



APPENDIX B- HRIS PAYROLL SOFTWARE IT ASSESSMENT REQUIREMENTS

1. INTRODUCTION

Growth is good for organizations, but can become a nightmare without scalable systems. Particularly for payroll processing as payroll plays a significant role in business practices. Adopting a seamless software interface will help the organization become more efficient.

In order to assess the compatibility of the HRIS software proposed, we will require you to provide the following information together with your offer.

I. Technical platform data

- Hardware platform requirements
- OS requirements [*nix, 2008R2, 2012....]
- Database requirements [i.e. – SQL lite, SQL enterprise.....]
- App Hosting requirements – on prem, cloud, hybrid
- Multitenant mode ability/solution used

II. Support mechanism for this application

- Size of development team allocated to this application
- Frequency of updates/security patches / new releases
- Meantime taken to change release due to changes by regulatory bodies
- Size of support team allocated to this application
- Meantime to problem resolution due to application issue

III. Application flexibility

- Mechanism in place to export/import data or communicate to other applications [API/Workday]

IV. International versions available (as we might potentially use this software in other countries as well with different regulations)

- Mean time to change release due to changes by local regulatory bodies
- Support mechanism for international deployment / remote access requirements.

V. Client server security and communication

- Integration with local AD and authentication solution?
- Multi-site access solution [VPN, via internet]
- Security protocols used for access via public links (if available)
- Requirements for mail protocols for communication with users [SMTP?]

VI. Data retention

- Backup requirements and solution

Note that the IT requirements are applicable for all countries namely Yemen, South Sudan and Ethiopia and should be included in the proposal.