

Project Name: KCMO ERP Replacement	Project Number:
ITD Project Manager:	Project Sponsor:
Project Type: Circle A, B, or C	IT Account Rep:
Key	
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A	<b>HRIS</b>	<b>Organization Charts</b>													x		
A-1		The system can create and present an organizational structure as an organization chart		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
A-2		The system can process a reorganization.		Yes		X									Glenn	I.2 Configuration – solutioned with Workday configuration	While reorganizations are handled out of the box, Org Studio functionality can be configured to support higher volumes of changes through a visual interface as well as through file uploads.
A-3		Both historical data and point-in-time data can be accessed via a dashboard		Yes		X									Glenn	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	Delivered and custom reports can be added to dashboards targeted to different personas
A-4		A department manager can generate and print an organizational chart of his/her group		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
A-5		Multiple reporting relationships can be reflected in the organizational chart (e.g., solid line, dotted line)		Yes		X									Glenn	I.2 Configuration – solutioned with Workday configuration	Workday delivers many organization types to track reporting relationships such as supervisory organizations and cost centers. Additional organization types can be configured for additional reporting relationship needs.
A-6		We can prepare organization charts and headcount reports in several ways (i.e., location, vs. functional, etc.), and an index can be created to describe what is depicted on the organizational chart		Yes		X									Glenn	IV.4 Product/Partially Meet – currently not available in Workday functionality	Organizational Charts are standard when using and creating organization hierarchies. However, an index to describe what is depicted on the organizational chart is not currently available. This would need to be managed through training or report descriptions.
A-7		Multiple options are available for totaling headcount reports		Yes		X									Glenn	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	
A-8		The system provides an employee summary view to display fields such as date of hire, job title, job code, reports to, salary, department, company code		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
A-9		A data model to support reporting and analysis of human resources allocation, alignment, internal equity, and deployment is present in the system		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
A-10		A manager can create a headcount report based on varying criteria.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
A-11		New cost centers or divisions can be created in an efficient manner (quickly)		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
A-12		We can assign different organizational roles to different types of organizations, such as departments or location roll-up organizations		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	Workday is delivered with various organization types and roles. Additional roles and organization types can be configured if needed.
B		<b>Benefits</b>													x		
B-1		There is integration between benefits and payroll, and when a change is made to an employee's benefit election (e.g., single to family coverage), the deduction amount is changed in payroll or other outside systems (e.g., ADP).		Yes	Yes	X									Maureen	I.3 Out of Box – solutioned with Workday functionality out of the box	The changes in Benefits will map to the applicable deduction codes in payroll in real time when the changes are made
B-2		The system supports benefits administration tasks.		Yes		X									Maureen	I.3 Out of Box – solutioned with Workday functionality out of the box	The Benefits Administrative tasks are handled by the functional Benefits Administrator
B-3		The system facilitates reporting to third-party vendors.		Yes		X									Maureen	II.2 Integration – the integration will follow the integration report and hours for development noted in this SOW	Accenture already has standard benefit integrations used with most government clients
B-4		The system supports online benefits enrollment.		Yes		X									Maureen	I.3 Out of Box – solutioned with Workday functionality out of the box	Standard process is for employees to enroll in benefits online which also includes Open Enrollment
B-5		Standard life events can be managed through the system.		Yes		X									Maureen	I.2 Configuration – solutioned with Workday configuration	Workday can configure all life events as required by the client
B-6		The system can generate a Total Compensation Statement for each employee.		Yes		X									Maureen	I.3 Out of Box – solutioned with Workday functionality out of the box	While Workday has Total Rewards Statements where Benefits would be an input, technically these statements reside in the Compensation workstream

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B-7		The system will automatically detect when an employee or dependent is eligible for COBRA coverage.		Yes		X									Maureen	I.2 Configuration – solutioned with Workday configuration	The client will define which life events are eligible for COBRA coverage and what benefit plans are eligible for COBRA.
B-8		<b>Retirement Benefits</b>													x		
B-9		The system can support pension-related transactions and reporting			Yes		X							Using Workday, you can easily define plan types (401k, 403b, 457b, RRSP etc.) and maximum contribution as well as required validations such as minimum age. Enrollment and changes to the contributions can be entered directly into Workday or integrated from your pension provider. Workday supports the configuration of global pension/retirement plans.  Stock plans, vesting schedules and option types can be defined within Workday Compensation. Grants and shares are then associated directly with employees.	Maureen	I.3 Out of Box – solutioned with Workday functionality out of the box	It is very common for our government clients to have Pension and Deferred Compensation benefit plans and requirements.
B-10		The system manages years of service for rehires and breaks in service.		Yes		X									Maureen	I.3 Out of Box – solutioned with Workday functionality out of the box	Workday includes several possibilities for service dates including Original Hire Date, Hire Date (most recent) and Continuous Service Date (combination of both)
B-11		The system tracks pension payouts to terminated employees.		Yes		X								Workday can store pension payouts as a part of an employee's compensation profile. Customers can also create custom fields on the worker profile to track any data necessary in relation to pensions. Workday is not a pension administrator, but it is able to support a two-way integration to your pension administrator.	Maureen	I.3 Out of Box – solutioned with Workday functionality out of the box	
B-12		The system manages years of service.		Yes		X								Workday provides many fields on the worker profile to help maintain correct service dates for rehires and breaks in service, which include:  <ul style="list-style-type: none"> <li>• Hire date</li> <li>• Original hire date</li> <li>• Continuous service date</li> <li>• Benefits service date</li> <li>• Company service date</li> <li>• Time off service date</li> <li>• Retirement eligibility date</li> <li>• Expected retirement date</li> <li>• Seniority date</li> <li>• Severance date</li> <li>• Vesting date</li> </ul> In addition, you can create calculated fields where you can define your service date calculation parameters. The calculated service date fields can then be updated on the employee's individual record and are available for use in business processes, reports and other calculations in the system as needed.	Maureen	I.3 Out of Box – solutioned with Workday functionality out of the box	Workday includes several possibilities for service dates including Original Hire Date, Hire Date (most recent) and Continuous Service Date (combination of both)
B-13		The system has the ability to determine if a rehire has already had a pension payout and the date of the payout.		Yes		X								Pension plans can be defined in Workday Benefits and the associated earnings and deductions in Workday Payroll or third-party payroll. Workday will maintain a single worker profile and enable you to report on associated information of the rehire, and can be used for downstream qualification in further events.	Maureen	I.2 Configuration – solutioned with Workday configuration	
B-14		The system can calculate the employer contribution amount by participant.		Yes		X									Maureen	I.3 Out of Box – solutioned with Workday functionality out of the box	This is standard functionality
B-15		The system can provide information to third-party vendors regarding address changes, terminations, etc.		Yes		X									Maureen	II.2 Integration – the integration will follow the integration report and hours for development noted in this SOW	This is standard functionality for the Benefits workstream
B-16		<b>Document Management</b>													x		
C		The system has the ability to distribute documents and track status of acknowledgment through electronic signatures.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
C-1		The system supports electronic signatures.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	Electronic signatures are through acknowledgements and attestations within Workday.
C-2		Provides the ability for current active hard files to be added		Yes		X								Hard files such as paper documents can be scanned and uploaded into the Workday system.  Workday enables the attachment of any electronic document to an employee's record. There are two means of attaching documents to workers within Workday:  1. Workday enables the attachment of documents to a worker's record as a general attachment. When attached as a general attachment, the document is not saved in association with a specific business process. 2. Alternatively, a document can be attached within a business process. Documents attached within a specific business process will be shown in association with the business process that they support.  In either case, all documents will be shown in the worker's document file and security can be setup by document category to determine who has access to view the document for the worker. There are no limitations on the number of documents on an employee's record.	Glenn	II.2 Integration – the integration will follow the integration report and hours for development noted in this SOW	An integration can be developed to load and convert documents linked to Workers
C-3		<b>Reporting</b>													x		
C-4		The system provides Predictive Analytics and employee retention recommendations.		Yes		X									Glenn	IV.4 Product/Partially Meet – currently not available in Workday functionality	Retention Risk Insight Application within talent insight apps may support this.
C-5		<b>Employee Self-Service</b>													x		

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C-6		The system offers employee self-service functionality.			Yes	X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
C-7		The self-service application integrated with the main HRIS application.		Yes		X								Self-service is delivered for all Workday HCM functional areas, allowing you to empower your workers (managers, employees, and contingent workers alike) to view and update their own information where applicable. All this is achieved in a consumer-like user interface with many options available on mobile as well as desktop. Workday HCM self-service options are available in the following functional areas: Benefits, Compensation, Career and Development Planning, contact information, Talent Optimization, People Analytics, Expenses, Learning, USA Payroll, Performance enablement, Personal Data, Procurement, Recruiting, Safety Incident Tracking, Time Off and Leave, and Time Tracking. All customers must have HCM as a foundation for other subscription items. Capabilities vary and adjust based on the customers' current subscription and items deployed.	Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
C-8		Pictures or documents can be embedded in an employee record.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
C-9		The system allows employees to change their own password.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	May not be needed within Workday if using SSO
C-10		Employees can update their banking information using employee self service.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
C-11		Employees have the ability to download forms and files.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
C-12		Employees have the ability to upload documents when required.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
C-13		<b>Manager Self-Service</b>													x		
C-14		Managers are limited to information for only their direct reports through security.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
C-15		We can determine the level at which access to information can be controlled (i.e., screen, field, etc.).		Yes		X									Glenn	IV.4 Product/Partially Meet – currently not available in Workday functionality	Workday security allows controls through various levels: Business Process and Domain Policies as well as additional configuration for fields. However, not all information can always be secured at a field level though most personal information and staffing data can be controlled such as Date of Birth, SSN, and Compensation.
C-16		The employee data that a manager cannot access can be controlled through configuration.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	Configurable security can be updated to update the delivered access with the limitations noted in C-15.
C-17		Managers can create and save their own reports or dashboards.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	Dashboards are pre-configured though parameters can be configured and set by the user for their own experience. Users can be granted access to create and save reports for their use.
C-18		Managers can view a summary of their direct reports.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
C-19		<b>Talent Acquisition</b>													x		
C-20		<b>Recruiting</b>			Yes	X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
D		The system can track a requisition against a budgeted position.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	The job requisition is attached to the position that was created/budgeted.
D-1		The system is able to provide automatic routing for multiple approvers for each requisition.		Yes		X									Melissa/Carissa	I.1 Business Process – solutioned with Workday business process	
D-2		The system can be used to call back employees who have been laid off.				X									Melissa/Carissa	I.1 Business Process – solutioned with Workday business process	Workday business process and custom report can be used to solution.
D-3		Applicants can apply for a position using a mobile device.		Yes		X								Workday Recruiting was built with a mobile-first approach. This means providing a delightful mobile experience for candidates – making it easy for candidates to search and apply for jobs from any mobile device. Important to note, that applicants can utilize the native browser on their chosen device to apply. No download or installation of any additional application is required to review and/or apply to any posted position.  Internal candidates can also apply on their mobile device via the native Workday app.	Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
D-4		The system is able to track proactive recruiting efforts, i.e., applicants who have not officially applied for positions but have a profile.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	Tracked through 'Prospects'.
D-5		The system is able to mass import resumes along with information on the source of the resumes (e.g. job fair name).			Yes		X							Workday provides open access to APIs making the importing of key recruiting data easy to accomplish. This option is suitable when large numbers of resumes are available. A more one-by-one upload approach can also be supported with Resume Parsing for Recruiters, which is designed to optimize the importing experience of single candidate's profile based on their resume document.	Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	Use EIB to mass upload.

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D-6		The system is able to assign candidates to specific candidate pools or pipelines?		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
D-7		The system is able to assign and update start date for a new hire which feeds into the HR record.				X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
E		The system allows separate internal/external Job posting to tailor the advertisement to a specific audience.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
E-1		Interview notes and candidate contact notes can easily be entered and captured in the system.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
E-2		There is a separate process for current employees who apply for a posted job; workflow informs the current supervisor. Applicants are flagged in the system so a recruiter knows they are an internal applicant.				X									Melissa/Carissa	I.1 Business Process – solutioned with Workday business process	There are two processes - one for internal candidates and another for external candidates.
E-3		The recruiting solution allows for resume parsing.		Yes		X								Yes, Workday allows for resume parsing for candidates who simply want to provide their information, or if they are applying to posted positions; as well as for recruiters capturing prospective candidate information as a result of sourcing efforts. Resume parsing reduces manual entry for candidates and recruiters and improves application data capture and conversion	Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
E-4		We are able to configure when disability status is collected in the process.		Yes		X									Melissa/Carissa	I.1 Business Process – solutioned with Workday business process	
E-5		The employee who refers a candidate can be paid out automatically through the system (referral bonus).		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
E-6		<b>Onboarding</b>													x		
E-7		The system supports the onboarding process for new hires.			Yes	X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	The Onboarding process is a standard business process and will be configured to the City's
F		New employees can access onboarding content before their first day of work.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
F-1		The system provides functionality to allow newly onboarded workers to update a professional profile within the system.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
F-2		<b>Positions/ Jobs</b>													x		
F-3		The system can create a job requisition.			Yes	X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
F-4		The system can create a new job or position.			Yes	X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
F-5		The system can track headcount and full-time equivalents (FTEs) associated with positions.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
F-6		The system can track unlimited history of changes to employee position assignments.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
F-7		The system can track unlimited history of changes to employee compensation.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
F-8		The system can maintain all standard job information including Job Title, Location, Supervisor, Shift, Status, etc.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
F-9		The system allows for configuration of rules for calculating full-time equivalents (FTEs).		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	FTE is calculated using two values entered using business processes and the hours can vary based on the City's needs
F-10		The system can calculate job turnover rates by different categories (i.e., Division, Location, Department, voluntary/involuntary, years of service).		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
F-11		We will have the ability to enter different FLSA categories.		Yes		X									Glenn	IV.4 Product/Partially Meet – currently not available in Workday functionality	Workday allows for the entry of Exempt and Non-Exempt for FLSA as a checkbox. What are the other FLSA categories needed by the City?
F-12		The system manages open positions and headcount (workforce planning).		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
G		Job information is established and maintained in the system (i.e., job grade, exemption status, EEO code, etc.).		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
G-1		The system has the ability to run a standard Affirmative Action report based on Equal Employment Opportunity (EEO) codes.		Yes		X									Glenn	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	Workday delivers some standard EEO reports and additional can be configured to meet the City's needs if needed.
G-2		<b>Compensation &amp; Records</b>													x		

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G-3		The system supports salary review via manager self-service		Yes		X									Glenn	I.2 Configuration – solutioned with Workday configuration	Salary Review is accomplished through Workday's Advanced Compensation for non-step employees.
G-4		The system creates and retains salary history.			Yes	X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
G-5		Multiple compensation reports are available for various purposes		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
G-6		The system calculates, displays, and reports compa-ratio and/or quartile information.		Yes		X								This information is calculated dynamically within Workday based upon the employees assigned compensation range and actual compensation. Workday customers can configure their salary structures within Workday so that the calculation of compensation measures is accurate per their requirements. Compensation information can be made available in a number of ways including: reports, worklets, dashboards, etc. While Range Penetration (a.k.a., Position in Range) and compa-ratio are standard fields provided by Workday, customers can also configure their own calculated fields to determine internal/external pay competitiveness.	Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
G-7		The system can manage separation pay and other discretionary pay.		Yes		X								Workday enables users to configure the definition of compensation plans including ad-hoc payments and severance pay components to match the payment types needed, such as separation and discretionary pay. These plans and pay components are utilized by the Workday Payroll engine to facilitate distribution. For customers that use local/other payroll systems, the Workday external payroll connector will communicate the necessary information to calculate payroll.	Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
G-8		The system supports focal compensation review.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
G-9		The system provides online compensation modeling		Yes		X									Glenn	IV.4 Product/Partially Meet – currently not available in Workday functionality	Custom reports can be created to provide some modeling depending on requirements.
G-10		The system can associate compensation guidelines based on multiple criteria such as job, location, division?		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
H		The system allows managers to plan salary increases online, process approvals via workflow, and automatically implement increases on the effective date.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
H-1		The system can process annual merit increases.			Yes	X									Glenn	I.2 Configuration – solutioned with Workday configuration	Annual merit increases is accomplished through Workday's Advanced Compensation for non-step employees. Other options would be through file uploads (EIB).
H-2		The system can validate minimum and maximum salary (of grade) when pay is changed and provides a warning message when limits are crossed.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
H-3		The system establishes salary ranges/grades, assigns grades to positions, and positions assigned to employees.			Yes	X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	Grades are generally inferred on positions based on the position's job profile (classification). As employees fill positions, they are assigned the grade based on the job profile's default. If a specific grade assignment is needed for vacant positions that can deviate from the job profiles grade, default compensation functionality can be used to make such assignments.
H-4		Salary range/grade changes can be made in the system, those changes are then reflected in positions, and employees can be assigned to those positions.		Yes		X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	
H-5		A Total Compensation report is available for employees to view via self-service and/or print.		Yes		X									Glenn	I.2 Configuration – solutioned with Workday configuration	Total Compensation is a configurable page where clients can indicate what components should be visible and for which employee populations
H-6		Compensation plan budgets can be established, and senior managers can then distribute allocated pools during compensation planning and define holdback amounts.		Yes		X									Glenn	I.2 Configuration – solutioned with Workday configuration	Compensation Plan budgets can be managed through pools that can be distributed using Advanced Compensation for non-step employees.
H-7		Managers can approve proposed compensation increases and they have the ability to view budgets totals for their entire hierarchy.		Yes		X									Glenn	I.2 Configuration – solutioned with Workday configuration	Managers can approve proposed compensation increases and view budget totals using Advanced Compensation for non-step employees.
<b>Benefits</b>		<b>Terminations</b>			Yes	X									x		
		The system provides standard termination workflow and it supports termination of both employees and independent contractors.			Yes	X									Glenn	I.3 Out of Box – solutioned with Workday functionality out of the box	Workday delivers two business processes for employees and contingent workers (typically used for independent contractors).

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		The system enables manager self-service requests for termination.				X									Glenn	1.3 Out of Box – solutioned with Workday functionality out of the box	
		The system tracks terminations by reason (i.e., discharge, resignation, disability) along with effective date, last day worked, rehire eligibility, COBRA election (U.S. only), 401k rollover.		Yes		X									Glenn/Maureen	1.3 Out of Box – solutioned with Workday functionality out of the box	For COBRA ( Benefits), configuration would be set up to align COBRA eligibility with the applicable termination reason code.
		The termination workflow can be unique based on the termination reason, or other termination criteria.		Yes		X									Glenn	1.3 Out of Box – solutioned with Workday functionality out of the box	
		The system maintains exit interview information.		Yes		X									Glenn	1.2 Configuration – solutioned with Workday configuration	
		The system automatically cancels specified employee benefits upon termination.		Yes		X									Maureen	1.3 Out of Box – solutioned with Workday functionality out of the box	This is a standard step in the Termination business process
		The system notifies appropriate areas of the organization (security, payroll, IT, accounting) when someone has been terminated.		Yes		X									Glenn	1.3 Out of Box – solutioned with Workday functionality out of the box	
		The system can trigger events beyond pay for terminated employees (i.e., remove HRIS access, revoke building access cards, remove PIN numbers for wire transfers).		Yes		X									Glenn	1.2 Configuration – solutioned with Workday configuration	The business process can be configured to have steps that notify different users to complete additional events needed to complete the termination. Integrations and delivered Workday services can also be invoked to facilitate automation.
		The system can track temporary layoffs and provide a status alert after so many days that a termination decision must be made.				X								Through the Business Process Framework Temporary Layoffs can be configured to track the duration of layoff and after a period of time send a notification for permanent processing.	Glenn/Maureen	1.2 Configuration – solutioned with Workday configuration	Temporary Layoffs can potentially be configured as an Unpaid Leave of Absence and alerts can be configured to require a termination decision. In some cases, Temporary Layoffs may be processed as Termination with a specific reason and the date and reason can be used to determine recall eligibility and a streamlined rehire process based on reports and alerts.
		The system provides standard turnover analysis reports.		Yes		X									Glenn	1.3 Out of Box – solutioned with Workday functionality out of the box	
		<b>Absence Management</b>															
		Leaves of absence can be identified and processed in the system e.g., Personal Leave (PL) and Family and Medical leave Act (FMLA).		Yes		X								Workday provides configurable Leave of Absence plans that can provide the ability to manage leave types like FMLA, maternity, STD/LTD, personal, etc. The leave types serve as the structure to determine things like eligibility, balance information and additional fields to be captured during processing. Workday's business process framework then enables the customer to define the key players and steps involved from initiation to completion and beyond for placing an employee on leave and returning an employee from leave.	Maureen	1.3 Out of Box – solutioned with Workday functionality out of the box	
		The system can facilitate and manage the provisions of the Family and Medical Leave Act (FMLA).		Yes		X								Workday provides configurable Leave of Absence plans that can provide the ability to manage Family and Medical Leave Act (FMLA) to meet with USA Country requirements. Workday provides a delivered task and business process to allow Employees, Managers and/or Administrators to request FMLA (based on security permissions) and specific tasks, approvals, notifications, reports and even integrations can be included to support the process as conditional step types within the business process if needed. All worker changes and business process steps are retained as history as part of the always on audit controls.  Workday provides extensive configurability within Leave of Absence plans to allow specific FMLA requirements to be configured, including: validations and supporting data, eligibility and continuous service rules, tracking of hours worked, calculation of accruals based on days worked and the ability to flag for effects on other areas across Workday (such as payroll).  Note: Workday also provides the ability to configure Short-Term Disability and Long-Term Disability Leave of Absence plans and cascading leave plan functionality, allowing leave to be transitioned across various leave types where needed.	Maureen	1.2 Configuration – solutioned with Workday configuration	
		FMLA and short-term disability (STD) can be coordinated and managed in the system.		Yes		X									Maureen	1.2 Configuration – solutioned with Workday configuration	Can configure Workday based on the client's requirements
		The system maintains leave of absence history records, time/hours used, including multiple leaves in a rolling 12-month period so time off does not exceed maximum time allowed.				X									Maureen	1.2 Configuration – solutioned with Workday configuration	Can configure Workday based on the client's requirements
		The system monitors workers' compensation and the related leave of absence.		Yes		X									Maureen	1.3 Out of Box – solutioned with Workday functionality out of the box	Can set up all of the different leave types as required by the client

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H-8		The system can be used to process benefit premium collection when employees are on leave without pay.		Yes		X									Maureen	I.2 Configuration – solutioned with Workday configuration	Workday has a Benefits Billing functionality in the Benefits workstream and the ability to accrue arrears of premiums owed in the Payroll workstream
H-9		Employees on leave of absence are notified about open enrollment and their benefit elections can be processed.		Yes		X									Maureen	I.3 Out of Box – solutioned with Workday functionality out of the box	This is normal functionality based on the employee's Benefit Group
		The system can calculate vacation accruals based on service date, Company policy, standard accruals and load the days on the employee record.			Yes	X									Maureen	I.3 Out of Box – solutioned with Workday functionality out of the box	
H-10		The system can maintain multiple levels of accruals based on hours worked in the preceding year and service date.		Yes		X									Maureen	I.3 Out of Box – solutioned with Workday functionality out of the box	
		The system can calculate accrued PTO and can it handle multiple types of "time off" accounts (i.e. PTO, VAC, Sick & Personal Day).		Yes		X									Maureen	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Managers and employees can view time off amounts earned and used via self-service.		Yes		X									Maureen	I.3 Out of Box – solutioned with Workday functionality out of the box	
		An employee can request time off via self-service. Time off requests follow employer defined workflow to managers to review and approve/deny.		Yes		X									Maureen	I.3 Out of Box – solutioned with Workday functionality out of the box	Time Off corrections can be handled the same way
		When an online employee time off request is made, the system automatically validates the request based on the employee's future available time off balance.		Yes		X									Maureen	I.3 Out of Box – solutioned with Workday functionality out of the box	
		The system creates an automated review if additional time off is taken before future approved time off.		Yes		X								Workday provides the ability to configure custom validation rules, as well as specific conditional approvals and/or notifications as part of the Request for Time Off business process to establish controls around future time taken.	Maureen	I.2 Configuration – solutioned with Workday configuration	If a future-dated time off request is approved and then changes are made to the worker's time for that period, the request must be resubmitted and reapproved. This ensures that the balance reflects any adjustments made during the current time period.
		We can use the system to override/amend a system-generated vacation entitlement amount.		Yes		X								Workday enables adjustments to an employee's system generated leave accruals and balances. Workday also has the ability to set expiration dates, limits, and overrides for carryover balances and rules.	Maureen	I.3 Out of Box – solutioned with Workday functionality out of the box	Can use the <i>Maintain Accrual and Time Off Adjustments/Overrides</i> task in Workday
		An employee's time off balance can be automatically zeroed out upon termination.		Yes		X									Maureen	I.1 Business Process – solutioned with Workday business process	This is a normal step in the Termination business process
		The system supports the ability to automatically cascade a Worker from one Leave of Absence to another based on balance expiration or some other date driver, e.g., Personal Leave to Short Term Disability to Long Term Disability.		Yes		X								Yes. Workday provides Cascading Leave functionality for Leave of Absence plans, to allow for an automated flow from one leave type to another when required. This can allow for a date range for a Leave of Absence to be determined and based on eligibility and calculation rules within the plan. Workday will automatically associate the various leave types and dates based on the cascading leave types defined. Note: Cascading Leave Types can flow from being paid to unpaid when required.	Maureen	I.2 Configuration – solutioned with Workday configuration	Cascading leave is delivered functionality that can be set up according to the client's requirements
		The system provides a way to see an entire team's absence displayed in one view.		Yes		X									Maureen	I.3 Out of Box – solutioned with Workday functionality out of the box	There are several Manager dashboards that can be utilized for the client's requirements
		A worker can request time off that will cascade through "tiers" of time off to make use of multiple time off plan balances to satisfy the time off request.		Yes		X								Workday provides Absence Tables functionality to allow individual Time Off plans to be added and sequenced, allowing multiple time off balances to satisfy a single time off request.	Maureen	I.2 Configuration – solutioned with Workday configuration	This is delivered functionality through the Absence Tables
		When a worker goes on leave or returns from a leave of absence in the middle of a pay period the payroll system will generate a single check or multiple checks, depending on our preference.		Yes		X								Workday provides the ability to manage mid pay period returns from a leave of absence with a single check. This feature will increase payroll accuracy and efficiency by eliminating multiple pay results for leave of absence and reduce the number of employee questions directed to Payroll Administrators in relation to multiple direct deposits and payment elections. It also reduces operational costs for customers by avoiding gross-to-net proration, which results in multiple checks being generated and will instead use pay component proration, which will result in a single check being generated.	Maureen	I.4 Proposed Solution – solutioned with the proposed solution in the spreadsheet	This is not normal configuration within Workday but it is something that can be done by triggering an on demand payment via the Return from Leave of Absence business process
<b>Education &amp; Development</b>		<b>Learning</b>													x		

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		The system will allow us to track the effectiveness of our learning offerings.		Yes		X								<p>Workday Learning is unique for many reasons:</p> <ul style="list-style-type: none"> <li>• Engaging: Any authorized worker can consume, capture and share content on any supported device.</li> <li>• Individualized: Workday Learning is unified with Workday HCM, enabling it to leverage worker data to provide a personalized individual experience from onboarding through job changes and promotions.</li> <li>• Power to Adapt: Because Workday Learning is part of a single system with Workday HCM and Talent, learning content can be seamlessly included as part of an employee's development plan.</li> <li>• Personalized: Workday Learning personalizes content based on information contained in Workday as the system of record, including an employee's current role, and other data in Workday.</li> <li>• Modern: Workday Learning is built for video, enabling high quality video delivery for workers on browsers or mobile devices. Workers can also create and upload their own content and videos and share them with the organization.</li> <li>• Unlimited: Workday Learning features unlimited storage and streaming, which is a great benefit for Workday customers. Many traditional learning systems have a limit on storage and streaming and will charge for additional capacity used.</li> <li>• Insightful: Through built-in, actionable reporting Workday Learning provides the ability to measure the value and effectiveness of learning, allowing better alignment to business priorities.</li> <li>• Social: Workday Learning is designed as a social application to enable users to rate and share content.</li> </ul>	Melissa/Carissa	I.2 Configuration – solutioned with Workday configuration	Need to better understand your 'effectiveness' measure but likely the use of custom reporting could be utilized.
I		The system supports the delivery of a variety of content.			Yes	X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	No content is provided from Workday.
I-1		The system provides a personalized learning experience to users.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	Using preferences set by the user.
I-2		Workers can share their own Learning content.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	If enabled, users can create learning content for others and share learning paths they create.
I-3		The learning platform is integrated with the Human Capital Management, Talent and Performance systems.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	All one system. No integration is needed.
J		Content can be prooted to specific individuals or teams based on their focus.				X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	Using campaigns and audience criteria
J-1		The learning system supports mobile users.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
J-2		The learning solution will help us manage instructor-led training courses.		Yes		X								<p>Workday Learning enables creation and management of Instructor-led initiatives. Administrators can create courses, identify locations, select from qualified instructors, add course details, set up enrollment approvals, manage enrollment and track attendance. They can also easily track course enrollment numbers and create campaigns to drive attendance, deliver pre-event materials or facilitate other student communications. Learners can be granted the ability to Express Interest in training and define a date range and location parameter to be auto-notified if a class offering that matches their parameters is match. Express interest also creates a demand list for administrators to identify and match corresponding training needs.</p> <p>Instructors, who can be internal as well as external, have access to all of the sessions they are assigned to deliver. Each session can be accessed by the instructor in order to mark attendance as well as a score.</p>	Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
K		The system will enable us to validate user identity for confidential or required courses.		Yes		X								<p>Because Workday Learning is part of Workday, access is controlled by the same login that protects sensitive personal information. Users access Workday Learning with their username and password every time they visit via the browser or a mobile app. An audit record is created for every transaction in Workday, so will reflect individual login, lesson or course completion, and log off. Administrators or managers can track course views, completions, and survey/assessment results to support the majority of certification and compliance requirements. Multi-factor authentication is also supported in Workday.</p>	Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
K-1		The system supports social learning and collaboration among learners.		Yes			X							<p>Yes. Workday Learning allows learners to share, rate, and comment on lessons and courses in order to benefit from the content valued by colleagues. However, Workday does not provide forums or other collaborative communication options. A third party solution would be needed for those features.</p>	Melissa/Carissa	IV.3 Product – currently not available in Workday functionality	
L		The learning system displays only the training that is available to an individual learner.				X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	With topic, category and catalog security configured.
L-1		Learning administrators can manage content.		Yes		X								<p>Yes. Learning administrators are empowered to manage content assets, deploy content/media to different courses, update and create new versions of content, as well as upload content and manage material across the solution. Administrators can also limit which users have access to what content via the security model of the system, as well.</p>	Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
L-2		The learning system is architected to manage video files.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	Videos can be stored on Drive and shared with others for use in additional learning content.

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L-3		Users can take a class on their mobile device.		Yes		X								Yes, users can view packaged learning content using Workday on Android devices, iPad and iPhone, enabling learning to occur within an increasingly mobile workforce. Workday's native video player allows for a seamless experience. Workday understands the need to deliver a consistent and reliable viewing experience therefore will monitor the connection and replay at the quality best suited. You have the ability to create courses and lessons including video and blended learning. In addition, learning paths or programs can be created which increase employee engagement and allow managers to cultivate a personalized learning experience tailored to the employee and their career growth.	Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
L-4		<b>Talent Marketplace</b>													x		
L-5		The system can be used to facilitate internal mobility.				X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
L-6		The solution can support an agile team framework.				X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
L-7		The system has the ability to maintain a skills cloud library.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
M		Your system supports continuous development and retention of employees.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
M-1		The system maintains information on performance reviews, including review history, overall review ratings, review		Yes		X								All performance data is stored on the employee record and remains available for reporting purposes. Any actions, updates and approvals that happened during the entire review are also automatically stored thanks to the above mentioned aspects of the Workday Business Process	Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	review schedules requires custom reporting and integration.
M-2		The system supports multi-rater/360-degree reviews.				X								Yes, Workday supports multi-rater/360-degree reviews including a comprehensive feedback system that can be leveraged at all levels of employee development, including peer recognition, personal development, performance reviews, and ongoing career conversations. Feedback can be issued as standalone messages or as part of a formal review event. With Workday's feedback capabilities, organizations can promote a culture of continuous improvement, enabling employees to receive valuable insights on their performance and development opportunities.  Within Performance Reviews  Workday offers extensive options for incorporating multi-rater feedback into performance reviews. You can enable multi-raters when creating your review template, giving the manager and/or employee the ability to request feedback from others in the organization, including mentors. Multiple managers can contribute to the review document as well. The feedback template can be included in a review, requested for an employee, or initiated by the employee themselves for self-reflection. Feedback templates can also be locked to prevent editing and hidden if no longer in use. Furthermore, you can restrict access to feedback, ensuring only the requestor, the provider, and those with confidential access can view the feedback provided.  Leveraging Any-Time Feedback  Workday empowers your organization to gather valuable insights on worker performance through the use of quantifiable or qualitative feedback. With the quantifiable feedback feature, you can create feedback templates that include single-select, multi-select, date, and number questions. This allows you to gather more comprehensive and actionable	Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	Additional managers and reviewers can be included in the evaluation process but full 360 rater is not provided.
M-3		The system supports "Anytime Feedback"?		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
M-4		We have the ability to have multiple review forms per type of employee and automatically link manager to the correct form.				X									Melissa/Carissa	I.2 Configuration – solutioned with Workday configuration	"Manager" is determined by sup org structure vs review form. matrix manager can be used or Manager for Majority of Event but these solutions would require additional configuration
M-5		We can maintain an unlimited history of performance reviews.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
N		There a configurable workflow to do online performance review completion and submission seeking the employee's input first and then the manager's.			Yes	X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
N-1		The system can track where a review is in the process.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
N-2		The system supports performance and/or talent calibration.		Yes		X								Workday provides an interactive calibration process for both performance reviews as well as talent calibrations (9 box) that enables management to drag/drop employees into new calibrated sections or ratings. Customers can configure target percentages to help guide managers to the target number of employees they should have in a given section of the calibration template. Calibration is a configurable business process in Workday that enables customers to build workflow, approvals, and notifications around the event. Workday allows organizations to calibrate employees by many different factors, including: Performance, Potential, Accomplishments, Competencies, Goals, Questions, and Responsibilities. Workday delivers two standard calibration nBox reports including My Team's Calibration History, displaying all calibrated values of current direct reports, and Worker Calibration History, displaying calibration for a selected worker.	Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
N-3		It is possible to establish employee goals outside of the review process.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	

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N-4		Organizational goals tied to an employee.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
N-5		The system can track performance review ratings separately from merit increases.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
N-6		Completed performance reviews can be attached to the employee record.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
N-7		Review information is available to assist with on-going employee analysis.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
N-8		The system can integrate with third-party Performance Management providers.		Yes		X								<p>Workday's Integration On-Demand solutions take advantage of the inherent technical architecture of the services and the infrastructure within the hosting environment. From an architecture perspective, Workday designed our services at the core to support and utilize today's standards for integration web services.</p> <p>Realizing that not all external applications are web service-ready, Workday's Integration On-Demand enables integrations to be built, managed, and supported within Workday's foundational SaaS environment, driving down the cost of a wide spectrum of integration solutions including:</p> <ul style="list-style-type: none"> <li>• Workday Web Services (WWS): WWS provides a programmatic public API for our On-Demand Workday Business Management Services. WWS are one of the central components of the Workday architecture and provide the core enablement tool to integration with Workday. WWS are implemented using industry-standard web services technology, which encompass WSDL, SOAP, REST, and the WS-* standards. In addition, WWS are versioned to ensure stability and backwards compatibility</li> <li>• Workday Integration Tools: Workday provides integration tools that allow customers to easily define data feeds to and from Workday. The Workday Integration tools are designed to make integration with Workday as simple as possible and provide both end-users and developers real-time access to data stored within the Workday system.</li> <li>• Enterprise Interface Builder: Enterprise Interface Builder (EIB) is an On-Demand tool that enables building simple to moderately complex integrations. EIB can be used to dynamically create two-way business information exchanges with Workday's system without installing and maintaining any on-premise hardware or software. EIB supports internal and external data sources (e.g., RaaS, REST URLs, SOAP-based Web Services, Attachments, and FTP-based Files), out-of-the-box (XML-to-CSV,</li> </ul>	Melissa/Carissa	I.2 Integration – the integration will follow the integration report and hours for development noted in this SOW	
N-9		The system can capture talent-related information.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
N-10		Talent-related information can be consolidated and viewed in other areas of the application.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
N-11		There is a place to store a Personal Statement for the employee that may be used for talent planning purposes.		Yes		X								<p>Workday understand the importance of empowering employees to reach their full potential and achieve their career aspirations. That's why we offer a feature called "Statements" that are displayed in the employee profile and includes options to select what type of statements you like to create such as Personal Statement or talent statement</p> <p>The Personal Statement section allows employees to create a self-assessment or personal statement that highlights their skills, strengths, and career goals. This information can then be used for talent planning purposes, such as identifying high-potential employees and creating development plans that are tailored to their career goals and aspirations.</p> <p>One of the benefits of the Personal Statement section is that it can be regularly reviewed and updated to reflect changes in an employee's career aspirations or development needs. This allows employees to take an active role in their career progression, ensuring that they are always moving in the direction of their career goals.</p> <p>Overall, Workday's Career and Development feature provides a comprehensive platform for managing employee development and career progression. By utilizing the Personal Statement section, organizations can gain valuable insight into their workforce and create development plans that are tailored to the unique needs and aspirations of each employee. With Workday, employees can take control of their career paths and reach their full potential.</p>	Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
N-12		The system allows a manager to assess their entire team's potential, risk of loss, and impact of loss in a single screen.		Yes		X								<p>Workday offers out-of-the-box standard reports and dashboards for tracking all relevant talent metrics. Just as all other reports, these can be edited to match any Liantis-specific requirements. Or additional reports can be built from scratch. Such visualizations can also be used during Talent Reviews and Talent Calibrations to</p>	Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
N-13		The system can be used to manage Succession Plans.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
N-14		We can view succession plans in a hierarchical view.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
N-15		Succession plan details can be viewed across an entire organization.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
0		A variety of reports are available for Succession Planning.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	

Project Name: KCMO ERP Replacement	Project Number:
ITD Project Manager:	Project Sponsor:
Project Type: Circle A, B, or C	IT Account Rep:
<b>Key</b>	
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MOD - Supported via modifications (screen configurations, reports, GUI tailoring, etc.)	NS - Not supported
Priority - 0 to 10 where 10 is most important	Mandatory - YES. For 'must have' factors

Line #	Function	Process	Requestor	Priority	Mandatory	SUP	PSUP	PADD	MOD	3RD	CST	FUT	NS	Comments	Consultant	Accenture Response	Comments
O-1		The system can be used to search across the employee population to identify workers that meet a specific criteria or skill set.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
O-2		Employees can be viewed their in a 9-box matrix by their manager.		Yes		X									Melissa/Carissa	I.2 Configuration – solutioned with Workday configuration	Matrix reports require customer values for configuration.
O-3	<b>Labor &amp; Employee Relations</b>	<b>Labor &amp; Employee Relations</b>				X									x		
O-4		Ability to see DOT and non-DOT information based on the employee's job type (e.g., CDL driver).			Yes	X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
O-5		Ability to create pools of employees eligible for random drug and alcohol testing.			Yes	X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	Pools can be created but random selection does not happen in Workday.
O-6		Ability to track employees who are required to complete follow up drug and alcohol testing.			Yes	X									Melissa/Carissa	I.2 Configuration – solutioned with Workday configuration	this could be done with custom objects and custom reporting
O-7		Ability to track and report on disciplinary actions associated with a disciplinary case, in particular, the employee's status in the process (e.g., initial notification, formal and informal disciplinary hearing, etc.).			Yes	X									Melissa/Carissa	I.2 Configuration – solutioned with Workday configuration	Additional templates and custom reporting may be needed
O-8		Ability to upload relevant documents to the system as part of a disciplinary case.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
O-9		Ability to add notes from our substance abuse professional as they work with employees who have tested positive for alcohol or drugs.		Yes			X								Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	May require additional security configuration.
O-10		Ability to auto populate personal and job-related data from employees who have been selected for testing; eliminate as much manual data entry as possible.		Yes			X								Melissa/Carissa	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	
O-11		Ability to track and report on reasonable accommodation data.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
O-12		Ability to create a case when an employee files a grievance.		Yes					X					Workday doesn't provide preconfigured functionality to track grievances. However, you can configure these Workday processes to support this requirement:  <ul style="list-style-type: none"> <li>The Workday Request Framework to create custom business processes like grievance tracking.</li> <li>Workday Help is a Case Management tool in Workday that provides a solution for organizations focused on delivering high-level service to their employees. You can define the input, allocation, and resolution of cases by encouraging conversations between employees and internal experts that can help. Workday Help enables you to create searchable knowledge base articles so employees can find their own answers.</li> </ul> Depending on your specific requirements, you might consider using a third-party Grievance Management tool.	Melissa/Carissa	I.2 Configuration – solutioned with Workday configuration	Case management would be needed to effectively manage grievances
O-13		Ability to update and track the status of an open grievance until it is resolved and closed.		Yes					X					Workday does not provide pre-configured functionality to track grievances in the system. However, you do have the ability to extend the Worker business object with custom fields. We have customers who have used custom objects and fields to track this information. Many other customers leverage Workday's Request Framework or Performance forms to track grievances and the necessary workflows around their processes as well.	Melissa/Carissa	I.2 Configuration – solutioned with Workday configuration	Case management would be needed to effectively manage grievances
O-14		Ability to apply a high level of security to grievance data.		Yes		X									Melissa/Carissa	I.3 Out of Box – solutioned with Workday functionality out of the box	
P		Ability to designate certain case management fields as mandatory to create data integrity and provide for accurate reporting.		Yes		X									Melissa/Carissa	I.2 Configuration – solutioned with Workday configuration	Recommend Extend with case management for better tracking and entry of required data
P-1		Ability to review information relevant to a given case when required (e.g., 30, 60, 90 days following initial action).		Yes		X									Melissa/Carissa	I.2 Configuration – solutioned with Workday configuration	Case management would be needed to effectively manage grievances

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P-2		Ability to track an investigation via case management capability.		Yes		X								<p>Workday Help is a case management solution for HR teams consisting of two main elements: the Knowledge Base and the Case Management capability.</p> <p>Knowledge Base is a fully searchable, end-user oriented library of articles, help guides, FAQs, how-to guides and contextual assistance with matters across the employee lifecycle. The Workday knowledge base automatically connects with other features to build a more streamlined experience for the user. When a search is performed, articles are returned, leveraging contextual information from Workday about the user to help pull answers that are relevant to them. In addition to delivering the right answer for the user, Workday knowledge base surfaces contextual Workday data, tasks, and reports all in the context of the policy itself, providing the user with dynamic, personal information and driving them directly to the relevant task. Finally, the user can create a case from the knowledge base article through our case management solution.</p> <p>When employees are unable to find what they need through self-service, the case management aspect of Workday Help enables HR to receive, process and track enquiries. Employees can log cases either directly in Workday or via natural workspaces such as Slack or Microsoft Teams, and will be able to track the progress of their case as well as communicate directly with case solvers through the process. The employee or HR person can attach attachments, contextual insights or internal notes to the case, as well as tag anyone else who needs to be involved. The system can alert employees on the progress of their cases, and the HR person can use notifications to request further information from the employee if needed.</p> <p>Cases can be classified according to defined categories and sub-categories, which are managed by the customer. HR teams have access to previous enquiries and can produce reports to identify trends so that they can improve self-service information and add new content. For example, if an employee has an issue not covered by standard COVID-19 information, they can raise a case. Once HR has completed the case, they can decide whether to add those</p>	Melissa/Carissa	I.2 Configuration – solutioned with Workday configuration	
P-3		Ability to pay external vendors online with minimal or no manual effort.		Yes		X									Workday		
P-4		Ability to report on and analyze employee and labor relations data.		Yes		X									Melissa/Carissa	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	Case management would be needed to effectively manage grievances
P-5		Ability of external vendors to access employee and labor relations information.		Yes		X									Melissa/Carissa	I.2 Configuration – solutioned with Workday configuration	
P-6		Ability to differentiate Kansas City and Kansas City Police data via security; KCPD data cannot be seen by KC employees, and vice-versa (there may be exceptions).			Yes	X									Glenn	IV.4 Product/Partially Meet – currently not available in Workday functionality	Workday is a unified system and serves as the online directory for organizations with current and up to date work contact information and names. Personal information such as home address, phone and email and HR information such as position, compensation and benefits can be secured to the people and departments that support those employees. However, there are system administrators that support the configuration and maintenance that will require access to all employees.
P-7		Ability to manage 90% or more of this process via the system rather than manually and with paper.		Yes		X									Workday		
		The ability to create specific process workflows, including reminders, for this sub-process.		Yes		X									Melissa/Carissa	I.2 Configuration – solutioned with Workday configuration	

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City:			
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	<b>Fixed Assets</b>	<b>Setup</b>															
		Provides ability to depreciate assets.		YES	YES	X									Celeste	I.2 Configuration – solutioned with Workday configuration	
		Provides ability to amortize intangible assets.		YES		X									Celeste	I.2 Configuration – solutioned with Workday configuration	
		Provides ability to reclassify assets.		YES		X									Celeste	I.1 Business Process – solutioned with Workday business process	
		Provides ability to track company property.		YES	YES	X									Celeste	I.2 Configuration – solutioned with Workday configuration	
		Provides ability to recover company property.		YES	YES	X									Celeste	III.1 Requires Discovery - options solutioned during BPA	
		Provides ability to transfer assets.		YES	YES	X									Celeste	I.1 Business Process – solutioned with Workday business process	
		Provides ability to dispose of assets.		YES	YES	X									Celeste	I.1 Business Process – solutioned with Workday business process	
		Provides ability to impair an asset.		YES	YES	X									Celeste	I.1 Business Process – solutioned with Workday business process	
		Provides ability to reinstate disposed assets.		YES	YES	X									Celeste	I.1 Business Process – solutioned with Workday business process	
		Provides ability to remove assets.		YES	YES	X									Celeste	I.2 Configuration – solutioned with Workday configuration	
		Provides ability to suspend/resume depreciation for assets.				X									Celeste	I.2 Configuration – solutioned with Workday configuration	
		Provides visibility to assets by cost center, location, employee, etc.		YES	YES	X									Celeste	I.2 Configuration – solutioned with Workday configuration	
		Provides ability to produce roll-forward reporting on assets.		YES	YES	X									Celeste	I.3 Standard Report – solutioned with Workday standard reports	
		Provides ability to add custom fields on assets.		YES	YES	X									Celeste	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Provides ability to create assets from a project.		YES	YES	X									Celeste	I.1 Business Process – solutioned with Workday business process	
		Provides ability to support multiple asset books e.g., Government, Operating, Corporate, etc.			YES	X									Celeste	I.2 Configuration – solutioned with Workday configuration	
		Provides ability to record and report shared assets.		YES	YES	X									Celeste	I.1 Business Process – solutioned with Workday business process	
		Provides ability to account for leases.			YES	X									Celeste	I.2 Configuration – solutioned with Workday configuration	
		Provides ability to create an Asset from a Payables Invoice beginning with the processing of the invoice.		YES	YES	X									Celeste	I.1 Business Process – solutioned with Workday business process	
		Provides or supports an integrated system that connects Bid Process, PO Process, Payments, to Fixed Assets designations automatically to avoid manually tracking transactions.		YES		X									Celeste	I.1 Business Process – solutioned with Workday business process	
		System allows user to enter the In-Service Date for the asset.			YES	X									Celeste	I.2 Configuration – solutioned with Workday configuration	
		System allows the user to define separate GL accounts for Asset Cost, Depreciation Expense, and Accumulated Depreciation.			YES	X									Celeste	I.2 Configuration – solutioned with Workday configuration	
	<b>Fixed Assets</b>	<b>General</b>															
		Ability to adjust an asset's useful life & create the associated journal entry.		YES		X									Celeste	I.1 Business Process – solutioned with Workday business process	
		System will maintain the Status of each asset, i.e., active, retired, fully depreciated, non-depreciable, etc.		YES		X									Celeste	I.3 Out of Box – solutioned with Workday functionality out of the box	
	<b>Fixed Assets</b>	<b>Integration</b>															
		Provides ability to add existing assets with accumulated depreciation as part of the initial setup of the module.		YES		X									Celeste	I.2 Configuration – solutioned with Workday configuration	
		When setting up an Asset from AP, system uses an Asset Profile to define characteristics of the new asset, i.e., type of asset, useful life, depreciation method, etc.		YES		X									Celeste	I.2 Configuration – solutioned with Workday configuration	
	<b>Accounts</b>	<b>Grants</b>															
		Supports Grant and Project Billing.			YES	X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	Project Billing may be done thru the Customers workstream. Custom workaround may be required
		System supports Project/Grant reporting with the ability to drill down to line item detail.		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	Project Billing may be done thru the Customers workstream. Custom report may be required for backup.
		System supports Project Portfolio Management		YES		X			X						John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System supports Project Setup and Tracking		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System can add custom fields on a project		YES		X									John	I.2 Configuration – solutioned with Workday configuration	
		System can add notes, comments, etc. onto a project		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System can assign staff to projects/grants		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System has a workflow process for project/grant review and approval		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System can track project time and expenses related to a project and store it within the system		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System can link projects to organizational goals and objectives.		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System can analyze project/grant results compared to project/grant requirements.		YES		X									John	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	Further clarification of requirements is needed
		Provides integration capabilities with Projects, Contract Management and Bid Process.		YES		X									John	I.4 Proposed Solution – solutioned with the proposed solution in the spreadsheet	
		Ability to capture the Funding Source and Amount of the grant/project which is used throughout various components of the system.		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	Further clarification of requirements is needed
	<b>Accounts</b>	<b>Reporting</b>															
		Provides ability to drill down from report to underlying transactions.		YES		X									Jesse	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Provides ability to define and report financial metrics.		YES		X									Jesse	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	
		Provides financial reporting with segmented department/function controls.		YES		X									Jesse	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	Reporting based on FDM Design
		Provides ability to create complex reports reflecting outstanding encumbrance detail (vendor, amount, date created, account string) for a given fund or set of funds.		YES		X									Jesse	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	
		Provides ability to export to Excel and PDF.		YES		X									Jesse	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Provides ability to create report groups.		YES		X									Jesse	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Provides ability to save report filters.		YES		X									Jesse	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Provides ability to tag reports.		YES		X									Jesse	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Provides Manager and selected employees with the ability to do self-service reporting.			YES	X									Jesse	I.2 Configuration – solutioned with Workday configuration	Report Writer can be granted to users to perform self-service reporting
		Provides ability to create ad hoc reports.		YES		X									Jesse	I.2 Configuration – solutioned with Workday configuration	Report Writer can be granted to users to perform self-service reporting
		Provides transactional drill down across capabilities within the reporting tool.		YES		X									Jesse	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Supports multiple accounting treatments. I.E. multiple cost centers, funds, accounts, departments, Etc.		YES		X									Jesse	I.2 Configuration – solutioned with Workday configuration	Based on FDM design/configuration
		Provides a Query Reporting Tool for a basic user / super user that does not require any programming knowledge. User identifies records to use, fields to use & enters basic criteria to run query.		YES		X									Jesse	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	Report Writer can be granted to users to perform self-service reporting
	<b>Accounts Payable</b>	<b>General</b>															
		System can manage vendor disputes, including notes, comments, etc.		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Supports multiple payables control accounts.			YES	X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System can process various 1099 types for payees.		YES		X									Prasad	IV.4 Product/Partially Meet – currently not available in Workday functionality	Currently Workday only supports 1099 MISC & 1099 NEC types
		Provides 1099 and 1096 support.		YES		X									Prasad	IV.4 Product/Partially Meet – currently not available in Workday functionality	Currently Workday only supports 1099 MISC & 1099 NEC types. 1096 is supported
		Supported. Workday enables you to track and Supported. With Workday, you have the ability to designate specific IRS 1042-S income codes for non-resident alien payments and to process federal and state withholding together with corresponding spend transactions. You can identify 1042-S payees, designate qualified transactions, ensure that you meet federal and state withholding compliance using custom validations, and create audit reports and reports to integrate with a third-party tax solution.		YES		X											
		We support 1042-S income and withholding reporting for contingent workers, ad hoc payees, investors, and suppliers.				X											
		Provides support for 1042-S Non-Resident Alien payees.		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Provides for Intercompany Settlements for Supplier Invoices.				X									Prasad	I.2 Configuration – solutioned with Workday configuration	
		Provides for direct intercompany transactions and supporting documentation capabilities.		YES		X									Prasad	I.2 Configuration – solutioned with Workday configuration	
		Allows for attachment of receipt images.		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Allows for scanning of receipt images.		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	Receipt scanning is possible for Expense receipts
		Supports process of expense report creation through General Ledger Posting.		YES		X									Prasad	III.1 Requires Discovery - options solutioned during BPA	Need clarification/further detail on the requirement
		System automatically flags and/or prevents policy exceptions.		YES		X									Prasad	I.2 Configuration – solutioned with Workday configuration	
		System can assign spend authorizations.		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System can check that expense reporting budgets are not exceeded.			YES	X									Prasad	I.2 Configuration – solutioned with Workday configuration	
		Supports budget checking on spend authorizations/PO.		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Supports the ability to close spend authorizations.		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		User is prompted with an on-line error message when attempting to charge an invoice to an invalid chartfield combination, i.e., an invalid combination of GL Unit / Account / DeptID / Project, etc.			YES	X									Prasad	I.2 Configuration – solutioned with Workday configuration	
		The physical 1099 forms can be generated directly through the system.		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	



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ITD Project Manager:		Project Sponsor:	
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		A single instance of Customer Master data is shared between the Billing module and the Accounts Receivable module.		YES		X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
	<b>Accounts Receivable</b>	<b>General</b>															
		System has a workflow process for writing-off bad debt, which includes review and approval			YES	X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		System can automate revenue recognition and accounting for revenue recognition			YES	X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		System can default general ledger account numbers, including fund, department, account, project number, etc. based on the user and/or department's system permissions.		YES		X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	The resulting account is determined by the account post rules. Other worktags can be defaulted based on the object like customer and sales item and driver worktags like project and grant can be used for defaulting worktag values
		System can manage customer disputes and collection attempts, including notes, comments, etc.		YES		X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		System supports the use of "Reason Not Paid Codes" to represent the reason that an invoice has not been paid.		YES		X									John	I.2 Configuration - solutioned with Workday configuration	Further clarification of requirements is needed
		System supports the use of "Course of Action Codes" to represent the action to be taken regarding payment of an outstanding invoice.		YES		X									John	I.2 Configuration - solutioned with Workday configuration	Workday provides codes for managing customer invoice payments and collections
	<b>Accounts Receivable</b>	<b>Integration</b>															
		Supports credit card integration.			YES	X									John		
		Supports integration with different credit card processors			YES	X									John	II.2 Integration - the integration will follow the integration report and hours for development noted in this SOW	
		System supports dual direction data feeds - to and from integrated systems		YES		X									John	II.2 Integration - the integration will follow the integration report and hours for development noted in this SOW	
		System can integrate with City's third-party systems - please see list		YES		X									John	II.2 Integration - the integration will follow the integration report and hours for development noted in this SOW	
	<b>Accounts Receivable</b>	<b>Invoices</b>															
		System has the ability to create customer invoice for miscellaneous revenue		YES		X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		System has the ability to review and approve customer invoices		YES		X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		System has the ability to route customer invoices back to initiator for additional information			YES	X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		Customer invoices can be imported and stored as a supporting document		YES		X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		System can send printed invoices to customers			YES	X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		System can send electronic invoices to customers			YES	X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		System can adjust the amount due from a customer invoice		YES		X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		System can mass update customer invoices		YES		X									John	I.1 Business Process - solutioned with Workday business process	DEpends on the status of the invoice
		System can "Hold an Invoice in Dispute" so cash cannot be applied to that invoice until the dispute is resolved.		YES		X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
	<b>Accounts Receivable</b>	<b>Payments</b>															
		System can record and accept standard customer payment methods (e.g. credit card, ACH, check, wire transfers, etc.)			YES	X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		System can record deposits of customer payments to the City's bank account		YES		X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		System can automatically apply customer payments against customer's accounts receivable			YES	X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		System allows partial payments to be applied to an invoice, and system will keep track of the remaining balance.		YES		X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		Use of automated Tolerance Levels for write-off of customer invoice remaining balance, i.e., any variance under \$10, any variance under 1%.		YES		X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		System can accept cash receipts as Unapplied Payments to a customer's account until further information is received regarding the specific invoice(s) being paid.		YES		X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		System can accept cash receipts as Unassigned Payments without applying them to a specific customer account until further information is received. The payment will interface to a holding account in the GL.		YES		X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	Mass record of customer payments can record the payment, make the deposit and then apply to customer's balances
		System has the ability to reverse out a cash receipt applied in error to an invoice(s) and reapply it to a different invoice(s).			YES	X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
	<b>Accounts Receivable</b>	<b>Reports</b>															
		System can generate standard Accounts Receivable Reports and drill down to transactions on the customer invoice			YES	X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
	<b>Finance</b>	<b>General</b>															
		Provides ability to manage financial reporting time periods.			YES	X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Effective dating for organizational tree structure. New department or move from one cost center to another - allow the ability to have cost allocated based on effective date		YES		X									Jesse	I.3 Out of Box - solutioned with Workday functionality out of the box	effective dating on cost centers is available out of the box
		Provides ability to perform Actual versus Budgeting vs. Forecast reporting		YES		X									Jesse	II.1 Custom Report - the custom reports will follow the report approach and hours for development noted in this SOW	There are delivered reports but normally custom reports are developed
	<b>Finance</b>	<b>Reports</b>															
		Generate an Income Statement Report			YES	X									Jesse	II.1 Custom Report - the custom reports will follow the report approach and hours for development noted in this SOW	There are delivered reports but normally custom reports are developed
		Generate a Balance Sheet Report			YES	X									Jesse	II.1 Custom Report - the custom reports will follow the report approach and hours for development noted in this SOW	There are delivered reports but normally custom reports are developed
		Generate a Statement of Cash Flow Report			YES	X									Jesse	II.1 Custom Report - the custom reports will follow the report approach and hours for development noted in this SOW	There are delivered reports but normally custom reports are developed
		Generate a Trial Balance Report			YES	X									Jesse	II.1 Custom Report - the custom reports will follow the report approach and hours for development noted in this SOW	There are delivered reports but normally custom reports are developed
		Provides ability to report grant accounting concepts.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	Grants functionality can be configured in Workday for Grant Accounting
		Provides Journal Header status report listing posted journals, unposted journals, error journals, reversal journals, etc.			YES	X									Jesse	I.5 Standard Report - solutioned with Workday standard reports	Find Journals report
		System provides a Data Integrity Report between data stored in the Ledger table and the Journal Line table.		YES		X									Jesse	IV.3 Product - currently not available in Workday functionality	This concept does not exist in Workday. When an operational transaction is approved it immediately posts to the GL
	<b>General Ledger</b>	<b>Budget and Forecasts</b>															
		Supports multiple budgets and forecasts			YES	X									Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Sherpa. Workday holds adopted budget
		System can enter or adjust budgets and forecasts.			YES	X									Sherpa		
		System can allow users to review and approve budgets and forecasts.		YES		X									Sherpa		Sherpa. Workday holds adopted budget
		System uses budgets and forecasts as comparative amounts in reports.		YES		X									Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Sherpa. Workday holds adopted budget
		System uses budget amounts in allocations.			YES	X									Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Sherpa. Workday holds adopted budget
		System uses budget amounts for encumbrances and pre-encumbrances			YES	X									Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Sherpa. Workday holds adopted budget
		Provides ability to require Budget Amendments Balanced Entries.		YES		X									Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Sherpa. Workday holds adopted budget
		Retains prior versions of forecasts and budgets.		YES		X									Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Sherpa. Workday holds adopted budget
		Provides ability to complete budgetary planning		YES		X									Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Sherpa. Workday holds adopted budget
		Provides a planning solution that is differentiated from other planning and modeling solutions.		YES		X									Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Sherpa. Workday holds adopted budget
		Provides an innovative solution to Business Planning and Analytics.		YES		X									Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Sherpa. Workday holds adopted budget
		System can restrict access to plans and budgets to only selected users.			YES	X									Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Sherpa. Workday holds adopted budget
		Child/Parent Budget Relationship and Structure - Accounts can be rolled up into a broader category for reporting and viewing purposes.				X									Sherpa		Sherpa. Workday holds adopted budget and can do so in a Virtual Parent-Child relationship
		Ability to Reforecast midyear using actuals plus revised forecasts.		YES		X									Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Sherpa. Workday holds adopted budget
		Ability to use Actual Data to create the starting point for a new budget version.			YES	X									Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Sherpa. Workday holds adopted budget
		Ability to enter an annual budget amount and have it spread to all periods based on a factor, i.e., number of days in period.		YES		X									Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Sherpa. Workday holds adopted budget
	<b>General Ledger</b>	<b>Reporting</b>															
		Report that shows whenever we do an AP or GL journal entry and when those entries are applied against an open credit.		YES		X									Jesse	II.1 Custom Report - the custom reports will follow the report approach and hours for development noted in this SOW	
	<b>General Ledger</b>	<b>Structure</b>															
		Ability to delegate Report Approval Authority to another Supervisor at the Same or a Higher Level for a defined period, i.e., away on Vacation.			YES	X									Jesse	I.2 Configuration - solutioned with Workday configuration	Requires configuration of delegation functionality
		Ability to assign a permanent allowable Backup Approver, i.e., a second individual that can provide the required approval.			YES	X									Jesse	I.2 Configuration - solutioned with Workday configuration	Requires configuration of delegation functionality or via Business Process advanced routing
		Multiple methods for data entry exist.			YES	X									Jesse	I.3 Out of Box - solutioned with Workday functionality out of the box	Depends on the transaction but they can often either be copied, entered manually, or uploaded via excel
		Ability to support multiple business units, while separating content and access (i.e. essentially stand alone business) on a single instance.			YES	X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		System can define account numbers utilizing segment designations/logic (i.e. - first 2 digits are account type, next two are department, etc.)			YES	X									Jesse	I.2 Configuration - solutioned with Workday configuration	Numbering convention established during FDM Design
		System can support creation and maintenance of Chart of Accounts			YES	X									Jesse	I.3 Out of Box - solutioned with Workday functionality out of the box	



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MOD - Supported via modifications (screen configurations, reports, GUI tailoring, etc.)		NS - Not supported	
Priority - 0 to 10 where 10 is most important		Mandatory - YES. For 'must have' factors	

Line #	Function	Process	Req. URGENT	Priority	Mandatory	SUP	PSUP	PADD	MOD	3RD	CST	FUT	NS	Comments	Consultant	Accenture Response	Comments
		The system supports payroll accumulators by: Federal reporting month-to-date, Quarter to date, Fiscal year to date, and Federal reporting year to date.		YES		X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
		Ability to generate detailed audit reports for time & labor/payroll.		YES	YES	X									Anastasia	III.1 Requires Discovery - options solutioned during BPA	The level of detail needed in the reports would determine if standard reports would suffice or if custom reports may be needed
		Ability to generate payroll metrics and payroll summary reports		YES		X									Anastasia	III.1 Requires Discovery - options solutioned during BPA	The level of detail needed in the reports would determine if standard reports would suffice or if custom reports may be needed
		System generates a Payroll Register that provides the details of each employee's gross-to-net payroll calculation included in that payroll cycle.			YES	X									Anastasia	I.3 Out of Box – solutioned with Workday functionality out of the box	
	<b>Payroll</b>	<b>Self-pay</b>															
		Employees with multiple rates of pay who may cross multiple departments/cost center assignments can be managed through the system's capabilities.			YES	X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
		A process is in place for when an employee moves from one cost center or company in the middle of a pay period.		YES		X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
		The system allows for allocation of earnings to multiple states.		YES		X								Workday can automatically calculate taxes for multiple jurisdictions when employees work in multiple states. The system will apply state and local reciprocity rules to employees who have multiple ongoing tax allocations	Anastasia	I.2 Configuration – solutioned with Workday configuration	
		The solution supports different costing setups for Payroll Expenses and Fringe Benefits Recovery than for payroll earnings.		YES		X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
		The solution supports validation rules to validate the proper costing allocation entries.		YES		X									Anastasia	III.1 Requires Discovery - options solutioned during BPA	The level of complexity of these validations would need to be evaluated to determine the solution needed.
		Employees can update their tax withholdings, other deductions, or changes via self-service.			YES	X									Anastasia	I.3 Out of Box – solutioned with Workday functionality out of the box	
	<b>Treasury</b>	<b>Cash Management</b>															
		Provides ability to define banks, branches, and bank accounts.			YES	X									Jesse	I.2 Configuration – solutioned with Workday configuration	
		Provides support for positive pay.			YES	X									Jesse	II.2 Integration – the integration will follow the integration report and hours for development noted in this SOW	
		Import bank statements using Direct Connect, Web Connect, or API that allow the ERP system to automatically fetch bank statements without requiring the user to manually download and upload files.		YES		X									Jesse	II.2 Integration – the integration will follow the integration report and hours for development noted in this SOW	
		Provides ability to process bank account transfers (inbound and outbound).			YES	X									Jesse	II.2 Integration – the integration will follow the integration report and hours for development noted in this SOW	
		Provides ability to record miscellaneous activities against cash and bank accounts.			YES	X									Jesse	I.1 Business Process – solutioned with Workday business process	
		Provides visibility to and control over all open items awaiting payment.		YES		X									Jesse	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	
		Provides ability to consolidate multiple payment files.		YES		X									Jesse	I.2 Configuration – solutioned with Workday configuration	Workday is not a cashing system but can have cash receipts interfaced into it
		Ability to perform cashing transactions or the ability to integrate with our existing cashing systems.			YES	X									Jesse	IV.5 Third Party Solution – currently not available in Workday functionality	Workday is not a cashing system but can have cash receipts interfaced into it
		System provides ability to generate a checks outstanding report on a daily basis.			YES	X									Jesse	I.5 Standard Report – solutioned with Workday standard reports	
	<b>Treasury</b>	<b>Investments</b>															
		Take current cash positions, cash outflow needs, anticipate cash inflows to project cash forecast between 0 to 5 years.		YES		X									Jesse	I.2 Configuration – solutioned with Workday configuration	Forecast is by company, not fund
		Provides ability to automate accounting entries from an acquisition of an investment which are: the purchase amount, the accrued interest, the cash cost of the investment, the premium/discount.		YES						X				DebtBook provides Debt Management as well as GASB 87 and GASB 96 compliance software to the City today and will be expanding into Cash Management and Investment Management over the next two years. Cash Management will be the next available product with an anticipated delivery date in late 2024/early 2025. DebtBook is committed to building a Treasury Management System specifically for the public sector and has made a significant investment in product development in 2024 and 2025.	Jesse	IV.5 Third Party Solution – currently not available in Workday functionality	Debt Book
		Minimizes manual input for an investment acquisitions (e.g. Cusip, quantity, settlement date, the broker, the quantity, and the price) - maximizes data retrieval from open sources/exchanges.		YES						X				DebtBook provides Debt Management as well as GASB 87 and GASB 96 compliance software to the City today and will be expanding into Cash Management and Investment Management over the next two years. Cash Management will be the next available product with an anticipated delivery date in late 2024/early 2025. DebtBook is committed to building a Treasury Management System specifically for the public sector and has made a significant investment in product development in 2024 and 2025.	Jesse	IV.5 Third Party Solution – currently not available in Workday functionality	Debt Book
		System can generate reports related to investment portfolio		YES						X				DebtBook provides Debt Management as well as GASB 87 and GASB 96 compliance software to the City today and will be expanding into Cash Management and Investment Management over the next two years. Cash Management will be the next available product with an anticipated delivery date in late 2024/early 2025. DebtBook is committed to building a Treasury Management System specifically for the public sector and has made a significant investment in product development in 2024 and 2025.	Jesse	IV.5 Third Party Solution – currently not available in Workday functionality	Debt Book
		System can record and track individual investments using an identification number		YES		X								DebtBook provides Debt Management as well as GASB 87 and GASB 96 compliance software to the City today and will be expanding into Cash Management and Investment Management over the next two years. Cash Management will be the next available product with an anticipated delivery date in late 2024/early 2025. DebtBook is committed to building a Treasury Management System specifically for the public sector and has made a significant investment in product development in 2024 and 2025.	Jesse	IV.5 Third Party Solution – currently not available in Workday functionality	Debt Book
		System can allocate investment revenue to various accounts		YES		X								DebtBook provides Debt Management as well as GASB 87 and GASB 96 compliance software to the City today and will be expanding into Cash Management and Investment Management over the next two years. Cash Management will be the next available product with an anticipated delivery date in late 2024/early 2025. DebtBook is committed to building a Treasury Management System specifically for the public sector and has made a significant investment in product development in 2024 and 2025.	Jesse	IV.5 Third Party Solution – currently not available in Workday functionality	Debt Book
		System can track investment functions such as coupon payments, redemption timing, etc.		YES						X				DebtBook provides Debt Management as well as GASB 87 and GASB 96 compliance software to the City today and will be expanding into Cash Management and Investment Management over the next two years. Cash Management will be the next available product with an anticipated delivery date in late 2024/early 2025. DebtBook is committed to building a Treasury Management System specifically for the public sector and has made a significant investment in product development in 2024 and 2025.	Jesse	IV.5 Third Party Solution – currently not available in Workday functionality	Debt Book
		Upon investment acquisition the system can calculate accrued interest, discount or premium and determine and present all future cash flows.		YES		X								DebtBook provides Debt Management as well as GASB 87 and GASB 96 compliance software to the City today and will be expanding into Cash Management and Investment Management over the next two years. Cash Management will be the next available product with an anticipated delivery date in late 2024/early 2025. DebtBook is committed to building a Treasury Management System specifically for the public sector and has made a significant investment in product development in 2024 and 2025.	Jesse	IV.5 Third Party Solution – currently not available in Workday functionality	Debt Book
		Should be able to allocate interest earned in a portfolio across participating funds based on their average daily cash balance.		YES		X								DebtBook provides Debt Management as well as GASB 87 and GASB 96 compliance software to the City today and will be expanding into Cash Management and Investment Management over the next two years. Cash Management will be the next available product with an anticipated delivery date in late 2024/early 2025. DebtBook is committed to building a Treasury Management System specifically for the public sector and has made a significant investment in product development in 2024 and 2025.	Jesse	IV.5 Third Party Solution – currently not available in Workday functionality	Debt Book

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Project Type: Circle A, B, or C		IT Account Rep:	
<b>City</b>			
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PADD - Supported through add-on products offered by partners		FUT - Will be supported in future release	
MOD - Supported via modifications (screen configurations, reports, GUI tailoring, etc.)		NS - Not supported	
Priority - 0 to 10 where 10 is most important		Mandatory - YES. For 'must have' factors	

Line #	Function	Process	Req uest or	Priority	Mandatory	SUP	PSUP	PADD	MOD	3RD	CST	FUT	NS	Comments	Consultant	Accenture Response	Comments
		Provides ability to generate portfolio level reports on demand, including compliance with pre-defined policy parameters		YES						X				DebtBook provides Debt Management as well as GASB 87 and GASB 96 compliance software to the City today and will be expanding into Cash Management and Investment Management over the next two years. Cash Management will be the next available product with an anticipated delivery date in late 2024/early 2025. DebtBook is committed to building a Treasury Management System specifically for the public sector and has made a significant investment in product development in 2024 and 2025.	Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Debt Book
		System can be configured to automatically sweep available cash balances from designated bank accounts into a higher yield investment option by mincing/recording bank transactions that do this.		YES						X				DebtBook provides Debt Management as well as GASB 87 and GASB 96 compliance software to the City today and will be expanding into Cash Management and Investment Management over the next two years. Cash Management will be the next available product with an anticipated delivery date in late 2024/early 2025. DebtBook is committed to building a Treasury Management System specifically for the public sector and has made a significant investment in product development in 2024 and 2025.	Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Debt Book
		Provides the ability to create an accounting entry for scheduled interest payments, for the premium amortization/discount accrete (on a monthly basis), for maturing investments, and for any investments which are called or sold		YES						X				DebtBook provides Debt Management as well as GASB 87 and GASB 96 compliance software to the City today and will be expanding into Cash Management and Investment Management over the next two years. Cash Management will be the next available product with an anticipated delivery date in late 2024/early 2025. DebtBook is committed to building a Treasury Management System specifically for the public sector and has made a significant investment in product development in 2024 and 2025.	Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Debt Book
	<b>Treasury</b>	<b>Reconciliation</b>															
		Provides ability to automate reconciliation of bank accounts		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		System can define bank reconciliation matching rules to automate and optimize the recon process. (One-to-one, one-to-many and many-to-many matches)		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Reconcile bank statements with system transactions.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Reconcile bank statements by performing automatic matching and creation of journal entries		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Reconcile bank statements by viewing bank statement transactions and system transactions side by side.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Reconcile bank statements by allowing the ability to do manual matching.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Automatically reconcile /post bank transactions after creating journal entry		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	Would need to be scheduled, will not automatically initiate from posting
	<b>Treasury</b>	<b>Public Finance</b>															
		Provides ability to run detailed transaction reports.		YES		X									Jesse	I.5 Standard Report - solutioned with Workday standard reports	
		ERP to intergrate with our debt portfolio management software.		YES		X									Jesse	II.2 Integration - the integration will follow the integration report and hours for development noted in this SOW	
		System can generate reports for specific account string funds detailing accounts payable and journal voucher information, etc. that effect the fund cash accounts		YES		X									Jesse	II.1 Custom Report - the custom reports will follow the report approach and hours for development noted in this SOW	
		System can store documents related to bond issuances		YES						X				DebtBook provides Debt Management as well as GASB 87 and GASB 96 compliance software to the City today and will be expanding into Cash Management and Investment Management over the next two years. Cash Management will be the next available product with an anticipated delivery date in late 2024/early 2025. DebtBook is committed to building a Treasury Management System specifically for the public sector and has made a significant investment in product development in 2024 and 2025.	Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Debt Book
	<b>Treasury</b>	<b>Reporting</b>															
		System can generate GASB reporting requirements regarding investments.		YES						X				DebtBook provides Debt Management as well as GASB 87 and GASB 96 compliance software to the City today and will be expanding into Cash Management and Investment Management over the next two years. Cash Management will be the next available product with an anticipated delivery date in late 2024/early 2025. DebtBook is committed to building a Treasury Management System specifically for the public sector and has made a significant investment in product development in 2024 and 2025.	Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Debt Book
		Provides ability to report by book (operating mod-accrual, accrual).		YES		X								DebtBook provides Debt Management as well as GASB 87 and GASB 96 compliance software to the City today and will be expanding into Cash Management and Investment Management over the next two years. Cash Management will be the next available product with an anticipated delivery date in late 2024/early 2025. DebtBook is committed to building a Treasury Management System specifically for the public sector and has made a significant investment in product development in 2024 and 2025.	Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Debt Book
		Provides ability to define liquidity ratios.		YES						X				DebtBook provides Debt Management as well as GASB 87 and GASB 96 compliance software to the City today and will be expanding into Cash Management and Investment Management over the next two years. Cash Management will be the next available product with an anticipated delivery date in late 2024/early 2025. DebtBook is committed to building a Treasury Management System specifically for the public sector and has made a significant investment in product development in 2024 and 2025.	Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Debt Book
		Provides ability to generate a bank reconciliation statement		YES		X				X				DebtBook provides Debt Management as well as GASB 87 and GASB 96 compliance software to the City today and will be expanding into Cash Management and Investment Management over the next two years. Cash Management will be the next available product with an anticipated delivery date in late 2024/early 2025. DebtBook is committed to building a Treasury Management System specifically for the public sector and has made a significant investment in product development in 2024 and 2025.	Jesse	I.2 Configuration - solutioned with Workday configuration	
		Generates cash position and forecast reports		YES						X				DebtBook provides Debt Management as well as GASB 87 and GASB 96 compliance software to the City today and will be expanding into Cash Management and Investment Management over the next two years. Cash Management will be the next available product with an anticipated delivery date in late 2024/early 2025. DebtBook is committed to building a Treasury Management System specifically for the public sector and has made a significant investment in product development in 2024 and 2025.	Jesse	IV.5 Third Party Solution - currently not available in Workday functionality	Debt Book
		Provides a Cash Management dashboard		YES		X								DebtBook provides Debt Management as well as GASB 87 and GASB 96 compliance software to the City today and will be expanding into Cash Management and Investment Management over the next two years. Cash Management will be the next available product with an anticipated delivery date in late 2024/early 2025. DebtBook is committed to building a Treasury Management System specifically for the public sector and has made a significant investment in product development in 2024 and 2025.	Jesse	I.2 Configuration - solutioned with Workday configuration	
	<b>Treasury</b>	<b>Security Roles</b>															
		Ability to define security roles and create an audit trail.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
	<b>Treasury</b>	<b>Structure</b>															
		System can use classes, groupings or other designations that allow grouping of transactions and configurations		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Maintains non-financial data such as documents, contracts, freeform notes, etc.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		System can calculate and report on Average Daily Balance.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		System provides for Average Daily Balance processing.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	

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Priority - 0 to 10 where 10 is most important		Mandatory - YES. For 'must have' factors	

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				YES						X				DebtBook provides Debt Management as well as GASB 87 and GASB 96 compliance software to the City today and will be expanding into Cash Management and Investment Management over the next two years. Cash Management will be the next available product with an anticipated delivery date in late 2024/early 2025. DebtBook is committed to building a Treasury Management System specifically for the public sector and has made a significant investment in product development in 2024 and 2025.	Jesse	I.2 Configuration – solutioned with Workday configuration	
	Tax Increment Financing (TIF)	System can report on Average Daily Balance.													Jesse	I.2 Configuration – solutioned with Workday configuration	
		Set-up			YES								X		Jesse	I.2 Configuration – solutioned with Workday configuration	
		Implement TIF accounting function in a separate business unit		YES		X									Jesse	I.2 Configuration – solutioned with Workday configuration	
		Chartfields: Fund, TIF Plan, Project ID, Sub Project (specific project) Expense / Revenue Type		YES		X									Jesse	I.2 Configuration – solutioned with Workday configuration	
		Ability to use alphanumeric coding for TIF projects		YES		X									Jesse	I.2 Configuration – solutioned with Workday configuration	
		Ability to customize functions within Special Allocation Fund, Developer Fund, Housing Fund, and General Fund		YES		X									Jesse	I.2 Configuration – solutioned with Workday configuration	
	Tax Increment Financing (TIF)	General													Jesse	I.2 Configuration – solutioned with Workday configuration	
		Ability to associate and store documents with the project		YES		X									Jesse	I.2 Configuration – solutioned with Workday configuration	
		Ability to associate real property parcel numbers with TIF plans and projects		YES		X									Jesse	I.2 Configuration – solutioned with Workday configuration	
		Ability to load historical accounting information and balances		YES		X									Jesse	I.2 Configuration – solutioned with Workday configuration	Data conversion
		Track TIF plan / project activations and terminations and related ordinances		YES								X			Jesse	I.2 Configuration – solutioned with Workday configuration	
		Ability to create and update automatic allocation process governing how to apply each revenue type for various TIF projects		YES								X			Jesse	I.2 Configuration – solutioned with Workday configuration	
		Track the amount of staff time spent working on TIF projects to facilitate reimbursement / developer billing		YES								X			Jesse	I.2 Configuration – solutioned with Workday configuration	
	Tax Increment Financing (TIF)	Cash Management													Jesse	I.2 Configuration – solutioned with Workday configuration	
		Ability to associate bond accounts with TIF project(s)		YES						X					Jesse	I.2 Configuration – solutioned with Workday configuration	
	Tax Increment Financing (TIF)	Budget and Forecasts													Jesse	I.2 Configuration – solutioned with Workday configuration	
		Track TIF project certified reimbursable project costs, create budget associated with certified costs		YES		X									Jesse	I.2 Configuration – solutioned with Workday configuration	
	Tax Increment Financing (TIF)	Payments													Jesse	I.2 Configuration – solutioned with Workday configuration	
		Ability to update outstanding reimbursable costs, automatically create vouchers based on available revenues		YES		X									Jesse	I.2 Configuration – solutioned with Workday configuration	
		Ability to create remt form to accompany payments		YES		X									Jesse	I.2 Integration – the integration will follow the integration report and hours for development noted in this SOW	Remittance integration
		Ability to notify payee of incoming funds		YES		X									Jesse	I.2 Integration – the integration will follow the integration report and hours for development noted in this SOW	Remittance integration
		Ability to hold funds due to developer or trustee, based on project performance requirements (i.e., MBE / WBE goals)		YES		X									Jesse	I.1 Business Process – solutioned with Workday business process	
	Tax Increment Financing (TIF)	Invoices													Jesse	I.2 Configuration – solutioned with Workday configuration	
		Ability to bill TIF staff time to developers		YES		X									Jesse	I.2 Configuration – solutioned with Workday configuration	Customer Accounts, project billing not in scope for billing time automatically.
		Ability to bill legal fees, other expenses to developers		YES		X									Jesse	I.2 Configuration – solutioned with Workday configuration	Customer Accounts
	Tax Increment Financing (TIF)	Reports				X									Jesse	I.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	
		Ability to create ad hoc reports		YES											Jesse	I.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	
		Ability to implement custom reporting related to TIF accounting functions: SAF Payments > \$5K, Balance Sheet, Income Statements, Surplus Payments, etc.		YES									X		Jesse	I.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	
	Billing	General													Jesse	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System provides for the routing of a Client Invoice through the Workflow Approval process.		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	
	Billing	Integration													John	I.2 Integration – the integration will follow the integration report and hours for development noted in this SOW	
		System can import external time tracking system data to create customer invoices and accounting in the solution.		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	Cost reimburable grants
	Billing	Invoices													John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System can bill customers for supplier invoices (grants)		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	An EIB or integration could be created
		System allows individual invoices entered in an Excel file that contain 'hundreds' of rows of invoice data to be loaded into a single invoice in the billing module while maintaining the invoice detail.		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Recurring monthly invoices can be set up so they are automatically generated each month over an Annual Contract period, etc.		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Modifications are allowed to be made to each specific instance of a repetitive monthly invoice prior to sending it to the client.		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Ability to add a simple manual invoice directly to the billing module.		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Ability to add a complex manual invoice directly to the billing module.		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System allows Credit Memos to be entered to the billing module to reduce the amount of an invoice.		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System allows Debit Memos to be entered to the billing module to increase the amount of an invoice.		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	
	Billing	Master Data													John	I.3 Out of Box – solutioned with Workday functionality out of the box	Further clarification of the requirement is needed
		System will support a structure where individual (Child) client accounts can roll-up under a master (Parent) client account. Billing and reporting would be allowed to occur at the Child and / or Parent level.		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		If a customer is shared across departments, that customer only needs to be set up once in the Master File and the information will be pulled into all applicable departments/business units.		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System allows customers to be classified by Customer Type codes for reporting purposes, i.e., U.S Government Agency, Private Industry, etc.		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	
	Billing	Processing													John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Ability for system to automatically assign client invoice numbers and to ensure that each number is unique.		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System allows a user-defined client invoice number to be assigned to an invoice.		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Ability to display the individual employee Hourly Bill Rates / Unit Prices on the invoice form.		YES		X									John	I.4 Proposed Solution – solutioned with the proposed solution in the spreadsheet	
		Ability to use the Hourly Bill Rates / Unit Prices as part of the extended calculations displayed on the invoice form.		YES		X									John	I.4 Proposed Solution – solutioned with the proposed solution in the spreadsheet	
		System can support different billing types interfacing to separate accounts in the GrL.		YES		X									John	I.4 Proposed Solution – solutioned with the proposed solution in the spreadsheet	Further clarification of the requirement is needed
		System provides the capability to recognize revenue generated in the Billing module throughout the month, not just at month-end.		YES		X									John	I.3 Out of Box – solutioned with Workday functionality out of the box	

<b>Project Name:</b>		<b>Project Number:</b>	
<b>ITD Project Manager:</b>		<b>Project Sponsor:</b>	
<b>Project Type: Circle A, B, or C</b>		<b>IT Account Rep:</b>	
<b>City</b>			
<b>SUP - Supported as delivered "out of box"</b>		<b>3RD - Supported through a third party solution</b>	
<b>PSUP - Supported through an integrated partner solution</b>		<b>CST - Supported via a customization (changes to source code)</b>	
<b>PADD - Supported through add-on products offered by partners</b>		<b>FUT - Will be supported in future release</b>	
<b>MOD - Supported via modifications (screen configurations, reports, GUI tailoring, etc.)</b>		<b>NS - Not supported</b>	
<b>Priority - 0 to 10 where 10 is most important</b>		<b>Mandatory - YES. For 'must have' factors</b>	

Line #	Function	Process	Req uest or	Priority	Mandatory	SUP	PSUP	PADD	MOD	3RD	CST	FUT	NS	Comments	Consultant	Accenture Response	Comments
		Ability to generate a journal entry accrual for the General Ledger based on client invoice data that has been entered but not yet been posted to the billing module during an accounting period.			YES	X											
		System provides the ability to track and send partial invoices to the client while keeping each invoice number unique, i.e., by adding an extension to each instance of the invoice, 12345-1, 12345-2, 12345-3, etc.		YES		X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	Further clarification of the requirement is needed
		System provides the ability to define complex billing calculations that use mathematical algorithms, etc.		YES		X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		Ability to use an employee's Hourly Pay Rate and mark it up by a percentage to determine a Bill Rate, i.e., 20%, when billing.		YES		X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	Further clarification of the requirement is needed
		Ability to track monthly billing volumes at a Project level within a specific organization, across multiple organizations, etc.		YES		X									John	I.4 Proposed Solution - solutioned with the proposed solution in the spreadsheet	
		System provides the ability to create billing at a Sub-Project level, i.e., by Activity / Task within a Project.			YES	X									John	I.4 Proposed Solution - solutioned with the proposed solution in the spreadsheet	Project Billing would have to be produced using customer billing
		System supports multiple invoice formats depending on the requirements of the client.		YES		X									John	II.1 Custom Report - the custom reports will follow the report approach and hours for development noted in this SOW	BIRT layout can be configured
		System provides an easy-to-use Tool to customize the physical appearance of an online or printed invoice.		YES		X									John	II.1 Custom Report - the custom reports will follow the report approach and hours for development noted in this SOW	BIRT layout can be configured
		System provides the ability to print or reprint a single invoice at any time.			YES	X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		System provides the ability to print or reprint a range of invoices at any time.			YES	X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		System provides the ability to print an invoice, its cover page, and its supporting labor schedules in one step without needing to go to multiple screens in the ERP system.		YES		X									John	I.4 Proposed Solution - solutioned with the proposed solution in the spreadsheet	Further clarification of requirement is needed
		System provides the ability to electronically transmit a copy of an invoice at any time to the client, etc.			YES	X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
	<b>Billing</b>	<b>Reporting</b>															
		Ability to perform an online view of the complete Invoice History for a Client at any point in time.			YES	X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		Need to generate an online notification / report that helps identify those instances when the Total Amount of an Invoice does not reconcile to the Invoice Line Detail entered to the Billing module, i.e., due to rounding differences, etc. (prior to posting the invoice).		YES		X									John	II.1 Custom Report - the custom reports will follow the report approach and hours for development noted in this SOW	Further clarification of requirement is needed
		Need the ability to generate an online notification / report that provides a summary of all Invoices created / posted that day.		YES		X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	Customer Statement
		System provides the ability to report on the invoice summary and / or invoice detail related to billing a client over a specified period of time.		YES		X									John	II.1 Custom Report - the custom reports will follow the report approach and hours for development noted in this SOW	
	<b>Expense</b>	<b>General</b>															
		Allows for attachment of receipt of purchase and delivery images.			YES	X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		Allows for scanning of receipt of purchase and delivery images.			YES	X									John	I.4 Proposed Solution - solutioned with the proposed solution in the spreadsheet	Review OCR solution
1		Allows for attachment of receipt images.			YES	X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
		Allows for scanning of receipt images.			YES	X									John	I.4 Proposed Solution - solutioned with the proposed solution in the spreadsheet	Review OCR Solution
		System automatically flags and/or prevents policy exceptions.			YES	X									John	I.4 Proposed Solution - solutioned with the proposed solution in the spreadsheet	Further clarification of the requirement is needed
		System can assign spend authorizations.			YES	X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	Expenses Workstream
		System can check that expense reporting budgets are not exceeded.			YES	X									John	I.3 Out of Box - solutioned with Workday functionality out of the box	
	<b>Expense</b>	<b>Integration</b>															
		System can process central travel card transactions.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Integrates with Travel Booking System or system has its own integrated travel booking system functionality built-in.		YES		X									Jesse	II.2 Integration - the integration will follow the integration report and hours for development noted in this SOW	
	<b>Expense</b>	<b>Payments</b>															
		Supports reimbursement of employee expenses.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
	<b>Expense</b>	<b>Purchasing Card</b>															
		Supports the ability to generate a report of all Purchase Card expenses within the system.		YES		X									Jesse	I.5 Standard Report - solutioned with Workday standard reports	
		Provides for self-service entry of expense reports and ability to view status of expense report in mobile application.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
	<b>Expense</b>	<b>Reporting</b>															
		Provides for expense report auditing, including the ability to assign specific individuals to audit expense reports.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
	<b>Expense</b>	<b>Master Data</b>															
		Integration of Expense User Information that was defined in the Human Capital module.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Ability to Link each User to a Default Department Code defined in Human Capital module.			YES	X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Ability to integrate the Supervisor Hierarchy used in the Human Capital module for the Expense Report Approval Process.			YES	X									Jesse	I.1 Business Process - solutioned with Workday business process	
		Ability to define various Attributes required for each Expense Type, i.e., List Individuals that Attended, Receipt Not Required (Mileage).		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Ability to Map each Expense Type to a General Ledger Account.			YES	X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Setting up of Expense Types that are Linked to a Per Diem Amount.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Ability to set up different Per Diem Amounts within an Expense Type based on Location, i.e., State & City.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Set-up Mileage Reimbursement with Effective Dated Rows to handle the change in IRS Standard Mileage Reimbursement Rate for new fiscal year.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Ability to set-up an Expense Type with a Maximum Reimbursable Amount, i.e., per diem.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Ability to define separate Reason Codes that can be assigned to an Expense Item / Expense Report when Rejecting it as part of the review / approval process.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Definition of User Roles within the Expense Report Process, i.e., Expense User, Manager Approval, Expense Auditor.			YES	X									Jesse	I.2 Configuration - solutioned with Workday configuration	
	<b>Expense</b>	<b>Payments</b>															
		Ability to Reimburse an Employee Directly for Cash Items entered onto the Expense Report.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Ability to Reimburse an Employee for Expense Items charged to a Personal Credit Card which are then entered onto an Expense Report.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Make a Payment to the Corporate Card Provider (on behalf of an Expense User) for those Expense Items charged to the Corporate Card.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
	<b>Expense</b>	<b>Processing</b>															
		System supports the requirement for an Expense User to complete an upfront Expense Authorization form which needs to be approved prior to incurring any Travel Expenses.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		System supports the routing of an Expense Authorization form through the Workflow Approval process.		YES		X									Jesse	I.1 Business Process - solutioned with Workday business process	
		System provides the ability to automatically pull Expense Item Info, i.e., Vendor Name, Expense Type, Expense Amount, etc. from an Expense Authorization into an Expense Report with the ability to override any data.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		The Expense module provides the ability to generate a Travel Advance which is tied into the Expense Authorization.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Ability for Scanned Expense Receipts to be routed along with the Expense Report as part of the review / approval process.		YES		X									Jesse	I.1 Business Process - solutioned with Workday business process	
		Set-up an Amount Threshold for the requirement to Attach a Receipt to an Expense Receipt, i.e., Expense Item \$25 or greater.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Ability to have Expense Module verify whether Receipts were attached to an Expense Report in those cases where Receipts are required.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Ability to enter an Expense Transaction that can subsequently be itemized into Multiple Expense Types, i.e., Itemize Hotel Bill for Room Charge, Room Tax, Laundry Service, Meals, Movie Charge.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	
		Accept an Expense Transaction charged to a Corporate Card Feed and allow Expense User to mark it as "Personal" and do not include it in an Expense Report.		YES		X									Jesse	I.2 Configuration - solutioned with Workday configuration	

Project Name:		Project Number:	
ITD Project Manager:		Project Sponsor:	
Project Type: Circle A, B, or C		IT Account Rep:	
City:			
SUP - Supported as delivered "out of box"		3RD - Supported through a third party solution	
PSUP - Supported through an integrated partner solution		CST - Supported via a customization (changes to source code)	
PADD - Supported through add-on products offered by partners		FUT - Will be supported in future release	
MOD - Supported via modifications (screen configurations, reports, GUI tailoring, etc.)		NS - Not supported	
Priority - 0 to 10 where 10 is most important		Mandatory - YES. For 'must have' factors	

Line #	Function	Process	Req uest or	Priority	Mandatory	SUP	PSUP	PADD	MOD	3RD	CST	FUT	NS	Comments	Accenture Response			
															Consultant	Accenture Response	Comments	
		System properly handles a Credit / Negative Expense Transaction, i.e., reversal of an improper charge, and "Nets" it against other Expense Transactions in an Expense Report.		YES		X										Jesse	I.2 Configuration – solutioned with Workday configuration	
		System will assign a unique Expense Report Number to each Expense Report that is "Saved" within the Expense Module.		YES		X										Jesse	I.2 Configuration – solutioned with Workday configuration	
		Ability to delegate Expense Report Completion and Submission to another employee, i.e., an Executive Assistant			YES	X										Jesse	I.2 Configuration – solutioned with Workday configuration	Delegation functionality
		Ability to delegate Expense Report Approval Authority to another Supervisor at the Same or a Higher Level for a defined period, i.e., away on Vacation.			YES	X										Jesse	I.2 Configuration – solutioned with Workday configuration	Delegation functionality
		Ability to assign a permanent allowable Backup Approver, i.e., a second individual that can provide the required approval.			YES	X										Jesse	I.2 Configuration – solutioned with Workday configuration	Delegation functionality
		Ability to define an Approval Hierarchy in the Expense Report Approval Process, i.e., Expense User Submits, then Manager Approves, then Expense Auditor Approves.			YES	X										Jesse	I.1 Business Process – solutioned with Workday business process	
		Expense User's Manager or Expense Auditor has the ability to reject an Expense Report, enter a Reason Code, and automatically route the Expense Report back to the Expense User to Correct and Resubmit it.		YES		X										Jesse	I.1 Business Process – solutioned with Workday business process	
		Ability for an Expense Auditor to perform an online review of the complete workflow history for an Expense Report, i.e., who has rejected it & on what date, who has approved it & on what date, etc.		YES		X										Jesse	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Ability for an Expense User to Complete and Submit an Expense Report using a Mobile Device.		YES		X										Jesse	I.1 Business Process – solutioned with Workday business process	
		Ability for an Employee's Manager or Expense Auditor to Approve an Expense Report using a Mobile Device.		YES		X										Jesse	I.1 Business Process – solutioned with Workday business process	
		Auto generate Email Notifications to an Expense User to inform the User of the Status of an Expense Report, i.e., Pending Manager Approval, Expense Report is Paid, Expense Report has been Rejected & Returned.		YES		X										Jesse	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	
		Auto generate Email Notifications to an Expense User's Manager to notify the manager of all Expense Reports sitting in his / her Queue that are Pending Approval.		YES		X										Jesse	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	
		Auto generate Email Notifications to an Expense User's Manager to notify the manager of any Expense Report sitting in his / her Queue waiting for approval beyond a certain number of days, i.e., 3 business days.		YES		X										Jesse	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	
		<b>Projects</b>																
		<b>Budgets</b>																
		Ability to prepare and track the Budgeted revenue and costs relating to a project.		YES		X									Our models allow for the flexibility to track projects in the manner that is required.	John	I.4 Proposed Solution – solutioned with the proposed solution in the spreadsheet	Project Budget Revenue are normally done with Project Billing
		System contains a procedure for tracking over-budget situations.		YES		X									Budget checks may be done in Workday Financials and reports may be run in the planning environment to track budget versus actual by project.	John	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	
		Ability to Forecast the remaining costs related to completing a project. Key stakeholders are not only focused on the costs incurred to date, but also those committed costs and the expected final cost.		YES		X									Our models allow for the flexibility to track projects in the manner that is required and may include those costs committed but not yet incurred.	John	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	Further clarification is needed. Project Forecast Budget can be maintained as well as tracking time
		System provides the ability to Forecast the remaining revenue relating to the completion of a project.		YES		X									We allow for multi-year planning in the application.	John	I.4 Proposed Solution – solutioned with the proposed solution in the spreadsheet	Project Budget Revenue are normally done with Project Billing
		System can transfer the projected costs of a project into a budget if the bid is accepted.		YES		X									Flags may be set in your models to identify the status such as requested, pending approved or rejected, etc. Calculations may be driven by the status to including the costs when the status is accepted.	John	I.4 Proposed Solution – solutioned with the proposed solution in the spreadsheet	Further clarification of the requirement is needed. Where is the project bid budget stored
		<b>Integration</b>																
		System provides complete integration between the project management component and the project accounting component of the module.		YES		X										John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System provides the ability to link a Project ID with a Contract ID.		YES		X										John	I.3 Out of Box – solutioned with Workday functionality out of the box	Project ID can be lagged on any transaction
		System provides the ability to link a Project ID with a Customer ID.		YES		X										John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System provides the ability to link a Project ID with an Employee ID.		YES		X										John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System provides the ability to link a Project ID with a DeptID.		YES		X										John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		ERP System is designed to identify and track project related transactions within the main accounting module (General Ledger) and then allocate or apportion these costs to the project accounting module and vice-versa.		YES		X										John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Interface from Project Costing module to Fixed Assets module for Work-in-Process items once they go into service.		YES		X										John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Interface from various ERP Sub-systems to Project Costing module for transactions where a Project ID was charged in the sub-system.		YES		X										John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		<b>Processing</b>																
		Ability to track "Percentage of Completion" projects and recognize revenue and costs each month over the life of a long-term project (for accounting purposes in the GL).		YES		X										John	I.2 Configuration – solutioned with Workday configuration	Percentage complete is manually tracked
		Ability to charge Employee Hours worked to specific Project Codes accessible through the Time Capture module of the ERP System.		YES		X										John	I.3 Out of Box – solutioned with Workday functionality out of the box	Can be restricted by project
		Use of Cost Pools / Work Breakdown Structures to subdivide costs (both direct and burden costs) and revenues allocated to projects.		YES		X										John	I.3 Out of Box – solutioned with Workday functionality out of the box	Financial Allocations
		Ability to capture data at a Sub-Project level, i.e., by Activity / Task within a Project.		YES		X										John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System uses workflow to route and track the required management approvals throughout the entire project lifecycle, i.e., as part of the budget process, as part of the bid process, etc.		YES		X										John	I.3 Out of Box – solutioned with Workday functionality out of the box	Bids are tracked outside of the project workstream
		Use of Key Performance Indicators (KPIs) relevant to whether the project is on-track or off-track, i.e., use of traffic lights on a dashboard.		YES		X										John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System provides the flexibility to tailor a project dashboard to display those metrics that have been defined as important to organization, i.e., through Power BI.		YES		X										John	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	
		System has the ability to accumulate costs relating to Assets under Construction and Intangible Assets under Development. When the work is completed, the costs need to be reclassified to a Capital Asset once the Asset is placed into service.		YES		X										John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Automatic email alert notifications are sent by the system to inform project users of various defined conditions, i.e., when reaching a level where 80% of the budgeted project costs have been incurred.		YES		X										John	I.2 Configuration – solutioned with Workday configuration	There may also need to be a custom report
		<b>Reporting</b>																
		Ability to track and report project specific transactions with revenues, costs, assets & liabilities identified and allocated to the project.		YES		X										John	I.3 Out of Box – solutioned with Workday functionality out of the box	Project worktag can be placed on all transaction
		Create financial reports specifically designed to track the financial progress of projects.		YES		X										John	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	
		Ability to report on a "Budgeted" hours versus "Actual" hours worked comparison for a project.		YES		X										John	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	
		Ability to group projects together under a Hierarchy structure for reporting purposes, i.e., Projects under a Contract.		YES		X										John	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	
		Ability to report on the actual costs & hours worked charged to a Project on both a monthly and a cumulative basis.		YES		X										John	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	
		System provides the ability to drill-down on all transactions recorded in the project accounting module back to the detail in the originating subsystem.		YES		X										John	I.3 Out of Box – solutioned with Workday functionality out of the box	
		<b>System</b>																
		<b>Data Validation</b>																
		System validation of transaction amounts by account type. Example: Expense accounts should have a debit balance. If a transaction using an expense account has a credit amount, this transaction should require an additional level of review and approval by central finance.			YES	X										Jesse	I.2 Configuration – solutioned with Workday configuration	
		General ledger structure supports control accounts between the general ledger and the various modules. Only entries processed through the modules should update the balances in the control accounts.			YES	X										Jesse	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Financial system should accept statistical data as well as financial.			YES	X										Jesse	I.2 Configuration – solutioned with Workday configuration	



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A	<b>Procurement</b>	<b>General</b>													X	
A-1		The system can create and maintain customer contracts				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box Assuming since this is under procurement and most requirements below in this grid are related to supplier contracts, this requirement is also on supplier contracts
A-2		System can copy a customer contract.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box
A-3		System can provide one central work area to manage Project Billing tasks.				X									John	IV.3 Product – currently not available in Workday functionality Project transactions are collected using WD Functionality. Based on the transaction type like Time or Expenses it is tied to the customer contract line Customer invoices and receivable are managed using Customers.
A-4		System can manage construction agreements that have prevailing wage, minority ownership, and other qualification reporting/deliverables.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box Assuming WSS sku is included
A-5		System can calculate capitalization of contract costs.				X									John	IV.3 Product – currently not available in Workday functionality Workday capitalize supplier invoices lines, expense report line and journal lines. There is no calculation.
A-6		System can manage sourcing of vendors.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box Assuming WSS sku is included
A-7		System can manage supplier performance within the sourcing management solution.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box Available in WSS
A-8		System can onboard new suppliers within the sourcing management solution.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box
A-9		System can manage Contracts within the solution.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box
A-10		The system provides Intake capability.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box
A-11		The system supports project-related requisitioning/purchasing of deliverable services.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box
		The system has a workflow that can include contract/budget review by central Finance Department.				X									Prasad	I.1 Business Process – solutioned with Workday business process
A-12		The system supports non-project related requisitioning/purchasing of services.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box
A-13		The system provides the ability to control goods, services, and/or suppliers available during requisitioning.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box
A-14		System has procurement card audit features				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box
A-15		The system provides the ability to add custom fields.				X									Prasad	I.2 Configuration – solutioned with Workday configuration
A-16		The system allows for retention of supplier invoices.				X									Prasad	I.2 Configuration – solutioned with Workday configuration
A-17	<b>Procurement</b>	<b>Integration</b>													X	
A-18		The system supports integrated bid solicitation, contract management and requisitions tools.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box Assuming WSS sku is included
A-19		System can import external time tracking system data to create customer invoices and accounting in the solution.				X									Prasad	III.1 Requires Discovery - options solutioned during BPA Need clarity on this requirement or Should this go to Customer Accounts?
A-20	<b>Procurement</b>	<b>Invoices</b>													X	
A-21		System can bill customers for supplier invoices (grants)				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box This would need input from the grants team for award billing process as well
A-22	<b>Procurement</b>	<b>Payments</b>													X	
A-23		The system supports procurement card processing.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box
A-24	<b>Procurement</b>	<b>Purchasing Card</b>													X	
A-25		System has procurement card reconciliation features				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box
A-26	<b>Procurement</b>	<b>Reports</b>													X	
A-27		The system provides reporting capability.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box May need more details to understand if the standard reports would suffice else custom reports might be required
A-28		The system supplies spend analysis reporting.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box May need more details to understand if the standard reports would suffice else custom reports might be required
A-29	<b>Procurement</b>	<b>Requisition</b>													X	
A-30		Department staff initiates purchasing process through requisition entry into the system				X									Prasad	I.2 Configuration – solutioned with Workday configuration
		Requestor can attach files to requisition		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box
		Requisition can be split into multiple lines			YES	X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box
		Purchase requisition allows user to add account at line item level		YES		X									Prasad	I.2 Configuration – solutioned with Workday configuration
		Purchase requisition can use project accounts at line item level		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box
		Requestor can attach files to requisition at line item level			YES	X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box
		Purchase requisition allows user to add NIGP commodity code to line item		YES		X									Prasad	I.2 Configuration – solutioned with Workday configuration
		System allows user to record information on competing quotes			YES	X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box Assuming the requirement is referring to evaluation of Bids on a RFP or RFQ?
		Purchase requisition allows user to identify contract number for requisition		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box
		Purchase requisition can be saved without submitting for approval		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box

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		System can have users identify the budget year that they are entering a requisition for (at end of fiscal year where there may be a need to transact in current and future year).		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System records pre-encumbrance when purchase requisition is saved or submitted through workflow			YES	X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System tracks pre-encumbrances (purchase requisitions)				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Saved requisition pre-encumbers funds			YES	X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	Pre-Encumbrance is either created or reserved or posted depending on the status of the requisition
		System maintains detailed budget at line item level while allows for controlling (stopping transaction) at summarized level		YES		X									Prasad	I.2 Configuration – solutioned with Workday configuration	
		System routes purchase requisition for approval/notification by chart of account information (object/account code)			YES	X									Prasad	I.2 Configuration – solutioned with Workday configuration	
		System routes purchase requisition for approval/notification by if it is a capital item			YES	X									Prasad	I.2 Configuration – solutioned with Workday configuration	
		System allows users to cancel requisition before it is approved			YES	X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	Depends on the users security access as well
		Users can query the status of requisition and determine step in the workflow process		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Cancelled requisitions or cancelled requisition line items release pre-encumbrance			YES	X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		An approved Purchase Requisition will automatically create an initial version of a Purchase Order which can then be modified.		YES		X									Prasad	I.2 Configuration – solutioned with Workday configuration	
	<b>Procurement</b>	<b>Provides Manager and selected employees with the ability to do self-service reporting.</b>			YES										X	I.2 Configuration – solutioned with Workday configuration	
		The system supports vendor self-service set-up with data validation technology.		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System can support multi-departmental contracts.		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		The system supports the setup of purchase items.			YES	X									Prasad	I.2 Configuration – solutioned with Workday configuration	
		The system supports the creation of line splits for requisitions, purchase orders, and receipts.			YES	X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		The system supports the management of preferred suppliers and supplier contracts.				X									Prasad	I.2 Configuration – solutioned with Workday configuration	
		The system supports the management of renewals of supplier contracts.			YES	X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		The system supports the delivery of electronic purchase orders.		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		The system supports requests for a supplier.			YES	X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		The system supports approval capability and built in workflow.		YES		X									Prasad	I.1 Business Process – solutioned with Workday business process	
		The system supports electronic receipt of supplier bid responses.			YES	X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
A-32		Users can add comments and track activity on procurement documents without the need to edit, update or create change orders.			YES	X									Prasad	I.2 Configuration – solutioned with Workday configuration	Will need to get more details to see if there are any limitations
A-33		Customers can create custom validation rules for supplier contracts, contract amendments and receipt transactions.		YES		X									Prasad	I.2 Configuration – solutioned with Workday configuration	
A-34		The solution supports the selection of an accounting date that differs from an invoice date (useful for Grant accounting).			YES	X									Prasad	I.2 Configuration – solutioned with Workday configuration	
		System can define a Tolerance Amount / Percent between procurement and accounts payable for item pricing variances that can automatically be recorded to a default account in the GL.			YES	X									Prasad	I.2 Configuration – solutioned with Workday configuration	
		The system supports punch out to contracted suppliers for MRO items			YES	X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		The system supports vendor management		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		The system supports tracking of SLBE and MWBE status of suppliers			YES	X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		The system supports tracking the MWBE goals on contracts		YES		X									Prasad	I.2 Configuration – solutioned with Workday configuration	
	<b>Contracts</b>	<b>Master Data</b>			YES										X		
		Drafts of Contracts and Final Contracts can be created online through the Contract Management module.			YES	X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		An Expiration Date can be entered for each Contract.		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System provides the ability to enter a maximum Dollar Value Limit relating to a Contract.			YES	X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		An email alert notification is automatically generated by the system when approaching a Contract Expiration Date, i.e., 60 days prior to Contract Expiration.		YES		X									Prasad	I.2 Configuration – solutioned with Workday configuration	
		System provides the ability to flag an Initial Contract as "Active / Open".		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	Assuming that delivered validations looking at contract dates would suffice else can create custom validations/reports
		System provides the ability to flag an Expired Contract as "Completed / Ended".		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	Assuming that delivered validations looking at contract dates would suffice else can create custom validations/reports
		System provides the ability to flag a Contract as "Renewed" and enter a new Expiration Date.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	There is renewal functionality out of the box that will be reviewed
		The entire Contract detail can be stored and accessed electronically through the Contract Management module.		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	

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		A separate overview / summary of the Contract can be stored and accessed electronically through the Contract Management module.		YES		X									Prasad	I.2 Configuration – solutioned with Workday configuration	Assuming the delivered summary and description fields for search would suffice. Nevertheless, need more details on the requirement to ascertain if all the requirements can be met with the delivered functionality
		System provides the ability to attach and store separate documents used as support for each Contract.			YES	X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Ability to take historical contracts loaded onto a SharePoint site and move them into the new ERP system environment.				X									Prasad	III.1 Requires Discovery - options solutioned during BPA	Need more clarity on this requirement
		Ability to set up a Master Contract / Agreement under which multiple individual Contracts are referenced.			YES										Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System provides the ability to define the various sections / components that need to be completed for any Contract, i.e., contract summary page, scope of contract section, financial detail for contract, etc.		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		The Contracts Module has integration points with the Customer Master.		YES		X									Prasad	III.1 Requires Discovery - options solutioned during BPA	Is this related to custom contracts or supplier contracts?
		The Contracts Module has integration points with the Project Accounting / Projects Management Module.			YES	X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	Assuming this requirement is for tracking of spend against projects
		System provides the ability to link multiple Projects to a single Contract.		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	Will need more details on this requirement to ascertain if the requirement is met with the delivered functionality
	<b>Contracts</b>	<b>Processing</b>			YES										X		
		System provides the ability to setup the Workflow Routing needed to approve an Initial Contract or a Renewed Contract.		YES		X									Prasad	I.2 Configuration – solutioned with Workday configuration	
		Ability to monitor the status of any Contract within the Workflow Routing / Authorization process, i.e., who has approved the contract, who is contract sitting with.			YES	X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System provides the ability to attach electronic signature authorizations to the Contract.		YES		X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Multiple Levels of Security can be assigned to the Contract / Sub-Contract.		YES		X									Prasad	I.2 Configuration – solutioned with Workday configuration	Need to get more details on how much can be met by delivered functionality/configuration
		Ability to define whether a User has access to "Update / Edit" a Contract or whether a User has "Read Only" access.				X									Prasad	I.2 Configuration – solutioned with Workday configuration	
		Basic notes and comments can be entered within the electronic contract.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System provides automatic email notification of specific events / milestones defined within a Contract.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Ability to access a Contract stored in the Contract Management module through a Mobile Device.				X									Prasad	III.1 Requires Discovery - options solutioned during BPA	Need more clarity on this requirement
	<b>Contracts</b>	<b>Reporting</b>													X		
		System provides the ability to perform an On-line search for a Contract using a partial Contract Number, a partial Contract Name, Wildcard characters, etc.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Create monitoring reports with email notification based on key contract dates, financials, data fields, etc.				X									Prasad	II.1 Custom Report – the custom reports will follow the report approach and hours for development noted in this SOW	Assuming that delivered reports and functionality will not meet the requirements, custom reports can be created
		System provides the ability to print any component of a draft or final Contract at any time.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System provides the ability to print an entire draft or final Contract at any time.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		Ability to print any documents which are attached to the Contract.				X									Prasad	I.3 Out of Box – solutioned with Workday functionality out of the box	
		System provides the ability to drill-down from a Contract to related Customer Data.				X									John	I.2 Configuration – solutioned with Workday configuration	When Project Billing is deployed, the project and expenses are linked to the Customer Contract
		System provides the ability to drill-down from a Contract to related Project Accounting / Projects Management Data.				X									John	I.2 Configuration – solutioned with Workday configuration	If the project is entered on the contract, the user will be able to drill to project and project related information based on their security

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A	<b>Earnings and Deductions</b>												x		
A-1	Ability to temporarily override deduction amounts			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
A-2	Ability to temporarily inactivate deductions at the employee level one-time or on an ongoing basis.			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
A-3	Ability to temporarily inactivate deductions at the company level to affect all employees.			x									Anastasia	1.4 Proposed Solution – solutioned with the proposed solution in the spreadsheet	with effective dates to accomodate or EIBs can be loaded to override deduction amounts for a
A-4	Ability to enter start and end dates for deductions.			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
A-5	Ability to maintain deduction limits and goal balances.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-6	Ability to accommodate separate tax-exempt controls for federal, state, and local taxes for various deductions (Sec.125 plans).			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-7	Ability to accommodate U.S. pretax deductions that are not Sec.125 qualified.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-8	Ability to support user-specified prioritization of deductions.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-9	Ability to allow future start to control deduction processing.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-10	Ability to identify and process pre-tax and post-tax deductions (unlimited).			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
A-11	Ability to summarize deductions for print on pay stub.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-12	Ability to provide detail deduction reports for all taxes and deductions.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	determine if standard reports would suffice or if custom reports may be needed
A-13	Ability to support a large number of deduction codes.			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
A-14	Able to prioritize deductions to be taken in a specific order.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-16	With arrearage tracking, ability to take a limited amount on a subsequent payroll that may not represent the full amount owed.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-17	Ability to track and expense ER-paid taxes and deductions.			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
A-18	Ability to automatically end-date deductions (based upon predefined criteria such as end of the current month) upon termination.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-19	Establish earnings transactions as either one-time or perpetual automatic payments with future-dated start/stop dates.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-20	Capability to have earnings with different tax rates applied (i.e., standard withholding vs. supplemental rates).			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-21	Capability to have earnings with no taxes recorded or only specific taxes applied.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-22	Support weighted average overtime and premium categories – hours and earnings (i.e., straight time, time-and-a-half, double time, etc.).			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-23	Ability to exclude certain earnings from a percentage calculation (i.e., wages excluded for garnishment calculation, 401(k) eligible union dues, etc.).			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-24	Ability to record reimbursements on pay stub with no taxes withheld.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-25	Ability to support an unlimited number of earnings codes.			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
A-26	Ability to pay various earnings types (e.g., severance or bonus) after an employee is terminated on system.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-27	Ability to allocates earnings by different organizational levels.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-28	Ability to deliver all federal, state and local earnings tax categories.			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
A-29	Ability to calculate and initiate off-cycle/special payments (e.g., signing bonus, annual bonus).			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
A-30	Delivery of an expression builder to create company specific earnings calculations.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-31	Allows for earnings to be scheduled in the payroll calendar.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-32	Specifies start and stop dates for earnings.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-33	Differentiates which earnings to include/exclude from other calculations (e.g., shift, deferred compensation).			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-34	Earnings codes are specific for different types or groups of employees (e.g., part time or executive).			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-35	Tracks YTD amounts, by earnings type, for unlimited number of years in check detail history.			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
A-36	Tracks YTD hours worked, by hours type, for unlimited number of years in check detail history.			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
A-37	Supports the calculation of taxable fringe benefits.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-38	Supports the calculation of imputed income.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-39	Provides ability to enter non-taxable reimbursements.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-40	Handles employees with multiple rates of pay.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-41	Calculates various shift premiums.			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	with the data available will be discussed to determine how this would be solutioned.
A-42	Accurately pays shift premium for employees who work multiple shifts.			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	with the data available will be discussed to determine how this would be solutioned.
A-43	Overtime calculations include:			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-44	Half time			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	

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A-45	Time and a half			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-46	Double time			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-47	Distinguishes between regular and premium wages for workers' compensation.			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-48	Automatically accumulates hours and earnings by:			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-49	Fiscal year-to-date			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-50	Year-to-date			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-51	Quarter-to-date			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-52	Month-to-date			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-53	Last payroll			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-54	Employees can view YTD earnings through employee self -service.			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-55	Accommodates one-time-only earnings.			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-56	Calculates garnishments based on the state and federal calculation rulings.			X									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
A-57	Stores other relevant garnishment data at the deduction level (e.g., case number, payee).			X									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
A-58	Provides delivered logic to properly calculate multiple garnishments.			X									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
A-59	Delivers all federal, state and local deduction/benefit tax categories.			X									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
A-60	Accommodates one-time deductions.			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-61	Delivers an expression builder to create company specific deduction calculations.			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-62	Allows for deductions to be scheduled in the payroll calendar.			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-63	Calculates bonus pay for non-exempt employees			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-64	Allows client-defined prioritizing of deductions.			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-65	Associates goal limits to deduction codes.			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-66	Supports start and stop dates for deductions.			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-67	Supports effective dating with deductions.			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-68	Includes a rate table at the company level for benefit deduction amounts, so they are not manually entered on each employee.			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	some complex benefit deductions may be configured with rates in payroll
A-69	Deduction cost can be entered for the new year, while continuing processing for the current year.			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-70	Deduction codes are specific for different types or groups of employees (e.g., part time or executive).			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-71	Tracks YTD amounts, by deduction type, for unlimited number of years in check detail history.			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-72	Allocates deductions by multiple organizational levels.			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-73	Maintains unlimited history of all deduction changes.			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-74	Automatically accumulates deductions by:			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-75	Fiscal-year-to-date			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-76	Year-to-date			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-77	Quarter-to-date			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-78	Month-to-date			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-79	Last payroll			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-80	Allows employees to view YTD deductions through employee self-service.			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-81	Calculates imputed income for group term life insurance on a pay period basis			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-82	Ability to calculate the 401(k)			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
A-83	Ability to pay employees with a terminated status			X									Anastasia	1.2 Configuration – solutioned with Workday configuration	
B	<b>Payroll Time Entry</b>												x		
B-1	Designates specific groups of employees to pay.												Anastasia	1.2 Configuration – solutioned with Workday configuration	
B-2	Views employee and group totals as payroll data is entered.												Anastasia	III.1 Requires Discovery - options solutioned during BPA	
B-3	Employees can enter hours using on-line timesheets.												Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
B-4	Ability to report multiple categories of absences (i.e., vacation, sick, personal, paid or unpaid time off, etc.)												Anastasia	1.2 Configuration – solutioned with Workday configuration	

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C	<b>Labor Allocation</b>														
C-1	System provides for an unlimited number of the following:														
C-2	Companies in one database			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
C-3	Departments			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
C-4	Divisions			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
C-5	Regions			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
C-6	Locations			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
C-7	Branches			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
C-8	Cost centers			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
C-9	Jobs			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
C-10	Projects			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
C-11	Supervisors			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
C-12	Pay groups			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
C-13	GL base accounts			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
C-14	Allows at least four client definable organizational levels.			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
C-15	Reports can be created with actual cost allocations including:			x									Anastasia	III.1 Requires Discovery - options solutioned during BPA	determine if standard reports would suffice or if custom reports may be needed
C-16	Earnings			x									Anastasia	III.1 Requires Discovery - options solutioned during BPA	determine if standard reports would suffice or if custom reports may be needed
C-17	Employee deductions			x									Anastasia	III.1 Requires Discovery - options solutioned during BPA	determine if standard reports would suffice or if custom reports may be needed
C-18	Employee taxes			x									Anastasia	III.1 Requires Discovery - options solutioned during BPA	determine if standard reports would suffice or if custom reports may be needed
C-19	Net pay			x									Anastasia	III.1 Requires Discovery - options solutioned during BPA	determine if standard reports would suffice or if custom reports may be needed
C-20	Employer deductions			x									Anastasia	III.1 Requires Discovery - options solutioned during BPA	determine if standard reports would suffice or if custom reports may be needed
C-21	Employer taxes			x									Anastasia	III.1 Requires Discovery - options solutioned during BPA	determine if standard reports would suffice or if custom reports may be needed
C-22	Workers' compensation premiums			x									Anastasia	III.1 Requires Discovery - options solutioned during BPA	determine if standard reports would suffice or if custom reports may be needed
C-23	Record of Employment (ROE)			x								Workday provides an ROE Web-compatible solution for creating	Anastasia	III.1 Requires Discovery - options solutioned during BPA	determine if standard reports would suffice or if custom reports may be needed
C-24	Multiple Worksite Reporting (MWR)			x									Anastasia	III.1 Requires Discovery - options solutioned during BPA	determine if standard reports would suffice or if custom reports may be needed
D	<b>Pay Processing</b>														
D-1	Ability to concurrently process separate payrolls for different types of employees (hourly, salaried, sales, executives, expatriates) who are on differing pay frequencies			x											
D-2	Ability to batch hours/earnings for processing to make balancing easy			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
D-3	Accumulate hours & earnings for reporting on checks and direct deposit advices			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
D-4	Accumulate hours & earnings for reporting purposes, current, MTD, QTD, YTD			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
D-5	Able to handle fiscal year accumulations of hours, earnings, deductions, etc.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
D-6	Ability to enter standard work hours			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
D-7	Ability to pay shift differentials for full or partial shifts, including the possibility of multiple shifts during the pay period			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
D-8	Accumulate specific earnings for 401(k)			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
D-9	Ability to process adjustments and bonus runs			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
D-10	Employees may be temporarily assigned to one or more account number in a given pay period			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
D-11	Employees may be temporarily paid at a different rate other than their base rate in a pay period			x									Anastasia	III.1 Requires Discovery - options solutioned during BPA	Would like futher details on what account number means in this instance
D-12	Support advanced earned income credit procedure										x		Anastasia	1.2 Configuration – solutioned with Workday configuration	
D-13	Provide online net pay calculation with system-defined taxes or employee-defined tax overrides and deductions			x									Anastasia	IV.3 Product – currently not available in Workday functionality	
D-14	Ability to calculate retroactive pay changes. Automatically recalculate prior period earnings in response to retroactive compensation changes.			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
D-15	Ability to establish a client-defined processing calendar for supplemental or bonus processes			x									Anastasia	1.2 Configuration – solutioned with Workday configuration	
D-16	Ability to perform end of year corrections/adjustments as needed up to the time the W2s, T4s and P60's are generated in the new year			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
D-17	Ability to preview/verify exact gross-to-net payroll results before final processing			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	
D-18	Ability to view/print audit reports from payroll input			x									Anastasia	1.3 Out of Box – solutioned with Workday functionality out of the box	

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D-19	Ability to generate exception reports based on pay data entered in the system			X									Anastasia	III.1 Requires Discovery - options solutioned during BPA	determine if standard reports would suffice or if custom reports may be needed
D-20	Support a complete reversal of a pay transaction			X									Anastasia	I.3 Out of Box – solutioned with Workday functionality out of the box	
D-21	Run supplemental payrolls at any time.			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-22	Provides for pay data entry by:			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-23	Employee online			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-24	Manager online			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-25	Batch			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-26	Import from third party time and attendance solution			X									Anastasia	III.1 Requires Discovery - options solutioned during BPA	loaded directly for pay or if the data would be raw time data
D-27	Exception-based/auto pay (e.g., salaried or fixed hourly employees).			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-28	Performs gross-to-net calculations per employee per check, which are immediately viewable.			X									Anastasia	I.3 Out of Box – solutioned with Workday functionality out of the box	
D-29	User can override an employee's paycheck by entering or changing:			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-30	Tax Frequency			X								Adjustments/overrides to tax amounts can be made via Pay	Anastasia	III.1 Requires Discovery - options solutioned during BPA	Would like to discuss details behind this further to solution best options
D-31	Method of payment (e.g., check vs. direct deposit)			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-32	Rate of pay			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-33	Shift codes			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-34	Hours			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-35	Earnings			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-36	Deductions			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-37	Deduction arrears			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-38	Taxes			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-39	Allocation fields (e.g., dept, job, project, location)			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-40	Allows for an unlimited number of checks issued to an employee per payroll processing.			X								A single check is issued for each employees on-cycle	Anastasia	III.1 Requires Discovery - options solutioned during BPA	capabilities between on and off cycle processing
D-41	Provides pre-check registers and audit reports prior to processing payroll.			X									Anastasia	III.1 Requires Discovery - options solutioned during BPA	determine if standard reports would suffice or if custom reports may be needed
D-42	Allows for manual checks to be printed onsite.			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-43	voids payroll checks by selecting the appropriate check; changes should be applied to applicable quarter's totals.			X									Anastasia	III.1 Requires Discovery - options solutioned during BPA	Payroll can reverse a result, but cannot complete the entire process of voiding a check.
D-44	Provides capability to re-run selected steps of the payroll process.			X									Anastasia	I.3 Out of Box – solutioned with Workday functionality out of the box	
D-45	Using Web browser OR application, administrators can run the entire payroll process including:			X									Anastasia	IV.2 Future – currently not available in Workday functionality	Specific items not available detailed on their individual lines
D-46	Collect employee time			X									Anastasia	I.3 Out of Box – solutioned with Workday functionality out of the box	
D-47	Open payroll			X									Anastasia	I.3 Out of Box – solutioned with Workday functionality out of the box	Payroll processing functionality not currently available through mobile
D-48	Calculating pay (including gross-to-net)			X									Anastasia	I.3 Out of Box – solutioned with Workday functionality out of the box	Payroll processing functionality not currently available through mobile
D-49	Pre-check preview and editing			X									Anastasia	I.3 Out of Box – solutioned with Workday functionality out of the box	Payroll processing functionality not currently available through mobile
D-50	Check payroll processing status			X									Anastasia	I.3 Out of Box – solutioned with Workday functionality out of the box	Payroll processing functionality not currently available through mobile
D-51	Generating pay checks and/or direct deposit advises			X									Anastasia	I.3 Out of Box – solutioned with Workday functionality out of the box	
D-52	Payroll reporting			X									Anastasia	III.1 Requires Discovery - options solutioned during BPA	determine if standard reports would suffice or if custom reports may be needed
D-53	GL reporting			X									Anastasia	III.1 Requires Discovery - options solutioned during BPA	determine if standard reports would suffice or if custom reports may be needed
D-54	Post payroll			X									Anastasia	I.3 Out of Box – solutioned with Workday functionality out of the box	Payroll processing functionality not currently available through mobile
D-55	Close payroll			X									Anastasia	I.3 Out of Box – solutioned with Workday functionality out of the box	Payroll processing functionality not currently available through mobile
D-56	Create manual checks (interim, voided)			X									Anastasia	I.3 Out of Box – solutioned with Workday functionality out of the box	Payroll processing functionality not currently available through mobile
D-57	Update deduction goal amounts			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-58	Supports different types of payment methods (e.g., direct deposit, live check).			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-59	Provides internal check printing capability.			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-60	Supports unlimited check detail history.			X									Anastasia	I.3 Out of Box – solutioned with Workday functionality out of the box	
D-61	Provides online pay statements to employees without creating paper statements.			X									Anastasia	I.3 Out of Box – solutioned with Workday functionality out of the box	
D-62	Allows for paid time off information (e.g. vacation) to be on pay statement.			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	

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D-63	Supports paying employees from different bank accounts.			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	The number of bank accounts allowed per person is configurable
D-64	Create an "ACH" file for direct deposit.			X									Anastasia	II.2 Integration – the integration will follow the integration report and hours for development noted in this SOW	
D-65	Can rerun "ACH" file to include adjustments.			X									Anastasia	III.1 Requires Discovery - options solutioned during BPA	here. Additional payments can be made with off-cycles which would have their own ACH
D-66	Allows employees to have up to 99 direct deposit accounts.			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	The number of bank accounts allowed per person is configurable
D-67	Supports partial direct deposits in either a flat dollar amount or a percentage of an employee's pay.			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-68	Supports positive pay.			X									Anastasia	II.2 Integration – the integration will follow the integration report and hours for development noted in this SOW	
D-69	Allow for multiple ACH deposits (unlimited accounts per employee)			X								Workday supports an unlimited number of	Anastasia	I.2 Configuration – solutioned with Workday configuration	The number of bank accounts allowed per person is configurable
D-70	Capability to direct whole dollar amounts to direct deposit with remainder issued as check			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-71	Ability to create outgoing ACH file of specified group of accounts			X									Anastasia	III.1 Requires Discovery - options solutioned during BPA	Does this mean different worker accounts or business accounts?
D-72	Print number of federal and state marital status and tax exemptions on checks/advices			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-73	Ability to print a company message on a check/advice			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-74	Process system-generated manual checks on demand			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-75	Ability to print all employee deductions on checks/advices			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	Further discussion may be needed if the check is limited to one page only
D-76	Ability for employee to view or print their pay statements (check copies or direct deposit advices) online			X									Anastasia	I.3 Out of Box – solutioned with Workday functionality out of the box	
D-77	Ability for the employee to suppress printing of their direct deposit advices			X									Anastasia	I.2 Configuration – solutioned with Workday configuration	
D-78	Ability to mask or eliminate printing of an employee's Social Security number on the pay statement			X									Anastasia	I.3 Out of Box – solutioned with Workday functionality out of the box	
D-79	Ability to run audits on payroll before processing.			X								With Workday, you can view alerts related	Anastasia	I.3 Out of Box – solutioned with Workday functionality out of the box	

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PADD - Supported through add-on products offered by partners		FUT - Will be supported in future release	
MOD - Supported via modifications (screenconfigurations, reports, GUI tailoring, etc.)		NS - Not supported	
Priority - 0 to 10 where 10 is most important		Mandatory - YES. For 'must have' factors	

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<b>A Reporting</b>															
A-1	Business users will have access to standard reports and what capabilities exist to create new reports and analytics.		X	X								<p>With Workday, all users across the organization can find, analyze, and take action directly on real time data in the Workday Service based on their security access. Business intelligence is built directly into Workday platform without the need for bolt-on business intelligence solutions. Workday provides thousands of delivered reports with the service that are available in the browser as well as on mobile devices that support iOS and Android platforms. Given the appropriate security rights, any user has the ability to create custom reports, analytics, scorecards and dashboards using a simple web-based report framework.</p> <p>Capabilities</p> <p>Traditional applications were designed to gather transaction data and produce reports that satisfied after-the-fact regulatory reporting requirements or internal reporting requirements. Workday's philosophy is that business intelligence should be built into the entire service. Executives, managers, and knowledge workers alike can take action on decisions directly in the Workday service.</p> <p>Workday reporting and analytics are embedded throughout the Workday service. Configuration and deployment require minimal training.</p> <ul style="list-style-type: none"> <li>Thousands of packaged reports. Workday provides thousands of packaged reports that are delivered with the Workday service.</li> <li>Custom drag-and-drop visualization creation. Workday customers can create their own reports or analytics using Workday's report framework without the need for a third-party tool.</li> <li>Take action via links and related tasks. All reports and analytics include the ability to click on a hyperlink to inspect details about a piece of data on the report or to click on the related task to take action on a piece of data on the report.</li> <li>Embedded graphics. By choosing to graph numeric data in grids, customers can visually analyze data in reports. All grids containing numbers can be converted to graphs at the push of a button. Dashboards can be set to display grid data graphically by default.</li> <li>Drill down on numbers. Select reports allow drill down on aggregate numbers (sums, counts, averages). Users click on the number to see details or click on an icon near the number to see dimensions in which they can drill down.</li> <li>Seamlessly link to personal productivity tools. All reports can be securely exported to PDF or Excel with a single click.</li> </ul>	X		
A-2	What types of exception reports are generated and what is contained on them?			X								<p>Workday delivers a broad set of exception reports across the Workday service. Some examples include, but are not limited to: Security Exception Audit, Integration Exception Audit, Unfilled Assigned Roles Audit, Out of Order Compensation Change Report, Benefits Rule Audit, Business Process Exception Audit, Calculated Field Exception Audit, Condition Rule Exception Audit, Organization Exception Audit, Scheduled Future Reports Exception Reports, Workers Compensation Code Exception Report, and Budget Check Exception Report.</p> <p>In addition, Workday gives customers the power to adapt and build their own exception style reports.</p> <p>Other vendors require 1 or more additional SKU's for audit reporting and GRC.</p>	Workday		
A-3	Business processes be configured by a business user to display reports and analytics at any point in the process.		X	X								<p>Yes. Workday Business Processes can be configured to display a report or analytic on steps in the process. When an end user is performing work, the Business Process will display the associated report as an embedded analytic in the associated step.</p>	Workday		
A-4	The system can support links to other websites.			X								<p>Yes. There are several functional areas that support external links. Quicklinks enable you to link to external websites from Workday. You can use a Quicklinks worklet to display a collections of links.</p> <p>You can display Quicklinks on:</p> <ul style="list-style-type: none"> <li>Announcements.</li> <li>Custom reports and worklets.</li> <li>Dashboards.</li> <li>Dashboard menus.</li> </ul>	Workday		
A-5	The system supports reporting of historical data.			X								<p>Transactions within Workday are effective-dated, allowing point-in-time analysis of historical data. Reporting on data within the application is easily performed by users with Report Writer access. Workday is built on an in-memory object model that allows transactions to append to the existing object data, allowing for robust tracking of historical data values and changes. Reports can be built with date parameters, allowing the user to request a specific point in time or range of time at the time of running the report.</p> <p>Workday provides several options to report on historical legacy system data. Historical data can be loaded into Workday during the deployment phase and be statically viewed onscreen or reported on. Workday Prism Analytics is recommended when large quantities of historical data need to be ingested into Workday and blended for a historical perspective. Workday Prism Analytics allows customers to blend third party data – typically operational data – with Workday data to get a more comprehensive view of their organization.</p> <p>With Workday you will be able to have all your data since day one, with no need to archive it. You can use data, report on it, or delete it if you choose to. There are no limitations in terms of volume of data or years.</p> <p>Workday retains all system data, as it does not perform destructive updates when the data values change within the system. This provides for the ability to lookup any data in Workday as of any date, and to have a full record of every transaction that has occurred in the system. This is the true power of Workday's in-memory, object-based design. This also eliminates the need for traditional data archive/restore procedures as the system will accommodate all historical data flagged with various states. Customers can elect to purge data using a purge process delivered by Workday.</p>	Workday		
A-6	Analytic reports that aggregate information from your multiple application modules can be created.		X	X								<p>Workday's in-memory, object model-based architecture provides real-time, multi-dimensional reports and analytics with the ability to drill down to transaction-level details, regardless of the functional areas of the data. Since the analytics and reporting tools are native to the Workday platform and not delivered as an "add-on" or a "bolt-on", users can then take immediate action in Workday directly off any report or analytic.</p> <p>There is no need for module to module integration with Workday as Workday avoids data duplication, inconsistency, and internal interface complexity by delivering on a single global object model. This platform uses a single object-oriented architecture in which objects (like candidates, workers, accounts, companies, dependents, organizations, requisitions, etc.) are instantiated in memory and "know" how they are related to each other – allowing users to access data online and via reports without database-level access such as table selects and joins. We've also built all our components on a core set of services that manage people, events, organizations, etc. and provide these common services to all other objects in our system.</p>	Workday		

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A-7	Large reports can be run on the latest data without impacting the performance of the application.		X	X								Workday does not rely on dated relational database technologies for transactional processing which means that Workday can support concurrent read and write processes. Other vendors require a separate data store for analysis (e.g. a data warehouse) because large reports and analytics slow down the system for transactional users. Workday's unique in-memory object model does not have this limitation and supports transactional processes as well as analytics. Also, Workday's unique architecture provides a single security model for both transaction entry and analysis. Workday is also the only vendor commits to a system performance SLA.	Workday		
A-8	There a single reporting/analytics platform native to your application.			X								Yes, all reporting, analytics, and dashboards are available natively in the Workday application environment and are available via browser and mobile devices. Workday's technology infrastructure enables these analytics to be contextual and actionable within the application. Workday uses an in-memory object model for quick execution of any reporting and analysis. This model enables the business user to easily define which object across the system should be included in the reports and run the report efficiently. The unified data model eliminates data replication and a need for a separate data warehouse to do cross-functional/multi-source reporting. Workday does not require any bolt-on reporting tools or infrastructure to enable native operational reporting needs. The fact that reports and analytics are created directly off transactional data offers a real-time view on the data to support the most up to date informed decision.	Workday		
A-9	Analytics is part of the user experience of your application.		X	X								Yes, reports and analytics are surfaced and accessed via the same user interface where Workday offer its functionality. As Workday analytics and reports are created directly off the transactional data, it takes advantage of this fact and creates a more cohesive experience. The fact that the transactional data is stored and kept in memory helps with the speed of offering this information real time to the end users whenever and in the transactional context needed. Because the reporting/analytics are delivered in the same system as the transactional data, users can not only do multi-dimensional analysis, but they can drill all the way down to the transactional data and take action without ever leaving Workday. In addition, because of Workday's object-orientated architecture, all fields related to an employee are readily available for adding to the report without having to join a single table giving users multiple ways to find the fields needed which helps make report writing possible for a broader audience beyond HRIS or IT.	Workday		
A-10	Dashboards made available on mobile devices; they are real-time, drillable and can be actioned from a mobile device.		X	X								Yes, reports/analytics can quickly be enabled on mobile dashboard by simply turning on the report as a Worklet for mobile. This is a simple checkbox in the report creation process. Once turned on, these reports provide real-time, drillable access to data so you can take action. Workday provides customers close to 100 delivered dashboards as well as the ability to create an unlimited number of custom dashboards. These dashboards are all configurable – both in terms of who gets access to them and what content is included in each one. Workday provides for one source of truth for all global data - users across the organization are empowered to make better, data-driven decisions.	Workday		
<b>B Analytics</b>															
B-1	The system can ingest large amounts of external data for analysis.			X								Yes. Workday enables customers to ingest large volumes of data into a single data repository that they can use to store and/or report and analyze that data. Workday offers tiers of entitlements for data volumes based on an organization's size, the lowest of which starts at up to 100 million published data rows, where "published" means accessible to report against.	Workday		
B-2	The system supports multiple ingestion approaches.			X								Workday allows you to ingest data via API, via an Amazon Simple Storage Service (S3) connection, from an SFTP connection, and from browser uploads such as csv files.	Workday		
B-3	The system can transform data for analysis.		X	X								Workday allows customers to perform self-service data preparation on ingested data. This includes data transformations including joins, unions, aggregations, and an expression language with a full library of functions to build computed fields. This functionality is delivered in a consumerized look and feel and intuitive design. The data preparation feature also includes data preview samples and data profiling which shows a visual representation of a dimension of the data including distribution and value ranges.	Workday		
B-4	The system can blend external data with the solution data for analysis.			X								Yes. By allowing access to both Workday data and data for other sources, you can create data sets that blend elements of both. You can then publish them as Data Sources for reporting and analysis in Workday.	Workday		
B-5	The system has data governance controls.		X	X								Yes, data published as a data source can be secured using Workday security domains and security groups allowing you to automate data access as people move throughout your organization (such as get hired, promoted, transferred, assigned new roles, or re-organizations happen). Table-, column-, row-, and field-level security is also supported. Administrators can use the data catalog as a central control panel in order to manage permission controls on any of this data.	Workday		
B-6	The system has auditing and compliance capabilities.		X	X								Workday audits all data and transactions in the application as a standard feature of its architecture. This includes the actual definition of the business process when the transaction took place and the organizational structure at the time of the transaction, too. Some enterprise vendors don't have "always on" auditing due to architectural constraints. By contrast, Workday provides online access to the audit information as a standard action within our system. All audits are retained perpetually and are part of the core application metadata rather than being archived out in another system. This audit model offers organizations the ability to investigate and interrogate any transaction performed in the system with a timestamp, user associated with the transaction, what the transaction was, and other relevant detail without having to perform a special restore, point in time recovery, etc. or even invoke IT services as these audits are kept in specific audit reports.  Workday also provides the ability to track user activity, which extends Workday's default auditing to include 'view' audits for given users. When configured, full activity including where a user or set of users navigated in the system can be viewed and is fully logged.  You can review the audit online or export it as a PDF/Excel report. A number of the audit reports are API-enabled and can be ported out to a SIEM solution.  Workday and Splunk also provide the Workday Add-on for Splunk®, which enables you to automatically send a copy of user activity log data from your Workday tenant into your Splunk account.  Other vendors provide limited audit by default because of performance implications, and audit is dispersed across applications, middleware, database, and platform configuration tools, making it a challenge for customers see a complete audit trail in one spot, for all transactions and configuration changes.	Workday		
B-7	The system embeds reporting into the HR and financial applications where users go to make decisions and take action.			X								Yes. You can take actions on reports built in Workday and the reports can be surfaced on dashboards that are shared with users across your organization whether those reports include only native Workday data, or additional external data brought into Workday for analysis. This allows you to access published data sources for reporting with Workday's core reporting framework, through which reports, analytics, dashboards, discovery boards, and scorecards can be produced for consumption in its applications.	Workday		

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A	<b>Security</b>	<b>System Access</b>															
		Multi-Factor Authentication - Microsoft Entra_id			x	x								Workday supports native authentication as well as authentication via SAML/SSO (Microsoft Entra ID). Native Authentication can be paired with a number of multi-factor options, including One-Time Passcode (OTP) via SMS or email, Challenge Questions, and Time-based One-Time Passcode (TOTP) via any TOTP based app. If using Microsoft Entra ID, multi-factor authentication would be configured and utilized within that solution.	x		
		Single Sign On - Microsoft Entra_id				x								Single-Sign-On Support  SAML allows for a seamless, single-sign-on experience between the customer's internal web portal and Workday. Customers log in to their company's internal web portal using their enterprise username and password and are then presented with a link to Workday, which automatically gives customers access without having to log in again. Workday also supports Google's OpenID Connect.  If using Microsoft Entra ID, Workday maintains an Entra ID connector and provides secure and seamless access to cloud and on-premises applications through SSO.	Workday		
		Encryped data in flight			x	x								Workday enables TLS encryption for secure transmission of data "in flight".	Workday		
		Encryped data at rest			x	x								All data at rest is encrypted with AES 256-bit encryption.	Workday		
		Auto user signout			x	x								Authentication services monitor system activity and logs off users from the system after a default of twenty (20) minutes. The Workday Enterprise Products also allows Customer Security Administrators to change the default timeout value for specific users. Every user has a timeout value which cannot be disabled.	Workday		
		User and security logging			x	x								Workday audits all data and transactions in the application as a standard feature of its architecture. This includes the actual definition of the business process when the transaction took place and the organizational structure at the time of the transaction, too. Some enterprise vendors don't have "always on" auditing due to architectural constraints. By contrast, Workday provides online access to the audit information as a standard action within our system. All audits are retained perpetually and are part of the core application metadata rather than being archived out in another system. This audit model offers organizations the ability to investigate and interrogate any transaction performed in the system with a timestamp, user associated with the transaction, what the transaction was, and other relevant detail without having to perform a special restore, point in time recovery, etc. or even invoke IT services as these audits are kept in specific audit reports.  Workday also provides the ability to track user activity, which extends Workday's default auditing to include 'view' audits for given users. When configured, full activity including where a user or set of users navigated in the system can be viewed and is fully logged.  You can review the audit online or export it as a PDF/Excel report. A number of the audit reports are API-enabled and can be ported out to a SIEM solution.  Workday and Splunk also provide the Workday Add-on for Splunk®, which enables you to automatically send a copy of user activity log data from your Workday tenant into your Splunk account.  Other vendors provide limited audit by default because of performance implications, and audit is dispersed across applications, middleware, database, and platform configuration tools, making it a challenge for customers see a complete audit trail in one spot, for all transactions and configuration changes.	Workday		



	24/7 Customer Care - Technical Support															<p>Workday provides Customer support 24 hours a day, 7 days a week for Severity Level 1 issues and will remain accessible for troubleshooting from the time a Severity 1 issue is logged until it is resolved. Workday provides Customer support on Mondays through Fridays (in Customer's local time) for all other Severity Levels. Workday Response Commitments start from the time the case is logged.</p> <ul style="list-style-type: none"> <li>• Severity Level 1 &lt; 1 hour</li> <li>• Severity Level 2 &lt; 6 hours</li> <li>• Severity Level 3 &lt; 24 hours</li> <li>• Severity Level 4 &lt; 24 hours</li> <li>• Severity Level 5 &lt; 48 hours</li> </ul> <p>Workday's service level commitments are set out in the Workday Production Support and Service Level Availability Policy (SLA) (located at <a href="https://www.workday.com/content/dam/web/en-us/documents/legal/workday-productsupport-SLA.pdf">https://www.workday.com/content/dam/web/en-us/documents/legal/workday-productsupport-SLA.pdf</a>). (<a href="https://www.workday.com/en-us/legal/contract-terms-and-conditions/index/exhibits.html">https://www.workday.com/en-us/legal/contract-terms-and-conditions/index/exhibits.html</a>.)</p>			
	Converting/Migration of PeopleSoft data into new system				x	x										<p>Workday Professional Services and our certified Workday Deployment Partners provide guidance and assist our customers on converting legacy data into Workday. These services are delivered by experienced consultants who aid with the initial design and development of standard legacy data conversions to Workday tenants. Customer technical experts are expected to provide the legacy data (extract) information, while Workday Data Conversion Consultants will provide information to assist in the mapping and file formatting. In addition, Workday provides native tools to aid in the conversion process. These tools provide a user-friendly interface to the Workday web services and they accept Excel, csv and xml file formats.</p> <p>Data mapping and/or data transformation is incorporated into the conversion process and typically starts with a Conversion Workshop, either virtually or onsite. The initial Conversion Workshop will establish the conversion process and begin the mapping and delivery of the first prototype tenant.</p> <p>High level conversion tasks and activities are summarized as follows:</p> <ul style="list-style-type: none"> <li>• Data Conversion Workshop <ul style="list-style-type: none"> <li>• Establish conversion process, begin mapping and extract process</li> <li>• Build the first prototype tenant (Foundation Tenant)</li> <li>• Begin detailed conversion checklist</li> </ul> </li> <li>• For each planned tenant build <ul style="list-style-type: none"> <li>• Load / migrate configuration</li> <li>• Load customer extracts</li> <li>• Audit reports and testing</li> </ul> </li> </ul> <p>Workday enables our HCM Customers to load employee history for Job History, Compensation History, Performance History.</p>	Workday		
<b>Application</b>																			
	Scheduled exports/imports															<p>Workday has a wide variety of integrations to allow import and export of data to/from the Workday system to a customer's supporting system. These interfaces can include:</p> <ul style="list-style-type: none"> <li>• Pre-configured integrations to common systems that Workday owns and maintains</li> <li>• Spreadsheet/flat file integrations that are configured by an authorized user in the Workday application</li> <li>• An extensive Workday API that allows for read / update of data</li> <li>• Custom integrations that can be configured by the customer</li> </ul>	Workday		
	Customizable permission levels				x	x										<p>Workday's configurable security model allows different groups of users to have different levels of access to the system. These groups are called security groups. While Workday certainly supports role-based security, security groups can also reflect organization, organizational role (manager, HR partner), business site (locale), job (CFO), system assigned (employee, contingent worker, applicant), cost center, etc.</p> <p>Security policies allow for the association of security groups with sets of securable items that are delivered by Workday. For example, when an employee is promoted to manager, she is automatically and immediately removed from a "Contributor" security group and added to a "Manager" security group with specific responsibilities for individuals in her supervisory organization. This allows Workday users to inherit different access levels as their responsibilities change and eliminates any instance of double data maintenance.</p> <p>Security groups and policies are delivered or can be created based on an organization's unique access requirements. This provides a more flexible and manageable way of controlling access to all aspects of the Workday solution.</p>	Workday		

			x	x							<p>With Workday, all users across the organization can find, analyze, and take action directly on real time data in the Workday Service based on their security access. Business intelligence is built directly into Workday platform without the need for bolt-on business intelligence solutions. Workday provides thousands of delivered reports with the service that are available in the browser as well as on mobile devices that support iOS and Android platforms.</p> <p>Users can perform multi-dimensional drill down on data with charting and filtering capabilities and then take action directly from the report. For example, if you see the name of a person on a report, you can click on that name and take action on the person.</p> <p>Capabilities</p> <p>Traditional applications were designed to gather transaction data and produce reports that satisfied after-the-fact regulatory reporting requirements or internal reporting requirements. Workday's philosophy is that business intelligence should be built into the entire service. With Workday, you can get accurate counts, allocate costs, calculate results, and analyze data from an unlimited number of business dimensions.</p> <p>Workday reporting and analytics are embedded throughout the Workday service.</p> <ul style="list-style-type: none"> <li>• Thousands of packaged reports. Workday provides thousands of packaged reports that are delivered with the Workday service.</li> <li>• Custom drag-and-drop visualization creation. Workday customers can create their own reports or analytics using Workday's report framework without the need for a third-party tool.</li> <li>• Take action via links and related tasks. All reports and analytics include the ability to click on a hyperlink to inspect details about a piece of data on the report or to click on the related task to take action on a piece of data on the report.</li> <li>• Embedded graphics. By choosing to graph numeric data in grids, customers</li> </ul>			
Reporting and Analytics				x							<p>Workday was founded with integration as a core design principle because connectivity to your all systems should be simpler than it is today.</p> <p>Workday leverages the Workday Integration Cloud, an integration platform with a core Enterprise Service Bus. It is provided with the Workday service as a component of the architecture at no additional cost. This comprehensive integration platform enables customers and partners to build and deploy integrations to the Workday Cloud without the need for on-premise middleware.</p> <p>Customers can use the Workday Integration Cloud for building, deploying, and managing integrations to and from Workday. Workday's cloud-based approach to integration includes the following capabilities:</p> <ul style="list-style-type: none"> <li>• The Enterprise Interface Builder (EIB) is a simple, yet powerful, tool that enables building simple to moderately complex integrations that consist of inbound and/or outbound synchronous or asynchronous data transfers. The EIB tool is used to dynamically create bi-directional business integration with Workday without the need to install and maintain any on-premise hardware or software. The EIB supports internal and external data sources (Report as a Service, REST URLs, SOAP-based Web Services, File based exchange), with delivered configurable transformations (XML-to-CSV, XML-to-Excel, etc.) as well as custom XSLT-based transformations.</li> <li>• Packaged Connectors: A catalog of pre-built interfaces that are designed, implemented, and supported by Workday and Workday partners is provided as part of the Workday Connector catalog.</li> <li>• Configurable Connectors: A pre-defined collection of Connectors that deliver many of the common integrations scenarios to Workday, thereby leaving the customer to only have to focus on the last mile.</li> <li>• Custom integration support: Workday delivers standard APIs using industry-standard web service technology including SOAP, REST and Report as a Service (RaaS). With RaaS you can export sets of data via a report and enable that report as a web service the click of a check box. This creates a custom API</li> </ul>	Workday		
Automated Workflows				x							<p>Supported. The pace and frequency of organizational changes inherently require modifications to core business processes—organizational structures, approval processes, or policies. Workday built approval workflow and business processes into the foundation with the business process framework, where business processes are defined and tied directly to organizational structures and role-based security. All activity is modeled and governed in one place, so nothing happens in Workday without it being fully reflected in the business process framework and in an "always-on" audit trail.</p> <p>The Business Process Framework is also designed for non-technical users, so those with appropriate access can easily make updates when the business changes.</p>	Workday		