

PRE-SALES REQUIREMENTS ASSESSMENT QUESTIONNAIRE

This document is designed to assist you in understanding the client's organizational requirements for Human Resource Management and Payroll, which in turn can help you prepare a strong presentation for your Microsoft Dynamics™ GP solution.

General Organizational Human Resource and Payroll Information

1. Employees:

- A. How many active employees? _____
- B. Are inactive employees maintained? _____
- C. How many W-2s at year-end? (approximate) _____
- D. How many different Federal Tax ID Numbers? _____

2. Locations:

- A. Number of existing locations: _____
- B. Number of planned locations (mergers or acquisitions): _____

3. Company Structure: Please provide a number and/or list of the following:

Category	Divisions	Departments	Positions	Locations	Supervisors
How Many?					

A. How do departments, positions, etc., relate to the general ledger? For example: segment 4 department. Give examples.

B. What determines which general ledger accounts are posted to? _____

4. Employee ID/Code

- A. What is the current Employee ID length and format? (SSN or other): _____
 - B. Is there a need to change or expand this code to ease lookups? Yes No
- If yes, explain: _____

5. Will any third-party solution be implemented that needs to integrate Human Resources and/or Payroll? Yes No

If yes, list the third-party solution: _____

6. Do you have unions? Yes No

7. Do you have checklists to complete for:

- A. Orientation for newly hired employees? Yes No
- B. Terminating employees? Yes No

8. Do you wish to track requisitions for positions? Yes No

9. Do you wish to track position vacancies? Yes No

10. Do you wish to track applicants for positions? Yes No

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The following questions are designed to help you uncover customer requirements that will be addressed in the new Human Resource Management and Payroll modules for Microsoft Dynamics GP. This questionnaire is organized into five sections:

1. Payroll Extensions
2. PTO Manager
3. Advanced Payroll
4. Advanced Human Resources
5. Benefit Self Service

Question Area	Explanation/Drill-Down	Solution
Payroll Extensions		
How does your organization currently calculate overtime?	<p><i>Examples:</i></p> <ul style="list-style-type: none"> • Don't currently • Paper-based • Microsoft Office Excel® spreadsheet • Existing HR system 	<p>Payroll Extensions for Microsoft Dynamics GP provides enhanced overtime calculation methods that allow an organization to calculate overtime that reflect the policies of the organization. Overtime rate management includes:</p> <ul style="list-style-type: none"> • Setup options for multiple overtime rates and multiple calculation methods • Option to calculate and pay overtime using the employee's weighted average wage
How does your organization currently track compliance with FLSA overtime calculation requirements?	<p><i>Examples:</i></p> <ul style="list-style-type: none"> • Don't currently • Paper-based • Excel spreadsheet • Existing HR system 	<p>Payroll Extensions provides enhanced overtime calculation methods that allow the organization to calculate overtime in compliance with FLSA calculation requirements.</p>
How does your organization currently track employee deductions in arrears?	<p>This is often a time-consuming and manual process for HR and Payroll staff.</p>	<p>Payroll Extensions will automatically track uncollected payroll deductions and collect them in a subsequent payroll period.</p>
How does your organization currently record accounts payable for employee deductions and payroll taxes?	<p><i>Examples:</i></p> <ul style="list-style-type: none"> • Don't currently • Paper-based • Excel spreadsheet • Existing HR system 	<p>An additional feature of Payroll Extensions is a time-saving tool that creates payable vouchers for standard payroll deductions and payroll taxes. Vouchers will automatically post to Payables Management in Microsoft Dynamics GP during the payroll posting process.</p>
PTO Manager		
How does your organization currently track employee PTO accruals?	<p><i>Examples:</i></p> <ul style="list-style-type: none"> • Don't currently • Paper-based • Excel spreadsheet • Existing HR system 	<p>PTO Manager for Microsoft Dynamics GP provides a seamless integration to Microsoft Dynamics GP. When processing payroll in Microsoft Dynamics GP, PTO Manager calculates vacation and sick time during the "calculate checks" process. The updated vacation and sick data is posted to the employee records when the checks are posted.</p>
Does your organization have multiple PTO plans to manage, administer, and report on?		<p>PTO Manager lets you define an unlimited number of PTO Plans with different features. You can incorporate existing PTO policies and have confidence that the plan is being administered, recorded and reported properly.</p>

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PTO Manager		
Does your organization have a need to view updated PTO balances available?		SmartLists in Microsoft Dynamics GP make it easy to create queries that meet your exact reporting needs.
Does your organization need to track carryovers, waiting periods or maximum balances?	Employees earn a fixed amount of PTO no matter how many hours they work in a pay period.	PTO Manager helps organizations to manage complex vacation and sick time policies. There are special features for managing carry-overs, waiting periods and maximum balances allowed.
Advanced Payroll		
Does your organization have employees that work in different departments, positions or shifts?		Advanced Payroll automates complex pay calculations for hourly employees who earn multiple pay rates while working in various departments, positions, and shifts.
Does your organization allocate costs across different departments?		Advanced Payroll defines automatic splits to allocate employee costs across multiple departments.
Does your organization have employees that work a certain shift, work in a certain position or department that dictates hazard pay, or have additional responsibility beyond the typical job definition?		Every company applies pay rate adjustments differently, and varying situations arise within one company itself. Advanced Payroll allows variations to be defined by the user and has the flexibility to handle these varying adjustment methods.
Does your organization need to budget and forecast based on labor hours rather than dollar amounts?		Advanced Payroll allows for the setup to post actual labor hours to General Ledger in Microsoft Dynamics GP Unit Accounts. The core Payroll Posting Account setup window has been modified to allow the user to assign a Unit Account. Additionally, there is an option in the Pay Code setup that allows the user to determine a Pay Code level at which payroll transaction hours get posted.
Does your organization account for payroll accruals that are not accounted for when the pay period ends prior to the end of that month?	Once per month, typically near or shortly after the end of a month, accounting personnel must create payroll accruals for accurate financial reporting.	Advanced Payroll allows users to create the payroll accruals and post these accruals to General Ledger as well as setting a reversing date for those accruals to be backed out of General Ledger .
Does your organization require reports for areas of responsibility, comparison of "current" and "previous," employee productivity, or pay codes?		Advanced Payroll provides expanded reporting capabilities for quick and easy reporting of labor costs, including the ability to configure reports in a variety of ways.
Does your organization need to analyze hypothetical pay policy scenarios?		Advanced Payroll allows you to analyze hypothetical pay policy options and view their impact on the adjusted pay rate of an employee.

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Advanced Human Resources		
Does your organization need to track employee certifications?	Certifications are typically specific to the industry.	Advanced Human Resources for Microsoft Dynamics GP enables the tracking of certifications within Human Resources in Microsoft Dynamics GP .
What information within the certifications does your organization need to track?	<i>Examples:</i> <ul style="list-style-type: none"> • Date issued • Certification number • Who issues certification • Expiration date • History 	Advanced Human Resources enables the tracking of certifications within Human Resources , including multiple data elements associated with the certification.
How is employee certification information tracked today?	<i>Examples:</i> <ul style="list-style-type: none"> • Don't currently • Paper-based • Excel spreadsheet • Existing HR system 	Advanced Human Resources automates the tracking of certifications within Human Resources .
Does your organization compile lists of upcoming certification expirations?	Employee certification that will expire in 30 days, 90 days, 180 days	SmartLists provide the ability for you to create queries that meet your exact reporting needs.
Does your organization need to track employee licenses?	<i>Example licenses related to industry:</i> <ul style="list-style-type: none"> • RN • Real Estate • Driver's license 	Advanced Human Resources enables the tracking of licenses within Human Resources .
What license data does your organization need to track?	<i>Examples:</i> <ul style="list-style-type: none"> • Data issued • License number • Who issues certification • Expiration date • History • State 	Advanced Human Resources enables multiple data elements associated with a license.
How does your organization track employee license information today?	<i>Examples:</i> <ul style="list-style-type: none"> • Currently don't track • Paper-based • Excel spreadsheet • Existing HR system 	Advanced Human Resources automates the tracking of licenses within Human Resources .
Does your organization compile lists of upcoming license expirations?	Employee licenses that will expire in 30 days, 90 days, 180 days?	SmartLists in Microsoft Dynamics GP make it easy to create queries that meet your exact reporting needs.
Does your organization want to provide information to the employees about their licenses and certification so they can be proactive in their own renewals?		When used with Microsoft Business Portal , Advanced Human Resources will allow employees and managers to see which certifications, licenses, and training requirements have been assigned to them and when they need to be renewed.
Does your organization need historical tracking of certifications, licensing, training, health-related testing or immunizations?		Advanced Human Resources automates history tracking to ensure a full historical view of any certification, license, training, test, immunization, or other health-related record.

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Advanced Human Resources		
Are employees required to have any health tests? Any shots required on a regular basis?	<i>Examples:</i> <ul style="list-style-type: none"> • Drug screens • TB test • Hepatitis C shots • Tetanus shots 	Advanced Human Resources tracks tests and immunizations utilizing configurable categories, codes, and results, including incident dates, results, and renewal dates.
How does your organization currently record OSHA and Workers' Compensation incidents?	<i>Examples:</i> <ul style="list-style-type: none"> • Currently don't track • Paper-based • Excel spreadsheet • Existing HR system 	Advanced Human Resources automates tracking and reporting of OSHA and Workers' Compensation incidents.
Does your organization have situations that require you to follow-up with health-related tasks?		Use Advanced Human Resources to assign follow-up health tasks to injury and illness records and create templates with multiple tasks.
Does your organization have situations where multiple employees are affected by the same OSHA or Workers Compensation recordable incident?		Advanced Human Resources allows tracking of multiple employees affected by the same incident.
Does your organization need to record employee benefit or deduction setup records that are not immediately effective?		Advanced Human Resources enables creation of HR benefit, Payroll benefit and Payroll deduction setup records that are not immediately effective when creating employee-level records or running payroll in Microsoft Dynamics GP. Setup records can be set to activate at the appropriate time and track your past setup records in history.
Benefit Self Service		
Do HR and Payroll employees spend significant time updating employee records with benefit related information?		Eliminate the need for HR professionals to spend valuable time updating information with Benefit Self Service for Microsoft Dynamics GP . The posting process updates HR records and payroll deductions, saving countless hours at the beginning of your benefit plan year.
Would your organization like to offer employees an online open enrollment process?		Benefit Self Service utilizes a wizard-driven selection process that all employees will find easy to use. They can only select the options you have defined for them.
How often do insurance enrollments occur? How many different plans are involved? Are enrollments manual or automated?	<i>Examples:</i> <ul style="list-style-type: none"> • Open enrollments • New employee enrollments • Life change enrollments 	Since Benefit Self Service pulls benefit information from your existing setups in Human Resources , you can deploy your enrollment very quickly. You can assign plan documents to benefits and set validations on enrollment fields such as a pre-tax percent maximum on a 401(k).
How is information about benefits disseminated to employees?	<i>Examples:</i> <ul style="list-style-type: none"> • Deduction amounts • Plan document changes • Pre-tax information 	Since Benefit Self Service is Web-based through Business Portal, employees have 24/7 access to information about their benefits and company policies.

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Benefit Self Service		
<p>Are there multiple groups of employees with various eligibility rules?</p>	<p><i>Examples:</i></p> <ul style="list-style-type: none"> • Waiting periods • Employee classes 	<p>Eligibility rules and benefits can quickly be assigned to each group of employees when using Benefit Self Service. During enrollment, employees will only be able to select benefits for which they are eligible.</p>
<p>Do employees need to access various provider websites or internal resources for benefit information?</p>	<p><i>Examples:</i></p> <ul style="list-style-type: none"> • Health providers • Life Insurance providers • 401k or other retirement providers 	<p>Give employees all the tools they need by providing links to internal or external resources such as plan documents or benefit provider Web sites with Business Portal and Benefit Self Service.</p>