

Attachment C **Sample Configuration Worksheets**

Instructions:

- *If a service or option is a regular recurring charge, please indicate the approximate cost in column 1 and the frequency of the cost in column 2, e.g., bi-weekly, monthly, annually, as required.
- *If a service or option is included in the basic payroll processing costs, indicate with **INC** in column 1.
- *If a service or option is not offered by the vendor, please indicate with **N/O** in column 1.
- *If a service or option is an implementation or one time charge, please indicate the approximate cost in column 3.

**Scenario # 1--Small Court - 65 Employees
(Employees are in one location)**

Sample Configuration Worksheet # 1

	1	2	3
Requested services/options:	Approximate Cost for this Service or Option	Frequency of Cost (Bi-weekly, Monthly, Annually, as required)	Implementation Cost or One-time Charge
1. Implementation of Payroll System			
2. Bi-weekly Payroll processing for 65 employees			
3. Check printing by vendor			
4. Delivery of checks to court			
5. Direct deposit for 45 (of the 65) employees			
6. Licensing fees for 2 Workstations with payroll product software			
7. Basic payroll reports generated by vendor			
8. Two (2) special PR Reports created by vendor			
9. Filing of all Federal and State Payroll taxes			
10. Payroll Reporting Software for Ad Hoc Reports			
11. Human Resources System interface			
12. General Ledger Interface			
13. All year end reports including W2's			
Total Approximate Cost for Worksheet # 1:			

Vendor Comments (Please use additional pages if necessary) _____

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**Scenario # 2--Medium Court - 400 Employees
 (Employees are in one location)**

Sample Configuration Worksheet # 2

	1	2	3
	Approximate Cost for this Service or Option	Frequency of Cost (Bi-weekly, Monthly, Annually, as required)	Implementation Cost or One time Charge
Requested services/options:			
1. Implementation of Payroll System			
2. Monthly Payroll processing for 400 employees			
3. Check printing by vendor			
4. Delivery of checks to court			
5. Direct deposit for 250 (of the 400) employees			
6. Licensing fees for 3 Workstations with payroll product software			
7. Basic payroll reports generated by vendor			
8. Filing of all Federal and State Payroll taxes			
9. Payroll Reporting Software for Ad Hoc Reports			
10. New Hire reporting to State of California			
11. Time and Attendance System			
12. Human Resources System interface			
13. General Ledger Interface			
14. All year end reports including W2's			
15. State Unemployment Insurance Management			
Total Approximate Cost for Scenario # 2:			

Vendor Comments (Please use additional pages if necessary) _____

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**Scenario # 3--Small Court - 12 Employees
(Employees are in one location)**

Sample Configuration Worksheet # 3

	1	2	3
Requested services/options:	Approximate Cost for this Service or Option	Frequency of Cost (Bi-weekly, Monthly, Annually, as required)	Implementation Cost or One time Charge

1. Implementation of Payroll System
2. **Bi-weekly** Payroll processing for 12 employees
3. Check printing by vendor
4. Delivery of checks to court
5. Direct deposit for 8 (of the 12) employees
6. Licensing fees for 1 Workstation with payroll product software
7. Basic payroll reports generated by vendor
8. Three (3) special PR Reports created by vendor
9. Filing of all Federal and State Payroll taxes
10. General Ledger Interface
11. All year end reports including W2's

Total Approximate Cost for Scenario # 3:			
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**Scenario # 4--Medium Court - 900 Employees
 (Employees are in three locations)**

Sample Configuration Worksheet # 4

	1	2	3
	Approximate Cost for this Service or Option	Frequency of Cost (Bi-weekly, Monthly, Annually, as required)	Implementation Cost or One time Charge
Requested services/options:			
1. Implementation of Payroll System			
2. Bi-weekly Payroll processing for 900 employees			
3. Check printing by vendor			
4. Delivery of checks to each court location			
5. Direct deposit for 250 (of the 400) employees			
6. Ability to enter Payroll data using Internet			
7. Licensing fees for 4 Workstations with payroll product software. (Three separate locations)			
8. Basic payroll reports generated by vendor			
9. Filing of all Federal and State Payroll taxes			
10. Payroll Reporting Software for Ad Hoc Reports			
11. New Hire reporting to State of California			
12. Time and Attendance System			
13. Integrated Human Resources System			
14. General Ledger Interface			
15. All year end reports including W2's			
16. State Unemployment Insurance Management			
Total Approximate Cost for Scenario # 4:			

Vendor Comments (Please use additional pages if necessary) _____

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**Scenario # 5--Medium Court - 250 Employees
 (Employees are in two locations)**

Sample Configuration Worksheet # 5

	1	2	3
	Approximate Cost for this Service or Option	Frequency of Cost (Bi-weekly, Monthly, Annually, as required)	Implementation Cost or One time Charge
Requested services/options:			
1. Implementation of Payroll System			
2. Bi-weekly Payroll processing for 250 employees			
3. Check printing by vendor			
4. Delivery of checks to both court locations			
5. Direct deposit for 200 (of the 250) employees			
6. Ability to enter Payroll data using Internet			
7. Licensing fees for 3 Workstations with payroll product software. (Two locations)			
8. Basic payroll reports generated by vendor			
9. Filing of all Federal and State Payroll taxes			
10. Payroll Reporting Software for Ad Hoc Reports			
11. New Hire reporting to State of California			
12. Time and Attendance System			
13. Human Resources System interface			
14. General Ledger Interface			
15. All year end reports including W2's			
16. State Unemployment Insurance Management			
Total Approximate Cost for Scenario # 5:			

Vendor Comments (Please use additional pages if necessary) _____

