecards for Required Data Collection Elements
- ❖ Configure Timekeeping Rules
- ❖ Configure User Schedules

- ❖ Configure Employee Import Interface from HR
- ❖ Configure Schedule Templates and Staffing Metrics
- ❖ Configure IVR Hiring Scripts
- ❖ Configure Overtime Hiring Lists and Rules
- ❖ Configure Skills and Jobs

Based on the rules documented in the System Configuration and Test Plan the system will be configured for the required timekeeping and attendance scenarios for the appropriate bargaining units, employee FLSA statuses and positions for example. As chapters of this document are completed they are forwarded to the client's Project Manager for review and approval until the entire plan is completed.

The configured system will be installed on the file server at the School District in test mode. In the detailed Project Work Plan a Pilot Test group will be identified that is representative of some of the more complex scenarios in the System Configuration and Test Plan. Pilot Test groups should consist of special or more complex timekeeping requirements.

Execute the Testing and Training Plan

The System Administrator training will be held at School District locations. This class includes all system administrator interfaces and procedures over two to three days. The general administrator functions are covered and then the System Configuration and Test Plan scenarios are run on the client server using your copy of the software. This is a major milestone for the project as all of the use cases for timekeeping,

attendance and labor distribution have been documented, configured, delivered and now tested on the Beaufort County School District IntelliTime server.

Pilot Testing

In this phase the System Administrators and Payroll Supervisors and Schedulers will log into the IntelliTime system and enter schedule changes and timecard transactions from a single prior pay period for 50-75 users with the more complex timekeeping and attendance rules. A pay period with a Holiday is often best. This somewhat more unstructured test will cause real world entries to be evaluated by the newly configured rules in IntelliTime. Any exceptions are noted and reviewed with the IntelliTime training staff and Project Manager to determine the reason for the discrepancy and any impact on the configured rules.

The Interfaces would also be tested with these test transactions with the respective test environments of the target systems such as payroll.

Parallel Test

Upon the successful completion of the Pilot Test the Parallel Test would begin a few weeks later. A Parallel Test means that the users will continue to complete their paper timecards for payroll purposes, but also enter their time in IntelliTime for testing purposes. The Parallel Test users would include 20-40 users from representative departments including those using 24x7 scheduling, web time entry or any special use cases. Depending on the actual configuration of the School District system by IntelliTime, several separate parallel tests may be run sequentially for unique departments, instead of all at once.

The Parallel Test users, supervisors and timekeepers will attend vendor led training classes to learn the specifics of the timekeeping method that will be used by their department or workgroup. They will be instructed to continue with their current manual timekeeping process and to also perform timekeeping in IntelliTime. Often this adds one hour per week of extra effort per user in the worst case scenario. Volunteers with a good attitude are ideal for the parallel test.

After the paper timecards are processed, the School District Payroll staffs will process the transactions for the same week or pay period in the IntelliTime server from the parallel test users. Reports will be run to compare the results from production payroll and the financial system and the data from the IntelliTime parallel test for the participating users. Any discrepancies will be noted and the client Project Manager will determine whether to continue the parallel testing or to pause and allow time for any reconfiguration or retraining that is required.

Presuming that the parallel tests results are clean the customer Project Manager can decide whether to continue the Parallel Test for a subsequent pay period or to instruct the Parallel Test users to cease the manual timekeeping procedures and to only enter their time through IntelliTime.

Department *Wide Roll Out*

The Training Plan is then executed. A detailed schedule of the training is important not only for coordinating the schedule and logistics for training but to insure that the School District Payroll is sure whether an employee will be paid through the manual process or IntelliTime each pay period until the entire organization is live on IntelliTime.



















Summary and Conclusions

The key benefit of this detailed implementation methodology is that the complex requirements of an organization the size of the Beaufort County School District are thoroughly discovered and documented before the project proceeds too far into the implementation phase. Also the configured system is thoroughly tested by the vendor before the School District's staff starts their training and the School District's system administrators and payroll staffs have a substantial amount of training and hands on testing time before the first users see the system.

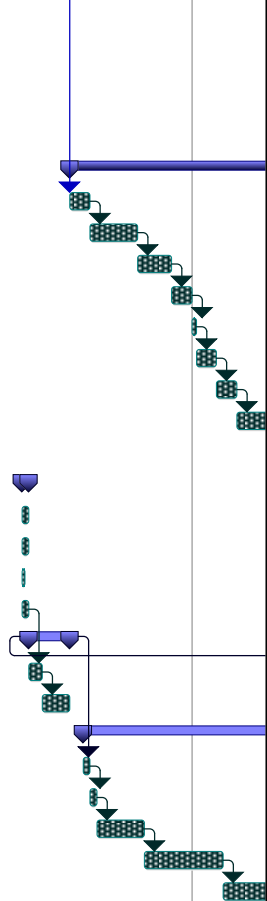
This serves two distinct purposes. First the School District staff knows their users and can determine if the configurations will work within the School District. Second the administrators have several weeks or months to work with the production candidate software before the first School District user sees the system. This provides them the chance to climb the learning curve before you are in production and to become familiar with the new terms, features, edit messages and procedures before the first users could start asking them questions.

ID	Task Name	Duration	Start	Finish	Jan '19							Feb '19	
					23	30	6	13	20	27	3		
0	Beaufort County School District	180.5 days	Mon 1/7/19	Mon 9/16/19									
1	Project Initiation	26.75 days	Mon 1/7/19	Tue 2/12/19									
2	Prepare for Kick-Off Meeting	25.75 days	Mon 1/7/19	Mon 2/11/19									
3	Prepare Standard Project Management Documents	9.5 days	Mon 1/7/19	Fri 1/18/19									
4	Work Breakdown Structure	1 day	Mon 1/7/19	Tue 1/8/19									
5	Project Schedule	2 days	Tue 1/8/19	Thu 1/10/19									
6	Issues Log	1 day	Thu 1/10/19	Fri 1/11/19									
7	Budget Plan	4 hrs	Fri 1/11/19	Fri 1/11/19									
8	Communications Plan	4 hrs	Fri 1/11/19	Mon 1/14/19									
9	Change Management Plan	4 hrs	Mon 1/14/19	Mon 1/14/19									
10	Project Calendar	1 day	Mon 1/14/19	Tue 1/15/19									
11	Project Org. Chart	4 hrs	Tue 1/15/19	Wed 1/16/19									
12	Project Manager Authority Statement	4 hrs	Wed 1/16/19	Wed 1/16/19									
13	High Level Project Scope Statement	2 days	Wed 1/16/19	Fri 1/18/19									
14	Review Scope of Work	2 days	Wed 1/16/19	Fri 1/18/19									
15	Provide Client With Discovery Documents	1.25 days	Fri 1/18/19	Mon 1/21/19									
16	Test Plan Discovery Document	6 hrs	Fri 1/18/19	Mon 1/21/19									
17	Pay Code Matrix	2 hrs	Mon 1/21/19	Mon 1/21/19									
18	FLSA Overtime Matrix	2 hrs	Mon 1/21/19	Mon 1/21/19									
19	Review Client Discovery Information	2 wks	Mon 1/28/19	Mon 2/11/19									
20	Conduct Kick-Off Meeting	1 day	Mon 2/11/19	Tue 2/12/19									
21	Project Initiation Complete	0 days	Tue 2/12/19	Tue 2/12/19									
22	Project Planning	32.75 days	Mon 1/7/19	Wed 2/20/19									
23	Review Standard PM Documents and Modify Per Site Requirements	5 days	Tue 2/12/19	Tue 2/19/19									
24	Complete Client Review/Approval of Modified PM Documents	3 days	Fri 2/15/19	Wed 2/20/19									
25	Project Planning Complete	0 days	Mon 1/7/19	Mon 1/7/19									
26	Project Execution	180.5 days	Mon 1/7/19	Mon 9/16/19									
27	Design and Discovery	41.25 days	Mon 1/14/19	Tue 3/12/19									
28	Analyze and Document Client Business Requirements	2.5 wks	Tue 2/12/19	Fri 3/1/19									
29	Develop Solution and Design Document	1.5 days	Mon 2/18/19	Wed 2/20/19									
30	Architecture Design and Data Model Document	2 days	Wed 2/20/19	Fri 2/22/19									
31	Database Design and Data Model Document	1.5 days	Fri 2/22/19	Mon 2/25/19									
32	Server Sizing and Performance Document	1.5 days	Mon 2/25/19	Wed 2/27/19									
33	Multiple Environments Document	1.5 days	Wed 2/27/19	Thu 2/28/19									

1/7

Project: Beaufort County School Distri Date: Mon 10/8/18	Task		External Milestone		Manual Summary Rollup	
	Split		Inactive Task		Manual Summary	
	Milestone		Inactive Milestone		Start-only	
	Summary		Inactive Summary		Finish-only	
	Project Summary		Manual Task		Progress	
	External Tasks		Duration-only		Deadline	

ID	Task Name	Duration	Start	Finish	Jan '19							Feb '19		
					23	30	6	13	20	27	3			
34	Modifications and Enhancements Document	2 days	Thu 2/28/19	Mon 3/4/19										
35	Desktop Software and General Release Schedules Document	1.5 days	Mon 3/4/19	Wed 3/6/19										
36	Post-Implementation Support Recommendations Document	1 day	Wed 3/6/19	Thu 3/7/19										
37	Back-up and Recovery Document	1.5 days	Thu 3/7/19	Fri 3/8/19										
38	Complete Client Review/Approval of Design Documents	1.5 days	Fri 3/8/19	Tue 3/12/19										
39	Identification of Current Breakdown	23.5 days	Mon 1/14/19	Thu 2/14/19										
40	Current Employee Schedules	3 days	Mon 1/14/19	Thu 1/17/19										
41	Required Schedule Template	5 days	Thu 1/17/19	Thu 1/24/19										
42	Required Shifts	3 days	Thu 1/24/19	Tue 1/29/19										
43	Required Shift Statuses	3 days	Tue 1/29/19	Fri 2/1/19										
44	Required Jobs	6 hrs	Fri 2/1/19	Fri 2/1/19										
45	Required Locations	6 hrs	Fri 2/1/19	Mon 2/4/19										
46	Required Hiring Lists	3 days	Mon 2/4/19	Thu 2/7/19										
47	Required Pay Codes	1 wk	Thu 2/7/19	Thu 2/14/19										
48	Design and Approval Phase Complete	0 days	Thu 2/14/19	Thu 2/14/19										
49	Install File Server Hardware	1 day	Mon 1/7/19	Tue 1/8/19										
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53	Configure VPN Remote Access	1 day	Mon 1/7/19	Tue 1/8/19										
54	Install File Server Software	4 days	Tue 1/8/19	Mon 1/14/19										
55	VTI Database Installation	2 days	Tue 1/8/19	Thu 1/10/19										
56	VTI User Licenses	2 days	Thu 1/10/19	Mon 1/14/19										
57	Install Application Software	53.5 days	Wed 1/16/19	Mon 4/1/19										
58	Pay Period Table	1 day	Wed 1/16/19	Thu 1/17/19										
59	Holiday Date Table	1 day	Thu 1/17/19	Fri 1/18/19										
60	Pay Code Table	1 wk	Fri 1/18/19	Fri 1/25/19										
61	Eligibility Rules	1.5 wks	Fri 1/25/19	Tue 2/5/19										
62	Standard Schedules	1 wk	Tue 2/5/19	Tue 2/12/19										
63	Current Employee Schedules	1 wk	Tue 2/12/19	Tue 2/19/19										
64	Required Schedule Template	2.5 wks	Tue 2/19/19	Fri 3/8/19										
65	Required Shifts	1 wk	Fri 3/8/19	Fri 3/15/19										
66	Required Shift Statuses	1 wk	Fri 3/15/19	Fri 3/22/19										
67	Required Jobs	1 day	Fri 3/22/19	Mon 3/25/19										

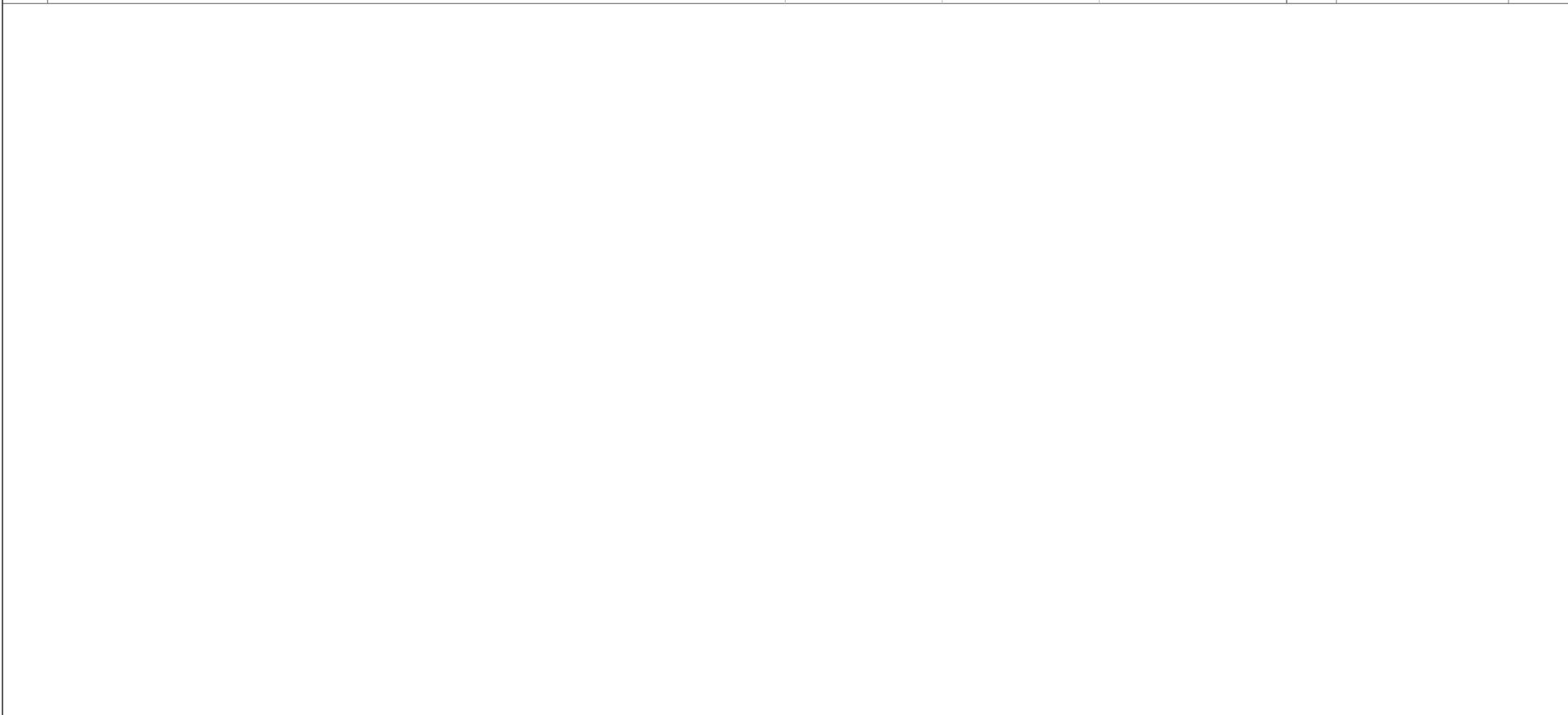




















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69	Required Hiring Lists	3 days	Tue 3/26/19	Fri 3/29/19									
70	Enter Defined Roles and Range Settings	6 hrs	Fri 3/29/19	Fri 3/29/19									
71	Enter Roles and Ranges for Test Group	6 hrs	Fri 3/29/19	Mon 4/1/19									
72	Interfaces Definition	13 days	Mon 4/1/19	Thu 4/18/19									
73	Employee and Accrual Import from Payroll/HR	1 wk	Mon 4/1/19	Mon 4/8/19									
74	Account Code Import	3 days	Mon 4/8/19	Thu 4/11/19									
75	Configure Time Transaction Export from IntelliTime to Payroll/HR	3 days	Thu 4/11/19	Tue 4/16/19									
76	Complete Client Review/Approval of Design Documents	2 days	Tue 4/16/19	Thu 4/18/19									
77	Installation Phase Complete	0 days	Thu 4/18/19	Thu 4/18/19									
78	System Testing and Acceptance	83 days	Wed 4/3/19	Mon 7/29/19									
79	Develop VTI Test Plan Based on Design Documents	53 days	Wed 4/3/19	Mon 6/17/19									
80	Chapter 1: System Settings	1 day	Wed 4/3/19	Thu 4/4/19									
81	Chapter 2: Interfaces	2 days	Thu 4/4/19	Mon 4/8/19									
82	Chapter 3: Workflow	1 wk	Mon 4/8/19	Mon 4/15/19									
83	Chapter 4: Schedule and Overtime Edits	1.5 wks	Mon 4/15/19	Thu 4/25/19									
84	Chapter 5: Leave and Accrual Balance Edits	3 days	Thu 4/25/19	Tue 4/30/19									
85	Chapter 6: Project Cost Accounting	2 days	Tue 4/30/19	Thu 5/2/19									
86	Chapter 7: Holiday	4 days	Thu 5/2/19	Wed 5/8/19									
87	Chapter 8: Family Leave	4 days	Wed 5/8/19	Tue 5/14/19									
88	Chapter 9: Call Back and Standby Scenarios	1 wk	Tue 5/14/19	Tue 5/21/19									
89	Chapter 10: Pay Premiums	3 days	Tue 5/21/19	Fri 5/24/19									
90	Chapter 11: Punch Profiles	2 days	Fri 5/24/19	Tue 5/28/19									
91	Chapter 12: Dynamic Scheduling	2.5 wks	Tue 5/28/19	Thu 6/13/19									
92	Chapter 12: Reports	2 days	Thu 6/13/19	Mon 6/17/19									
93	Unit/Polit Testing	14 days	Wed 6/19/19	Tue 7/9/19									
94	Parallel Testing	14 days	Tue 7/9/19	Mon 7/29/19									
95	Implement Site Modifications as Necessary	20 days	Mon 7/29/19	Mon 8/26/19									
96	Develop Site Modifications	15 days	Mon 7/29/19	Mon 8/19/19									
97	Test Site Modifications	10 days	Mon 8/12/19	Mon 8/26/19									
98	Implementation Training	65 days	Mon 6/17/19	Mon 9/16/19									
99	Administrator Training	16 hrs	Mon 6/17/19	Wed 6/19/19									
100	User/Supervisor/Scheduler Training	15 days	Mon 8/26/19	Mon 9/16/19									
101	Develop Required Reports	10 days	Mon 7/29/19	Mon 8/12/19									

Project: Beaufort County School Distri Date: Mon 10/8/18	Task		External Milestone		Manual Summary Rollup	
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ID	Task Name	Duration	Start	Finish	Jan '19							Feb '19	
					23	30	6	13	20	27	3		
102	Develop Reports	10 days	Mon 7/29/19	Mon 8/12/19									
103	Test Reports	5 days	Thu 8/1/19	Thu 8/8/19									
104	Post Implementation Support	14 days	Mon 8/26/19	Fri 9/13/19									
105	Live Operation	14 days	Mon 8/26/19	Fri 9/13/19									
106	Install Test Environment With IntelliTime Production Build	5 days	Tue 8/27/19	Tue 9/3/19									
107	Customer Review and Approval	5 days	Tue 8/27/19	Tue 9/3/19									
108	Close Project	0 days	Tue 9/3/19	Tue 9/3/19									




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	External Tasks		Duration-only		Deadline	

ID	Task Name	Duration	Start	Finish	9	10	17	24	3	10	17	24
0	Beaufort County School District	180.5 days	Mon 1/7/19	Mon 9/16/19								
1	Project Initiation	26.75 days	Mon 1/7/19	Tue 2/12/19								
2	Prepare for Kick-Off Meeting	25.75 days	Mon 1/7/19	Mon 2/11/19								
3	Prepare Standard Project Management Documents	9.5 days	Mon 1/7/19	Fri 1/18/19								
4	Work Breakdown Structure	1 day	Mon 1/7/19	Tue 1/8/19								
5	Project Schedule	2 days	Tue 1/8/19	Thu 1/10/19								
6	Issues Log	1 day	Thu 1/10/19	Fri 1/11/19								
7	Budget Plan	4 hrs	Fri 1/11/19	Fri 1/11/19								
8	Communications Plan	4 hrs	Fri 1/11/19	Mon 1/14/19								
9	Change Management Plan	4 hrs	Mon 1/14/19	Mon 1/14/19								
10	Project Calendar	1 day	Mon 1/14/19	Tue 1/15/19								
11	Project Org. Chart	4 hrs	Tue 1/15/19	Wed 1/16/19								
12	Project Manager Authority Statement	4 hrs	Wed 1/16/19	Wed 1/16/19								
13	High Level Project Scope Statement	2 days	Wed 1/16/19	Fri 1/18/19								
14	Review Scope of Work	2 days	Wed 1/16/19	Fri 1/18/19								
15	Provide Client With Discovery Documents	1.25 days	Fri 1/18/19	Mon 1/21/19								
16	Test Plan Discovery Document	6 hrs	Fri 1/18/19	Mon 1/21/19								
17	Pay Code Matrix	2 hrs	Mon 1/21/19	Mon 1/21/19								
18	FLSA Overtime Matrix	2 hrs	Mon 1/21/19	Mon 1/21/19								
19	Review Client Discovery Information	2 wks	Mon 1/28/19	Mon 2/11/19								
20	Conduct Kick-Off Meeting	1 day	Mon 2/11/19	Tue 2/12/19								
21	Project Initiation Complete	0 days	Tue 2/12/19	Tue 2/12/19								
22	Project Planning	32.75 days	Mon 1/7/19	Wed 2/20/19								
23	Review Standard PM Documents and Modify Per Site Requirements	5 days	Tue 2/12/19	Tue 2/19/19								
24	Complete Client Review/Approval of Modified PM Documents	3 days	Fri 2/15/19	Wed 2/20/19								
25	Project Planning Complete	0 days	Mon 1/7/19	Mon 1/7/19								
26	Project Execution	180.5 days	Mon 1/7/19	Mon 9/16/19								
27	Design and Discovery	41.25 days	Mon 1/14/19	Tue 3/12/19								
28	Analyze and Document Client Business Requirements	2.5 wks	Tue 2/12/19	Fri 3/1/19								
29	Develop Solution and Design Document	1.5 days	Mon 2/18/19	Wed 2/20/19								
30	Architecture Design and Data Model Document	2 days	Wed 2/20/19	Fri 2/22/19								
31	Database Design and Data Model Document	1.5 days	Fri 2/22/19	Mon 2/25/19								
32	Server Sizing and Performance Document	1.5 days	Mon 2/25/19	Wed 2/27/19								
33	Multiple Environments Document	1.5 days	Wed 2/27/19	Thu 2/28/19								

Project: Beaufort County School Distri Date: Mon 10/8/18	Task		External Milestone		Manual Summary Rollup	
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ID	Task Name	Duration	Start	Finish	9	10	17	24	3	10	17	24
34	Modifications and Enhancements Document	2 days	Thu 2/28/19	Mon 3/4/19								
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44	Required Jobs	6 hrs	Fri 2/1/19	Fri 2/1/19								
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46	Required Hiring Lists	3 days	Mon 2/4/19	Thu 2/7/19								
47	Required Pay Codes	1 wk	Thu 2/7/19	Thu 2/14/19								
48	Design and Approval Phase Complete	0 days	Thu 2/14/19	Thu 2/14/19								
49	Install File Server Hardware	1 day	Mon 1/7/19	Tue 1/8/19								
50	Install Microsoft SQL Server 2008 R2	1 day	Mon 1/7/19	Tue 1/8/19								
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60	Pay Code Table	1 wk	Fri 1/18/19	Fri 1/25/19								
61	Eligibility Rules	1.5 wks	Fri 1/25/19	Tue 2/5/19								
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Project: Beaufort County School Distri
Date: Mon 10/8/18

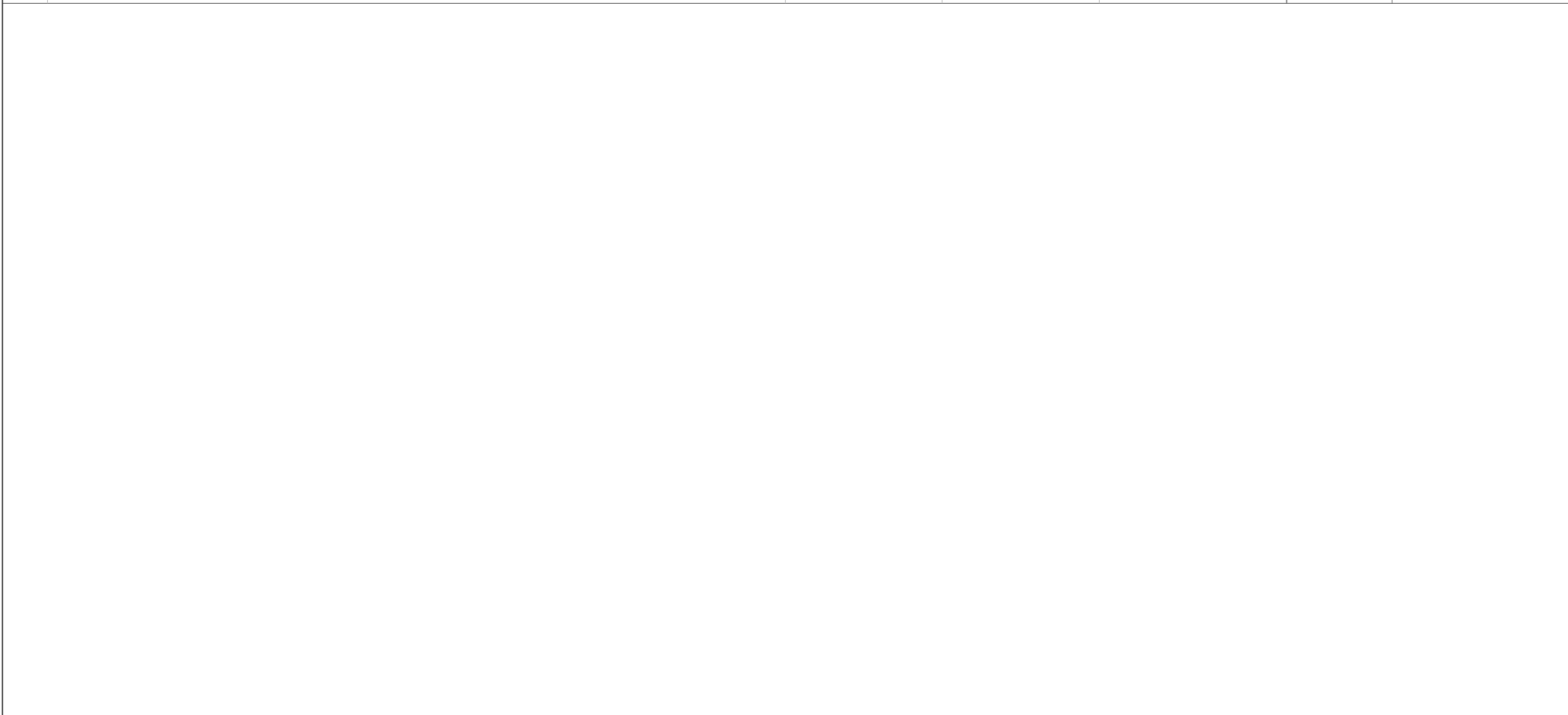
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ID	Task Name	Duration	Start	Finish	Mar '19																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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ID	Task Name	Duration	Start	Finish	Apr '19				May '19			
					31	7	14	21	28	5	12	
0	Beaufort County School District	180.5 days	Mon 1/7/19	Mon 9/16/19								
1	Project Initiation	26.75 days	Mon 1/7/19	Tue 2/12/19								
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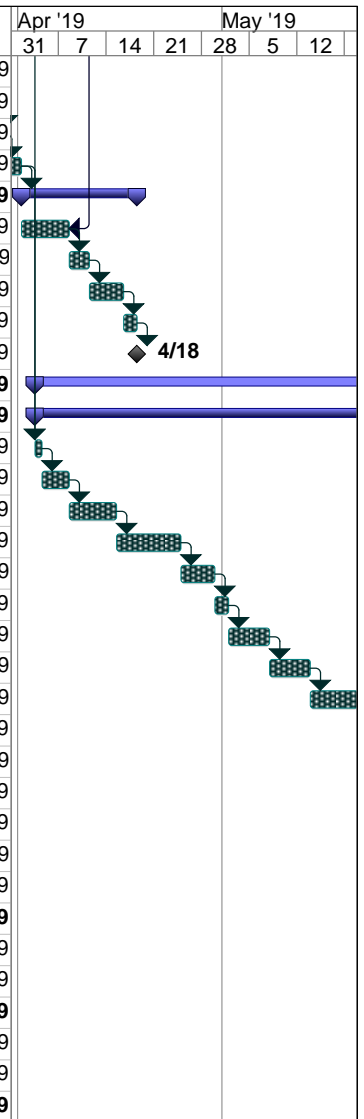
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72	Interfaces Definition	13 days	Mon 4/1/19	Thu 4/18/19								
73	Employee and Accrual Import from Payroll/HR	1 wk	Mon 4/1/19	Mon 4/8/19								
74	Account Code Import	3 days	Mon 4/8/19	Thu 4/11/19								
75	Configure Time Transaction Export from IntelliTime to Payroll/HR	3 days	Thu 4/11/19	Tue 4/16/19								
76	Complete Client Review/Approval of Design Documents	2 days	Tue 4/16/19	Thu 4/18/19								
77	Installation Phase Complete	0 days	Thu 4/18/19	Thu 4/18/19								
78	System Testing and Acceptance	83 days	Wed 4/3/19	Mon 7/29/19								
79	Develop VTI Test Plan Based on Design Documents	53 days	Wed 4/3/19	Mon 6/17/19								
80	Chapter 1: System Settings	1 day	Wed 4/3/19	Thu 4/4/19								
81	Chapter 2: Interfaces	2 days	Thu 4/4/19	Mon 4/8/19								
82	Chapter 3: Workflow	1 wk	Mon 4/8/19	Mon 4/15/19								
83	Chapter 4: Schedule and Overtime Edits	1.5 wks	Mon 4/15/19	Thu 4/25/19								
84	Chapter 5: Leave and Accrual Balance Edits	3 days	Thu 4/25/19	Tue 4/30/19								
85	Chapter 6: Project Cost Accounting	2 days	Tue 4/30/19	Thu 5/2/19								
86	Chapter 7: Holiday	4 days	Thu 5/2/19	Wed 5/8/19								
87	Chapter 8: Family Leave	4 days	Wed 5/8/19	Tue 5/14/19								
88	Chapter 9: Call Back and Standby Scenarios	1 wk	Tue 5/14/19	Tue 5/21/19								
89	Chapter 10: Pay Premiums	3 days	Tue 5/21/19	Fri 5/24/19								
90	Chapter 11: Punch Profiles	2 days	Fri 5/24/19	Tue 5/28/19								
91	Chapter 12: Dynamic Scheduling	2.5 wks	Tue 5/28/19	Thu 6/13/19								
92	Chapter 12: Reports	2 days	Thu 6/13/19	Mon 6/17/19								
93	Unit/Polit Testing	14 days	Wed 6/19/19	Tue 7/9/19								
94	Parallel Testing	14 days	Tue 7/9/19	Mon 7/29/19								
95	Implement Site Modifications as Necessary	20 days	Mon 7/29/19	Mon 8/26/19								
96	Develop Site Modifications	15 days	Mon 7/29/19	Mon 8/19/19								
97	Test Site Modifications	10 days	Mon 8/12/19	Mon 8/26/19								
98	Implementation Training	65 days	Mon 6/17/19	Mon 9/16/19								
99	Administrator Training	16 hrs	Mon 6/17/19	Wed 6/19/19								
100	User/Supervisor/Scheduler Training	15 days	Mon 8/26/19	Mon 9/16/19								
101	Develop Required Reports	10 days	Mon 7/29/19	Mon 8/12/19								



Project: Beaufort County School Distri
Date: Mon 10/8/18

Task

Split

Milestone

Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only


Finish-only

Progress

Deadline

ID	Task Name	Duration	Start	Finish	Apr '19				May '19			
					31	7	14	21	28	5	12	
102	Develop Reports	10 days	Mon 7/29/19	Mon 8/12/19								
103	Test Reports	5 days	Thu 8/1/19	Thu 8/8/19								
104	Post Implementation Support	14 days	Mon 8/26/19	Fri 9/13/19								
105	Live Operation	14 days	Mon 8/26/19	Fri 9/13/19								
106	Install Test Environment With IntelliTime Production Build	5 days	Tue 8/27/19	Tue 9/3/19								
107	Customer Review and Approval	5 days	Tue 8/27/19	Tue 9/3/19								
108	Close Project	0 days	Tue 9/3/19	Tue 9/3/19								



















Project: Beaufort County School Distri
Date: Mon 10/8/18

Task		External Milestone		Manual Summary Rollup	
Split		Inactive Task		Manual Summary	
Milestone		Inactive Milestone		Start-only	
Summary		Inactive Summary		Finish-only	
Project Summary		Manual Task		Progress	
External Tasks		Duration-only		Deadline	

ID	Task Name	Duration	Start	Finish	Jun '19						Jul '19
					19	26	2	9	16	23	30
0	Beaufort County School District	180.5 days	Mon 1/7/19	Mon 9/16/19							
1	Project Initiation	26.75 days	Mon 1/7/19	Tue 2/12/19							
2	Prepare for Kick-Off Meeting	25.75 days	Mon 1/7/19	Mon 2/11/19							
3	Prepare Standard Project Management Documents	9.5 days	Mon 1/7/19	Fri 1/18/19							
4	Work Breakdown Structure	1 day	Mon 1/7/19	Tue 1/8/19							
5	Project Schedule	2 days	Tue 1/8/19	Thu 1/10/19							
6	Issues Log	1 day	Thu 1/10/19	Fri 1/11/19							
7	Budget Plan	4 hrs	Fri 1/11/19	Fri 1/11/19							
8	Communications Plan	4 hrs	Fri 1/11/19	Mon 1/14/19							
9	Change Management Plan	4 hrs	Mon 1/14/19	Mon 1/14/19							
10	Project Calendar	1 day	Mon 1/14/19	Tue 1/15/19							
11	Project Org. Chart	4 hrs	Tue 1/15/19	Wed 1/16/19							
12	Project Manager Authority Statement	4 hrs	Wed 1/16/19	Wed 1/16/19							
13	High Level Project Scope Statement	2 days	Wed 1/16/19	Fri 1/18/19							
14	Review Scope of Work	2 days	Wed 1/16/19	Fri 1/18/19							
15	Provide Client With Discovery Documents	1.25 days	Fri 1/18/19	Mon 1/21/19							
16	Test Plan Discovery Document	6 hrs	Fri 1/18/19	Mon 1/21/19							
17	Pay Code Matrix	2 hrs	Mon 1/21/19	Mon 1/21/19							
18	FLSA Overtime Matrix	2 hrs	Mon 1/21/19	Mon 1/21/19							
19	Review Client Discovery Information	2 wks	Mon 1/28/19	Mon 2/11/19							
20	Conduct Kick-Off Meeting	1 day	Mon 2/11/19	Tue 2/12/19							
21	Project Initiation Complete	0 days	Tue 2/12/19	Tue 2/12/19							
22	Project Planning	32.75 days	Mon 1/7/19	Wed 2/20/19							
23	Review Standard PM Documents and Modify Per Site Requirements	5 days	Tue 2/12/19	Tue 2/19/19							
24	Complete Client Review/Approval of Modified PM Documents	3 days	Fri 2/15/19	Wed 2/20/19							
25	Project Planning Complete	0 days	Mon 1/7/19	Mon 1/7/19							
26	Project Execution	180.5 days	Mon 1/7/19	Mon 9/16/19							
27	Design and Discovery	41.25 days	Mon 1/14/19	Tue 3/12/19							
28	Analyze and Document Client Business Requirements	2.5 wks	Tue 2/12/19	Fri 3/1/19							
29	Develop Solution and Design Document	1.5 days	Mon 2/18/19	Wed 2/20/19							
30	Architecture Design and Data Model Document	2 days	Wed 2/20/19	Fri 2/22/19							
31	Database Design and Data Model Document	1.5 days	Fri 2/22/19	Mon 2/25/19							
32	Server Sizing and Performance Document	1.5 days	Mon 2/25/19	Wed 2/27/19							
33	Multiple Environments Document	1.5 days	Wed 2/27/19	Thu 2/28/19							

Project: Beaufort County School Distri Date: Mon 10/8/18	Task		External Milestone		Manual Summary Rollup	
	Split		Inactive Task		Manual Summary	
	Milestone		Inactive Milestone		Start-only	
	Summary		Inactive Summary		Finish-only	
	Project Summary		Manual Task		Progress	
	External Tasks		Duration-only		Deadline	

ID	Task Name	Duration	Start	Finish	Jun '19							Jul '19
					19	26	2	9	16	23	30	
34	Modifications and Enhancements Document	2 days	Thu 2/28/19	Mon 3/4/19								
35	Desktop Software and General Release Schedules Document	1.5 days	Mon 3/4/19	Wed 3/6/19								
36	Post-Implementation Support Recommendations Document	1 day	Wed 3/6/19	Thu 3/7/19								
37	Back-up and Recovery Document	1.5 days	Thu 3/7/19	Fri 3/8/19								
38	Complete Client Review/Approval of Design Documents	1.5 days	Fri 3/8/19	Tue 3/12/19								
39	Identification of Current Breakdown	23.5 days	Mon 1/14/19	Thu 2/14/19								
40	Current Employee Schedules	3 days	Mon 1/14/19	Thu 1/17/19								
41	Required Schedule Template	5 days	Thu 1/17/19	Thu 1/24/19								
42	Required Shifts	3 days	Thu 1/24/19	Tue 1/29/19								
43	Required Shift Statuses	3 days	Tue 1/29/19	Fri 2/1/19								
44	Required Jobs	6 hrs	Fri 2/1/19	Fri 2/1/19								
45	Required Locations	6 hrs	Fri 2/1/19	Mon 2/4/19								
46	Required Hiring Lists	3 days	Mon 2/4/19	Thu 2/7/19								
47	Required Pay Codes	1 wk	Thu 2/7/19	Thu 2/14/19								
48	Design and Approval Phase Complete	0 days	Thu 2/14/19	Thu 2/14/19								
49	Install File Server Hardware	1 day	Mon 1/7/19	Tue 1/8/19								
50	Install Microsoft SQL Server 2008 R2	1 day	Mon 1/7/19	Tue 1/8/19								
51	Install Microsoft IIS	1 day	Mon 1/7/19	Tue 1/8/19								
52	Install .NET 2.0	2 hrs	Mon 1/7/19	Mon 1/7/19								
53	Configure VPN Remote Access	1 day	Mon 1/7/19	Tue 1/8/19								
54	Install File Server Software	4 days	Tue 1/8/19	Mon 1/14/19								
55	VTI Database Installation	2 days	Tue 1/8/19	Thu 1/10/19								
56	VTI User Licenses	2 days	Thu 1/10/19	Mon 1/14/19								
57	Install Application Software	53.5 days	Wed 1/16/19	Mon 4/1/19								
58	Pay Period Table	1 day	Wed 1/16/19	Thu 1/17/19								
59	Holiday Date Table	1 day	Thu 1/17/19	Fri 1/18/19								
60	Pay Code Table	1 wk	Fri 1/18/19	Fri 1/25/19								
61	Eligibility Rules	1.5 wks	Fri 1/25/19	Tue 2/5/19								
62	Standard Schedules	1 wk	Tue 2/5/19	Tue 2/12/19								
63	Current Employee Schedules	1 wk	Tue 2/12/19	Tue 2/19/19								
64	Required Schedule Template	2.5 wks	Tue 2/19/19	Fri 3/8/19								
65	Required Shifts	1 wk	Fri 3/8/19	Fri 3/15/19								
66	Required Shift Statuses	1 wk	Fri 3/15/19	Fri 3/22/19								
67	Required Jobs	1 day	Fri 3/22/19	Mon 3/25/19								

Project: Beaufort County School Distri Date: Mon 10/8/18	Task		External Milestone		Manual Summary Rollup	
	Split		Inactive Task		Manual Summary	
	Milestone		Inactive Milestone		Start-only	
	Summary		Inactive Summary		Finish-only	
	Project Summary		Manual Task		Progress	
	External Tasks		Duration-only		Deadline	

ID	Task Name	Duration	Start	Finish	Jun '19							Jul '19
					19	26	2	9	16	23	30	
68	Required Locations	1 day	Mon 3/25/19	Tue 3/26/19								
69	Required Hiring Lists	3 days	Tue 3/26/19	Fri 3/29/19								
70	Enter Defined Roles and Range Settings	6 hrs	Fri 3/29/19	Fri 3/29/19								
71	Enter Roles and Ranges for Test Group	6 hrs	Fri 3/29/19	Mon 4/1/19								
72	Interfaces Definition	13 days	Mon 4/1/19	Thu 4/18/19								
73	Employee and Accrual Import from Payroll/HR	1 wk	Mon 4/1/19	Mon 4/8/19								
74	Account Code Import	3 days	Mon 4/8/19	Thu 4/11/19								
75	Configure Time Transaction Export from IntelliTime to Payroll/HR	3 days	Thu 4/11/19	Tue 4/16/19								
76	Complete Client Review/Approval of Design Documents	2 days	Tue 4/16/19	Thu 4/18/19								
77	Installation Phase Complete	0 days	Thu 4/18/19	Thu 4/18/19								
78	System Testing and Acceptance	83 days	Wed 4/3/19	Mon 7/29/19								
79	Develop VTI Test Plan Based on Design Documents	53 days	Wed 4/3/19	Mon 6/17/19								
80	Chapter 1: System Settings	1 day	Wed 4/3/19	Thu 4/4/19								
81	Chapter 2: Interfaces	2 days	Thu 4/4/19	Mon 4/8/19								
82	Chapter 3: Workflow	1 wk	Mon 4/8/19	Mon 4/15/19								
83	Chapter 4: Schedule and Overtime Edits	1.5 wks	Mon 4/15/19	Thu 4/25/19								
84	Chapter 5: Leave and Accrual Balance Edits	3 days	Thu 4/25/19	Tue 4/30/19								
85	Chapter 6: Project Cost Accounting	2 days	Tue 4/30/19	Thu 5/2/19								
86	Chapter 7: Holiday	4 days	Thu 5/2/19	Wed 5/8/19								
87	Chapter 8: Family Leave	4 days	Wed 5/8/19	Tue 5/14/19								
88	Chapter 9: Call Back and Standby Scenarios	1 wk	Tue 5/14/19	Tue 5/21/19								
89	Chapter 10: Pay Premiums	3 days	Tue 5/21/19	Fri 5/24/19								
90	Chapter 11: Punch Profiles	2 days	Fri 5/24/19	Tue 5/28/19								
91	Chapter 12: Dynamic Scheduling	2.5 wks	Tue 5/28/19	Thu 6/13/19								
92	Chapter 12: Reports	2 days	Thu 6/13/19	Mon 6/17/19								
93	Unit/Polit Testing	14 days	Wed 6/19/19	Tue 7/9/19								
94	Parallel Testing	14 days	Tue 7/9/19	Mon 7/29/19								
95	Implement Site Modifications as Necessary	20 days	Mon 7/29/19	Mon 8/26/19								
96	Develop Site Modifications	15 days	Mon 7/29/19	Mon 8/19/19								
97	Test Site Modifications	10 days	Mon 8/12/19	Mon 8/26/19								
98	Implementation Training	65 days	Mon 6/17/19	Mon 9/16/19								
99	Administrator Training	16 hrs	Mon 6/17/19	Wed 6/19/19								
100	User/Supervisor/Scheduler Training	15 days	Mon 8/26/19	Mon 9/16/19								
101	Develop Required Reports	10 days	Mon 7/29/19	Mon 8/12/19								

Project: Beaufort County School Distri Date: Mon 10/8/18	Task		External Milestone		Manual Summary Rollup	
	Split		Inactive Task		Manual Summary	
	Milestone		Inactive Milestone		Start-only	
	Summary		Inactive Summary		Finish-only	
	Project Summary		Manual Task		Progress	
	External Tasks		Duration-only		Deadline	

ID	Task Name	Duration	Start	Finish	Jun '19							Jul '19	
					19	26	2	9	16	23	30		
102	Develop Reports	10 days	Mon 7/29/19	Mon 8/12/19									
103	Test Reports	5 days	Thu 8/1/19	Thu 8/8/19									
104	Post Implementation Support	14 days	Mon 8/26/19	Fri 9/13/19									
105	Live Operation	14 days	Mon 8/26/19	Fri 9/13/19									
106	Install Test Environment With IntelliTime Production Build	5 days	Tue 8/27/19	Tue 9/3/19									
107	Customer Review and Approval	5 days	Tue 8/27/19	Tue 9/3/19									
108	Close Project	0 days	Tue 9/3/19	Tue 9/3/19									





















Project: Beaufort County School Distri Date: Mon 10/8/18	Task		External Milestone		Manual Summary Rollup	
	Split		Inactive Task		Manual Summary	
	Milestone		Inactive Milestone		Start-only	
	Summary		Inactive Summary		Finish-only	
	Project Summary		Manual Task		Progress	
	External Tasks		Duration-only		Deadline	

ID	Task Name	Duration	Start	Finish	19 Aug '19						
					7	14	21	28	4	11	18
0	Beaufort County School District	180.5 days	Mon 1/7/19	Mon 9/16/19							
1	Project Initiation	26.75 days	Mon 1/7/19	Tue 2/12/19							
2	Prepare for Kick-Off Meeting	25.75 days	Mon 1/7/19	Mon 2/11/19							
3	Prepare Standard Project Management Documents	9.5 days	Mon 1/7/19	Fri 1/18/19							
4	Work Breakdown Structure	1 day	Mon 1/7/19	Tue 1/8/19							
5	Project Schedule	2 days	Tue 1/8/19	Thu 1/10/19							
6	Issues Log	1 day	Thu 1/10/19	Fri 1/11/19							
7	Budget Plan	4 hrs	Fri 1/11/19	Fri 1/11/19							
8	Communications Plan	4 hrs	Fri 1/11/19	Mon 1/14/19							
9	Change Management Plan	4 hrs	Mon 1/14/19	Mon 1/14/19							
10	Project Calendar	1 day	Mon 1/14/19	Tue 1/15/19							
11	Project Org. Chart	4 hrs	Tue 1/15/19	Wed 1/16/19							
12	Project Manager Authority Statement	4 hrs	Wed 1/16/19	Wed 1/16/19							
13	High Level Project Scope Statement	2 days	Wed 1/16/19	Fri 1/18/19							
14	Review Scope of Work	2 days	Wed 1/16/19	Fri 1/18/19							
15	Provide Client With Discovery Documents	1.25 days	Fri 1/18/19	Mon 1/21/19							
16	Test Plan Discovery Document	6 hrs	Fri 1/18/19	Mon 1/21/19							
17	Pay Code Matrix	2 hrs	Mon 1/21/19	Mon 1/21/19							
18	FLSA Overtime Matrix	2 hrs	Mon 1/21/19	Mon 1/21/19							
19	Review Client Discovery Information	2 wks	Mon 1/28/19	Mon 2/11/19							
20	Conduct Kick-Off Meeting	1 day	Mon 2/11/19	Tue 2/12/19							
21	Project Initiation Complete	0 days	Tue 2/12/19	Tue 2/12/19							
22	Project Planning	32.75 days	Mon 1/7/19	Wed 2/20/19							
23	Review Standard PM Documents and Modify Per Site Requirements	5 days	Tue 2/12/19	Tue 2/19/19							
24	Complete Client Review/Approval of Modified PM Documents	3 days	Fri 2/15/19	Wed 2/20/19							
25	Project Planning Complete	0 days	Mon 1/7/19	Mon 1/7/19							
26	Project Execution	180.5 days	Mon 1/7/19	Mon 9/16/19							
27	Design and Discovery	41.25 days	Mon 1/14/19	Tue 3/12/19							
28	Analyze and Document Client Business Requirements	2.5 wks	Tue 2/12/19	Fri 3/1/19							
29	Develop Solution and Design Document	1.5 days	Mon 2/18/19	Wed 2/20/19							
30	Architecture Design and Data Model Document	2 days	Wed 2/20/19	Fri 2/22/19							
31	Database Design and Data Model Document	1.5 days	Fri 2/22/19	Mon 2/25/19							
32	Server Sizing and Performance Document	1.5 days	Mon 2/25/19	Wed 2/27/19							
33	Multiple Environments Document	1.5 days	Wed 2/27/19	Thu 2/28/19							









Project: Beaufort County School Distri Date: Mon 10/8/18	Task		External Milestone		Manual Summary Rollup	
	Split		Inactive Task		Manual Summary	
	Milestone		Inactive Milestone		Start-only	
	Summary		Inactive Summary		Finish-only	
	Project Summary		Manual Task		Progress	
	External Tasks		Duration-only		Deadline	

ID	Task Name	Duration	Start	Finish	19	Aug '19						
					7	14	21	28	4	11	18	
34	Modifications and Enhancements Document	2 days	Thu 2/28/19	Mon 3/4/19								
35	Desktop Software and General Release Schedules Document	1.5 days	Mon 3/4/19	Wed 3/6/19								
36	Post-Implementation Support Recommendations Document	1 day	Wed 3/6/19	Thu 3/7/19								
37	Back-up and Recovery Document	1.5 days	Thu 3/7/19	Fri 3/8/19								
38	Complete Client Review/Approval of Design Documents	1.5 days	Fri 3/8/19	Tue 3/12/19								
39	Identification of Current Breakdown	23.5 days	Mon 1/14/19	Thu 2/14/19								
40	Current Employee Schedules	3 days	Mon 1/14/19	Thu 1/17/19								
41	Required Schedule Template	5 days	Thu 1/17/19	Thu 1/24/19								
42	Required Shifts	3 days	Thu 1/24/19	Tue 1/29/19								
43	Required Shift Statuses	3 days	Tue 1/29/19	Fri 2/1/19								
44	Required Jobs	6 hrs	Fri 2/1/19	Fri 2/1/19								
45	Required Locations	6 hrs	Fri 2/1/19	Mon 2/4/19								
46	Required Hiring Lists	3 days	Mon 2/4/19	Thu 2/7/19								
47	Required Pay Codes	1 wk	Thu 2/7/19	Thu 2/14/19								
48	Design and Approval Phase Complete	0 days	Thu 2/14/19	Thu 2/14/19								
49	Install File Server Hardware	1 day	Mon 1/7/19	Tue 1/8/19								
50	Install Microsoft SQL Server 2008 R2	1 day	Mon 1/7/19	Tue 1/8/19								
51	Install Microsoft IIS	1 day	Mon 1/7/19	Tue 1/8/19								
52	Install .NET 2.0	2 hrs	Mon 1/7/19	Mon 1/7/19								
53	Configure VPN Remote Access	1 day	Mon 1/7/19	Tue 1/8/19								
54	Install File Server Software	4 days	Tue 1/8/19	Mon 1/14/19								
55	VTI Database Installation	2 days	Tue 1/8/19	Thu 1/10/19								
56	VTI User Licenses	2 days	Thu 1/10/19	Mon 1/14/19								
57	Install Application Software	53.5 days	Wed 1/16/19	Mon 4/1/19								
58	Pay Period Table	1 day	Wed 1/16/19	Thu 1/17/19								
59	Holiday Date Table	1 day	Thu 1/17/19	Fri 1/18/19								
60	Pay Code Table	1 wk	Fri 1/18/19	Fri 1/25/19								
61	Eligibility Rules	1.5 wks	Fri 1/25/19	Tue 2/5/19								
62	Standard Schedules	1 wk	Tue 2/5/19	Tue 2/12/19								
63	Current Employee Schedules	1 wk	Tue 2/12/19	Tue 2/19/19								
64	Required Schedule Template	2.5 wks	Tue 2/19/19	Fri 3/8/19								
65	Required Shifts	1 wk	Fri 3/8/19	Fri 3/15/19								
66	Required Shift Statuses	1 wk	Fri 3/15/19	Fri 3/22/19								
67	Required Jobs	1 day	Fri 3/22/19	Mon 3/25/19								

Project: Beaufort County School Distri Date: Mon 10/8/18	Task		External Milestone		Manual Summary Rollup	
	Split		Inactive Task		Manual Summary	
	Milestone		Inactive Milestone		Start-only	
	Summary		Inactive Summary		Finish-only	
	Project Summary		Manual Task		Progress	
	External Tasks		Duration-only		Deadline	



















ID	Task Name	Duration	Start	Finish	19	Aug '19						
					7	14	21	28	4	11	18	
68	Required Locations	1 day	Mon 3/25/19	Tue 3/26/19								
69	Required Hiring Lists	3 days	Tue 3/26/19	Fri 3/29/19								
70	Enter Defined Roles and Range Settings	6 hrs	Fri 3/29/19	Fri 3/29/19								
71	Enter Roles and Ranges for Test Group	6 hrs	Fri 3/29/19	Mon 4/1/19								
72	Interfaces Definition	13 days	Mon 4/1/19	Thu 4/18/19								
73	Employee and Accrual Import from Payroll/HR	1 wk	Mon 4/1/19	Mon 4/8/19								
74	Account Code Import	3 days	Mon 4/8/19	Thu 4/11/19								
75	Configure Time Transaction Export from IntelliTime to Payroll/HR	3 days	Thu 4/11/19	Tue 4/16/19								
76	Complete Client Review/Approval of Design Documents	2 days	Tue 4/16/19	Thu 4/18/19								
77	Installation Phase Complete	0 days	Thu 4/18/19	Thu 4/18/19								
78	System Testing and Acceptance	83 days	Wed 4/3/19	Mon 7/29/19								
79	Develop VTI Test Plan Based on Design Documents	53 days	Wed 4/3/19	Mon 6/17/19								
80	Chapter 1: System Settings	1 day	Wed 4/3/19	Thu 4/4/19								
81	Chapter 2: Interfaces	2 days	Thu 4/4/19	Mon 4/8/19								
82	Chapter 3: Workflow	1 wk	Mon 4/8/19	Mon 4/15/19								
83	Chapter 4: Schedule and Overtime Edits	1.5 wks	Mon 4/15/19	Thu 4/25/19								
84	Chapter 5: Leave and Accrual Balance Edits	3 days	Thu 4/25/19	Tue 4/30/19								
85	Chapter 6: Project Cost Accounting	2 days	Tue 4/30/19	Thu 5/2/19								
86	Chapter 7: Holiday	4 days	Thu 5/2/19	Wed 5/8/19								
87	Chapter 8: Family Leave	4 days	Wed 5/8/19	Tue 5/14/19								
88	Chapter 9: Call Back and Standby Scenarios	1 wk	Tue 5/14/19	Tue 5/21/19								
89	Chapter 10: Pay Premiums	3 days	Tue 5/21/19	Fri 5/24/19								
90	Chapter 11: Punch Profiles	2 days	Fri 5/24/19	Tue 5/28/19								
91	Chapter 12: Dynamic Scheduling	2.5 wks	Tue 5/28/19	Thu 6/13/19								
92	Chapter 12: Reports	2 days	Thu 6/13/19	Mon 6/17/19								
93	Unit/Polit Testing	14 days	Wed 6/19/19	Tue 7/9/19								
94	Parallel Testing	14 days	Tue 7/9/19	Mon 7/29/19								
95	Implement Site Modifications as Necessary	20 days	Mon 7/29/19	Mon 8/26/19								
96	Develop Site Modifications	15 days	Mon 7/29/19	Mon 8/19/19								
97	Test Site Modifications	10 days	Mon 8/12/19	Mon 8/26/19								
98	Implementation Training	65 days	Mon 6/17/19	Mon 9/16/19								
99	Administrator Training	16 hrs	Mon 6/17/19	Wed 6/19/19								
100	User/Supervisor/Scheduler Training	15 days	Mon 8/26/19	Mon 9/16/19								
101	Develop Required Reports	10 days	Mon 7/29/19	Mon 8/12/19								

Project: Beaufort County School Distri
Date: Mon 10/8/18

Task		External Milestone		Manual Summary Rollup	
Split		Inactive Task		Manual Summary	
Milestone		Inactive Milestone		Start-only	
Summary		Inactive Summary		Finish-only	
Project Summary		Manual Task		Progress	
External Tasks		Duration-only		Deadline	

ID	Task Name	Duration	Start	Finish	19	7	14	21	28	4	11	18
102	Develop Reports	10 days	Mon 7/29/19	Mon 8/12/19								
103	Test Reports	5 days	Thu 8/1/19	Thu 8/8/19								
104	Post Implementation Support	14 days	Mon 8/26/19	Fri 9/13/19								
105	Live Operation	14 days	Mon 8/26/19	Fri 9/13/19								
106	Install Test Environment With IntelliTime Production Build	5 days	Tue 8/27/19	Tue 9/3/19								
107	Customer Review and Approval	5 days	Tue 8/27/19	Tue 9/3/19								
108	Close Project	0 days	Tue 9/3/19	Tue 9/3/19								



Project: Beaufort County School Distri Date: Mon 10/8/18	Task		External Milestone		Manual Summary Rollup	
	Split		Inactive Task		Manual Summary	
	Milestone		Inactive Milestone		Start-only	
	Summary		Inactive Summary		Finish-only	
	Project Summary		Manual Task		Progress	
	External Tasks		Duration-only		Deadline	

ID	Task Name	Duration	Start	Finish	Sep '19					Oct '19	
					25	1	8	15	22	29	6
0	Beaufort County School District	180.5 days	Mon 1/7/19	Mon 9/16/19							
1	Project Initiation	26.75 days	Mon 1/7/19	Tue 2/12/19							
2	Prepare for Kick-Off Meeting	25.75 days	Mon 1/7/19	Mon 2/11/19							
3	Prepare Standard Project Management Documents	9.5 days	Mon 1/7/19	Fri 1/18/19							
4	Work Breakdown Structure	1 day	Mon 1/7/19	Tue 1/8/19							
5	Project Schedule	2 days	Tue 1/8/19	Thu 1/10/19							
6	Issues Log	1 day	Thu 1/10/19	Fri 1/11/19							
7	Budget Plan	4 hrs	Fri 1/11/19	Fri 1/11/19							
8	Communications Plan	4 hrs	Fri 1/11/19	Mon 1/14/19							
9	Change Management Plan	4 hrs	Mon 1/14/19	Mon 1/14/19							
10	Project Calendar	1 day	Mon 1/14/19	Tue 1/15/19							
11	Project Org. Chart	4 hrs	Tue 1/15/19	Wed 1/16/19							
12	Project Manager Authority Statement	4 hrs	Wed 1/16/19	Wed 1/16/19							
13	High Level Project Scope Statement	2 days	Wed 1/16/19	Fri 1/18/19							
14	Review Scope of Work	2 days	Wed 1/16/19	Fri 1/18/19							
15	Provide Client With Discovery Documents	1.25 days	Fri 1/18/19	Mon 1/21/19							
16	Test Plan Discovery Document	6 hrs	Fri 1/18/19	Mon 1/21/19							
17	Pay Code Matrix	2 hrs	Mon 1/21/19	Mon 1/21/19							
18	FLSA Overtime Matrix	2 hrs	Mon 1/21/19	Mon 1/21/19							
19	Review Client Discovery Information	2 wks	Mon 1/28/19	Mon 2/11/19							
20	Conduct Kick-Off Meeting	1 day	Mon 2/11/19	Tue 2/12/19							
21	Project Initiation Complete	0 days	Tue 2/12/19	Tue 2/12/19							
22	Project Planning	32.75 days	Mon 1/7/19	Wed 2/20/19							
23	Review Standard PM Documents and Modify Per Site Requirements	5 days	Tue 2/12/19	Tue 2/19/19							
24	Complete Client Review/Approval of Modified PM Documents	3 days	Fri 2/15/19	Wed 2/20/19							
25	Project Planning Complete	0 days	Mon 1/7/19	Mon 1/7/19							
26	Project Execution	180.5 days	Mon 1/7/19	Mon 9/16/19							
27	Design and Discovery	41.25 days	Mon 1/14/19	Tue 3/12/19							
28	Analyze and Document Client Business Requirements	2.5 wks	Tue 2/12/19	Fri 3/1/19							
29	Develop Solution and Design Document	1.5 days	Mon 2/18/19	Wed 2/20/19							
30	Architecture Design and Data Model Document	2 days	Wed 2/20/19	Fri 2/22/19							
31	Database Design and Data Model Document	1.5 days	Fri 2/22/19	Mon 2/25/19							
32	Server Sizing and Performance Document	1.5 days	Mon 2/25/19	Wed 2/27/19							
33	Multiple Environments Document	1.5 days	Wed 2/27/19	Thu 2/28/19							

Project: Beaufort County School Distri Date: Mon 10/8/18	Task		External Milestone		Manual Summary Rollup	
	Split		Inactive Task		Manual Summary	
	Milestone		Inactive Milestone		Start-only	
	Summary		Inactive Summary		Finish-only	
	Project Summary		Manual Task		Progress	
	External Tasks		Duration-only		Deadline	

ID	Task Name	Duration	Start	Finish	Sep '19					Oct '19	
					25	1	8	15	22	29	6
34	Modifications and Enhancements Document	2 days	Thu 2/28/19	Mon 3/4/19							
35	Desktop Software and General Release Schedules Document	1.5 days	Mon 3/4/19	Wed 3/6/19							
36	Post-Implementation Support Recommendations Document	1 day	Wed 3/6/19	Thu 3/7/19							
37	Back-up and Recovery Document	1.5 days	Thu 3/7/19	Fri 3/8/19							
38	Complete Client Review/Approval of Design Documents	1.5 days	Fri 3/8/19	Tue 3/12/19							
39	Identification of Current Breakdown	23.5 days	Mon 1/14/19	Thu 2/14/19							
40	Current Employee Schedules	3 days	Mon 1/14/19	Thu 1/17/19							
41	Required Schedule Template	5 days	Thu 1/17/19	Thu 1/24/19							
42	Required Shifts	3 days	Thu 1/24/19	Tue 1/29/19							
43	Required Shift Statuses	3 days	Tue 1/29/19	Fri 2/1/19							
44	Required Jobs	6 hrs	Fri 2/1/19	Fri 2/1/19							
45	Required Locations	6 hrs	Fri 2/1/19	Mon 2/4/19							
46	Required Hiring Lists	3 days	Mon 2/4/19	Thu 2/7/19							
47	Required Pay Codes	1 wk	Thu 2/7/19	Thu 2/14/19							
48	Design and Approval Phase Complete	0 days	Thu 2/14/19	Thu 2/14/19							
49	Install File Server Hardware	1 day	Mon 1/7/19	Tue 1/8/19							
50	Install Microsoft SQL Server 2008 R2	1 day	Mon 1/7/19	Tue 1/8/19							
51	Install Microsoft IIS	1 day	Mon 1/7/19	Tue 1/8/19							
52	Install .NET 2.0	2 hrs	Mon 1/7/19	Mon 1/7/19							
53	Configure VPN Remote Access	1 day	Mon 1/7/19	Tue 1/8/19							
54	Install File Server Software	4 days	Tue 1/8/19	Mon 1/14/19							
55	VTI Database Installation	2 days	Tue 1/8/19	Thu 1/10/19							
56	VTI User Licenses	2 days	Thu 1/10/19	Mon 1/14/19							
57	Install Application Software	53.5 days	Wed 1/16/19	Mon 4/1/19							
58	Pay Period Table	1 day	Wed 1/16/19	Thu 1/17/19							
59	Holiday Date Table	1 day	Thu 1/17/19	Fri 1/18/19							
60	Pay Code Table	1 wk	Fri 1/18/19	Fri 1/25/19							
61	Eligibility Rules	1.5 wks	Fri 1/25/19	Tue 2/5/19							
62	Standard Schedules	1 wk	Tue 2/5/19	Tue 2/12/19							
63	Current Employee Schedules	1 wk	Tue 2/12/19	Tue 2/19/19							
64	Required Schedule Template	2.5 wks	Tue 2/19/19	Fri 3/8/19							
65	Required Shifts	1 wk	Fri 3/8/19	Fri 3/15/19							
66	Required Shift Statuses	1 wk	Fri 3/15/19	Fri 3/22/19							
67	Required Jobs	1 day	Fri 3/22/19	Mon 3/25/19							

Project: Beaufort County School Distri Date: Mon 10/8/18	Task		External Milestone		Manual Summary Rollup	
	Split		Inactive Task		Manual Summary	
	Milestone		Inactive Milestone		Start-only	
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	Project Summary		Manual Task		Progress	
	External Tasks		Duration-only		Deadline	

ID	Task Name	Duration	Start	Finish	Sep '19					Oct '19	
					25	1	8	15	22	29	6
68	Required Locations	1 day	Mon 3/25/19	Tue 3/26/19							
69	Required Hiring Lists	3 days	Tue 3/26/19	Fri 3/29/19							
70	Enter Defined Roles and Range Settings	6 hrs	Fri 3/29/19	Fri 3/29/19							
71	Enter Roles and Ranges for Test Group	6 hrs	Fri 3/29/19	Mon 4/1/19							
72	Interfaces Definition	13 days	Mon 4/1/19	Thu 4/18/19							
73	Employee and Accrual Import from Payroll/HR	1 wk	Mon 4/1/19	Mon 4/8/19							
74	Account Code Import	3 days	Mon 4/8/19	Thu 4/11/19							
75	Configure Time Transaction Export from IntelliTime to Payroll/HR	3 days	Thu 4/11/19	Tue 4/16/19							
76	Complete Client Review/Approval of Design Documents	2 days	Tue 4/16/19	Thu 4/18/19							
77	Installation Phase Complete	0 days	Thu 4/18/19	Thu 4/18/19							
78	System Testing and Acceptance	83 days	Wed 4/3/19	Mon 7/29/19							
79	Develop VTI Test Plan Based on Design Documents	53 days	Wed 4/3/19	Mon 6/17/19							
80	Chapter 1: System Settings	1 day	Wed 4/3/19	Thu 4/4/19							
81	Chapter 2: Interfaces	2 days	Thu 4/4/19	Mon 4/8/19							
82	Chapter 3: Workflow	1 wk	Mon 4/8/19	Mon 4/15/19							
83	Chapter 4: Schedule and Overtime Edits	1.5 wks	Mon 4/15/19	Thu 4/25/19							
84	Chapter 5: Leave and Accrual Balance Edits	3 days	Thu 4/25/19	Tue 4/30/19							
85	Chapter 6: Project Cost Accounting	2 days	Tue 4/30/19	Thu 5/2/19							
86	Chapter 7: Holiday	4 days	Thu 5/2/19	Wed 5/8/19							
87	Chapter 8: Family Leave	4 days	Wed 5/8/19	Tue 5/14/19							
88	Chapter 9: Call Back and Standby Scenarios	1 wk	Tue 5/14/19	Tue 5/21/19							
89	Chapter 10: Pay Premiums	3 days	Tue 5/21/19	Fri 5/24/19							
90	Chapter 11: Punch Profiles	2 days	Fri 5/24/19	Tue 5/28/19							
91	Chapter 12: Dynamic Scheduling	2.5 wks	Tue 5/28/19	Thu 6/13/19							
92	Chapter 12: Reports	2 days	Thu 6/13/19	Mon 6/17/19							
93	Unit/Polit Testing	14 days	Wed 6/19/19	Tue 7/9/19							
94	Parallel Testing	14 days	Tue 7/9/19	Mon 7/29/19							
95	Implement Site Modifications as Necessary	20 days	Mon 7/29/19	Mon 8/26/19							
96	Develop Site Modifications	15 days	Mon 7/29/19	Mon 8/19/19							
97	Test Site Modifications	10 days	Mon 8/12/19	Mon 8/26/19							
98	Implementation Training	65 days	Mon 6/17/19	Mon 9/16/19							
99	Administrator Training	16 hrs	Mon 6/17/19	Wed 6/19/19							
100	User/Supervisor/Scheduler Training	15 days	Mon 8/26/19	Mon 9/16/19							
101	Develop Required Reports	10 days	Mon 7/29/19	Mon 8/12/19							

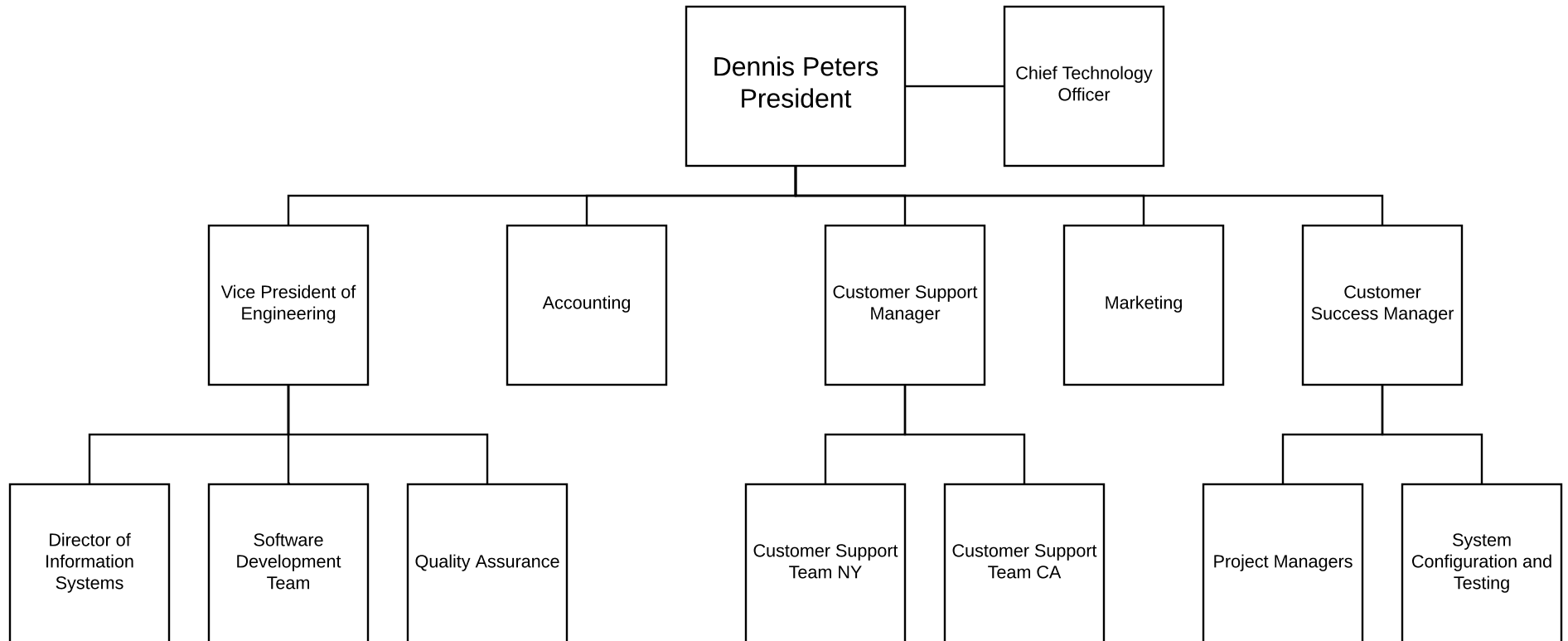
Project: Beaufort County School Distri Date: Mon 10/8/18	Task		External Milestone		Manual Summary Rollup	
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Project: Beaufort County School Distri Date: Mon 10/8/18	Task		External Milestone		Manual Summary Rollup	
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IntelliTime Systems Corporation Organizational Chart



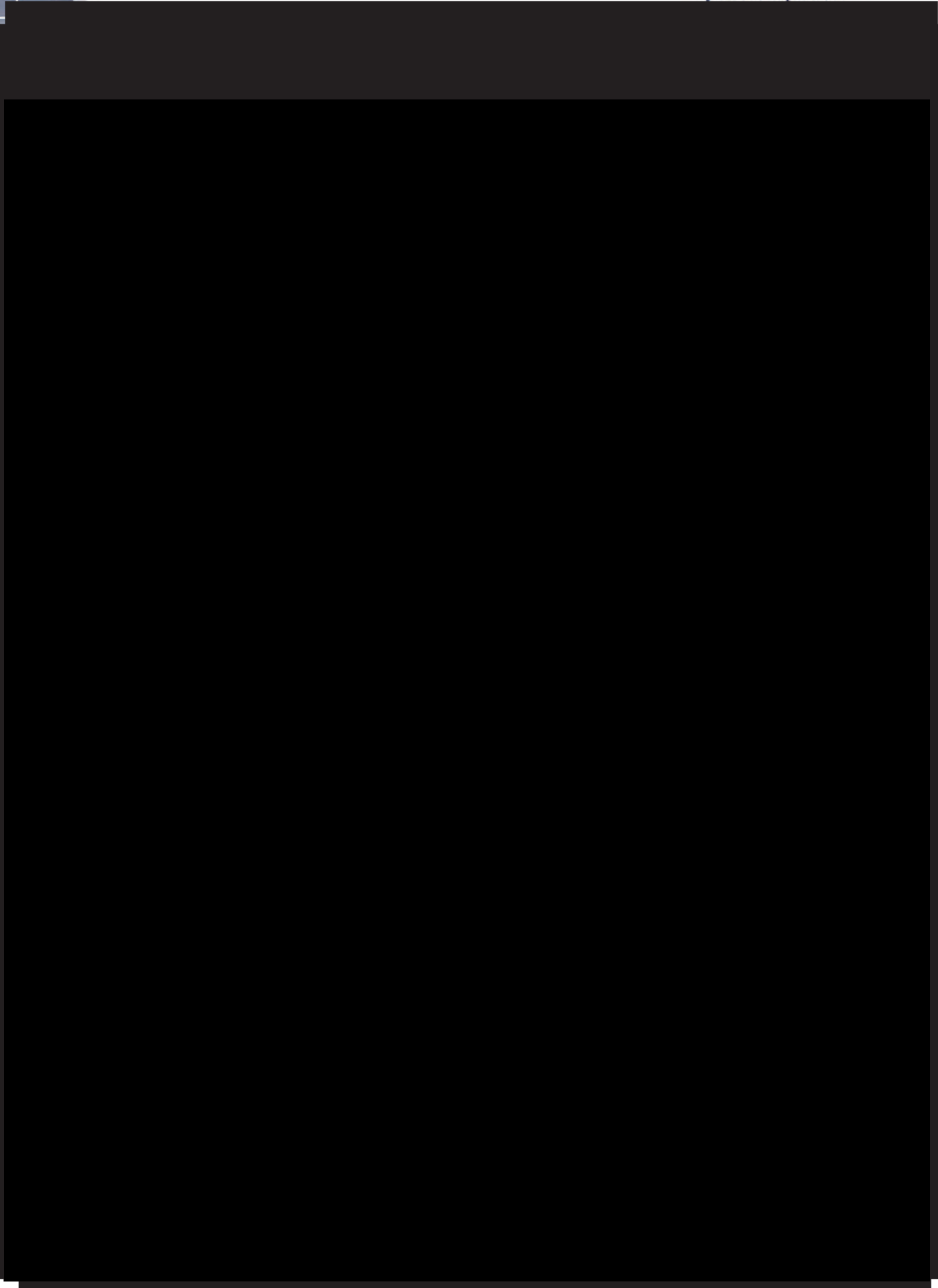
3.3 GENERAL TERMS AND CONDITIONS:

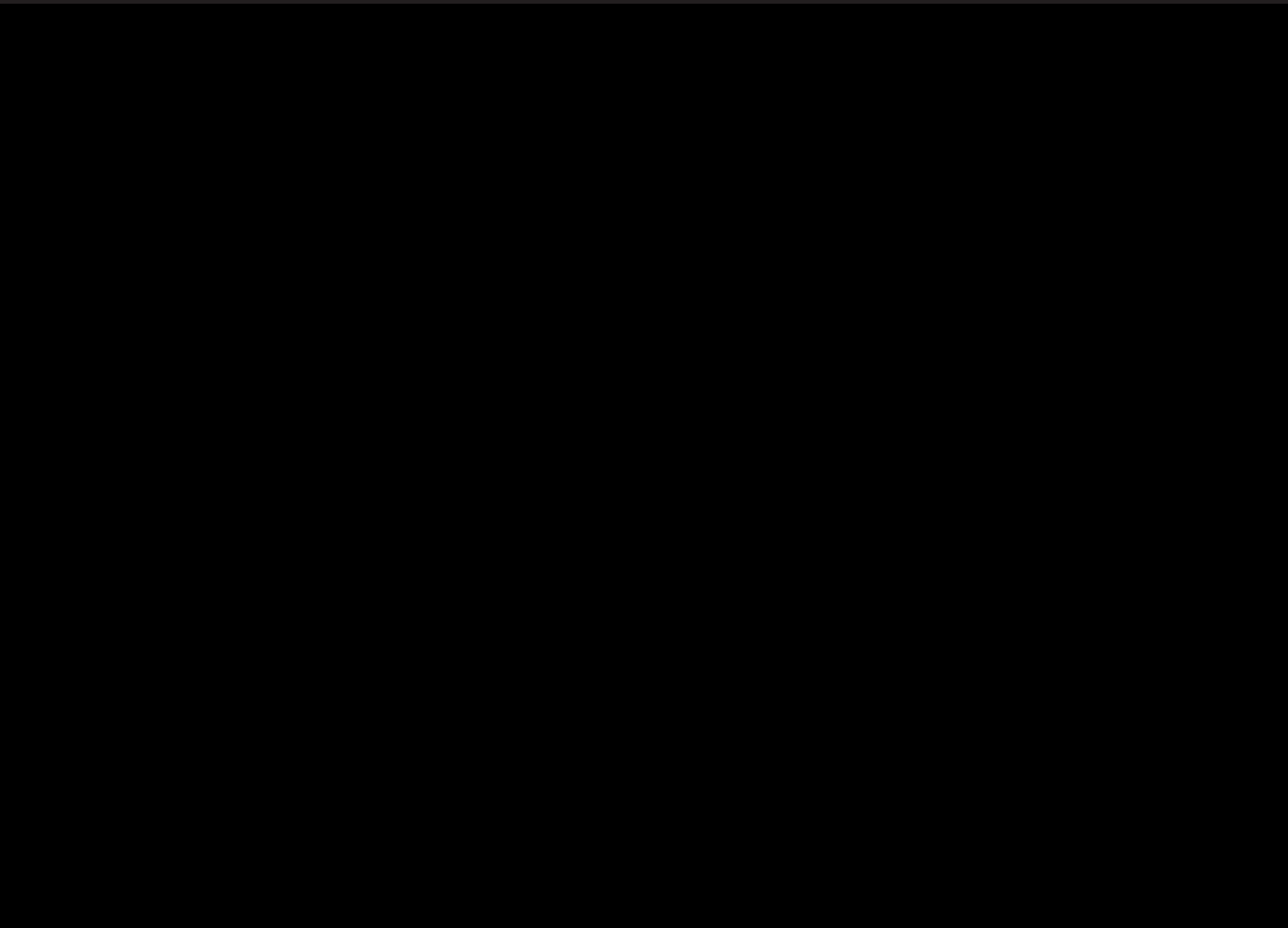
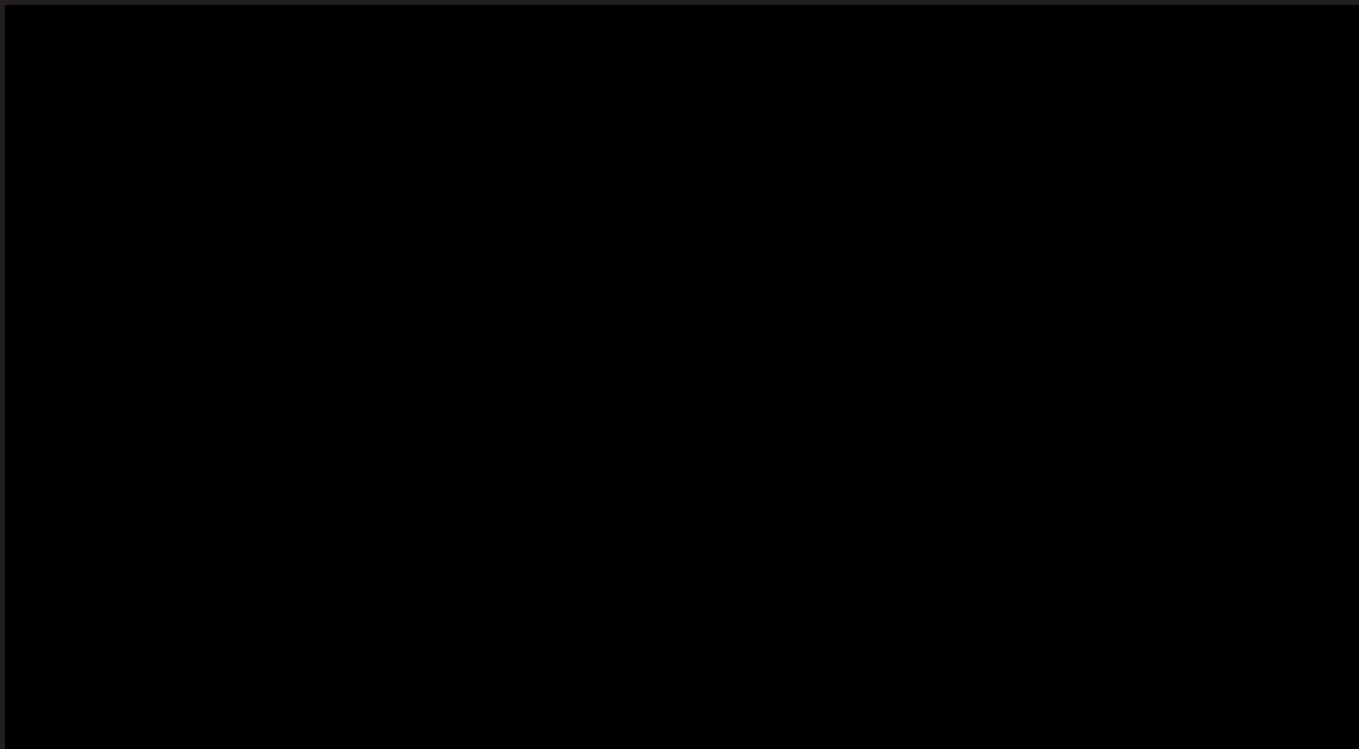
a) Will you comply with all the terms and conditions contained within? (Yes/No)

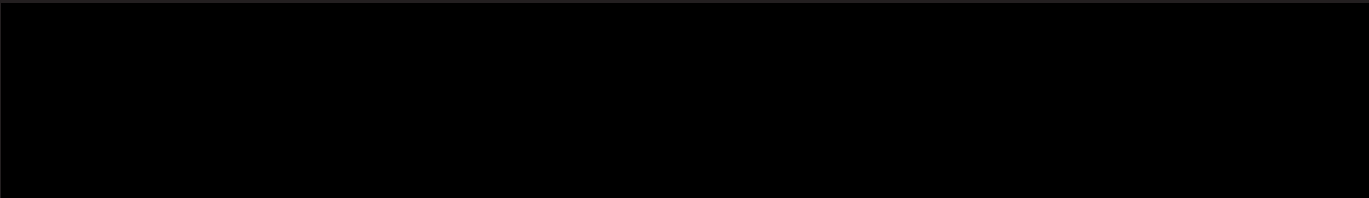
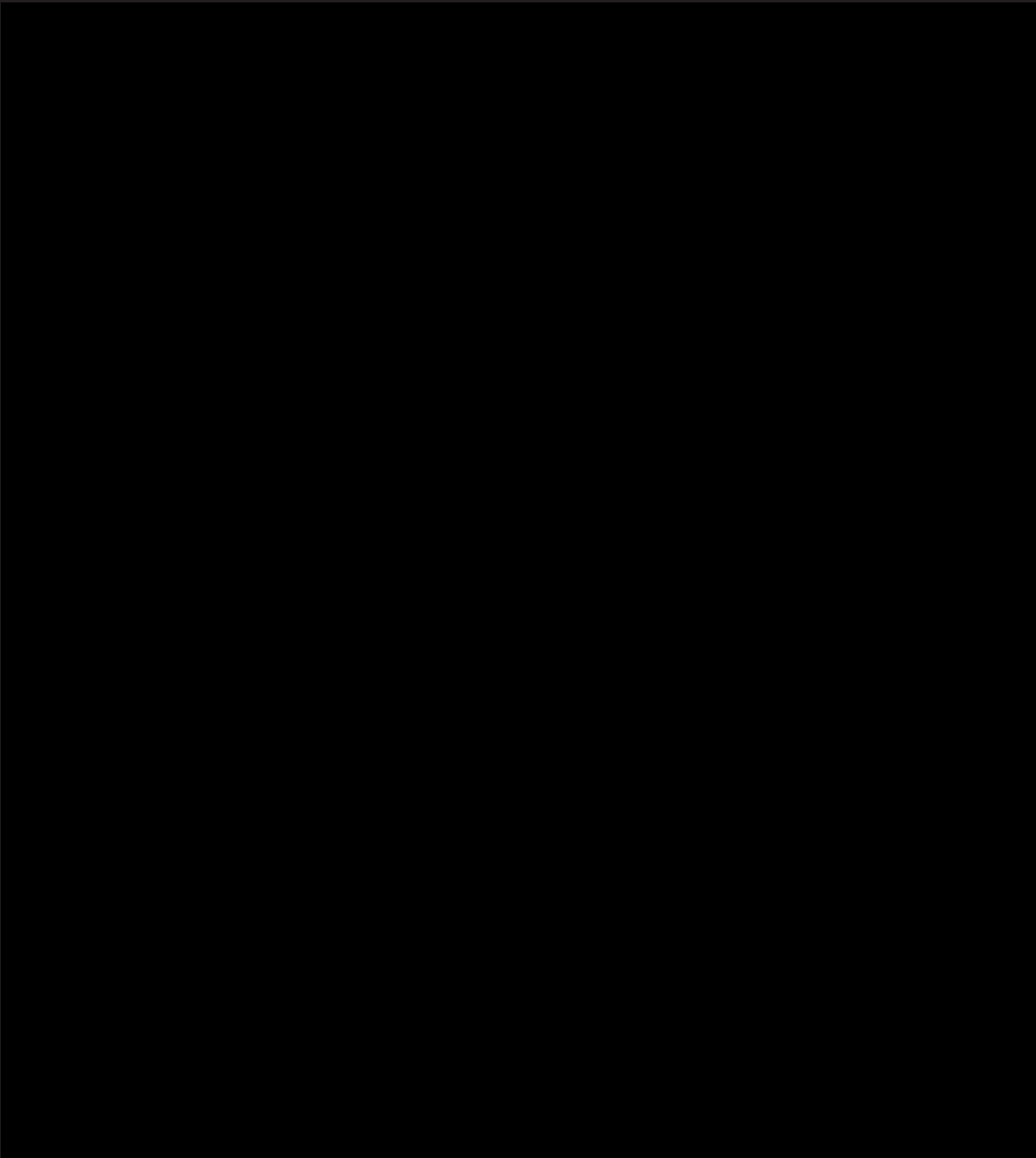
IntelliTime Response: Yes.

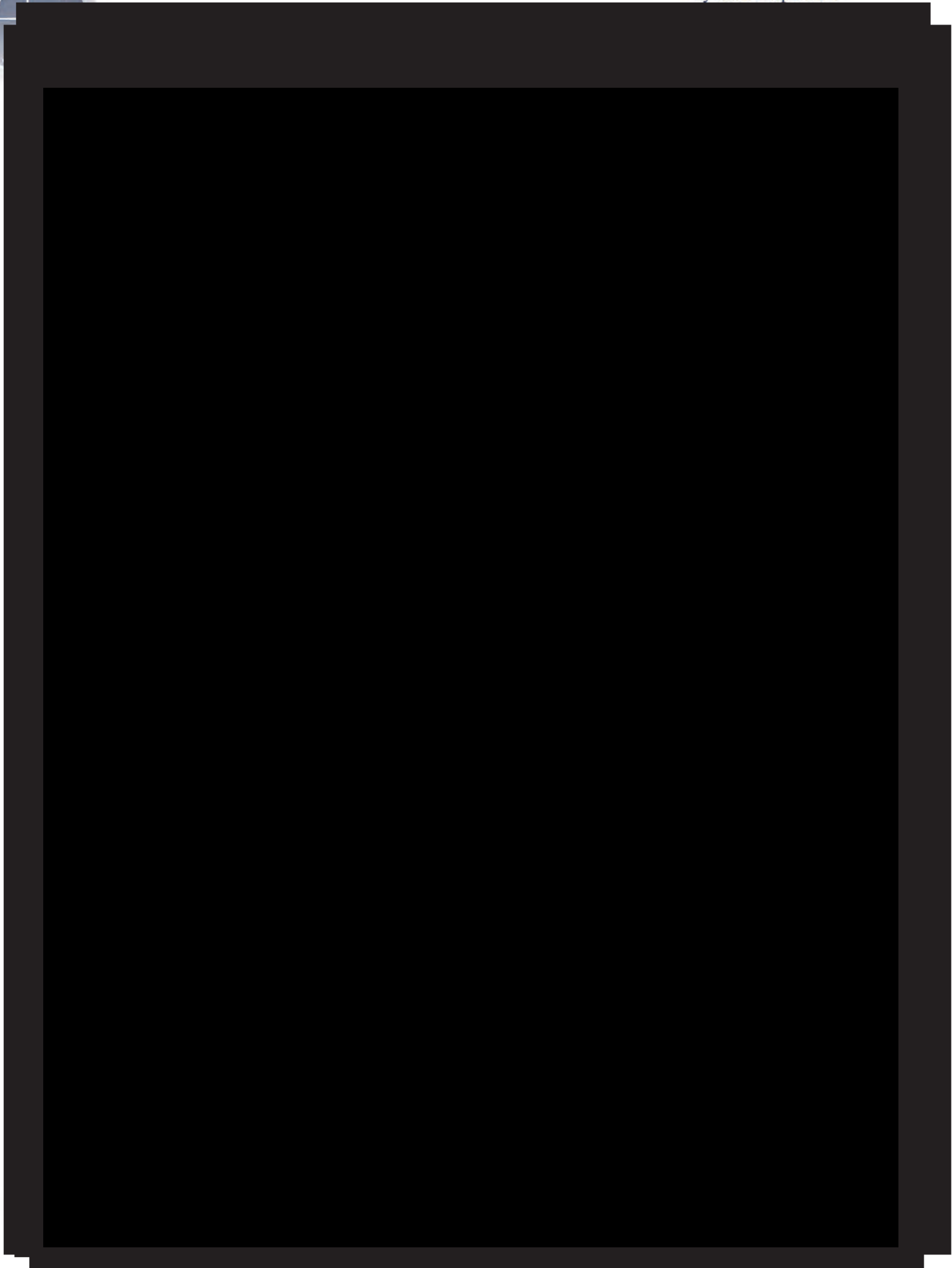
b) If your answer to 3.2 a) is “No”, list all conditions, objections, exceptions, and/or observations which you cannot or will not meet or accept in a separate document. Provide alternate language of solutions for the District’s consideration.

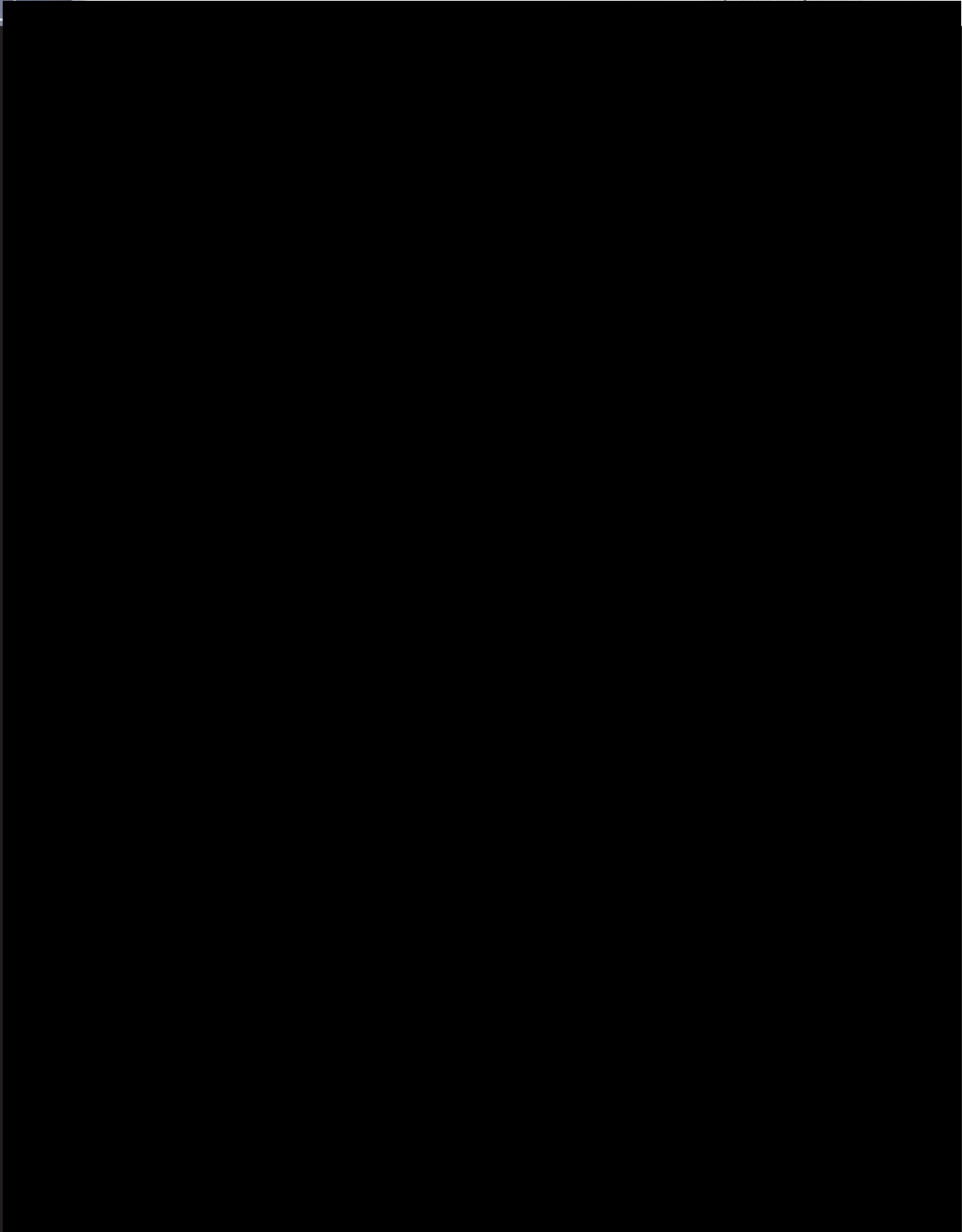
IntelliTime Response: N/A

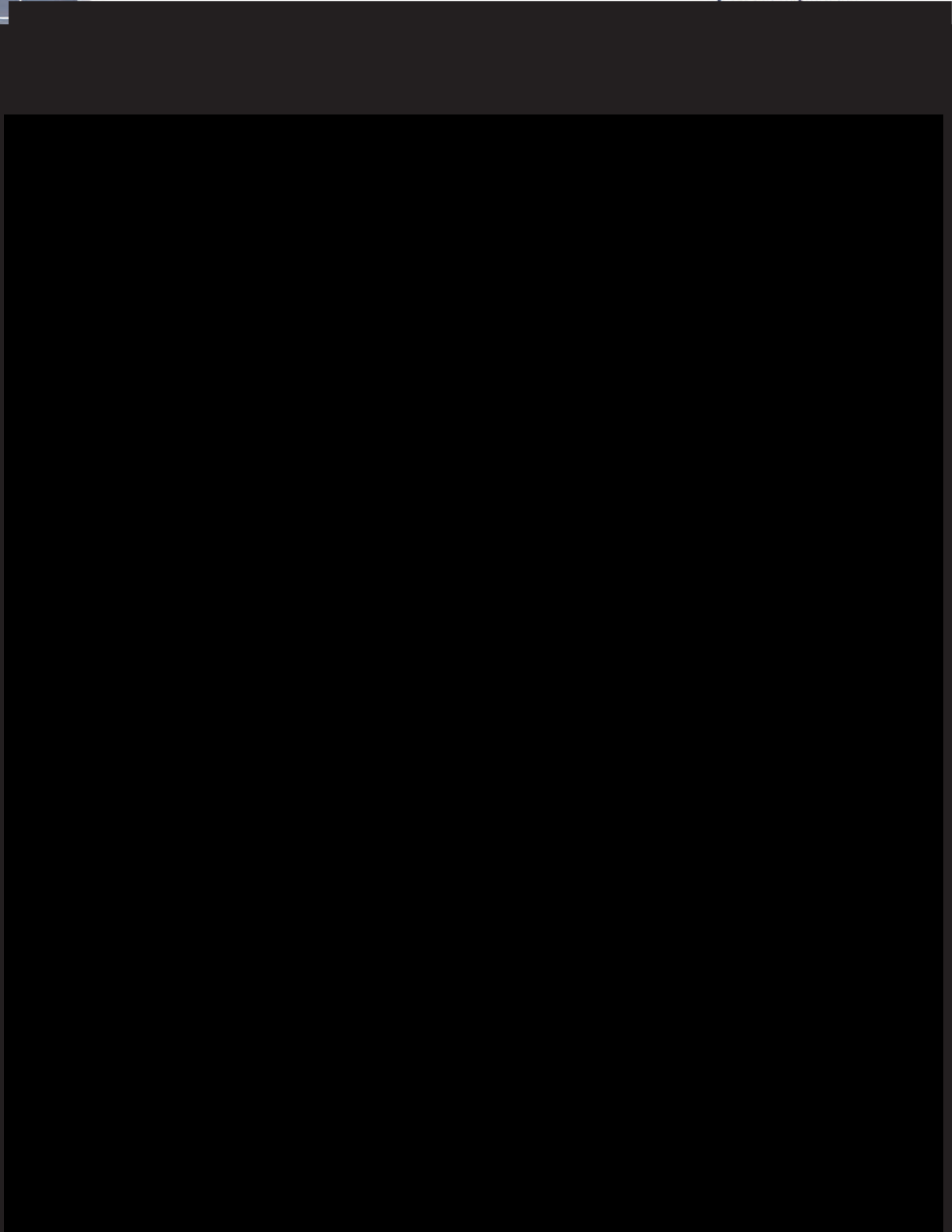


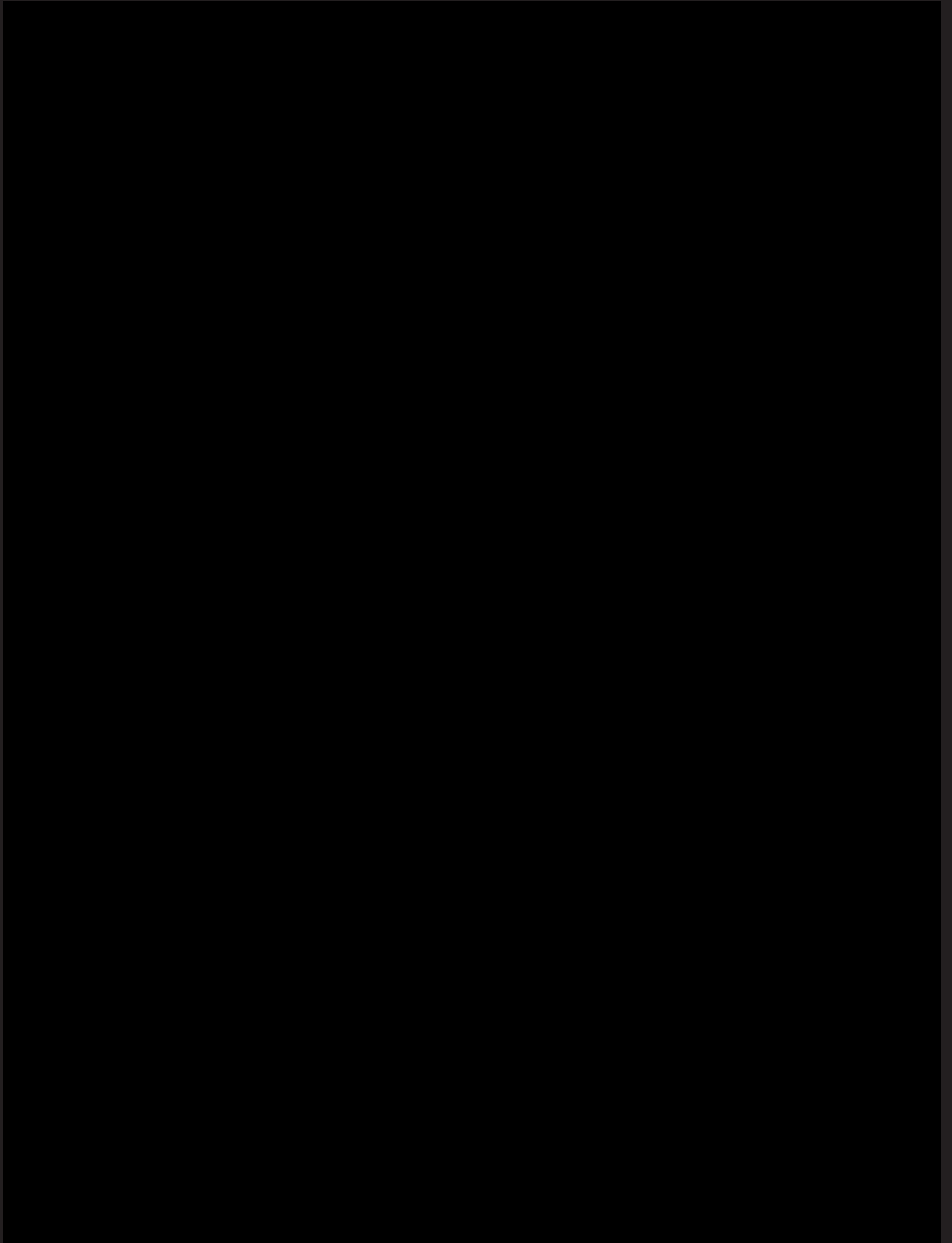


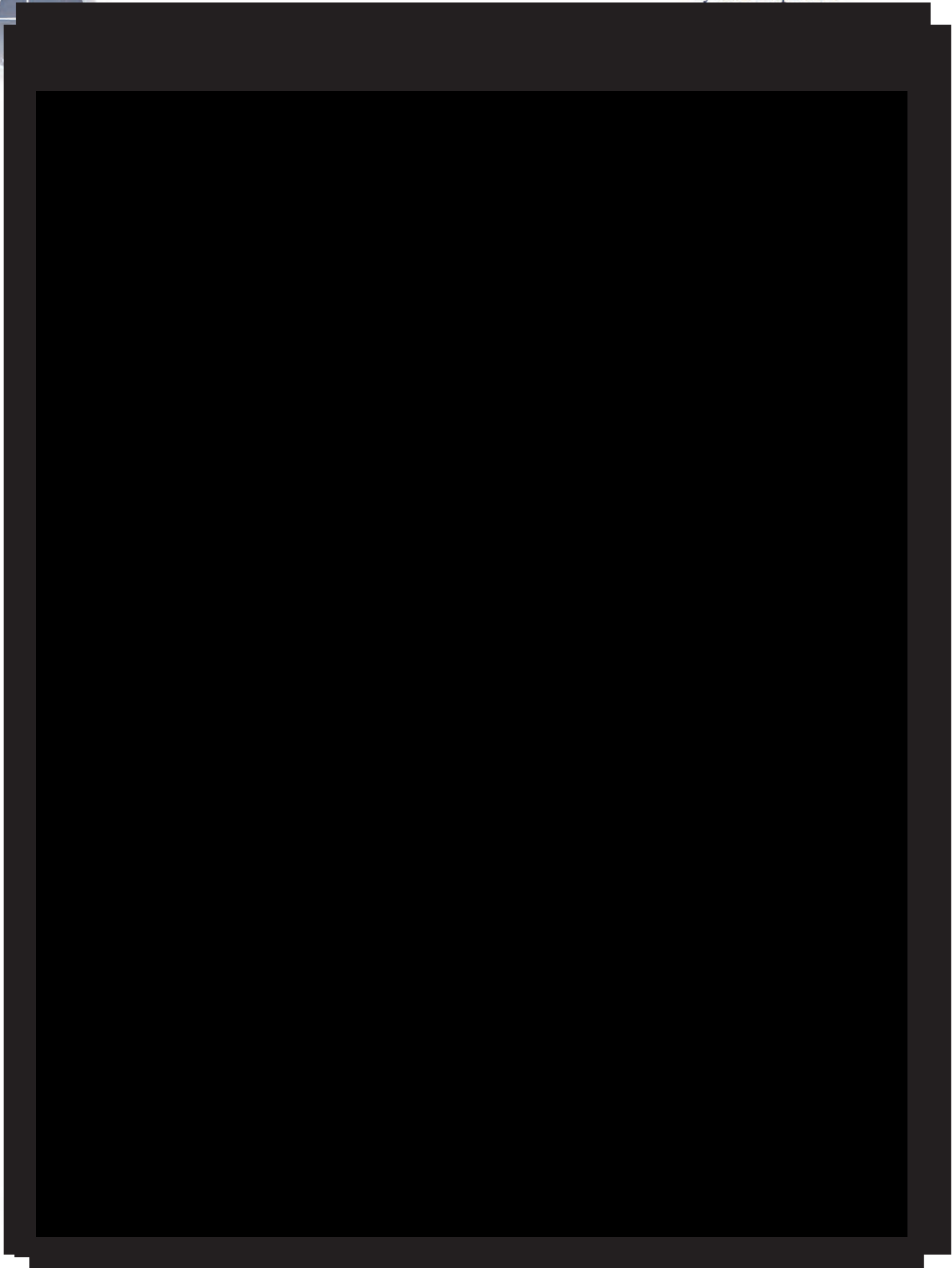


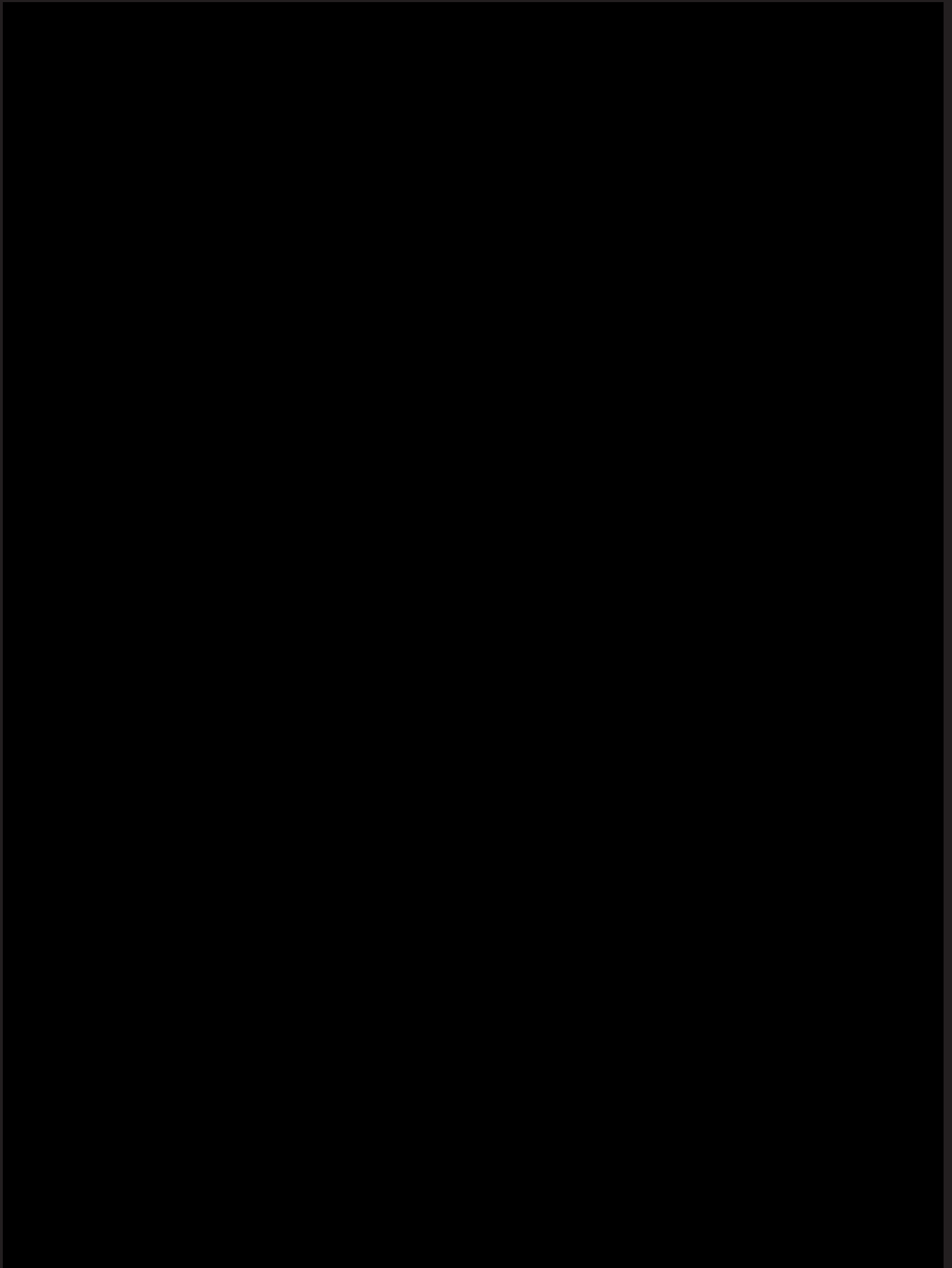


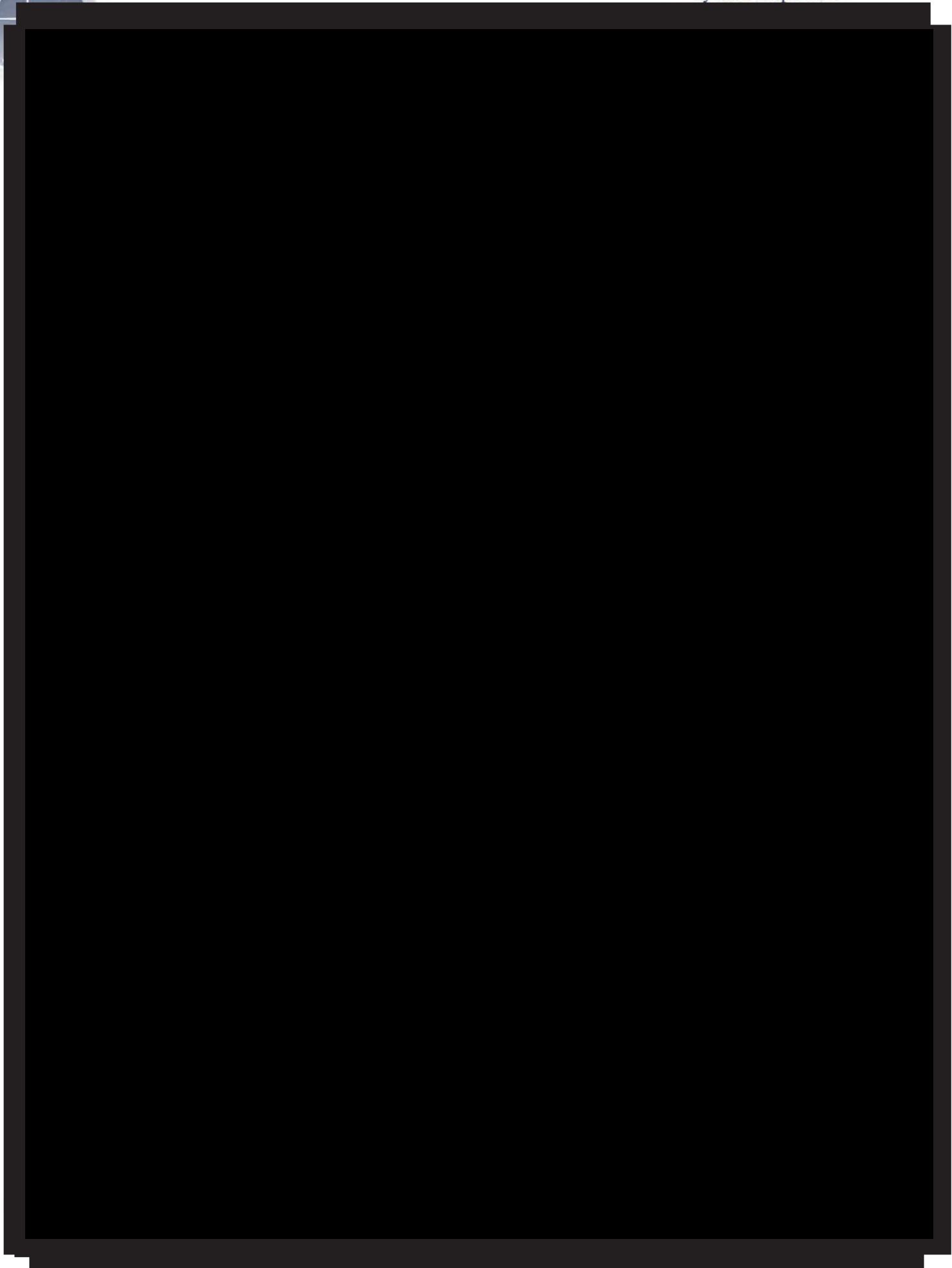


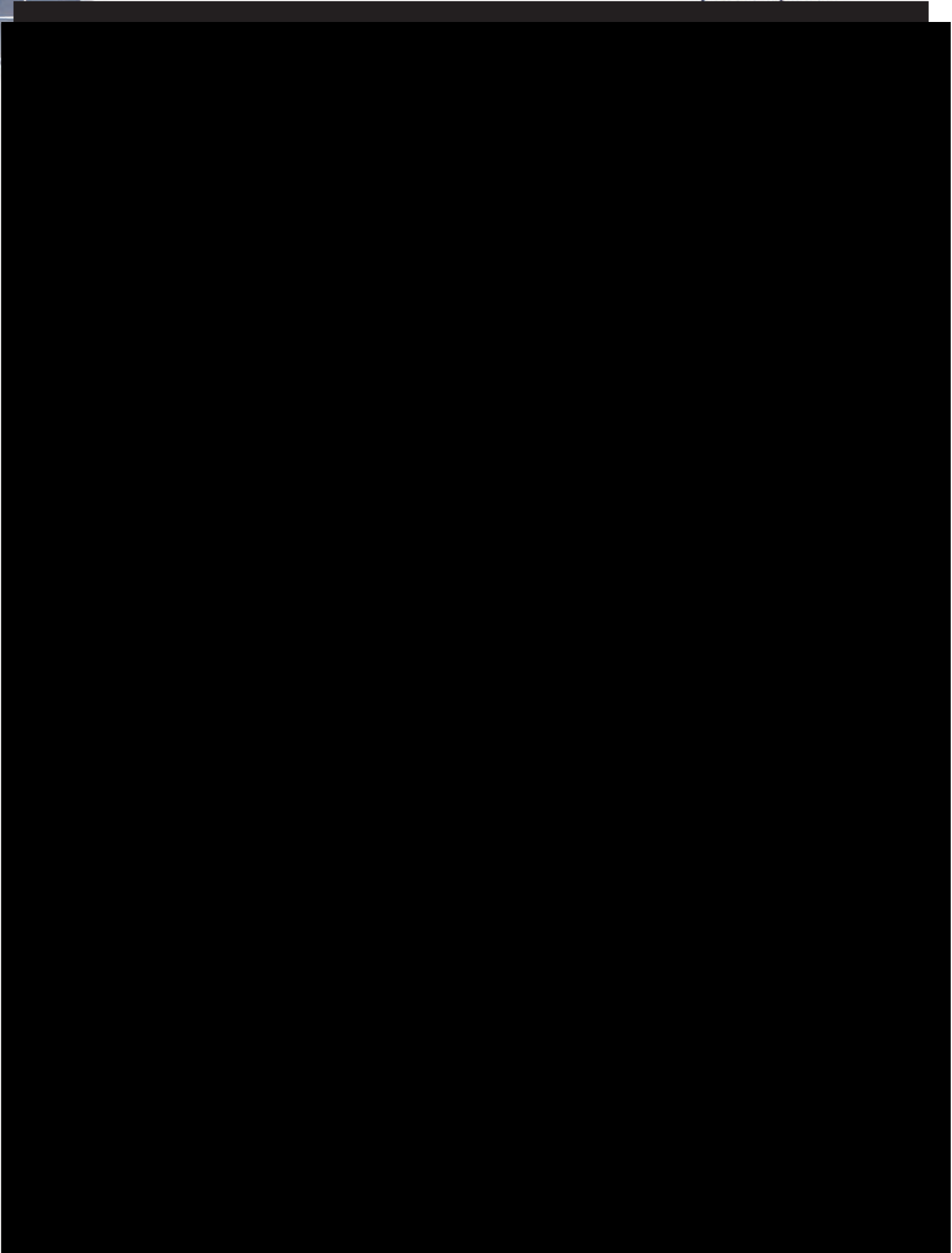


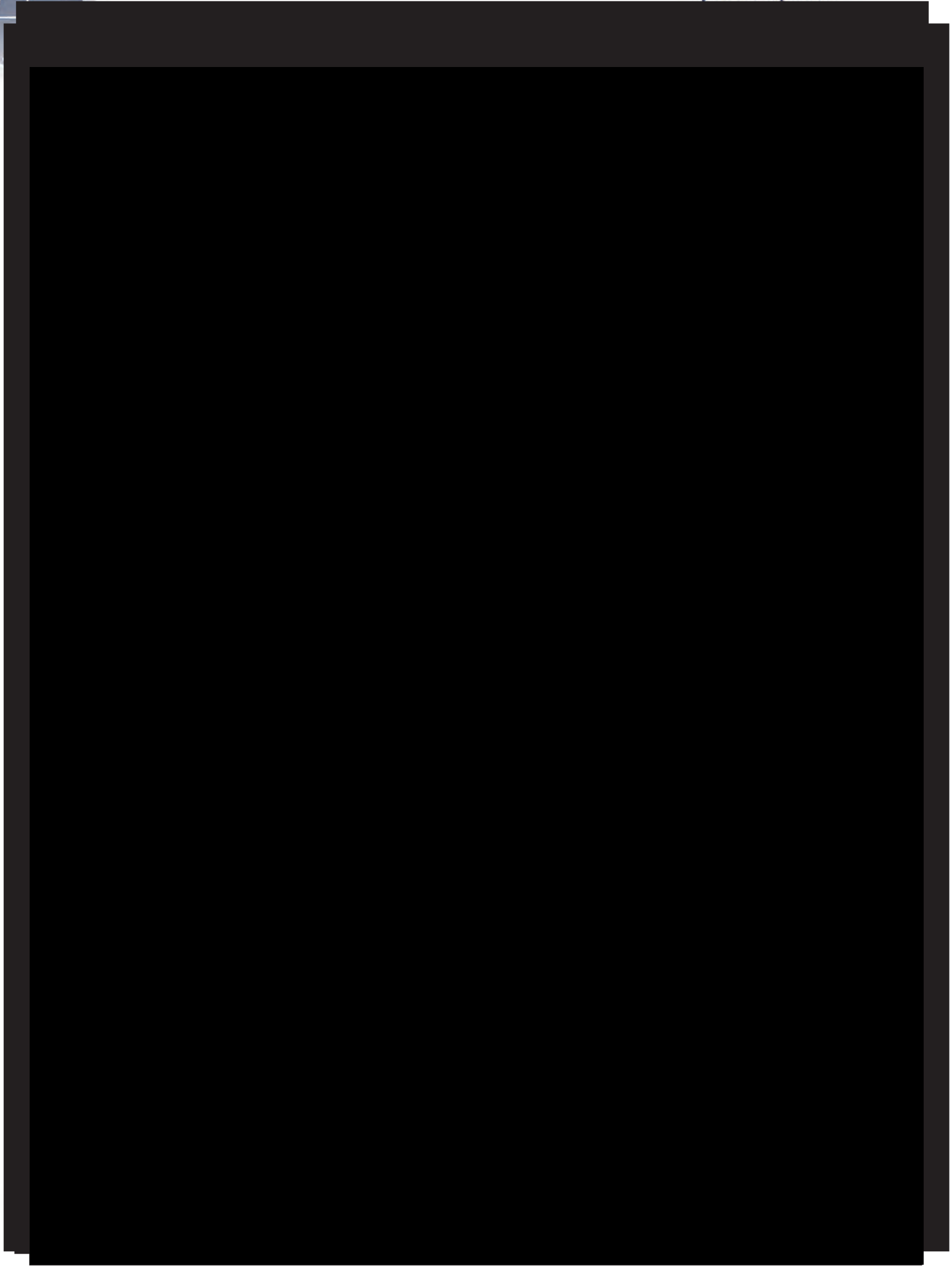


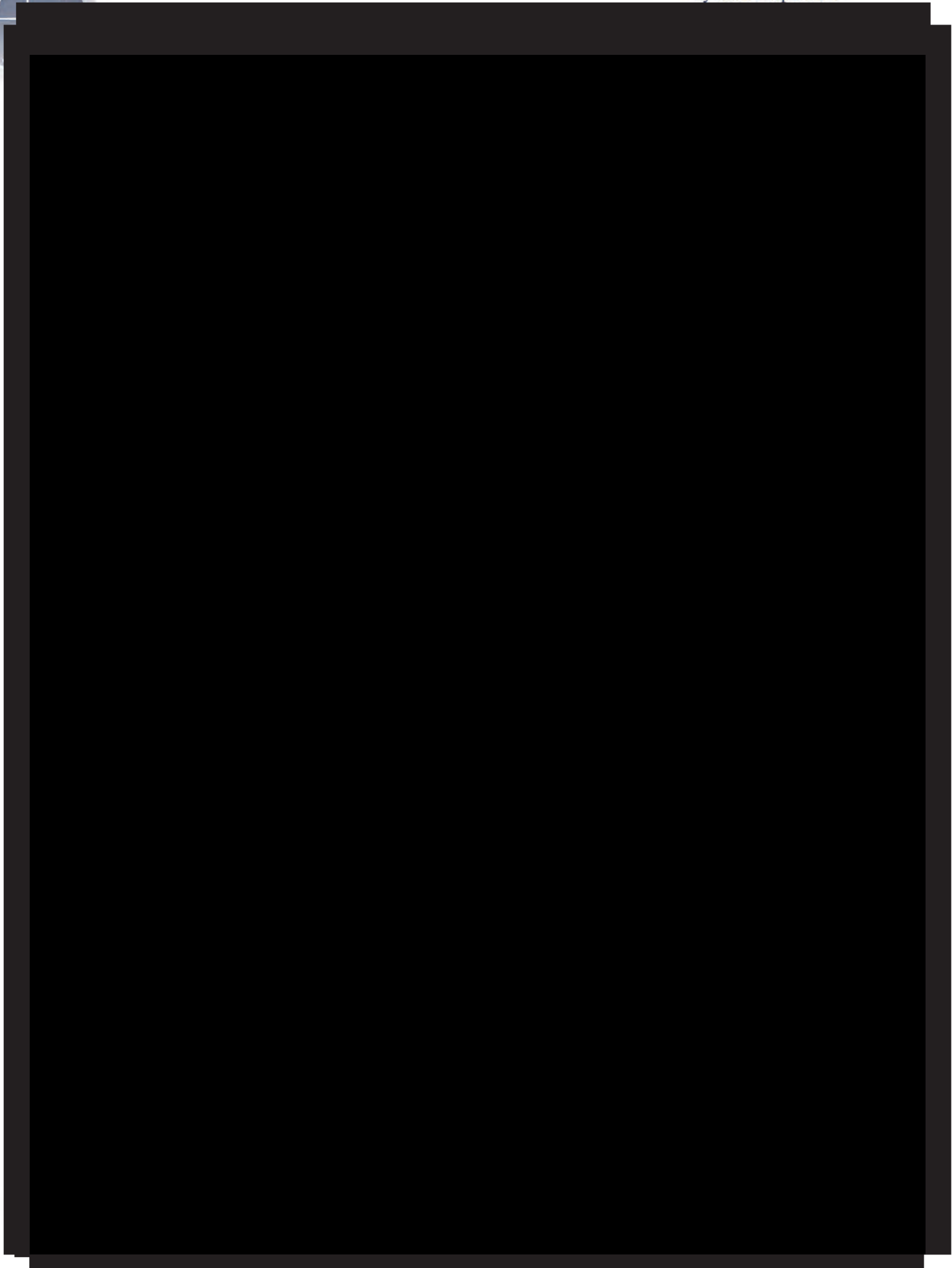


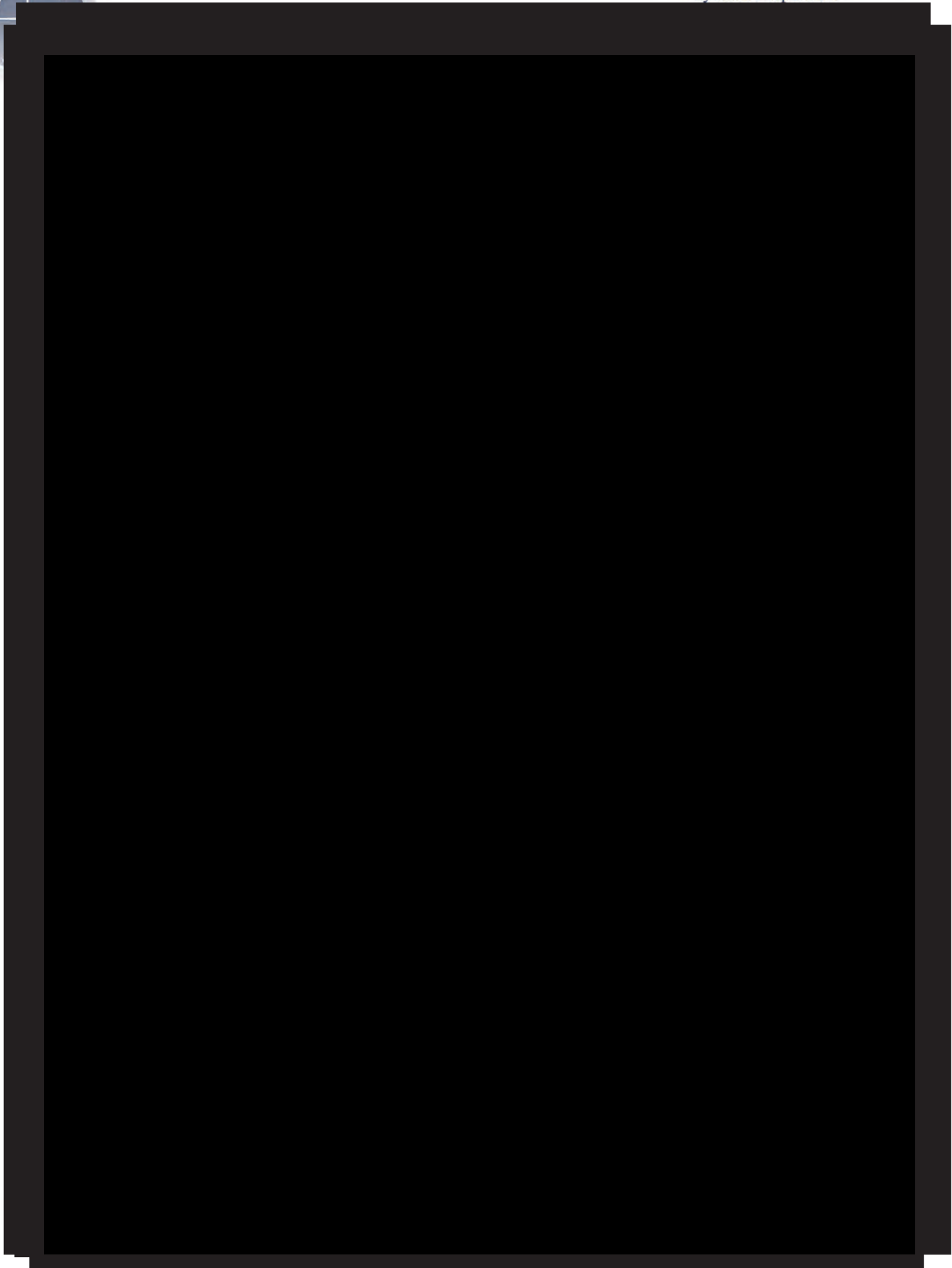






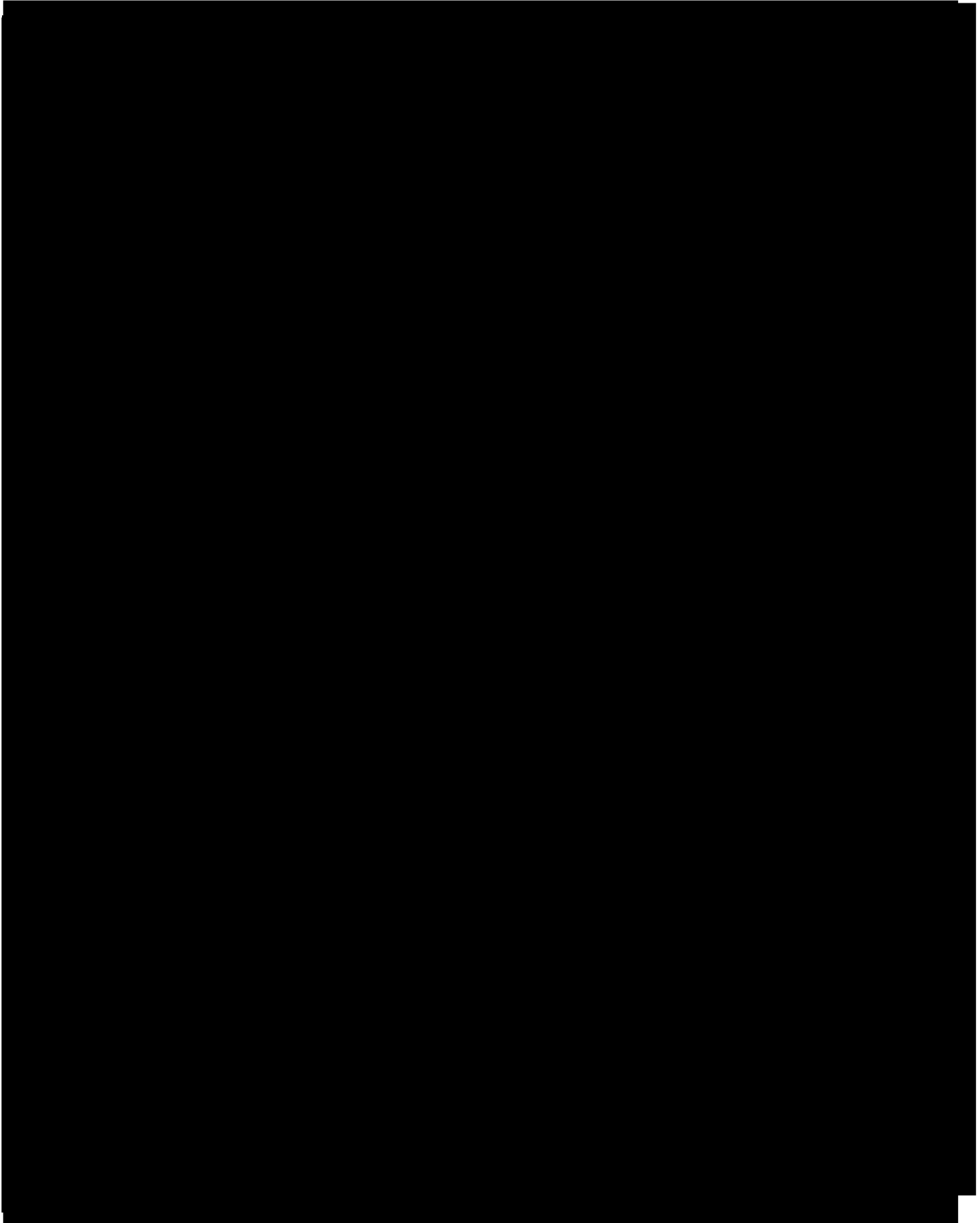






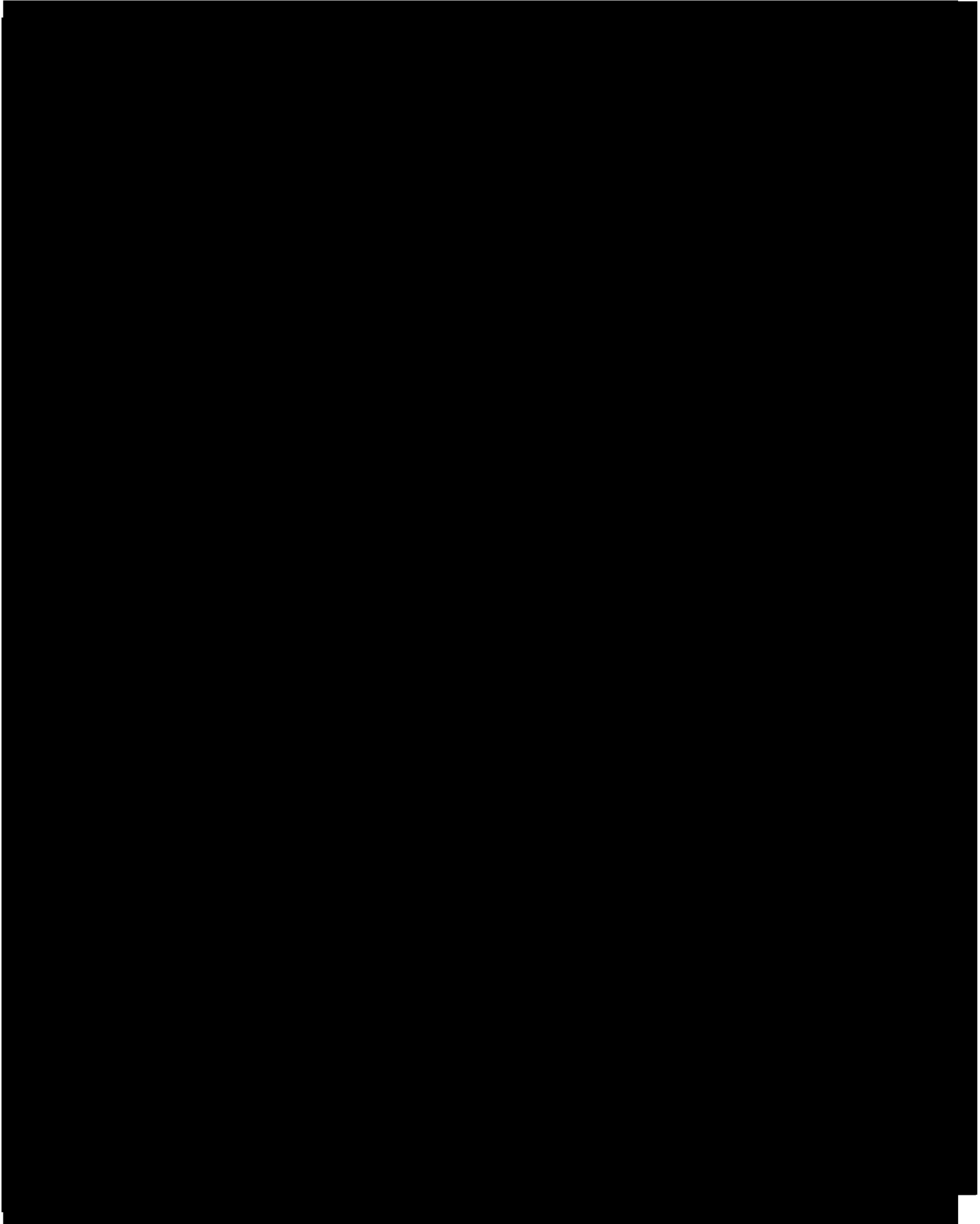


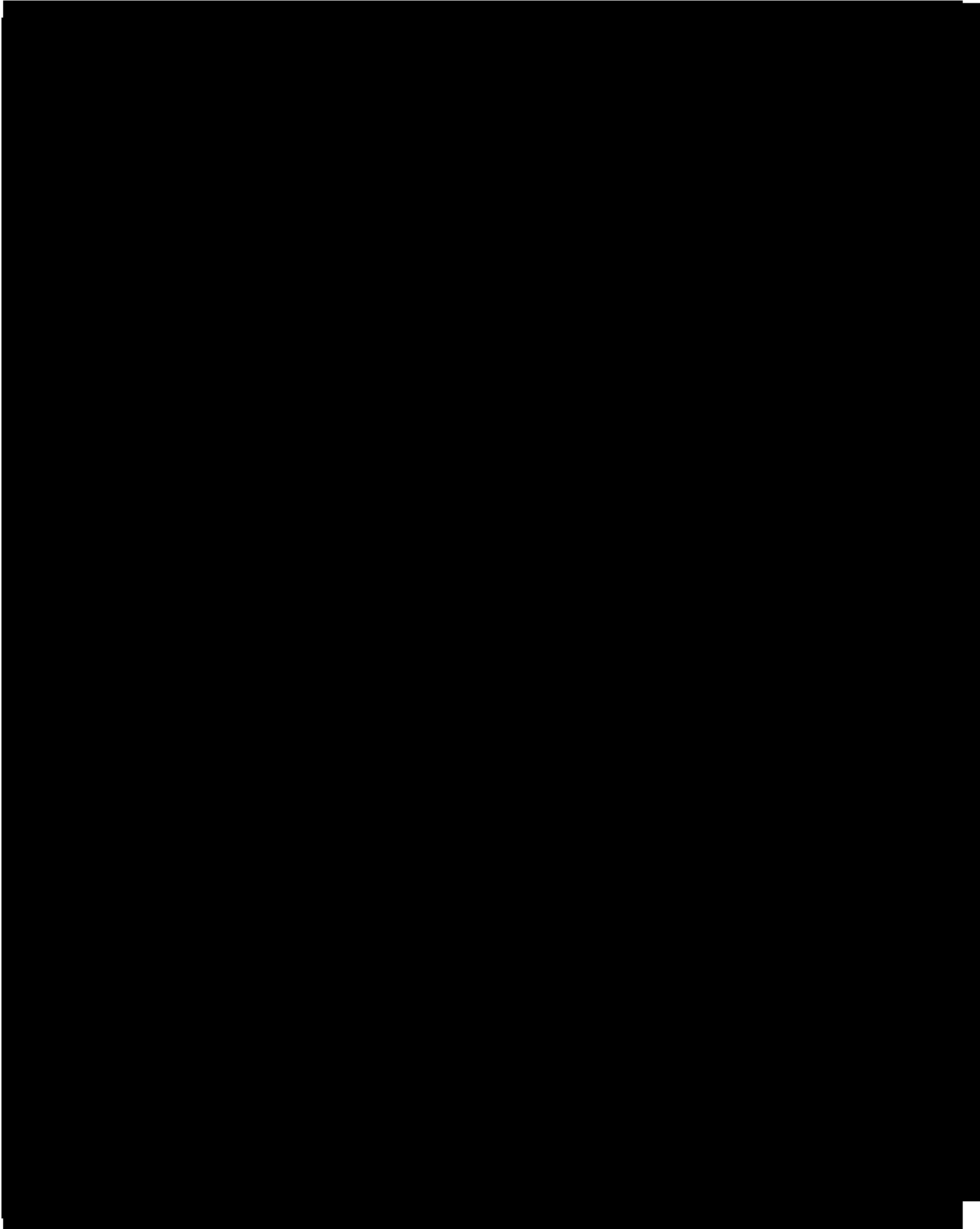
Version 4.5 Product Description:
Dynamic Staffing – Shift Scheduling





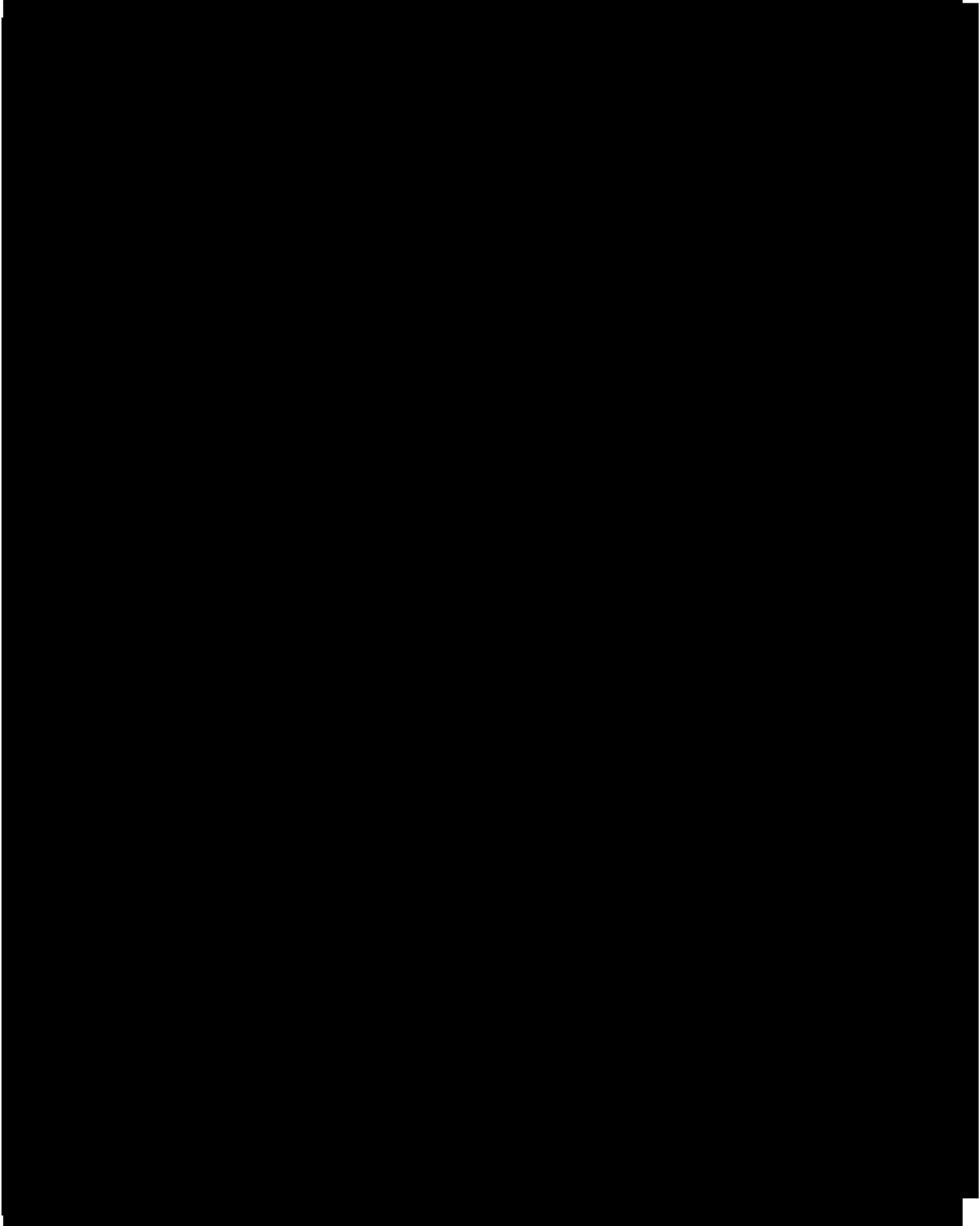
Version 4.5 Product Description:
Dynamic Staffing – Shift Scheduling







Version 4.5 Product Description:
Dynamic Staffing – Shift Scheduling





Innovative, Easy to Use, Java Programmable

The "Genius of Genus" is that it offers an intelligent Java programming environment, with the power of a PC, at the price of a data collection terminal. The Genus™ open and modular platform is designed to provide fast, accurate, and reliable data collection for any industrial application. Ideal for time and attendance, workforce management, employee self-service, shop floor data collection, and access control, Genus™ is the intelligent and affordable decision for any organization.

- + Open Standards
- + Java Programmable
- + Advanced Biometrics
- + Ergonomic Design
- + Field pluggable accessories
- + Ethernet Ready

Benefits

Each model in the Genus™ line of Java programmable terminals utilizes CMI's extensive design expertise to provide companies the ultimate flexibility in programming; as well as display, media, reader, keyboard, communication and peripheral configuration options. Additional benefits include:

- + Flexible Java J2ME programmability with extensive classes provides a broad range of functionality and ease of development and deployment
- + OEM Classes provide seamless, easy data collection, configuration and integration, as well as remote support, and administration
- + Complete modular design allows for easy field upgrades and serviceability to meet functional and budgetary requirements
- + Biometrics solution utilizing active capacitance technology provides the ability to capture fingerprints from the widest range of skin types
- + Durable, rugged ABS enclosure suited to many environments
- + Internet appliance, connecting terminal to server via web services

Features

Memory

- + 8MB Flash program store
- + Optional 32MB Flash user file area
- + 32MB Dynamic Memory
- + 2MB SRAM for data
- + Real-time clock

User Interface

- + Durable 3 x 8 membrane keypad
- + Variable tone beeper

Communication Options

- + Integrated 10/100 Ethernet
- + RS232 Serial Aux Port
- + HTTP, FTP, TFTP, PPP, JDBC, XML
- + Optional Wi-Fi Module
- + Optional 56K Modem

Miscellaneous

- + Optional 1000mAh UPS (Uninterruptible Power Supply) module
- + Integrated Door Control Features
 - 1 Form C Relay
 - 2 Protected Inputs

Display

- + 4 x 20 character backlit LCD display

Physical

- + 10.1" L X 5.0" W X 1.75" H w/o mount
- + Weight 1.5 lbs.

Auto-ID

1 Internal reader port

- + Barcode
- + Magnetic
- + Proximity (HID, Motorola™)
- + Smartcard (Mifare™, iClass®)
- + Biometrics (Fingerprint)

1 External reader port

- + 1 Barcode wand port

Power

- + 15-30 VDC

Environmental

- + Operating 0° to 50°C (32° to 122°F)
- + Storage -40° to 66°C (-40° to 151°F)
- + Humidity 0 to 90 % non-condensing

Compliance

- + FCC Part 15A, UL 1950

Genus™ II



Innovative, Easy to Use, Java Programmable

The "Genius of Genus" is that it offers an intelligent Java programming environment, with the power of a PC, at the price of a data collection terminal. The Genus™ open and modular platform is designed to provide fast, accurate, and reliable data collection for any industrial application. Ideal for time and attendance, workforce management, employee self-service, shop floor data collection, and access control, Genus™ is the intelligent and affordable decision for any organization.

- + Open Standards
- + Java Programmable
- + Advanced Biometrics
- + Ergonomic Design
- + ATM Style Interface
- + Ethernet Ready

Benefits

Each model in the Genus™ line of Java programmable terminals utilizes CMI's extensive design expertise to provide companies the ultimate flexibility in programming; as well as display, media, reader, keyboard, communication and peripheral configuration options. Additional benefits include:

- + Flexible Java J2ME programmability with extensive classes provides a broad range of functionality and ease of development and deployment
- + OEM Classes provide seamless, easy data collection, configuration and integration, as well as remote support, and administration
- + Complete modular design allows for easy field upgrades and serviceability to meet functional and budgetary requirements
- + Biometrics solution utilizing active capacitance technology provides the ability to capture fingerprints from the widest range of skin types
- + Durable, rugged ABS enclosure suited to many environments
- + Internet appliance, connecting terminal to server via web services

Features

Memory

- + 40MB Flash program store
- + 32MB Dynamic Memory
- + 2MB SRAM for data
- + Real-time clock

User Interface

- + 36-key ATM style membrane Keyboard (Soft Data, Function, and Navigation)
- + Variable tone beeper
- + 2 status LEDs (red, green)

Communication Options

- + Integrated 10/100 Ethernet
- + RS232 Serial Aux Port
- + HTTP, FTP, TFTP, PPP, JDBC, XML
- + Optional Wi-Fi Module
- + Optional 56K Modem

Miscellaneous

- + Power monitor
- + Optional 2300mAh UPS (Uninterruptible Power Supply) module
- + Integrated Door Control Features
 - 1 Form C Relay
 - 2 Open collector outputs
 - 2 Protected Inputs

Display

- + 320 x 240 backlit Monochrome display

Physical

- + 12.5" L X 8.5" W X 2.2" H w/o Mount
- + Weight - 3 lbs.

Auto-ID

2 Internal reader ports

- + Barcode
- + Magnetic
- + Proximity (HID, Motorola™)
- + Smartcard (Mifare™, iClass®)
- + Biometrics (Fingerprint)

2 External reader ports

- + 1 Barcode wand port
- + 1 Barcode/Mag/Prox port

Power

- + 15-30 VDC

Environmental

- + Operating 0° to 50°C (32° to 122°F)
- + Storage -40° to 66°C (-40° to 151°F)
- + Humidity 0 to 90 % non-condensing

Compliance

- + FCC Part 15A, UL 1950

Overview

IntelliTime Systems Corporation customers include large State, County, City and Municipal organizations, many of which have mobile field workers. These staffs are often found in departments such as Public Works, Utilities, Community Services and others that work daily in the field. They often work together on common tasks as crews supervised by a foreman or crew leader. IntelliTime heard from its customers that the available mobile solutions offered limited timekeeping functionality and only integrated with a single application such as Work Order Management and Asset Tracking solutions. The desired outcome of this development was to have a single source of crew activity data that would update payroll with properly edited timecards and finance with information necessary to properly account for the work of the field crews. The IntelliTime Mobile Crews Sheet was developed as just such a solution. Its unique features include:

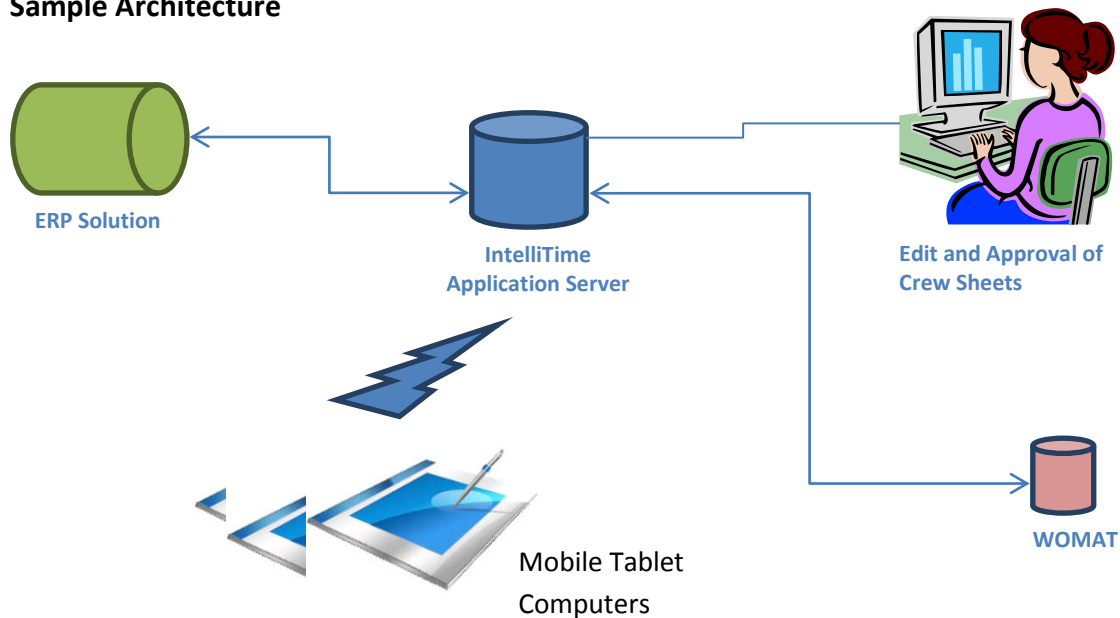
- **Leverage IntelliTime ERP Interfaces** – Each IntelliTime implementation includes a comprehensive interface to the customer's ERP solution that synchronizes employee data, leave accruals, labor chargeable cost accounting, projects or grant information with the IntelliTime application. At pay period end, edited and approved timekeeping data, with labor cost details is available for export for payroll processing. Many customers also process the cost accounting details in their ERP Projects module or as Cost Centers typically in the G/L module. This is a very streamlined process and leads to a high degree of reconciliation between the field data collection process, timekeeping, payroll and the G/L and Project Cost Accounting modules in the ERP solution.
- **Improved Accuracy** – Since the IntelliTime solution includes very detailed rules associated with labor agreements, leave policies, overtime and scheduling work rules, collecting the data through IntelliTime is efficient since the data is collected and edited to create a correct work record on the first try. Often data entry into Work Order Management and Asset Tracking Solutions (WOMATS) leaves open many opportunities for errors because they lack the detailed pay and cost accounting rules found in IntelliTime. Then as data is interfaced from the WOMAT to payroll and then edited and corrected, reconciliation suffers because now the two systems have different data. Sending corrections back to the WOMAT creates duplication of effort.
- **Flexible Interfaces** – Many Work Order Management and Asset Tracking Applications (WOMAT) also receive the edited Mobile Crew Sheet data from IntelliTime for their important work order status tracking and maintenance cost reporting capabilities. Additional data can be interfaced to include work order or service request statuses and

IntelliTime Mobile Crew Sheet Overview

comments to provide a complete work reporting solution. Hundreds of data fields are available in IntelliTime for the interface.

- Comprehensive Approach – Few commercially available Workforce Automation or timekeeping solutions provide a Mobile Crew Sheet with the ability to collect and edit Labor, Equipment and Materials usage like the IntelliTime solution.
- Low Cost Tablet Computers Support with Flexible Networking Options– The IntelliTime Mobile Crew Sheet can run on low cost Apple iPad or Android tablet computers. These devices communicate wirelessly or over available cellular networks to the IntelliTime application server using the http protocol. The IntelliTime Mobile Crew Sheet is developed using state of the art HTML 5 which provides many advanced capabilities including support for local storage. This means that as a crew travels throughout their day, the IntelliTime Mobile Crew Sheet can collect edit and save data even outside of wireless or cellular network coverage. Then when the device returns to network range, the application synchronizes with the IntelliTime server.

Sample Architecture




Data Flow


The implementation of the IntelliTime Mobile Crew Sheet does not assume or require any change in how the customer currently initiates Work Orders or Service Requests. The IntelliTime Mobile Crew Sheet can simultaneously interface to multiple department level WOMAT type systems. Existing IntelliTime security parameters allow these data to co-exist in the same database to allow multiple departments to operate autonomously in the same database.


IntelliTime Mobile Crew Sheet Overview


If desired, the interface can periodically retrieve new active work orders or service requests from the WOMAT to import into IntelliTime for assignment to the appropriate Crew by the existing department work planners following their existing processes. Work Items appear in the top portion of the screen and available crews in the bottom of the screen. Planners and foremen can select the work to be done and assign it to the qualified and available crews in a few mouse clicks.


IntelliTime™


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Work Item Assignment Page

Type
Status

☐ Show All
☐ Show by Date
Start Stop

Search

Jobs

	Work Order Number	Work Order Name	Description	Start Date	End Date	Assigned Date	Assigned Crew	Delete
<input type="radio"/>	R2255S1	Street Paving	Street Paving	03/22/2013	03/23/2013	03/22/2013	DOT	<input type="checkbox"/>
<input type="radio"/>	10-3564274-23-GM	General Maintenance	Pavement Remediation	03/25/2013	03/25/2013	03/25/2013	DOT	<input type="checkbox"/>
<input type="radio"/>	11-00072-12-TL	Asphalt Sealing	Extend Life	03/25/2013	03/26/2013	03/25/2013	DOT	<input type="checkbox"/>

Get Qualified Crews

Show All Crews

View Details

Add Work Order

Delete Work Order

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Crews

	Name	Type	Location	Status	Crew Leader	Contact #
<input type="checkbox"/>	DOT	Road Maintenance	Street Maintenance	Active	AGUILAR, TERRENCE	123-456-7890
<input checked="" type="checkbox"/>	DOT	Road Maintenance	Street Maintenance	Active	AGUILAR, TERRENCE	123-456-7890
<input checked="" type="checkbox"/>	DOT	Road Maintenance	Street Maintenance	Active	AGUILAR, TERRENCE	123-456-7890
<input type="checkbox"/>	Alpha	Tree Trimming	Street Maintenance	Inactive		
<input type="checkbox"/>	Bravo	Signal Maintenance	Street Maintenance	Inactive		
<input type="checkbox"/>	Water Distribution	Water Distribution	Street Maintenance	Inactive	BARKER, HUGH	123-456-7890

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Assign

Un-Assign

Edit Display Fields

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If required, new Service Requests or Work Orders can be added by clicking the Add Work Order control and then filling in the details. When saved, the new Work Order can be assigned to a Crew. Assignments can be undone and reassigned as needed as priorities change.

IntelliTime Mobile Crew Sheet Overview


Both Work Orders and Service Requests may be associated with customer defined “Work Types” such as Tree Trimming or Pothole Repair and so can Work Crews. This interface can then use configurable filters to show only the Tree Trimming Work Orders and Service Requests and the available Tree Trimming Crews. This facilitates assignments, in priority order, to qualified crews, in a minimal amount of time.


If the assigned crew's Mobile Crew Sheet is within network range, the days assignments displays in real time.


Crew Management


Crews can be defined within the IntelliTime application using the Crew management module shown below. Predefining crews is not a required action. The Mobile Crew Sheet allows a Foreman or Crew leader to assemble a crew of even a dozen staff in less than one minute each morning. If the makeup of a crew is relatively stable, the configuration of the crew through this module would prepopulate the Mobile Crew Sheet with the expected staffs automatically. On the fly adjustments can still easily be made.


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Crew Setup

Name ▼	Description	Crew Number	Team Number	Crew Type	Location	Status	Group	Edit Users	Assign Equipment	Assign Materials	Override Accounts	Edit Ranges	Delete
Alpha	Alpha	556	87	Tree Trimming ▼	Street Maintenance ▼	Inactive ▼	FirePolice ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bravo	Bravo	124	654	Signal Maintenance ▼	Street Maintenance ▼	Inactive ▼	FirePolice ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOT	Street Maintenance	4344	973	Road Maintenance ▼	Street Maintenance ▼	Active ▼	FirePolice ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Distribution	Water Distribution	123	456	Water Distribution ▼	Street Maintenance ▼	Inactive ▼	FirePolice ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inactive ▼

Update

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If desired, standard equipment and material compliments can be assigned to a Crew using the controls above and again on the fly adjustments are easily made. The Override Accounts control allows for definition of standard labor cost accounting values for crews that always use the same account each day e.g. "General Maintenance". These types of crews can still be very productive with the Mobile Crew Sheet to capture their labor, equipment and material usage each day, even though they are not typically assigned discrete Work Orders or Service Requests.

IntelliTime Mobile Crew Sheet Overview

Equipment Setup

Similarly an unlimited number of equipment can be defined including flexible billing units and rates. Billing units would include "Hours" "Miles" or "Idle Time" for example. Billing units can also include edits so for example a number from 1-200 may be allowed for miles driven on a Work Order, but Hours would be limited to 24 or less. This helps improve data accuracy even for a disconnected Mobile Crew Sheet where editing by the server is unavailable.

Name ▼	Description	Number	Code	Rate	Min Hours	Group	Override	Edit Accounts	Edit Skills	Edit Ranges	Delete
31-F150	Ford F-350	31		20	0	FirePolice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Backhoe	Backhoe	1658		26.33	0	Demo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excavator	Excavator	2654		89.65	0	All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Material Setup

An unlimited number of materials can be defined including custom measurement units. So if the material is road salt, the units may be tons, for loads of sand or gravel the units may be tons, truckloads or yards etc. The system also allows for billing rates to be defined for each material and unit.

Name ▼	Description	Number	Code	Group	Override	Edit Accounts	Billing Rates	Edit Skills	Edit Ranges	Delete
Asphalt	Asphalt	8875		Demo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guardrail - 15ft	Guardrail - 15ft	GD15		Demo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rock and Oil	Rock and Oil	RO98		Demo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Salt	Road Salt - Rock	1902		FirePolice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water	Water			FirePolice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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IntelliTime Mobile Crew Sheet Overview

Mobile Crew Sheet

When a crew leader is issued the Mobile Crew Sheet they log in using their IntelliTime username and password. The Mobile Crew Sheet immediately syncs up with the server and loads any preconfigured information about crew members, including Jobs, Skills and Schedule.

Assigned Work Orders and Service requests are listed in priority order down the left side of the user interface as shown below each under a separate Work Tab.

The screenshot displays the IntelliTime Systems Corporation Crew Sheet interface for user AGUILAR, TERRENCE. The interface includes a 'Settings' button, a 'Daily Summary' button, and a 'Logout' button. The main header shows 'Crew Leader AGUILAR, TERRENCE', 'Date 3/25/2013', 'Crew 4344', and 'Team 973'. A 'Save' button is located in the top right corner. The left sidebar lists 'Work Tabs' with 'General Maintenance' and 'Asphalt Sealing' selected. The main content area is divided into four tabs: 'Labor', 'Equipment', 'Materials', and 'Work Details'. The 'Labor' tab is active, showing a table with columns for 'Emp ID', 'Name', 'Pay Code', 'Reg Hours', 'Start', 'Stop', 'Jobs', 'Skills', and 'Schedule'. The table lists five employees: AGUILAR, TERRENCE*, BARLOW, HARVEY, BEST, IVAN, COMPTON, JOE, and BIRD, CHAD*. Each employee has a 'Regular' pay code and a 'Reg Hours' of 0. The 'Jobs' column lists their roles: Street Crew Leader, Heavy Eq. Oper./Painting Driver, Street Maintenance Worker, and Street Maintenance Worker. The 'Schedule' column shows start and stop times: 8:00 AM to 8:00 AM, 7:00 AM to 6:00 PM, and 8:00 AM to 8:00 AM. At the bottom, there is a 'Select an employee to add...' dropdown, an 'Add Employee' button, a 'Clear' button, a 'Switch Crew Leader' button, an 'Add Line' button, and a 'Sign' button.

If the crew leader wants to add walk on users they have a pick list at the bottom to “Select an employee to add” with a list of all available staffs. As a crew leader completes a Work Tab, they enter the time for each crew member or click the checkbox next to the Emp ID label to select all employees. Then as they enter time for one employee the entries are copied to all employees. Individual employees may also be selected one or more at a time for data entry of their hours.

Equipment Tab

The equipment tab shows any assigned equipment for this crew. If desired the hours for a piece of equipment can come from the Labor Tab in the case where Harvey Barlow is the backhoe operator and every hour he works on a Work order is also charged to the backhoe.

The screenshot displays the IntelliTime Systems Corporation Crew Sheet interface for user AGUILAR, TERRENCE. The interface includes a 'Settings' button, a 'Daily Summary' button, and a 'Logout' button. The main header shows 'Crew Leader AGUILAR, TERRENCE', 'Date 3/25/2013', 'Crew 4344', and 'Team 973'. A 'Save' button is located in the top right corner. The left sidebar lists 'Work Tabs' with 'General Maintenance' and 'Asphalt Sealing' selected. The main content area is divided into four tabs: 'Labor', 'Equipment', 'Materials', and 'Work Details'. The 'Equipment' tab is active, showing a table with columns for 'Equipment', 'Equipment Desc.', 'Units', 'Hours from Operator', 'Total', 'Start', and 'Stop'. The table lists three pieces of equipment: 31 Ford F-350, 1658 Backhoe, and 2654 Excavator. Each piece of equipment has a 'Units' of 0 and a 'Hours from Operator' of 0. The 'Start' and 'Stop' columns are empty. At the bottom, there is a 'Select an equipment to add...' dropdown, an 'Add Equipment' button, and a 'Clear' button.

The “Select equipment to add” pick list allows ad hoc equipment to be added and used by the crew at any time.

IntelliTime Mobile Crew Sheet Overview

Materials Tab

If the crew uses materials, this tab can show a preconfigured materials list to save time. The crew leader can enter the usage by selecting the usage units and then touching the up or down arrow next to each item.

The screenshot shows the 'Materials' tab selected in the 'IntelliTime Systems Corporation Crew Sheet (AGUILAR, TERRENCE)' application. The interface includes a 'Settings' button, a 'Daily Summary' button, and a 'Save' button. The 'Work Tabs' list on the left includes 'General Maintenance' and 'Asphalt Sealing'. The main area displays a table with columns for 'Material', 'Material Desc.', 'Units', and 'Amount'. The table contains four rows of materials: '1902 Road Salt - Rock' (4 Tons), '8875 Asphalt' (2 Truckload), 'GD15 Guardrail - 15ft' (5 Yards), and 'RO98 Rock and Oil' (2 Yards). Below the table are buttons for 'Select material to add', 'Add Material', and 'Clear'.

Material	Material Desc.	Units	Amount
1902	Road Salt - Rock	Tons	4
8875	Asphalt	Truckload	2
GD15	Guardrail - 15ft	Yards	5
RO98	Rock and Oil	Yards	2

Work Details

The work details screen is designed to display the complete details of the assigned tasks. A crew leader can also create new Work Tabs on the fly by clicking on the Work Tabs “+” icon. This provides support for work discovered once in the field that warrants separate reporting from the assigned work.

The screenshot shows the 'Work Details' tab selected in the 'IntelliTime Systems Corporation Crew Sheet (AGUILAR, TERRENCE)' application. The interface includes a 'Settings' button, a 'Daily Summary' button, and a 'Save' button. The 'Work Tabs' list on the left includes 'General Maintenance' and 'Asphalt Sealing'. The main area displays a form with fields for 'Project', 'Activity', 'Section', 'OvrAccn4', and 'OvrAccn5'. The 'Description' field is populated with 'Pavement Remediation'. The 'WorkOrderNumber' is '10-3564274-23-GM'. The 'WorkOrderName' is 'General Maintenance'. The 'DateStart' is '3/25/2013' and the 'DateEnd' is '3/25/2013'. The 'CrewAssigned' is '3/25/2013' and the 'DateAssigned' is '3/25/2013'. Below the form are buttons for 'Comments' and 'View Summary'.

Description	
Project	FD-238765-4
Activity	112956
Section	12309
OvrAccn4	ANHFD
OvrAccn5	BH5436

WorkOrderNumber	10-3564274-23-GM
WorkOrderName	General Maintenance
Description	Pavement Remediation
DateStart	3/25/2013
DateEnd	3/25/2013
CrewAssigned	3/25/2013
DateAssigned	3/25/2013

The work details may be imported from a WOMAT solution through a configured interface or entered by planning or office staff to describe the assignment and reporting criteria such as cost accounting coding structure.

All labor details also copy to each employee’s timecard in IntelliTime for seamless reporting. For more information please contact your IntelliTime sales representative.