

## ANNEX A

### Payroll System minimum requirements table

<p><b>A payroll system must contain bellow listed capabilities</b></p> <ul style="list-style-type: none"><li>• Salary and benefit calculation</li><li>• Severance Pay calculation</li><li>• Split salary over several projects</li><li>• Deduct benefits, including health and insurance benefits</li><li>• Manage taxation responsibilities and file tax forms</li><li>• Maintain up-to-date employee records</li><li>• Record leave entitlements</li><li>• Record details of employee start and termination (start date – end date of contract)</li><li>• Automate pay slip and leave calculations</li><li>• Automate salary distribution overview summary</li><li>• End of the year payment summaries to all your employees</li><li>• Keep a record of employee pay including rates and any incentive-based payments (to make it possible to look up historical data of previous employees, positions in the past etc.)</li><li>• Produce an excel generated file containing <b>all</b> payroll data - needed to import payroll data to Agresso (Postback)</li><li>• Multiple users and user access levels, possibility to trace who have done changes in the system</li><li>• Upload personnel files/employee documents such as contracts, Code of Conduct, sam.gov etc.</li><li>• Recommended: to have the possibility to set up your salary scale in the system. When salary scale review/changes in salary scale it will then only be needed to update the salary scale and not individually change each employee's salary.</li><li>• It should not be possible to go back and change data after a payroll period is approved – so it's not possible to go back and manipulate data.</li><li>• Only HR can create employees' records</li><li>• Payroll provider charge monthly subscription fee</li><li>• Free trials for two months (that way we can test drive the service before committing</li><li>• Segregation of duties when setting up a payroll system and data of employees</li></ul>
<p><b>Supplier commits to provide system that</b></p> <ul style="list-style-type: none"><li>• stays up to date with relevant tax laws</li><li>• has an effective error management</li><li>• is already well established and with good client base</li><li>• has sufficient technical support established to answer customer's need</li></ul>