

DATE:

June 28, 2022

AGENDA ITEM (ACTION ITEM):

Consider/Approve: Agreement with PSST, LLC to provide enhancements to the automated BDIA import program of the Absence Management process.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

The BDIA import process is an integral part of the payroll Absence Management process. Written by the PSST company, this program interprets the Frontline employee absence data, assigns rate of pay, hours/days to be paid, account and pay codes for the bi-weekly payment of substitute personnel. This program enhancement will automate several unique situations such as multiple substitute jobs, itinerant positions and pay for part-time positions that currently require manual processing. This is a one-time change to the program and a one-time fee for the enhancement programming with estimated completion in August, 2022.

FISCAL/BUDGETARY IMPACT:

\$1,500.00 General Fund Finance Dept. Budget

RECOMMENDATION:

Approval of the Agreement with PSST for the programming enhancement to the BDIA program.


CONTACT PERSON:

Susan Bentle

Principal



District Administrator



Superintendent



PSST, LLC
**Application
Enhancement
Specifications**

Absence Management – MUNIS Bi-Directional Interface
Application (BDIA)

Prepared for:
Kenton County Schools, KY
6/27/2022

Application Enhancements

These enhancements are not included in the base product subscription price. If the client includes these enhancements, they will be integrated seamlessly into the product and become business logic specifically for the client. After review, these enhancements may need revision, which is expected by all parties.

Absence Management to MUNIS

CERTIFIED Employee Absences for FTE's less than 1.0

The BDIA import processing will be enhanced to highlight the Job Code field on employee absences where the absent employee is CERTified (job codes 0010-6999), has a substitute AND the employee has an FTE less than 1.0 (based on employee base pay job/salary record in Munis). Enhancement will also account for possibility of an individual having multiple job/salary records, tied to same job class, that are less than 1.0 FTE (i.e. an itinerant position).

This enhancement will allow district personnel to easily review and identify absences tied to part-time personnel (less than 1.0 FTE) and assist with substitute pay processing.

Example of new import record:

Employee													Substitute			
Status	Emp #	Name	Job Code	Pay Type	Quantity	UOM	Allocation	Alloc%	Valid Acct	Acct Code	DockFlag	Act Stat	Sub #	Name	Job Code	Pay Type
	5439	HAHN, RITA	5402	703	1	D	0	100	TRUE	0001118-0110	N	A	5827	OAKS, JAMES	7099	705

Estimated Timeline and Cost of Enhancements

Total Enhancement cost: \$ 1,500.00

Estimated Completion Date *(If written approval received by July 8, 2022):*

Week of Aug. 8, 2022

Task Assignment

PSST Tasks

1. Develop Application specifications (this document) for approval by Client
2. Work with Client in refining the Application Specifications to meet Client's processing requirements
3. Assist Client personnel in establishing the MUNIS parameters necessary to support the Application
4. Implement the enhancements as defined in this document

Client Tasks

1. Work with **PSST** in refining the Application Specifications (this document) to meet Client's processing requirements
2. Provide **PSST** with a PC for access to the Application at the Client's site with the following software and capabilities
 - a. MUNIS workstation client and MUNIS access
 - b. **PSST** log in for the PC, for MUNIS (for data review purposes only) and for Absence Management (for data review purposes only)
 - c. Access to the Internet from the PC
3. Establish the MUNIS parameters necessary to support the Application
4. Provide a purchase order to **PSST** for the listed enhancement (if selected for implementation)

Change Order(s)

- Any change requests to this Application must be received in writing, via fax or email and will be attached to this Application Specification. Changes requiring additional fees will be quoted to the Client PRIOR to work commencing.

Acceptance and Authorization

IN WITNESS WHEREOF, the parties hereto each acting with proper authority have executed this Application Specification document.

Kenton County Schools, KY

PSST, LLC

Full name

Keith Kucler

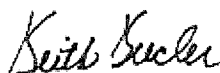
Full name

Title

VP - Client Services

Title

Signature



Signature

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June 27, 2022

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