



P.O. Box 4773  
Seneca, South Carolina 29679  
www.seneca.sc.us

## **ADDENDUM #1**

**Date:** April 17, 2026  
**Project Name:** Payroll and Human Resources Information System (HRIS)  
**RFP Reference #:** RFP-2026-04-15-COS

### **ADDITIONS / CLARIFICATIONS**

1. Do you have an anticipated timeline for when demonstrations may be scheduled?  
*We anticipate scheduling demonstrations following the May 12, 2026, proposal deadline, during the evaluation phase. We will reach out to shortlisted vendors to coordinate timing.*
2. Is there a target timeframe for awarding the RFP and going live with a new solution?  
*A target award and go-live date has not been established at this time. We are focused on receiving and evaluating proposals first, after which we will work with the selected vendor on an implementation timeline.*
3. Does the City of Seneca currently offer a 401(k)? If so, who is the recordkeeper, and would payroll integration be required?  
*Yes, the City of Seneca offers Deferred Comp options through Empower.*
4. How many benefits carriers are in place today? We want to ensure the proposal reflects the correct number of EDI feeds.  
*The City currently has five benefits carriers in place. The City does not currently utilize EDI feeds carriers; however, it is open to implementing them where supported by the carrier and where the benefit justifies the setup cost. Vendors should identify which of their carrier connections are pre-built versus custom builds, and whether EDI feed setup costs are included in their proposal or priced separately.*
5. For medical benefits, are age-banded rates utilized?  
*No. The City's medical plan is not age-banded.*



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6. Who is your workers' compensation carrier, and are you seeking full payroll integration or simply rate and class code uploads for reporting purposes?

Our workers' compensation coverage is currently provided by the Municipal Association of SC. The City is not seeking full payroll integration with its workers' compensation carrier at this time. Our requirement is limited to rate and class code uploads for reporting purposes, ensuring that employees are correctly classified by job category and that the appropriate rates are applied for reporting and audit purposes.

7. With respect to Time & Attendance, does the City currently use physical time clocks? If so, how many, and would you plan to continue using them?

The City has 22 departments, 17 of which currently utilize physical time clocks for time and attendance tracking. Vendors should describe their hardware-agnostic capabilities and any supported clock integrations, including biometric options, so we can evaluate based on our needs.

8. Regarding scheduling, do employees swap shifts or pick up open shifts today, and is this functionality something the City is interested in moving forward?

Yes, employees may currently swap shifts. At this time, this process is handled informally through paper requests and manager approval.

9. Is there a need for an Applicant Tracking System or recruiting functionality?

An ATS is not a stated requirement in this RFP. However, if your platform includes recruiting functionality, please describe it as an optional module with separate pricing so the City can evaluate it.

10. Lastly, is the City interested in engagement tools such as surveys, employee recognition, or communication features?

Employee engagement tools are not a stated requirement, but the City is willing to consider them. Please include any such features as optional add-ons with associated pricing.



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## **ADDENDUM #2**

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### **ADDITIONS / CLARIFICATIONS**

#### 1. Scheduling Requirements

- Which departments will require scheduling functionality?
- **Shift-based departments (Police, Fire, Utilities, Public Works, on-call roles).**
- Are there specific scheduling features or capabilities that are particularly important (e.g., shift bidding, rotations, certifications, etc.)?
- **Shift scheduling, rotations, on-call/standby, overtime visibility, supervisor approvals.**
- Are there any unique scheduling needs for public safety departments?
- **Public safety departments (Police and Fire) have more complex scheduling needs, including 24/7 coverage, rotating shifts, minimum staffing requirements, and integration with overtime and FLSA calculations.**

#### 2. Leave Management

- Can you provide additional detail on the City's requirements for leave management (e.g., accrual policies, types of leave, approval workflows)?
- **Configurable accruals by tenure/position; self-service with supervisor approval; balance/carryover tracking; payroll alignment; reporting and audit trails.**

#### 3. Time Clocks

- Does the City plan to implement physical time clocks? If so, how many?
- **The City does not intend to expand or newly implement physical time clocks at this time. However, 17 of 22 departments currently use them. Vendors should describe hardware-agnostic capabilities and supported clock integrations, including biometric options.**

#### 4. Timeline

- Would the City consider a two-week extension to the proposal submission deadline to allow for a more thorough and tailored response?
- **At this time, the City intends to maintain the current proposal submission deadline.**



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## **ADDENDUM #3**

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### **ADDITIONS / CLARIFICATIONS**

1. Would the City consider a provider eligible to submit if full WCAG compliance can be achieved within the next 12-18 months or prior to going Live with new HRIS? Whichever came first.

**The City requires WCAG compliance at the time of proposal submission.**

2. Does Tyler Technologies Incode perform all the components below today? Or, if not, please share internal technologies used.
  - o HR
  - o Payroll
  - o Benefits
  - o Recruiting
  - o Time & Attendance

**The City currently uses Tyler Technologies ERP 9 for payroll processing only. HR, benefits administration, recruiting, and time and attendance are not currently managed within Tyler ERP 9 and are handled manually or through separate processes.**

3. Tyler is actively selling and promoting newer ERP platforms – ERP Pro – are you considering moving/upgrade to that during this period or will have a separate project to search for a new ERP down the road?

**The City is not considering a migration to Tyler ERP Pro at this time. Any future ERP evaluation would be a separate project. This procurement is focused solely on HR, payroll, benefits, and related workforce management functionality.**

4. Will all employees be responsible to enter time in the Time & Attendance? Can you please explain your staff breakdown (FT/PT Exempt/Non-exempt, Seasonal or temporary staff).



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The City has 212 total employees, consisting of 179 non-exempt FTE, 17 exempt, 9 salary, and 7 part-time. All applicable employees are expected to enter their own time via the time and attendance system — either through a physical clock or web/mobile entry depending on their department — with supervisors responsible for review and approval.

5. Benefits Administration – how many carrier feeds are in-scope for Electronic Data Interchange – Can you provide name of carriers?

Five (5) carriers — BlueChoice (Medical), Mutual of Omaha (Dental/Vision/Life), MASA (Medical Transport). No EDI currently; open to it. Vendors should identify pre-built connections and separate pricing.

6. Do you have multi-factor authentication setup today? If so, what is offered and used.

Yes — Microsoft Authenticator.

7. For Payroll Processing – Is it the desire of the city to perform their own in-house processes or externalize the below:

The City intends to perform the following in-house:

- o Running payroll weekly  
yes, the City will run payroll internally on a weekly basis.
- o Production of payroll – locally print checks (if needed)  
yes, the City will print checks locally as needed.
- o Tax filing – remit own tax liabilities themselves internally not through 3<sup>rd</sup> party  
The City is seeking a modern, maintained system where payroll processing control stays in-house but the compliance and tax filing responsibility stays with the vendor.



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## **ADDENDUM #4**

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### **ADDITIONS / CLARIFICATIONS**

#### **1. Benefits**

How many Benefits Eligible Employees does the City employ?

Approximately 205 employees are benefits-eligible out of a total workforce of approximately 212 employees.

What Benefits Technology do you use today?

Navigator (benefits administration and carrier connectivity)

#### **2. General**

What Payroll technology do you use today?

Incode (Tyler Technologies)

What are the most common payroll challenges today (technology)?

- Limited automation and manual processes
- Integration limitations between systems (payroll, benefits, reporting)
- Reporting and data extraction

What are the most common payroll processing issues today?

The City's primary payroll challenge is time and attendance collection. Employees currently use a combination of physical time clocks, manual paper timecards, and, in some cases, report directly to job sites. Supervisors are responsible for collecting and submitting timecards each week, which can lead to delays and increase the potential for errors prior to payroll processing.

How many employees do you have processing payroll?

Primarily one full-time staff member, with additional support from HR as needed.

What is your target go-live date for Payroll?



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The City does not have a defined go-live date at this time; however, implementation timing will be determined following vendor selection.

### **Payroll Processing**

Can you provide the name of the payroll processing / Payroll Tax Filing company that the City of Seneca is using today?

Payroll is processed internally using Incode. Tax filings are currently handled internally.

How many Pay Cycles do you currently run?

Two – weekly payroll cycles.

How many employees do you currently pay per pay cycle?

Approximately 203–212 employees per cycle.

How many checks do you currently print per month?

Minimal; the majority of employees are on direct deposit.

How many FEINs do you currently pay your employees from?

1 FEIN

- How many States are you currently filing per FEIN?

1 (South Carolina)

- How many Locals are you currently filing per FEIN?

None

How many garnishments are you paying per pay cycle?

Approximately 5 per pay cycle

How many new garnishments do you receive per month?

Minimal

How many W-2s do you print annually?

Approximately 230-247 annually

Do you have any need for the following?

- WOTC?

Not currently



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- Unemployment Claims Services  
Not currently
- The Work Number (Employment Verification)?  
Not currently
- Pay Cards?  
Not currently
- Earned Wage Access?  
Not currently