

MINUTES

REGULAR COUNCIL MEETING
OF
November 9, 2015
5:30 p.m.

THE DALLES CITY HALL
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Mayor Steve Lawrence

COUNCIL PRESENT: Dan Spatz, Tim McGlothlin, Linda Miller, Russ Brown, Taner Elliott

COUNCIL ABSENT: None

STAFF PRESENT: Interim City Manager Julie Krueger, Recording Secretary Izetta Grossman, Project Coordinator Daniel Hunter, Public Works Director Dave Anderson, Finance Director Kate Mast, Police Chief Jay Waterbury, Engineer Dale McCabe, Planning Director Richard Gassman

CALL TO ORDER

Mayor Lawrence called the meeting to order at 5:30 p.m.

ROLL CALL

Roll call was conducted by Recording Secretary Izetta Grossman; all Councilors present.

PLEDGE OF ALLEGIANCE

Mayor Lawrence invited the audience to join in the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Lawrence removed presentation from the agenda. It was moved by Elliott and seconded by Spatz to approve the agenda as modified. The motion carried unanimously.

AUDIENCE PARTICIPATION

Jim Wilcox, 416 West 7th Street, The Dalles said that process for an RV Park had road blocks created by City Ordinances. He said the topic was on the agenda for the Planning Commission meeting last Thursday, however there was not a quorum for the meeting. Mr. Wilcox asked that the Council make this issue a high priority, and expedite process that could kill the development if it took too long. Mr. Wilcox said he was interested in the issue because he represents both the seller and the buyer. He said he thought it would come before Council in January.

Chip Wood, 415 West 15th Street, The Dalles recited various meetings of the City Council during which Thompson Street was discussed. He noted roadside safety, sidewalks and curbing had been a priority of the community for Thompson Street. He said the Council had placed a 3 year moratorium on street projects, yet the only new street was East 15th. Mr. Wood said East 15th helped Councilor Elliott with his Elk Horn development. He felt that there was an ethics violation and thought that the Oregon State Ethics Commission should be informed.

Mayor Lawrence said he started the conversation regarding Thompson Street over a year ago, because it had been a controversial topic. He said the intent of the Council was no new roads, not to halt paving, and maintenance of existing roads. Mayor Lawrence said Mr. Wood made some points that would be looked into.

Lance Wah, 302 East Scenic, The Dalles requested that the Council make a decision regarding production, processing, and wholesaling marijuana in The Dalles. He said it was a viable business and that OLCC had rules governing the issue in place.

There was discussion regarding deadline for making the decision. City Attorney Parker said the OLCC had just passed regulations, and that it was an 85 page document he would have to review to give Council a recommendation. He said the issue would be on the December 14 agenda. Parker reminded Council that they would not be able to undo the medical marijuana dispensary that had been approved and was operating.

CITY MANAGER REPORT

Interim City Manager Krueger said the Town Hall meeting regarding the Enterprise Zone information had been confirmed for November 30, 2015, 5:30 pm at the Senior Center.

She reported that Gorge.net was working with Google on the Public Wi Fi Grant, identifying upgrade locations.

Krueger said the City Manager recruitment process was on target and the semifinalist list would be to the City the week of December 7. The tentative date of the committee meeting was December 9.

Krueger requested permission to hire Baltazar Gamez to fill the Planning Secretary position at Step 3. She said Gamez had a BA in Economics, heavy experience working with the public and was bilingual. It was the consensus of the Council to authorize the hire.

Krueger asked if Council wanted to cancel the December 28 regular Council meeting. It was the consensus of the Council to cancel the meeting, recognizing that a special meeting could be called if necessary.

CITY ATTORNEY REPORT

City Attorney Parker reported that it was a busy time for Codes Enforcement with 10 properties to abate. He noted that property management companies had been cooperative with addressing nuisances on 6 properties that were in foreclosure.

Parker passed out pictures of the two recent fires, noting that they were attractive nuisances that would most likely need to be demolished. He said they would work with the owners.

In response to a question Parker said that Codes Enforcement had been in contact with the owner of the old Arby's regarding cleanup of the property.

Parker said the Municipal Court Taskforce would have their first meeting on November 12, and he hoped to have a recommendation to the Council in February.

CITY COUNCIL REPORTS

Councilor Brown reported he had attended a Mid-Columbia Council of Governments (MCCOG) meeting.

Councilor Spatz reported that the Sister City visit was a fantastic success. He thanked everyone who helped during the visit. Spatz said the applications for the Student Delegation for the summer of 2016 were being distributed through the School District over Christmas vacation.

Councilor Miller presented the fan that was given to Council by the Sister City Delegation.

Councilor McGlothlin said he also had a great time with the Sister City Delegation. He reported that there had been a denial letter from the FAA in regards to the Veterans Day fireworks. He had worked with Chuck Covert (Airport Manager) to devise a safety plan that was acceptable to

the FAA. He said they received approval and the fireworks would proceed. He noted that having the plan in place covered future fireworks displays as well.

Mayor Lawrence thanked McGlothlin for jumping on the issue and solving the issue quickly.

Councilor Elliott said he also attended the Sister City dinner. He reported that he was on a committee that was working on the Building Codes/MCCOG plan. He said it was discovered that they had been operating without an Intergovernmental Agreement between the City, County and MCCOG and the taskforce was working on needs and desires.

Councilor Miller said she also was involved with the Sister City visit and felt it went very well.

Mayor Lawrence reported he had been invited to visit the Sunshine Mill Vineyard and was very impressed with the operation. He said it was a beautiful vineyard and was well managed. He also attended the Sister City dinner.

Lawrence said he had met with Tyler Stone and the County Planner to learn more about their systems and regulations. He and Councilor Elliott had met with a potential business owner who had interest in opening a sports complex to train athletes.

Lawrence said he attended the Columbia Gorge Fiber Festival and said there were 45 vendors from all over, national speakers and great attendance. He was going to ask the Chamber for actual numbers of hotel rooms for the weekend.

CONSENT AGENDA

It was moved by Miller and seconded by Elliott to approve the Consent Agenda as amended. The motion carried unanimously.

Items approved by Consent Agenda were: 1) Approval of October 26, 2015 Regular Council Meeting Minutes; 2) Approval of October 23, 2015 Special City Council Meeting (Water shed tour) Minutes; 3) Approval of Resolution No. 15-045 Concurring with the Mayor's Appointment of a Committee to Review City Manager Semi-Finalist Applications. 4) Approval of Resolution No. 15-043 Assessing Properties for the Cost of Nuisance Abatement.

PUBLIC HEARING

Resolution No.15-036 Establishing a Reimbursement Fee for Chenowith Business Park

Public Works Director Anderson reviewed the staff report.

Will Norris, Home at Last Board, 200 River Road requested that the Council consider giving Home At Last an exemption.

In response to a question Anderson said if an exemption was granted those funds would be divided among the remaining property owners. Anderson said Home At Last would only be required to pay the \$8457.09 connection if they chose to connect to sanitary sewer and that the connection had to happen within 15 years. He further clarified that these funds were not City revenue; the funds were to reimburse the Port of The Dalles a portion of the cost of installing the infrastructure.

After discussion, it was moved by Spatz and seconded by McGlothlin to continue the Public Hearing at the November 23 City Council meeting in order to hear from the Port. The motion carried unanimously.

CONTRACT REVIEW BOARD ACTIONS

Approval to Purchase Financial Software As A Service

Finance Director Mast reviewed the staff report.

It was moved by Spatz and seconded by Miller to authorize the City Manager to sign Software as a Service (SaaS) agreement with Caselle for implementation, conversion and training on integrated software modules as proposed, pending and contingent upon the City Attorney approving the final insurance language. The motion carried unanimously.

ACTION ITEMS

Special Ordinance No. 15-570 Amending Section 1 of Special Ordinance No. 14-563 to Correct Legal Description and Map attached as Exhibits

City Attorney Parker reviewed the staff report.

Recording Secretary Grossman read the ordinance by title only.

It was moved by McGlothlin and seconded by Miller to adopt Special Ordinance No. 15-570 by title only. The motion carried unanimously.

Consider Options for Washington Street Crossing Project

Interim City Manager Krueger reviewed the staff report.

In response to a question Public Works Director Anderson said the ODOT funds awarded were for a specific project and were not transferable.

It was moved by Miller and seconded by Brown to discontinue the Washington Street Undercrossing project and to release the STIP funds to ODOT.

It was moved by Spatz and seconded by Elliott to amend the motion to postpone the Washington Street project and release the STIP funds. The motion to amend carried unanimously.

The amended motion was voted on and carried unanimously.

DISCUSSION ITEMS

Discussion Regarding Sewer Rates for Restaurants

Project Coordinator Hunter reviewed the staff report, saying that since the Agenda Staff Report was sent he had met with Public Works Director Anderson and Finance Director Mast and had developed another option. He said staff recommendation would be that when audit was done, to assess restaurants that we open less than sixty hours per week half of their unit count. Hunter said that 7 restaurants would qualify for a total \$20,000 reduction in revenue.

Anderson clarified that staff felt the loss of revenue would not be significant enough to warrant a rate increase, 7 restaurants cost would be lowered, the remaining would stay the same.

In response to a question Anderson said everything west of Cousin's was on Chenowith Water and would require those customers to authorize Chenowith Water to release the records to the City and for the City to manually calculate charges.

Tom Wood, owner Rivertap 701 East Second testified that there was significant difference in his costs in The Dalles compared to Hood River. In Hood River the sewer was based on the water usage. As an example he said his bill in Hood River was \$145 to \$200 monthly; in The Dalles it was \$400- \$500 monthly.

Michael Leash, Vault owner said the methodology needed to be fair and equitable. He said his bill had increased from \$400 to \$800 per month in the last 5 years.

Mayor Lawrence read a letter from Jay Kane, owner of the Hi Way House into the record (attached).

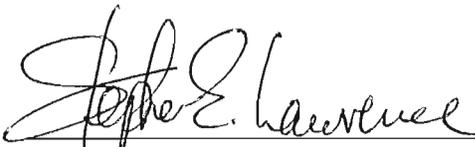
After some discussion it was decided to create a survey before proceeding with the next steps.

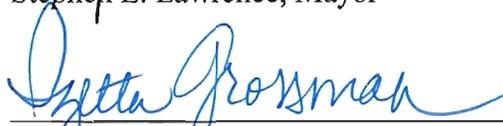
Anderson asked if the desire of Council was to remain revenue neutral. It was the consensus of the Council to begin with the survey and to remain revenue neutral.

ADJOURNMENT

Being no further business, the meeting adjourned at 7:30 p.m.

Submitted by/
Izetta Grossman
Recording Secretary

SIGNED: 
Stephen E. Lawrence, Mayor

ATTEST: 
Izetta Grossman, Recording Secretary

To Whom it May Concern,

While in Hood River we had extremely high water & sewer rates of \$1600.00. So we went to the city of Hood River to discuss water and sewer rates and they explained to us that they assessed the sewer rates by the number of seats. We believed that was not fair by being charged for something that we did not use. Then we looked into other restaurants and the number of seats every had and the number of hours everyone was open for business. Shari's presented the best example of what we were concerned about. They served three times the volume at our restaurant and they were open twice as many hours. After the city looked into the problem, they concluded that it would be served by the water consumption (water meter). They based the sewer rates by the water consumption. Water in, water out, not by the number of seats, because every restaurant is not open the same number of hours or days. That in turn brings the water and sewer rates in line for the amount of business that you have. We are only open 5 days a week and only for dinner. Why should we have to pay the same rates as a restaurant open 7 days a week and 24 hours a day?

Sincerely,



Jay Kane
The Hi Way House



Customer/Location Consumption History Inquiry

Customer ID: 17522 HI WAY HOUSE, INC
Location ID: 5943 2434 E 2ND

| | | | |
|--------------------------|----------|----------------------------------|----------|
| Cycle/route: | 01 31 | Amount due: | 1,244.86 |
| Initiation date : | 12/13/02 | Pending: | 710.00- |
| Termination date: | 0/00/00 | Customer/location status: | A |
| Customer status: | Active | | |

- ✓ OK
- ✕ Exit
- < Cancel
- Print history
- Meter inventory
- Meter service inf...
- Pending / history...
- Budget trans...
- Change view
- Graph history
- Customerloc...
- Reading activity

| Service Code | Reading Type | Reading Date | Actual Consumption | Actual Demand | Days | Meter Number | Estimate Code | Comment Code |
|--------------|--------------|--------------|--------------------|---------------|------|--------------|---------------|--------------|
| WA | REG | 10/12/15 | 31.00 | .00 | 32 | 61435192 | | N |
| WA | REG | 9/10/15 | 82.00 | .00 | 31 | 61435192 | | N * |
| WA | REG | 8/10/15 | 42.00 | .00 | 31 | 61435192 | | N * |
| WA | REG | 7/10/15 | 24.00 | .00 | 30 | 61435192 | | N |
| WA | REG | 6/10/15 | 20.00 | .00 | 33 | 61435192 | | N |
| WA | REG | 5/08/15 | 13.00 | .00 | 29 | 61435192 | | N |
| WA | REG | 4/09/15 | 14.00 | .00 | 31 | 61435192 | | N |
| WA | REG | 3/09/15 | 13.00 | .00 | 28 | 61435192 | | N |
| WA | REG | 2/09/15 | 13.00 | .00 | 31 | 61435192 | | N |
| WA | REG | 1/09/15 | 13.00 | .00 | 31 | 61435192 | | N |
| WA | REG | 12/09/14 | 10.00 | .00 | 32 | 61435192 | | N |
| WA | REG | 11/07/14 | 13.00 | .00 | 29 | 61435192 | | N |

Good evening Mayor and members of the City Council,

My name is Will Norris and I am here as a Board Member of the Home At Last Humane Society, also known as HAL.

HAL recently took ownership of tax lot 300 in the Industrial Center Reimbursement District. This parcel was previously own by Wasco County, which is the owner listed in your staff report tonight.

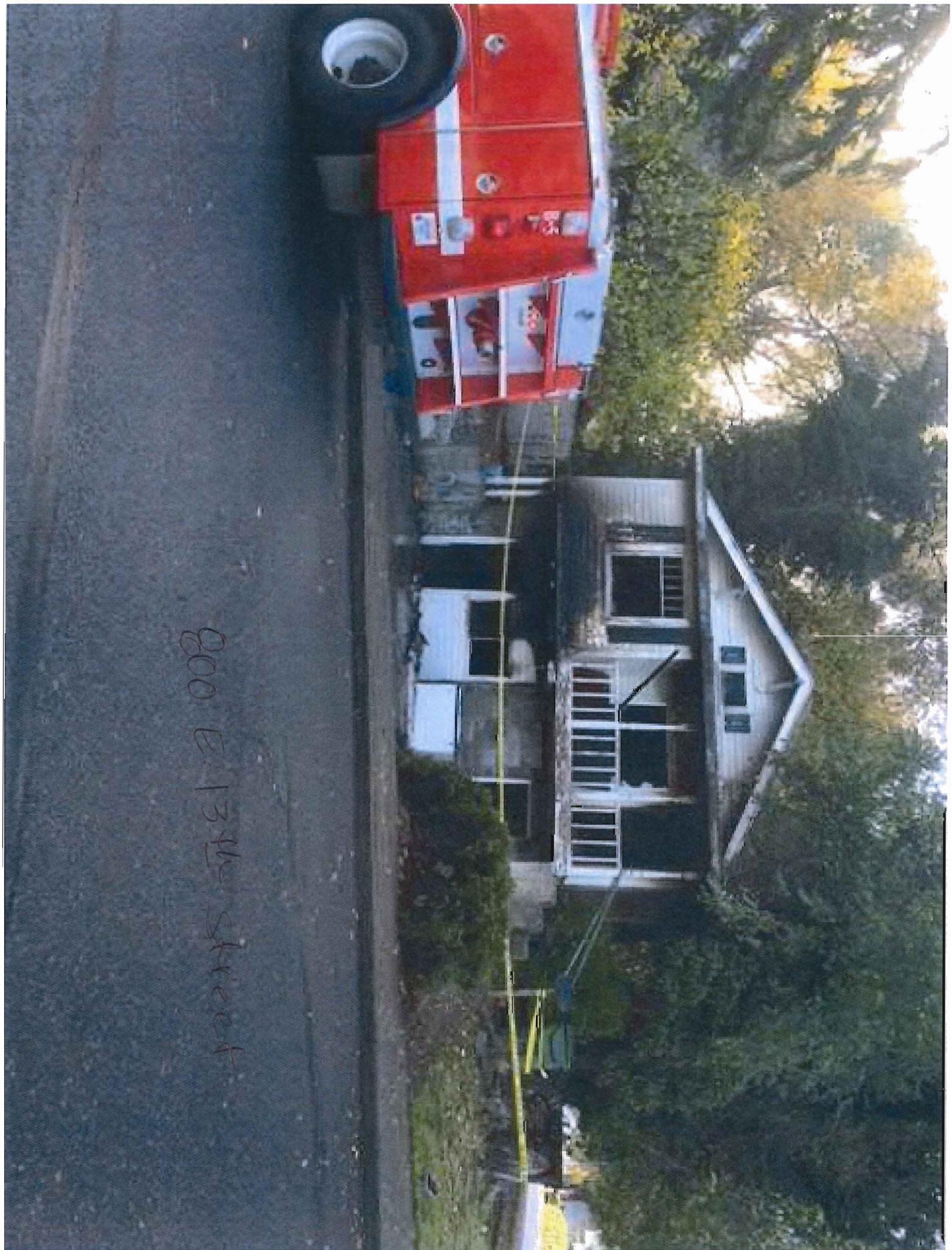
I am here to request that tax lot 300, now owned by HAL, be exempted from inclusion in the Reimbursement Fee.

The cost methodology outlined in Reimbursement Fee staff report assumes that all assessed properties have equal opportunity for future development, relative only to their square footage. This assumption does not hold for the Home At Last Parcel. While the other parcels are privately held and may develop to their highest and most economically beneficial use. HAL's property covenants restricts its use for the non-profit operation of the humane society.

The staff report estimates HAL portion of the sewer improvements at \$8,457.09 of the total district-wide cost of nearly \$1 million. If our parcel was exempted and the District Fee redistributed to the remaining parcels, the costs to those remaining parcel owners would increase less than 1%. If HAL had to pay these fees, payment would be at the expense of our public services because our organization is a not-for-profit.

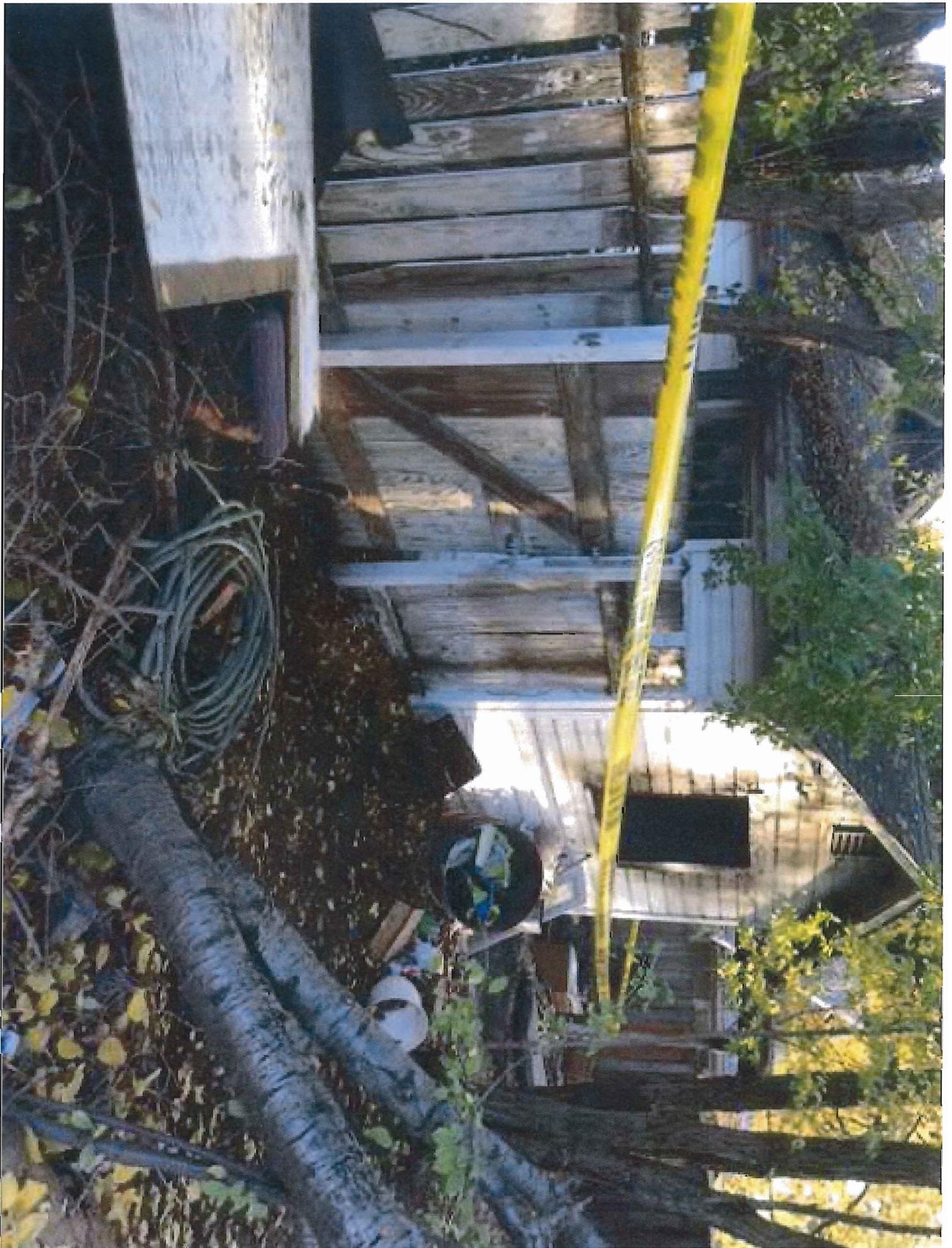
Other properties in the reimbursement district owned for public purposes by the City of The Dalles, the State of Oregon, and Bonneville Power Administration have been exempted from the reimbursement fee already. Using the same logic, I urge the City Council to modify their resolution tonight to exempt tax lot 300, which may only be used to operate a public animal shelter, from inclusion in the Industrial Center Reimbursement Fee.

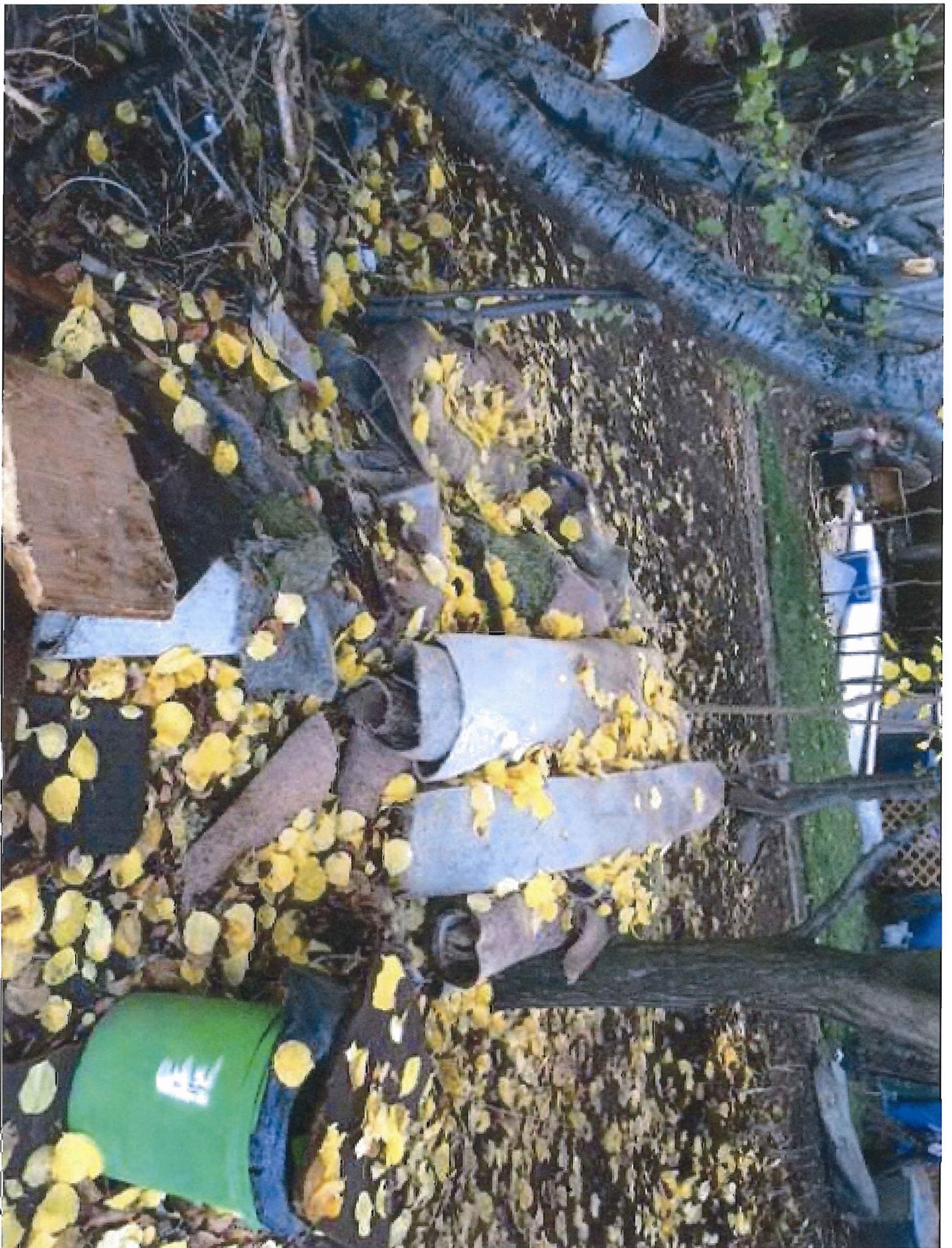
Thank you for your consideration



800 E. 13th Street











W 8th + Lincoln



Caselle[®] Hosted Software & Services Proposal

City of The Dalles, OR

October 29, 2015

(Valid for two years from above date)

Proposal Summary

| | |
|---------------------------|-----------------|
| License Type | Hosted |
| Total Training at Caselle | \$0 |
| Total Setup | 8,500 |
| Total Conversion | 2,040 |
| Total Investment | \$10,540 |

Payment of Training, Setup and Conversion for each module selected is required with order.
Hosted Maintenance & Support will increase based on the module(s) selected.

I have read and agree to all terms & conditions proposed herein. I understand if the City of The Dalles is unable to provide data to Caselle in the requested format, additional fees will apply.

Signature

Printed Name & Title

Date

Proposal Detail

| Caselle® Application Software | License Fees | Training at Caselle | Setup | Conversion | Total |
|---|--------------|---------------------|---------|------------|----------|
| Payroll/Direct Deposit | Hosted | \$2,250 | \$1,750 | \$2,040 | \$6,040 |
| Electronic W2/1099 | Hosted | Included | - | - | - |
| Timekeeping | Hosted | 750 | 500 | - | 1,250 |
| Human Resources | Hosted | 375 | - | - | 375 |
| Online Pay Stubs/W2's | Hosted | - | 3,000 | - | 3,000 |
| Check on Demand | Hosted | Included | 250 | - | 250 |
| Court Management | Hosted | 2,250 | 1,500 | - | 3,750 |
| Court Citation Import | Hosted | Included | - | - | - |
| Additional General Ledger Database | Hosted | - | 500 | - | 500 |
| Additional Accounts Payable Database | Hosted | - | 500 | - | 500 |
| Additional Accounts Receivable Database | Hosted | - | 500 | - | 500 |
| Sub Total | Hosted | \$5,625 | \$8,500 | \$2,040 | \$16,165 |
| Training at Caselle Discount | - | <5,625> | - | - | <5,625> |
| Grand Total | Hosted | \$0 | \$8,500 | \$2,040 | \$10,540 |

Notes:

1. The training quoted will take place at Caselle's Education Center, located in Provo, Utah. Any on-site training requested by the City of The Dalles will be quoted using the "Training at Caselle" pricing structure. Actual travel costs will be invoiced when training is complete. Your staff will be trained on your data. Approximately one half of the training time will be spent reviewing and validating your converted data files. Training hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday.
2. Online Paystubs & W2's includes 120 employees paid monthly.
3. Any record conversion for the additional databases quoted above would be on a per bid basis.

| Hosted Maintenance & Support Breakdown per Month | |
|--|-----------------|
| Payroll/Direct Deposit | \$306.00 |
| Electronic W2/1099 | 25.00 |
| Timekeeping | 90.00 |
| Human Resources | 150.00 |
| Online Pay Stubs/W2's | 82.00 |
| Check on Demand | 73.00 |
| Court Management | 216.00 |
| Court Citation Import | 53.00 |
| Total | \$995.00 |

Interfaces

| Data Flow | Source Application | Target Application | Included | Comments |
|---|--------------------|--|----------|------------------------------------|
| Export Payroll Direct Deposit data | Payroll module | Bank of the West | Yes | No modifications are anticipated. |
| Export W-2 State of Oregon & Federal Tax data | Payroll module | State of Oregon and Federal online sites | Yes | No modifications are anticipated. |
| Export Quarterly State of Oregon report data | Payroll module | State of Oregon | Yes | No modifications are anticipated. |
| Export Retirement data | Payroll module | Standard Retirement | Yes | No modifications are anticipated. |
| Import ticket data from Police Department | | Court Case Management | Yes | With Court Citation Import module. |

Onsite Training

Travel expenses will be invoiced when training is complete and include actual airfare, hotel, and car expenses, plus Caselle's food per diem of \$40.00. These are not included in the total proposal price.

Onsite Training Requirements

In order to receive the full benefit and value of our software products, it is imperative that the onsite training be conducted in an organized, professional and uninterrupted manner. To insure this, Caselle Inc. requires the following conditions:

- Training class size will be limited to the number of workstations available in the training area.
- Each training area will have one workstation for each student and one workstation for the instructor or data conversion specialist. Each training workstation must have access to a common network.
- Each training room must have a dedicated printer networked to all the training workstations.
- Training rooms must be set up and completely functional before the first day of training.
- Training rooms should provide an education environment and be free from interruptions or distractions for students. Equipment such as a whiteboard or easel, three-hole punch, and stapler should be available in the training room.
- Key personnel must be available before and after normal working hours to discuss data conversion issues, assist with implementation, or if a "live" run of Accounts Payable, Utility Billing or Payroll etc., is to be done. Caselle will be in contact with the customer prior to scheduling the training to insure the above conditions can be met. If delays result from the above conditions not being met during onsite training, additional training fees may apply.

Implementation Services

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

Gathering Preliminary Data

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
 - You may need to clarify the data, as needed, during the conversion process.
 - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

Submitting Conversion Data

You will be provided a file layout (***See Attachment A***) for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

Data Conversion Timeline

The timeline begins when the requested data and all required preliminary information has been received by Caselle. The timeline to complete an accurate data conversion can range from 90 – 120 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

Scheduling Training

Important! Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.

Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. *(See Attachment A)* It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

Payroll/Direct Deposit Setup

- Set up necessary pay codes for gross pay, deductions, taxes, and benefits.
- Set up check formats for the Employee Payroll Check and Vendor Remittance for applicable deductions.
- Create a custom Checklist to document all necessary payroll procedures for pay periods and year-end.
- Set up default reports for all necessary payroll reporting, including:
 - Transmittals
 - Standard State/Federal Reporting
- Set up header and batch information with the appropriate ACH/NACHA file information.
- Set up bank file with all necessary employee bank routing information.
- Format one direct deposit voucher.

Additional Options (available at Caselle's current hourly rate):

- Format additional forms, such as timesheets.

Data Conversion

- Each employee's information will be converted. This information includes the employee name, address, Social Security number, exemptions, and worker's compensation status.
- Each employee's wage distribution for salary and benefits will be established.
- Employee pay codes for all wages, deductions, taxes, benefits, and reimbursements will be converted.
- Payroll YTD information will be entered and reviewed to ensure W-2 information is accurate at year-end.
- Payroll processing to verify data conversion is accurate will be completed.
- Payroll YTD totals, leave time, hours, and benefits will be balanced to the existing system if supporting reports are provided.
- Caselle will provide reports of the converted data for auditing purposes.
- Each employee file will be set up with the employee's bank routing account information for full ACH compatibility. A pre-notification test file will be generated and verified to ensure accuracy.

120 employees are included

Timekeeping Setup

- Establish activity codes and appropriate payroll overrides.
- Set up and define task codes, including descriptions and General Ledger override accounts, if necessary.
- Set up employee defaults for tasks, activities, and shifts.
- Set up applicable FLSA shifts with beginning dates, ending dates, and default hours.

Check on Demand Setup

- Format the check form.

Court Management Setup

- Use the court information you provide to structure all codes. Codes will cross-reference surcharge, state assessment, and so on.
- Format up to six Follow-up letters. Docket information will accurately default into all correspondence.
- Set cross-reference flags for witness letters, jury letters, pre-trial hearings, failure to comply notices, change of trial dates and/or hearings, appeals, non-appearance, bench warrants, etc.
- Set up special codes to handle collections, community service, jail time, jail credits, DUI School, counseling, etc.
- Create a Checklist to document daily, monthly, and year-end procedures.

Additional Options (available at Caselle's current hourly rate):

- Format additional Follow-up letters.

ATTACHMENT A – Payroll Conversion Layout

The following tables detail the required format for your data migration to Caselle Payroll. All exported data should be delivered in a CSV format, Access or SQL database, or an additional format previously approved by a Caselle migration specialist.

Please review the following tables, and notice that each required field is marked with an 'R' for required, while optional fields are marked 'O' for optional.

Employee Table – Stores all employee information for Payroll.

| Field | Req/Opt | Format | Other Info |
|--------------------|---------|----------------|---|
| Employee Number | R | Numeric | Employee number |
| Name | R | Text, 40 char | Employee name |
| Address 1 | R | Text, 40 char | Employee address – line 1 |
| Address 2 | O | Text, 40 char | Employee address – line 2 |
| City | R | Text, 30 char | Employee city |
| State | R | Text, 30 char | Employee state |
| Zip | R | Text, 10 char | Employee zip code |
| Phone 1 | O | Text, 18 char | Employee phone 1 |
| Phone 2 | O | Text, 18 char | Employee phone 2 |
| Fax | O | Text, 18 char | Employee fax |
| Email | O | Text, 250 char | Employee email |
| Social Security No | R | Numeric | Social security number without formatting |
| Hourly Rate | R | Numeric | Hourly rate of pay |
| Annual Wage | R | Numeric | Annual salary amount |
| Birth date | R | Date | Date of birth |
| Driver License | O | Text, 20 char | Driver License number |
| Annual Hours | R | Numeric | Estimated annual hours; default is 2080 |
| Gender | O | Text, 7 char | Employee gender |
| Department | O | Text, 30 char | Department this employee works in |
| Hire Date | R | Date | Date of hire |
| Job Class | O | Text, 20 char | |
| Job Position | O | Text, 60 char | |
| Pay Frequency | R | Text, 12 char | Biweekly, semimonthly, monthly, etc. |
| Payroll Type | R | Text, 10 char | Salary, hourly, etc. |
| Status | R | Text, 10 char | Full time, part time, seasonal, etc. |
| Termination Date | O | Date | Date employee was terminated |
| Workers Comp class | R | Text, 10 char | Workers Compensation class code |
| Pay Schedule | O | Text, 30 char | Only use if pay is based on salary schedule |
| Pay Grade | O | Text, 30 char | Only use if pay is based on salary schedule |
| Pay Step | O | Text, 30 char | Only use if pay is based on salary schedule |
| Notes | O | Text | Notes about this employee |

Disbursement Table – Stores all information for the Direct Deposit Information for employees.

| Field | Req/Opt | Format | Comments |
|------------------|---------|---------------|------------------------------------|
| Employee Number | R | Numeric | Employee number |
| Sequence Number | R | Numeric | Sequence of employee disbursements |
| Bank Name | O | Text, 50 char | Name of bank |
| Routing Number | R | Numeric | Bank routing number |
| Account Number | R | Text, 30 char | Bank account number |
| Type | R | Text, 30 char | Amount or Percent |
| Transaction Type | R | Text, 30 char | Checking or Savings |
| Amount | R | Numeric | Zero for remainder |

Employee Allocation Table – Stores information where the employee wages are charged. More than one allocation for an employee can exist as long as total allocations equal 100%.

| Field | Req/Opt | Format | Comments |
|--------------------|---------|---------------|---|
| Employee Number | R | Numeric | Employee number |
| GL Account | R | Text, 30 char | GL Account for employee's salary expense |
| Allocation Percent | R | Numeric | Percent of salary to allocate to GL Account |
| Workers Comp class | R | Text, 10 char | Workers compensation class code |
| GL Activity Number | O | Numeric | Only needed if Activity Reporting is set up in GL |
| Job Number | O | Text, 20 char | Only needed if Project Management is used |

Employee Transaction Table – All Payroll transactions for Employees are stored in this table.

| Field | Req/Opt | Format | Comments |
|-------------------|---------|---------|---|
| Employee Number | R | Numeric | Employee number |
| Check Issue Date | R | Date | Actual check issue date MM/DD/YYYY |
| Check Number | R | Numeric | Physical check number/ voucher for Direct Deposit |
| Pay code | R | Text | Earning, deduction or tax code |
| Hours | R | Numeric | Number of hours for calculation |
| Rate | O | Numeric | Rate of Pay |
| Amount | R | Numeric | ####.## |
| Workers Comp Code | O | Text | Workers compensation class code |
| GL Account | O | Text | |

Employer Transaction Table – All Benefit Transactions for the Employer are stored in this table.

| Field | Req/Opt | Format | Comments |
|-------------------|---------|---------|------------------------------------|
| Employee Number | R | Numeric | Employee number |
| Check Issue Date | R | Date | Actual check issue date MM/DD/YYYY |
| Pay code | R | Text | Benefit code |
| Hours | R | Numeric | Number of hours for calculation |
| Rate | O | Numeric | Rate of Pay |
| Amount | R | Numeric | ####.## |
| Workers Comp Code | O | Text | Workers compensation class code |
| GL Account | O | Text | |

Leave Transaction Table – All employee transactions for any type of leave (Vacation, Sick, Personal Time off, etc.) are stored in this table.

| Field | Req/Opt | Format | Comments |
|------------------|---------|---------|--|
| Employee Number | R | Numeric | Employee number |
| Check Issue Date | R | Date | Check issue date MM/DD/YYYY |
| Pay code | R | Text | Leave code – sick, vacation, comp time, etc. |
| Leave Hours | R | Numeric | Number of hours accrued |
| Leave Rate Level | O | Text | Employee leave rate level |

Employee Code Table – Paycode information for individual employees is stored in this table.

| Field | Req/Opt | Format | Comments |
|------------------|---------|---------|---|
| Employee Number | R | Numeric | Employee number |
| Pay code | R | Text | Earning, deduction, tax or benefit code |
| Pay code type | R | Text | Earning, deduction, tax, benefit |
| Amt/Rate/Percent | R | Numeric | Employee amount, rate or percent |
| ARP Code | R | Text | Amount in previous field is amount, rate or percent |