

**Addendum #2 to SJPC-HRS-02232022 – February 11, 2022**

**Questions from Potential Bidders**

- Q1: Who is the current payroll / HRMS / Time & Labor provider?
- A1: Evolution for payroll and Attendance on Demand for timekeeping.
- Q2: What is the pay frequency?
- A2: Weekly
- Q3: How many employees are paid per period? - Does this vary seasonally?
- A3: Approximately 125. No.
- Q4: Are employees paid via direct deposit or live check, and if both how many by each method?
- A4: Direct Deposit.
- Q5: How many garnishment and other 3<sup>rd</sup> party payments are made per payroll period? Do you want the payroll provider to remit these?
- A5: There are three different vendors. Yes.
- Q6: Are taxes remitted to any jurisdictions in addition to the federal and NJ State, and if yes how many and what are these?
- A6: One other: Pennsylvania State.
- Q7: How many w-2s are generated per year? How many 1095Cs are generated per year? How many locations are checks / stubs delivered to?
- A7: Approximately 125 for each.
- Q8: How many collective bargaining units are there?
- A8: There are 3 collective bargaining units.
- Q9: Are you in the NJ State Health Benefit plan or privately insured or in a HIF?
- A9: NJ State Health Benefit plan
- Q10: Do you need a GL File and if yes what is the name of the GL system?
- A10: Yes and our system is Traverse Open Systems.
- Q11: Do you need the payroll system to make 1099 payments?
- A11: Yes.

Q12: Can you elaborate on the scheduling needs of the organization?

A12: There are several different shifts – 8am-5pm, 7am-4pm, 7:30am- 3:30pm, 7:30am – 4:30pm, 4pm – 12am, 12am – 12pm, 12am – 8am. All shifts are subject to overtime and we would need the ability to change schedules to accommodate overtime.