
From: Mack, Robert E. - Dir Organizational Effectiveness & Payroll <MackRE@jea.com>
Sent: Thursday, September 19, 2019 1:58 PM
To: 'Prater, Cecilia (ES)'
Cc: Kendrick, Jonathan A. - VP & Chief Human Resources Officer; Tarpley, Gwendolyn - Mgr Payroll Services
Subject: JEA/ADP
Attachments: Pre-Analysis Questionnaire FY20 PRv 9.19.19.docx

Hi Cecilia,

My apologies; in our haste dealing with a storm impacted payroll cycle I missed the request to return the document this document ahead of the meeting today. I had targeted to bring it to the meeting for discussion and will have hard copies for all. Attached is the electronic copy. Again my apologies and looking forward to meeting you this afternoon.

Robb Mack

Director, Organizational Effectiveness and Payroll
JEA Human Resources
Direct: (904) 665-5778



-----Original Message-----

From: Prater, Cecilia (ES) <Cecilia.Prater@adp.com>
Sent: Thursday, September 12, 2019 1:40 PM
To: Kendrick, Jonathan A. - VP & Chief Human Resources Officer <kendja@jea.com>; Motsett, Brian (ES) <Brian.Motsett@ADP.com>
Subject: RE: JEA / ADP

[External Email - Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email.]

Jon,

Attached is the pre-analysis questionnaire Brian referenced earlier. Please complete to the best of your ability and return to us by end of day Tuesday, 9/17 so that we can make the most of our time on Thursday. Also, please provide a list of JEA attendees with roles and we will send out an agenda ahead of the meeting. Thank you!

Cecilia Prater
Global Channel Manager – BPO, GES
C: 727-504-8343
Cecilia.Prater@adp.com



ADP Pre-Analysis Questionnaire

This Questionnaire is a data-gathering tool used by ADP as the first step in designing a solution to align with your HCM strategy and KPI's. All information gathered will be kept strictly confidential. Providing this information prior to our Discovery/Analysis meeting will ensure that our time together is productive and focused on your organization's critical business processes and desired outcomes. Please contact me with any questions.

If possible, please provide the following information when returning the questionnaire:

- Employee Handbook
- Vacation/PTO Policies
- New Hire Benefit Packet

Date	9/13/19
Company Name	JEA

ADP Pre-analysis Questionnaire

Organizational Overview/Volumes

Department Staffing/Support	FTE Headcount	Job Duties
JEA FTE Regular Appointed Employee Population	419	Appointed Exempt Employees Only
Recruiting		
Benefits		
Talent Management		
Payroll		
Global Payroll		
Workforce Management/Time Administration		
Finance/Treasury		
Field Support (i.e. HR Business Partners)		

Employee Type	U.S. Employee Count	Canada Employee Count	Additional Country Information
Total # of Employees	1,978 Total Reg FTE's		
# of Hourly Employees	0		
# of Salary Employees	419		Population in discussion
# of Weekly Employees	0		
# of Bi-weekly Employees	419		
# of Semi-monthly Employees	0		
# of Monthly Employees	0		
# of Union/Bargaining Units	n/a		
# of Union Employees	n/a		
Annual Turnover Percentage	6-7%		
# of unpaid people tracked in HR system	n/a		
# 1099/contract workers	n/a		
# Expatriates	0		
# of hourly employees using a TLM system	n/a		
# of salaried employees using a TLM system	419		
# and Name of Countries where Expats are hosted	0		
# of Employees outside the US and Canada	0		

ADP Pre-analysis Questionnaire

# of Countries with employees outside US and Canada	0		
# of Employees Eligible for Health & Welfare Benefits	363		
# of Retirees on Health & Welfare Benefits	0		
Complete if Considering ADP for ACA Management:			
Average yearly income for exempt employees	109865.00		
Full-time hourly employee count >30			
Part-time hourly employee county <30			
Average yearly income for non-exempt employees			
# of Participants on COBRA			

ADP Pre-analysis Questionnaire

Current Ecosystem

Potential Scope of Services:	Current System or Vendor	In Scope (Y/N)	Notes/Details/Challenges
Mobile			
Define Mobile Technology	Don't currently have	Y	
Recruitment	N/A		
Applicant Tracking			
# Applicants (when?)			
Average Time to Fill			
Staffing Levels			
Annual # of Hires			
Agency Usage			
I9 Verification			
Background Screening			
Drug Testing			
Tax Credit Services			
Pre-hire Assessments			
HR	N/A		
HR System of Record – U.S.			
Global HR System of Record			
Employee Self Service			
Manager Self Service			
Employee Document Storage			
Org Chart			
Analytics			
Reporting (Ad Hoc)			
Onboarding			
Position Management			
Payroll Processing			
Payroll System of Record – U.S.	Oracle 12.2		
Global Payroll System	N/A		

ADP Pre-analysis Questionnaire

# of Employees Receiving Live Checks	1-4		Depending on Hire status and changes
Tax Filing	JEA		3 States FL, GA and PA
Tax Updates	Oracle		Quarterly and annual patches
Garnishments	Yes		CS-4, Spousal Support- 3 Education Loan -1
Pay Cards	No		
Financial System	Oracle 12.2		
Unemployment Management	JEA HR Benefits/COBRA		
Employment Verification	HRIS & PR in house		
401k/403b/457	COJ , Mass Mutual		COJ Pension DC & DB/MM 401a & 457
Stock Administration	No		
Executive Deferred Compensation	Yes		
Benefits	N/A		
Benefit Broker			
Benefits Administration			
Employee Call Center for Benefits			
Dependent Audits (one time or ongoing)			
Leave Administration			
Total Compensation Statements			
Voluntary Benefits (Pet, Cancer Plan etc.)			
ACA Management Vendor			
Annual Benefits Spend			
Time and Labor			
Time Keeping System	Oracle 12.2		Online manual timesheet
Scheduling	N/A		Manual according to department
Absence Management/Leave Tracking	Oracle 12.2		PTO, Military, FMLA, WC etc.
Talent Management	N/A		
Performance Management			
Compensation Management			
Succession Planning			
Learning Management System			

ADP Pre-analysis Questionnaire

Pay Schedule	Processing Group	# of Employees	Pay Frequency	Pay Period End	Processing Day	Check Date
	JEA	419	Biweekly	Sunday	Tuesday	Friday

Processing Volumes

Payment Distribution	
% employees on direct deposit	99.9
# of checked employees	1-4
# of pay card users	0
Year End Documents	
# of W2s produced in prior year	400+
# of W2Cs produced last year	0
# of 1099s produced last year	0
# of Canadian T4s	0
Garnishments	
# of active garnishments	8
# of interpretations, annually	0
# of garnishment payments, annually	104
Adjustments - Annually	
# of voids, reissues, stop payments	1
# of manual or off-cycle checks	1
Distribution Locations	
# of overnight deliveries	0

ADP Pre-analysis Questionnaire

# of checks or vouchers sent via US mail	
Unemployment Comp Management	N/A
# of unemployment claims	
# of hearings, monthly	
# of contested hearings	
# of claims from layoffs	
Employment Verifications	
Send actual title to vendor?	N/A – Payroll provides income verification only
Who handles social services verifications	HRIS
Send nature of pay?	N/A
Leave Administration	N/A
# of regulated leave requests	
# of leave cases	
# of Employees, currently on leave	
# on leave with direct bill	
Benefit Statistics	N/A
# Benefit eligible employees	
# of unique eligibility groups	
# of open enrollment windows	