



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT
**Amendment to Consultant/Service Provider
Memorandum of Agreement**

Amendment Number _____

Date of Amendment 05/03/2007

6/1/07 Board

Consultant/Service Provider Universal System Technologies

This Amendment Agreement by and between a duly authorized representative of The School District of Palm Beach County, Florida, (hereinafter referred to as the District) and the above named Consultant/Service Provider (hereinafter referred to as the Consultant/Service Provider) stipulates the changes to the original Consultant/Service Provider Memorandum of Agreement.

CHANGES MADE TO THE AGREEMENT ARE AS FOLLOWS

Revise the contract approved by the School Board on January 10, 2007 as follows:

(1) Price - Increase the maximum number of hours by 550, and increase by \$104,500 for a maximum sum of \$286,500.

(2) Scope of Service is for the consultants support of the ongoing production payroll. His services will be required to the end of June.

In witness whereof, this amendment has been executed on this day and year first above written.

CONSULTANT/SERVICE PROVIDER INFORMATION

SIGNATURES

NAME (type or print)

SOCIAL SECURITY NUMBER (last four digits only) / EMPLOYEE ID NUMBER

MAILING ADDRESS

CITY / STATE / ZIP CODE

TELEPHONE NUMBER / EXTENSION

PBSD 1843 (NEW 9/8/2000)

SIGNATURE OF CONSULTANT / SERVICE PROVIDER

TITLE

DATE

SIGNATURE OF AUTHORIZED SCHOOL / DEPARTMENT ADMINISTRATOR

DATE

SIGNATURE OF AREA / ASSISTANT SUPERINTENDENT

DATE

SIGNATURE OF SUPERINTENDENT / DESIGNEE

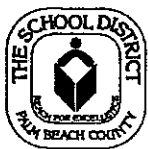
DATE

SIGNATURE OF SCHOOL BOARD CHAIRMAN (if over \$10,000)

DATE

**Reviewed and Approved
as to Legal Sufficiency**

Kalishra 6/1/07



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
**School District Consultant
Agreement**

Agreement between the School Board of Palm Beach County and
Universal System Technologies

900001015622

AGENDA ITEM NUMBER	BOARD MEETING DATE February 28, 2007
CONTACT Lata Guntur	PX
SCHOOL / DEPARTMENT Application Services	

THIS AGREEMENT is entered into this eighteenth day of December, 2007 by and between the SCHOOL BOARD OF PALM BEACH COUNTY, hereinafter referred to as "Board" and Universal System Technologies, hereinafter referred to as "Consultant".

WHEREAS, the Board desires to enter into this Agreement with the Consultant, providing, among other things, for the Consultant's services to the Board; and

WHEREAS, the Consultant desires to enter into this Agreement with respect to his/her (hereinafter his) services to the Board, upon the terms and conditions hereinafter set forth.

WHEREAS, the Consultant is specially trained and possesses the necessary skills, experience, education and competency, and licenses or credentials to perform the required services.

NOW, THEREFORE, the Board and the Consultant agree as follows:

1. TERM

The term of this Agreement shall commence on December 18, 2006 and shall end on June 30, 2007

2. RESPONSIBILITIES OF CONSULTANT

A. The Consultant shall perform the following services:

Provide functional assistance with PeopleSoft Payroll, Benefits and Time & Labor Support

B. Time, date, and location of services:

8:00 am - 5:00 pm effective December 18, 2006 through June 30, 2007

3. CONSULTANT BACKGROUND INFORMATION

Education PeopleSoft HRMS Certified

Position and Address Universal System Technologies, 30700 Telegraph Road, Ste# 1651, Bringham Farms, MI 48025

Target Group/School/Department ERP, Information Technology Department, Payroll and Benefits

Approximate Number to be Served District-Wide

4. EVALUATION/FOLLOW-UP METHOD

Evaluation of the Consultant shall be provided by Lata Guntur, Director, Application Services

TITLE OF THE CONSULTANT'S SUPERVISOR

of the District at regular intervals and in accordance with the attached evaluation tool, Exhibit "A".

FINANCIAL IMPACT

The financial impact is \$182,000.00 The source of funds is Application Services

DEPT	FUND	FUNC	ACCT	PROGRAM	BUDG. MGR.	LOCAL CODE	AWARD YEAR
3999	7410	5310	8934	9229			

5. COMPLIANCE WITH POLICIES AND LAWS

The Consultant shall comply with all current School Board of Palm Beach County's Policies. The School Board's policies are located at <http://www.palmbeach.k12.fl.us/> or www.schoolboardpolicies.com and are incorporated herein. It shall be the Consultant's responsibility to comply with all School Board Policies as they may be modified from time to time during the term of this Agreement. The Consultant shall abide by all applicable federal, state and local laws.

6. **COMPENSATION**

A. The School Board shall pay the Consultant the maximum sum of *(write out amount)*

One Hundred-Eighty-Two Thousand Dollars and 00/100

(\$ 182,000.00), for a maximum of 957 hours which is based upon the following rate schedule.

Daily Rate: _____ Half Day Rate: _____

Hourly Rate: \$190.00 Flat Rate: _____

I grant permission for any or all parts of this presentation to be videotaped. ☒ Yes ☐ No

B. No payment shall be made unless and until the Board verifies that all services for which payment is requested have been fully and satisfactorily performed. The Consultant shall submit to the Board any documentation necessary to substantiate the full and satisfactory performance of the services for which payment is requested. The administrator who will verify the services have been performed and approve the invoice is:

Lata Guntur, Director, Application Services

7. **CONFIDENTIALITY OF STUDENT RECORDS**

The Consultant is subject to all School District obligations relating to compliance with student records confidentiality laws. By signing this Agreement, the Consultant acknowledges and agrees to comply with the Family Educational Rights and Privacy Act (FERPA) and all State and Federal Laws relating to the confidentiality of student records.

☒ Consultant will not receive student information.

☐ Consultant will receive student information and *Release or Transfer of Student Information* (PBSD 0313) will be completed prior to Consultant receiving student information.

☐ Consultant will receive student information. Since parental consent will not be obtained and Consultant has legitimate educational interests in the information, Consultant shall hereby be deemed an "other school official" in accordance with School Board Policy 5.50 and shall enter into the Addendum concerning student information (Exhibit C) which is attached hereto and incorporated herein.

8. **BACKGROUND CHECKS/FINGERPRINTING**

The Jessica Lundsford Act: All individuals who are permitted access on school grounds when students are present, individuals who will have direct contact with children or any student of the School District, or who will have access to or control of school funds must be fingerprinted and background checked. Consultant agrees to undergo a background check and fingerprinting if he/she is an individual who meets any of the above conditions and to require that all individuals in the organization who meet any of the conditions to submit to a background check, including fingerprinting by the School District's Police Department, at the sole cost of Consultant. Consultant shall not begin providing services contemplated by this Agreement until Consultant receives notice of clearance by the School District. The School Board, nor its members, officers, employees, or agents, shall not be liable under any legal theory for any kind of claim whatsoever for the rejection of Consultant (or discontinuation of Consultant's services) on the basis of these compliance obligations. Consultant agrees that neither the Consultant, nor any employee, agent or representative of the Consultant who has been convicted or who is currently under investigation for a crime delineated in Florida Statutes §435.04 will be employed in the performance of this contract.

9. **INDEPENDENT CONTRACTOR**

The Consultant is, for all purposes arising under this Agreement, an independent contractor. the Consultant and its officers, agents or employees may not, under any circumstances, hold themselves out to anyone as being officers, agents or employees of the Board. No officer, agent or employee of the Consultant or Board shall be deemed an officer, agent or employee of the other party. Neither the Consultant nor Board, nor any officer, agent or employee thereof, shall be entitled to any benefits to which employees of the other party are entitled, including, but not limited to, overtime, retirement benefits, workers compensation benefits, injury leave, or other leave benefits.

10. **OWNERSHIP**

A. All reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and other materials produced by the Consultant under this Agreement shall be the sole and exclusive property of Board. No such materials produced, either in whole or in part, under this Agreement shall be subject to private use, copyright or patent right by the Consultant in the United States or in any other country without the express written consent of Board.

B. Board shall have unrestricted authority to publish, disclose, distribute and otherwise use, copyright or patent any such materials produced by the Consultant under this Agreement.

11. INDEMNIFICATION/HOLD HARMLESS

The Consultant shall, in addition to any other obligation to indemnify the Palm Beach County School Board and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the School District, their agents, officers, elected officials and employees from and against all claims, actions, liabilities, losses (including economic losses), costs arising out of any actual or alleged bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting there from, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the Consultant, or anyone directly or indirectly employed by them, or of anyone for whose acts any of them may be liable in the performance of the work; or violation of law, statute, ordinance, governmental administration order, rule or regulation in the performance of the work; claims or actions made by the Consultant or other party performing the work. The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation or benefits payable by or for Consultant under workers' compensation acts; disability benefit acts, other employee benefit acts or any statutory bar. Any cost or expenses, including attorney's fees, incurred by the Palm Beach County School District to enforce this agreement shall be borne by the Consultant. The Consultant recognizes the broad nature of this indemnification and hold harmless article, and voluntarily makes this covenant for good and valuable consideration provided by the School Board in support of this indemnification in accordance with the laws of the State of Florida. This article will survive the termination of this Agreement.

12. TRAVEL

Travel ☐ is ☒ is not allowable for this contract. Estimated travel expense is not to exceed N/A for the term of the contract. The Consultant agrees to submit all necessary documentation and proof of expenses in accordance with F. S. § 112.061 and School Board Policy #6.01. The Consultant further agrees that reimbursement for travel must be submitted on travel reimbursement forms with the rates determined by F.S. § 112.061 and School Board Policy 6.01 and must be authorized by the appropriate administrator(s).

13. AMENDMENT

This Agreement may be amended only with the mutual consent of the parties. All amendments must be in writing and must be approved by the School Board.

14. ASSIGNMENT

Neither the Consultant nor the Board may assign or transfer any interest in this Agreement without the prior written consent of the other party.

15. GOVERNING LAW AND VENUE

This Agreement shall be construed in accordance with the laws of the State of Florida. Any dispute with respect to this Agreement is subject to the laws of Florida, venue in Palm Beach County, Florida. Each Party shall be responsible for its own attorney's fees and costs incurred as a result of any action or proceeding under this agreement.

16. TERMINATION

The Board reserves the right to terminate this contract at any time and for any reason, upon giving thirty (30) days notice to the other party. If said contract should be terminated for convenience as provided herein, the Board will be relieved of all obligations under said contract and the Board will only be required to pay that amount of the contract actually performed to the date of termination with no payment due for unperformed work or lost profits. In the event School Board determines that the Consultant's services are not being performed as agreed upon, the Consultant shall be deemed to be in default and the School Board reserves the right to cancel this contract with five (5) days notice and to withhold all monies due the Consultant until such time as the Board, in its sole discretion shall determine whether to have the contract services completed by others or to cease obtaining the services. In the event that the Board determines to have the contract completed by others, the Consultant shall be liable for any costs of completion in excess of that called for in this contract. In the event that the Board determines not to have the contract completed by others, the Consultant shall be paid for the services that it satisfactorily performed prior to the termination but, in no event, shall the Consultant be paid for any work not actually performed or for lost profits.

In the event that it is determined that a termination for cause was unjustified, the termination shall be deemed a termination for convenience and the Consultant shall be entitled to payment only for work actually performed prior to the termination and to any additional sums.

17. MINORITY STATUS

The School District strongly encourages active minority/women business enterprise participation with all professional services. The Consultant certifies that:

This business is minority owned and operated (minimum 51%) ☒ Yes ☐ No

If a consultant not representing a firm, I am a minority. ☐ Yes ☐ No

If either statement above was checked yes, please indicate minority group.

☐ Black or African American ☐ Asian ☐ Native Hawaiian or Other Pacific Islander ☐ Hispanic or Latino
☐ American Indian or Alaskan Native ☐ Disabled ☐ White Female ☒ Other

18. **LEGAL REVIEW**

The parties hereto represent that they have reviewed the Agreement and have sought legal advice concerning the legal significance and ramifications of the provisions contained herein.

19. **NOTICES**

Any notice *permitted or required* under this Agreement shall be in writing and signed by the party giving or serving the same, and shall be served either by personal delivery or *certified mail* to the following persons and at the following addresses:

Consultant: (Add Consultant's address)

Universal System Technologies
1307 S. International Parkway, Ste# 1051
Lake Mary, FL 32746

SCHOOL BOARD OF PALM BEACH COUNTY,
FLORIDA
Purchasing Department
3300 Forest Hill Boulevard, Suite A 323
West Palm Beach, Florida 33406



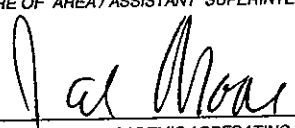
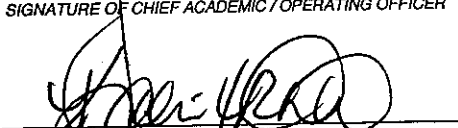

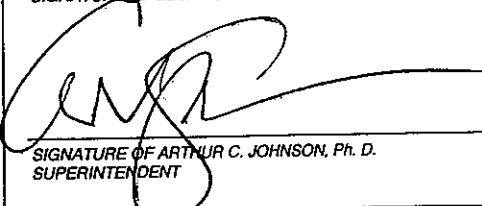
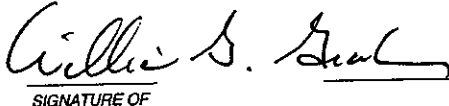
20. **MANDATORY CONTRACT DOCUMENTS (If contract is going to Board for approval)**

This Agreement includes the terms and conditions set forth in this document, and set forth in the following additional documents attached hereto and incorporate herein: (approval will not be granted without these **mandatory** attachments)

- "Exhibit A" - Provide consultant evaluation (PBSD 2075)
- "Exhibit B" - Beneficial Interest and Disclosure of Ownership Affidavit (PBSD 1997)

- \$2,500 or less requires consultant and principal/director signature only.
- \$2,501 to \$10,000 requires signature of consultant, principal/director, area/assistant superintendent, chief academic/operating officer and superintendent.
- All consultant contracts over \$10,001 must be approved by the Legal Department before going to the Board. The Board Chairman will sign the contract after Board Approval.

NOW, THEREFORE, the parties hereto have affixed their signatures on the day and year first above written.

 SIGNATURE OF CONSULTANT	2/22/07 DATE	Roger Cornett, Universal System Technologies PRINT NAME OF THE CONSULTANT
 SIGNATURE OF PRINCIPAL / DIRECTOR	2/22/07 DATE	Sharon Swan, Director of Purchasing PRINT NAME OF THE PRINCIPAL / DIRECTOR
 SIGNATURE OF AREA / ASSISTANT SUPERINTENDENT		Joseph M. Moore, COO PRINT NAME OF THE AREA / ASSISTANT SUPERINTENDENT
 SIGNATURE OF CHIEF ACADEMIC / OPERATING OFFICER		Joseph M. Moore, COO PRINT NAME OF THE CHIEF ACADEMIC / OPERATING OFFICER
 SIGNATURE OF LEGAL SERVICES DESIGNEE	2/23/07 DATE	Kathleen R. Dillard PRINT NAME OF THE LEGAL SERVICES DESIGNEE
 SIGNATURE OF ARTHUR C. JOHNSON, Ph. D. SUPERINTENDENT	2/28/07 DATE	 SIGNATURE OF SCHOOL BOARD CHAIRMAN 2/28/07 DATE



Universal System Technologies

30700 Telegraph Road, Ste#1651 Bingham Farms, MI 48025

Ph: (248)203-0350 Fax: (248)203-0355 www@ust.net



MOHAMMED SUKHERA

PeopleSoft HRMS certified consultant

Background

Mohammed has more than 15 years of work experience in various industries and is a PeopleSoft HRMS certified consultant. For more than 7 years, Mohammed has been involved in the design, development, implementation, and installation of PeopleSoft HRMS client/server applications. Mohammed has worked for 4 years as HRMS Functional Consultant with Peoplesoft Corporation and provided support to other Peoplesoft consultants in HR, Payroll, Benefits and Time and labor modules. He is able to resolve complex time and labor, benefits, payroll problems and has managed multiple assignments and priorities. He has a thorough knowledge of the Time & Labor application including the ability to perform/complete all setup, configuration, time and labor security, unit / system testing and user training. He has worked on many large T&L projects involving many unions and complex business requirements. Mohammed is proficient in the Human Resources, Base Benefits, Payroll and Time and Labor modules.

Products

- Time and Labor HRMS Payroll Base Benefits
- People Tools 8.1 Oracle PeopleSoft Security Window NT
- Application Designer UNIX PeopleSoft Query Data Mover

Training

- Passed Peoplesoft HRMS Certification Examination in October 2001.
- PeopleSoft Time & Labor 8
- PeopleSoft HR & Benefits 8
- PeopleSoft Benefits Administration 8
- PeopleSoft Recruitment 8
- PeopleSoft Salary Planning & Compensation 8
- PeopleSoft Training Administration 8

Project Experience

Bay Area Rapid Transit System (BART) Oakland, CA
PeopleSoft Time and labor Functional ver 8.9 Implementation

12/1/2005 to 9/22/2006

- Review Setup and design documentation
- Performed Unit testing, parallel testing and system testing for Custom Rules/application.
- Developed Queries to help resolve T & L issues and exceptions.
- Train client users.
- Performed troubleshooting and client Support

School District U-46, Elgin, IL

PeopleSoft Time and Labor 8.8 Implementation & Payroll/HR/Benefits Upgrade (7.5 8.8)

1-1-2004 to 9-30-2005

- Conducted FIT Gap sessions/interviews for various union groups to gather requirements with respect to T & L 8.8SP1 ver.
- Defined and set up Time Collection Devices for Hourly/Salaried Employees with task elements to trigger special Time and Labor rules.
- Ran full sync process to send Time Collection set up data to time clocks via application messaging.
- Prepared design documents for various groups (Unions) and functional Rule specifications.
- Completed setup control tables/ configuration based the on the design documents.
- Prepared training documents to train application users and Time approvers.
- Assisted with Unit Testing, Integration Testing, and User Acceptance Testing.
- Designed specs for T & L custom reports to detail special cases for investigation.
- Created complex queries to support application users for daily support.
- Designed and Configured T & L security for Application users/ Time approvers and time reporters (users, roles and permission lists)
- Troubleshooted Time & Labor issues and recommend alternatives to resolve the issues. Specifically troubleshooting payroll issues and identifying potential problems within Time & Labor.
- Completed FIT/GAP for T&L 8.9 version
- Executed Functional Upgrade tasks as part of Upgrade Scripts from 7.5-8.8.
- Developed the System testing scripts for HR/Benefits/Payroll 8.8.
- Assisted the client in performing System testing/Parallel testing of 8.8 Payroll along with Time and Labor.
- Assisted the client in performing a Full comparison of Payroll from 7.5 to 8.8 for each pay period during parallel testing.
- Assisted the client for Go Live Cut over and Migration.
- Helped client in year-end payroll processing for preparing W-2s, year-end balancing and adjust employee tax balances.

PeopleSoft Time and Labor Internal Testing project 8.8SP1

7/1/03 to 12/31/03

Mohammed worked on Peoplesoft internal quality control testing project for T & L 8.8 SP1 before roll out.

- Defined attendance programs and Developed system test scripts to test Time and attendance violations.
- Developed on-line rules to test Guaranteed Hours, Daily and Period Threshold and Specific Day delivered templates.
- Tested negative hours reporting and approval for time reporters with multiple jobs.
- Strategize System testing.
- Assisted the client in performing System testing of 8.8 Payroll along with Time and Labor

Ventura County, CA

1/16/03 to 6/30/03

PeopleSoft Time & Labor 8.8 Implementation/Payroll Testing

Mohammed provided support for Time and labor and payroll implementation for a county government

- Conducted fit/gap sessions and demonstrated PS 8.8 functionality for Time and labor and payroll.
- Provided alternative solutions to gaps and evaluated level of effort
- Prepared documents to guide users in setting up control tables for time and labor and payroll
- Recommended alternatives to customizations to best meet the clients business processes requirements for incentive compensation, additional pay and 9/80 time reporting schedule.
- Developed and coordinated users roles and security permission lists for Time and labor groups.
- Completed unit and system testing for T & L rules.
- Developed Time and labor rules from delivered templates
- Developed process flows for payroll and time and labor processes
- Peoplesoft Time & Labor 8.3 Implementation

Omaha Public Power District, Omaha, NE

4/01/02 1-15-03

Mohammed has been implemented Time and labor 8.3 for an Electric Utility company with over 2500 time reporters and three unions.

- Conducted Fit/Gap analysis with business users to identify the business requirements.
- Researched various scenarios to report and pay time reporters in advance through Time and Labor
- Prepared Time and Labor procedures for users to report, approve, manage exceptions, adjust time and run Time Administration process.
- Prepared Business process flow document for the client.
- Completed T & L design document based on company's business requirements.
- Set up T & L control and employee tables for Exception Hourly and hourly employees.
- Set up T & L rules for overtime, exceptions and default regular TRC.
- Created test scripts to test Time and Labor business processes and functionality.
- Researched and resolved application engine errors in Time Administration, Time and labor rules and reports.
- Assisted DBA in Applying updates and fixes and testing processes.
- Executed Functional Upgrade tasks as part of Upgrade Scripts from 7.5-8.8.
- Developed the System testing scripts for HR/Benefits/Payroll 8.8.
- Assisted the client in performing System testing/Parallel testing of 8.8 Payroll along with Time and Labor.
- Assisted the client in performing a Full comparison of Payroll from 7.5 to 8.8 for each pay period during parallel testing.
- Assisted the client for Go live Cut over and Migration.
- Strategize System testing.
- Strategize and led the effort for Go Live

**Omaha Public Schools, Omaha,
PeopleSoft Time & Labor 8.0**

NE 7/2001- 3/ 2002

Mohammed has implemented T & L 8 for a school district with over 8000 time reporters.

- Completed school district s requirements and discovery document.
- Completed T & L design document based on company's business requirements.
- Set up T & L control and employee tables for salaried and hourly employees.
- Set up T & L rules for overtime, exceptions and default regular TRC.
- Modified Time period calendar record to generate semi-month month period calendar to meet client's requirements.
- Used SQL Query Analyzer to validate data.
- Created test scripts to test Time and Labor business processes and functionality.
- Trouble shooted application engine processes like time administration, Time and labor rules and reports.
- Have researched and applied Time and Labor patches/fixes and master bundles.
- PeopleSoft Time & Labor 8.0 Upgrade from 7.5ver

Tritel Communications, Jackson, MS

6/2001- 6/2001

Mohammed participated in the design and implementation of T & L 8 module for a communications company with over 1500 employees. This required complete understanding of the Time & Labor 8 processes and Table structure.

- Researched company's requirements for T & L 8 implementation.
- Established Workgroup criteria, Time Reporting Codes, Task templates and Time reporting templates.
- Built work schedule calendars, Time Period Calendars, Task groups and Task profiles.
- Enrolled Time reporters in Time & labor and established Static and Dynamic Groups.
- Established Time & Labor security and created rules for Time Administration.
- Provided trouble-shooting Document on Time Administration process errors.
- Ran complete cycle of Time and labor and loaded T & L data to payroll.

School District U46, Elgin, IL
PeopleSoft Payroll 7.5 Functional Support

5/2001- 5/2001

Mohammed provided payroll support for a school district with over 5,000 employees. This project required strong understanding of HR and payroll processes.

- Compared the flat file for paygroup, page and line number with PeopleSoft query. The client had used a flat file to update paylines for hourly employees.
- Replicated production databases to test payroll changes due to a flat file that caused the errored payroll.
- Researched backup and restore procedures for the client.
- Developed strategy to detect and prevent erroneous data uploads to PeopleSoft payroll.
- Provided documentation for payroll calculation, final calculation and confirmation.
- Provided payroll procedures and list of standard reports to detect payroll errors.
- Provided Cobol flow chart for payroll calculation and the list of tables updated during pay calculation.
- PeopleSoft Time and Labor 7.5 Functional Support

Nuclear Regulatory Commissions, Rockville,

MD 1/2001- 4/2001

Mohammed has successfully analyzed and developed resolutions within a complex Time & Labor implementation for a federal agency with more than 5,000 employees. This project required a strong understanding of Time and Labor processes and Time and Labor table structure. Mohammed was brought in to resolve the following issues:

- Modified existing tables to ensure data integrity
- Applied fixes to COBOL programs and worked with the technical staff during testing.
- Analyzed effective dating logic of the workgroup tables, workgroup time reporting codes and workgroup rule to ensure proper parent-child relationships.
- Reviewed and modified security accesses to allow future time entry.
- Created Time & Labor Calendar to apply rules, errors and edit processes.
- Ran Time and Labor Processes for testing T & L data.

People Works Little Rock, AR
PeopleSoft Time and Labor Implementation 7.5 Lead Consultant

2/2000- 4/2000

Mohammed successfully managed a complex Time & Labor 7.5 team to provide support for a Major Payroll processing firm. This firm processed payroll for more than 50 clients. This project required a strong understanding of Time & Labor processes. Mohammed analyzed the company needs and designed the Time and Labor module as follows:

- Defined the Time Periods and created Time Period calendars.
- Defined and created Workgroups, Workgroup Defaults and Shifts.
- Created Time Reporting Codes and the corresponding Payroll Earning Codes.
- Defined Workgroup compensation, absence and holiday rules.
- Defined Task groups, Task group Profiles and Default Task Profile for the employees.
- Reported time by using Employee Daily Time Panels, by Groups, Rapid Time entry and Aggregate Time Reporting
- Processed data in Time and Labor and tested interface to and from payroll.
- Prepared documentation for Time & Labor processes for end user Training.
- Trained end users for entering time, edit time, apply rules, and approve time, update to payroll and the labor distribution.
- Implemented Time and Labor Security by group and operators for end-users.

Oakwood Healthcare, Dearborn, Michigan
PeopleSoft HR/Payroll Support 7.5

12/1999-1/2000

Mohammed provided post implementation guidance for a healthcare provider with more than 5,000 employees. This project required a strong understanding of Human Resources internal processes and Contract Pay functionality. Mohammed resolved following issues:

- Reviewed client's setup of their Leave Accrual Process and developed solutions to correct errors.
- Reviewed client's setup of Contract Pay and developed solutions to ensure proper table structure was implemented.
- Provided procedures and transfer of knowledge for new hire process to end-users.
- Provided guidance in creating benefit plans depending on the business requirements.
- Developed worksheet for users to reconcile Payroll Register, Payroll Summary and Cost Center Report to the Customized Labor Distribution Report.

Best Consulting Kirkland, WA
PeopleSoft Hr/Payroll Functional consultant 7.5

9/1999-11/1999

- Prepared documentation for Hr and Payroll Processes for the training of end users.
- Trained HR, Payroll, and Base Benefits end users in various HR/Payroll processes.

Atlantic Duncans International, Chantilly, VA
PeopleSoft Consulting Company

10/1998- 5/1999

Mohammed was hired to train end-users in PeopleSoft Human Resources, Benefits and Payroll processes and developed training material for end-users.

- Developed training material for end-users for PeopleSoft Human Resources, Base Benefits and Payroll processes.
- Trained end-users in Human Resources, Benefits and Payroll processes including hiring employees, employee tax data, additional worker information, dependent and beneficiary data, and enrollment of employees in benefit plans, garnishments, and management of COBRA.
- Resolved overtime rate calculation under Fair Labor Standards Act and the contract pay.