



St. Paul-Ramsey Medical Center.  
Hospital and Medical Center Records.

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Proposal For

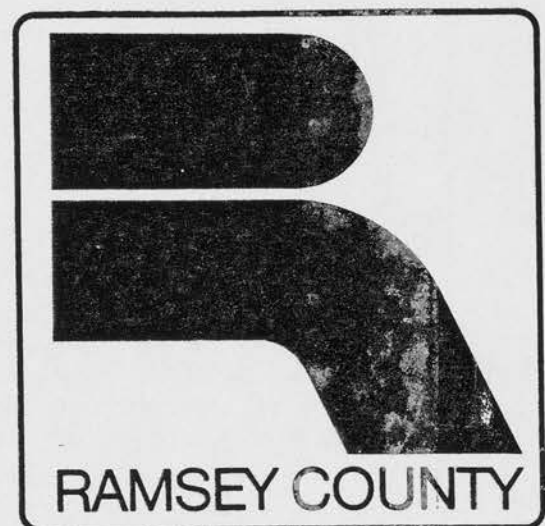
St. Paul/Ramsey Medical Center

Hospital Information Systems

Integrated Payroll/Personnel System

October 15, 1982

Submitted by



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# Ramsey County Commissioners

Suite 316 Court House, St. Paul, Minnesota 55102

Phone (612) 298-4145

October 15, 1982

Mr. Jack McClary  
Associate Director, Fiscal Services  
St. Paul-Ramsey Medical Center  
640 Jackson Street  
Saint Paul, Minnesota 55101

Dear Jack:

We are pleased to respond to the St. Paul-Ramsey Medical Center's invitation to propose Ramsey County provision of Payroll/Personnel System Services. Our meeting and subsequent conversation with you, officials of Arthur Andersen & Co., and other Medical Center professionals were very helpful. We fully understand that any agreement we might come to is subject to the review and approval of both the St. Paul-Ramsey Medical Center Commission and the Board of Ramsey County Commissioners.

The Ramsey County Integrated Payroll and Personnel System has successfully served Ramsey County payroll production, management information, and record keeping needs for over five years. The System is structured to assure the flexibility necessary to respond to changing payroll/personnel requirements caused both by outside reporting requirements and the multiple unique needs of County agencies. In excess of 100 separate management reports are now produced, and the data is structured so that it can be manipulated in many other useful ways. The System's ability to interface with electronic data processing systems owned by banks, insurance companies and other vendors has also been proven effective. Incorporating the Ramsey County Integrated Payroll/Personnel System with the Medical Center system can be effectively accomplished.

Ramsey County and the St. Paul-Ramsey Medical Center have a long history of mutual support and cooperation. This support and cooperation also extends to the Payroll/Personnel System. The Payroll/Personnel System was developed over several years and at a cost in excess of one million dollars with the needs of the Medical Center specifically in mind. Medical Center personnel classifications and compensation schedules are already part of the Ramsey County System. We expect that the cost of conversion from Hospital Shared Systems would be kept to a minimum in a large measure because of the close working relationship that already exists between Ramsey County and the Medical Center.

Mr. Jack McClary  
St. Paul-Ramsey Medical Center  
October 15, 1982

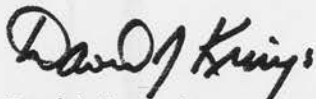
Page 2

We propose to meet your payroll/personnel needs for an initial implementation cost of \$160,000, and an annual cost thereafter of \$292,000. (A more precise cost breakdown is attached.) We propose to bill the Medical Center monthly, based on actual labor and data processing costs outlined in the proposal.

We appreciate this opportunity to present our Integrated Payroll/Personnel System to the Medical Center, and we look forward to the prospect of discussing our services with you and other members of the evaluation committee personally.

Very truly yours,

RAMSEY COUNTY



David J. Krings, Executive Assistant  
Operations and Management

DJK/fg

cc: James Van Houdt  
Board of County Commissioners



	DATA PROCESSING							CIVIL SERVICE		CENTRAL PAYROLL UNIT		
	SA	Program	Batch Processing	Mass Storage	Hardware Rent	Teleprocessing	Data Entry	Personnel Costs	Misc. (Printing etc.)	Personnel Costs	Misc. (Printing etc.)	Indirect Costs 5%
<b>Implementation</b>												
Custom Design	33,100	56,560	14,140									
File Conversion Program	2,758	4,674	1,468									
Prepare Training Data - 5 Days	1,380							649	800	845	800	
Conduct Personnel Change Form Training -3 days	830							390		507		
Reconcile Converted Data 20 + days								5,259		845		
Misc. Conversion Modifications	5,516	9,358	2,936						500		500	
Complete Computer Documentation		3,832										
Payroll Training-2 days	550							260		338		
System Tests (small payroll) 2 Tests	3,585		1,378							507		
Parallel Test (large) - 4 paydays	N/A	N/A	4,200							845		
New Personnel Training - 2 weeks ( 1 person)										690		
<b>IMPLEMENTATION TOTALS</b>	<u>47,719</u>	<u>74,424</u>	<u>24,122</u>					<u>6,558</u>	<u>1,300</u>	<u>4,577</u>	<u>1,300</u>	
											<u>160,000</u>	
<b>Ongoing</b>												
Maintenance (est.) at current	21,360	33,300	84,000	18,000	2,000(1 CRT)	6,295	30,600					
+ 1983 Rate Increases	8%	9%	14%	4%		12%	18%					
	1,709	2,997	11,760	720		755	5,504					
Personnel								Currently being billed to St.Paul-Ramsey Medical Center		62,855	7,000	3,145
	<u>23,069</u>	<u>36,297</u>	<u>95,760</u>	<u>18,720</u>	<u>2,000</u>	<u>7,050</u>	<u>36,104</u>			<u>62,855</u>	<u>7,000</u>	<u>3,145</u>
							<u>219,000</u>					<u>73,000</u>

## TABLE OF CONTENTS

Cover letter	i
Cost Data	iii
 <u>Section A - General Vendor Information</u>	
1. PROVEN SYSTEMS	A-1
2. COMMITMENT TO HEALTH CARE	A-2
<u>See Attachments A1 and A2</u> <u>(A2 under separate cover)</u>	
3. SHARED VS. IN-HOUSE	A-3
4. CUSTOM FEATURES	A-4
5. APPLICATION FLEXIBILITY	A-5
6. INTERFACES/INTEGRATION	A-6
7. DOCUMENTATION	A-6
<u>See Attachments A3, A4a and A4b</u> <u>(A4a and A4b under separate covers)</u>	
8. TRAINING	A-7
9. IMPLEMENTATION SUPPORT	A-8
<u>See Attachments A5 and A6</u>	
10. ONGOING SUPPORT	A-10
11. HARDWARE MAINTENANCE	A-11
12. SECURITY	A-11
13. ONLINE FEATURES	A-12
14. MULTIPLE HOSPITAL SUPPORT	A-13

Section B - <u>Detail Criteria Checklists</u>	B-1
1. APPLICATION 4 - PAYROLL	B-1
2. APPLICATION 21 - PERSONNEL INFORMATION/ EMPLOYEE SCHEDULING	B-9
Section C - <u>Hardware and Software Environment</u>	C-1
1. HARDWARE CONFIGURATIONS	C-1
2. COMMUNICATIONS EQUIPMENT	C-1
(See Attachment C1)	
3. OTHER HARDWARE	C-1
4. SPEED OF OPERATION	C-1
5. OPERATIONAL CAPABILITIES	C-1
6. ENVIRONMENTAL REQUIREMENTS	C-3
Section D - <u>Hardware and Software Costs</u>	D-1
1. CENTRAL PROCESSING SYSTEM PURCHASE OPTION	D-1
2. CENTRAL PROCESSING SYSTEM LEASE OPTION	D-2
3. DATA COMMUNICATION HARDWARE PURCHASE OPTION	D-3
4. DATA COMMUNICATION HARDWARE LEASE OPTION	D-4
5. SOFTWARE COSTS	D-5
Section E - <u>Additional Information</u>	E-1
1. RAMSEY COUNTY AUTOMATED PERSONNEL MANAGEMENT INFORMATION SYSTEM	E-1

## A. General Vendor Information

### 1. PROVEN SYSTEMS

#### a. List of Installations

The Payroll/Personnel system offered by Ramsey County has been operational for three and a half years. In-patient medical facilities in which the system is installed and operating include:

- 1) Ramsey County Nursing Home -- 180 beds
- 2) Lake Owasso Residence -- 64 beds
- 3) Detoxification Center -- 50 beds

Other 24-hour residential facilities, with diverse skilled and professional staffs, that use the systems include:

- 1) Ramsey County Workhouse -- 250 beds
- 2) Adult Detention Center -- 191 beds
- 3) Boys Totem Town -- 65 beds
- 4) Juvenile Service Center -- 30 beds

Total medical and correctional beds served by systems: 830.

#### b. Systems Offered

Ramsey County offers a payroll sub-system, a personnel information sub-system, and a position control sub-system.

As noted above, the system is in use at three in-patient medical facilities and four residential correctional facilities.

#### c. References

- 1) Ramsey County Nursing Home  
2000 White Bear Avenue, Maplewood, Minnesota  
Payroll, personnel, and position control sub-systems  
180 beds  
Admissions not applicable  
Outpatient and Emergency Room not applicable  
Operational since April, 1979  
Leo DeGonda, Accountant, (612) 777-7486
- 2) Lake Owasso Residence  
210 Owasso Boulevard, Shoreview, Minnesota  
Payroll, personnel, and position control sub-systems  
64 beds  
Admissions not applicable  
Outpatient and Emergency Room not applicable  
Operational since April, 1979  
Stanley Wasielewski, Accountant, (612) 484-2234

- 3) Detoxification Center  
155 East Second Street, St. Paul, Minnesota  
Payroll, personnel, and position control sub-systems  
50 beds  
6,000 admissions  
Outpatient and Emergency Room not applicable  
Operational since April, 1979  
Warren Schauer, Personnel Officer, (612) 298-5434

## 2. COMMITMENT TO HEALTH CARE

### a. History, Product Line, Scope of Services, and Commitment to Health Care

Ramsey County has been in operation since 1849. Originally established to administer basic community systems such as property taxation, road construction and maintenance, and courts, it has grown dramatically within the last ten years. In 1972, the organization had an operating budget of just over \$40,000,000; in 1982, the budget was over \$200,000,000. Most of the growth has occurred in health and human services operations, due to changes in the configuration of federal, state and local roles.

Products offered and sold to other units of government and to private corporations include:

- data processing services (service bureau)
- payroll, personnel, and position control sub-systems
- law enforcement services
- title services
- messenger services (subcontracts for private service)
- medical examiner services
- general home nursing services
- hospice follow-up nursing services
- nutritional evaluation of institutional food services

The full scope of services offered by Ramsey County includes the traditional county services of property taxation management, property records maintenance, criminal justice system operations, and development and maintenance of roads and recreational facilities. Over 60% of the operating budget, however, is committed to human services and health programs, ranging from assistance to the mentally ill, mentally retarded, chemically dependent, and the elderly to general public health nursing, support of neighborhood health centers, and management of solid and hazardous waste.

The commitment of Ramsey County to health care is demonstrated through both the funds allocated to diverse health programs and through the scope of those programs. Over \$26,500,000, or 13%, of Ramsey County's 1982 budget was allocated to health care operations, ranging from support of St. Paul-Ramsey Medical



Center and operation of the Nursing Home to disease prevention and control and special health assistance to Indochinese refugees.

b. Organization Chart

The number of personnel currently devoted full-time to the Payroll/Personnel System directly for Ramsey County is: 1) Civil Service Department 1 Personnel Transactions Supervisor, 3 Personnel Transaction Clerks, 2 Clerk-Typists; also, 1 Sr. Personnel Analyst devotes some time to the Payroll/Personnel System directly; 2) Central Payroll Unit 1 Payroll Manager, 1 Principal Payroll Clerk, 2 Payroll Clerks; 3) Data Processing Department - 1 Systems Analyst/Project Team Leader, 2 Programmers. (See organization chart -- Attachment A1.) Additional resources would be hired or assigned, as needed, if this proposal is accepted.

c. Financial Statements -- See Attachment A2.

d. Research and Development

- 1) The funds are applied to maintenance activities, which must be performed due to the changing federal, state and county policies and regulations, to improved Payroll/Personnel System functions and to design and development of new management information system reports.
- 2) Our objectives include new and more efficient methods of information processing so that day to day run costs may be decreased and expansion of relevant management information. An example of this was a new historical reporting system designed at a cost of approximately \$40,000. The pay back on this system enhancement is less than two years in both Data Processing costs and related Payroll Unit personnel costs.
- 3) For 1982 and 1983, Ramsey County (Civil Service Department and Central Payroll Unit) has budgeted approximately \$125,000 for research and development of the Payroll/Personnel System.

e. Ownership

Ramsey County is the sole owner of the software for the proposed payroll, personnel, and position control sub-systems.

3. SHARED VS. IN-HOUSE

a. Shared Basis

Three in-patient medical facilities, as noted above, used the Payroll/Personnel system on a shared basis. Each facility is responsible for initiation and write-up of all personnel and payroll-related information, but the information is input into the computer system by either the Civil Service Department (personnel and position control) or the Central Payroll Unit (payroll). Approximately thirty other departments and facilities, including



the 24-hour residential facilities noted above, also use the system on this shared basis.

b. In-House Basis

No facilities run the system in-house.

c. Staff Required in-House

Not applicable. Systems are not proposed on an in-house basis.

4. CUSTOM FEATURES

a. Policy Regarding Software Modifications and Enhancements

- 1) Programming Assistance -- Programming assistance will be permanently available from the Department of Data Processing. Design assistance, to assure system compatibility, will also include staff from the Payroll Unit of the Office of Budgeting & Accounting and from the Civil Service Department.
- 2) Rates -- The hourly rate for Systems Analysts is \$34.47; the hourly rate for Programmers is \$29.21. However, whenever the modifications or enhancements are implemented throughout the entire County system, the charges would be pro-rated between the Medical Center and the County. Every effort will be made to develop modifications which are compatible with the entire system. Modifications and enhancements unique to St. Paul-Ramsey will be billed at the above rates.
- 3) Assistance in Making Modifications -- The Payroll/Personnel system which Ramsey County offers was custom-designed with user participation from inception. Modifications were made at the request of users throughout the course of system development. An on-going Users Committee, in which St. Paul-Ramsey initially participated, worked with the systems analysts and programmers as well as with the payroll and Civil Service staff to assure that the system would meet their needs. As a result, the in-patient medical facilities currently using the system have found no necessary enhancements or modifications since the system began operations. Special modifications have been developed with the Sheriff's Department and the Department of Public Works.
- 4) Maintenance Provisions -- Maintenance provisions would not be affected by any changes or modifications made with our assistance.
- 5) In-House Enhancement -- Not applicable, as our proposal contemplates complete service.

b. Addition of Unique Reporting Features

1) Report Writers and Query Facilities -- Report writer facilities are available through the COBOL compiler and interactive operating capabilities. Query/Update is available as a query language.

2) Data Base Design -- The data base design facilitates the use of a report writer.

c. Policy on New Systems Versions

1) Current Version -- The current system has been functional for 3½ years.

2) New Versions -- New versions of the system are not offered. Rather, the operating sub-systems are continually enhanced, and changes in forms and format are part of the regular support function which the servicing departments provide to users.

3) Addition of Major Functions and Features -- Within the next year, the system will include the ability to tape interface with the Social Security system, as well as more detailed time codes for allocation of employee time.

d. System Changes Required by External Agencies

Because of the large number of external agencies with which all users of Ramsey County's system interface, changes are regularly made to accommodate those agencies. Most requests for changes in payroll and personnel reporting that would affect the Center would also affect other users; therefore, any costs to make such changes would be pro-rated across all users. Should there be changes unique to the Center, the costs would be billed at standard rates. In all cases, changes required by external agencies will be made as necessary with minimal delay.

5. APPLICATION FLEXIBILITY

a. Increase or Change in Hardware Configuration -- The proposed system is written in COBOL; increases in hardware configuration would have no effect on the operation of the system. A change in configuration could require conversion of portions or all of the sub-systems, but the use of the standard language should minimize the effort, cost, and time required to convert.

b. Higher Performance Processor -- Not applicable. The proposal does not contemplate hardware installation.

c. Transition to a Faster Processor -- No software differences exist which would affect transition to a faster processor than that presently in use.

d. Modular Approach -- The Ramsey County Payroll/Personnel system can and would be implemented using a phased modular approach. The position control and personnel sub-systems would be implemented

first and reconciled to existing file data. Only after this phase of the system is implemented would we proceed to implement the payroll sub-system (see item 8b for an approximate implementation schedule).

## 6. INTERFACES/INTEGRATION

- a. Automated Interfaces Among Our Systems -- Automated interfaces exist among the proposed payroll, personnel and position control sub-systems. In addition, these sub-systems have real-time interfaces with the Budgeting & Accounting Disbursement System, the Risk Management Information System, the Public Works Department Cost Accounting System, and the Affirmative Action Reporting System. Automated interfaces also exist on a tape to tape exchange with the Public Employees Retirement Association and with the City and County Employees Credit Union.
- b. Interfaces With Other Vendors -- The proposed payroll, personnel and position control sub-systems currently contain interfaces that enable communications with four systems from other sources. Three of the systems, those of Minnesota Mutual Life Insurance, Public Employees Retirement Association, and the automated check reconciliation process of the banks, are internal systems designed by the institutions with which our systems interface. The fourth interface is with a system produced by Minnesota On-Line that is used by the City and County Employees Credit Union. The Patient Accounting and Patient Care categories are not applicable to the scope of this proposal.
- c. Planned Interfaces -- A tape exchange interface with an internal, custom system of the Social Security Administration should be implemented by the end of 1983. The interface will produce year-end reporting data for federal taxes, state taxes, and Social Security contributions.
- d. Policy on Developing Interfaces -- The proposed system currently consists of five major functional areas: personnel, position control, bank time (sick leave and vacation time), complete deductions, and historical data. These areas are all completely integrated and demonstrate a commitment to an integrated data base. Interfaces with systems of other vendors which users desire are considered upon the overall merits for all users of the system, as well as the outside entity. Ramsey County presently, for example, has interfaces with St. Paul-Ramsey and the Medical Education Research Foundation regarding public assistance files. In the case of St. Paul-Ramsey Medical Center, interfaces with outside systems would be developed under the same pricing policies as other enhancements which the Center might request. Ramsey County would provide technical assistance to the Center in evaluating outside requests for interfaces and in determining the most cost-effective approaches.

## 7. DOCUMENTATION



a. Description of Documentation --

- 1) User Manuals -- The user manuals which would be provided to St. Paul-Ramsey Medical Center for the Payroll/Personnel System include: 1) The Personnel Transactions manual, 2) the Control Manual, and 3) a Payroll Users Manual. Included in these manuals are general system background and overviews, the general purpose of this system and general design concepts. These manuals also include the detailed information necessary for filling out all payroll/personnel and position control related forms. These three manuals are the only ones which are currently provided to all user departments as they are the only manuals necessary.

The manuals necessary for data entry procedures, error correction, and general systems procedures are kept and maintained by the Civil Service Department or Central Payroll Unit, depending on responsibilities. Since we would be providing a vendor service for payroll/personnel activities, these manuals would not be necessary for personnel of the St. Paul-Ramsey Medical Center.

- 2) Terminal Operator Manuals -- A short manual will be prepared from sections of the Civil Service Department and Central Payroll Unit's user manuals for CRT display operations.
- 3) Sample reports and copies of source documents are attached to the back of this proposal. (See Attachment A3.)
- 4) System Manuals -- Not applicable.
- 5) Installation Manuals -- Not applicable.
- 6) Operator Manuals and Run Books -- Not applicable.

b. Samples of User and Operator Manuals -- See Attachment A4.

- c. Updated Documentation -- As noted above, new system versions are not produced. Rather, the systems are continuously updated. Documentation is updated quickly for all user and operations manuals. Changes to user manuals are generally accompanied by memoranda of explanation from the team staff responsible for maintaining each area of the manuals.

8. TRAINING

Our policy on user training is that sufficient training shall be provided to all users to assure minimal entry of incorrect data to the system. Our approach concentrates upon pre-operation training aimed at preventing errors rather than learning through use of the systems. Instructional support and advice is, however, available permanently to all users.

a. User Training

- 1) Location of Formal Training Sessions -- Formal training sessions will be conducted for all personnel who will be involved in the preparation of source documents for input to the system. The Medical Center may choose the site(s) for the provision of the training.
- 2) Separate Training -- Separate training sessions can be provided to any units which request it or for which management believes individual training is required. If we should identify problem areas, we would also offer to provide additional training. Topics of particular relevance to certain units can be treated in greater depth for those units. Again, such sessions would be provided at sites and times convenient to Center staff.

b. Training Schedule -- Training for the various aspects of the Payroll/Personnel System would begin in different stages based on the necessary flow of information into the system. In our estimation, training on the position control and personnel systems should begin at least four months prior to the scheduled implementation date of full payroll production. This would allow sufficient time for the write-up and entry of all necessary position control and personnel information required and subsequent corrections and re-entry. Eight weeks before the scheduled implementation date of full payroll production, there would be training on the payroll system. This would allow approximately a four pay period parallel test period.

c. Workdays Required -- It is estimated that three full days will be required for user training for the personnel and position control systems and two full days for the payroll system.

d. Periodic Training -- Our training approach allows maximum user flexibility. Training for small groups of individuals can be arranged at any time upon request from the user. General training sessions are held only when necessitated by major revisions in payroll/personnel procedures or operations, or when a particular problem area is affecting most users. Thus, when new employees are hired for positions relating to the system, they may be trained immediately rather than wait for a scheduled session.

9. IMPLEMENTATION SUPPORT

a. Estimate of Work Days to be Provided During the Following Stages

- 1) Installation Planning -- It is anticipated that St. Paul-Ramsey Medical Center would install at least two CRT's for inquiry to the payroll/personnel system. For each CRT installed, one day's time is required for planning.
- 2) Customization Design -- (base estimate on providing all "Critical" functions and features from the checklists in Section IVB.)

A total of 185 workdays would be required by Data Processing to custom design the "Critical" functions and features from the checklists. This figure includes 117 days for the design of a labor distribution system for St. Paul-Ramsey Medical Center. Data Processing will assign one Systems Analyst to the labor distribution (117 days) and one Systems Analyst to the remainder of the tasks (68 days).

3) Software Modification -- (same basis for estimate as #2.)

A total of 372 workdays would be required by Data Processing to provide the software modifications for the "Critical" functions and features from the checklists. This figure includes 258 workdays for software preparation for a custom designed labor distribution system for St. Paul-Ramsey Medical Center. At least two programming staff personnel will be assigned to software modification for labor distribution resulting in completion in 129 days. An additional programmer would be assigned to the remaining tasks (114 days).

4) Physical Site Preparation -- One day should be allowed for each CRT to be installed for physical site preparation.

5) File Conversion

- a) Completion of the file conversion programs by Data Processing using a tape from Blue Cross. 46 days
- b) Preparation of the training data by the Payroll Section and Civil Service (3 people). 5 days
- c) Personnel Change Form and Position Control Training Sessions conducted by the Payroll Section and Civil Service. 3 days
- d) Reconciliation of the converted data by St. Paul-Ramsey Medical Center and Civil Service. 20 days
- e) Analysis and implementation of miscellaneous conversion modifications by Data Processing. 92 days
- f) Completion of computer documentation by Data Processing. 20 days

6) System Testing

- a) Payroll training for four payroll clerks at St. Paul-Ramsey Medical Center. 1 day
- b) Data Processing will run system test on four selected departments from St. Paul-Ramsey Medical Center. 20 days



- c) St. Paul-Ramsey Medical Center personnel will check the tests against the current payrolls. 5 days
    - d) Payroll training for all payroll clerks at St. Paul-Ramsey Medical Center. 2 days
    - e) Four parallel tests of the entire system (four consecutive paydays) prior to implementation. 40 days
  - b. Bar Chart -- See Attachment A5.
  - c. Resumes -- See Attachment A6.
10. ONGOING SUPPORT
- a. Names and Addresses of Group Providing On-Going Support

Civil Service Department, Room 1845 Ramsey County Court House,  
St. Paul, Minnesota 55102

Central Payroll Unit, Office of Budgeting & Accounting, Room 17,  
Ramsey County Court House, St. Paul, Minnesota 55102

Systems and Programming Division, Data Processing Department,  
415 Wabasha Court, St. Paul, Minnesota 55102
  - b. Pricing Policy for On-Going Support -- As with modifications and enhancements, the pricing policy for on-going software support will be:
    - 1) Any changes of a general nature required in the system would be shared among all users;
    - 2) Items required specifically and exclusively by the Center would be billed at the current Data Processing Department rates, with Civil Service or Central Payroll Unit administrative costs included.
  - c. Software Warranty -- The assurance to the Center that the proposed software will operate successfully is in the fact that the vendor is also the user for which the system was developed. The vendor/user issues one payroll per week and maintains the system for service to approximately 3200 employees. Since shared use of the system is proposed, any failures in the system will impact the vendor, as well as the responsible staff, to the same extent that the Center would be impacted. Such shared investment and reliance upon the system exceeds any legal warranty which might be provided.
  - d. Organized User Group -- Staff from the three Departments, which comprise the system team, work constantly together to identify possible changes or problems. In addition, user departments are regularly encouraged and invited to contact the team with

any particular requests or problems they may identify. Because of the inherent organizational linkage among all users, we have not found it necessary to create a special user organization in order to maintain communications. Any user or group of users that wishes to meet with the team on one or more issues may request to do so at any time.

- e. Phoneline Capability -- Not applicable. Proposal is for shared systems only.
- f. Tools to Minimize Need for Support -- Major portions of the system are table driven to reduce the need for programming support.

#### 11. HARDWARE MAINTENANCE

- a. Maintenance Group and Cost Estimates -- Control Data Corporation, 4550 West 77th Street, Edina, Minnesota 55435. From Monday through Friday, 0700-1600, under our standard maintenance contract, CDC provides service for both our mainframe and any CRTs or other CDC devices attached to it, including any which might be leased specifically for the Center. Therefore, for any calls during those hours, no charges would be billed to the Center. For repair calls from 1600 - 0700 and on the weekends, the current charge is \$94.00/hour, portal to portal, plus the customer engineer's mileage.
- b. Business Relationship with Maintenance Group -- We lease a Cyber 720 and associated peripherals from CDC.
- c. Response Time -- Response time during prime hours is 30 minutes; during non-prime hours and on week-ends, the average is two hours.
- d. Maintenance Schedule -- Preventive maintenance on the main frame is every Tuesday from 0600 to 0730. Maintenance on remote equipment is monthly, requiring approximately one hour of down time.

#### 12. SECURITY

- a. Hardware Security Provisions -- Each CRT has a specific hardware address that is defined within the system. This feature allows the system to define specific CRT's to a particular line and prevents someone from using the terminal on another line. The main frame is located at a secure site in the basement of the Court House with standard protections from unauthorized access. Full data base files are maintained at a separate location to prevent loss of files in the event of physical damage to the main processing facility.
- b. Software Security --
  - 1) Access to System -- The communications software has the ability to specify what systems or transactions are allowed for each individual CRT.

- 2) Access to Subsystems -- Passwords are located within the inquiry and transaction programs. Thus, even if the specific CRT is cleared for a certain transaction, the individual must also know the inquiry password to be able to access the data.
- 3) Access to Data Files -- The system allows the use of up to six different types of passwords for each file. The codes which enable entry of passwords are:
  - RD - password for read permission
  - EX - password for extend permission
  - MD - password for modify permission
  - CN - password for control permission
  - XR - password for extend, modify and control permission
  - TX - password for an addition to any of the above conditions
- 4) Patient Care Data -- Not applicable. Proposal does not include systems to manage patient care data.
- 5) Monitoring Access -- The system enables monitoring of which terminals are used at what times to access which files. The Data Processing Department routinely reviews access records and follows up on any unusual entries. The same capability may be used to monitor a particular location, should other information indicate unauthorized use of a site.
- 6) Emergency Changes -- Should a situation warrant emergency changes in security privileges, passwords to access subsystems and files can be changed within 2 to 4 hours and distributed to a revised authorization list.

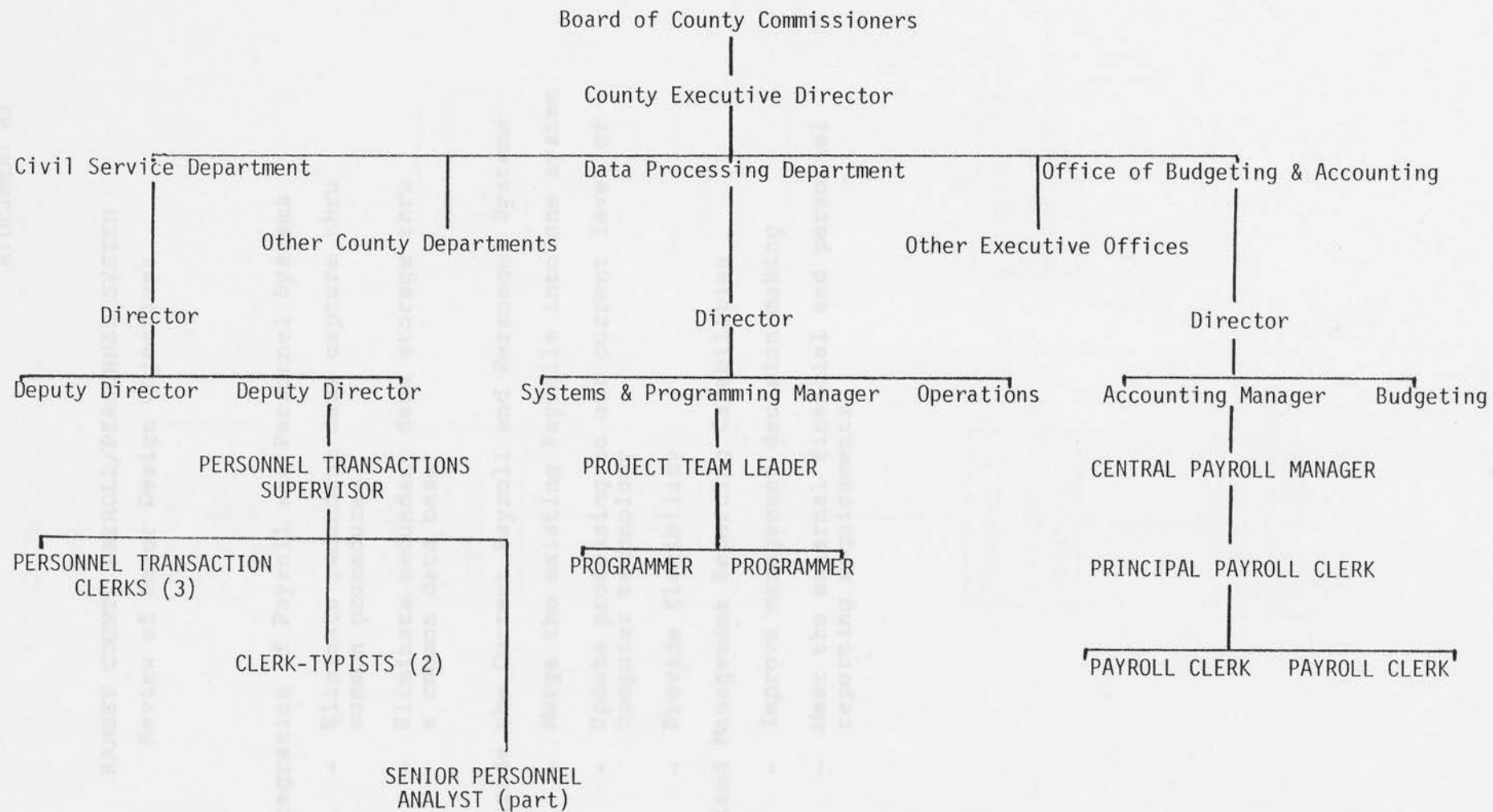
### 13. ON-LINE FEATURES

- a. Inquiry Functions -- On-line inquiry functions include: Position Control, Personnel Query, Employee Job History, Sick Leave/Vacation/Comp Time/Holiday Accumulations, Deductions Display for each employee, and Employee Payroll History by Payday.
- b. Update Functions -- Not applicable. Proposal assumes all update functions will be handled by vendor service team.
- c. Inquiry Response Time -- Average response time for all listed query functions is 5 seconds.
- d. Response Time Guarantee -- Ramsey County Data Processing is committed to maintaining an average response time of 5 to 10 seconds for all users of the on-line network.

14. MULTIPLE HOSPITAL SUPPORT

- a. Capability for Multiple Support -- Both the software for the Payroll/Personnel System and the present hardware configuration, with the addition of CRT's at appropriate locations, are capable of supporting the affiliated organizations cited by the Center. The system presently handles over 30 departments and facilities, with varying operational requirements and unique personnel configurations.
- b. Multiple-Organizational Installations -- As stated above, the system presently serves over 30 affiliated departments and facilities under Ramsey County's umbrella. The three in-patient medical facilities served are at different sites, different program requirements, and separate staffs, though all are under the overall direction of the Human Services Department. The other 24-hour residential facilities served are under the direction of two separate administrations, the Department of Community Corrections and the Sheriff's Department.

## ORGANIZATION CHART





## RAMSEY COUNTY PAYROLL/PERSONNEL SYSTEM

## Review of Major Design Objectives

## I. Integration of Payroll and Personnel Systems

- Eliminate redundant data capture thru common procedures
- Eliminate redundant data storage thru a common data base

## II. Upgrade the Current Payroll and Personnel Systems

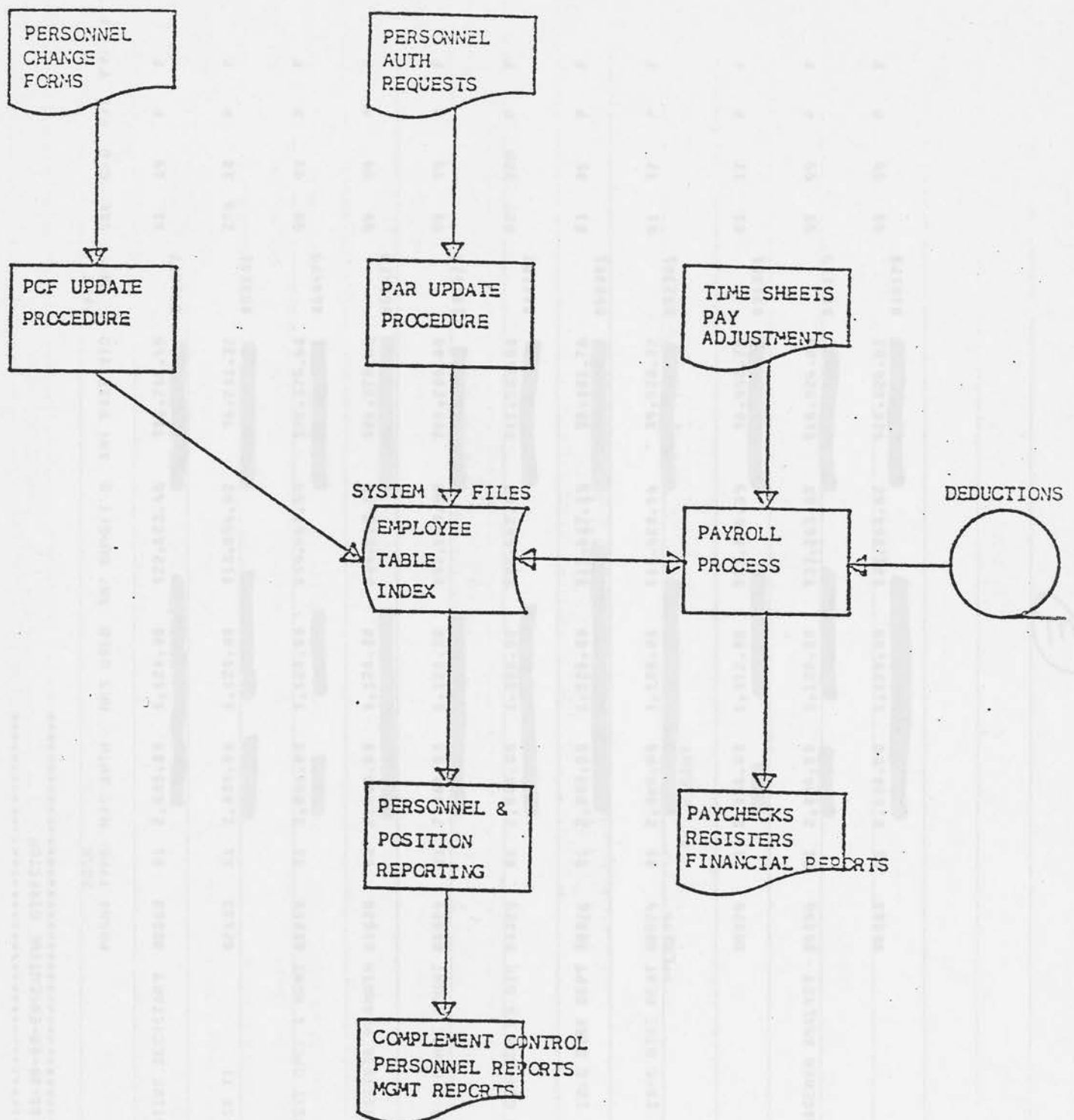
- Merge the existing Payrolls into one system
- Update processing to our current level of computer technology
- Provide flexibility

## III. Extend Management Reporting Capabilities

- Improve management decision making
- Meet the external financial and personnel reporting requirements



RAMSEY COUNTY  
PAYROLL/PERSONNEL SYSTEM  
OVERVIEW



FD-503 07/23/82  
RPT DATE 07/31/82

COMPLEMENT CONTROL REPORT

SEP8020

DEPARTMENT OF 140301-00-00-00-EXECUTIVE DIRECTOR

TITLE DESCRIPTION	POSN#	TYPE	HRS AUTH	HRS USED	AMT BUDGETED	AMT PAID YTD	APPT DATE	SAL	GPO	P/T	F/A	FTD	X
03000-01 -ADMINISTRATIVE SECRETARY	00060	01	2,088.00	1,128.00	\$22,022.46	\$11,766.45	091677	01	19	P	F		
24900-22A-CLERK TYPIST II	02833	01	2,088.00	1,128.00	\$13,054.02	\$6,711.32	053181	22A	10	P	F		
45170-99 -EXECUTIV ASST DIRFF & HGMT	03869	01	2,088.00	1,128.00	\$39,567.59	\$21,375.60	060479	99	99	P	F		
45180-99 -EXECUTIVE ASSISTA PLANNIN	03070	01	2,088.00	1,128.00	\$39,567.59	\$21,375.60	060479	99	99	P	F		
45200-99 -EXECUTI DIRFC RAMSE COUNT	03009	01	2,088.00	1,128.00	\$52,199.99	\$28,200.00	101678	99	99	P	F		
52000-02S-INFOH AND CON REP EX DIR	03329	01	2,088.00	1,080.00	\$22,642.62	\$11,583.00	011182	02S	22H	P	F		
79215-01 -SECRETAR I EXFC DIRE DEPT	00076	01	2,088.00	1,128.00	\$15,447.19	\$8,001.76	052381	01	15	P	F		
79220-01 -SECRETAR II EXFC DIRE DEPT	00074	01	2,088.00	1,128.00	\$18,428.14	\$9,520.32	052381	01	17	P	F		
**LOA** * VACANT													
	00075	01	2,088.00	1,112.00	\$17,864.39	\$8,992.75	091381	01	17	P	F		
80700-99 -SENIOR MANAGENEN ANALYST	00056	01	2,088.00	1,128.00	\$33,363.62	\$18,024.03	010179	99	99	P	F		
	00083	01	2,088.00	1,128.00	\$33,363.62	\$18,024.03	010179	99	99	P	F		

(3)

RUN DATE: 07/29/82  
RPT DATE: 07/31/82

RAMSEY COUNTY PAYROLL/PERSONNEL SYSTEM

PAGE 43

COMPLEMENT CONTROL REPORT

FP6620

DEPARTMENT OF 140301-EXECUTIVE DIRECTOR

FULL TIME RECAP

TITLE DESCRIPTION	POSN TYPE	NBR AUTH	NBR FILL	NBR VCMT	HOURS AUTH	HOURS USED	AMOUNT BUDGETED	AMOUNT PAID
03000 01 ADMINISTRATIVE SECRETARY	01	1	1	0	2,088.00	1,128.00	\$22,022.46	\$11,766.45
24900 22A CLERK TYPIST II	01	1	1	0	2,088.00	1,128.00	\$13,054.02	\$6,711.32
45170 99 EXECUTIV ASSI OPER & MGMT	01	1	1	0	2,088.00	1,128.00	\$39,567.59	\$21,375.60
45180 99 EXECUTIVE ASSISTANT PLANNING	01	1	1	0	2,088.00	1,128.00	\$39,567.59	\$21,375.60
45200 99 EXECUTIVE DIRECTOR RAMSEY COUNT	01	1	1	0	2,088.00	1,128.00	\$52,199.99	\$29,200.00
52800 02S INFCOM AND COM REP EX DIR	01	1	1	0	2,088.00	1,080.00	\$22,642.62	\$11,583.88
79215 01 SECRETARY I EXEC DIRECTOR DEPT	01	1	1	0	2,088.00	1,128.00	\$15,407.19	\$2,001.76
79220 01 SECRETARY II EXEC DIRECTOR DEPT	01	2	1	1	4,176.00	2,240.00	\$36,292.53	\$13,513.07
80700 99 SENIOR MANAGEMENT ANALYST	01	2	2	0	4,176.00	2,256.00	\$66,727.24	\$36,048.06
TYPE TOTAL	01	11	10	1	22,968.00	12,344.00	\$307,561.23	\$163,574.86
DEPT TOTAL		11	10	1	22,968.00	12,344.00	\$307,561.23	\$163,574.86

(4)

RUN DATE: 02 12 82

PANSEY COUNTY PAYROLL/PERSONNEL SYSTEM

REFR26

NOTE: REPORT BASED ON JOBS  
& SALARIES AS OF 02 12 82.

BUDGET PROJECTION REPORT--01 01 83 - 12 31 83

PAGE 105

DEPARTMENT 140303-00-00-00-BUDGETING & ACCOUNTING

CTR	TR	TR DATE	FP	EMPLOYEE NAME	EMPL ID	POSH#	TITLE	TITLE DESCRIPTION	SAL GRD	STP	APPT DATE	#	PER	BW	RATE	TOT SALARY
01			PF	[REDACTED]	[REDACTED]	00071	00300	ACCOUNT CLERK I	22A 16	03	09 22 80					
	HI	032282	PF							04						
	HI	032282	PF							05						
	CD	092282	PF				00450	ACCOUNT CLERK II	18	04	09 22 82		5.6	650.80	\$3,644.48	
	HI	032283	PF							05			13.2	675.20	\$8,912.64	
	HI	092283	PF							06			7.2	702.50	\$5,058.00	
																\$17,615.12
02			PF	[REDACTED]	[REDACTED]	00049	00450	ACCOUNT CLERK II	22A 18	06	09 25 79					
	MI	032582	PF							07			26.0	730.20	\$18,985.20	
03			PF	[REDACTED]	[REDACTED]	00050	00450	ACCOUNT CLERK II	22A 18	09	04 29 74		26.0	804.90	\$20,927.40	
04			PF	[REDACTED]	[REDACTED]	00073	00450	ACCOUNT CLERK II	22A 18	08	08 21 78		26.0	767.50	\$19,955.00	
05			PF	[REDACTED]	[REDACTED]	00053	01400	ACCOUNTING MANAGER	02S 35	07	02 24 77		8.0	1454.30	\$11,634.40	
	LI	042483	PF							08			18.0	1527.20	\$27,489.60	
																\$39,124.00
06			PF	[REDACTED]	[REDACTED]	00059	03000	ADMINISTRATIVE SECRETARY	01 19	08	04 05 76					
	LI	041782	PF							09			26.0	834.50	\$21,697.00	
07			PF	[REDACTED]	[REDACTED]	03184	12470	BUDGET AND ACCOUNT ANAL I	02S 24	04	06 02 80					
	MI	060282	PF							05						
	CD	060282	PF				12480	BUDGET AND ACCOUN ANAL II	27	03	06 02 82					
	HI	120282	PF							04			10.8	945.20	\$10,208.16	
	HI	060283	PF							05			13.1	983.10	\$12,878.61	
	MI	120283	PF							06			2.1	1021.80	\$2,145.78	
																\$25,232.55
08			PF	[REDACTED]	[REDACTED]	00061	12480	BUDGET AND ACCOUN ANAL II	02S 27	07	09 07 78		26.0	1061.50	\$27,599.00	



PAYROLL/PERSONNEL SYSTEMTIME REPORTING CODES

<u>CATEGORY I: TIME WORKED IN THE PAY PERIOD</u>	<u>TIME CODE</u>
REGULAR HOURS (Including Scheduled Holidays)	01
SHOW-UP TIME	02
SALARY	03
PROFESSIONAL ASSOCIATION MEETINGS	04
COUNTY SPONSORED CONFERENCE-CREDIT	05
COUNTY SPONSORED CONFERENCE-NON CREDIT	06
OTHER CONFERENCES/SEMINARS-CREDIT	07
OTHER CONFERENCES/SEMINARS-NON CREDIT	08
NIGHT DIFFERENTIAL HOURS (Worked or Paid)	70
SATURDAY DIFFERENTIAL HOURS (Paid)	71
SUNDAY DIFFERENTIAL HOURS (Paid)	72
NIGHT DIFFERENTIAL CARRY-OVER USED (Paid, but worked in a prior period)	75
MEDICATION DIFFERENTIAL	76
OVERTIME HOURS (Earned at Straight-time Rate)	80
OVERTIME HOURS (Earned at Time-and-One-Half Rate)	81
REGULAR HOLIDAY HOURS WORKED (Not One of the Below- listed Holidays)	83
THANKSGIVING HOLIDAY HOURS	85
CHRISTMAS HOLIDAY HOURS	88
NEW YEAR'S HOLIDAY HOURS	89
CALL-BACK HOURS	90
COURT APPEARANCE HOURS	92
ON-CALL HOURS	93
<u>CATEGORY II: TIME USED IN THE PAY PERIOD</u>	<u>TIME CODE</u>
SICK LEAVE (Employee Illness)	10
SICK LEAVE (Medical/Dental Appointment)	11

CATEGORY II: TIME USED IN THE PAY PERIOD (Continued)TIME CODE

SICK LEAVE (Family Illness)	12
SICK LEAVE (Family Death)	13
SICK LEAVE (Maternity Paid Leave)	14
SICK LEAVE (Paternity Paid Leave)	15
SICK LEAVE - WORKER'S COMP (Not charged to Regular Sick Time, but to W/C Sick Credit Time Granted)	19
VACATION TIME	20
FLOATING HOLIDAY (Floater) HOURS TAKEN	30
REGULAR HOLIDAY HOURS TAKEN (Including Thanksgiving, Christmas, and New Year's)	31
COMPENSATORY TIME TAKEN	35
JURY DUTY	40
MILITARY LEAVE (Paid)	41
SUGGESTION INCENTIVE	42
SHIFT CARRY-OVER HOURS USED	44

(THE BELOW CODES IDENTIFY TIME-WITHOUT-PAY)

EDUCATIONAL LEAVE	51
EMPLOYEE DECEASED	52
EXEMPT SERVICE LEAVE	53
INTER-AGENCY LEAVE	54
MATERNITY LEAVE	55
MILITARY LEAVE	56
PERSONAL BUSINESS	57
SICKNESS OR ILLNESS (Not under Worker's Comp.)	58
SUSPENSION	59
UNION BUSINESS	60
WITHHOLDING SERVICES (Strike)	61
LEGISLATIVE LEAVE	62
SHIFT/SCHEDULE TIME NOT WORKED	63
SICKNESS OR ILLNESS (Under Worker's Comp.)	64



# REQUEST FOR LEAVE - VACATION, SICK, OTHER

EMPLOYEE NAME		DEPT/DIVISION		From To DATE(s)		From To TIME		TOTAL HRS.
CODE	CODE NAME	DATE(s)	#HRS.	CODE	CODE NAME	DATE(s)	#HRS.	
10	Employee Illness			40	Jury Duty			
11	Medical Appointment			41	Paid Military Leave			
12	Family Illness							
13	Family Death			04	Professional Assoc.Mtg.			
14	Maternity			05	County sponsored conference/ Seminar (Credit)			
15	Paternity			06	County sponsored conference/ Seminar (non-credit)			
19	Workers Comp			07	Other sponsored conference/ Seminar (Credit)			
20	Vacation			08	Other sponsored conference/ Seminar (non-credit)			
35	Comp Time							
30	Floating Holiday							

Explanation

Conference/Seminar Location

Employee Signature

Date

APPROVED

DENIED

Posted to Timesheet

Supervisor's Signature

Date

(see reverse side for instructions)

CPU-513-82

## INSTRUCTIONS

- 1) Fill in name, Department/Division, date(s), and total hours used.
- 2) Fill in any other information that is needed for approval of your request.
- 3) This form may be used for up to ONE PAY PERIOD (maximum of 80 hours) and may include more than one code name (i.e., Code 20- 3/10-3/12 24 hours; Code 30- 3/13-3/14 16 hours).
- 4) All signatures must be on this form. Timekeepers should initial on line "Posted to Timesheet" when timesheet is completed.
- 5) Only properly approved "Leave Requests" should be coded to the timesheet.

NOTE: Code 11 - Medical Appointment: This code is for EMPLOYEE medical or dental appointment only, NOT family members.

(S)

[illegible]

## RAMSEY COUNTY BIWEEKLY TIME REPORT

DEPARTMENT NAME						EMPLOYEE NAME							TITLE DESCRIPTION								ENDING		
																					MON.	DAY	YEAR
D O C	DEPT.	DIV.	SUB.	SEC.		EMPLOYEE NUMBER	C/D		APP.TYP.	TITLE	SAL. SCH.	STEP	POR	C RATE	NBR	YR							
1									P=Perm. T=Temp. E=Emer.					P= Prior Rate									
01	02	07	09	11		13	25		26	27	32	35	38		39	41							
WORKED OR TIME USED	ITEM	DESCRIPTION OF ACTIVITY															TOTAL HOURS	TIME CODE	For Pay				
	1	REGULAR HOURS WORKED															43	01					
	2	SICK LEAVE USED															51						
	3	VACATION USED															59	20					
	4	FLOATING HOLIDAY USED															67	30					
	5	COMPENSATORY TIME USED															43	35					
	6	REGULAR HOLIDAY USED															51	31					
	7	SHIFT HOURS ADJUSTMENT															59	44					
	8	OTHER (WORKED OR USED)															67						
	9	OTHER (WORKED OR USED)															43						
	10	OTHER (WORKED OR USED)															51						
															<b>PERIOD TOTAL</b>								
OVER TIME	11	OVERTIME 80 - STRAIGHT TIME 81 - TIME AND ONE HALF															59	64					
	12	SPECIAL OVERTIME															67	72					
	13	SPECIAL OVERTIME															43	48					
															<b>OVERTIME TOTAL</b>								
DIFFERENTIAL TIME	14	NIGHT DIFFERENTIAL HOURS															51	70					
	15	SATURDAY DIFFERENTIAL HOURS															59	71					
	16	SUNDAY DIFFERENTIAL HOURS															67	72					
															<b>DIFFERENTIAL TOTAL</b>								
EMPLOYEE					SUPERVISOR					PAYROLL CLERK					DATA PROCESSING USE ONLY TRANSFERRED INITIALS								



# PAYROLL ADJUSTMENT FORM

DEPARTMENT NAME					EMPLOYEE NAME					
					FOR THE PAY PERIOD {			ENDING	NBR	YR
								39	41	
DOC	DEPT.	DIV	SUB	SEC	EMPLOYEE NUMBER	APP/TYP	TITLE	SAL/ SCH	STEP	P or C RATE
01	03	07	09	11	13	25 26	22	22	35	39

PAY ADJUSTMENT DETAILS			
CODE	AMOUNT	*HOURS	COMMENTS; EXPLANATIONS
43	45	52	
57	59	66	
43	45	52	
57	59	66	

← TOTAL PAY AMOUNTS

← TOTAL HOURS (\* INDICATES THAT HOURS MUST ALWAYS BE ENTERED FOR THE PAY CODES TC, TF, TV, or SS)

## PAY ADJUSTMENT CODES

ADDITIONS TO PAY (+)				PAY REDUCTIONS (-)			
CODE	TYPE	CODE	TYPE	CODE	TYPE	CODE	TYPE
AA	SUPPL PAY	RA	PERM RETRO PAY	SS	SEVERANCE SICK	XA	PERM SAL ADJUST
AC	OVERTIME PAY	RB	TEMP RETRO PAY	TC	TERMINAL COMP	XB	TEMP SAL ADJUST
AE	EMERGENCY PAY	RC	OVTM RETRO PAY	TF	TERM FLOATER	XC	OVTM SAL ADJUST
AW	W/C PAY	RW	W/C RETRO PAY	TV	TERM VACATION	XW	W/C SAL ADJUST

EMPLOYEE	SUPERVISOR	PAYROLL CLERK	DATE SUBMITTED
----------	------------	---------------	-------------------

CIVIL SERVICE DEPT

Approved as to Title & Rate	Date
-----------------------------	------

ENTERED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



DEPT				DIV				SUB				SEC				DEPARTMENT NAME				PAYROLL PERIOD				PAY DATE											
40303				00				00				00				BUDGETING & ACCOUNTING				SCH #1-D				PE #82-11				07 17 02 10 07 30 02				03 06 08			
CS		ALUC		EMPLOYEE NUMBER		APPT TYPE		EMPLOYEE NAME		SAL SCH		GRADE		STEP		TITLE		TIME & PAY SUMMARY				DEDUCTIONS SUMMARY				NET PAY		CHECK NUMBER							
																		HOURLY RATE		TIME CATEGORY		HOURS		GROSS PAY		CATEGORY		DED AMOUNT		CATEGORY		DED AMOUNT			
																												</							

COPY TO BUDGET AND ACCOUNTING

FORM 10-10-10

(12)

DEPT		DIV		SUB		SEC		DEPARTMENT NAME				RAMSEY COUNTY				PAYROLL PERIOD				PAC DATE							
								SCH #2-E				PAYROLL REGISTER				PC #82-1E				07 17 82 TO 07 30 82				08 19 82			
								2 wch. Holiday																			
CS	AUT	EMPLOYEE NUMBER	APPT TYPE	EMPLOYEE NAME	SAL SCH	GRADE	STEP	TITLE	TIME & PAY SUMMARY				DEDUCTIONS SUMMARY				NET PAY	CHECK NUMBER									
									HOURLY RATE	TIME CATEGORY	HOURS	GROSS PAY	CATEGORY	DED AMOUNT	CATEGORY	DED AMOUNT											
SUMMARY DEPARTMENT TOTALS																											
PERMANENT SALARIES (FULL TIME)									DEDUCTIONS																		
REGULAR GROSS 402,404.25									FICA 22,550.52																		
NITE DIFF 3,541.48									PERA 22,073.30																		
SAT DIFF 326.91									FED TAX 70,417.00																		
SUN DIFF 378.83									STA TAX 30,658.00																		
MED DIFF 104.00									CT ORCERS 553.00																		
(OTHER) 142.69									LOC # 8 1,189.64																		
406,898.16									LOC # 36 157.50																		
PERMANENT SALARIES (PART TIME)									LOC # 49 1,251.60																		
REGULAR GROSS 39,288.49									LOC # 320 1,393.11																		
NITE DIFF 745.18									LOC # 707 571.42																		
SAT DIFF 155.64									LOC # 1076 1,069.18																		
SUN DIFF 197.65									BACK TAXES 142.62																		
MED DIFF 96.00									HBA 429.92																		
(OTHER) 148.81									CR UNION 45,649.69																		
40,611.69									UNI FUND 294.78																		
TEMPORARY PAY 74,344.72									COOP FUND 80.75																		
EMERGENCY PAY 12,251.82									LEFRG COMP 8,806.00																		
OVERTIME PAY 396.01									US BONDS 1,262.25																		
SEVERANCE PAY 0.00									TOT DEDUCTNS 208,590.20																		
WORKMANS COMP 2,755.33																											
TOTAL GROSS PAY 527,257.73									TOTAL NET PAY 328,667.53																		

COPY TO BUDGET AND ACCOUNTING

# RAMSEY COUNTY WARRANT-CHECK

PAYROLL

ST. PAUL, MINN.

AMERICAN  
NATIONAL BANK  
OF ST. PAUL  
MINNESOTA

TO THE TREASURER OF RAMSEY COUNTY

22-7  
960

DEPT.	DIV.	SUB	SEC.
0301	01	01	01

PAY TO THE ORDER OF

PAY DATE		
MO.	DAY	YR.
04	08	77

CHECK NO.
024780

AMOUNT
*****312.62

EMPLOYEE NUMBER
77293116-3

KENNETH CASH  
1082 W BOURBON LANE  
ST PAUL MN 55199

THE EXACT SUM OF \*\*\*\*\*312 DOLLARS AND 62 CENTS

VOID

⑈ 2000000 2⑈ ⑆ 0960000 7 2⑆ 008⑈ 26 1⑈ 0⑈

DEPT.	DIV.	SUB	SEC.	PERIOD ENDING	PAY PER
0301	01	01	01	04-01-78	07

EMPLOYEE NUMBER	PERA NO.
77293116-3	213376

EARNINGS SUMMARY	THIS PERIOD	YEAR-TO-DATE
GROSS PAY	570.00	3,994.62

VE SUMMARY	HRS	ACCUM NEXT PER	PER EARNED	USED YEAR-TO-DATE
ICK		323.69	4.6154	24.00
AC		134.15	6.1538	35.50
LTR		8.00		8.00
OMP		12.80		10.00

## PAY PERIOD EARNINGS & DEDUCTIONS

CHECK # [ 024780

WORKED /USED	HOURS	PAY AMOUNT	RET • TAXES • OTHER	THIS PERIOD	YEAR-TO-DATE
REG	40.00		PERA	45.60	319.20
SICK	8.00		FICA	34.49	241.67
VAC	32.00	570.00	FED TAX	105.73	740.11
			STA TAX	33.81	236.67
			MBA	22.75	
			CR UNION	15.00	

EMO-WORK HARD & PROSPER

RAMSEY COUNTY, ST. PAUL, MINNESOTA

312.62 ← NET PAY

13A

RUN DATE 08-04-82  
PROG: RFPRG14

RAMSEY COUNTY PAYROLL  
DEPARTMENT TIME REGISTER

PAGE NO 0000

PAYROLL PERIOD  
NDR STARTING ENDING PAY DATE  
16 07-17-82 07-30-82 08-06-82

DEPT DIV SUB SEC  
40302 01 00 00

DEPARTMENT

DIVISION/SUBDIVISION/SECTION  
RISK MANAGEMENT

CATEGORY	PERMANENT FULL TIME		PERMANENT PART TIME		TEMPORARY		EMERGENCY		TOTALS	
	HOURS	GROSS	HOURS	GROSS	HOURS	GROSS	HOURS	GROSS	HOURS	GROSS
01 REG	133.50	1,720.79	40.00	221.26	.00	.00	.00	.00	173.50	1,950.05
10 SICK	2.50	20.34	.00	.00	.00	.00	.00	.00	2.50	20.34
20 VAC	24.00	355.97	.00	.00	.00	.00	.00	.00	24.00	355.97
TOTALS	160.00	2,105.10	40.00	221.26	.00	.00	.00	.00	200.00	2,326.36



FUNDING REPORT  
RFPRG16

PAYROLL / PERSONNEL  
ACCOUNTING DEPT

PAYPERIOD 16  
PAYDATE 08/06/82

PAGE 26

DEPT 40302 RISK MANAGEMENT

PERM FULL TIME

		G R O S S	RFC CODE	FUNDED GROSS	PCT	FICA	PERA	HEALTH INS	DENTAL INS	RFC CODE	OTH FUNDING DEPT PCT
	J	1,454.30		1,454.30	100.00	97.44	79.98				
	H	650.80		650.80	100.00	43.60	35.79				
TOTAL		2,105.10		2,105.10		141.04	115.77				

DEPT 40302 RISK MANAGEMENT

PERM PART TIME

	I	221.26		221.26	100.00	14.82	12.17
TOTAL		221.26		221.26		14.82	12.17

DEPT 40302 RISK MANAGEMENT

WORKERS COMP.

		337.68		337.68	100.00
	G	329.76		329.76	100.00
	J	347.10		347.10	100.00
TOTAL		1,014.54		1,014.54	

DEPT TOTAL	3,340.90	3,340.90	155.86	127.94
------------	----------	----------	--------	--------

EMPLOYEE ID & NAME		EARNED PERIOD	USED PERIOD	BALANCE TO DATE	USED YTD		EARNED PERIOD	USED PERIOD	BALANCE TO DATE	USED YTD	VAC DAYS	VAC HOURS	HOURS W/O PAY
[REDACTED]	FL. HOL.	0.0000	0.00	16.0000	0.00	SICK (REG)	4.6154	0.00	221.5392	0.00			
[REDACTED]	COMP. TIME	0.0000	0.00	0.0000	0.00	VACATION	4.6154	0.00	181.5392	8.00	30	240.00	0.00
[REDACTED]	FL. HOL.	0.0000	0.00	16.0000	0.00	SICK (REG)	4.6154	0.00	611.3476	0.00			
[REDACTED]	COMP. TIME	0.0000	0.00	0.0000	0.00	VACATION	6.1538	0.00	157.3812	24.00	40	320.00	0.00
[REDACTED]	FL. HOL.	0.0000	0.00	16.0000	0.00	SICK (REG)	4.6154	0.00	569.8476	40.00			
[REDACTED]	COMP. TIME	0.0000	0.00	0.0000	0.00	VACATION	6.1538	0.00	132.3044	24.00	40	320.00	0.00
[REDACTED]	FL. HOL.	0.0000	0.00	16.0000	0.00	SICK (REG)	4.6154	0.00	351.9322	24.00			
[REDACTED]	COMP. TIME	0.0000	0.00	0.0000	0.00	VACATION	6.1538	0.00	137.8444	208.00	40	320.00	0.00
[REDACTED]	FL. HOL.	0.0000	0.00	8.0000	8.00	SICK (REG)	4.6154	0.00	553.8476	0.00			
[REDACTED]	COMP. TIME	0.0000	0.00	0.0000	0.00	VACATION	6.1538	0.00	128.9236	4.00	40	320.00	0.00
[REDACTED]	FL. HOL.	0.0000	0.00	16.0000	0.00	SICK (REG)	4.6154	0.00	258.4624	0.00			
[REDACTED]	COMP. TIME	0.0000	0.00	0.0000	0.00	VACATION	4.6154	0.00	218.4624	8.00	30	240.00	3.00
[REDACTED]	FL. HOL.	0.0000	0.00	16.0000	0.00	SICK (REG)	4.6154	0.00	350.7704	0.00			
[REDACTED]	COMP. TIME	0.0000	0.00	0.0000	0.00	VACATION	0.0000	0.00	240.0000	0.00	30	240.00	0.00

E-VAC. ACCUM. REDUCED TO MAX.

152.....U.S. BONDS

201.....CREDIT UNION

252

~~251~~.....UNITED WAY

261.....COOP FUND

301.....FED TAX

401.....# 8 (#22 sal sel.)

421.....# 36

431.....# RCEF

441.....# 49

461.....# 151 (#27 sal sel.)

481.....# 320

501.....# 707

521.....# 722

541.....# 1076

601.....M.B.A.

621.....HEALTH INS

641.....STATE TAX

661.....DEFERRED COMP

701.....BUS PASS

751.....ARTS FUND

801.....PERA

851.....COURT ORDERS

PERMANENT FULL TIME

LAST	NAME	FIRST	EMPLOYEE NO	DEPT	FEDERAL	STATE	FICA	PERA	OTHER	SEQ-NO	NET PAY
PF	FULL	GROSS	DEF COMP	ADJ GROSS							
			J	40303							
17		1,022.80		1,022.80	197.85	71.94	68.02	40.91	100.00	201	
									30.17	621	
									22.00	701	491.91
18		1,022.80		1,022.80	197.85	71.94	68.02	40.91	100.00	201	
									12.00	252	532.08
19		1,022.80		1,022.80	197.85	71.94	68.02	40.91	100.00	201	
									30.17	621	513.91
Q3		6,136.80		6,136.80	1,137.10	431.64	408.12	245.40	770.51		3,093.97
20		1,022.80		1,022.80	186.39	72.99	68.02	40.91	100.00	201	
									12.00	252	542.99
21		1,022.80		1,022.80	186.39	73.52	68.02	40.91	100.00	201	
									30.17	621	
									22.00	701	501.79
22		1,022.80		1,022.80	186.39	73.52	68.02	40.91	100.00	201	
23		1,022.80		1,022.80	186.39	73.52	68.02	40.91	100.00	201	
									12.00	252	541.90
24		1,022.80		1,022.80	186.39	73.52	68.02	40.91	100.00	201	
									30.17	621	
									22.00	701	501.79
25		1,043.30		1,043.30	192.74	75.31	69.30	41.73	100.00	201	
									12.00	252	552.14
26		1,063.80		1,063.80	199.10	77.10	70.74	42.55	100.00	201	
									30.17	621	
									22.00	701	522.14
Q4		7,221.10		7,221.10	1,323.79	519.48	480.22	288.63	792.51		3,816.27
T		27,416.53		27,416.53	4,756.32	1,808.46	1,823.23	1,096.65	3,288.65		14,643.22

(18)



PPX57

INDIVIDUAL PAYMENT HISTORY REPORT  
RPPRF31PAYROLL / PERSONNEL  
BUDGET ACCOUNTING

RUN DATE 09/10/80

PAGE 3

BARGAINING UNIT 22A LOCAL #8 - REGULAR COUNTY

DEPT 41001 CUSTODIAN CH &amp; CH

PAYDAY	TITLE	SCHED	STEP	TYP	P/C	RATE	CODE	HOURS	AMOUNT	NEW RATE	RATE DIFFERENCE	AMOUNT
--------	-------	-------	------	-----	-----	------	------	-------	--------	----------	-----------------	--------

01	53250	22A	09	1	C	6.4846	01 P	40.00	259.38	7.0384	.5538	-
01	53250	22A	08	1	C	6.1846	01 P	40.00	247.38	6.7096	.5250	-
01	53250	22A	08	1	C	.3000	70 P	75.00	22.50	.3300	.0300	-
02	53250	22A	09	1	C	6.4846	01 P	24.00	155.63	7.0384	.5538	-
02	53250	22A	09	1	C	6.4846	31 P	8.00	51.88	7.0384	.5538	-
02	53250	22A	09	1	P	6.4846	01 P	40.00	259.38			-
02	53250	22A	09	1	P	6.4846	31 P	8.00	51.88			-
02	53250	22A	09	1	C	.3000	70 P	30.00	9.00	.3300	.0300	-
02	53250	22A	09	1	P	.3000	70 P	45.00	13.50			-
03	53250	22A	09	1	C	6.4846	01 P	80.00	518.80	7.0384	.5538	-
03	53250	22A	09	1	C	.3000	70 P	75.00	22.50	.3300	.0300	-
04	53250	22A	09	1	C	6.4846	01 P	80.00	518.80	7.0384	.5538	-
04	53250	22A	09	1	C	.3000	70 P	75.00	22.50	.3300	.0300	-
05	53250	22A	09	1	C	6.4846	01 P	80.00	518.80	7.0384	.5538	-
05	53250	22A	09	1	C	.3000	70 P	75.00	22.50	.3300	.0300	-
06	53250	22A	09	1	C	6.4846	01 P	72.00	466.89	7.0384	.5538	-
06	53250	22A	09	1	C	6.4846	31 P	8.00	51.91	7.0384	.5538	-
06	53250	22A	09	1	C	.3000	70 P	75.00	22.50	.3300	.0300	-
07	53250	22A	09	1	C	6.4846	01 P	80.00	518.80	7.0384	.5538	-
07	53250	22A	09	1	C	.3000	70 P	75.00	22.50	.3300	.0300	-
08	53250	22A	09	1	C	6.4846	01 P	80.00	518.80	7.0384	.5538	-
08	53250	22A	09	1	C	.3000	70 P	75.00	22.50	.3300	.0300	-
09	53250	22A	09	1	C	6.4846	01 P	80.00	518.80	7.0384	.5538	-
09	53250	22A	09	1	C	.3000	70 P	75.00	22.50	.3300	.0300	-
10	53250	22A	09	1	C	6.4846	01 P	80.00	518.80	7.0384	.5538	-
10	53250	22A	09	1	C	.3000	70 P	75.00	22.50	.3300	.0300	-
11	53250	22A	09	1	C	6.4846	01 P	80.00	518.80	7.0384	.5538	-
11	53250	22A	09	1	C	.3000	70 P	75.00	22.50	.3300	.0300	-
12	53250	22A	09	1	C	6.4846	01 P	80.00	518.80	7.0384	.5538	-
12	53250	22A	09	1	C	.3000	70 P	75.00	22.50	.3300	.0300	-
13	53250	22A	09	1	C	6.4846	01 P	72.00	466.89	7.0384	.5538	-
13	53250	22A	09	1	C	6.4846	31 P	8.00	51.91	7.0384	.5538	-
13	53250	22A	09	1	C	.3000	70 P	75.00	22.50	.3300	.0300	-
14	53250	22A	09	1	C	6.4846	01 P	80.00	518.80	7.0384	.5538	-
14	53250	22A	09	1	C	.3000	70 P	75.00	22.50	.3300	.0300	-
15	53250	22A	09	1	C	6.4846	01 P	72.00	466.89	7.0384	.5538	-
15	53250	22A	09	1	C	6.4846	31 P	8.00	51.91	7.0384	.5538	-
15	53250	22A	09	1	C	.3000	70 P	75.00	22.50	.3300	.0300	-
16	53250	22A	09	1	C	6.4846	20 P	80.00	518.80	7.0384	.5538	-
16	53250	22A	09	1	C	.3000	70 P	75.00	22.50	.3300	.0300	-
17	53250	22A	09	1	C	6.4846	20 P	80.00	518.80	7.0384	.5538	-
17	53250	22A	09	1	C	.3000	70 P	75.00	22.50	.3300	.0300	-
18	53250	22A	09	1	C	6.4846	01 P	80.00	518.80	7.0384	.5538	-
18	53250	22A	09	1	C	.3000	70 P	75.00	22.50	.3300	.0300	-
19	53250	22A	09	1	C	6.4846	01 P	80.00	518.80	7.0384	.5538	-
19	53250	22A	09	1	C	.3000	70 P	75.00	22.50	.3300	.0300	-

TOTAL TC-LATE 10,272.63 9,947.87

845.57 REIKU PAY AMT

DEPT TOTAL 10,272.63

REIKU PAY AMT

(19)



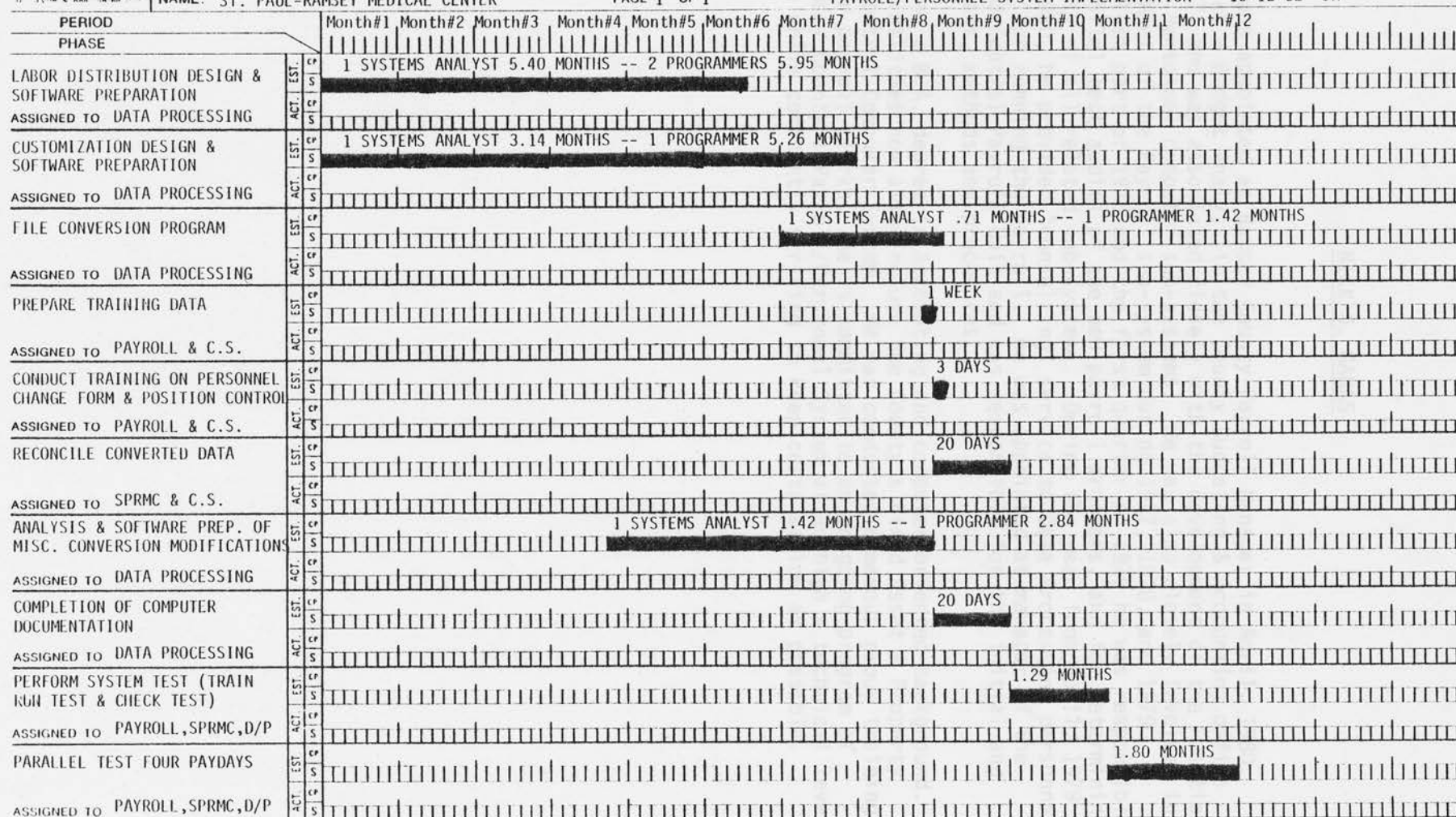
**pride.**  
PLANNING CHART

PROJECT	SYS	SS	PC	PG
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NAME: ST. PAUL-RAMSEY MEDICAL CENTER

PAGE 1 OF 1

PAYROLL/PERSONNEL SYSTEM IMPLEMENTATION 10-12-82 JK



ATTACHMENT A5

NICK J. GANAS

Nick Ganas was appointed as Ramsey County Payroll Manager in April, 1980. He started as a Budget Analyst in the County Budgeting & Accounting office in May, 1977, and was associated closely with the development of the Position Control and Personnel computer sub-systems. He was also closely involved in the development of the Payroll sub-system during 1977, 1978, and 1979. During the last part of 1978 and the first quarter of 1979 he was responsible for the parallel test audits of the new payroll programs, and for determining the integrity of all related sub-systems. During the year from April, 1979 to March, 1980, he provided "consulting" service to Data Processing personnel responsible for running the payroll. He was appointed as manager of the newly formed Central Payroll Unit and was responsible for the initial and on-going plans, methods and procedures.

Mr. Ganas has a B.A. degree in Accounting and computer-oriented background. His responsibilities now also include the County's Fixed Asset & Property Inventory Control Computer System. He has conducted numerous group training sessions for payroll clerks. He is committed to an on-going program of keeping Ramsey County's Payroll/Personnel System at as high a technical level as possible while constantly striving to keep costs as low as possible.

PATRICIA J. JOHNSTON

Personnel Transactions Supervisor of the Ramsey County Civil Service Department. Mrs. Johnston joined the Department in 1973 and has been involved with many phases of payroll and personnel work. Her responsibilities are supervising and directing a group of employees engaged in auditing payroll transactions, maintaining personnel records, directing a Health and Welfare program, and being responsible for certifying persons from eligible lists to fill vacancies within the County.

In 1976, when Ramsey County started to implement a new automated integrated payroll/personnel management information system, Mrs. Johnston was directly involved. Since 1977, the system has been functioning and it is her responsibility to maintain and update all changes to the computer table files as it expands.

Prior to her work with Ramsey County, Mrs. Johnston worked for the State Bureau of Criminal Apprehension coding and purging criminal records and compiling reports for the Federal Bureau of Investigation.



SYLVIA J. KUEFFNER

EDP Project Team Leader responsible for the development and maintenance of the Ramsey County Payroll/Personnel System, Medicare B Retiree System, and the Police Pension System. Since 1976, Ms. Kueffner has been extensively involved in the design and development of the Ramsey County Payroll/Personnel System. Prior to 1976, she was responsible for the development and implementation of a Real Estate Tax Accounting System for Dakota County.

Ms. Kueffner has been employed in the Ramsey County Data Processing Department since 1957. She was also involved in the original design and implementation of a computer system for the Metropolitan Mosquito Control District, a Real Estate Tax Accounting System for Ramsey County, and a Payroll System for Ramsey County. She has work experience in the areas of computer operations, program design and development, systems analysis and project management.

APPLICATION 4. PAYROLL

<u>Current System</u>	<u>Priority</u>	<u>Functions/Features</u>	<u>Vendor Response</u>	<u>Cross Reference</u>	<u>Comments</u>
		1. Payroll Processing Function			
A	C	a. Generate employee time cards or time sheets.	A	Numbers shown below refer to report samples attached.	
N	N	b. Provide separate executive payroll.	A		
M	C	c. Allow multiple pay types per employee.	A		Multiple pay types -- Attached is a listing of all time and pay codes which are currently being used in the Payroll/Personnel System.
A	C	d. Automatically accrue paid vacation, sick leave and legal and personnel holiday hours based upon hours worked and length of employment.	A		
A	C	e. Automatically interface up to 9999 cost centers to the general ledger including automatic posting of accruals (salary and fringes).	C		The Payroll/Personnel system is already designed to accommodate up to 99,999,999,999 separate cost centers. To automatically post accruals of salaries and fringes to a general ledger system of another vendor would require custom designing by Ramsey County. The estimate for this customization is \$6,000.
		f. Calculate all deductions including:			
A	C	1. Federal and State tax deductions based on exemptions, a percentage or a flat amount above or below normal rate.	A		
A	C	2. At least 10 deductions per	A		At present, each employee is allowed up

APPLICATION 4. PAYROLL

<u>Current System</u>	<u>Priority</u>	<u>Functions/Features</u>	<u>Vendor Response</u>	<u>Cross Reference</u>	<u>Comments</u>
		employee/99 selections.			to 30 deductions per pay day. The "voluntary" deductions such as MBA, United Way, Cooperating Fund, Bus Pass, and Health Insurance are split up to alternate on the two paydays per month so that no one pay check has an inordinately high number of deductions. At present, the system is designed to accommodate up to 100 different deduction agencies with separate sub plans within each of the deduction agencies.
A	C	3. One-time deductions.	A		
		g. Calculate all taxes, including:			
A	C	1. FIT	A		
A	C	2. FICA	A		
A	C	3. FUT	C		<u>Federal Unemployment Tax</u> -- The payroll system currently does not do calculations for Federal Unemployment Tax, as the County is on a billing system from the State Unemployment Division for unemployment compensation contributions. Estimate for a custom design is \$3,000.
A	C	4. SIT	A		
A	C	5. Earned income tax credits.	A		<u>Earned Income Tax Credits</u> -- At present, we only have two employees of Ramsey County who are only occasionally eligible for advanced earned income credit payments. These payments are made back to the employees through a separate warrant check, and the historical records are adjusted manually at the end of the year. The cost of modifi-

APPLICATION 4. PAYROLL

<u>Current System</u>	<u>Priority</u>	<u>Functions/Features</u>	<u>Vendor Response</u>	<u>Cross Reference</u>	<u>Comments</u>
A	C	1. Interface with Personnel?	A		cations to automate this procedure in the system far outweigh the benefits the automation would provide. If St. Paul-Ramsey has a large number of eligible employees, a custom procedure could be designed.
		2. Payroll Check Generation Function			
A	C	a. Provide bi-weekly check cycle.	A		
		b. Produce the following check			
A	C	6. PERA (Retirement)	A		
A	C	h. Allow salary dollars to be sheltered from various taxes (deferred comp. must allow for multiple plans).	A		<u>Deferred Compensation</u> -- Deferred Compensation is set up on the County's payroll system and includes the exact same plans as were approved by the Board of County Commissioners and St. Paul-Ramsey Medical Center. No change-over of Deferred Compensation monies would have to be made.
		i. Generate earnings:			
A	C	1. Statements showing gross pay, overtime hours and pay differentials multiple deductions and accrued vacation/holiday/sick hours.	A		
A	C	2. Summary of earnings statements with same data as statements (i.e., payroll register).	A		
A	C	j. Provide exception report for employees exceeding hospital defined benefits.	A	RPPSP35	<u>Prohibit the Ability to Cancel and Correct Outstanding Checks</u> -- If a paycheck is determined to be incorrect, it is retrieved from the employee and reissued, showing the appropriate accounting entries to void the original check and to show the issuance of a new paycheck. The historical reporting system also shows this same audit trail. The historical reporting system and the outstanding check reporting system are specifically designed so that the record of the payroll check having
N	C	k. Provide exception report for employees not submitting time reports.	A		



APPLICATION 4. PAYROLL

<u>Current System</u>	<u>Priority</u>	<u>Functions/Features</u>	<u>Vendor Response</u>	<u>Cross Reference</u>	<u>Comments</u>
A	C	1. Interface with Personnel.	A		been produced cannot be eliminated from the file.
		2. Payroll Check Generation Function			
A	C	a. Provide bi-weekly check cycle.	A		
		b. Produce the following check types:			See 2c above.
N	C	1. Advance and retro-pay supplemental checks.	A		<u>Advance and Retro-Pay Supplemental Checks</u> The Ramsey County Payroll System is designed to produce only one payroll check per employee per pay period. Included in this one check are all current payroll period earnings and any retroactive pay or supplemental pay which may be due the employee. This was done as a very tight internal control requirement. Tax computations on retroactive pay are made especially so that an excessive amount of state and federal income tax are not deducted from an employee's check.
		g. Account for annual checks.			
		h. Account for outstanding checks.			
		3. Governmental Reporting (941s, 942s) Function			
		a. Produce 9-2 forms:			
		1. Annually			
A	C	2. Checks sorted by distribution sequence.	A		<u>Produce 9-2 Form upon Termination of Employee</u> At present, Ramsey County is not required
A	C	c. Prohibit ability to cancel incorrect and outstanding checks.	A		<u>Prohibit the Ability to Cancel and Correct Outstanding Checks</u> -- If a paycheck is determined to be incorrect, it is retrieved from the employee and reissued, showing the appropriate accounting entries to void the original check and to show the issuance of a new paycheck. The historical reporting system also shows this same audit trail. The historical reporting system and the outstanding check reporting system are specifically designed so that the record of the payroll check having
		b. Prepare necessary federal, state and local tax reports and forms (i.e., 941-A).			

APPLICATION 4. PAYROLL

<u>Current System</u>	<u>Priority</u>	<u>Functions/Features</u>	<u>Vendor Response</u>	<u>Cross Reference</u>	<u>Comments</u>
		4. Labor Distribution Function			been produced cannot be eliminated from the file.
A	C	d. Prohibit printing of negative checks.	A		
N	N	e. Automatically reverse voided checks.	A		See 2c above.
N	I	f. Generate direct pay bank deposits.	C		Generate Direct Pay Bank Deposits -- Estimate for system development is \$13,000.
A	C	g. Account for manual checks.	A		
A	C	h. Account for outstanding checks.	A		
		3. Governmental Reporting (941s, W2s) Function	A		
		a. Produce W-2 forms:			
A	C	1. Annually	A		
N	N	2. Upon termination of employee.	C		Produce W-2 Form Upon Termination of Employee At present, Ramsey County is not required to produce a W-2 form for a terminated employee until the end of the calendar year. There is another problem in producing W-2 for an employee before this time in that W-2 forms are usually not available until later, near the end of the calendar year for which they are to be produced.
		5. On-Line Time and Attendance Data Capture Function			
		a. Magnetic check in/out.	C		
		b. Allow recording of data only	A		
A	C	b. Prepare necessary federal, state and local tax reports and forms (i.e., 941-A).	A		

APPLICATION 4. PAYROLL

<u>Current System</u>	<u>Priority</u>	<u>Functions/Features</u>	<u>Vendor Response</u>	<u>Cross Reference</u>	<u>Comments</u>
		4. Labor Distribution Function			
A	C	a. Provide labor distribution by cost center, job title and employee name (bi-weekly, quarterly and annually).	A		Provide Labor Distribution by Cost Center, Job Title and Employee Name -- We currently produce a cost funding report bi-weekly, which shows the detail for each employee's time worked or paid during a pay period. It breaks it down by cost center and employee name; job title could be added with minimal difficulty. Currently this report is produced only bi-weekly but a program is being worked on to produce a quarterly and annual cumulative report of funding by cost center.
A	C	b. Distribute actual benefits to cost centers.	A	RFPPP41	
A	C	c. Automatically, or based upon time reporting, distribute "float" employee wages to multiple cost centers.	A		
N	I	d. Automatically, or based upon time reporting, distribute "float" employee fringe benefits to multiple cost centers.	A		
		5. On-Line Time and Attendance Data Capture Function			
N	N	a. Magnetic check in/out.	C		
N	C	b. Allow recording of data only for authorized employees.	A		
M	C	c. Check employee data being entered for validity.	A		Deduction Status Report -- This report would have to be custom designed. The

APPLICATION 4. PAYROLL

<u>Current System</u>	<u>Priority</u>	<u>Functions/Features</u>	<u>Vendor Response</u>	<u>Cross Reference</u>	<u>Comments</u>
A	C	d. Maintain time and attendance data for payroll purposes.	A		cost estimate for this item is \$2,000. This report would show the status of all deductions, including current bi-weekly pay period deduction amounts, year-to-date deduction totals, and balances due for such deductions as United Way, Cooperating Fund Drive, United Arts Fund.
N	N	e. Interface with payroll to avoid the use of time cards.	A		
N	N	f. Print hours worked for a specific time period by employee and department for verification with payroll system.	A		
		6. Historical Data Reporting Function			<u>Year-to-Date Payroll Register</u> -- This item also would have to be custom designed. Cost estimate is \$4,000. All information for such a report is currently being accumulated in the computer. It is, therefore, mostly the work involved to sort out the information and print out the report.
A	C	a. Provide employee history on demand.	A		
A	C	b. Support production of historical data reports for at least two years.	A		
		7. Miscellaneous Functions			
N	N	a. Ability to print reports to microfiche.	A		
M	I	b. Provide for automatic retroactive accumulation of hours for retroactive pay increases.	A		
		c. Provide for the following:			
A	C	1. Deduction taken report	A		
A	C	2. Vacation/holiday/sick leave status report	A		
A	C	3. Deduction status report.	C		<u>Deduction Status Report</u> -- This report would have to be custom designed. The



APPLICATION 4. PAYROLL

<u>Current System</u>	<u>Priority</u>	<u>Functions/Features</u>	<u>Vendor Response</u>	<u>Cross Reference</u>	<u>Comments</u>
		1. Position Control Reporting Function			cost estimate for this item is \$2,000. This report would show the status of all deductions, including current bi-weekly pay period deduction amounts, year-to-date deduction totals, and balances due for such deductions as United Way, Cooperating Fund Drive, United Arts Fund.
		2. Identify and update departmental employee positions by skill level, annual salary, and FTE requirements.			
A	C	4. Year to date payroll register.	C		<u>Year-to-Date Payroll Register</u> -- This item also would have to be custom designed. Cost estimate is \$4,000. All information for such a report is currently being accumulated in the computer. It is, therefore, mostly the work involved to sort out the information and print out the report.
A	C	5. Edit listing of rejected or erroneous time cards.	A		
A	C	6. Special report for PERA (Retirement).	A		
A	C	7. Alpha and numeric employee listings.	A		
A	C	8. Vacation/holiday/sick leave cost report (balance remaining).	A		
A	C	9. Projected budget run of individual salaries.	A		
		10. Calculate staffing needs based on projected volumes.			
		11. Determine employees available for projected volumes.			

APPLICATION 21. PERSONNEL INFORMATION/EMPLOYEE SCHEDULING

<u>Current System</u>	<u>Priority</u>	<u>Functions/Features</u>	<u>Vendor Response</u>	<u>Cross Reference</u>	<u>Comments</u>
		1. Position Control Reporting Function			
M	I	a. Identify and update departmental employee positions by skill level, annual salary, and FTE requirements.	A		
M	I	b. Print/display requirements against actual staffing.	A		Print/Display Requirements Against Actual Staffing -- This is accomplished through the complement control report, which monitors actual titles of employees against those of the position as budgeted.
A	C	c. Integrate with labor distribution system.	C		
N	N	c. Provide information for matching employee skills to hospital department needs.	C		Report Actual vs. Budgeted Hours -- The Payroll/Personnel system controls hours reported against hours budgeted through the Position Control subsystem. Labor distribution is accomplished on the Payroll/Personnel System for the County Engineer's Department. In this subsystem, the payroll data and the labor distribution data are submitted on a daily basis for processing on preprinted Daily Invoices. The data is summarized daily. The summarized labor distribution data becomes input to the County Engineer's Cost Accounting System, whereas, the summarized payroll data becomes input to the payroll system. The labor distribution data for the County Engineer is recorded by task code within account code and number within organizational unit. Task code is the code assigned to the type of work being performed. The account code and account number identifies a specific type of account (RD013 is ROAD 13 Snell Lake Boulevard). The user is responsible for determining and inputting the account codes and numbers into the
M	I	d. Identify candidates for open positions.	C		
M	I	e. Take away budget hours for positions not filled.	C		
		2. Employee Work Scheduling Function			
M	I	a. Maintain/update master schedules for each employee on-line.	C		
M	I	b. Adjust employee schedule for vacations, holidays, days off, etc.	C		
M	I	c. Calculate staffing needs based on projected volumes.	C		
M	I	d. Determine employees available for projected volumes.	C		

APPLICATION 21. PERSONNEL INFORMATION/EMPLOYEE SCHEDULING

<u>Current System</u>	<u>Priority</u>	<u>Functions/Features</u>	<u>Vendor Response</u>	<u>Cross Reference</u>	<u>Comments</u>
		3. Productivity Evaluation Function			
N	I	a. Maintain productivity standards for departments based on work volumes and staff analysis.	C		Payroll Table File. The organizational unit is the actual budget account (57401 - Data Processing) for the department. The cost of rental equipment can be included as an indirect cost. This cost must be pre-calculated prior to the entry into the system. Equipment type, equipment number, and equipment hours can be recorded for any task which is performed.
N	I	b. Monitor, compare and report employee productivity using predetermined standards and past performance.	C		Data Processing estimates that the design and implementation of a custom designed labor distribution system for SHPC would
A	C	c. Integrate with labor distribution and report actual vs. budgeted hours.	C		<u>Integrate with Labor Distribution and Report Actual vs. Budgeted Hours --</u> The Payroll/Personnel system controls hours reported against hours budgeted through the Position Control subsystem. Labor distribution is accomplished on the Payroll/Personnel System for the County Engineer's Department. In this subsystem, the payroll data and the labor distribution data are submitted on a daily basis for processing on preprinted Daily Timesheets. The data is summarized daily. The summarized labor distribution data becomes input to the County Engineer's Cost Accounting System, whereas, the summarized payroll data becomes input to the payroll system. The labor distribution data for the County Engineer is recorded by task code within account code and number within organizational unit. Task code is the code assigned to the type of work being performed. The account code and account number identifies a specific type of account (RD013 is ROAD 13 Snail Lake Boulevard). The user is responsible for determining and inputting the account codes and numbers into the
		4. Internal and External Personnel Reporting Function			
		a. Produce the following reports on a monthly basis:			
		1. Turnover analysis by department, position, reason.	A	SPF029	
		2. All new hires by pay period.	A	SPF029	
		3. All terminations by period.	A	SPF012	
		b. Monitor vacation, sick leave, holiday time and other pay items by employee and dept.	A	SPF021	

APPLICATION 21. PERSONNEL INFORMATION/EMPLOYEE SCHEDULING

<u>Current System</u>	<u>Priority</u>	<u>Functions/Features</u>	<u>Vendor Response</u>	<u>Cross Reference</u>	<u>Comments</u>
					Payroll Table file. The organizational unit is the actual budget account (57401 = Data Processing) for the department. The cost of rental equipment can be included as an indirect cost. This cost must be pre-calculated prior to the entry into the system. Equip-ment type, equipment number, and equipment hours can be recorded for any task which is performed.
					Data Processing estimates that the design and implementation of a custom designed labor distribution system for SPRMC would cost approximately \$70,000. If SPRMC can use the County Engineer's Labor distribution system with moderate modifications, the cost would be substantially lower. Additional research is required in order to determine exact cost.
		4. Internal and External Personnel Reporting Function			
		a. Produce the following reports on a monthly basis:			
A	C	1. Turnover analysis by department, position, reason.	A	RPPSP29	
A	C	2. All new hires by pay period.	A	RPPSP29	
A	C	3. All terminations by period.	A	RPPSP12	
A	C	b. Monitor vacation, sick leave holiday time and other pay items by employee and dept.	A	RFPRG21	



APPLICATION 21. PERSONNEL INFORMATION/EMPLOYEE SCHEDULING

<u>Current System</u>	<u>Priority</u>	<u>Functions/Features</u>	<u>Vendor Response</u>	<u>Cross Reference</u>	<u>Comments</u>
A	C	c. Provide statistics for completion of EEOC governmental reporting forms.	A	RFPRP38	
A	C	d. Generalized report writer available for personnel reports.	C		<u>Generalized Report Writer Available for Personnel Reports</u> --Query update is available. It will require training and set up time of approximately 80 hours. Cost estimate is \$2,600.
A	C	e. Maintain historical personnel data on microfiche for trend analysis.	A		
A	C	f. Provide employee history on demand.	A		
		5. Salary/Benefits Administration Reporting Function			
M	N	a. Update/maintain job evaluation status.	P		Planned in 1983.
M	C	b. Use a grade and step table to set up wage/salary structure and perform wage/salary analysis.	A	RPPS01	
M	C	c. Process accross-the-board increases with either a percentage of fixed amount.	A		
N	N	d. Automatic notification of Pension Plan eligibility and vesting.	A		<u>Automatic Notification of Pension Plan Eligibility and Vesting</u> -- Our payroll system does not perform this function directly, but this information is readily available from PERA.

APPLICATION 21. PERSONNEL INFORMATION/EMPLOYEE SCHEDULING

<u>Current System</u>	<u>Priority</u>	<u>Functions/Features</u>	<u>Vendor Response</u>	<u>Cross Reference</u>	<u>Comments</u>
M	C	e. Create and update employee benefits plan/structure and rates.	A	BPPSP03	
		6. Education and Training Reporting Function			
M	I	a. Update/maintain employee educational attainment level including previous education dates of completion, continuing education and training, and license certification status.	C		Cost estimate \$3,000.
M	N	b. Maintain information on previous employment, previous and current job classification and experience, and job preference.	C		
M	I	c. Maintain skills inventory (languages spoken, technical and professional experience, etc.).	C		
M	I	d. Maintain current employment history (reviews, incidents, salary history, etc.).	A		
		7. Miscellaneous Functions/Features			
A	C	a. Automatic interface to Payroll System.	A		
N	I	b. Prepare historical records on microfiche prior to condensing files.	A		

APPLICATION 21. PERSONNEL INFORMATION/EMPLOYEE SCHEDULING

<u>Current System</u>	<u>Priority</u>	<u>Functions/Features</u>	<u>Vendor Response</u>	<u>Cross Reference</u>	<u>Comments</u>
M	C	c. Monitor participation in the Hospital's insurance program.	A	RPPSP03	
N	N	d. Report on employees requiring physical examinations.	C		
M	C	e. Report on employees reaching anniversary dates.	A		
M	I	f. Maintain retirement records.	A		
A	C	g. Generate mailing lists on labels by given parameters.	C		Cost estimate \$3,000.
M	C	h. Allow recording and retrieval of data only for authorized employees.	A		

### C. Hardware and Software Environment

#### 1. HARDWARE CONFIGURATIONS -- Not applicable.

- a. Mainframe -- Not applicable.
- b. Printers -- Not applicable.
- c. Storage Devices -- Not applicable.

#### 2. COMMUNICATIONS EQUIPMENT

- a. Terminal Devices -- Two Control Data 714 CRT's that have:
  - 1) Sixteen lines x eighty characters
  - 2) Synchronous interface
  - 3) 5 x 9 dot matrix generation
  - 4) Full cursor control
  - 5) Data protect features
- b. Communication Controllers -- Controllers are included within the CRT. Mean time between failures for CRT's is 6 months. The average repair time is 2 hours.

#### 3. OTHER HARDWARE

Two modems and a phone line would be required to complete the CRT hookup. Cable from one CRT to the other in excess of ten feet would cost 10¢ per foot. The maximum cable length is 800 feet.

#### 4. SPEED OF OPERATION

- a. Baud Rate -- The baud rate used for CRT communication is 4800.
- b. Through Put Potential -- For displaying information from the Payroll/Personnel data base, the minimum daily number of inquiries would be 20 and the maximum number of inquiries 300.
- c. Technical Interface -- Standard RS232C synchronous interface with key-data entry buffered.

#### 5. OPERATIONAL CAPABILITIES

- a. Speed of Operation -- The Cyber mainframe adjusts dynamically to increased activity and, therefore, response time is consistent.
- b. Power Fluctuations -- We have motor generators that provide a two-second override to power fluctuations and reductions.



Control Data system architecture and software protect all data files and hardware devices from harm should a power failure occur. Should a power failure occur to a CRT, it is just a matter of turning the unit back on. In the case of the mainframe, Control Data engineers are required to restart the system.

c. Recovery Process -- Recovery of the Payroll/Personnel system is as follows:

- 1) All files are backed up each day and, in the event of a system failure, any file that was destroyed can be reloaded and normal processing continued.
- 2) The payroll/personnel master files are updated in batch mode. Should a system interruption occur, the system log file would provide an audit trail of what the status of the file or files would be.

d. Downtime Statistics -- System uptime estimates are as follows:

Complete system	96.0% available
Payroll/Personnel	99.8% available
Number of failures over 10 minutes	<u>3</u>
Number of failures over 2 hours	<u>0</u>

The statistical basis for the estimates were based on our monthly system uptime records for September, 1982.

e. Circumstances of Downtime -- A terminal will be inoperable should any of the following occur:

- 1) Modem failure
- 2) Phone line failure
- 3) Power failure
- 4) A specific component fails within the terminal

A complete system failure would occur because of:

- 1) Power failure
- 2) Both central processors failing
- 3) Memory or other major system component failure

f. Batch Procedure -- Yes.

g. Errors -- Customer Engineers error file; also the system log file.

h. Validation -- Yes.

i. Critical Data -- Yes.

j. Balancing Techniques -- Zero balancing, many variables depending on individual program.

- k. Peripheral Capability -- Unlimited when processing asynchronous data. However, when processing remote data synchronously, Control Data mode 4C or UT200 protocol must be supported and the number of manufacturers meeting this requirement is limited.
- l. File Backup -- Yes. A complete system backup is done every other night and a backup is made, daily, of all files that have been altered. In addition to the above process, payroll/personnel has its own system backup which is run whenever changes are made to the files.
- m. System Failure Backup -- In the event of a prolonged system failure, we would process the Payroll/Personnel system at Control Data hardware located in Bloomington, MN.
- n. Backup Provisions and Costs -- In the event of prolonged system failure, Ramsey County will contact CDC, make all arrangements, and pro-rate any additional costs to all system users.

## 6. ENVIRONMENTAL REQUIREMENTS

- a. Space -- Allowance for two CRT's.
- b. Without Environmental Control -- Yes. 840 BTU's per hour for each unit, total for 2 = 1680 BTU's.
- c. 110-volt Sufficient -- Yes.
- d. Electrical Failure -- CRT should be powered off and back on. No protective equipment is required.

# Control Data® 714-30 Multistation Subsystem



ATTACHMENT C1

The Control Data 714 Multistation is a remote terminal subsystem that provides high-speed, economical, interactive data communications and processing. The subsystem allows versatile configurations of remote clustered displays and printers to meet the specific needs of individual users. Within the 714 subsystem, concurrent operation between displays and printers is achieved without adverse effect upon multistation/computer communications. Communications between the multistation and computer are handled via synchronous-mode transmission. Transmission speed is up to 9600 bits per second, using either leased or dial-up circuits.

## System Components

*The 714 Multistation Subsystem* consists of a group of configurable devices that includes the 714-30 Master Station, 714-125 Slave Station(s), 753-11 Non-Impact Printer(s) and/or 755-21 Impact Printer(s).

*The 714-30 Master Station* includes a display and all necessary hardware to control up to 14 additional displays and/or printers. With each display controlling one printer, a maximum combination of eight displays (including the master) and seven printers (either impact or non-impact) is possible. Displays and printers can be intermixed within the subsystem.

The Master Station performs device scheduling, data transfer among subsystem devices, and communications between the subsystem and the host computer. It also resolves access conflicts between devices in the configuration and provides buffer storage for data being sent to the printers.



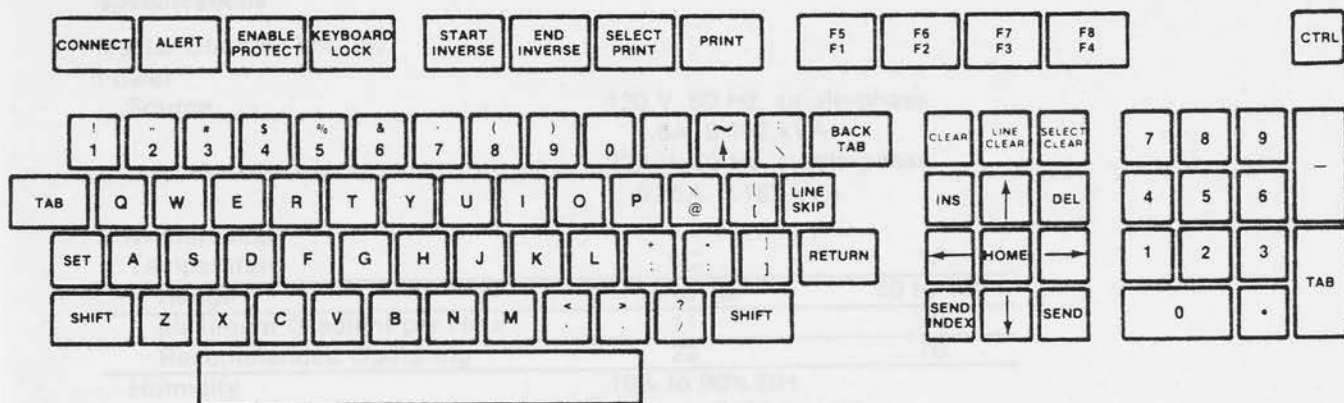
*The Alphanumeric Displays* use a 5 x 9-dot matrix character generator. Both the 714-30 and 714-125 display a page of 16 or 24 lines of 80 characters. To ensure operator comfort and efficiency, the CRT displays have an antiglare faceplate, high-resolution character generation, and a refresh rate of 50 or 60 generations per second (dependent on power source). The 714 Displays feature electronic keyboards with standard typewriter layout, and an 11-key numeric cluster, cursor controls, and special-function keys. Each display allows transmission of operator-selected information from any display location (such as partial-page and multiple-choice). The CRT displays are available with switch-selectable 64 or 96 ASCII alphanumeric symbols. Solid-state modular construction provides high

reliability and low maintenance requirements.

*Data Edit* allows insertion or deletion of characters or lines within the text, with minimum operator manipulation. It also provides automatic justification of text, within the limits of the displayed data, after insertions or deletions have been performed.

*Inverse Video* allows the operator or host processor to selectively highlight characters in a black-on-white background mode. Inverse video characters can be displayed at user-selected portions of the page.





**Keyboard Layout**

*Data Protect* facilitates data entry in standard formats by preventing operators from entering protected areas on the display and by highlighting those areas with inverse video. Making entries in open areas is expedited by automatic cursor control which moves the cursor from one area to the next as soon as items are entered. When information entry is completed, the operator presses the Send key and the 714 transmits entered data to the computer.

### Applications

Typical applications for which the 714 Multistation Subsystem is particularly well suited include:

- On-line Data Entry
- Data Re-entry
- Information Retrieval
- File Inquiry
- Status Reporting
- Problem Solving
- Situation Monitoring
- Order Processing
- Student Registration
- Short Life Inventory
- Process Control
- Simulation
- Text Editing
- Programming

### Features

#### Master Station

- Transmission rates of 2000, 2400, 4800 and 9600 bits per second
- Dedicated or dial-up common carrier circuits
- RS 232C synchronous interface

- Equipped for service on multi-point circuit (up to 16 Master Stations on a line)
- Separate printer and display buffers
- Modular construction permits easy field reconfiguration
- Supports up to 15 display/printer devices in combination
- Non-interfering concurrent operation within configuration
- Micro-processor based terminal

#### Display Station

- High resolution, bright, flicker-free presentation
- 5 x 9 dot matrix character generation
- Non-glare face plate
- 381-millimeter (15-inch) diagonal viewing screen
- 24 or 16 lines of 80 characters
- Integral display refresh buffer
- Selectable inverse video
- Full cursor control
- Full data-edit features
- Data Protect
- 64 or 96 ASCII character set
- Fully electronic typewriter keyboard
- Eleven-key, calculator-type numeric cluster
- Convenient operator controls and indicators

#### Non-Impact Printer (Model 753-11)

The 753-11 Non-Impact Printer is one of several addressable devices that can be interfaced to a 714-30 or 714-125 Station. The non-impact printer is a quiet, desk-top unit, well suited for operation in office environments where noise is

disturbing. The 753-11 prints at the rate of 30 characters per second with 80-column lines using 5 x 7 dot matrix characters to generate 96 symbols. Heat-sensitive paper, 215.9 millimeters (8.5 inches) wide, combined with the thermal printing elements in the 753-11, provide optimum results. These units may be addressed by the host computer or by selected 714 CRT displays.

### Features

- Single copy on 215.9-millimeter (8.5-inch) wide, heat-sensitive paper
- Several paper and print color combination available
- 30 character-per-second print speed
- Continuous roll paper supply
- 80-column line width
- Character density is 10 columns (characters) per inch
- 5 x 7 dot matrix character generation
- 96 character set
- Minimal number of mechanical assemblies provide high reliability
- Quiet operation

#### Impact Printer (Model 755-11/21)

CDC® 755-11/21 Multicopy Impact Printers can also be addressed by the displays or host computer. This printer is a desk-top unit that produces hardcopy output on one-to five-part, standard pinfeed paper. With adjustable paper tractors, paper or forms may vary in width from 101.6 to 425.4 millimeters (4 to 16.75 inches). The 755-21 prints at a rate of 70 to 200 lines per minute (depending on line length) using a 96-character set.



## Specifications

### Master Station (714-30)

#### Power

##### Source

120 V, 60 Hz, single-phase,  
1.6A, 0.192 kVA  
220 V, 50 Hz, single-phase,  
0.85A, 0.187 kVA

#### Environmental

##### Temperature

	°C	°F
Range	10 to 38	50 to 100
Maximum Gradient per Hour	11	20
Recommended Operating	22	70

##### Humidity

10% to 90% RH

##### Maximum Altitude

2500 m (8000 ft) MSL

#### Physical

##### Dimensions

	Millimeters	Inches
Height	421	16.6
Width	571	22.5
Depth	609	24

##### Weight

30.8 kg (68 lb)

### Display Station (714-125)

#### Power

##### Source

120 V, 60 Hz, single-phase,  
1.2A, 0.144 kVA  
220 V, 50 Hz, single-phase,  
0.65A, 0.143 kVA

#### Environmental

##### Temperature

	°C	°F
Range	10 to 38	50 to 100
Maximum Gradient per Hour	11	20
Recommended Operating	22	70

##### Humidity

10% to 95% RH, noncondensing

##### Maximum Altitude

2500 m (8000 ft) MSL

#### Physical

##### Dimensions

	Millimeters	Inches
Height	421	16.6
Width	571	22.5
Depth	609	24

##### Weight

30.8 kg (68 lb)

### Non-Impact Printer (753-11)

#### Power

##### Source

120 V, 60 Hz, 1A  
\*220 V, 50 Hz, 0.5A  
\*240 V, 50 Hz, 0.5A

#### Environmental

##### Temperature

	°C	°F
Operating	10 to 40	50 to 104

##### Humidity

10% to 90% RH, noncondensing

##### Cooling

Convection cooled

##### Heat

341 Btu/h

#### Physical

##### Dimensions

	Millimeters	Inches
Height	152	6
Width	457	18
Depth	406	16

##### Weight

13.6 kg (30 lb)

\*220 and 240-volt nominal input are different units

# *Impact Printer (755-21)*

## General

Print Head	7 x 9 dot matrix
Print Speed	180 char/sec, 70 line/min at 132 char/line 200 line/min at 33 char/line
Line Density	6 line/in or 8 line/in, operator selectable
Horizontal Spacing	10 char/in or 16.5 char/in, operator selectable
Character Set	96 ASCII, standard
Characters per Line	132, maximum

## Power

Voltage	Universal power, standard 100, 120, 200, 220, 230, 240, 260 voltage taps
Phase	Single
Current	Less than 2.8A, 120 V, 60 Hz Less than 1.32A, 220 V, 50 Hz

## Environmental

Temperature	°C	°F
Operating	10 to 35	50 to 95
Nonoperating	-10 to 50	14 to 122
Humidity		
Operating	20% to 80% RH, noncondensing	
Nonoperating	10% to 90% RH, noncondensing	
Heat	840 Btu/h, maximum	

## Physical

Dimensions	Millimeters	Inches
Height	368	14.5
Width	711	28
Depth	444.5	17.5
Weight	35.1 kg (78 lb)	

CENTRAL PROCESSING SYSTEMPURCHASE OPTION

Feature or Model Number(s) (A)	Feature or Model Description (B)	Number of Units Proposed (C)	Unit Purchase Price (D)	Total Purchase Price (E)	Total Installation Costs (F)	Total Maintenance Cost (Per Month) (G)
	Central Processing Unit and Channels					
	Disk Drives and Control Units					
	Tape Drives and Control Units					
	Printers and Control Units					
	Card Reader/Punch and Control Units					
	Console(s)					
	Other (describe)					
	Total Vendor Configuration	XXXX	XXXX			

NOT APPLICABLE TO THIS PROPOSAL

CENTRAL PROCESSING SYSTEMLEASE OPTION

Feature or Model Number (A)	Feature or Model Description (B)	Number of Units Proposed (C)	Unit Basic Lease Cost (Per Month) (D)	Total Basic Lease Cost (Per Month) (E)
	Central Processing Unit and Channels			
	Random Access Storage and Control Units			
	Tape Drives and Control Units			
	Printers and Control Units			
	Card Reader/Punch and Control Units			
	Console			
	Other			
	Total Vendor Configuration	XXXX		

NOT APPLICABLE TO THIS PROPOSAL



DATA COMMUNICATION HARDWAREPURCHASE OPTION

Model Number (A)	Model Name and Description (B)	Number of Units Proposed (C)	Unit Purchase Price (D)	Total Purchase Price (E)	Total Install- tion Cost (F)	Unit Basic Maintenance Cost (Per Month) (G)	Total Basic Maintenance Cost (Per Month) (H)
714-30	Terminals with Control Units	1	\$10,108	\$10,108	\$188.00	\$85.00	\$85.00
714-125	Standalone Terminals	1	4,500	4,500	188.00	70.00	70.00
	Remote Printers ("table top" and others)	--	--	--	--	--	--
	Communications Controllers	--	--	--	--	--	--
	Modems	2	700	1,400	--	--	--
	TOTAL		15,308	16,008	376.00	155.00	155.00

## SOFTWARE COSTS

## DATA COMMUNICATION HARDWARE

## LEASE OPTION

Model Number (A)	Model Name and Description (B)	Number of Units Proposed (C)	Unit Basic Lease Cost (Per Month) (D)	Total Basic Lease Cost (Per Month) (E)
714-30	Terminals with Control Units	1	245.00	330.00
714-125	Standalone Terminals	1	100.00	170.00
	Remote Printers ("table top" and others)	--	--	--
	Communications Controllers	--	--	--
	Modems	2	40.00	80.00
	Telephone Line      Installation \$100.00	1	16.00	16.00
	TOTAL		401.00	566.00

SOFTWARE COSTS

Software Name (A)	-----Costs-----				Support Category (F)	Total Number of Users (G)	Date Released (H)	---Processor Storage---	
	None (B)	Purchase (C)	Lease (D)	Other (E)				Minimum Requirement (I)	Typical Requirement (J)
Application code for Hospital Information Sys- tem (describe each application)									
Resident Supervisor and I/O Control System									
Compilers									
Utilities									
Data Communications									
Generalized Data Management									
Test and Documen- tation Aids									
Utilization Reporting and Job Accounting									
Conversion Aids									
Training (as described in IV-A, #8)									
Installation Support (as described in IV-A, #9)									
Other (describe)									

NOT APPLICABLE TO THIS PROPOSAL

RAMSEY COUNTY  
AUTOMATED PERSONNEL MANAGEMENT INFORMATION SYSTEM

The former personnel records system in the Civil Service Department was a manually operated Kardex system, a labor intensive, time consuming effort with little or no capability to provide management information. The need for a new system was evident--a system that would provide users with information on payroll cost data and personnel statistics for use in personnel administration, labor relations and financial administration. The need for valid and timely data was supported by legal requirements placed upon managers that made an improved system mandatory. The federal laws relative to recruitment, testing, appointment and promotion placed upon the Employer reporting and record keeping requirements that can only be met through a reliable data information system.

The government's Equal Employment Opportunity Commission, established under the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972, specified record keeping methods and reporting requirements that in order to comply with, an Employer the size of Ramsey County, must develop and maintain an automated system.

Today's public administrator is faced with the ever-increasing demand for meeting management objectives, particularly in the fields of personnel and finances. Sound decision making, a necessary process in meeting goals and objectives is dependent upon a full flow of relevant and useful information. In order to facilitate sound decisions such information must be current, accurate and immediately available in order to assure that decisions are made on the basis of all the facts at hand.

Many Ramsey County department heads had expressed the need for better information as a management tool. The areas of labor relations, affirmative action, personnel administration and financial management, were sufficient in themselves to justify an improved information systems as a tool for effective management.

The present integrated payroll/personnel system was developed to meet the following personnel objectives:

1. To establish a single, all purpose set of data files for universal application in meeting personnel management needs of all Ramsey County Departments.
2. To eliminate dual processes of information recording.
3. To retain the data as confidential and secure.



4. To generate reports accurately and in a timely manner.
5. To generate personnel reports in the areas of employment, wages, equal employment opportunity, etc., as required by various state and federal agencies of government.
6. To provide county management with information about the county workforce in such areas as classification, pay, paid time off, attendance, age, seniority statistics, etc.
7. To provide information including projected costs associated with change for utilization in the collective bargaining process, as a basis for policy development and as a means of determining the cost of union demands. Such information to be available on the basis of county employees as represented by specific bargaining units as established by the State Bureau of Mediation Services.
8. To make available to the operating departments of the county, departmental reports as requested by them for their departments as developed and provided on a county-wide basis, and to facilitate the development of departmental personnel information systems as justified by the individual department which are unique to their needs but not representative of county-wide requirements.
9. To provide a resource having the capability of efficiently and economically extracting information regarding the county workforce as may be requested by the Board of County Commissioners, the legislature, the information media, and other organizations requesting survey data.

The present Personnel Management Information System meets requirements in the areas of employee hiring, affirmative action programs, administering day-to-day operations, assessing present personnel-financial capabilities for projecting future requirements, tying personnel and budget systems together to control public programs, providing essential information in labor management negotiations and supporting other related functions such as payroll production and employee benefits controls. Attached is a listing of Personnel Reports presently generated from the integrated data base.

PERSONNEL SYSTEM - REPORTS GENERATED FROM THE DATA BASE

LABOR RELATIONS (Continued)

REPORT #

TITLE

GENERAL REPORTS

GR1	Salary Increase Due Reminder
GR2	Complete Alphabetical Listing
GR3	Probation Report Due Notice
GR4	Report of Emergency-Temporary Employment
GR6	Severance-Separation Pay
GR9	Performance Evaluation Due
GR12	Statistical Summary of Transactions
GR13	Sick Leave for Vacation Exchange
GR15	Job Title of New Hires and Job Openings
GR16	Job Openings and Labor Turnover
GR17	Provisional Appointment Report
GR37	Annual Report of Sick Leave Used and Averages
GR38	Mandatory Retirement-Age/Seniority Listing

INSURANCE-ACTIVE/RETIREE

GR18	Report of New Hires for Ochs Agency
GR19	Report of Employees Eligible for County Contribution
GR25	Insured Retiree Listing
GR26	Insured Retiree Mailing Inserts
GR27	Insured Retiree Medicare B Refund Register

LABOR RELATIONS

LR1	Bargaining Unit List by Department
LR2	Distribution in Salary Range for Each Class in a Bargaining Unit
LR3	Insurance Coverage Distribution by Bargaining Unit-Department

<u>REPORT #</u>	<u>TITLE</u>
<u>LABOR RELATIONS (Continued)</u>	
LR4	Average Sick Leave Use and Vacation Earned by Bargaining Unit
LR5	Seniority List by Bargaining Unit
LR6	Differential Overtime and Severance Pay by Bargaining Unit
LR7	List of New Union Members
<u>EXAM/CLASSIFICATION</u>	
EX2	Vacancies by Class
EX3	Number of Appointments by Class
RE1	Salary Survey Response
RE2	Classifications With No Incumbents
RE3	Class Turnover Rate and Department Turnover Rate
RE5	List of All Classes by Grade for Each Salary Schedule
RE6	Position Control Reclass Activity
RE7	List of Employees Temporarily Working Out of Class
RE8	Table of Organization by Department
<u>AFFIRMATIVE ACTION</u>	
AA1	EEO4 Annual Reports
AA8	Separation Rates - Voluntary and Forced
AA9	Promotion Analysis - Minorities
AA10	Promotion Analysis - Women and Minorities Countywide
AA11	Promotion Analysis - Men vs. Women
AA14	Annual Report of Unclassified Employees
AA15	Annual Report of Classified Employees

The following are examples of some of these Management Information Reports.

RJN DATE: 10 21 81 RAMSEY COUNTY PAYROLL/PERSONNEL SYSTEM 0011083--RPPS01

DISTRIBUTION IN SALARY RANGE FOR EACH TITLE IN BARGAINING UNIT

INDIVIDUAL BARG UNIT SELECTED

PERIOD BEG:10 10 81 PERIOD END:10 23 81

BARG	TITLE	TITLE DESCRIPTION	STP	HR RATE	#EMPL	AVG RATE
23	47550	GENERAL REPAIR WORKER	02	8.7500	00001	
TITLE TOTAL:					00001	8.7500
23	59550	MAINTENANCE & OPER WORK I	01	7.4300	00001	
23	59550	MAINTENANCE & OPER WORK I	02	8.2500	00032	
23	59550	MAINTENANCE & OPER WORK I	03	8.3500	00001	
TITLE TOTAL:					00034	8.2288
23	59700	MAINTENANCE & OPER WORK II	02	9.0500	00008	
23	59700	MAINTENANCE & OPER WORK II	03	9.1300	00003	
TITLE TOTAL:					00011	9.0572
23	82050	SHOP MECHANIC (RECREAT	03	9.8500	00002	
TITLE TOTAL:					00002	9.8500
23	90000	TREE TRIMMER	02	9.7500	00001	
23	90000	TREE TRIMMER	03	9.8500	00001	
TITLE TOTAL:					00002	9.8100
BARG	TITLE	TITLE DESCRIPTION	STP	HR RATE	#EMPL	AVG RATE
23	45100	EQUIPMENT OPERATOR RECREAT	03	9.8500	00001	
TITLE TOTAL:					00001	9.8500
BARG TOTAL:					00051	8.5758

COUNTY CONTRIB FICA		862,532.3
OTHER PAY		
COUNTY CONTRIB VERA		251,672.3
COUNTY CONTRIB INSURANCE		
HEALTH FOR EMPLOYEE	132,035.3	
HEALTH FOR DEPENDENTS	128,347.4	
DENTAL	27,413.2	
LIFE	32,577.3	
TOTAL COUNTY CONTRIB INSURANCE		320,373.2
TOTAL COUNTY RE FRINGES		1,171,577.3
TOTAL WAGES PAID 1981		1,018,633.8
TOTAL SALARY & FRINGES		2,189,811.7



\*\*\*\*\*  
 \* THE ENTIRE BARGAINING UNIT \*

TIME WORKED			PAID TIME OFF				
CODE	DESCRIPTION	HOURS	AMT PAID	CODE	DESCRIPTION	HOURS	AMT PAID
01	REGULAR	96126.50	\$814,347.28	10	EMPL ILL	4402.91	\$37,914.8
06	WORKSHOP	424.00	\$3,641.60	11	FAML ILL	56.00	\$516.6
-----			-----	13	PATEPNTY	80.00	\$722.4
TOT	REGULAR	96550.50	\$817,988.88	-----			-----
				TOTAL SICK		4538.91	\$39,153.8
				-----			
70	NITE DIF	21357.50	\$10,778.99	20	VACATION	5434.00	\$47,004.2
71	SAT DIFF	5583.00	\$1,116.60	30	FLTG HOL	1255.25	\$10,698.5
72	SUN DIFF	5983.50	\$1,495.92	31	HOLIDAY	2848.00	\$24,083.3
-----			-----	35	CMP TIME	.25	\$2.0
TOT	DIFFERNTL	32924.00	\$13,391.51	40	JURY	16.00	\$132.0
-----			-----	41	MILITARY	144.00	\$1,188.0
				=====			
81	REG O/T	1040.50	\$13,106.78	TOT	WITH PAY	14236.41	\$122,262.0
82	XMAS	6.50	\$99.32				
90	CALLBACK	26.00	\$219.66				
-----			-----				
TOT	OVERTIME	1073.00	\$13,425.76	TOT	W/O PAY	8492.25	\$0.0

	=====	=====	SALARY + FRINGES
TOTAL WORKED	97623.50	\$844,806.15	-----

OTHER PAY			COUNTY CONTRIB FICA	\$62,552.5
-----			COUNTY CONTRIB PERA	\$51,672.3
WORKERS COMPENSATION		\$410.32		
TERMINAL VAC	102.68	\$847.11	COUNTY CONTRIB INSURANCE	
TERMINAL FLTP	37.75	\$311.44	HEALTH FOR EMPLOYEE	\$32,039.0
			HEALTH FOR DEPENDENTS	\$15,397.4
			DENTAL	\$7,483.2
PAY ADJUST	2517.00	\$1,996.75	LIFE	\$2,533.3
	=====	=====		-----
TOT OTHER PAY	2657.43	\$3,565.62	TOTAL CONTRIB INSURANCE	\$57,453.0
				=====
			TOTAL COUNTY PD FRINGES	\$171,677.9

TOTAL OT-T/2  $\bar{X} = 32.19$

TOTAL WAGES PAID 1961	\$970,633.8
	=====
	*****
TOTAL SALARY + FRINGES	\$1,142,311.7
	*****



## RAMSEY COUNTY PAYROLL/PERSONNEL SYSTEM

PAGE 2

## INSURANCE COVERAGE DISTRIBUTION FOR APR., 82

0011003-RPPSF03

FOR BARG. UNIT:22 -LOCAL #8 GENERAL UNIT

#EMPLS	INSURANCE PLAN	MONTHLY PREMIUM	EMPLOYEE PORTION	COUNTY PORTION
233 01	EMPLOYEE HEALTH - BC/BS	\$19,996.06	\$85.80	\$19,910.26
385 21	DELTA DENTAL PLAN	\$8,624.00	\$2,725.77	\$5,898.23
487 41	EMPLOYEE BASIC LIFE	\$2,094.10	\$19.34	\$2,074.76
257 61	EMPLOYEE ACC/SICK - ST	\$2,802.20	\$2,802.20	\$ .00
34 02	DEPENDENT HEALTH - BC/BS	\$5,211.86	\$3,480.92	\$1,730.94
107 03	EMPLOYEE HEALTH - RHP	\$8,495.80	\$ .00	\$8,495.80
145 05	EMPLOYEE HEALTH - GHF	\$7,093.40	\$207.91	\$6,885.49
80 62	EMPLOYEE ACC DEATH	\$102.00	\$102.00	\$ .00
36 63	SPOUSE ACC DEATH	\$35.52	\$35.52	\$ .00
39 04	DEPENDENT HEALTH - RHP	\$3,880.50	\$1,895.01	\$1,985.49
139 42	EMPLOYEE OPTIONAL LIFE	\$765.70	\$765.70	\$ .00
61 06	DEPENDENT HEALTH GHF	\$5,283.82	\$2,178.31	\$3,105.51
91 43	DEPENDENT LIFE	\$320.10	\$320.10	\$ .00
51 22	HEISER DENTAL	\$563.55	\$113.80	\$449.75
3 99		\$100.70	\$100.70	\$ .00
1 91	LIFE ANNUITY	\$20.00	\$20.00	\$ .00
494	BARG UNIT TOTAL	\$65,389.31	\$14,753.08	\$50,636.23

PERSONNEL TRANSACTIONS

The following is a list of the personnel transactions that are reported via the Personnel Change Form (PCF). The PCF is the primary document used to report additions, changes and deletions to the Payroll/Personnel System.

Also attached is a sample of a completed PCF showing a Promotion (Transaction #6) and the instructions for effecting that transaction.

Return from Higher Classification	09	Permanent	1	2 (change)
Acquisition from Another Agency	10	Permanent	1	2 (add)
CETA Appointment	11	Permanent	1	2 (add)
Appointment to the Unclassified	12	Permanent	1	2 (add)
Original Entrance Appointment	04	Probationary	2	2 (add)
Original Entrance Appointment Above the Minimum	05	Probationary	2	2 (add)
Promotion Appointment	06	Probationary	2	2 (change)
Return from Higher Classification	08	Probationary	2	2 (change)
Acquisition from Another Agency	10	Probationary	2	2 (add)
Promotion - from Original Entrance List	14	Probationary	2	2 (change)
Provisional	07	Provisional	2	2 (add)
Acquisition from Another Agency	10	Provisional	2	2 (add)
Provisional	07	Provisional/w	4	2 (change)
Working in Higher Class	08	Permanent	4	2 (change)
Acquisition from Another Agency	10	Status	4	2 (add)
Emergency Permit	13	Emergency	5	2 (add)
Emergency Permit Delete	14	Civil Service Only		
CETA Appointment	11	Temporary	6	2 (add)
Appointment to the Unclassified	12	Temporary	6	2 (add)
Extension of Probation	17	Probationary	2	2 (change)
60-day Temporary Permit	18	Temporary	6	2 (add)
Full Time to Part Time	20			2 (change)
Part Time to Full Time	21			2 (change)

PERSONNEL TRANSACTIONS

<u>TRANSACTION DESCRIPTION</u>	<u>TRANS #</u>	<u>APPOINTMENT TYPE</u>	<u>APPT. TYPE #</u>	<u>ACD CODE</u>
Appointment After Probation	01	Permanent	1	3 (change)
Reduction in Title - Voluntary	02	Permanent	1	3 (change)
Reduction in Title - Forced	03	Permanent	1	3 (change)
Return From Higher Classification	09	Permanent	1	3 (change)
Acquisition From Another Agency	10	Permanent	1	2 (add)
CETA Appointment	11	Permanent	1	2 (add)
Appointment to the Unclassified	12	Permanent	1	2 (add)
Original Entrance Appointment	04	Probationary	2	2 (add)
Original Entrance Appointment Above the Minimum	05	Probationary	2	2 (add)
Promotion Appointment	06	Probationary	2	3 (change)
Return from Higher Classification	09	Probationary	2	3 (change)
Acquisition From Another Agency	10	Probationary	2	2 (add)
Promotion - From Original Entrance List	14	Probationary	2	3 (change)
Provisional	07	Provisional	3	2 (add)
Acquisition from Another Agency	10	Provisional	3	2 (add)
Provisional	07	Provisional/w	4	3 (change)
Working in Higher Class	08	permanent	4	3 (change)
Acquisition From Another Agency	10	status	4	2 (add)
Emergency Permit	15	Emergency	5	2 (add)
Emergency Permit Delete	16	Civil Service Only		
CETA Appointment	11	Temporary	6	2 (add)
Appointment to the Unclassified	12	Temporary	6	2 (add)
Extension of Probation	17	Probationary	2	2 (change)
60-day Temporary Permit	18	Temporary	6	2 (add)
Full Time to Part Time	20			3 (change)
Part Time to Full Time	21			3 (change)
Leave of Absence - Personal	27			3 (change)
Leave of Absence - Illness	28			3 (change)
Leave of Absence - Suspension	29			3 (change)
Leave of Absence - Union Business	30			3 (change)

PERSONNEL TRANSACTIONS

<u>TRANSACTION DESCRIPTION</u>	<u>TRANS #</u>	<u>APPOINTMENT TYPE</u>	<u>APPT. TYPE #</u>	<u>ACD CODE</u>
Salary Increase - Merit	22			3 (change)
Salary Increase - Longevity	23			3 (change)
Salary Adjustment - Annual	24			3 (change)
Denial of Merit Increase	25			3 (change)
Change of Salary - Unclassified/CETA	26			3 (change)
Reinstatement After Leave	30			2 (add)
Reinstatement After Layoff	31			2 (add)
Reinstatement After Resignation	32			2 (add)
Reinstatement to Former Title After Termination of Probation	33			3 (change)
Reinstatement to Classified Service	34			3 (change)
Reinstatement to Classified Title After Provisional	35			3 (change)
Reinstatement to Classified Title After Temporary	36			3 (change)
Reinstatement to Former Class After Voluntary Reduction	37			3 (change)
Return to Former Title After Layoff	38			3 (change)
Reinstatement Rights Expired	39			3 (change)
Reclass - Frozen in Current Salary Sched.	40			3 (change)
Reclassification	41			3 (change)
Assumption of New Title/Salary Schedule/Grade After REclassification	42			3 (change)
Other Change/Correction	43			4 (change)
Letter of Commendation	45			3 (change)
Official Reprimand	46			3 (change)
Leave of Absence - Education	51			3 (change)
Leave of Absence - Exempt Service	53			3 (change)
Leave of Absence - Interagency Internship	54			3 (change)
Leave of Absence - Maternity	55			3 (change)
Leave of Absence - Military Service	56			3 (change)
Leave of Absence - Personal	57			3 (change)
Leave of Absence - Illness	58			3 (change)
Leave of Absence - Suspension	59			3 (change)
Leave of Absence - Union Business	60			3 (change)

PERSONNEL TRANSACTIONS

<u>TRANSACTION DESCRIPTION</u>	<u>TRANS #</u>	<u>APPOINTMENT TYPE</u>	<u>APPT. TYPE#</u>	<u>ACD CODE</u>
Leave of Absence-Withholding Services (Strike)	61			3 (change)
Leave of Absence-Legislative	62			3 (change)
Leave of Absence-Workman's Comp.	64			3 (change)
Termination of Probationer	70			3 (change)
Layoff From Permanent	71			3 (change)
Termination of Provisional Appointment	72			3 (change)
Termination of Temporary Appointment	73			3 (change)
Termination/Resignation of Unclassified	74			3 (change)
Discharge	75			3 (change)
Resignation from Classified Service	76			3 (change)
Retirement - Voluntary	77			3 (change)
Retirement - Mandatory	78			3 (change)
Death	79			3 (change)
Delete the Record from the File	80	(Civil Service Only)		1 (delete)
Delete All Records from the File	81	(Civil Service Only)		1 (delete)
Transfer to New Dept - No Title Change	82			3 (change)
Transfer to New Dept. - New Title	83			3 (change)
Transfer Within Dept - No Title Change	84			3 (change)
Transfer Within Dept - New Title	85			3 (change)
Transfer to St. Paul Ramsey Hosp.	86			3 (change)
Layoff From Permanent-Title Abolished	87			3 (change)
Termination During Probation	88			3 (change)
Transfer From St. Paul Ramsey Medical Center	89			3 (change)
Convert Sick Leave to Vacation	91			3 (change)
Workman's Comp Settlement	92			2 (add)
Termination of Worker's Comp Settlement	93			3 (change)
Expired While on Worker's Comp Settlement	94			3 (change)
Social Security Number Change	97			3 (change)
Leave of Absence-Initial Load	98			2 (add)
Initial Load Status	99			2 (add)



# RAMSEY COUNTY PERSONNEL CHANGE FORM - PCF

- 12

DEPARTMENT OF: DATA PROCESSING

EMPLOYEE NAME: JANE JONES

JOB TITLE: EDP SR. COMPUTER OPER.

2. SSN SOCIAL SECURITY #	2A SEQ SEQ #	3. EF FD EFFECTIVE DATE	4. END END DATE	5. TRAN TRAN #	6. REP REPORT #
4725273739		100182		06	

## JOB INFORMATION (TO BE COMPLETED BY PAYROLL CLERK)

7. DEP DEPARTMENT #	8. DIV DIV #	9. SUB SUB #	10. SEC SEC #	11. POSN POSITION #	12. APPT APPT TYPE	13. FP F=FULL P=PART	13A. GDEP GRANT DEPT	DIV #	SUBD #	SEC #
41101				610	2	F				
14. CLAS CLASS/TITLE #	15. SCH SAL SCHED	16. GRAD GRADE #	17. STEP STEP #	18. HOUR HOURLY RATE OF PAY	19. DC DUAL CLASS	APPROVED BY CIVIL SERVICE DEPT				
41115	228	19	03							
20. BARG BARG UNIT	21. BSTA E=EXEMPT	22. BSCH BEN SCHED	23. PROP PROPRATE	24. VACC VACATION ACCRUE RATE	25. CONV SICK TO VAC.	26. SACC SICK LEAVE ACCRUE				
27. HBEG START PAID INS	28. HEND END PAID INS	29. ORIG ORIG EMPLOY DATE	30. BENF BENEFIT DATE	31. LONG LONGEVITY DATE						
030180		090179	090179	090179						
32. LMER LAST MERIT INCREASE	33. CSEN CLASS SENIORITY DATE	34. USEN UNION SENIORITY	35. WPHO WORK PHONE #	36. WEXT WORK EXT.						
100182	100182									
37. AGEN AGENCY NUMBER	38. REIM WELF REIM	39. SHER SHERIFF OFFICE	40. NSSN NEW SOCIAL SECURITY #	43. PHRS PART TIME HOURS	44. MILE MILEAGE PLAN					
45. SP1 SPEC #1	46. SP2 SPEC #2	47. SP3 SPEC #3	48. SP4 SPEC #4	49. SP5 SPEC #5	50. SP6 SPEC #6	51. WAMT WORKERS COMP AMOUNT	52. WBWK WORKERS BWKLY			

## EMPLOYEE INFORMATION (TO BE COMPLETED BY EMPLOYEE)

53. LAST EMPLOYEE LAST NAME	54. FIRS EMPLOYEE FIRST NAME	55. MID	56. TITL MS, MISS, MRS, MR
57. ADDR EMPLOYEE HOME ADDRESS	58. AREA AREA CODE	59. PHON HOME PHONE NUMBER	
60. CITY CITY OF RESIDENCE	61. STAT STATE	62. ZIPC ZIP CODE	63. COU COUNTY
64. FMAR FEDERAL MARITAL STATUS M=MARRIED, S=SINGLE, H=HEAD OF HOUSEHOLD	65. FEEX FEDERAL EXEMPTIONS	66. SMAR STATE MARITAL STATUS M=MARRIED, S=SINGLE, H=HEAD OF HOUSEHOLD	67. STEX STATE EXEMPTIONS
68. SCOD STATE TAX CODE MN=MINN WI=WISC	69. SPST SPEC STATE TAX	70. SPFE SPEC FEDERAL TAX	71. SPER STATE ADD %
72. FPER FED ADD %	73. RET RETIRE	74. YFIC YTD FICA WAGES	
75. RACE A AMERICAN INDIAN B BLACK C ASIAN D HISPANIC E WHITE F OTHER	76. DSAB A NO HANDICAP B AMPUTEE C BLIND D CARDIAC E DEAF	77. BDAT BIRTH DATE	78. SEX F=FEMALE M=MALE
			79. VET V=VETERAN
			80. OGRP OTHER GROUP

I CERTIFY STATEMENTS CONTAINED HEREIN ARE TRUE AND CORRECT.

EMPLOYEE SIGNATURE

DEPARTMENT HEAD OR AUTHORIZED SIGNATURE

PAYDAY TO BE ENTERED

ENTERED BY/DATE ENTERED

TRANS #06 - PROMOTION APPOINTMENT

## PERSONNEL TRANSACTIONS

7/15/80

TRANSACTION DESCRIPTION: Promotion Appointment

TRANSACTION NUMBER: 06

FORM USED: Ramsey County Personnel Change Form

PROCEDURE: Submit 1 copy of the Ramsey County Personnel Change Form to the Civil Service Department.

## ENTRIES ON FORM:

FIELD ABBREV.	FIELD NAME	ENTRY OPTION
SSN (2)	Social Security Number and Check Digit	Required.
EFFD (3)	Effective Date	Required; date of promotion.
TRAN (5)	Transaction Number	Required. (06)
REP (6)	Report Number	Civil Service enters.
DEP (7)	Department Number	Required.
DIV (8)	Division Number	Optional; only if used by department.
SUB (9)	Subdivision Number	Optional; only if used by department.
SEC (10)	Section Number	Optional; only if used by department.
POSN (11)	Position Number	Required.
APPT (12)	Appointment Type	Required. 2 = Probationary.
FP (13)	Full or Part-Time	Required. F = full time; P = part time.
CLAS (14)	Class/Title Number	Required. Class being promoted to.

Personnel Transactions 7/15/80  
Promotion Appointment Page 2

FIELD ABBREV.	FIELD NAME	ENTRY OPTION
SCH (15)	Salary Schedule Number	Required. Salary schedule of class being promoted to.
GRAD (16)	Grade or Pay Level Number	Required. Grade number of class being promoted to.
STEP (17)	Step Number	Required.
DC (19)	Dual Classification Code	Optional; only if new class allows employee to work out of other classifications. 1 = Eligible for dual classification
BARG (20)	Bargaining Unit Number	Optional; only if class is covered by bargaining unit and the employee is exempt from the coverage.
BSTA (21)	Bargaining Unit Status	Optional; only if class is covered by bargaining unit and the employee is exempt from the coverage. Code is "E" for exempt.
BSCH (22)	Benefit Schedule	Optional; only if the employee is entitled to benefits other than the benefits allowed for the title being promoted to. See attached "Benefit Schedule List".
PROP (23)	Pro Rate Benefit Plan	Optional; if the employee is part time and is eligible for pro-rated benefits, a Pro-Rate Benefit Plan is entered; see "Pro Rate Benefit Plan List".
HBEG (27)	Begin Paid Health Insurance	Required if the employee is FULL TIME; see attached write up "Dates on the Ramsey County Personnel Change Form".
HEND (28)	End Paid Health Insurance	Optional; entered if the employee is going to part-time status and the county no longer pays a portion of the employee's health insurance.
ORIG (29)	Original Employment Date	Required; see attached write up "Dates on the Ramsey County Personnel Change Form."

Personnel Transactions 7/15/80  
Promotion Appointment Page 3

<u>FIELD ABBREV.</u>	<u>FIELD NAME</u>	<u>ENTRY OPTION</u>
BENF (30)	Benefit Date	Required; enter only if the employee is FULL TIME; see attached write up "Dates on the Ramsey County Personnel Change Form."
LONG (31)	Longevity Date	Required if the employee is FULL TIME, see attached write up "Dates on the Ramsey County Personnel Change Form."
LMER (32)	Last Merit Increase Date	Required if the employee is FULL TIME; see attached write up "Dates on the Ramsey County Personnel Change Form."
CSEN (33)	Class Seniority Date	Required; see attached write up on "Dates on the Ramsey County Personnel Change Form."
WPHO (35)	Work Phone Number	Optional; if number changes.
WEXT (36)	Work Extension Number	Optional; if number changes.
AGEN (37)	Welfare Agency Number	Optional; only if Welfare Department.
REIM (38)	Welfare Reimbursement Code	Optional; only if Welfare Department.
MILE (44)	Mileage Plan	Optional; can be entered if desired.
SP1 (45)	Special Pay Type #1	Optional; entered if class is eligible for Special Pay; see attached "Special Pay Code List."
SP2 (46)	Special Pay Type #2	Optional; entered if class is eligible for Special Pay; see attached "Special Pay Code List."

Personnel Transactions 7/15/80

Promotion Appointment Page 4

<u>FIELD ABBREV.</u>	<u>FIELD NAME</u>	<u>ENTRY OPTION</u>
SP3 (47)	Special Pay Type #3	Optional; entered if class is eligible for Special Pay; see attached "Special Pay Code List."
SP4 (48)	Special Pay Type #4	Optional; entered if class is eligible for Special Pay; see attached "Special Pay Code List."
SP5 (49)	Special Pay Type #5	Optional; entered if class is eligible for Special Pay; see attached "Special Pay Code List."
SP6 (50)	Special Pay Type #6	Optional; entered if class is eligible for Special Pay; see attached "Special Pay Code List."