

# Kitsap Regional Library HRIS RFP – Clarification Questions

| Question  | KRL Response  |
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| <p>Can you confirm whether Caselle is currently used strictly for payroll and timekeeping, or if it also serves as your system for accounting, general ledger, budgeting, fund accounting, purchasing, or position budgeting?</p>   | <p>It also serves as a system for accounting and general ledger. We anticipate keeping Caselle for this purpose; however, if it could be integrated into one system that would be an ideal state.</p>                                       |
| <p>What system does KRL use as its official financial/accounting system of record for general ledger, budgeting, funds, departments, grants, and labor allocation?</p>  | <p>Yes - We currently upload information from Avid into Caselle via a csv file.</p>   |
| <p>1. Does KRL require a payroll general ledger export from the future HRIS/payroll system?</p> <ul style="list-style-type: none"> <li>○ If yes, what file format is needed or preferred (e.g., CSV, flat file, API)?</li> <li>○ Can you share details on your chart of accounts structure and any segmentation requirements?</li> <li>○ What approval or reconciliation process is required before posting to the GL?</li> </ul> | <p>CSV</p> <p>Chart of Account structure requires an account number, and we also use project and activity fields for segmentation.</p> <p>Finance CFOO approves balanced journals created by the finance team before posting to the GL.</p> |
| <p>Who is KRL’s current benefits broker, consultant, or administrator?</p>  | <p>We are part of the AWC pool. The administration service is called Simon, and Vimly is the platform utilized to manage the enrollments and is a Simon product used for enrollment</p>   |
| <p>1. Could you clarify how Vimly is used today? For example:</p> <ul style="list-style-type: none"> <li>○ Enrollment platform</li> <li>○ Benefits administration system</li> <li>○ Carrier connection hub</li> </ul>   | <p>It is an enrollment platform.</p>  |

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| <ul style="list-style-type: none"> <li>○ File-feed middleware</li> <li>○ Broker portal</li> </ul>   |   |
| <p>2. Which benefit carriers are currently in place, and which require:</p> <ul style="list-style-type: none"> <li>○ Eligibility files</li> <li>○ Deduction/remittance files</li> <li>○ EDI/API integrations</li> <li>○ Manual reporting</li> </ul>                               | <p>Benefit carriers (Kaiser Permanente, Regence, Delta Dental, VSP, etc.) are all managed through Simon/Vimly. For enrollment via the HRIS/HRMs will require an EDI integration of which they have already established with some vendors.</p> |
| <p>For retirement, does KRL require only payroll deductions and reporting, or is formal integration/reporting with Washington DRS/PERS required?</p>  | <p>We do need to report eligibility. DRS does support Secure File Transfers (SFT) for enrollment updates and manual, but doesn't have anything else more robust.</p>  |
| <p>Do employees participate in any plans beyond PERS and 457 deferred compensation (e.g., 403(b), 401(a), 401(k), VEBA, HRA VEBA, or union-specific retirement benefits)?</p>   | <p>HRA VEBA and 457- Deferred Compensation Plans through DRS, Nationwide Retirement Solutions, and MissionSquare</p>  |
| <p>Who is KRL's financial advisor, record keeper, broker, or administrator (if applicable)?</p>   | <p>N/A</p>  |
| <p>1. For the 457 plans listed publicly (Washington State DCP, Nationwide, MissionSquare):</p> <ul style="list-style-type: none"> <li>○ Does KRL require vendor-specific remittance/deduction files?</li> <li>○ Or is standard payroll deduction reporting sufficient?</li> </ul> | <p>A standard payroll deduction reporting is sufficient.</p>  |