

## **EXHIBIT A1**

(Scope of Work: Software Vendor Services)

### **1. Overview.**

The Battery Park City Authority (“BPCA”) is seeking a Solution to manage its operations that should be able to handle any specific requirements with minimal customization. Any anticipated customizations should be addressed in the Proposal.

The requirements, attached as **Exhibit D - ERP Requirements** as an Excel workbook, detail a host of function requirements for each process area of the Scope of Work. Each process area has its own tab in the workbook. The four required modules for this project are Core HR, Timekeeping, Absence Management, and Payroll.

The Proposer should provide information, as required in **Exhibit D - ERP Requirements**, on how their proposed product will meet the technical requirements.

Proposers should also summarize the ability of the software product to provide the following functionality at a later date, should BPCA choose to pursue such expanded services:

- Compensation Planning
- Analytics
- Other Functionality relating to such areas as FMLA administration, ADA, Discrimination and Safety

The Cost Proposal should not include the implementation of the above modules. It should only include Core HR, Timekeeping, Absence Management and Payroll requirements. However, the evaluation team will take information on the above modules into consideration in determining the Proposer’s capabilities.

### **2. Critical Success Factors**

The following critical success factors will provide guidance throughout the implementation and support life-cycle.

**Table 1. Critical Success Factors (CSFs)**

<b>CSFs</b>	
<b>1</b>	Provide a Solution that will enable industry and business process best practices and will minimize customizations
<b>2</b>	Provide a Solution with a user friendly interface that will accommodate a broad user base and promote full adoption
<b>3</b>	Provide a Solution that allows secure entry and access to information from any computer, mobile device and other electronic device from anywhere at any time with accuracy and reliability
<b>4</b>	Provide a Solution that has self-service capabilities

<b>5</b>	Select a Solution that can be easily extended and integrated to incorporate new technologies, innovative built solutions, and third-party, bolt-on solutions
<b>6</b>	Drive standardized processes across BPCA's operations
<b>7</b>	Implement a Solution that can handle multiple workflows and approval processes to allow flexibility for tailoring to specific site operational needs
<b>8</b>	Minimize impact to the ongoing business operations through efficient use of business resources and the least-disruptive and time efficient transition to the new environment
<b>9</b>	Implement a Solution that delivers 'data ready' operational reporting and dashboard functionality
<b>10</b>	Implement an end-to-end integrated Solution that provides fully reconcilable financial and operational reporting from a single source
<b>11</b>	Reduce the performance dip common to ERP implementations immediately after go-live
<b>12</b>	Implement a Solution that will allow new acquisitions to be migrated and integrated in a standard, expedited manner
<b>13</b>	Develop and measure a set of specific benefits to ensure maximum value for the investment
<b>14</b>	Develop an organizational change management program in support of role and process changes required to adopt a fully integrated and data-dependent Solution
<b>15</b>	Implement an affordable system that can be implemented today on time and on budget, and sustained into the future with informed total cost of ownership over the life of the contract.
<b>16</b>	A flexible system that can accommodate multi-tenant architecture and configurable options so that different functionalities may be turned on or off
<b>17</b>	Provide ERP Business Intelligence (BI), reporting, analytics and statistical information to the right user, at the right time
<b>18</b>	Improve data accuracy, reliability and availability of information to plan, forecast and report

<b>19</b>	Implement tools and automation to sustain process improvements, cost savings and standardization through automation
<b>20</b>	Work with the existing vendor to assist BPCA in transition and onboarding.
<b>21</b>	Implement a solution that is as robust as possible in regards to disaster recovery and business continuity.

Across all process areas, BPCA will assess the technical capabilities of each Proposal's Solution in the following overall areas:

- Enterprise Application Integration
- Business Intelligence, Analytics, and Reporting capabilities and architecture
- Mobile Applications and development tools/capabilities
- Security Architecture and Administrative tools
- Overall Technical Platform and Operating System compatibility

### **3. Transition / Future State**

BPCA is seeking a single, unified Solution. The Solution should require minimal customization, and all necessary customization should be described in the Proposal.

### **4. Technical Requirements**

The Solution must offer the highest standards and best practices in technical, architecture and security standards and its system architecture must allow for optimal scalability, flexibility and interoperability.

All components of the system must be auditable.

Upon termination of the agreement the Proposer will provide BPCA with all data in a readable digital format.

### **5. Expected Benefits**

Each Proposer should be prepared to address how the proposed Solution will achieve the following benefits for BPCA:

- a. Process improvement and streamlining
- b. Efficiency (within field operations)
- c. Seamless Integration (elimination of redundancy)
- d. Single source of truth
- e. Effective communication
- f. Minimization of legal risk and liability
- g. Compliance
- h. Single sign-on

### **6. Integration**

BPCA uses ADP Enterprise eTime for time and attendance and time off management, ADP WFN for HR data storage, payroll processing, benefits tracking, performance management and applicant tracking, ADP TAM for FMLA administration and NYBEAS (New York Benefits Eligibility and Accounting System) for benefits administration.

In addition, BPCA offers its employees the following benefits:

- a. NYS Health Insurance Program (NYSHIP)
- b. FSA (healthcare and dependent care)
- c. Workers' Compensation
- d. M/C Life Insurance
- e. NYS and Local Retirement System (NYSLRS)
- f. Delta Dental
- g. BAI (transit and wellness benefit)
- h. Davis Vision
- i. COBRA
- j. UNUM Enhanced STD and LTD
- k. ARCH Statutory STD and NYSPFL
- l. EAP
- m. TIAA-CREF
- n. NYS Deferred Compensation Plan

BPCA uses Microsoft Dynamics Great Plains software for its finance related functions. While compatibility is preferred, integration with existing systems is not required. Phasing of HRIS functionality, if any, will require temporary interfaces.

## 7. Data Conversions

The number of records to be converted from ADP WFN into the new Solution is as follows:

Active EEs	166
Active EEs + dependents who are eligible for benefits	82
Active + Terminated in the calendar year who are W2 eligible	557
Average number of new hires per month	2
Number of pay groups	2 (1 active)
Pay frequencies used	26
Number of earnings and deduction codes actively used	Earnings: 7 Deduction: 28 Memo Codes: 3
Number of ESS users	166
Number of MSS users	40
Number of TLM users	166

## 8. User Base

The following table depicts the organizational breakdown and estimated ERP user base by functional roles.

**Table 2. Estimated Head Count by Organization and Function**

<b>Organization</b>	<b>Users</b>
<b>Employees</b>	<b>177</b>
HR and Benefits	<b>5</b>
Payroll	<b>6</b>

Assumptions: Headcounts include full time, part time and seasonal staff. \* Administrative managers are counted under the function for which they are responsible.

## **9. Project Team Organization**

The Proposer is responsible for providing a dedicated project manager to oversee all aspects of the software implementation and service as a single point of contact for the project team.

BPCA foresees using a project steering committee to oversee the Proposer and will make available business process owners, functional groups, technical groups, and subject matter experts. Ancillary groups will be coordinated through BPCA's project steering committee.

**Table 3. Proposed BPCA Project Organization**

Executive Sponsorship:	VP of Human Resources
	Chief Operating Officer
Project Manger	Project Manger
Project Day to Day Point Persons:	IT Program Lead
	HR Program Lead
Subject Matter Experts:	HR Lead
	Finance Lead
	Benefits Lead
	Payroll Lead
	Timekeepers
	Infrastructure/DBA Lead

## **EXHIBIT A2**

(Scope of Work: System  
Integrator)

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## **Enterprise Resource Planning (ERP) System Implementation Services**

### **1.1 Full Life-Cycle Implementation Approach**

As part of the RFP process, BPCA is relying on the Proposer to provide input, from your experience, on a valid implementation approach, which includes sequencing, timeframes, staffing, and estimated costs. The system implemented must meet the requirements for Core HR, Timekeeping, Absence Management, Leave Management, Performance Management, Learning and Development, Applicant Tracking, Background Screening, Drug Testing, and Payroll, attached in **Exhibit D: ERP Requirements** Excel workbook.

BPCA expects that a qualified Proposer will be able to utilize the information provided in this RFP along with experience gained from other similar and successful implementations to provide a specific approach, plan, sequence, and staffing estimates/coverage to deliver a high quality implementation for the modules/processes required. We expect that your approach will be both cost-efficient and effective in ensuring that business disruption is minimized and adoption is maximized. In your response, we would like focused attention to the following areas (at a minimum) to describe your implementation approach rationale:

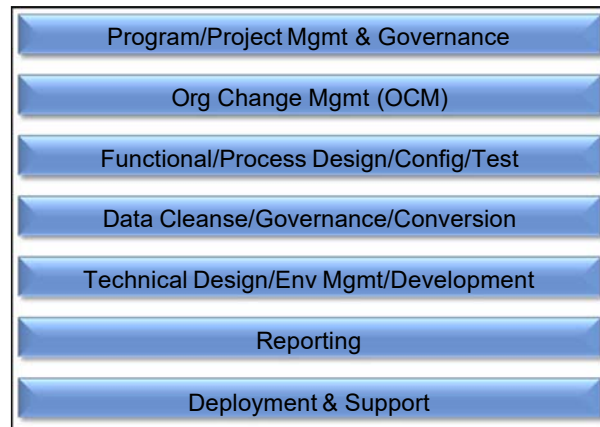
- One of our key objectives is to implement one fully integrated ERP solution across all functions of the organization. This will enable simplification of our ERP/IT environment and will also enable business shared services to be extended to many back-office and field support operations. We think there are two fundamental approaches: (1) deploy process/modules in phased approach; (2) deploy all processes/modules at one time.
- Please provide your recommendation along with your rationale. Highlight the advantages and disadvantages of your recommendation and how you would mitigate any key risks associated with your recommended approach.
- Please describe how the System Integrator proposes to continue to implement subsequent waves while simultaneously providing the necessary site and warranty period support for waves that are already in/have just gone into production.
- Please ensure that the staffing plan and costs are aligned with your recommended approach.
- Please provide all key assumptions.

### **1.2 Services, Roles & Responsibilities**

This section defines the key work streams that are directly related to this project. All services and deliverables performed within the scope of this work will fall into one of the work streams depicted below. Each work stream is described in terms of key activities and responsibilities as well as the minimal set of deliverables that should be produced from each work stream throughout the proposed services.

As part of your response, it is mandatory that the Proposer confirms/refines all responsibilities and defines the complete set of deliverables within each work stream. The deliverables should be mapped to the phase in which they are produced (i.e., Project Preparation, Design, Build/Test, Final Prep, and Go-Live/Support). This will form the basis for specific scope of work for the chosen vendor.

**Figure 1. Work Streams**



The following outlines the high-level roles and responsibilities of both BPCA and the System Integrator overall and for each deliverable.

The following table identifies the roles and responsibilities associated with the services. The columns on the following tables include:

- PR — Proposer(s), including designated subcontractors
- BPCA — BPCA including affiliates/locations where required

Role Definition:

- R = Responsible: Those who do the work to complete the task.
- A = Accountable : The one ultimately answerable for the correct and thorough completion of the deliverable or task, the one who ensures the prerequisites of the task are met and who delegates the work to those responsible
- C = Consulted: Those whose opinions are sought, typically [subject-matter experts](#); and with whom there is two-way communication.
- I = Informed: Those who are kept up-to-date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication.

BPCA maintains full ownership of this project. However, when the Proposer is in the “Responsible” role for a given deliverable, BPCA expects the Proposer to provide leadership, direction and full accountability for the deliverable, including direction of BPCA personnel assigned to the area.

### **1.2.1 Program/Project Management & Governance**

The Proposer will collaborate with BPCA throughout the program to ensure world-class program/project management and governance processes are defined, designed, executed, and refined, as needed. The table below is provided to ensure clarity and guidance as to BPCA’s expectations within this work stream.

In your response, we will require you to confirm or make recommendations to the responsibilities outlined below. We also require you to provide a complete list of deliverables, by phase (i.e., Project Preparation, Design, Build/Test, Final Prep, and Go-Live/Support) that aligns with your commitment, staffing, and pricing.

**Table 1. Program/Project Management & Governance**

<b>Roles and Responsibilities</b>	<b>PR</b>	<b>BPCA</b>
<b>Program/Project Management</b>		
Develop Overall ERP Charter	R	A/C/I
Establish and retain a resourceful BPCA project team who can address all aspects of the project scope and produce the required deliverables	C/I	R/A
Establish and retain a resourceful System Integrator project team who can address all aspects of the project scope and produce the required deliverables	R	A/C/I
Establish procedures for knowledge transfer between BPCA and System Integrator	R	A/C/I
Provide knowledge of BPCA's Enterprise Strategy, current Operating Model, and future state direction	C/I	R
Verify that a project budget has been established and that the appropriate tracking mechanisms are in place	C/I	R/A
Proactively identify System Integrator resource needs throughout the project	R	A/C/I
Proactively identify BPCA resource needs throughout the project	C/I	R/A
Track the overall progress of the project according to the work plan and ensuring that regular status reports are produced, distributed, and reviewed in a timely basis	R	C/I
Verify that regular project/cross-team communications are produced and are available to the core and extended project team members	R	C/I
Develop an issue management process and tracking tool	R	C/I
Monitor and manage project issues	R	C/I
Verify that Quality Assurance procedures and processes are in place that will help generate high-quality work products and deliverables and a final product that meets the business requirements	P	C/I
Develop a risk management plan	R	A/C/I
Regularly analyze project risks and establish processes and procedures to prevent or manage these risks	R	C/I
Establish procedures and processes for capturing, escalating, and resolving the various types of project issues	R	C/I
Vendor management and handle any additional procurements needed	-	R/A
<b>Governance</b>		
Establish and refine change control procedures and processes throughout the project life cycle	R	A/C/I
Document and facilitate key design decisions and ensure the right inputs are being provided by the right parties on time to the right decision-makers	R	A/C/I

### 1.2.2 *Organizational Change Management (OCM)*

The objectives of the activities in this work stream are to verify that BPCA understands the need for the specified change and its effects and that BPCA possesses the capabilities and motivation to change. More specifically, the activities will assist in:

- Accelerating BPCA's adoption of the changes required to fully use ERP
- Reducing the drop in performance that is typically associated with large-scale ERP implementations
- Helping to verify that BPCA is prepared to work with a new or changed set of processes that are enabled by the technology embedded in the ERP solution
- Transferring knowledge to BPCA, developing methods and content for user adoption and ongoing support of desired job performance

In your response, we will require you to confirm or make recommendations to the responsibilities outlined below. We also require you to provide a complete list of deliverables, by phase (i.e., Project Preparation, Design, Build/Test, Final Prep, and Go-Live/Support) that aligns with your commitment, staffing, and pricing.

**Table 2. Organizational Change Management (OCM)**

<b>Roles and Responsibilities</b>	<b>PR</b>	<b>BPCA</b>
<b>Overall Communications and Change Leadership</b>		
Create and implement communication strategies and plans and prepare for large-scale communication events	R	A/C/I
Ensure that consistent and effective messaging (i.e., style, breadth/depth, format, mechanism) is being used across all communications	R	A/C/I
Execute cascaded communications across the impacted business segments and locations	C	R/A
Create and manage change networks and institute change champions or super users to help drive the changes through the impacted business segment	C	R/A
<b>Specific Process Change Readiness</b>		
Assess and document the users' perspectives on the process changes that result from the move to a new ERP	R	C/I
Verify that appropriate client stakeholders have the information, capabilities, and tools they need to transition to new and changed business processes and to adopt the technology changes	R	C/I
Design specific roles and organization structures to achieve ERP adoption and expected benefits	R	A/C/I
Modify specific roles and organization structures to achieve ERP adoption and expected benefits	C	R/A
Assemble and maintain a business case that articulates and tracks process- specific benefits	R	A/C/I

<b>Roles and Responsibilities</b>	<b>PR</b>	<b>BPCA</b>
Determine and commit to quantified benefits for business case	C	R/A
<b>Training &amp; Knowledge Transfer</b>		
Create a systematic process for business and IT knowledge transfer through the project life cycle in order to build skills and capabilities for delivering and supporting the implementation	R	A/C/I
Provide support to enable the project team to fully understand the current business processes and the existing legacy environment as well as the identified gaps and challenges in deploying to BPCA	R/C	A
Develop and deliver a role-based learning program and materials to equip the end-user community with training sessions and materials so it can work effectively in the ERP environment	R	A/C/I

### **1.2.3 Functional/Process Design, Configuration, and Testing**

The objective of this work stream is to realize the required ERP solution so that BPCA is fully supported across its end-to-end business processes. More specifically, the activities in this work stream will assist in:

- Ensuring consistent and full use of the configuration capabilities of the ERP solution
- Ensuring full understanding of identified gaps and challenges so that optimal decisions are made with respect to business process changes vs. package configuration changes vs. extensions
- Ensuring all upstream dependencies and down-stream impacts are factored into design and configuration decisions
- Delivering a fully integrated solution, inclusive of key integration points with identified non-ERP applications that will coexist with the ERP
- Involving operational users early and often throughout the project life cycle to ensure full understanding of the design and its impact on existing business processes
- Helping translate improved business processes and leveraging the ERP configuration into operational benefits
- Validating that technology, process, and people can work together as designed prior to go-live

In your response, we will require you to confirm or make recommendations to the responsibilities outlined below. We also require you to provide a complete list of deliverables, by phase (i.e., Project Preparation, Design, Build/Test, Final Prep, and Go-Live/Support) that aligns with your commitment, staffing, and pricing.

**Table 3. Functional/Process Design, Configuration, and Testing**

<b>Roles and Responsibilities</b>	<b>PR</b>	<b>BPCA</b>
<b>Design</b>		
Review and understand the existing requirements, gaps, and challenges already identified with respect to the business needs	R	A/C
Provide ongoing current state business process and legacy solution content, materials and BPCA subject matter personnel to ensure ownership of requirements, design, configuration, and testing priorities, decisions, deliverables, and results	-	R
Provide experienced ERP and process consultants who can expose best practices leadership and solutions to the functional gaps, challenges, and requirements required for the new ERP	R	A
Create design documentation that specifies package configuration choices and recommended options based on understood requirements	R	A/C
Develop white papers and stakeholder communication content, via high quality and clear documentation, for all applicable new designs, business rules, and key decisions that need to be understood and accepted	R	A/C
Develop functional specifications for all applicable new designs, interfaces, workflows, and extensions	R	A/C
Design role-based security for the user community	R	A/C
Develop and ensure the end-to-end process architecture across ERP and non-ERP solutions is fully accounted for within the final design	R	A/C
<b>Configuration</b>		
Define ERP implementation configuration and development standards and best practices that should be leveraged	R	A/C
Ensure baseline and detailed configuration is aligned with requirements, including setup hierarchies, master files, transaction processing, workflows, and interaction with interfaces and extensions	R	A/C
<b>Testing</b>		
Provide test plans, tools, scripts, cases that can be reused	R	A/C
Develop a comprehensive testing strategy, plan, and schedule for BPCA's businesses, including integration, user acceptance, performance, and regression testing	R	A/C
Ensure clear documentation and execution of all defined test scenarios	R	A/C
Monitor testing and provide test results/status and action plans to fix defects	R	A
Execute integration, performance, and regression testing	R	A/C
Execute User Acceptance Testing (UAT)	C	R/A

**1.2.4 Data Cleanse/Governance/Conversion**

The objective of this work stream is to ensure accurate and reliable data is available in the ERP solution for each go-live at each location during the implementation. More specifically, the activities in this work stream will assist in:

- Ensuring consistency across the BPCA enterprise for data design, data standards, and data governance
- Enabling improvements in data quality so that reporting and resulting decision-making is more effective
- Reducing work-around, re-work, and reconciliation associated with poor data quality

In your response, we will require you to confirm or make recommendations to the responsibilities outlined below. We also require you to provide a complete list of deliverables, by phase (i.e., Project Preparation, Design, Build/Test, Final Prep, and Go-Live/Support) that aligns with your commitment, staffing, and pricing.

**Table 4. Data Cleanse/Governance/Conversion**

<b>Roles and Responsibilities</b>	<b>PR</b>	<b>BPCA</b>
<b>General</b>		
Ensure that data design documentation and knowledge of required data entity relationships are provided to BPCA	R	C/A
Ensure that data design related to new ERP functionality from the selected ERP solution is understood by BPCA	R	C/A
Provide experience, knowledge, and guidance for all local regulatory data requirements for all in-scope geographies	R	C/A
<b>Data Cleanse</b>		
Identify all sources for master file and transaction file data within the legacy environments	C	R/A
Ensure that legacy data requiring conversion is cleansed and rationalized prior to loading into the ERP solution	C	R/A
<b>Data Governance</b>		
Determine the business need and approach for historical data conversion and retention	C	R/A
Define data standards across the BPCA enterprise	C	R/A
Define master data maintenance processes and workflows in support of business requirements	R	A/C
Design new data governance processes and organizational model required for the ERP implementation	R	A/C
Identify and secure accountability for required data stewards within BPCA businesses	C	R/A
Ensure compliance with data standards and data governance processes	-	R/A
Implement new data standards and governance across the BPCA enterprise	C	R/A
<b>Data Conversion</b>		
Develop Data Conversion Strategy and Plan as per implementation schedule	R	A/C
Develop data mapping and related specifications for automated conversions	R	A/C
Develop procedures for all manual conversions/loads	R	A/C

<b>Roles and Responsibilities</b>	<b>PR</b>	<b>BPCA</b>
Design and execute mock migrations as per implementation schedule	R	C/A
Develop the automated conversion program and associated code	R	C/A
Execute all manual conversions/loads	C	R/A
Validate converted data throughout the testing processes, including mock migration	C	R/A

### **1.2.5 Technical Design/Environment Management/Development**

The objectives of this work stream are to ensure that the technical solution supports the end-to-end functional design and that the overall technical development and production environments are reliable, stable, and meet performance requirements throughout the project life cycle. More specifically, the activities in this work stream will assist in:

- Ensuring compliance with, and leverage of, established BPCA technical and architecture standards
- Ensuring approved development objects are delivered to the testing cycles when needed
- Ensuring that the technical environment does not become a constraint or bottleneck at any time
- Delivering technical objects that support the end-to-end design and associated functional requirements

In your response, we will require you to confirm or make recommendations to the responsibilities outlined below. We also require you to provide a complete list of deliverables, by phase (i.e., Project Preparation, Design, Build/Test, Final Prep, and Go-Live/Support)) that aligns with your commitment, staffing, and pricing.

**Table 5. Technical Design/Environment Management/Development**

<b>Roles and Responsibilities</b>	<b>PR</b>	<b>BPCA</b>
<b>General</b>		
Ensure that technical design documentation and knowledge of existing environment that ERP will need to coexist with is provided to System Integrator	C	R
Ensure that solution architecture related to new ERP functionality is understood by BPCA	R	C
Provide technical environment, architecture, and development standards that BPCA subscribes to	-	R/A
Adhere to BPCA's established technical environment, architecture, and development standards	R	
<b>Technical Design</b>		
Management of technical design schedule and resources	R	A/C
Develop technical requirements documents to describe platform, security, architecture, controls, and integration requirements	R	A/C



<b>Roles and Responsibilities</b>	<b>PR</b>	<b>BPCA</b>
Develop all specifications for applicable development objects agreed to during Design	R	A/C
Ensure that solution architecture is well-documented and fully depicts and describes the end-to-end solution that aligns with the end-to-end business processes supporting the ERP target state environment	R	A/C
Provide experienced ERP technical consultants who can expose best practices leadership and solutions to the technical gaps, challenges, and requirements required for ERP	R	A
<b>Environment Management</b>		
Monitor Pre-Production Environments	R	C
Manage Environment Configuration and Build Control	R	C
Ensure System Performance and Reliability	R	A/C
Prepare system for production release	R	A/C
Procurement of all required hardware or software to support the implementation	-	R/A
Certify that the installation of the ERP system instance and environment, including database sizing and partitioning, are in compliance with the standards for the respective software release	C	R/A
Ensure that all activities comply with the ERP system standards for the respective software release	C	R/A
<b>Development</b>		
Management of development schedule and development resources	R	A/C
Coding and unit testing of all approved development objects	R	A/C
Performance testing	R	A/C

### **1.2.6 Reporting**

There are three main objectives of this work stream:

1. To address root causes of any existing data quality and reporting process deficiencies so that prioritized process and data governance improvements can be delivered along with the new technology solution
2. To meet the reporting needs for BPCA businesses
3. Ensure that the first two objectives are delivered within a new ERP reporting architecture and solution that provides the foundation for a significantly improved user experience at executive, operational management, and end user levels

In your response, we will require you to confirm or make recommendations to the responsibilities outlined below. We also require you to provide a complete list of deliverables, by phase (i.e., Project Preparation, Design, Build/Test, Final Prep, and Go-Live/Support) that aligns with your commitment, staffing, and pricing.

**Table 6. Reporting**

<b>Roles and Responsibilities</b>	<b>PR</b>	<b>BPCA</b>
<b>Improve Data Quality and Reporting Processes</b>		
Assess data quality and governance processes and identify improvement opportunities	R	A/C
Develop data quality and governance strategy and plan	R	A/C
Implement cross-regional data quality standards, governance processes, and business accountability	C	R/A
<b>Meet BPCA Reporting Needs</b>		
Identify reporting needs	R	A/C
Create and approve inventory of reporting development objects to meet gaps	R	A/C
Ensure development approach is consistent with reporting architecture defined by Solution Architecture team	R	A/C
Build and unit test reports	R	A/C
Incorporate reporting into end-to-end integration and UAT test plans	R	A/C
Execute integration test	R	A/C
Execute User Acceptance Testing (UAT)	C	R/A
Develop reporting training materials	R	A/C
Deliver reporting training	R	A/C
<b>Establish ERP Reporting Solution</b>		
Design reporting architecture for dashboards, analytics, and user queries	R	A/C
Establish standard toolsets for each reporting need	R	A/C
Implement reporting architecture in conjunction with BPCA reporting needs	R	A/C
Establish reporting user group for sustained and optimized usage and continuous improvement	C	R/A

### **1.2.7 Deployment and Immediate Post Go-Live Support**

The objective of this work stream is to ensure an accelerated and high quality implementation followed by a focused and experienced support effort. The ultimate goal is to minimize business disruption and maximize user adoption. More specifically, the activities in this work stream will assist in:

- Providing an implementation schedule and associated staffing that can meet the demands of a phased, multi-site rollout in an efficient manner
- Ensuring site readiness prior to cutover
- Ensuring BPCA support organization readiness to provide expanded support of the ERP solution to internal and external stakeholders
- Ensuring that BPCA is self-sufficient in providing ongoing support

In your response, we will require you to confirm or make recommendations to the responsibilities outlined below. We also require you to provide a complete list of deliverables, by phase (i.e., Project Preparation, Design, Build/Test, Final Prep, and Go-Live/Support) that aligns with your commitment, staffing, and pricing.

**Table 7. Deployment and Immediate Post Go-Live Support**

<b>Roles and Responsibilities</b>	<b>PR</b>	<b>BPCA</b>
<b>Support Transition</b>		
Develop training materials	R	A/C
Deliver training	R	A/C
<b>Support Transition</b>		
Assess BPCA's current support model for its level of fit and, based on successfully implemented support models, determine changes to the existing structure and processes	R	A/C
Develop site-specific transition plans that encompass business process, operations, and organization alignment (Business and IT)	R	A/C
Establish backup, Disaster Recovery and other infrastructure related activities for ongoing support and maintenance of ERP and Non-ERP applications	C	R/A
Conduct knowledge transfer sessions and establish a Knowledge Management Repository to deal with issues, incidents, support and other problems	R	A/C
Provide help desk management personnel to approve the transition plan and to accept responsibility for ongoing applications maintenance services		R/A
Design/refine, develop, and implement the technical support infrastructure, including help desk procedures, telecommunications, and issue-tracking systems	C	R/A
Establish ongoing production support organization (IT and Business)	C	R/A
<b>Deployment &amp; Go-Live</b>		
Assess implementation options and determine optimal implementation plan, sequencing, schedule, resource loading, accountability, etc.	R	A/C/I
Perform data migration from existing systems to new systems, by either electronic or manual methods, and perform selected integration and stress testing to validate that the solution is ready for production	R	A/C/I
Deliver site-specific system and user documentation	R	A/C
Conduct pre-installation site surveys to assess site readiness against a set of best practices checklist criteria	R	A/C
Review and approve readiness of cutover deliverables	C	R/A
Coordinate implementation and support activities with BPCA and site management teams	R	A/C
Perform the Go-Live cutover to the production system	R	A/C

<b>Roles and Responsibilities</b>	<b>PR</b>	<b>BPCA</b>
Provide on-site support for an appropriate period of time to ensure stabilization (min of 3 months per implementation phase)	R	A/C
<b>Post Go-Live Operations</b>		
Conduct post-implementation acceptance tests	C	R/A
Conduct Lessons Learned activities with each deployment	R	C
Identify and implement system fixes to correct system level performance problems (warranty period). These could be related to configuration, coding, data, training, root causes, etc. Update all documents associated with these fixes, as applicable.	R	A/C
Provide personnel to manage Warranty Service requests and related tracking through resolution and sign-off	R	A/C
Approve all Warranty Service fixes with formal sign-off	C	A
Perform System Monitoring activities to support post go-live operations	C	R
<b>Continuous Improvement</b>		
Establish an ongoing assessment and evaluation process to determine if the project goals were achieved and to identify additional areas for improvement	C	R/A

### 1.3 Team Structure and Key Personnel

All proposed key personnel must be approved by BPCA and named as “key personnel” in the contract. System Integration key personnel shall include, but not be limited to, the positions described below.

#### ***Senior Executive***

A Senior Executive shall have P&L responsibility for the proposed services. The Senior Executive will be BPCA’s primary point of contact throughout the project. Among other qualifications and responsibilities, the Senior Executive shall: (a) be knowledgeable about the services of the Proposer and its subcontractors’ products and services; (b) be experienced in operating similar systems for clients similar to BPCA; and (c) provide direct line of sight authority to secure sustained commitments from Proposer throughout the implementation.

#### ***Program/Project Manager***

The Program/Project Manager will serve as the day-to-day, on-site System Integrator lead and work directly with his/her counterpart at BPCA. This role is widely held as the most critical role for a Proposer to successfully support an ERP implementation. The Program/Project Manager must be a seasoned veteran with a successful track record in multiple full life cycle ERP implementations in the public sector.

#### ***Functional/Process Leads***

The Proposer will identify persons to serve as leaders of each of the functional/process teams. These leads will provide project management capabilities for their functional/process domain and will be paired with BPCA leads for each domain. These individuals must possess deep knowledge of the software modules being implemented as well as process, configuration and integration best practices. These leads will be able to proactively guide BPCA’s team through cross-functional

considerations and change management considerations so that design and configuration decisions are fully exposed to upstream and downstream impacts as well as all affected stakeholders.

### ***Organization Change Management Lead***

The System Integrator will designate a Change Management lead that has successfully held this role on other large-scale ERP implementations for other public sector clients. This lead will be seasoned in all methodologies and leading practices to help drive effective communications; organization and process change understanding, advocacy, and acceptance; and effective/efficient training.

### ***Technical Lead***

The System Integrator will designate a Technical Lead who has successfully held this role on other large-scale ERP implementations for other public sector clients. The Technical Lead must be a seasoned project manager who can provide direction and ensure knowledge transfer for all development activities and resources, tools and utilities, environment management, performance testing, and technical cutover activities and support.

### ***Solution Architect***

The System Integrator, in conjunction with the Software Vendor, will designate a Solution Architect Lead who has successfully held this role on other large-scale ERP implementations for other public sector clients. The Solution Architect must be seasoned in helping define, design, build, test, and deploy a technical architecture that supports the necessary process architecture defined by the end-to-end solution and business processes. The Solution Architect will be critical to ensuring that integration, services, data, reporting, mobile, portal, and security architectures are robust, flexible, interoperable, and meet system performance requirements. The Solution Architect must also help ensure that the Solution is scalable and supportable at a low total cost of ownership.

## **1.3.1 Key Staffing Assumptions**

### ***Retention***

The assigned staff must be able to work across in the required geography throughout the engagement with minimal turnover. Any unavoidable turnover must be communicated to BPCA with no less than 30 days' prior notice and an immediate knowledge transfer plan must be put into action that requires an overlap period of the outgoing and incoming resources working together on-site.

During this overlap period, BPCA will pay only for the time and expenses for one resource.

### ***Full-Time Project Resources***

The System Integrator will ensure that all Key Personnel are staffed full-time to fulfill System Integrator's responsibilities under the contract. Any periods of part-time staffing should be clearly explained in the Proposal.

## **EXHIBIT B**

(Current Technology State)

### **Current Technology State**

A description of the technical infrastructure currently supporting BPCA's HR functions is below. Technically sufficient, cloud-hosted software that unifies BPCA's HR functions will serve BPCA's mission by strengthening controls and enhancing processes from operational and technological perspectives.

#### **1. Application Inventory**

BPCA currently uses the following applications for its HR functions:

- ADP Workforce Now (ADP WFN) is used to store HR and benefits data and to process Payroll. It also includes an Applicant Tracking System (ATS), Learning Management System (LMS) and is used for annual performance reviews and goals setting
- ADP eTime for timekeeping and time off requests
- ADP Screening and Selection Services (ADP SSS) for background screening and drug testing
- ADP Total Absence Management (ADP TAM) is used to administer FMLA
- Payroll processing is done in coordination with ADP as part of an existing contract. HR functions not supported by these applications are supported with either manual/paper-based processes or Microsoft Office.
- Screen shots of the ADP WFN, ADP eTime, ADP SSS and ADP TAM applications are provided in **Section 13 - Current HR System Screen Shots**.

#### **2. IT Organization**

BPCA's Information Technology ("IT") department has five primary support functions:

- IT Technical Services supports computer hardware and software infrastructure.
- IT Security, Risk & Compliance maintains and evaluates risks to systems and computers against outside malignant forces.
- IT Engineering is responsible for the design and enhancements to maintain new technology standards.
- IT Business Systems is responsible for the development, maintenance, support, and Quality Assurance for all corporate applications.
- IT Project Management Office is responsible for IT demand management and project management process governance. It also provides full-time project managers for larger and more complex projects.

#### **3. Technology Infrastructure**

Database Server Hardware for Production Environment

- BPCA's environment for server hardware is as follows:
- BPCA has standardized DELL servers

- BPCA has standardized its storage to a Storage Area Network (SAN) solution
- Production System Partition (per server) CPU – Dual 2.2 Ghz 20M Cache Memory — 128GB
- Diskless – Internal SD Modules OS — Windows Data Server 2012
- Production Disaster Recovery System:
- Locally based appliances and cloud-based solution
- Virtualization Environment
- BPCA will virtualize servers unless the following exceptions arise:
- Processor cores or memory exceed the Microsoft Hyper-V limits
- There is a need for a physical accessory (USB port or special storage bus)
- No support for virtualization from an application vendor

#### 4. Virtualization Environment

The following table details the BPCA virtualization environment:

**Table 2. Virtualization Environment**

Name	OS	RAM
VM	VMware ESXi 5.5.0	640GB

#### 5. Middleware Environment

The following table details the BPCA middleware environment:

**Table 3. Middleware Environment**

Name	Versions
Microsoft SQL Server	2012; 2014

#### 6. Desktop Hardware Environment

The following table details the BPCA desktop hardware environment:

**Table 4. Desktop Hardware Environment —  
Current Procurement Configurations**

Name	OS	RAM	Drives	Others
Dell OptiPlex 7010	Windows 7 Professional	8GB	500GB HDD, DVD	I7 3.4Ghz

## 7. Desktop Applications

The following table details the BPCA supported desktop applications:

**Table 5. Support Desktop Applications**

Name	Versions
Browsers	IE11, Chrome (some BPCA internal apps do not fully work with Chrome), Firefox
Email client	Outlook 2013
Office	Office 2013 Professional
Java	Various, but can be application specific
.Net	4.5, but not uniform
Adobe Reader	XI
Adobe Acrobat	XI

## 8. Database Environment

The following table details the BPCA supported databases:

**Table 6. Database Environment**

Database	HW	Editions	Environments
Microsoft SQL Server 2012	Virtual	2014; 2012	Production and Test

## 9. Additional Utility Applications

The following table details the BPCA's additional utility applications.

**Table 7. Additional Utility Applications**

Name	Used For
Microsoft Dynamics GP	General ledger program
Paramount WorkPlace	Accounts Receivable and Payable program
DLOCs	Warehouse program
Open Text	Legal documentation program
FileMaker Pro	Database program
ABRA	HR program
Lizard Tech SID Plug-in	Plug in for GIS
Prizm PDF viewer	Plug in for GIS



Citrix	Provides small subset of application access
Symantec Endpoint Protection	Endpoint virus protection

## 10. Network Printer Environment

The following table details the BPCA network printer environment:

**Table 8. Network Printer Environment**

Model	Usage
HP 3055, 3300, P3015, 3380, M401, M602, P3005dn, M475dn, M451dn, P4515x, CP5225, 2420dn	General Printing
MPC5000, MPC6001	Copier

## 11. Network Environment

The following table details the BPCA network environment:

**Table 9. Network Environment**

Item	Description
Switches	Cisco
Routers	Cisco
Firewall	SonicWALL

## 12. Internet Environment

The following table details the BPCA Internet environment:

**Table 10. Internet Environment**

Item	Description
Web Server	IIS – Intranet
Firewall	SonicWall
LDAP	Active Directory 2008 R2

### 13. Current HR System Screen Shots

#### New Hire Setup Screen

The screenshot displays the 'New Hire Setup Screen' within the Battery Park City Authority HR system. The interface includes a top navigation bar with links for HOME, RESOURCES, MYSELF, PEOPLE, PROCESS, REPORTS, and SETUP. A search bar labeled 'Search Workforce Now:' is positioned on the right. The main content area is titled 'Hire/Rehire' and features three primary action cards: 'New Hire', 'Rehire', and 'Onboarding Dashboard'. Each card provides a brief description of the process and a 'GO TO' button. Below these cards, the 'Hire' section is active, showing tabs for 'Start Hire', 'In-Progress Hires (2)', and 'Hire History (191)'. The 'Start Hire' tab is selected, leading to a 'Select a work location' section with options for 'United States (US)' and 'International (INT)'. Below this, the 'Start a new hire' section offers four options: 'Quick Hire', 'HR Only (System)', 'New Hire Wizard', and 'Add New Template'. The 'New Hire Wizard' option is highlighted. At the bottom, a progress bar shows the steps of the hiring process: 1. Personal, 2. Employment, 3. Payroll, 4. Tax, 5. Direct Deposit, 6. Emergency Contacts, 7. I9/Citizenship, 8. Protected Veteran Status, and 9. Review. The current step is 'Personal'.

**New Hire**

- Hire a person who is **new to your organization** (using the new hire templates)
- Continue an **In-progress hire**

**Rehire**

- Hire a person who **previously worked** for your organization
- Continue an **In-progress rehire**

**Onboarding Dashboard**

- Check **onboarding status**
- Remind employees** to complete onboarding tasks
- Review **manager checklist** status

**Hire**

← BACK TO HIRE/REHIRE

Start Hire | In-Progress Hires (2) | Hire History (191)

Select a work location

United States (US) | International (INT)

Start a new hire

Sort by: Default | Search...

Quick Hire | HR Only (System) | New Hire Wizard | Add New Template

**Hire**

← BACK TO HIRE/REHIRE

Template Name: New Hire Wi... Associate ID: J0R5SP2QB

ASSIGN CHECKLIST | ASSIGN ONBOARDING EXPERIENCE

CANCEL | SAVE & EXIT | REVIEW

1 Personal\* | 2 Employment\* | 3 Payroll\* | 4 Tax\* | 5 Direct Deposit | 6 Emergency Contacts | 7 I9/Citizenship | 8 Protected Veteran Status | 9 Review

## 1 Personal\*

Hiring an existing candidate? 

[SELECT CANDIDATE](#)

Name\*

First

Middle

Last

Hire Date\*

mm/dd/yyyy




Reason for Hire\*

Select...



Associate ID\*

### Contact Information

 To send the employee a Personal Registration Code for ADP Workforce Now, please enter an email address.

Home Phone



Phone Number

Personal Mobile



Phone Number

Personal Email

Enter email

☐

Use For Notification

Company Code\*

Select...



Preferred Name



To save time, you can ask the new hire to enter their personal information. You must complete the remaining steps.

[ASK THE NEW HIRE](#)

Tax ID Type\*

Gender\*

Not Specified



Tax ID\*

Birth Date\*

## Address Check Accuracy

Legal Address: This address will be used for the employee's tax documents.

Country \*

United States 

Address Line 1 \*

Enter a location

Address Line 2

Address Line 3

City \*

State / Territory \*

Zip Code \* 

### More Fields

SECONDARY ADDRESS

## 2 Employment\*

File # \*

098901

Position ID \* 

NI9098901

Job Title

HRM - Human Resour...  

Employee Status \*

Active

Worker Category\* 

Select...  

Reports To 

Balchu, Sharmila NI9098764 

Normal Span of control of 3 direct reports and Low Turnover Rate of 0%.

### More Fields

EEOC JOB CLASSIFICATION

EEO ESTABLISHMENT

PAY GRADE

MANAGEMENT POSITION

NO

Time here to search

2:48 PM

Benefits Eligibility Class\*

Select...  

FLSA\* 

E - Exempt  

Location\*

200-200 Liberty   

ACA Benefit Status\* 

☒ Calculate Using Measurement Periods


☐ Designate Full Time

Home Department 

000300 - Human Res...   

#### Work Contact Information

##### Work Phone

 Phone Number  Ext.

##### Work Mobile

 Phone Number

##### Work Email\*

☐ Use For Notification [?](#)

##### Self Employment Individual (SEI) [?](#)

Select... [v](#)

##### Will this worker complete Form I-9? [?](#)

☒ Yes, electronically

☐ Yes, on paper

### 3 Payroll\*

##### Pay Frequency\*

Biweekly  [x](#) [v](#)

##### Rate Multiplier\*

1.5 \* 1.0

##### Regular Pay Rate\* [?](#)

[x](#) [v](#)

##### Standard Hours

USD

##### Data Control [?](#)

Select... [v](#) [+](#)

##### Pay Group\* [?](#)

Use Period End Dat... [x](#) [v](#)

##### Clock [?](#)

Select... [v](#) [+](#)

##### Custom Area 1 [?](#)

##### [More Fields](#)

RATES

CUSTOM AREAS

### 4 Tax\*

##### Federal Filing Status\*

D - Single or Marrie... [x](#) [v](#)

##### Worked In State\*

Select... [v](#)

##### SUI/SDI Tax Code\*

Select... [v](#)

##### State Marital Status [?](#)

Select... [v](#)

##### State Exemptions

##### Lived In State

Select... [v](#)

##### Worked In Locality

Select... [v](#)

[LOCAL TAX CODES LOOKUP](#) [v](#)

##### Lived In Locality

Select... [v](#)

##### Local Exemptions

##### [MORE FIELDS](#)

WORKER'S COMPENSATION

FEDERAL ADDITIONAL TAX AMOUNT

STATE ADDITIONAL TAX AMOUNT

CHANGES TO FEDERAL TAX CALCULATIONS

FEDERAL FORM W-4 FIELDS

Multiple Jobs: No

## 5 Direct Deposit ⓘ

Enter information for up to three (3) direct deposit accounts.

➕ ADD AN ACCOUNT

Deduction Code

☒ YES ☐ Verify the account? ⓘ

Selecting No turns off both real-time validation and the standard prenote process

Amount To Deposit ⓘ

☒ Full Net

☐ Partial Net

☐ Percent Net

Transit ABA Number

Bank Deposit Account Number

## 6 Emergency Contacts ⓘ

Enter information for up to five (5) emergency contacts.

➕ ADD ANOTHER CONTACT

Contact Name

Relationship

Set As Primary

☐ Yes ☒ No

At least one phone number is required

Home Phone

Work Phone

Cell Phone

## 7 I-9/Citizenship ⓘ

### U.S. Work Authorization

U.S. Work Authorization Status

I-9 Eligibility Review Date

### Documents

You must have one original document from list "A" OR an original document from list "B" AND list "C" to complete I-9 form.

#### Authorization & Identity (ListA)

Document Name ⓘ

Receipt?

☐ Yes ☐ No

Receipt Expiration Date

Issuing Authority ⓘ

Document # ⓘ

OR

#### Identity (ListB)

Document Name ⓘ

Receipt?

☐ Yes ☐ No

Receipt Expiration Date

Issuing Authority ⓘ

Document # ⓘ

AND

#### Authorization (ListC)

Document Name ⓘ

Receipt?


☐ Yes ☐ No


Receipt Expiration Date

Issuing Authority ⓘ

Document # ⓘ

## Hire in Progress Screen


**Hire** 



[Add to Favorites](#) 

[← BACK TO HIRE/REHIRE](#)

[Start Hire](#) [In-Progress Hires \(2\)](#) [Hire History \(192\)](#)

Click a name to continue adding the new hire, or to see the steps that were already completed.

 DELETE

	NAME	STATUS	PREHIRE STATUS	CONTRIBUTOR	TEMPLATE NAME	LAST UPDATED	CHECKLISTS
<input type="checkbox"/>		Saved	In Progress		New Hire Wizard - ...	04/28/2021	None
<input type="checkbox"/>		Saved	N/A		Payroll 1 - US	05/03/2017	None

## Hire History Screen


[← BACK TO HIRE/REHIRE](#)


[Start Hire](#) [In-Progress Hires \(2\)](#) [Hire History \(192\)](#)



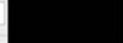
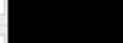

To view history for a completed, approved, rejected, or canceled new hire, click the employee name for the record you want.

History records are automatically deleted 450 days after the last update.

To search for a record, enter the employee's first or last name, or Position ID, in the Search field and click Enter.

 DELETE



	NAME	STATUS	TEMPLATE NAME	LAST UPDATED
<input type="checkbox"/>	TEST, TEST	CANCELLED 	New Hire Wizard - US	06/01/2021
<input type="checkbox"/>		Completed	New Hire Wizard - US	05/19/2021
<input type="checkbox"/>		Completed	New Hire Wizard - US	05/13/2021
<input type="checkbox"/>		Completed	New Hire Wizard - US	05/10/2021
<input type="checkbox"/>		Completed	New Hire Wizard - US	05/10/2021

## Benefits Portal Screen

Summary

✓ Medical

✓ Dental

✓ Vision

Employee Life Insurance

Employee AD&D Insurance

Spouse Life Insurance

Child Life Insurance

FSA Dependent Care

✓ Enhanced Short Term Disability Insurance

✓ Long Term Disability Insurance

✓ Healthcare FSA

✓ NYS - PSL / STD

WORK EVENT

WAIVED PLANS

CREATE IMPORT FILE

BENEFITS STATEMENT

HISTORY

AUDIT

Medical - As of 6/1/2021

Plan	Coverage Level	Effective Date	
<b>HIP Health Plan of New York, Benefits Eligible</b> Emblem Health Company			<b>ACTIONS</b>
✓ <b>The Empire Plan, Benefits Eligible</b> United Healthcare	Employee + Family	11/22/2020	<b>ACTIONS</b>

Legend



## Termination Screen

B-12

We need to know a few details.

\* When is TAMIntergrationBatteryPark's **termination date**? ⓘ

MM/DD/YYYY



\* Why is TAMIntergrationBatteryPark **leaving the company**?

Select...



TAMIntergrationBatteryPark is **eligible for rehire**

Drag File Here

or



[UPLOAD](#)

Max file size is 10MB. Files need to be in .doc, .docx, .gif, .htm, .html, .jpg, .pdf, .rtf, .txt, .wpd or .wps formats.

Recommended

- State Separation Notice

TAMIntergrationBatteryPark DoNotDelete

N1921314N

Attachments

Checklist

Jun 1, 2021

✓ WHEN & WHY

○ BENEFITS

✓ COVERAGE ENDING

○ COBRA COVERAGE

○ REVIEW

When will TAMIntergrationBatteryPark's benefits coverage end?

### Benefits

#### Enrollments

TYPE	COVERAGE RULE	ENDING
ARCH Insurance Company - NYS Statutory Short-Term Disability, Eligible Employees <a href="#">50% of earnings up to \$170.00 per week</a>	On Employee Termination	06/01/2021
ARCH Insurance Company - NYS Paid Family Leave, Less Than 20 Hours <a href="#">67% of earnings up to \$971.61 per week</a>	On Employee Termination	06/01/2021

◀ PREVIOUS

CANCEL

➡ DELEGATE

SAVE

NEXT ▶

TD

TAMIntergrationBatteryPark DoNotDelete

Position ID

NI921314N

0

Attachments

Checklist

Termination Date

Jun 1, 2021

✓

WHEN & WHY

○

BENEFITS

✓

COVERAGE ENDING

○

COBRA COVERAGE

○

REVIEW

Benefits

A COBRA event will not be created for TAMIntergrationBatteryPark in the Termination wizard.

COBRA requires employers with 20 or more employees to provide an initial notification to employees of their COBRA rights when they first become covered by a group health plan. Additionally, COBRA requires those same employers to provide a notification to employees and/or dependents of their COBRA continuation right when they experience a loss of coverage under a group health plan due to a COBRA qualifying event. Employers may self-administer COBRA or outsource COBRA administration to a third party.

You can add notes here (if needed)

start typing...

◀ PREVIOUS

CANCEL

DELEGATE

SAVE

NEXT ▶

✓

WHEN & WHY

✓

BENEFITS

✓

COVERAGE ENDING

✓

COBRA COVERAGE

○

REVIEW

When & Why

Termination Date

Jun 1, 2021

Voluntary/Involuntary

Voluntary

Last Day Worked

Jun 1, 2021

Severance Pay

No

Reason

2 - Voluntary

Attached Documents:

--

Eligible for Rehire

Yes

Benefits

Enrollments

ARCH Insurance Company - NYS Statutory Short-Term Disability, Eligible Employees

Ending

Jun 1, 2021

ARCH Insurance Company - NYS Paid Family Leave, Less Than 20 Hours

Ending

Jun 1, 2021

COBRA

A COBRA event will not be created in the Termination Wizard

◀ PREVIOUS

CANCEL

SAVE

SUBMIT

B-14

## Employment Profile

Employment Profile
Field Grabber
Add to Favorites

DoNotDelete, TAMIntegration...

Tax ID (SSN) XXX-XX-0002
Position ID NI921314N
Hire Date 01/01/1990
Status Active
Employee Search <SEARCH RESULTS>

AA - Administrative Assistant  
000300 - Human Resources (Department)

Show as of 06/01/2021
NEW!
START EMPLOYEE CHANGE
PRINT

This position is not paid through ADP Workforce Now Payroll.

### Position

Administrative Assistant	Reports To No One
Position Start Date 01/01/1990	Management Position No
Job Change Reason New Hire	Job Function
Worker Category Temporary	Pay Grade
Worked In Country United States	Job Class 8810 Clerical
Position ID NI921314N	FLSA Non-exempt

### Status

Active	Hire Date January 1, 1990
Hire Reason Existing Position	
Leave Return Date	Leave Return Reason
Rehire Date	Rehire Reason

SUPPORTING DOCUMENTS
EDIT

### Regular Pay

No Rate Salary	Pay Frequency Biweekly
Annual Salary \$0.00	Rate 2 \$0.0000
Standard Hours 40.00	Change Reason New Hire
Tipped Employee No	

VARIABLE PAY TRACKING
EDIT

## Reports Screen

Reports

Search reports by name, description or fields...
Filters
Learn about Report Search (t02)

Output
Standard
My Reports
Sample
Custom
Scheduled
Reports Administration
Manage reports owned by others. Learn how.

### STANDARD REPORTS

All Reports
Personal & Employment
Paydata
Pay Statement History
Wage Garnishment
On-Site Printing
Talent Profile
Recruitment
Statutory Compliance
Benefits
Benefits Invoices
Setup
Audit Trail
ACA

NAME	CATEGORY	LAST RUN
ACA Affordability Worksheet	ACA	
ACA Applicable Large Employer Worksheet	ACA	
ACA Benefit Offering Audit	ACA	
ACA Benefit Status Worksheet	ACA	11/20/2020 - 09:15 AM
ACA Comparison Worksheet Contributions vs. Affordability	ACA	
ACA Rehire	ACA	
ACA Transitional Reinsurance Fee Report - Actual Count M...	ACA	
Accumulator	Personal & Employment	
Active Hourly/Daily Employees Without Hours or Earnings	Paydata	06/26/2019 - 04:42 PM
ADA Accommodation Requests	Statutory Compliance	

## Total Absence Management (TAM) Screen

Employee Search

ADP Absence Management

Employee Search

Clients: Battery Park City Authority

Employee ID:

First Name:

Last Name:

Leave Code:

☐ Include Terminated

Search

Clear

Leave Reports

Select Report:

Open Leave Inventory

Leaves open on:

06/01/2021

☐ Include Segments

Display

Download

Advanced

Actions

Employee Name

EmployeeID

Company Name

Exclude these leave statuses from search results below: ☐ Denied ☐ C

▼		CTVH1ZE9G	Battery Park City Authority	<a href="#">Request a Leave</a>	
NQH9QMS4	Newborn Bonding - Birth Parent	Continuous	6/8/2021-7/4/2021	Approved	<a href="#">View Details</a> <a href="#">Request an Extension</a> <a href="#">Return to Work</a>
5NBK67PS	Employee Pregnancy	Continuous	4/10/2021-6/7/2021	Approved	<a href="#">View Details</a> <a href="#">Request an Extension</a> <a href="#">Return to Work</a>

[Show all leaves](#)

Leave applied by: [REDACTED] (CTVH1ZE9G) of the client Battery Park City Authority for the leave reason Newborn Bonding - Birth Parent

Leave Request Details

Back

Leave Code:

NQH9QMS4

Continuation Type:

Original

Leave Reason:

Newborn Bonding - Birth Parent

Leave Type:

Continuous

Requested Leave Dates:

6/8/2021 - 7/4/2021

Requested on:

5/13/2021 9:29:50 PM by ADP User

Leave Status:

Approved

Return To Work Date:

Event Date:

Is Work-Related:

No

Leave Segment

Balances

Correspondence

Daily Details

Leave Evaluation Details

Leave Requirement Details

Leave Contact Info

Leave Request Segments

Expand all

Collapse all

Start Date	End Date	Status	Hours	Denial / Cancel Reasons
▼ 06/08/2021	07/04/2021	Approved	142.5	
Leave Benefit	Benefit Begin Date	Benefit End Date	Status	Denied/Cancel Reasons
Family and Medical Leave Act	06/08/2021	07/04/2021	Approved	

ADP

Employee Search

Leave applied by: [REDACTED] of the client Battery Park City Authority for the leave reason Newborn Bonding - Birth Parent

Leave Request Details

Back

Leave Code:

NQH9QMS4

Leave Reason:

Newborn Bonding - Birth Parent

Requested Leave Dates:

6/8/2021 - 7/4/2021

Leave Status:

Approved

Is Work-Related:

No

Leave Segment

Balances

Correspondence

Documents

Document Type

Leave Status Notification

Leave Status Notification

Upload Document

Upload Document

Select document type

Correspondence

Select files to upload


All files must be formatted as (.pdf, .jpg, .jpeg, .tif, .tiff, .png). No file can be more than 2MB of size. Only 7 Files are allowed.

Choose File

Upload

Close

## Requesting a Leave

 Welcome, Tamara Flores

[Employee View](#) [Support](#) [Log out](#)

Employee Search

ADP Absence Management

Employee Search

Clients: Battery Park City Authority

Employee ID:

First Name:

Last Name:

Leave Code:

☐ Include Terminated

Leave Reports

Select Report:

Leaves open on:

☐ Include Segments

[Advanced...](#)

Actions	Employee Name	EmployeeID	Company Name	Exclude these leave statuses from search results below: <input type="checkbox"/> Denied <input type="checkbox"/> C
<input type="button" value="v"/> <input type="button" value="i"/>	<input type="text"/>	BNLZ24I9U	Battery Park City Authority	<a href="#">Request a Leave</a>
No Open Leaves Found.				
<a href="#">Show all leaves</a>				

Leave Request, on behalf of  Battery Park City Authority

To initiate your leave request, please answer the following questions as they pertain to your need for leave.

Relationship to Employee

This leave request is for:  
☐ the employee's own medical condition, procedure or pregnancy  
☐ the employee's need to care for a family member  
☐ a reason not listed

Estimated Leave Dates

Please enter the estimated begin and end dates for your leave.  
Begin Date:   
End Date:

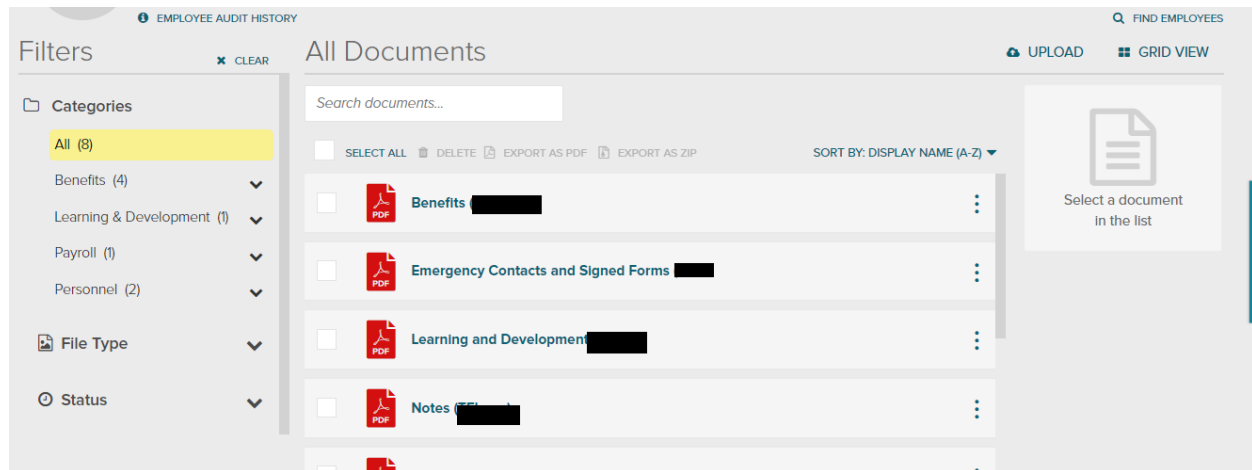
Leave Type

Please select whether your leave will be on a continuous or intermittent / reduced work week basis.  
If you will be away from work and not returning until your leave is complete, choose "Continuous". Otherwise, if your leave will be comprised of multiple occurrences in which you will return to work prior to your leave's completion, choose "Intermittent".  
☐ Continuous  
☐ Intermittent

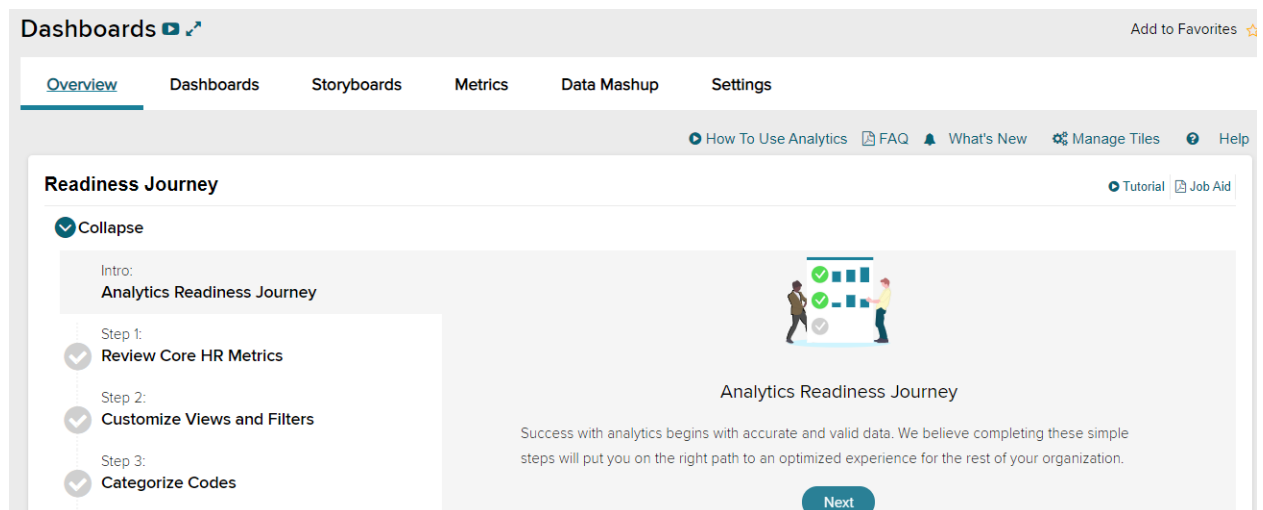
Leave Reason

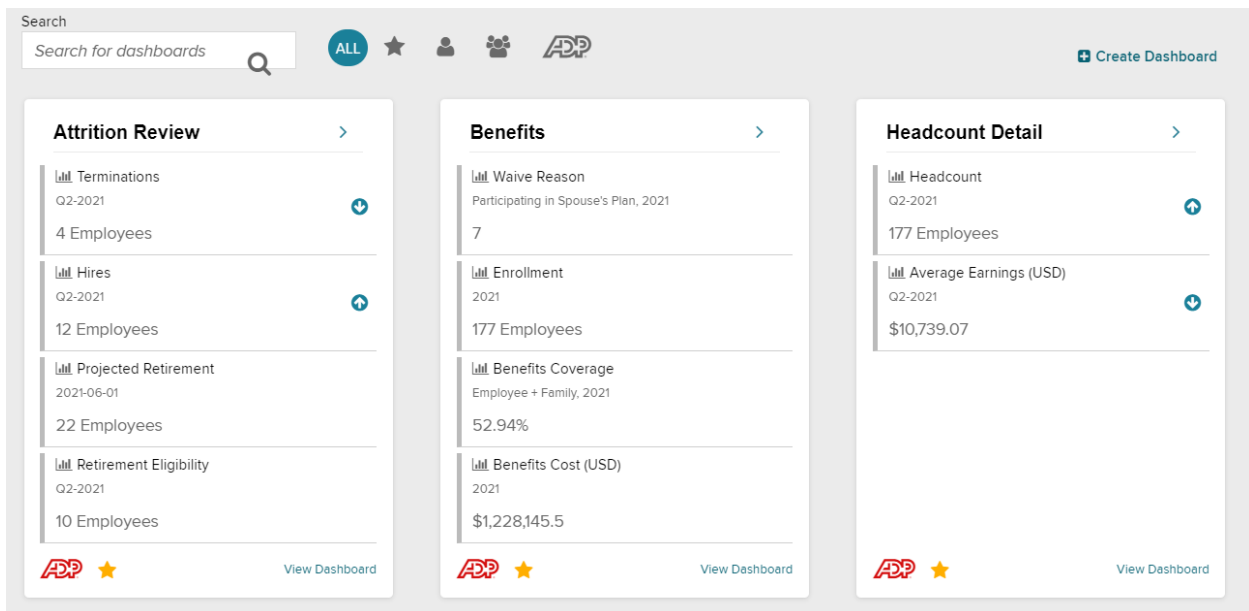
Select the reason you are requesting the leave.

## Document Cloud



## Analytics Screen





## Welcome to ADP Storyboards!

Help

ADP Storyboards address common business issues by organizing relevant insights from various metrics and displaying them in a bite-size experience that you can easily understand. Leverage Storyboards to uncover potential problems in your organization that may go unnoticed, potentially saving you time and cost.

Are you ready for your aging workforce?



VIEW STORYBOARD

Are you retaining and growing your top performers?



VIEW STORYBOARD

Is there pay equity among your employees?



VIEW STORYBOARD



## Screening & Selection Services- Criminal Background Screening & Drug Testing Screening

### Start Background Screening in Candidate Profile

The screenshot shows the ADP Workforce Now interface. The top navigation bar includes links for HOME, RESOURCES, MYSELF, MY TEAM, PEOPLE, PROCESS, REPORTS, and SETUP. A search bar is located on the right. The main content area displays the 'Candidate Profile' for 'TESTTEST, [REDACTED]'. The profile includes contact information: (212) 417-3182 and 200 Liberty Street, New York, New York 10281, United States. Below this, the job title '1034 - Human Resources Manager' is shown, along with roles 'HIRING MANAGER' and 'RECRUITER'. A sidebar on the right contains an 'ACTIONS' menu with options: View as PDF, Change Application Status, View Application History, Start Background Screening (highlighted), View Screening Details and Order History, Manage Offer Letter, Hire Candidate, Delete Application, and Apply to Another Job Position. The main profile section shows 'APPLIED ON 05/25/2021', 'STATUS New Application', 'RESUME DOWNLOAD RESUME', 'ATTACHMENTS No Attachments', 'SOURCE Indeed', and 'OFFER STATUS Not Available'. The 'PROFILE' section notes that profile information has been extracted from the uploaded resume. The 'POSTING QUESTIONS AND RESPONSES' section lists three questions with 'Yes' answers: 'Are you able to perform the essential job functions...', 'Are you legally authorized to work in the United States?', and 'Are you over the age of 18?'. The 'EDUCATION' section shows a 'Bachelor's degree' with a note to 'Please correct the error(s)'.

### Upload Background Authorization Form

The screenshot shows the 'Screening Disclosure and Authorization' screen in the ADP Workforce Now interface. The page title is 'Screening Disclosure and Authorization'. A message states: 'Before placing the order for background screening, you may use either the Online Disclosure and Authorization or the Upload Authorization option to facilitate your disclosure and authorization process.' Below this, two options are presented: 'REQUEST CONSENT' (with a link to 'Download Online Disclosure and Authorization Documents') and 'UPLOAD AUTHORIZATION' (with a link to 'Sample Disclosure Authorization Forms.docx'). The 'UPLOAD AUTHORIZATION' option is highlighted. The left sidebar shows the candidate profile for '1034 - Human Resources Manager' with the same details as the previous screenshot. The bottom of the screen shows the Windows taskbar with the time 10:51 AM on 5/25/2021.

Fill in required fields and click Start New Order

The screenshot shows the ADP 'Request Consent' screen. At the top, there is a navigation bar with 'HOME' and 'REQUEST CONSENT'. Below this, a sidebar on the left contains a 'Candidate Profile' section with a '1034' ID, 'APPLIED ON 05/25/2021', 'SOURCE Indeed', and a 'PROFILE' section with a note about the profile information. The main content area is titled 'REQUEST CONSENT' and contains two options: 'Download Online Disclosure and Authorization Documents' and 'Upload Authorization'. The 'Upload Authorization' option is selected, showing a file upload area with a 'Background Authorization Form.pdf' file and a 'REMOVE' button. Below the upload area, there are input fields for 'SSN', 'Driver's License Number', 'Date Of Birth' (with a calendar icon), and 'Driver's License Issuing State/Province' (a dropdown menu). The 'Date Of Birth' and 'Driver's License Issuing State/Province' fields are marked as '\*Required Field'. At the bottom, there is a checkbox for 'I confirm that the document uploaded is the candidate's signed consent form.' and buttons for 'CANCEL', 'SAVE', and 'START NEW ORDER'.

Fill out the Personal Information, Address and Driver's License information

The screenshot shows the ADP 'Candidate Info' screen for 'IRENE TESTTEST'. The screen has a progress bar at the top with five steps: '1. SELECT PRODUCTS', '2. CANDIDATE INFO', '3. START SCREENING', '4. CHECK OUT', and '5. REVIEW RECEIPT'. The '2. CANDIDATE INFO' step is currently active. Below the progress bar, there are three main sections: 'Personal Information' (marked 'Complete' with a green checkmark and an 'EDIT' button), 'Previous Addresses' (marked 'Optional' with an 'ADD MORE' button), and 'Driver's License' (marked 'Incomplete' with an 'ENTER DATA' button). At the bottom, there are buttons for 'CANCEL', 'SAVE FOR LATER', 'BACK', and 'NEXT'. The 'Selected Package' is listed as '10 COUNTY EXTENDED' with a 'VIEW CART' button. The Windows taskbar at the bottom shows the date as Tuesday, May 25, 2021, and the time as 11:05 AM.

ADP - Screening and Selection

select.adp.com/sel-gateway/synerg/opw

Personal Information

Personal Identifiers

Social Security Number \*  [Show](#) Date Of Birth

Personal Information

Legal First Name \*  Legal Middle Name  No Middle Name ☒ Legal Last Name \*  Suffix

Current Phone  Email  My Watch List ☐ Gender  Race

Address

Country \*  Address Line 1 \*  Address Line 2  City \*

SAVE AND RETURN TO CANDIDATE INFO SAVE AND CONTINUE TO PREVIOUS ADDRESSES

ADP - Screening and Selection

select.adp.com/sel-gateway/synerg/opw

Previous Addresses

Address

Country \*  Address Line 1  Address Line 2

City \*  State/Province \*  Postal Code

From Date  To Date

ADD ADDRESS

SAVE AND RETURN TO CANDIDATE INFO SAVE AND CONTINUE TO DRIVER'S LICENSE

ADP - Screening and Selection 5

select.adp.com/sel-gateway/synerg/opw

Driver's License

Driver's License \*

State/Province \*

Select...

SAVE AND RETURN TO CANDIDATE INFO

SAVE AND COMPLETE

Click Certify to initiate screening selections

ADP - Screening and Selection 5

select.adp.com/sel-gateway/synerg/opw

1. SELECT PRODUCTS 2. CANDIDATE INFO 3. START SCREENING 4. CHECK OUT 5. REVIEW RECEIPT

IRENE TESTTEST

Personal Information Complete

EDIT

**1 Certification for United States Background Check Reports**

By placing this order for a consumer report and/or an investigative consumer report, commonly referred to as background screening report ("Report"), you certify, with respect to each order and prior to placing each such order, that you:

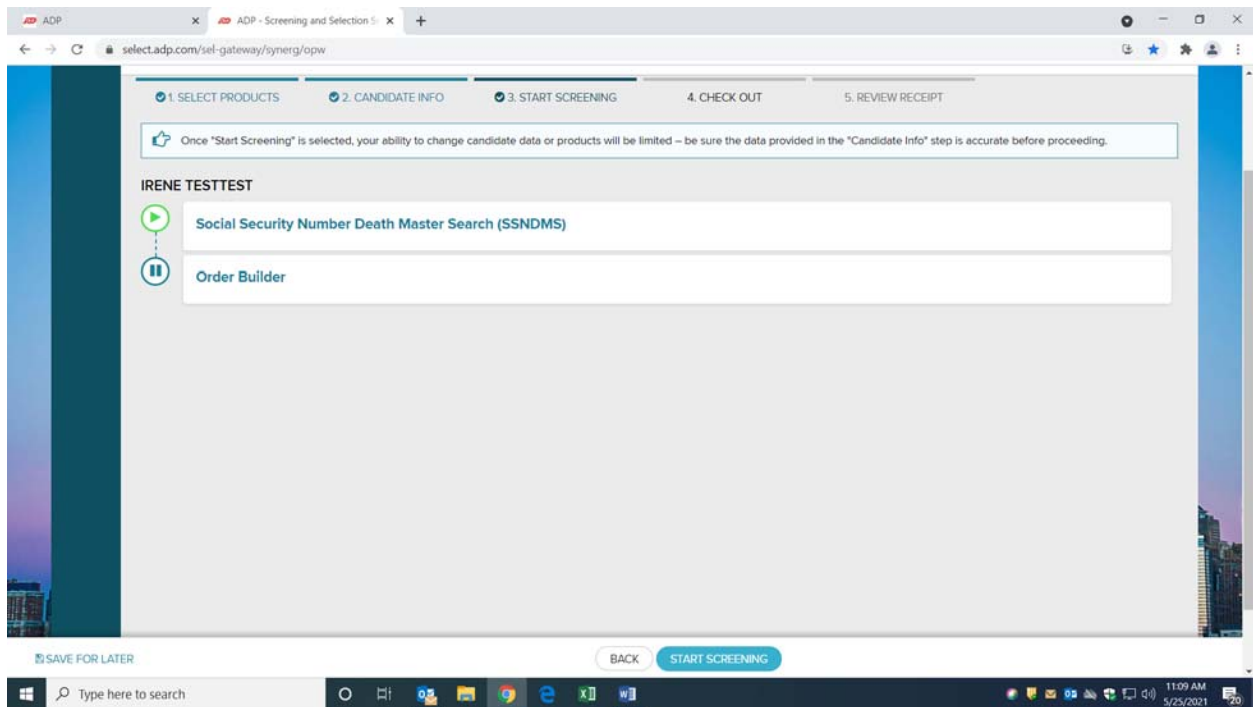
- Are and will remain in full compliance with the Fair Credit Reporting Act ("FCRA") and all applicable like and related laws;
- Have a permissible purpose for requesting the Report;
- Received, for any employment-purposed Report, authorization from the Consumer, as required by 15 U.S.C. § 1681b(b)(2); and provided to the Consumer a clear and conspicuous disclosure in writing, consisting solely of the disclosure, that you are obtaining the Report
- Provided to the Consumer the written disclosures for investigative consumer reports, as required by 15 U.S.C. § 1681d(a)(1), including a copy of the Consumer Financial Protection Bureau's ("CFPB") Summary of Your Rights Under the FCRA, as applicable; and
- Will comply with 15 U.S.C. § 1681d(b) by timely making a complete and accurate written disclosure to the Consumer of the nature and scope of any investigation requested by you, upon request made by the Consumer within a reasonable period of time after receipt of the disclosure required by 15 U.S.C. § 1681d(a)(1).

Further, with respect to each Report that will be used for employment purposes, by placing this order for a Report, you certify that:

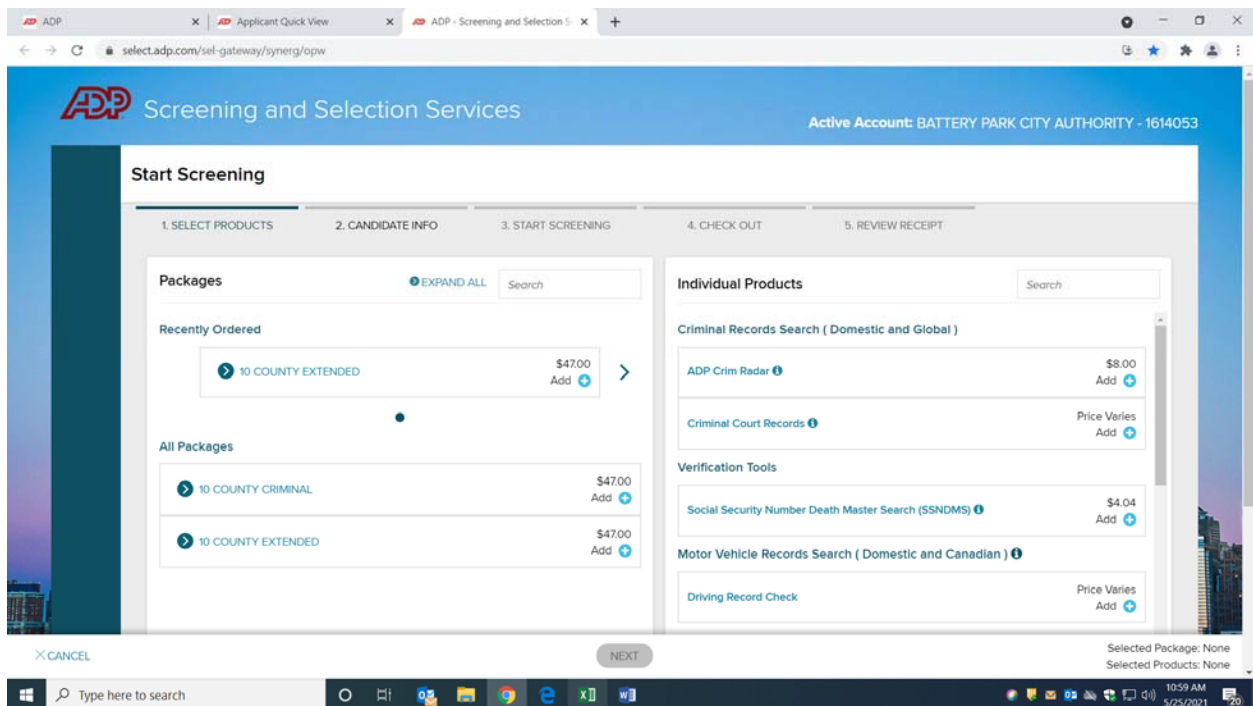
- You will comply with the pre-adverse and adverse action notice requirements contained in 15 U.S.C. §§ 1681b(b)(3) and 1681m if you are considering taking adverse action on the consumer; and
- You will not use information from any Report in violation of any applicable domestic, international, federal, state or local law or regulation, including, but not limited to, any applicable federal or state equal employment opportunity law or regulation.

DECLINE CERTIFY

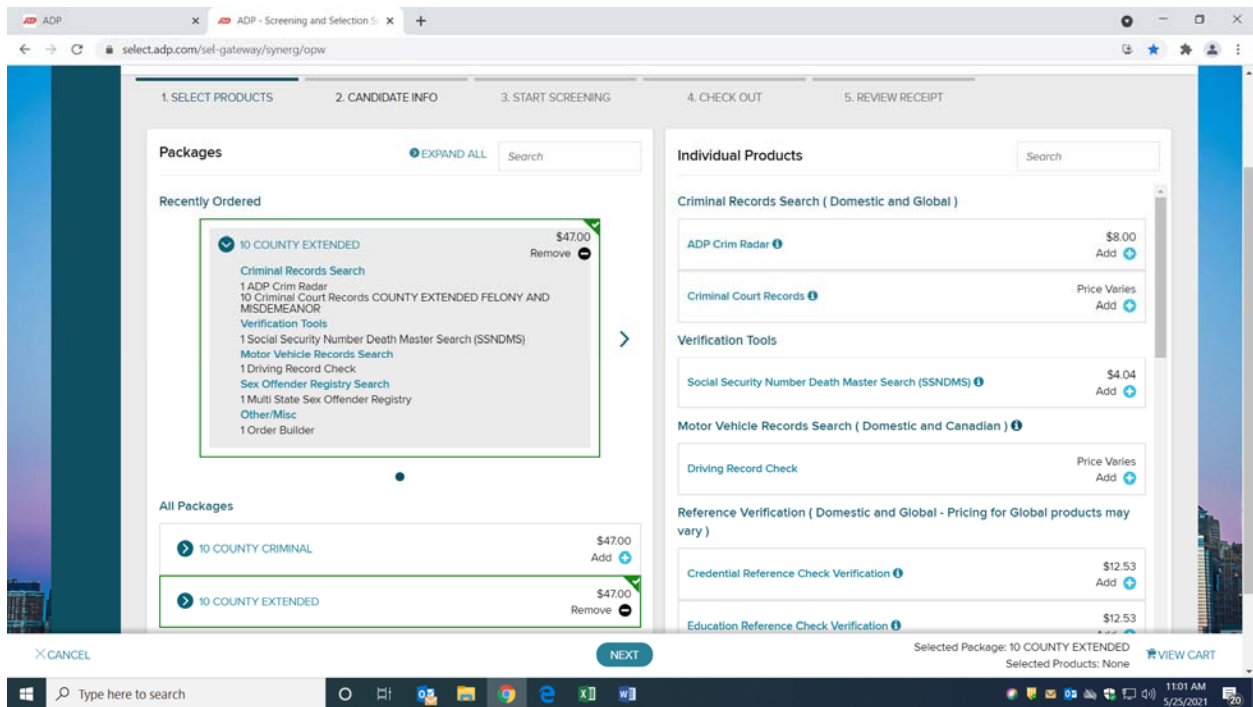
## Start Screening



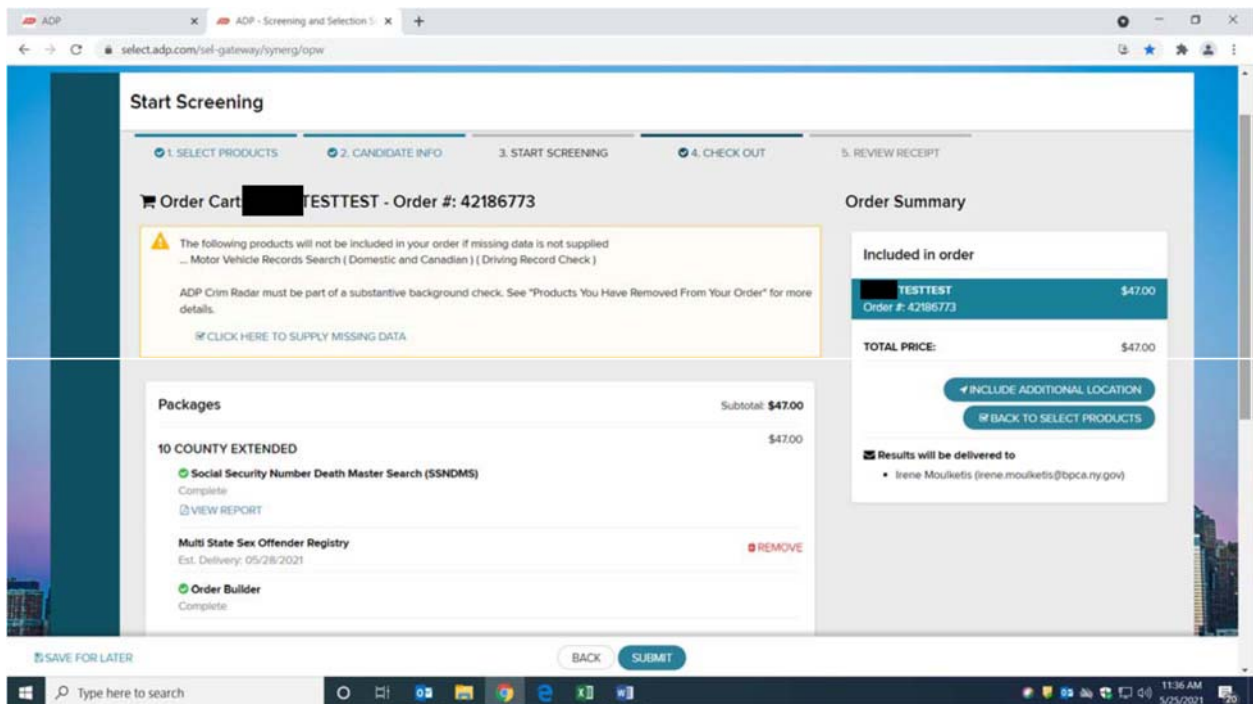
## Select 10 County Extended for Criminal Background screenings



Click within the box to verify what is included in the order

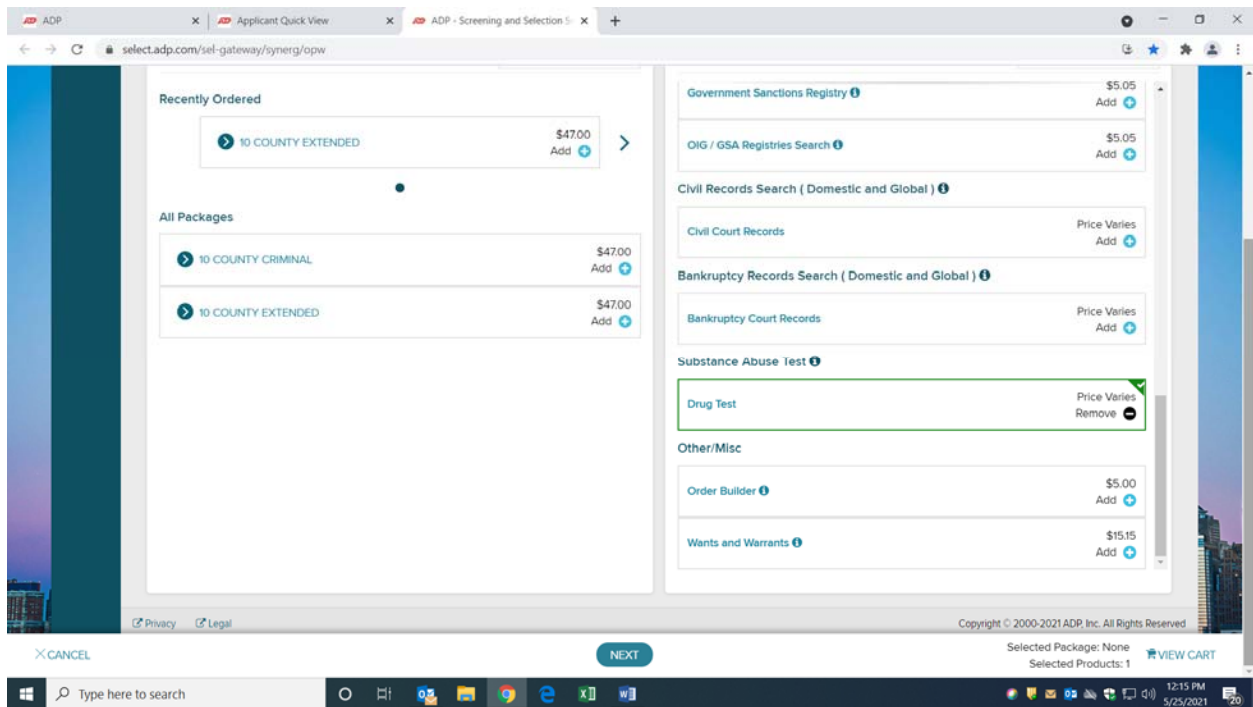


Check out

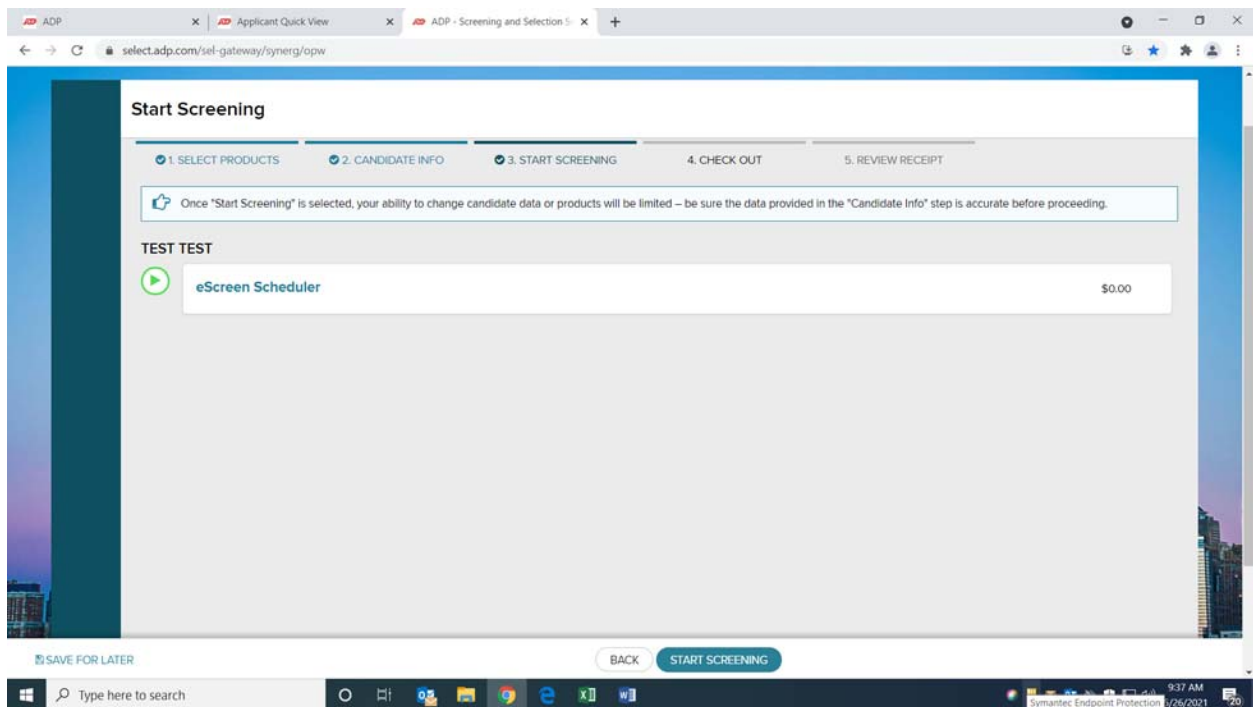


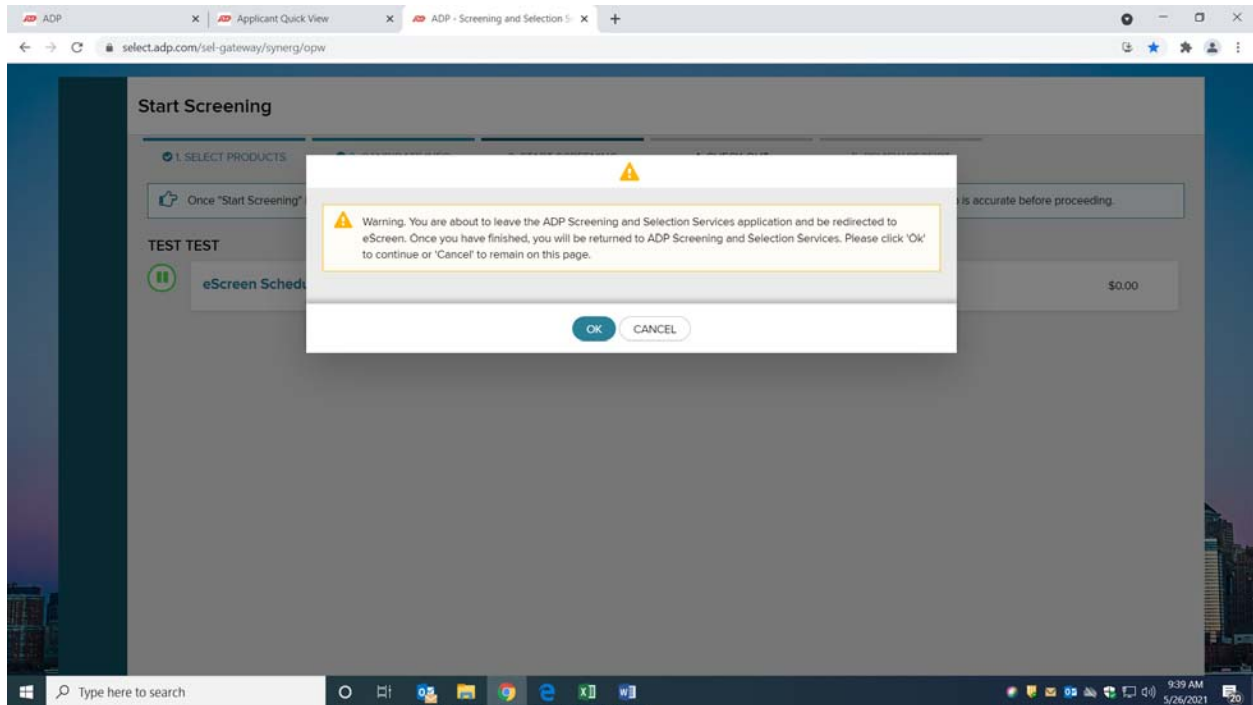


Drug Testing: Same steps as above, but select Drug Test instead of 10 County Extended



Click Start Screening





## Fill out Donor Information

The screenshot shows a web browser window with the URL `myescreen.com/v3/Scheduling/Schedule_2_Donor.aspx`. The page title is "DONOR INFO". A blue button labeled "NEXT: SELECT A CLINIC" is in the top right corner. The form is divided into two main sections: "EMPLOYER" and "DONOR".

**EMPLOYER**  
ADP/BATTERY PARK CITY AUTHORITY - BATTER - NEW YORK

**DONOR**  
\* Indicates Required Field

First Name\*  Day Phone (  )  -  Ext.

Middle Name  Evening Phone (  )  -  Ext.

Last Name\*  Email Address

Social Security Number  - 44 - 5544 Donor ID  None

Date of Birth  /  /  MM/DD/YYYY Cost Center / Job Code  ~Select~



ADP | Applicant Quick View | ADP - Screening and Selection | Schedule Donor

myscreen.com/v3/Scheduling/Schedule\_2\_Donor.aspx

Last Name\*  ( ) - Ext.

Email Address

Social Security Number  - 44 - 5544

Donor ID  None

Date of Birth  /  /  MM/DD/YYYY

Cost Center / Job Code  -Select-

**REASON FOR TEST - DRUG TESTING**

☐ Pre-employment  
☐ Random  
☐ Post Accident  
☐ Periodic Medical  
☐ Promotion  
☐ Return to Duty  
☐ Diversion  
☐ Followup  
☐ Transfer  
☐ Reasonable Suspicion/Cause  
☐ Other  Specify reason

**TYPE OF TEST - DRUG TESTING**

☒ NON-DOT TESTS  
☐ Urine collection for drug test

BACK NEXT: SELECT A CLINIC

## Select a Clinic

ADP | Applicant Quick View | ADP - Screening and Selection | Select a Clinic

myscreen.com/v3/Scheduling/Schedule\_3\_Clinic.aspx?tsInCopyMode=0&CopiedScheduleRequestID=8&CopiedApplicantID=8&ClientMissingCopiedServices=0

**SELECT CLINIC** BACK

Address  City  State/Province  New York

Postal Code  10281 Distance  5 Miles

SEARCH SHOW DEFAULT CLINICS SHOW MORE CLINICS

CLINIC NAME	DRUG	DISTANCE	PHONE	ADDRESS	CITY	STATE/PROVINCE	POSTAL CODE
▼ LabCorp - 65 Broadway		1 m	2127853450	65 BROADWAY	NEW YORK	NY	10006
▼ LabCorp - Livingston St		2 m	7187975061	230 LIVINGSTON ST	BROOKLYN	NY	11201
▼ LabCorp - 14th St		2 m	2124637390	324 W 14TH ST	NEW YORK	NY	10014
▼ LabCorp - Central Ave		3 m	2016590278	522 CENTRAL AVE	JERSEY CITY	NJ	07307
▼ LabCorp - Manhattan Ave		3 m	3472278864	881 MANHATTAN AVENUE	BROOKLYN	NY	11222

## Select Duration of Time to complete the test

ADP | ADP - Applicant Quick View | ADP - Screening and Selection | https://www.myescreen.com/v3/ | +

← → ↻ myescreen.com/v3/Scheduling/Schedule\_5\_Settings.aspx?IsInCopyMode=0&CopiedScheduleRequestID=8&CopiedApplicantID=8&ClientMissingCopiedServices=0

By pressing "Confirm Scheduled Event", you are scheduling this event.

BACK CONFIRM SCHEDULED EVENT

### CONFIGURATION

☒ Immediate (Start time is current time.)  
☐ Future (Start time must be specified.)

### HOURS TYPE:

Immediate

Donor has 1 Business Days (ET) to complete test.

☐ Donor is allowed to take test up to 7 days after the test time has expired.  
☐ Do not display expiration time on the ePassport.

Email notifications are only available if the event is scheduled to an installed clinic.

### SCHEDULER CONTACT INFO

Please enter the contact information in case the donor has questions.

Contact First Name

Contact Last Name

Contact Phone  
() () -  Ext.

## Confirm event via email

ADP | ADP - Applicant Quick View | ADP - Screening and Selection | Schedule Passport | +

← → ↻ myescreen.com/v3/Scheduling/Schedule\_Passport.aspx

## PRINT ePASSPORT

### ePASSPORT NOTIFICATION OPTIONS

Email:

Note: To email multiple recipients, separate email addresses with a semicolon.

☐ Would you like to send this ePassport via text message?  
Note: If you select the option to text the ePassport to the participant, the participant will receive a text message instructing them to click a link to open their ePassport.

SEND

### INSTRUCTIONS

Option 1: Print out this sheet and send with the participant to the clinic.  
Option 2: Email the ePassport to the participant.

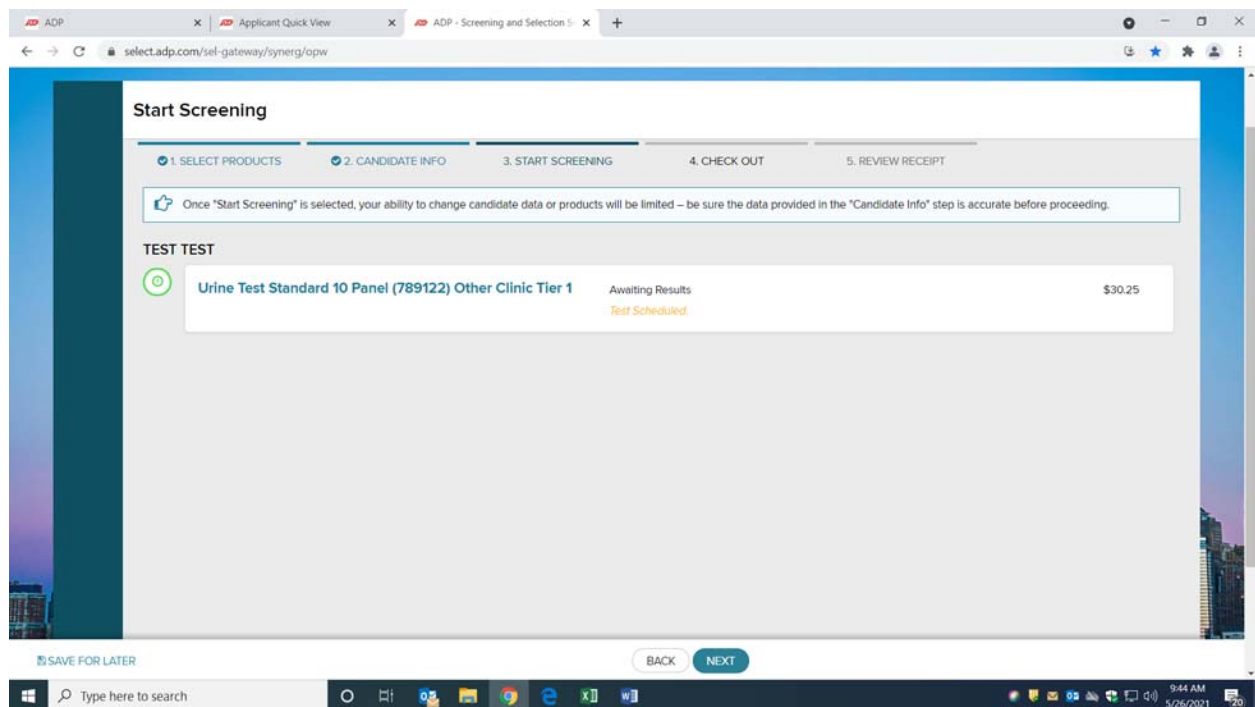
DONE

If you are unable to view the report below, please [click here](#).

[Click to view document](#)

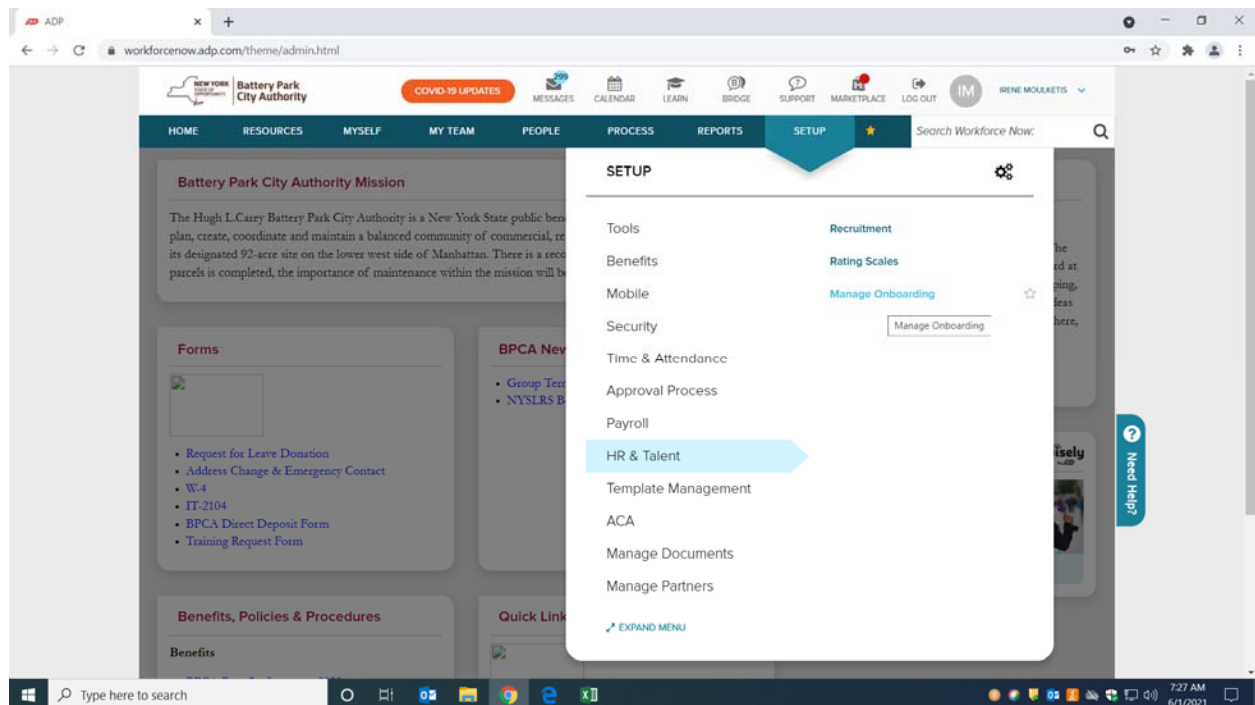
\*For optimal functionality we recommend using Internet Explorer.

## Start Screening and Check out



## Onboarding Portal

To create, edit or review onboarding portal go to: Set up - HR & Talent – Manage Onboarding



View current onboarding experiences or add a new one:

**Manage Onboarding**

Onboarding Experiences | Documents | Document Requests

If onboarding employees outside the U.S. and Canada, ADP recommends that you first consult with your legal counsel and consider whether electronic onboarding is permissible and, by jurisdiction, what information you can gather and share during the onboarding process.

You can assign company documents to an onboarding experience so that employees who complete the experience can review those documents. Review the standard onboarding experiences to make sure that the correct documents are assigned to them.

**4 Experiences** | [NEW ONBOARDING EXPERIENCE](#)

NAME	COUNTRY	LAST MODIFIED	LAST MODIFIED BY
BPCA New Hire Onboarding F/T	United States	05/18/2021	[REDACTED]
BPCA Seasonal and P/T Onboarding	United States	05/18/2021	[REDACTED]
STANDARD (System)	United States		SYSTEM
STANDARD INTERNATIONAL (System)	International		SYSTEM

Need Help?

**Manage Onboarding**

BACK

EXPERIENCE NAME \*

BPCA New Hire Onboarding F/T [SAVE](#)

ONBOARDING PERIOD

7 days (hire/rehire date plus 6 days); longer if required  
Paperwork isn't completed (30 days max) [EDIT](#)

Onboarding Steps [REORDER](#)

- Welcome
- Video
- Company
- Team
- Paperwork
- Neighborhood
- Profile

Company Display Name

Battery Park City Authority [SAVE](#)

MESSAGE FROM YOUR **Human Resources Team** [SAVE](#)

☐ Allow Customization of Welcome Message

[RESTORE DEFAULT MESSAGE](#)

Welcome Message \*

Welcome to Battery Park City Authority! We are excited about your first day and getting you started. You're joining a fantastic place to work and you will be a valued contributor. Take a few

Review or add required documents:

**Manage Onboarding Documents**

Add or edit documents and assign them to onboarding experiences.

12 Documents [ADD DOCUMENT](#)

Search by document name

NAME	FILE TYPE	DOCUMENT TYPE	LAST MODIFIED	LAST MODIFIED BY
IT-2104- Employee's Withholding Allowance Certificate	PDF	eSign	04/28/2021	
Policy and Outside Activities Form	PDF	eSign	12/08/2020	
Address Change and Emergency Contact Form.pdf	PDF	eSign	12/08/2020	
Health Insurance Transaction Form	PDF	eSign	12/08/2020	
BPCA Direct Deposit Form	PDF	eSign	12/08/2020	
W4	PDF	eSign	04/28/2021	
Photo ID Application	PDF	eSign	12/08/2020	
I-9 Form	PDF	eSign	04/28/2021	
NYSLRS Form	PDF	eSign	12/08/2020	
Voluntary Self-Identification Form	PDF	eSign	12/08/2020	
I-9 Instructions	PDF	Read Only	04/28/2021	
Delta Dental Form				

View the list of documents that are requested from new hire:

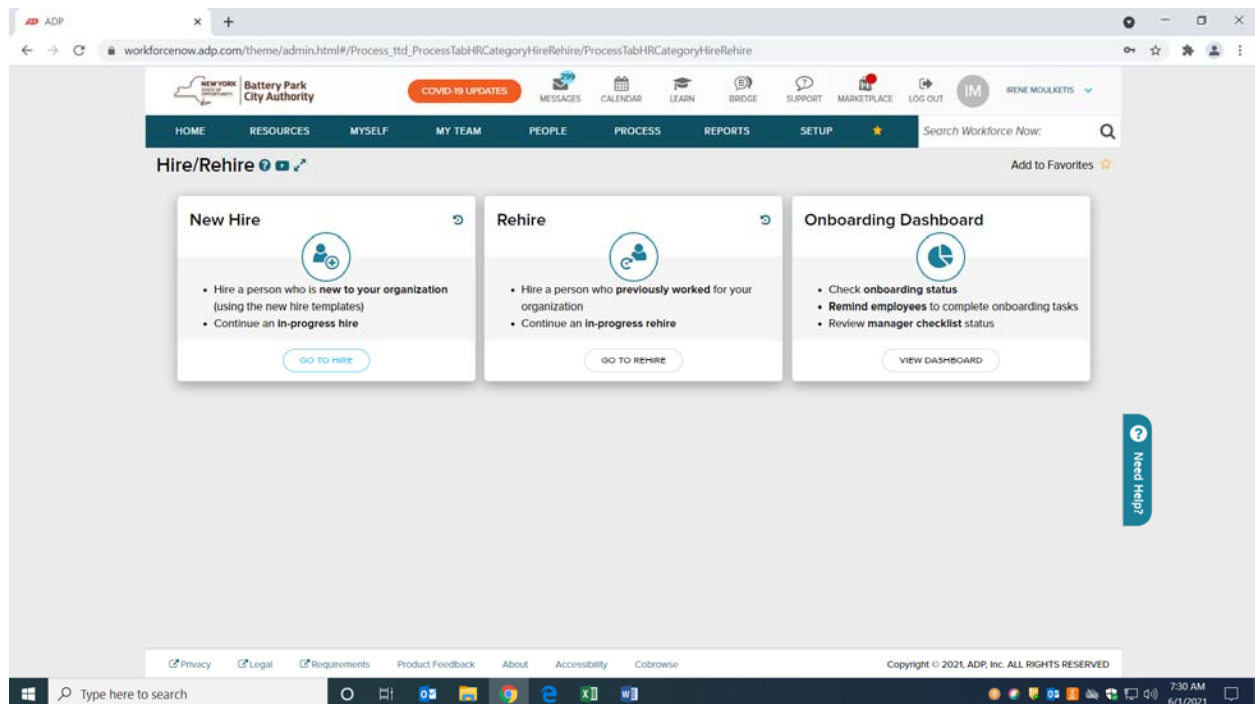
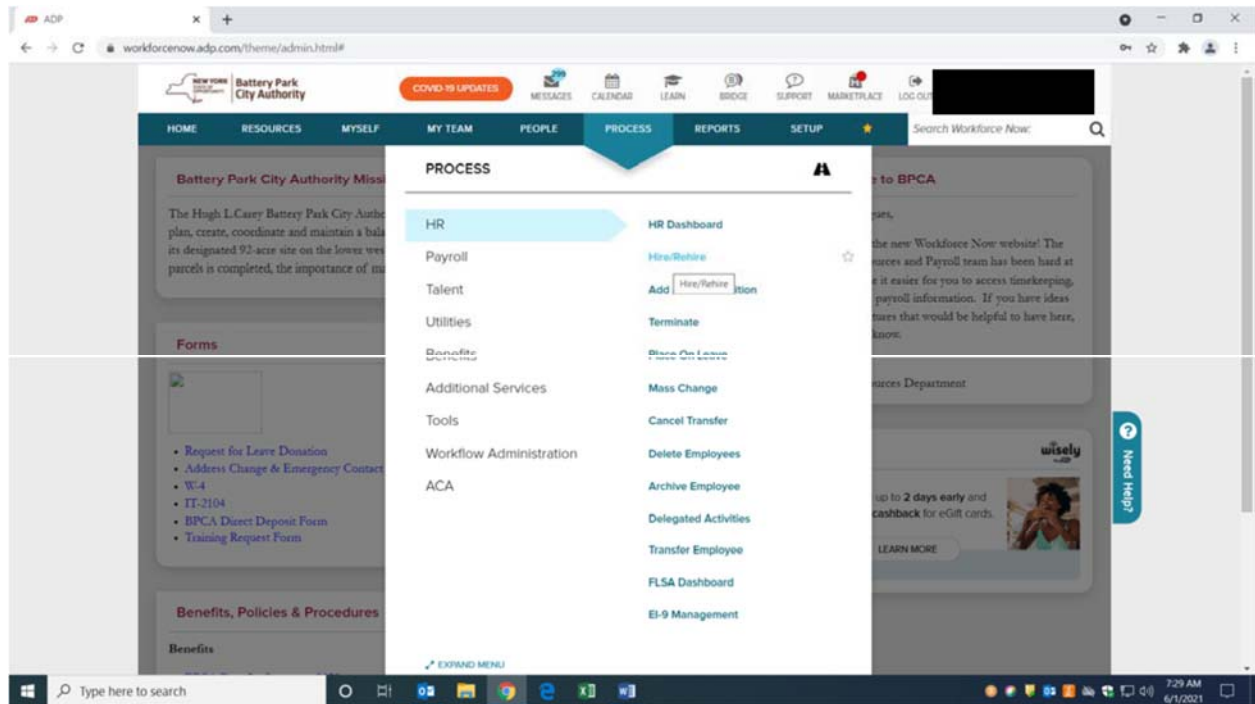
**Manage Onboarding Document Requests**

Request the documents that you want new hires to upload during onboarding. You can assign each document request to one or more onboarding experiences.

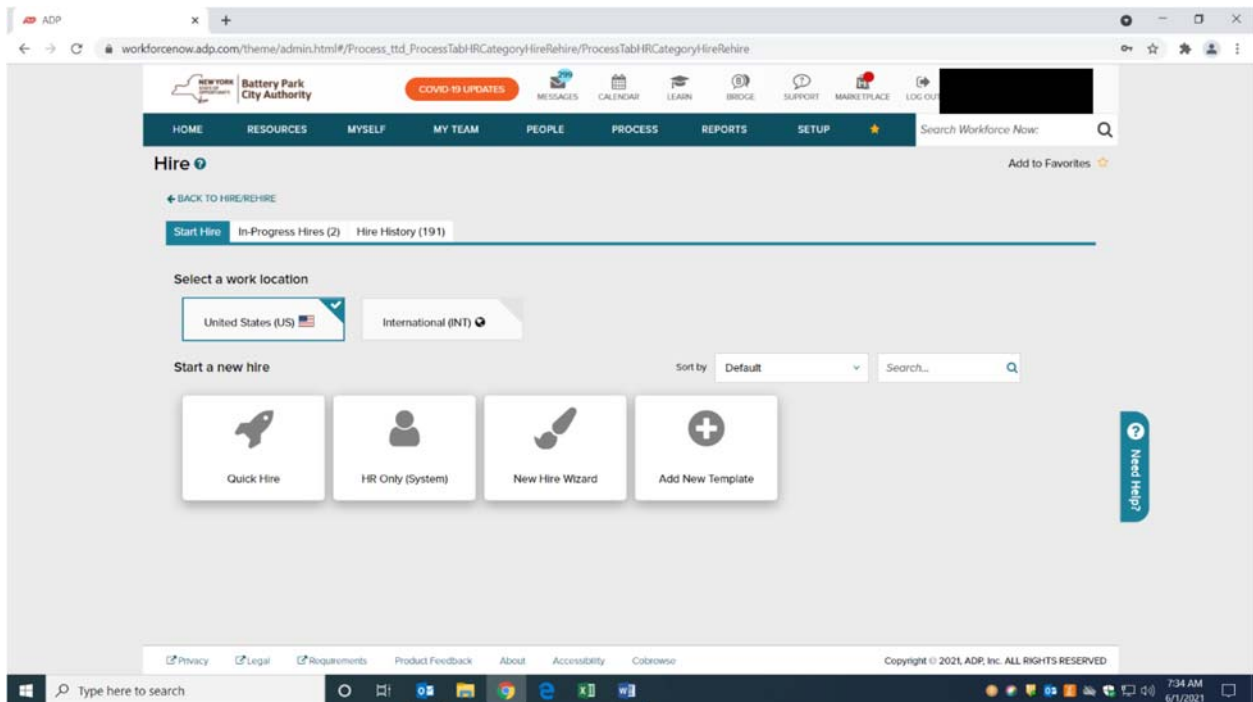
11 Document Requests [ADD DOCUMENT REQUEST](#)

NAME	REQUIRED	REVIEW REQUIRED	LAST MODIFIED
IT-2104 Form	✓		05/18/2021
Health Insurance Transaction Form	✓	✓	05/18/2021
Outside Activities Form	✓	✓	05/18/2021
I9 Form	✓	✓	05/18/2021
Delta Dental Form	✓		05/18/2021
NYSLRS Form	✓		05/18/2021
W4	✓	✓	05/18/2021
BPCA Direct Deposit Form	✓		05/18/2021
Photo ID Application Form	✓		05/18/2021
Voluntary Self-Identification Form	✓		05/18/2021

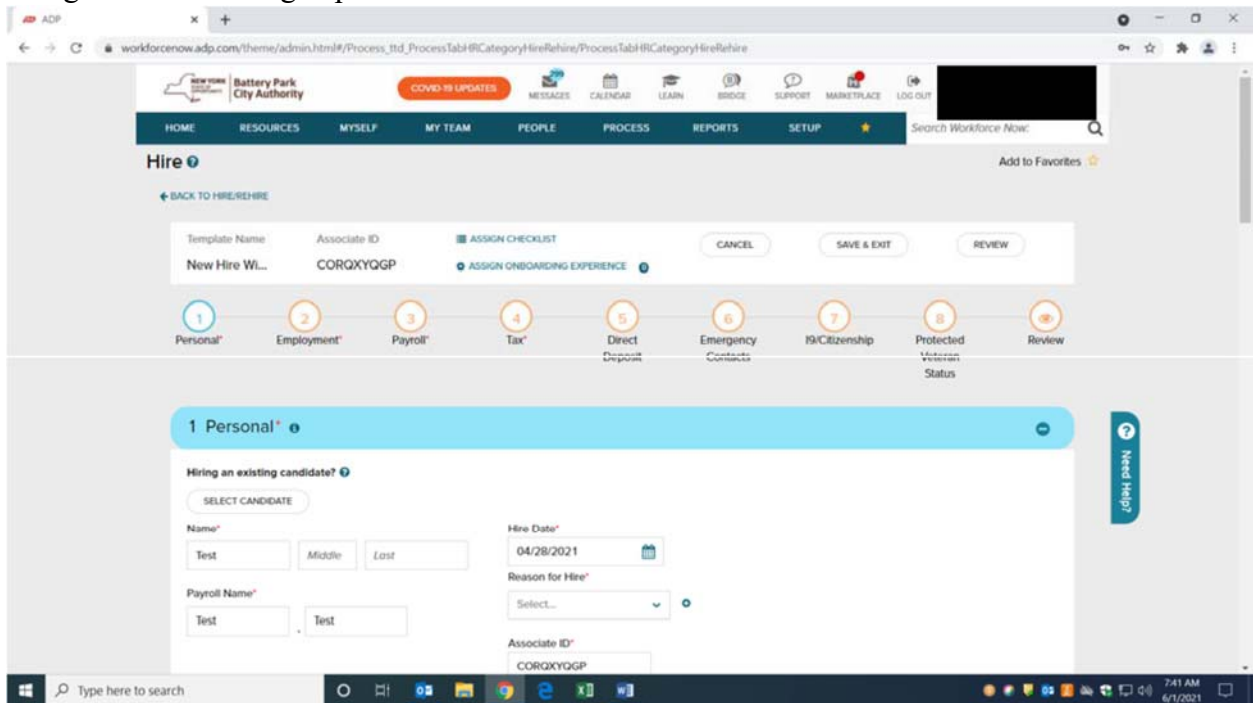
Initiate the onboarding process by going to HR- Hire/Rehire and click on New Hire:

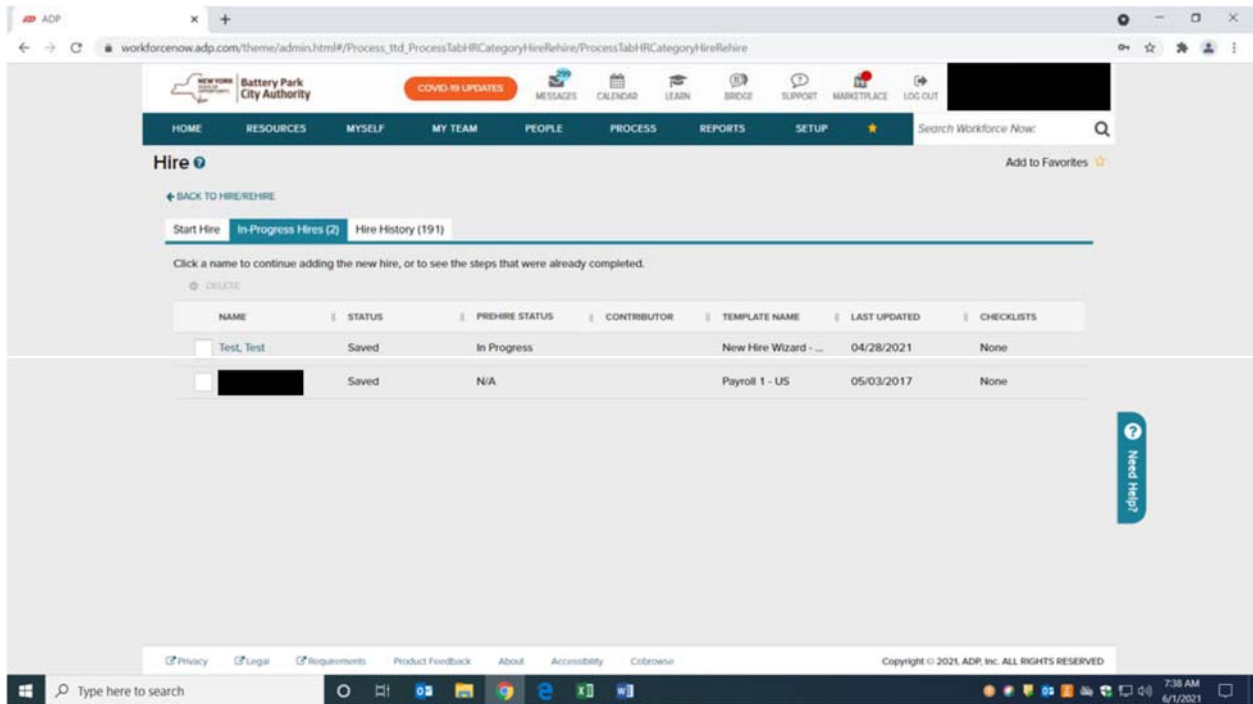
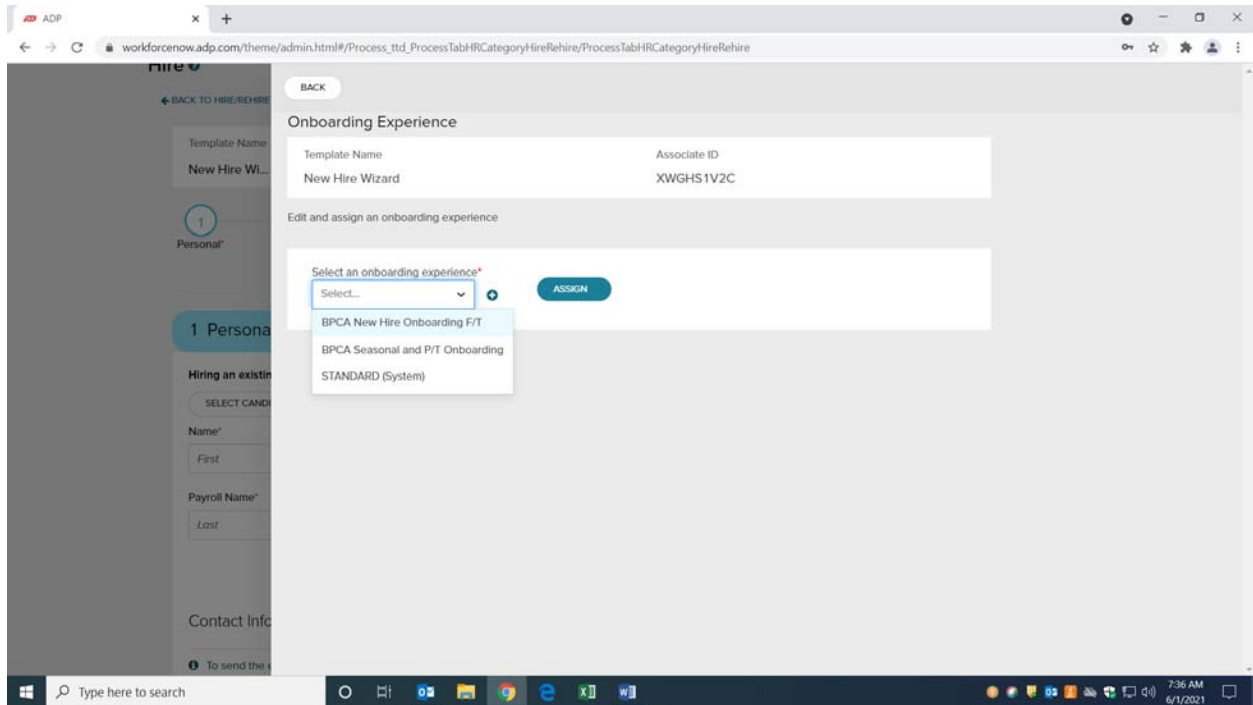






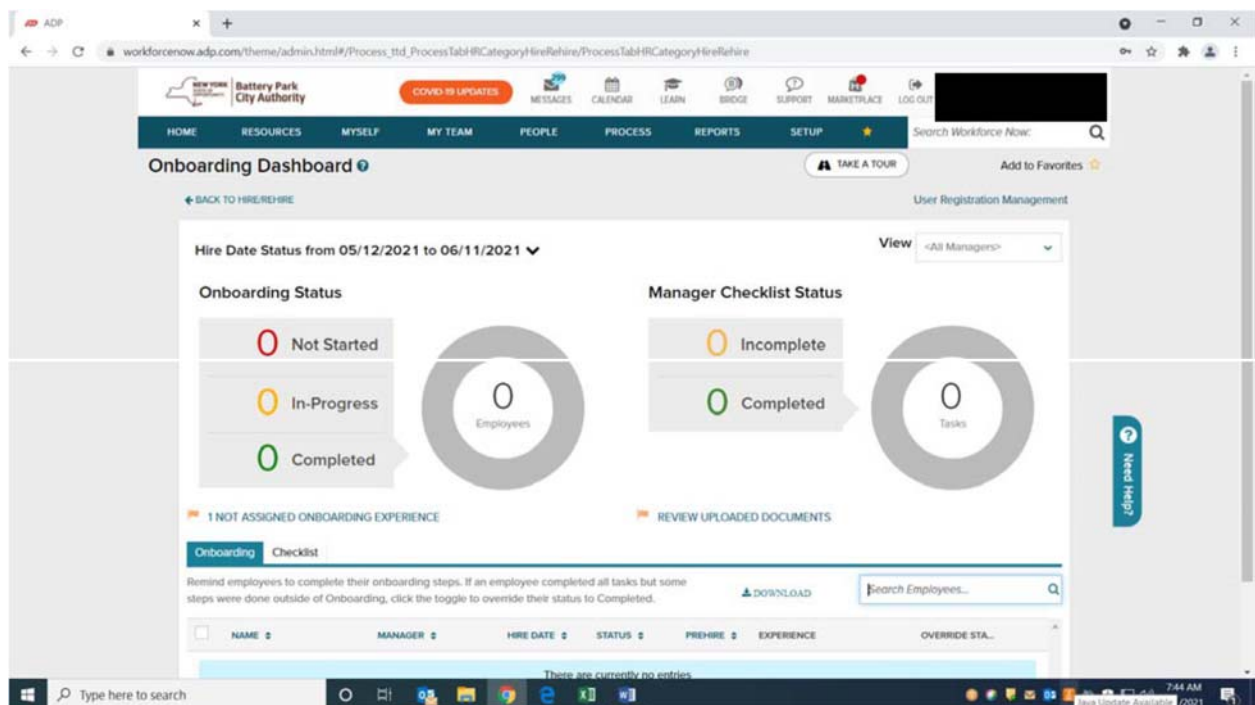
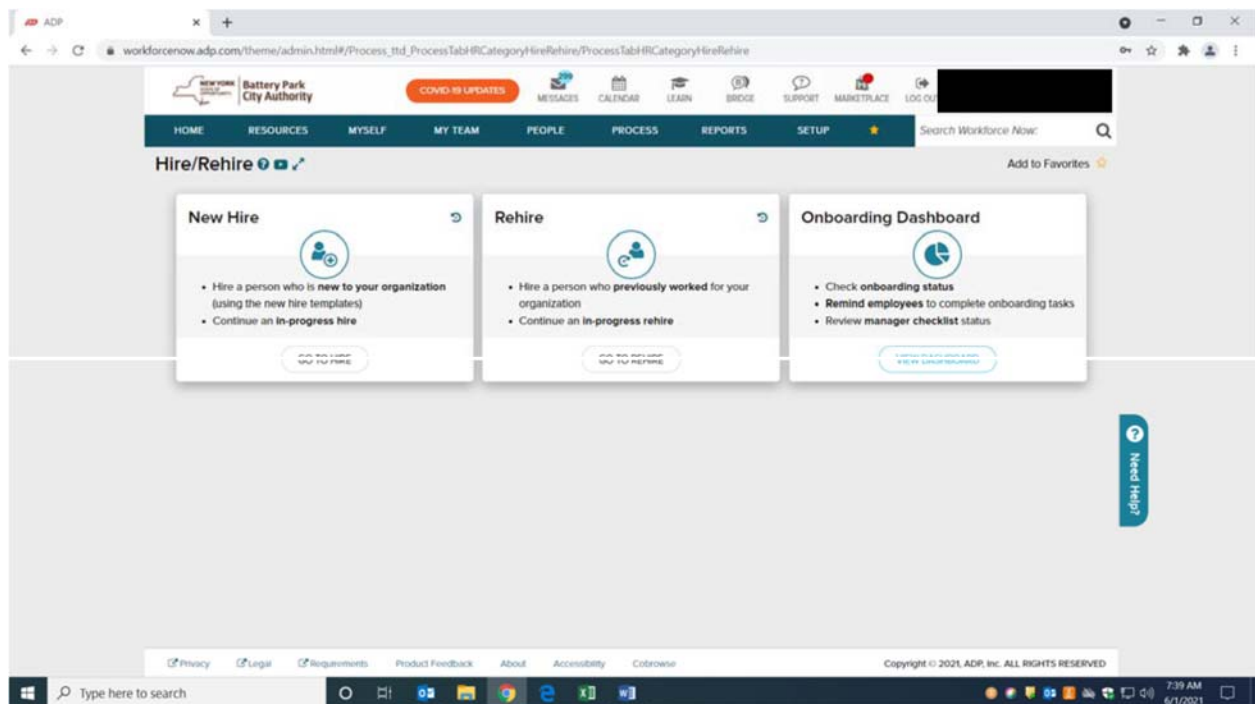
Assign the onboarding experience:



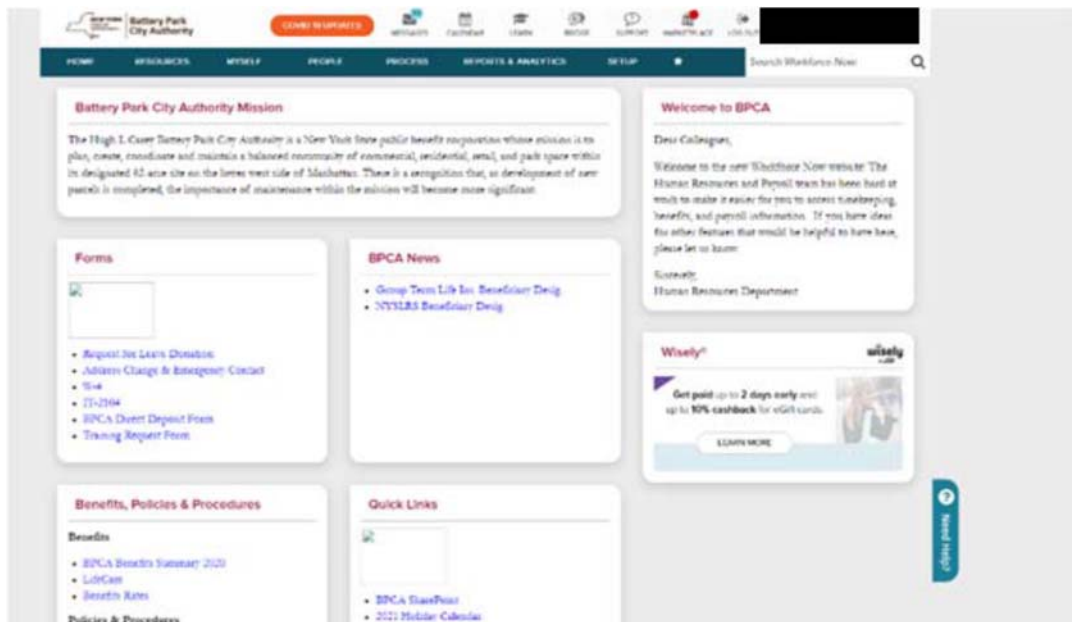




Once assigned, click into the Onboarding Dashboard to view the progress of the hire:

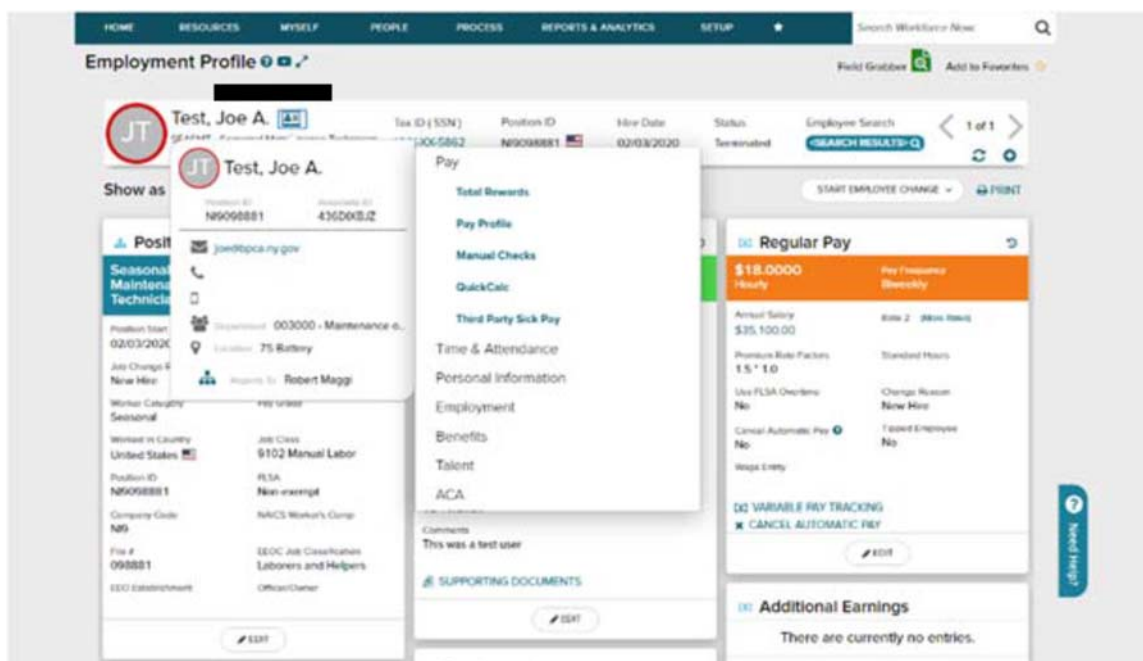


Entering new hire through WFN.




Enter employee's name in the "search workforce now" tab.

Click on icon next to employees' name. → Employment → Time Position Info



**Employment Profile** ?

**Test, Joe A.** 

Tax ID (SSN) **XX-5862** Position ID **NI9098881** Hire Date **02/03/2020** Status **Terminated**

**JT** **Test, Joe A.**

Position ID **NI9098881** Associate ID **436DIXBJZ**

**joe@bpca.ny.gov**

Department **003000 - Maintenance o...**

Location **75 Battery**

Reports To **Robert Maggi**

Worker Category **Seasonal**

Worked in Country **United States**

Position ID **NI9098881**

Job Class **9102 Manual Labor**

FLSA **Non-exempt**

Pay

Time & Attendance

Personal Information

Employment

**Employment Profile**

**Time Position Info**

**Company Property**

Benefits

Talent

ACA

Eligible for Rehire **Yes** Optional Rehire Status **Eligible**

**Regular**

**\$18.0000** Hourly

Annual Salary **\$35,100.00**

Premium Rate Fact **1.5 \* 1.0**

Use FLSA Overtime **No**

Cancel Automatic F **No**

Wage Entity

Enter New Hire information accordingly.

For regular full time employee: Logon profile is set to Default

For managers: Logon profile and employee role is set to MANAGERS and Interaction Licenses  
Time Manager box should be checked.

HOME RESOURCES MYSELF PEOPLE PROCESS REPORTS & ANALYTICS SETUP ★ Search Workforce Now

## Time Position Info

Field Grabber Add to Favorites

TCINIST - Tai Chi Instructor (OTHER POSITIONS)  
Home Department : 003021 - Shs-community Center- Hourly

Tax ID (SSN) XXX.XX.2671 Position ID N9098594 Hire Date 11/01/2015 Status Active Employee Search <SEARCH RESULTS>

< 1 of 2 >

☒ Employee uses Time and Attendance

### Licenses

**Product Licenses**

☒ Time & Attendance Employee  
☐ Attendance  
☐ Scheduler  
☐ Leave

**Interaction Licenses**

☐ Time Manager  
☒ Time Employee

### User Information

User Name  
 Logon Profile  
 Default

### Roles & Profiles

Manager Role  
 Manager Scheduler Role  
 Manager Process Profile  
 Employee Group

Need help?

Employee Group  
 Employee Role  
 TCApproval  
 Employee Scheduler Role  
 Employee Process Profile  
 Time Entry Method  
 Time Stamp & Hourly View

### Primary Account

Primary Job  
 Primary Labor Account  
 Time Zone  
 (GMT -05:00) Eastern Time  
 Security To

### Timekeeper

Pay Role  
 Non Exempt PT No Lunch  
 Wage Profile  
 Payroll Group  
 All Clocks

Need help?



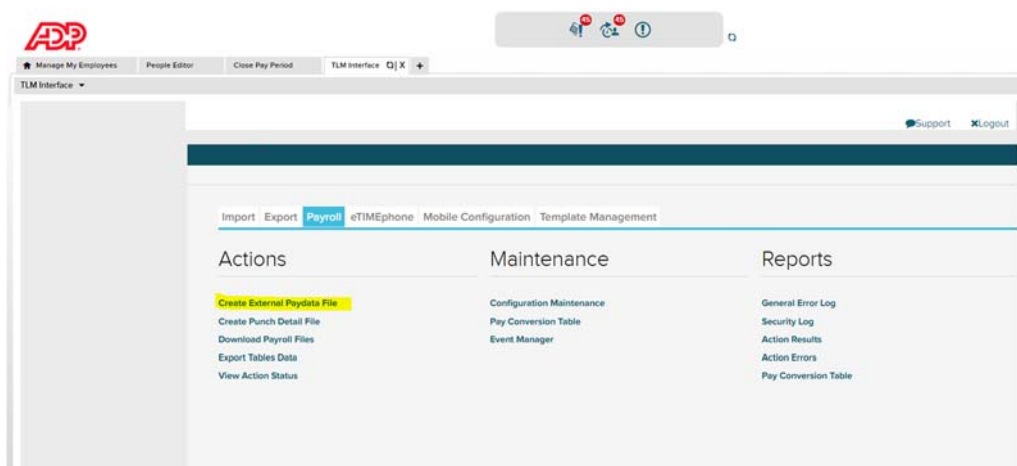
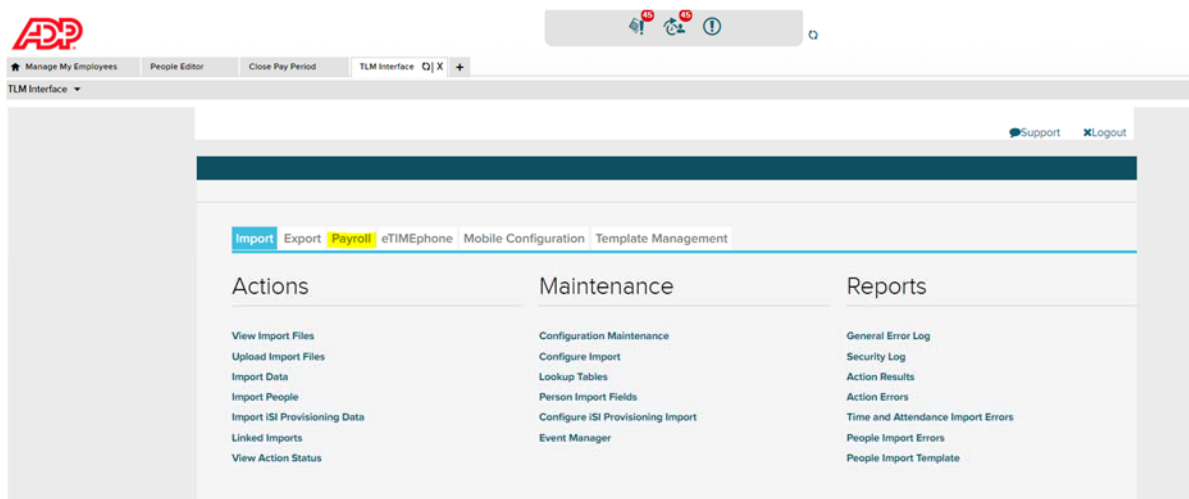
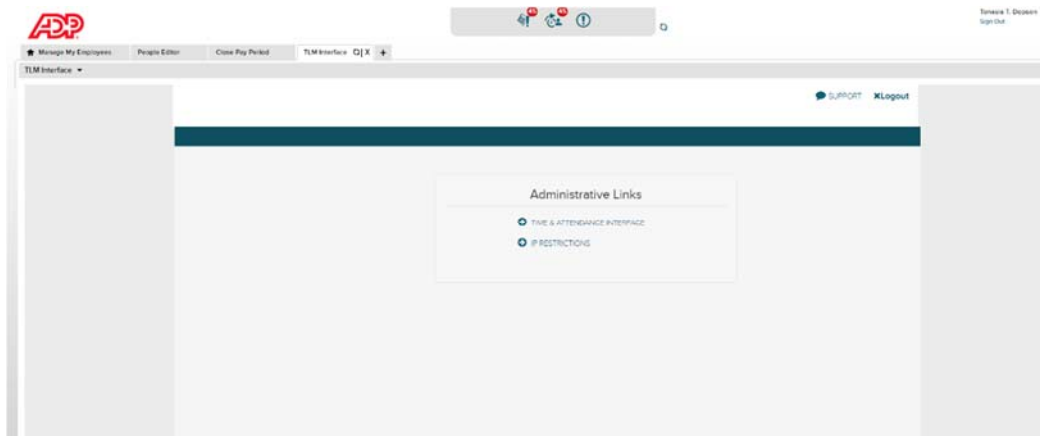
Click on (+) icon → “Close Pay Period”

The screenshot shows the ADP Manager My Employees interface. At the top, there is a navigation bar with the ADP logo and a 'Close Pay Period' button. Below the navigation bar, there is a 'Manager Lists' section on the left. The main area displays a table with columns for Name, Employee Approval, Manager Approval, Day, Early In, Late In, Early Out, Late Out, Unchecked Hours, Totals Up-To-Date, and Last Test Results. A dropdown menu is open over the 'Day' column, showing options like 'Approve Timecard', 'Remove Timecard Approval', 'CCDM', 'Approve Overtime - Group Approval', 'Sign Off', 'Remove Sign-Off', 'Lock Payroll', 'Unlock Edit', 'Diversity', 'Easter Border', 'Easter Border...', 'Executive', 'Executive...', 'Finance', and 'Finance...'. The 'Close Pay Period' button is located in the top right corner of the interface.

All the way to the right side, click on the last box. TLM Interface

The screenshot shows the ADP Payroll Processing Wizard interface. At the top, there is a navigation bar with the ADP logo and a 'TLM Interface' button. Below the navigation bar, there is a 'Payroll Processing Wizard' section on the left. The main area displays a 'REPORTS' section with a 'SELECT REPORTS' dropdown menu. The 'TLM Interface' button is located in the top right corner of the interface.

Click on Time & Attendance Interface → Payroll → Create External Pay data file



Click on submit to run CSV File

The screenshot shows the ADP WFN interface for creating an external paydata file. The form is titled 'Create External Paydata File' and includes the following fields and options:

- Batch ID:** A text input field containing the value '92'.
- Timeframe:** Radio buttons for 'Previous' (selected), 'Current', and 'Range Of Dates'.
- Start/End Dates:** Two date pickers showing '01/01/2021' and '01/30/2021'.
- Sort By:** Radio buttons for 'Employee Name' (selected), 'Employee File Number', and 'File Name Format'.
- File Name Format:** Radio buttons for 'EPayroll CSV' (selected), 'P1000 CSV', and 'Create Punch Detail File'.
- Use Payroll Prep:** A checkbox that is currently unchecked.
- COMPANY:** A dropdown menu showing 'N9'.
- HYPERFIND QUERY:** A dropdown menu showing 'Co Code N9 By ID'.
- Buttons:** 'CANCEL' and 'SUBMIT' buttons at the bottom right.

Payroll mainly uses the Pay Profile tab in ADP WFN. It pulls in and summarizes data from all pay related fields within the entire WFN system. See example below:



HOME

RESOURCES

MYSELF

MY TEAM

PEOPLE

PROCESS

REPORTS & ANALYTICS

SETUP

Search Workforce Now:

Q

Pay Profile

Field Grabber

Marked as Favorite

JT

Test, Joe A.

SEASMT - Seasonal Maintenance Technician

Home Department : 003000 - Maintenance of Parks

Tax ID (SSN)

Position ID

Hire Date

Status

Employee Search

361 of 395

XXX-XX-5862

NI9098881

02/03/2020

Terminated

< ALL EMPLOYEES >

Q

Year To Date As Of 7/29/2021

VIEW DETAILS

Gross Pay

State Income Tax

Federal

Local Income Tax

Social Security

Unemployment/Disability

Medicare

Federal Taxable Wages

The employee has no pay summaries for this position.

Joe A.'s Pay Settings

Show as of 8/5/2021

Regular Pay

\$18.0000

Hourly

Annual Salary \$35,100.00

Standard Hours

Pay Frequency Biweekly

Rate 2 (More Rates)

Total Additional Earnings

ADDITIONAL EARNINGS

VARIABLE PAY TRACKING

CANCEL AUTOMATIC PAY

Deductions

DESCRIPTION

CATEGO...

AMOUNT

There are currently no entries.

GOALS

Direct Deposits

DESCRIPTION

AMOUNT

There are currently no entries.

Tax Withholdings

Federal

Filing Status Single or Married Filing Separately

Tax Blocks None

Additional Tax

State

STATE

TYPE

SUI/SDI

New York

Worked In

NY-78-New York (P

Local

LOCALITY

TYPE

0022 - Local

Worked In

3305 - MTA

To Date Accumulators

As Of 7/29/2021

DESCRIPTION

TO-DATE

There are currently no entries.

Allowed and Taken

As Of 7/29/2021

DESCRIPTION

ALLO...

TAKEN

BALA...

There are currently no entries.

Other Pay Settings

MAPPED & CUSTOM DAT...

PRIOR TAX & TAXABLES

CLOCK & DATA CONTROL

PENSION

STATUS FLAGS

CUSTOM AREAS

CHECK CONTROLS

SPECIAL ACCOUNTS

After Payroll is processed, relevant reports are retrieved from ireports, via the Reports and Analytics tab, to facilitate the reconciliation process needed to fund Payroll, provide necessary support needed send Payroll related wires, as well as create relevant journal entries that requires posting into the General Ledger.

Payroll Reports are obtained from:

HOME

RESOURCES

MYSELF

MY TEAM

PEOPLE

PROCESS

REPORTS & ANALYTICS

SETUP

★

Search Workforce Now:

Reports Dashboard

NEW

Reports Dashboard

My Reports

All Reports

My Team Reports

My Standard Reports

Total Absence Management

Tax & Banking

ADP SmartCompliance

Statement of Deposit

Company Tax Documents

Stop Payments/Reversals

Analytics

Dashboards

Custom Reports

All Reports

Comparison Reports

Set Up New

Sample Reports

Fields Library

Reports Administration

View

Reports Output

Reports Scheduled

Additional Reporting

G/L Interface

PR & Qtrly Tax Reports (iRepo...

Screening Reports

Search Employee Documents

Policy Acknowledgement Sta...

Standard Reports

All Reports

Personal & Employment

Paydata

Pay Statement History

Wage Garnishment

On-Site Printing

Talent Profile

Recruitment

Statutory Compliance

Benefits

Benefits Invoices

Setup

Audit Trail

ACA

My Team Reports

All Reports

Personal & Employment

Talent Profile

Recruitment

My Connections

All Connections

ADP Billing

Billing & Invoice Management

Examples of some of the available reports are listed below:

<input type="checkbox"/>	COMPANY	REPORT NAME	WEEK	PAYROLL #	BATCH #	CREATION DATE	ACTION
<input type="checkbox"/>	NI9	Cafeteria 125 Setup Verification				07/29/2021	
<input type="checkbox"/>	NI9	MR Special Outputs	30		6122	07/29/2021	
<input type="checkbox"/>	NI9	Periodic Management Reports	30		6122	07/29/2021	
<input type="checkbox"/>	NI9	MR Special Outputs	30		0349	07/29/2021	
<input type="checkbox"/>	NI9	In-Line Management Reports	30	1	0349	07/29/2021	
<input type="checkbox"/>	NI9	MR Special Outputs	30		0349	07/29/2021	
<input type="checkbox"/>	NI9	Wage Garnishment Deduction	30	1	0349	07/29/2021	
<input type="checkbox"/>	NI9	Wage Garnishment Payee	30	1	0349	07/29/2021	
<input type="checkbox"/>	NI9	Statistical Summary	30	1	0349	07/29/2021	
<input type="checkbox"/>	NI9	Personnel Change	30	1	0349	07/29/2021	

Archived periodic, quarterly and annual reports are also available by entering required parameters.

The Tax and Banking Communications are done via the Reports and Analytics Tab as well:

Upon receipt of a tax notice, the Payroll Accountant uploads the notice to the portal; When ADP works on the case, the updates are also displayed on the main page with relevant notes, and Payroll processes accordingly:

HOME

PROCESSES

REPORTS

ADMIN

+

START

RS

?

HELP

Things To Do

ADP needs your input to move forward.

AGENCY NOTICE

2 Acknowledgement  
Requested on June 30, 2021

View

All Activities

Spotlight

ADP is working on 4 Items

4 Agency Notice

Recently Completed

1 Agency Notice Packages (30 days)

1 Tax Report(s) Generated (30 days)

Quarterly and Annual Tax Statements are also available-ADP prepares and issues taxes on behalf of BPCA and the notices also appear in the portal

Sort by

Statement Type

Company Code

Select All

Clear All

Quarterly (Most Recent Statements)

2021 - Quarterly (Q2)  
Company Code: NI9

Annual (Most Recent Statements)

2020 - Annual  
Company Code: NI9

Download Selected

All items handled by ADP and associated invoices are included in the Tax and Banking Portal:

