

IMMEDIATE NEED REQUEST

2015 - 2016

Requested by: James P. Czaja, Vice President, Human Resources

Approved in Cabinet 12.1.15
 12/1/15
 JPC
 MT. SAC
 Mt. San Antonio College

Location	(Fill-in)	Reviewed By (Signature):	Date to VP:
Department or Unit:	Human Resources		Date to Cabinet: December 1, 2015
Division:	Human Resources		Outcome:
Vice President:	James P. Czaja		

Budget Request(s) (List in Priority Order)	Justification for Request(s)	Funds Requested **			Funding Approved
		Amount	One-time	Ongoing	
1. LeaveSource (Qcera) Additional file interface	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function. HR is requesting one-time funds of \$2,000 for the development of an additional file interface that will feed data from the payroll system to QCera (LeaveSource) in order to capture the intermittent FMLA dates for employees, who fall into this medical leave category. Human Resources is currently handling approximately 22+ cases involving intermittent medical leaves. Without a program such as LeaveSource, HR does not have adequate staffing to assist managers and employees with monitoring and tracking use of intermittent medical leave time off. Yet, according to numerous professional sources (including our own experience in HR), one of the biggest employer complaints about the Family and Medical Leave Act (FMLA) is the productivity problems caused by employees' use--and sometimes abuse--of FMLA intermittent leave. One of the common complaints HR hears from managers with employee(s) who are using intermittent leave for a chronic health problem or to care for a parent, spouse or child with a serious health condition, is that the employee often takes leave unexpectedly, leaving the manager with the problem of determining how to get that day's work accomplished. This additional interface will provide HR with the necessary information to know when employees are close to running out of paid leaves, when employees should be referred to the Director of EEO/ADA or to a consultant for the interactive disability process, and when employees need to consider other options such as disability retirement or placement on the 39-month re-employment list. 11000-200000-561000-673000	\$ 2,000.00	\$ 2,000.00		
Account Number(s):					
2. PromotionsNOW for CCC Registry Job Fair, Los Angeles promotional items	Purchase approx. 1000 promotional items to give away to potential applicants seeking employment opportunities with Mt. SAC at the CCC Registry Job Fair on Saturday, January 30, 2016 11000-200000-561000-673000	\$ 1,500.00	\$ 1,500.00		
Account Number(s):					

Needed to implement purchase of software.

** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.

**Proposed Service**

Qcera, Inc. proposes the LeaveSource software service for the purpose of administering the Family and Medical Leave Act of 1993 (FMLA), applicable state leave laws, and company leave of absence policies. LeaveSource is a software as a service (SaaS) solution.

Product & Services & Fee List	Fees for selected services
LeaveSource^(R) Enterprise FMLA, State, Employer Leave policy, Premium Payment tracking, ADA/Job Accommodation Module, and automated load of employee census file from HRIS Includes up to 4 leave of absence administrator users Based on estimated 2,300 employees active on payroll	\$ 0.40 Per employee per month (PEPM) (Minimum fee of \$695 per month)
One-time fee for the standard implementation of LeaveSource – Includes: ❖ Project management with project plan and all project documents ❖ Company leave policy analysis ❖ Employee data interface development and setup of ongoing load ❖ Loading of prior leave history from file or input process ❖ Leave administration workflow review and updates ❖ Review and updates to all letters & emails ❖ Instructor led, hands on, online training set for leave administrator users. ❖ An approximate 6-8 week implementation project plus post-implementation period of support.	\$ 5,000.00 (one-time fee invoiced at the start of implementation)
OPTIONAL SERVICES	
Additional Leave Administrators accounts (OPTIONAL) \$195.00/user/month	
Additional HR Administrator user accounts (OPTIONAL) \$115.00/user/month	
Additional View only user accounts (OPTIONAL) \$50.00/user/month	
Employee & Supervisor Self-Service (OPTIONAL) \$0.05 PEPM (minimum of \$300.00/month)	
Workers Compensation Management Module (OPTIONAL) \$0.05 PEPM (minimum of \$100.00/month)	
Additional data interface development (OPTIONAL) \$2,000.00 per interface Includes up to 20 hours of development	\$ 2,000.00 (one-time interface development fee)
External Document Upload Module (OPTIONAL) Allows uploading of documents created outside of LeaveSource for association with the leave cases. Example: Medical notes Upload bandwidth and storage fee for external document Up to 3 years of external documents will be available online. Documents in year 4-7 will be archived. Documents after 7 years will be irretrievably destroyed.	\$1 for each 1 MB uploaded each month Example if 20 MB of images are added then we would charge \$20.00 for the month. About 10 documents of 100KB size equals 1 MB plus \$15 per 1 GB stored each month Example if the total storage is 1.3 GB then the monthly storage fee is \$60 for the month.
Additional Training (OPTIONAL) \$300 per 2-hour session, up to 5 users at one time \$1,200 for onsite training plus travel related expenses	
Professional Services (OPTIONAL) \$150 per hour	



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Poly Pro Non Woven Magazine Tote

Item VT1960WE



Ordering is Easy

Easy Payment

Free Art and Proof

Free Samples

Poly Pro Non Woven Magazine Tote

Tote

REQUEST
A QUOTEREQUEST A
SAMPLEREQUEST
A PROOFADD TO
FAVORIT

Quantity

1000

\$0.97 per unit

Bag Color

Ivory

ORDER



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PRINT PRODUCT INFO

Standard magazine tote features 24" handles.
Available in eleven colors! Non-woven
polypropylene.

Product size:

12"W x 12-1/2"H

[Click here for Imprint Info and Production Time](#)

PRICING

QUANTITY	100	250	500	1000	2500	5000
PRICE	\$1.68	\$1.22	\$1.06	\$0.97	\$0.90	\$0 MORE

PRODUCT OPTIONS

Setup Fee	\$39.00
PMS Color Match	\$50.00 per order

OTHER PRODUCTS IN THIS CATEGORY



Metro Tote



Aruba Tote

Monsoon Tote w/
Umbrella

Recycled Cotton Shopper

This item can be found in these categories:

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Paper Cups, Napkins & Goods
Paper Products & Sticky Pads
Polos & Sport Shirts
Safety Apparel, Hats, Gloves & Gear
Sports & Outdoors
Stress Relief & Fun
Tee Shirts
Travel & Auto Accessories
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Youth Apparel

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RUSH Store
Low Minimum Store

GIFT STORES

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Appreciation Gifts under \$8
Appreciation Gifts under \$15
Appreciation Gifts under \$25
Business Gifts under \$25
Executive Gift Ideas
Personalized Appreciation Gifts
Corporate Gift Ideas for Women
Holiday Appreciation Gifts
Mind, Body, Soul Gift Ideas
High Tech Gift Ideas

SHOP SPORTS THEMED STORES

Baseball Promotional Items
Basketball Promotional Items
Football Promotional Items
Soccer Promotional Items
Hockey Promotional Items
Golf Promotional Items
Tennis Promotional Items
Volleyball Promotional Items
Sports Theme Promotions & Gifts
School Spirit Store

SHOP BY SHAPE STORES

Earth & Globe Promotional Items

THEME IDEA STORES

Construction Promotions & Gifts
Music Promotions & Gifts
Food Service Promotions & Gifts
Retro Promotions & Gifts
Trips & Travel Promotions & Gifts
Summer Fun Promotions & Gifts
Pet Promotions & Gifts
Company Picnic Promotions & Gifts
Pink Themed Promotions & Gifts
Run & Walk Promotions & Gifts
Financial Services Promotions & Gifts
Stress Reduction Promotions & Gifts

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Trade Show Ideas Under \$2
Trade Show Ideas Under \$5