RFP NO. <mark>902233</mark>
EXHIBIT C

Business Requirements

Position Request System (PREQ)

Human Resource Services

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1. Executive Summary

The Position Request System (PREQ) is used by various county departments and agencies to create requests related to positions and funding (FTEs) changes. The PREQ requests go through an approval process. During this process, approval by the Board of Supervisors and/or the Civil Service Commission, CAO analyst and/or Central HR may be required.

Once the request is fully approved, the changes will be automatically made in the PeopleSoft HRMS system through a nightly batch process. When CAO Analyst approves a request, the changes will be made immediately in the Budget Application through Budget Web services.

The processing of various requests involves three applications:

- PREQ Application

    ✓ where department user can create and update the request.

    ✓ where request can be modified by the department user, HR admin, HR approver, or HR analyst.

    ✓ where HR user can enter comment and approve/deny.

    ✓ where CAO analyst can enter comment and approve/deny.

- Budget Application

    ✓ where PREQ can get real time cost data of the position from the Budget Application.

- PeopleSoft HRMS Application

    ✓ where PREQ can get real time position data and employee info from the HRMS views through the HRMS linked server

    ✓ where approved requests are received and processed through nightly PREQ-HRMS batch interface.

1.1 Goals and Objectives

The goal of this project is to:

- Provide simple and intuitive screen navigation.

- Provide easy search capabilities. The search results will be listed in tables that will be scrollable and pageable.

- Have required fields in the web form.

- Have fields in the web form that can-do auto formatting. e.g., If input is required in a specific format like date, social security number then auto formatting should be done automatically.

- Auto populate the form data if possible, so user does not have to enter each and every field value.

- Show descriptions for all the numbers and codes like position number, job code, location code etc. so users do not have to look up any codes.

- Provide a way to track requests and show the user where the request is in the workflow process.

- Setup security at a granular level. If the user does not have permission, he should not be able to see an action. e.g., if the user does not have permission to approve/deny the request then the user should not be able to see the approve/deny button.

- Send email notifications to the CAO and HRS selected users if the request is waiting for their approval. Various other types of notifications can also be sent.

- Access real time position data and employee info from the PeopleSoft HRMS. Get real time position cost data from the Budget System.

- Show clear and meaningful error messages.

- Create reports that can be printable, downloadable, and exportable to excel and PDF.

- Provide page context sensitive help. The help will be for screen as well as fields.

1.2   Features

- Allow Department users to create the following requests:

  - ✓ Add New Positions

  - ✓ Add FTEs

  - ✓ Delete Positions and/or FTEs

  - ✓ Change Expense Account

  - ✓ Change Position Location

  - ✓ Reclassify Positions

  - ✓ Transfer Positions

  - ✓ Transfer FTEs

- Allow Questionnaires and Board Letters to be attached to the request.

- Allow Central HR Analyst to View and Print reports.

- Allow authorized user to

Create request	Dept HR User, Dept Finance User, Central HR Approver, Central HR Admin
Enter Comment	All PREQ Users
Withdraw Request	Dept HR User/Dept Finance User (if the request has not been reviewed by HR or CAO), Central HR Approver, Central HR Admin
Review Request (HR)	HR Analyst
Approve / Deny Request	Central HR Approver, Central HR Admin and CAO analyst
Modify Request	Dept HR User/Dept Finance User (if the request has not been reviewed by HR or CAO), Central HR Approver, Central HR Admin
View Add Position/Reclass Report (C12 report)	Dept HR User/Dept Finance User, CSC Agenda Creator, Central HR Approver, Central HR Admin
View Request	All PREQ users
Search Request	All PREQ users
Generate CSA agenda	CSC Agenda Creator
Generate Pending Transactions and Historical Transactions Reports	All PREQ Users except CSC Agenda Creator and HR Analyst Assigner
Add/Remove User	Central HR Admin
Add/Update/Remove User Role	Central HR Admin

- Allow PREQ application to send notification emails to CAO, Department user and HR user.

- Dept HR Users and Dept Finance Users can only view requests and search reports that belong to their department/agency.

1.3   System Components
The system will have the following main modules:

- Add New Positions

- Add FTEs

- Delete Positions/FTEs

- Change Expense Account

- Change Location

- Reclassify Positions

- Transfer Positions

- Transfer FTEs

- PREQ- HRMS Interface

- Budget API or Web Services

- End of Fiscal Year Roll and End of Fiscal Year (EOFY) Freeze Delete Roll (unfreeze frozen positions)

- Email Notifications

- Reports

- Search Capability

- User Management – Security updates

1.4 PREQ-Budget-PeopleSoft HRMS Interface
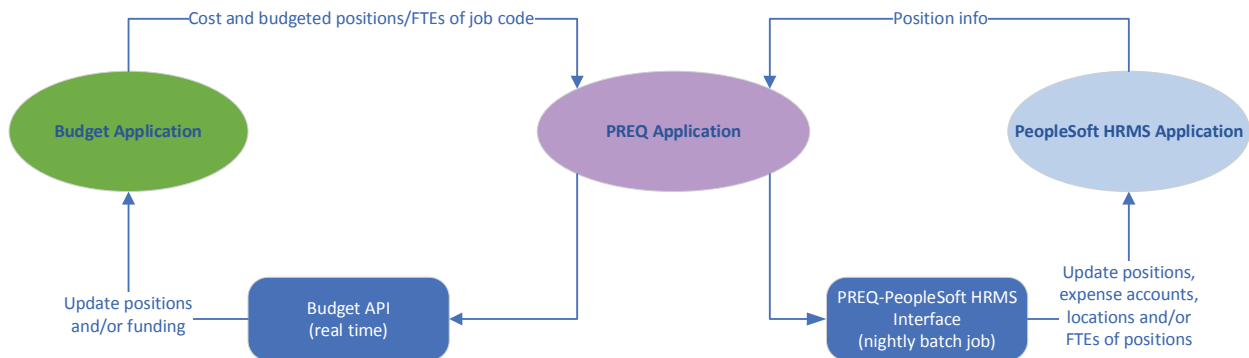
2. Context

The following diagram lists all the entities that will use the Position Request System, provide information to it, and/or gain information from it. The subsequent sections define the entities, their business functions and how they relate to the system.
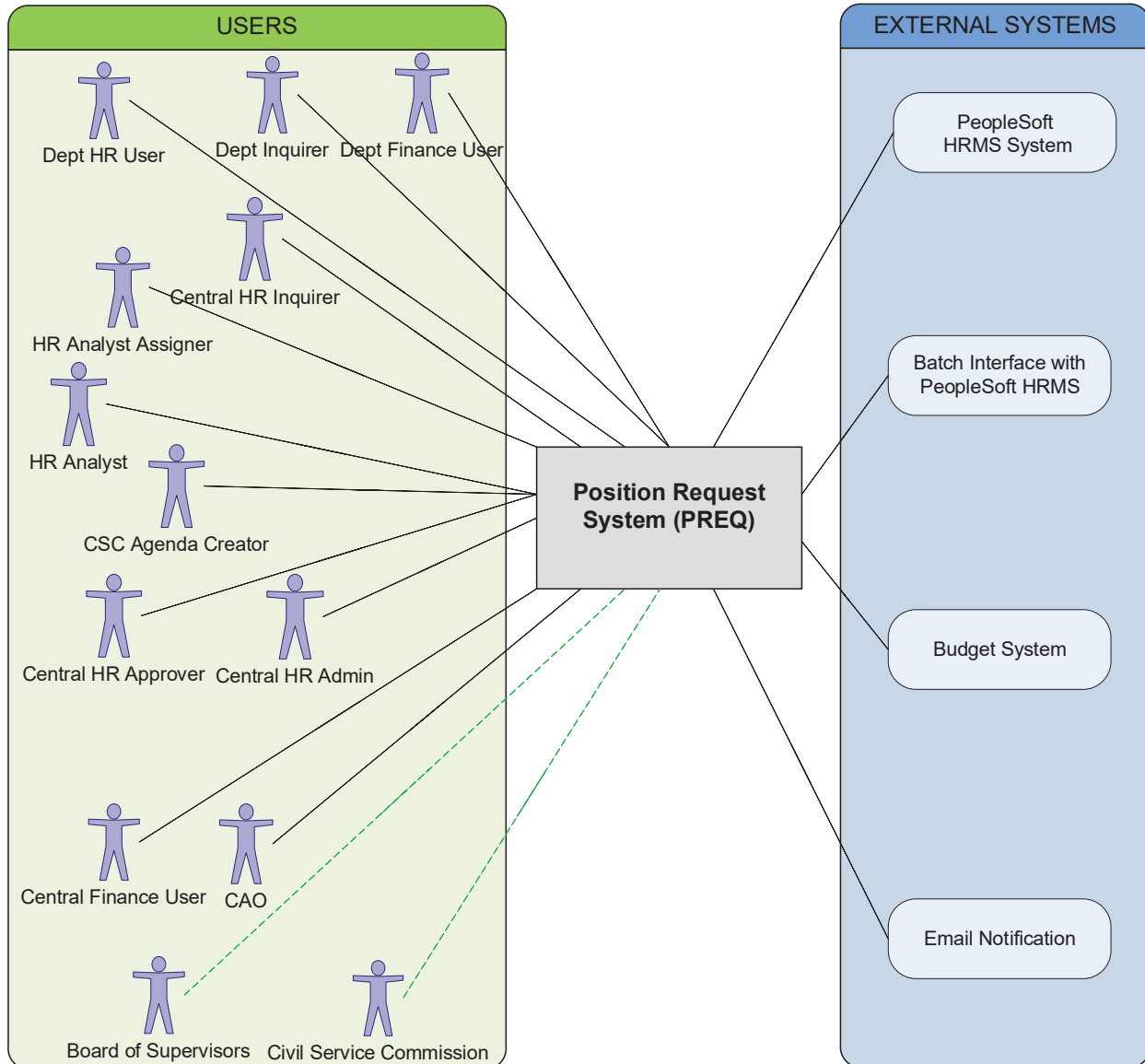
NOTE: The Board of Supervisors and Civil Service Commission do not access the system. Their approval of the agenda triggers an approval by CAO and Central HR Approver.

2.1 PREQ Users

2.1.1 Department HR User

The authorized department user, such as the Department Personnel Officer ("DPO"), is responsible for entering and updating employee records in the PeopleSoft HRMS System. They use the Position Request System to request changes to Positions and/or Funding, and to track requests through the approval process. They work with their CAO Analysts and HR Analysts as needed to have their requests approved.

2.1.2 Department Finance User

The authorized department finance user can create Add FTEs, Transfer FTEs, and Delete FTEs request in the Position Request System to request funding changes. They work with their CAO Analysts and HR Analysts as needed to have their requests approved. Department finance user can also create change expense account and change position location request.

2.1.3 Department Inquirer User

The department inquirer user has read only access to the PREQ requests of their department. Department inquirer user can view, search requests, search positions or generates PREQ Transaction reports.

2.1.4 HR Analyst Assigner

The HR Analyst Assigner is responsible for assigning the Add New Position Requests and Transfer Position Requests to HR Analysts.

2.1.5 HR Analyst

The HR Analyst is responsible for reviewing and recommending approval or denial for Departmental Position Requests. They work with the authorized department user(s) and Central HR Approvers as needed.

For requests that require Civil Service Commission approval ("CSC"), the HR Analysts prepare documents from the Position Request System (C12 reports) for CSC review/approval.

2.1.6 HR Approver

The HR Approver checks with the Director's secretary, after the Commission meeting, to determine if all transactions, re-classes and adds, appearing on the Civil Service Commission agenda were approved. The approver enters approval results from the List to Approve in the Position Request System.

For Transfer transactions, the HR Analyst will approve or deny the transactions. Approved Transfer transactions will then be listed and available in the Position Request System for the HR Approver to process/approve.

The Central HR Approver works with the authorized department user and Central HR Analyst as needed.

2.1.7 Central HR Admin - Security

The Central HR Administrators approve the Security requests and enters the internal application security in the Position Request system, as necessary.

The ITD Administrators maintain security, code tables, internal setup, etc. ITD Security notifies the Central HR Administrator when the setup has been completed so that the Central HR Administrator can advise employee of his/her access.

2.1.8   CAO Analyst

After a Department user enters an Add Position, Delete Position, or Transfer Position request that changes Business Unit or FTEs, the CAO Analyst reviews the request, and if needed, sends the information to the Board of Supervisors for approval. The CAO then enters the BOS approval (or denial) in the PREQ which update the position and funding changes in the Budget application.

2.1.9   CSC Agenda Creator

The CSC Agenda Creator can view and print Add/Reclass positions report (C12 report) and generate CSC agenda.

2.1.10   Central Inquirer User

The Central Inquirer User has read only access to the PREQ requests for all departments/agencies. The Central Inquirer User can view, search requests, search positions or generates PREQ Transaction reports.

2.1.11   Central Finance User

The Central Finance User can create Change Expense Account Request for departments/agencies.

2.1.12   Civil Service Commission

The Civil Service Commission reviews Position Requests (reclassifications and additional position[s]) as part of their scheduled meetings, normally the first Wednesday of a pay period. 99.9% of all requests are approved with .1% held-up for more information from the Central HR Analyst or HRS staff. The results are given to a Central HR Approver to complete

2.1.13   Board of Supervisors

The Department user and CAO staff places position and/or FTEs requests (adds,) on the Board agenda after review. Funding changes over a certain amount ($10,000) and/or transfers of positions between Business Units/Set-Ids will be placed on the Board Agenda. The Board of Supervisors review these requests and approve, deny, and/or request more information. The results are communicated to CAO Analysts to complete.

2.2   External Systems

2.2.1   PeopleSoft HRMS System

PeopleSoft HRMS updates, tracks, and processes position status changes for all the positions within the County including the Fire Department and the Judges. When a Department enters a reclass and/or transfer request, the Position Request System retrieves Position and employee information for requests from the HRMS System and populates the current position attributes such as the Budget Financial Account Code, Location and Specialty Codes if designated.

The end result of approved PREQ Transactions is to update both PeopleSoft HRMS and the CAO Budget application.

2.2.2   PREQ-HRMS Nightly Batch process

The PREQ system has a batch process component. An executable job is scheduled to run every evening in the CA Workload Automation. When the PREQ batch job runs, it automatically generates a batch file which contains approved PREQ requests in a pre-defined format. Once the batch file has been generated, the batch job also updates the batch process flags of the requests in the PREQ database. The PeopleSoft HRMS interface will process the PREQ batch file and insert new position rows in the HRMS system. PeopleSoft HRMS interface produces two transaction reports, one for the transactions processed successfully, and the other for the errors and warnings.

Busines Process / Workflow: PREQ-HRMS Interface Processing

Scheduled Nightly (6 pm):
Processes Requests where "Interface = Y"

PREQ Interface Processes each Request → Interface Flag Set? → Yes → Check Error

Normal Processing → Write Interface Record for *"Propsed/Approved" or no status change*

Freeze / Unfreeze → Write Interface Record for "Freeze" or "Unfreeze"

Error – No Interface written → *Write PosReq Intertace Rpt: Errors, Warnings*

Batch Process

After all Records are Processed by PosReq

HRMS Interface Processes **each** Interface Record → Update in HRMS

Successful Update → Update HRMS → *Write HRMS Intertace Rpt: HRMS Files Updated*

Update w/ Warnings → Update HRMS → *Write HRMS Intertace Rpt: Errors, Warnings*

Error – Not updated

2.2.3 email Fiscal Year Roll

In the first or second week of July, Budget System performs end of year roll. Once Budget Roll is complete, PREQ will need to perform End of Year Roll in the PREQ System. There are two parts: one is to replace the Current Year values (# of positions, FTEs) with Dev Year values for those pending requests; the second part is to unfreeze the frozen positions requests. Frozen positions requests refer to those delete position/FTE requests whose effective date falls in the next fiscal year. During this End of Year Freeze Roll process, the # of positions and/or # of

FTEs will be updated in the PeopleSoft HRMS system. When the End of Year Freeze Roll process is complete, those frozen positions will become active in the HRMS system.

Business Process / Workflow: EOFY Freeze/Delete ROLL

After Budget Roll is complete and Validated

Do For each Freeze Request

ITD Schedules EOFY Freeze Roll (per User Request) → Freeze Roll Processes "Freeze" Requests → POS or PU?

PU's → Write To Pay Unit Report (Q71)

POS → Position Vacant?

Yes → Update Request for Interface Processing → PREQ-HRMS Interface → End

No → Write to Error Report (Q70) → End

2.2.4 Budget Application

The CAO Budget application contains counts of budgeted positions and budgeted FTEs for the department by Job Code, budget account code, project ID, program code, etc. When a Department enters a request, the Position Request System validates if there are enough budgeted positions and FTEs in the Budget application and retrieves the cost info of the positions from budget system.

2.2.5 Email Notification

Users will be automatically notified by email when certain processes are completed, and the system is awaiting their action.

3. Requirements

3.1 General Requirements

3.1.1 Security
PREQ application must support granular permission based on roles and keeping track of who created, who made latest modifications, date of input or last update date. In addition, knowing what was changed would be helpful.

3.1.2 Notification
PREQ should provide a way to send email notifications to users on certain events such as request pending for approval. The notifications should be configurable by the system administrator.

3.1.3 Integration to other systems
PREQ will interact with the following applications:

- Budget application

- HRMS application

- CA Workload Automation (Schedule a Batch Job to update HRMS)

3.1.3.1 Accessibility
The user interface should be web based.

3.1.3.2 User interfaces look and feel
- The screen navigation (forwards and backwards) should be simple and intuitive. There should be minimal switching between screens.

- It would be great if the user can open multiple detail pages/panes at one time.

- It is desirable to have the ability to print content of all screens, especially those that either list things or display details.

- All information displayed in tables/lists must be scrollable and page able. There must be an ability to sort on any column. Multi column sorting is preferred but not required and printable would be very desirable.

- All reports should be printable and exportable to excel, word or PDF

- The curser should auto move to the next field.

- Users should not have to remember and input any codes. Provide selection lists, check boxes, or radio buttons instead.

- If input is required in a specific format such as for social security numbers, then the field must be clearly labeled to indicate the format required. Auto formatting is preferred.

- All mandatory fields must be clearly identified.

- Error messages should be clear and meaningful.

- It is desirable to provide page context and form field sensitive help.

3.1.4 Technology Preferences

PREQ must be a web-based application. It should be accessible on the intranet. The user administration part should also be available on intranet.

3.1.5 Printing

All reports should be printable to user's printer.

3.2 Functional Requirements

3.2.1 PREQ Request Types

3.2.1.1 Add New Positions and FTEs Request

Department User should be able to create a request to add new positions/FTEs. One request can have more than one position as long as the positions have the same attributes (HR and Financial departments, account codes, etc.)

On the web form the required fields will be marked with a red star. If errors are found, then the error messages will be displayed to the user as long as the errors exist. When errors have been corrected, user will be able to submit the request. A confirmation message will be displayed showing the control number. A notification will be sent to the CAO Analyst. Once the request is saved, the control # should be assigned and displayed on the request/form.

The request needs to be approved by the CAO Analyst, then it can be reviewed by the HR Analyst. Once reviewed, the HR Approver approves based on the approval of the CSC Agenda that is generated by the CSC Agenda Creator.

3.2.1.2 Add FTEs Request

The department user should be able to Add FTEs (funding) to a Position that is budgeted at less than one FTE, the first step in the process is for the authorized department user to create a request using the PREQ application.

To create a request, the authorized user uses the PREQ application and fills a web form to create a Add FTEs request to increase the funding for a position. Board Letter should be attached to the request.

On the web form the required fields will be marked with a red star. If errors are found, then the error messages will be displayed to the user as long as the errors exist. When errors have been corrected, user will be able to submit the form. A confirmation message will be displayed showing the control number. An email notification will be sent to the CAO Analyst with a link to report and/or work list.

3.2.1.3 Delete Positions and/or FTEs Request

When a Department decides to reduce their staff due to budgetary reduction, the department user should be able to create a request to delete the position and take away the funding.

NOTE: the department should have the ability to delete funded positions due to other reasons.

If they decide to eliminate positions, the next step in the process is for the authorized department user to create a request in the PREQ application.

To create a request, the authorized user uses PREQ application to create a Delete request. The user fills a web form. If the target date to delete a position falls in the next fiscal year, then the position is frozen until it is deleted. As one request can have more than one position, the user should be able to view all the positions added within the request. User should be able to view, edit, and delete the positions in the request.

On the web request the required fields will be marked with a red star. If errors are found, then the error messages will be displayed to the user as long as the errors exist. When errors have been corrected, user will be able to submit the request. A confirmation message will be displayed on the page showing the control number. A notification will be sent to the CAO analyst.

3.2.1.4 Change Expense Account Request

Departments expense some Positions to an account that is different from or split out further than their budgeted account. (Note that only filled positions can be expensed, i.e., Employees are expensed / Positions are Budgeted.)

In addition, if the special funding, such as a grant runs out, departments may also want to end expensing.

To do this the authorized user fills a web request in the PREQ application to change expensing for employees.

A department user can edit or withdraw a change expense account request if the request has not been batch processed (on the same day the request was created).

On the web request the required fields will be marked with a red star. If errors are found, error messages will be displayed to the user. When errors have been corrected, user will be able to submit the form. On successful save, a confirmation message will be displayed showing the control number. An email notification is sent to appropriate CAO Analysts notifying them of the changes with a link to report and/or work list.

No approvals are required. The transaction is flagged to go into the PREQ/Alcolink-HRMS interface.

3.2.1.5 Change Position Location Request

Departments can change the location of one or more positions.

To do this the authorized user fills a web request in the PREQ application to change the location for positions.

As one request can have more than one position so, the user should be able to view all the positions added within the request. User should be able to view, edit, and delete the location change within the request.

A department user can edit or withdraw a change location request if the request has not been batch processed (on the same day of the request was created).

On the web form the required fields will be marked with a red star. If errors are found, then the error messages will be displayed to the user as long as the errors exist. When errors have been corrected, user will be able to submit the form. A confirmation message will be displayed showing the control number on the page.

No approvals are required. The transaction is flagged to go into the PREQ/HRMS interface.

3.2.1.6   Reclass Positions Request

A reclass can be employee-initiated and/or by authorized department. The user can request to have a position (or positions) reclassified to a higher or a lower job code. To initiate this process, the employee (if employee-initiated) or the Department user fills out a Position questionnaire for the Central HRS department. The authorized department user enters a Reclass Position Request and may notify HRS of the request to expedite the process.

The system should not allow reclasses to Retired Annuitant if the position has FTEs tied to the position. In these cases, the Departmental user should transfer the FTEs to other unfunded positions and then proceed with the reclass request.

If a reclass is initiated by a department and the current employee in the position leaves the county and a new employee comes to the reclassed position, then PREQ should be able to show the history of the reclass displaying the previous employee and the new employee information during the reclass life cycle.

To create a request, the authorized user uses PREQ application to create a Reclass request. The user fills a request. User will be able to reclass multiple positions as long as the "From" and the "To" remains the same. As one request can have more than one position so, the user should be able to view all the positions added within the request. User should be able to view, edit, and delete the positions in the request before the next approval.

Department user can only reclassify positions for their own business unit. Central HR Admin or HR Approver can reclassify a position to a different Business Unit. Department user can modify the request only if the request has not been reviewed by CAO analyst or HR user.

HR Admin or HR Approver can modify the request if needed. CAO analyst cannot modify a reclass request. CAO analyst cannot deny a Reclass Request.

Reclass Request needs to be sent to batch process twice. After the request is approved by the HR, the request will be sent to batch process with the flag "P" – proposed. After the request is approved by the CAO, the request will be sent to the batch process with the flag "A" – approved.

On the request page the required fields will be marked with a red star. If errors are found, then the error messages will be displayed to the user as long as the errors exist. When errors have been corrected, user will be able to submit the form. A confirmation message will be displayed showing the control number. A notification will be sent to the CAO analyst. A daily notification with a report/work list is preferred.

3.2.1.7   Transfer Positions Request

When a Department transfers staff between their, Dept-Ids or, from/to another Dept-Id, the department user should be able to create a transfer request in the PREQ application. The system should also allow a Financial Transfer which changes the Financial Dept/Acct only, and not the HR Dept.

One request can have multiple positions within the same job code and attributes

As one request can have more than one position so, the user should be able to view all the positions added within the request. User should be able to view, edit, and delete the positions in the request as long as no others (CAO and/or HRS) touched it.

Central HRS should have the ability to transfer between Business Units. It is rare and requires Board of Supervisor's approval.

A department user or Central HR User (HR Admin or HR Approver) can withdraw a request if the request has not been reviewed by CAO and HR.

When a request is modified, we need to track the change history.

On the web request the required fields will be marked with a red star. If errors are found, then the error messages will be displayed to the user as long as the errors exist. When errors have been corrected, user will be able to submit the request. A confirmation message will be displayed showing the control number.

3.2.1.8   Transfer FTEs Request

When an authorized department user has to Transfer FTEs (funding) from one Position to another Position, the first step in the process is for the authorized department user to create a request using the PREQ application for Full or partial funding.

A department user or Central HR User (HR Admin or HR Approver) can withdraw a request if the request has not been reviewed by CAO and HR.

When a request is modified, we need to track the change history.

To create this request, the authorized user creates fills a web form in the PREQ application.

On the web form the required fields will be marked with a red star. If errors are found, then the error messages will be displayed to the user as long as the errors exist. When errors have been corrected, user will be able to submit the form. A confirmation message will be displayed showing the control number. An email notification will be sent to the CAO analyst with a link to report and/or work list.
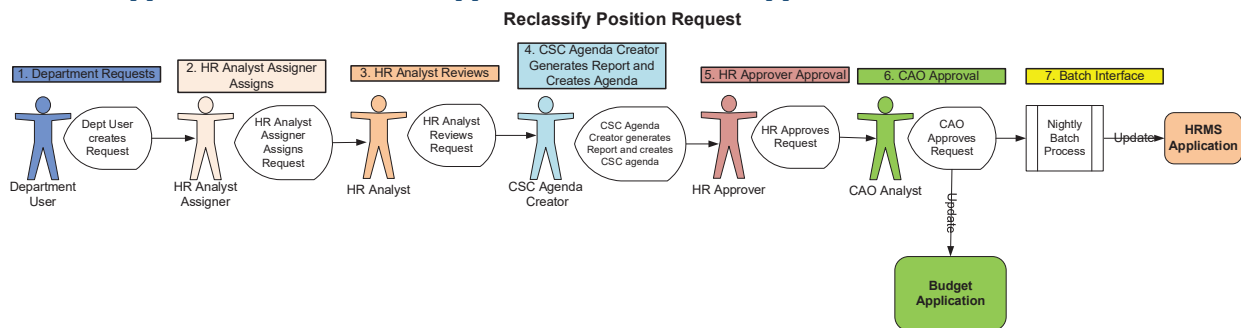
3.2.2   Approval Workflow

There are four types of approval workflow. For more detailed workflow diagrams please go to Appendix 4.

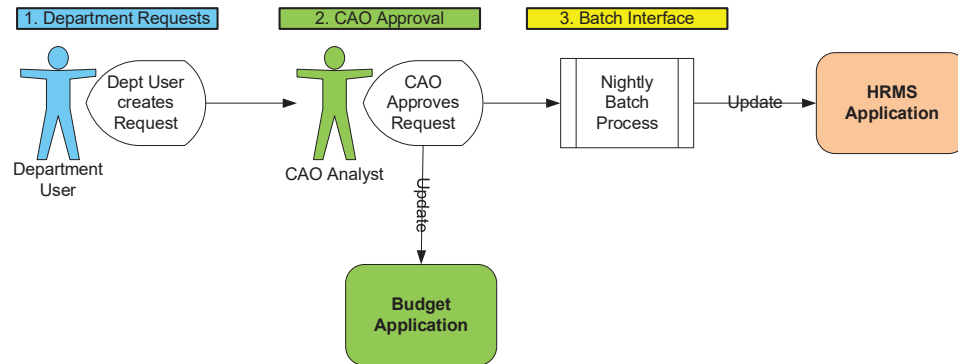#### 3.2.2.1   Approval Workflow 1: CAO approves first, then HR approves

Transfer Positions Request

Add Positions Request
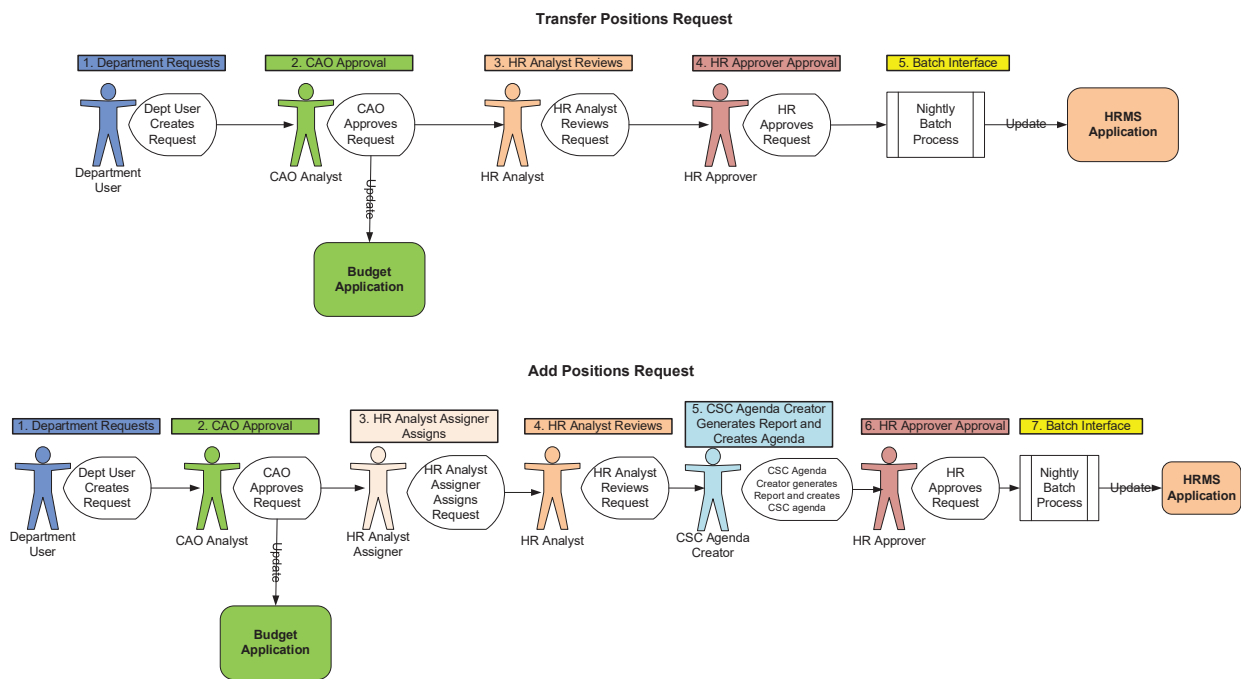
3.2.2.2   Approval Workflow 2: HR approves first, then CAO approves

Reclassify Position Request

3.2.2.3 Approval Workflow 3: CAO Approval Only (no HR Approval is required)
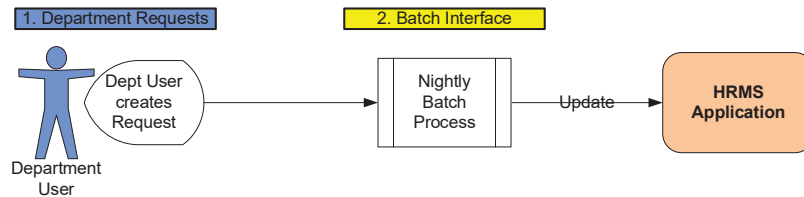
Add FTEs / Transfer FTEs / Delete Positions or Delete FTEs

Note: No HR Approval is required.

3.2.2.4 Approval Workflow 4: No HR or CAO approval is required

Change Expense Account Request / Change Position Location Request

Note: No changes in the Budget Application

3.2.3 Update Pending Request

When a department wants to change a request that has not had any flags, comments and/or approvals entered by either the CAO, HR Analyst or Central HR, the authorized department user can modify the request.

For this, the user can view the Request Detail page and Edit the request.

As one request can have more than one positions, the user should be able to view all the positions added within the request. User should be able to view, edit, and delete the positions within the request.

On the web request the required fields will be marked with a red star. If errors are found, then the error messages will be displayed to the user as long as the errors exist. When errors have been corrected, user will be able to submit the form.

Notification will be sent to the appropriate HR analyst or CAO analyst notifying them of the changes.

3.2.4 View Request Details

User should be able to view the request details at any time. On the request detail screen, the user can view the following information:

- Request Type

- Fiscal Year

- Control Number

- Position info including HR Dept, Financial Dept/Acct, location, Specialty Designation, and expense dept/acct etc.

- Employee info

- Position Cost info for the current year and dev year.

- Current Status

- Comments

- Approval History

- Status Changes History

- Files Attached

3.2.5 Withdraw Request

When a department wants to withdraw a request that has not had any flags, comments and/or approvals entered by either the CAO, HR Analyst or Central HR, an authorized department user can go to the Request detail screen and withdraw the request.

Notification will be sent to the appropriate Analyst notifying them that the request is withdrawn.

3.2.6 Track Request Status Change

When a request is submitted, we also need to save the following info in the PREQ database.

- Request ID

- Request Type

- Request Created Date

- Requestor's Name

- Request Control Number: a combination of Accounting Year and Request ID

- Request Status

When a request is approved, we need to save the following info in the PREQ database.

- Request's Status Changes

- CAO analyst's comment and Comment Type

- CAO analyst's name and Approved Date

- HR Analyst's name, Reviewed Date, and comments

- Projected Effective Date that HR Analyst entered (CSC Agenda Date is editable)

- HR Approver's name, Approved Date, and comments

3.2.7   HR Mass Approve Request

The HR Analyst can approve the request as-is or with modifications. Central HR Approver or the HR Administrator can approve one request at a time or can approve mass requests. In case of mass approvals, the HR Effective date and the comment will remain the same for all the requests.

On the web request the required fields will be marked with a red star. If errors are found, then the error messages will be displayed to the user as long as the errors exist. When errors have been corrected, user will be able to submit the form. A confirmation message will be displayed showing the control number on the page.

Notification will be sent to the appropriate Analyst/Departments notifying them of the approval/denial.

3.2.8   List Requests for HR User and CAO Analyst to Review/Approve

Based on user role and request workflow, the system should be able to generate a list of Requests that are pending for HR Analyst to Review, or for HR Approver to approve, or for CAO Analyst to approve.

Once the request has been reviewed or approved, the request will be removed from the pending approval list for HR user/CAO user.

3.2.9   Search Requests

User can search requests with various search parameters e.g., control number, requestor ID, department etc. This will bring a list of requests the user has permission to view. If no parameters are provided, then the result set will have the requests the user has permission to view.

3.2.10 Search Positions

User can search positions with various search parameters e.g., control number, requestor ID, department etc. This will bring a list of requests the user has permission to view. If no parameters are provided, then the result set will have the requests the user has permission to view.

3.2.11 Dates to Use

The following dates will be used in the PREQ application.

Requests Type	Requested Eff Date	CAO Decision Date	CSC Agenda Date	Projected Effective Date	HR Decision Date	Date Used by Interface
Position Requests						
Add Position	They can add but it is ONLY requested	Date approved	HR Analyst enters	HR Analyst enters	HR Approver enters	HR Decision Date
Delete Position	User Enters	Date approved (system-generated)	N/A	N/A	N/A	Requested Effective Date
Reclass Position	User Enters	Date approved (system-generated)	HR Analyst enters	HR Analyst enters	HR Approver enters	HR Decision Date
Transfer Position	User Enters	Date approved (system-generated)	N/A	N/A	HR Approver enters	HR Decision Date
Transfer FTEs	User Enters	Date approved (system-generated)	N/A	N/A	N/A	Requested Effective Date
Change Expense Account	User Enters	N/A	N/A	N/A	N/A	Requested Effective Date
Change Position Location	User Enters	N/A	N/A	N/A	N/A	Requested Effective Date
FTEs Requests						
Add FTEs	User Enters	Date approved (system-generated)	N/A	N/A	N/A	Requested Effective Date
Delete FTEs	User Enters	Date approved (system-generated)	N/A	N/A	N/A	Requested Effective Date
Transfer FTEs	User Enters	Date approved (system-generated)	N/A	N/A	N/A	Requested Effective Date

Note:

1) "Transfer FTEs" changes the Budget Dept/Acct only, not the HR Dept or Business Unit.

2) It would be great if PREQ can check the date against the HRMS' Position Data Page and display an error or warning if the Requested Effective Date is =<Position Data's Effective Date.

- Requested Effective Date: This is the date department would like the request to take effect. This should be the start of a Pay Period or the 1st or 15th of the month for Fire Department. For some transactions, such as Location and Expense changes, this becomes the effective Date.

- CSC Agenda Date: HR Analyst enters, but is editable by the HR Analyst, HR Approver, or Central HR Administrator.

- CAO Decision Date: Date CAO entered their decision (approval, denial) – system-generated.

- Projected Effective Date: This date is mainly for transactions which require Civil Service approval. This should be the start of a Pay Period. This is the date that is printed on the Add/Reclass position report goes to the CSC as the Implementation Date. This should be the start of a Pay Period or the 1st or 15th of the month for Fire Department.

- HR Approver/Central HR Administrator Decision Date: Date HR Approver/Central HR Administrator enters as the effective date in the HRMS System for decisions (approval, denial). For transactions approved by the Civil Service Commission, this should normally be the "Projected Effective Date" that the CSC approved. This should be the start of a Pay Period. If it is Fire Department, which would then be the 1st or the 15th of the month.

3.2.12 Generate Reports

- Add/Reclass Position Report: This report lists the requests that need to go for the Civil Committee Board Approval.

- Pending Transactions Report: This report lists the pending requests. User should be able to search requests by business unit, request type, job code, HR Department, budget account code, and generate report in a particular time frame. Because some transactions are pending over two years, it would be great to allow the time frame to be much greater than two years.

- Historical Transactions Report: This report lists all history requests in a particular time frame. User should be able to search requests by business unit, request type, job code, HR Department, budget account code, and generate historical transactions in a particular time frame. Because some transactions are pending over two years, it would be great to allow the time frame to be much greater than two years.

- CSC Agenda Report: This report lists the Add New Position Requests and Reclass Requests that have been reviewed by the Central HR Analysts for the CSC agenda date.

- Pending Requests by Business Unit: this report list all the pending PREQ requests that need to be approved by Central HR.

- Pending Add Position Requests: This report lists the details of the Pending Add Position Requests (Pending for HR Approval), e.g., business unit, CAO Approval Date, HR Department, Budget Department, Project Code, Job Code, Specialty, and comments.

- Pending Reclassify Position Requests: This report lists the details of the Pending Reclass Position Requests (Pending for HR Approval), e.g., request's control number, business unit, HR Department, Budget Department, Project Code, Job Code, Position Number, Employee ID, Employee Name, Specialty, and comments

- Pending Transfer Position Requests: this report lists the details of the Pending Transfer Position Requests (Pending for HR Approval), e.g., Request Control Number, business unit, CAO Approval Date, HR Department, Budget Department, Project Code, Job Code, Position Number, Employee ID, Employee Name, Specialty, and comments.

- List of PREQ users: this report lists PREQ Users' business Unit, role and indicate if the user is active or inactive, when the User Id was created/inactivated.

- Timeline Report: this report tells the average time range that it takes to process a particular set of transactions. It should list the following dates of the requests: Requested Effective Date, HR Analyst Reviewed Date, HR Projected Effective Date, HR Approved Effective Date, HR Approved On, CAO Reviewed Date, CAO Approval Date, CSC Agenda Date and Board Meeting Date.

Requirements for reports:

- Department user can only search and generate reports for their own business units.

- HR user can search and generate PREQ Transaction Reports for any county department or agency.

- List of Reclass requests with "To" and "From" information for each position in the request.

- Ability to generate reports for a particular date range with various search parameters e.g., business unit, request type, job code, HR Department, budget account code, etc.

- It would be great if we could have some kind of Report Writer in addition to the standard reports.

3.2.13 User Management

Central HR Admin user should be able to add/remove users and update/remove roles from the user through a User Management module.

Central HR Admin user should be able to search user's role and permissions by Business Unit, User ID, First Name and Last Name.

4. Appendix:

4.1 Add Position Request Workflow

Add Position Request
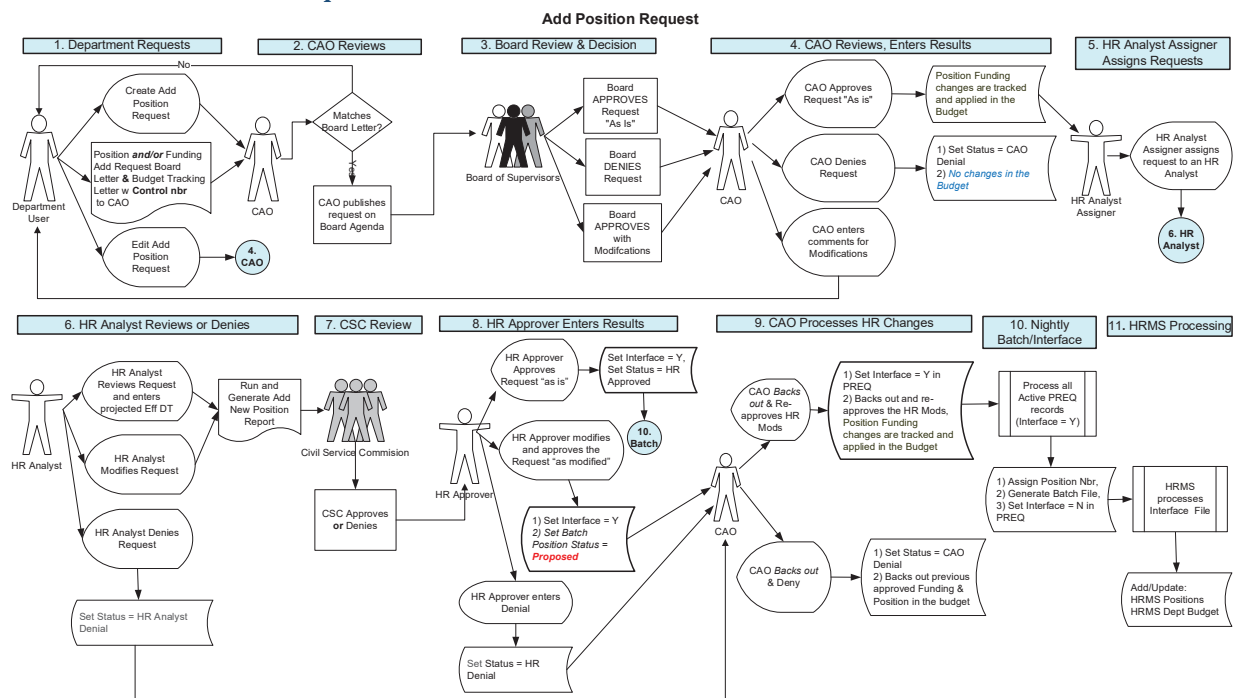
*NOTE: After BOS approves the positions, they go to HRS for classification purposes. If HRS disagrees with initial job code requested, they will modify request with correct job code. If HR denies the new position (this is rare), it goes back to CAO to delete positions & keeps the money. Lastly in step 10 the position number is assigned by PREQ.

4.2 Add FTEs workflow

Add FTEs Request

4.3 Delete Positions and/or FTEs Request Workflow
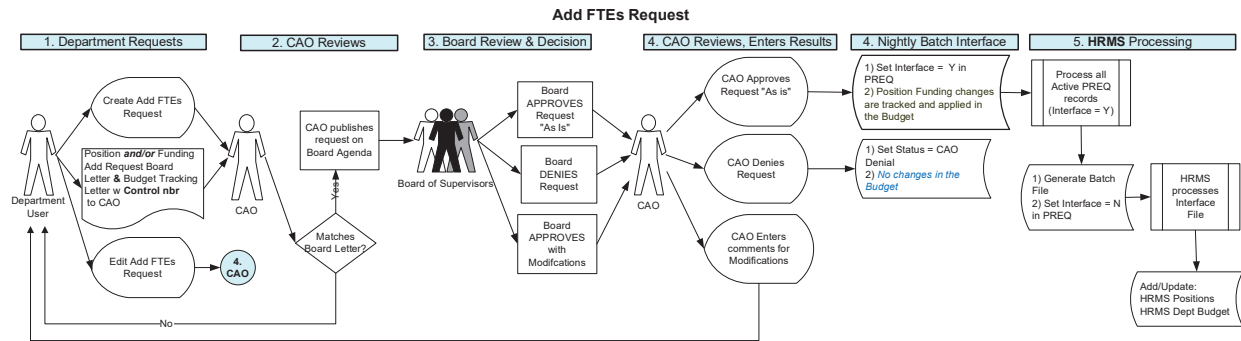
Delete Position and/or FTEs Request
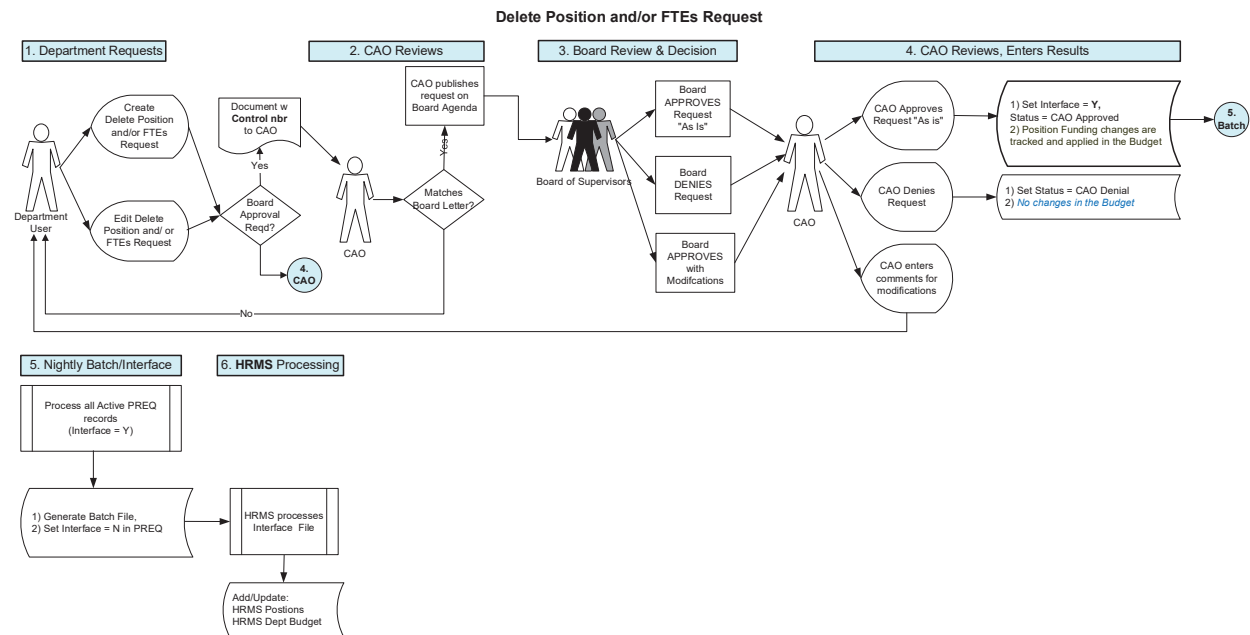
4.4 Change Expense Account Workflow

Change Expense Account Request
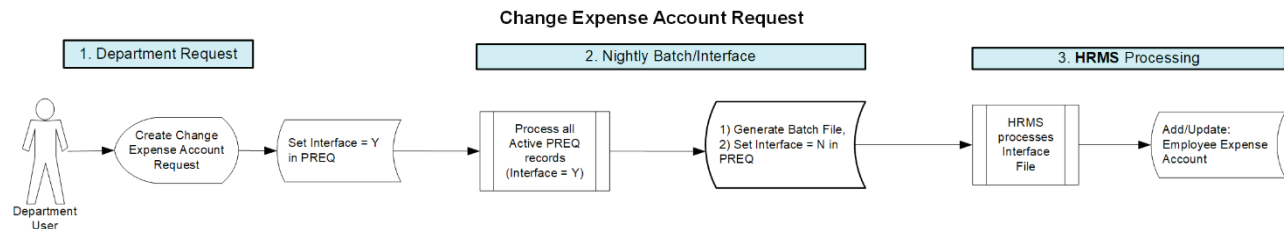
Notes:
1. **Expense Account:** Only Filled Positions can have their Expense Account changed.
   Remember:
   - Positions are Budgeted (Budget Account)
   - Employees are Expensed (Expense Account)

4.5 Change Position Location Workflow

Change Location Request

1. Department Request	2. Nightly Batch/Interface	3. **HRMS** Processing

Department User → Create Change Location Request → Set Interface = Y in PREQ → Process all Active PREQ records (Interface = Y) → 1) Generate Batch File, 2) Set Interface = N in PREQ → HRMS processes Interface File → Add/Update: HRMS Postions
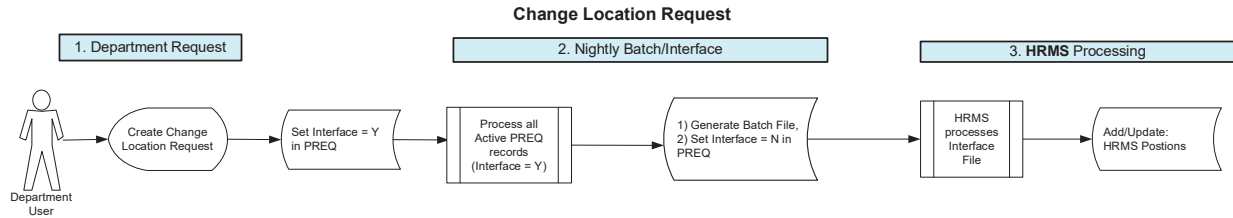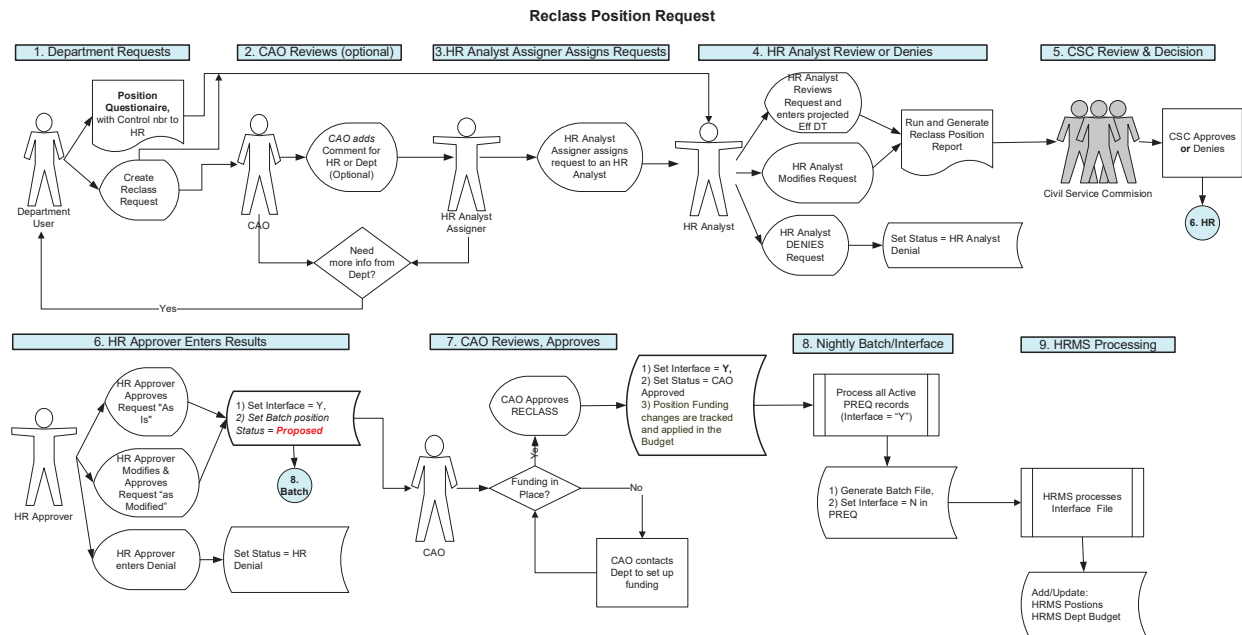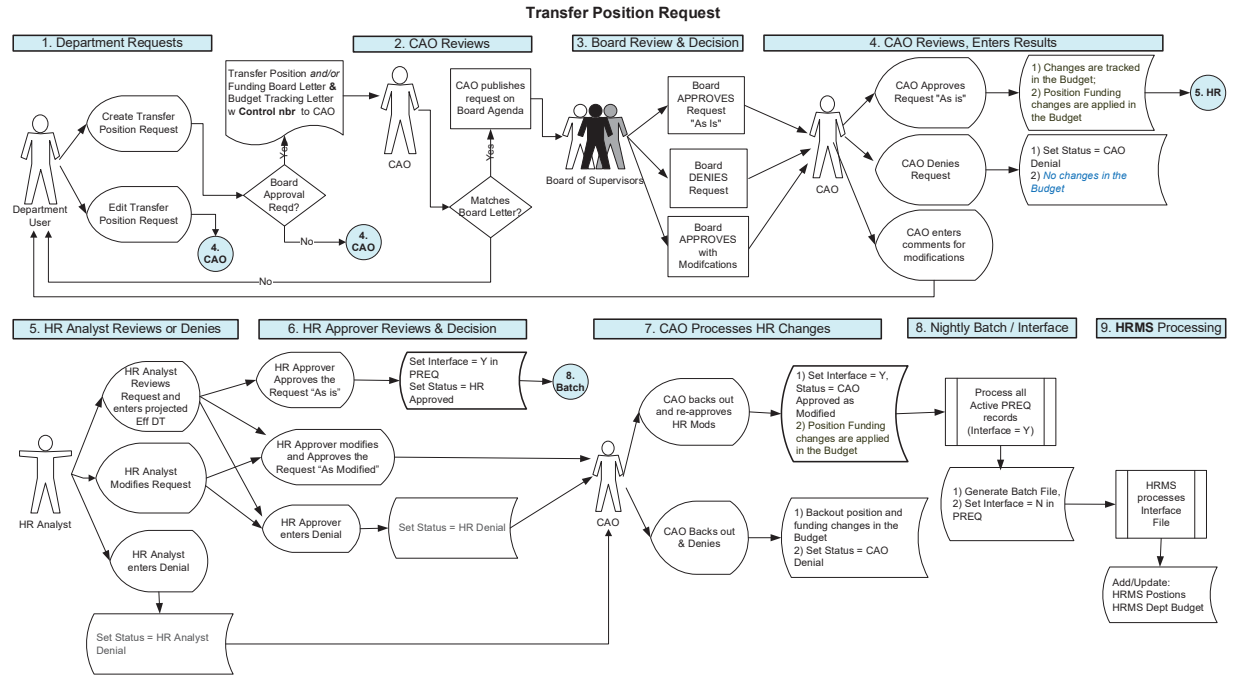
4.6 Reclass Request Workflow

Reclass Position Request

1. Department Requests	2. CAO Reviews (optional)	3.HR Analyst Assigner Assigns Requests	4. HR Analyst Review or Denies	5. CSC Review & Decision

Department User → Position Questionaire, with Control nbr to HR / Create Reclass Request → CAO adds Comment for HR or Dept (Optional) → HR Analyst Assigner assigns request to an HR Analyst → HR Analyst Reviews Request and enters projected Eff DT / HR Analyst Modifies Request → Run and Generate Reclass Position Report → Civil Service Commision → CSC Approves or Denies → 6. HR

Need more info from Dept? — Yes

HR Analyst DENIES Request → Set Status = HR Analyst Denial

6. HR Approver Enters Results	7. CAO Reviews, Approves	8. Nightly Batch/Interface	9. HRMS Processing

HR Approver → HR Approver Approves Request "As Is" / HR Approver Modifies & Approves Request "as Modified" → 1) Set Interface = Y, 2) Set Batch position Status = *Proposed* → 8. Batch

HR Approver enters Denial → Set Status = HR Denial

CAO → CAO Approves RECLASS → 1) Set Interface = Y, 2) Set Status = CAO Approved 3) Position Funding changes are tracked and applied in the Budget → Process all Active PREQ records (Interface = "Y") → 1) Generate Batch File, 2) Set Interface = N in PREQ → HRMS processes Interface File → Add/Update: HRMS Postions HRMS Dept Budget

Funding in Place? — No → CAO contacts Dept to set up funding

NOTE: During MOE (budget cycle) #7 – budget is locked, and no approvals are made by CAO, however, #8 batch process to HRMS continues.

4.7   Transfer Positions Request Workflow

Transfer Position Request

NOTE: Board approval is required if the position is Transferring (crossing) Business Unit OR if FTEs (funding) above is $10,000

4.8   Transfer FTEs Request workflow

Transfer FTEs Request