

**Appendix M – Proposed Project Timeline and Considerations**

## RFP-ERP16001

**RFP Title: Sealed Offers for Enterprise Payroll Solution (EPS)**

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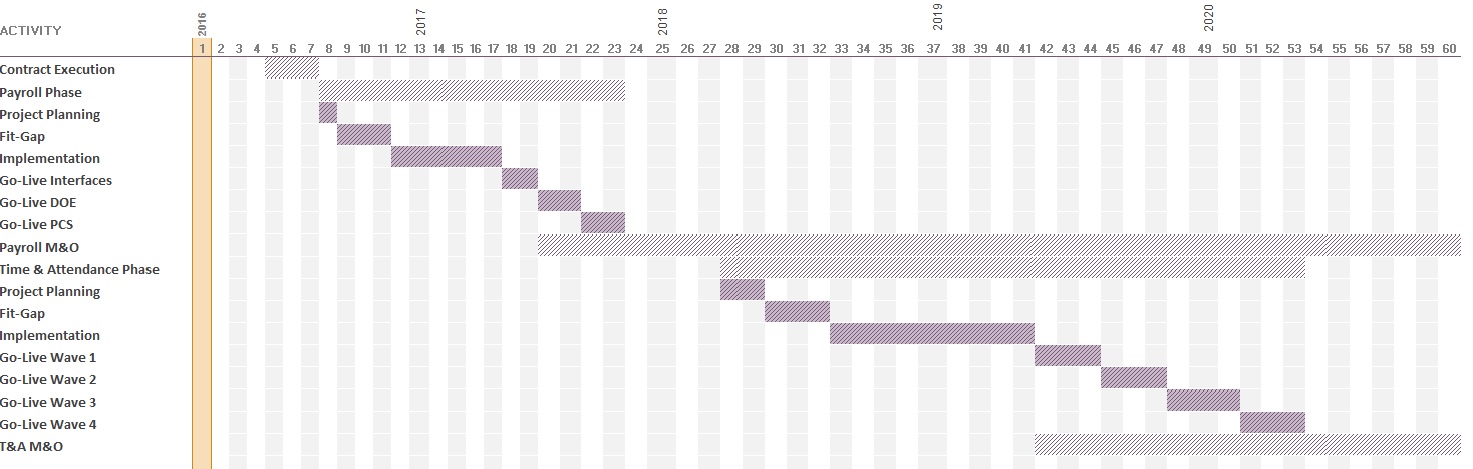
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# 1.0 Proposed Project Timeline

In responding to this RFP, Offerors should consider the Proposed Project Timeline for the implementation of the Enterprise Payroll Solution. The timeline reflects the State’s preference for implementation of the Payroll Services, Time and Attendance Services, and logical deployments.

**Figure 1. Proposed Project Timeline**



Unless otherwise specified, all activities requiring State personnel to participate is assumed to occur during normal business hours, 7:45 AM to 4:30 PM.

# Key Business Dates

In responding to this RFP, requirements for key State operational processes and business dates should be considered. Key State Operational Processes include, but are not limited to, the following:

* + - Department of Accounting and General Services (DAGS) – Key Payroll Dates/Deadlines
    - Department of Education (DOE) – Official School Calendar 2016-2017
    - DOE –Key Payroll Dates/Deadlines
    - DOE –Key Human Resources Dates/Deadlines

State observed holidays for the current year and two years in advance can be found at the Department of Human Resources Development webpage:

<http://dhrd.hawaii.gov/state-observed-holidays/>

The following tables provide key business dates related to these key State Operational Processes:

**Table 1. DAGS Key Payroll Activities – Dates/Deadlines**

|  |  |
| --- | --- |
| **Date** | **Business Process** |
|  | **Payroll Year-End Activities** |
| November through mid-December | * Year-end closing dates – Payroll working on pay adjustments that will affect W-2 amounts |
| December | * W-2 deadlines – Data must be entered by mid-Dec for distribution of W‑2s on the last day of January |
| January | * Distribution of W-2s |

**Table 2. DOE Official School Calendar 2016-2017**

|  |  |
| --- | --- |
| **Date** | **Business Process** |
| August 1, 2016 | * Beginning of first semester (student) |
| December 21, 2016 | * End of first semester (student) |
| January 9, 2017 | * Beginning of second semester (student) |
| May 20, 2017 (or later) | * Commencement |
| May 26, 2017 | * End of second semester (student) |

**Table 3. DOE Key Payroll - Dates/Deadlines**

|  |  |
| --- | --- |
| **Date** | **Business Process** |
| April through May | * For second June pay date - Payroll staff working on summer salary calculations for 10-month employees |
| May through August | * For second August pay date - First paycheck for our 10-month employees (DOE’s Human Resources will be very busy trying to ensure that all employees get onto payroll) |
| July 1 | * New Collective Bargaining Agreements 2017 |
| October | * For first November pay date - Processing differentials for 10-month certificated employees |
| November through mid- December | * Year-end closing dates - Payroll working on pay adjustments that will affect W-2 amounts |
| December | * W-2 deadlines - Data must be entered by mid-December for distribution of W-2s on the last day of January |

**Table 4. DOE Key Human Resource - Dates/Deadlines**

|  |  |
| --- | --- |
| **Date** | **Business Process** |
| July through December | * Allocate funds |
| July through May | * Re-hire/hire coaches |
| August | * Validate teacher assignments * Set annual funding formula |
| September | * Generate annual baseline snapshot reports * Develop HQT professional development plans |
| October through December | * Academic/financial plans |
| October | * Teacher differentials |
| December through February | * Teacher re-employments/new hires |
| January | * Submit Workers Compensation (WC-3) year-end reports for all open claims * Project school list |
| February through April | * Teacher assignment and transfer program |
| February through June | * Any layoff/reduction-in-force |
| March through May | * TSEAS renewal/mass SF-5 |
| May through July | * Collect eSIS assignment data |
| May through September | * Hire/rehire of teachers * Hire/rehire casual employees |
| June | * Close annual HQT data for school year |
| Quarterly | * Quarterly financial reports * Extensions for 89-day hires |