

Statement of Work – Contract Pay

The District seeks a simpler, easier to use, and easier to understand teacher and assistant principal HR hiring process. Overpayments to teachers and assistant principals will be greatly reduced. Teacher and assistant principal pay will be consistent, without many large, biweekly fluctuations. Retroactive pay processing for teachers and assistant principals will be more accurate. The District seeks a new “Employee Balance of Payment” page that will allow payroll to determine PNE, ENP, total paid and total owed. The District must deploy related solutions by July 2, 2007. To support these objectives the contractor will:

- Design Late Start/Early Term program to calculate pay owed to employee based on “Duty Days” as specified in the CTA contract with the District.
- Design Conversion to change teacher and assistant principal JOB data from “contract pay” configuration to frequency of “biweekly”, including any other changes necessary to properly pay teachers and assistant principals. The code developed as part of this task will be added to other “conversion” program being developed by Harish.
- Design training to instruct HR technicians how to hire teachers and assistant principals using “to-be” design.
- Configure HR module to accurately pay teachers and assistant principals using “biweekly” frequency.
- Develop Late Start/Early Term program to calculate pay owed to employee based on “Duty Days” as specified in the CTA contract with the District. Code previously developed to meet current Late Start/Early Term program need will be used as a starting point in this task.
- Develop program to convert teachers and assistant principals from “contract pay” to frequency of “biweekly”.
- Develop testing materials to instruct HR technicians how to hire teachers and assistant principals using “to-be” design.
- Test Late Start/Early Term program to validate that program calculates pay correctly and program is free of defects. The District will provide subject matter experts to assist in testing and validation.
- Test conversion program to validate program converts teachers and assistant principals correctly and is free of defects. The District will provide subject matter experts to assist in testing and validation.
- Conduct 2 cycles of parallel test to validate that teachers and assistant principals are paid correctly using new “biweekly” configuration.
- Execute training for 6-10 HR technicians in use of new configuration for teachers and assistant principals.
- Provide 30 days support (2 payroll cycles) immediately following move to production for new configuration and updated Late Term/Early Start program. This support may be a combination on-site, off-site support.
- Document all work performed, including any functional and technical specifications, documentation of code, and development of training materials.