

WorkForce Suite for K-12 School Districts



From administrators, teachers, and paraprofessionals to transportation, food service, and maintenance workers, a K-12 school district's entire workforce contributes to the quality of education. Improve efficiencies and boost employee satisfaction with accurate time and attendance, scheduling, leave management processes, and more.

The WorkForce Suite offers:



- ✓ **Compliance** with complex pay rules and union agreements
- ✓ **Improved time-off request** and approval workflows
- ✓ **Work hour tracking** for employees with multiple jobs
- ✓ **Seamless integration** with teacher call-out systems
- ✓ **Multiple pay frequency options** for 9-, 10-, and 12-month employees

Teachers

- **Simplify absence notifications:** Empower staff to report absences 24/7 online or via phone, giving the district more time to locate substitutes.
- **Easily report labor budget tracking:** Teachers can allocate time worked to grants and other funding sources to help administrators proactively manage budgets.
- **Communicate substitute teacher preferences:** Teachers can search a database of preferred substitute teachers and submit requests in advance.

Substitute Teachers

- **Integration with substitute management systems:** Streamline management of substitute teachers with interfaces between the WorkForce Suite and substitute management systems.
- **Simplify work hour tracking:** Automatically record hours based on the substitute's work assignment and district rules, such as half- or full-day pay minimums.
- **Streamline timesheet approvals:** Route substitute teacher timesheets to designated supervisors automatically for faster approvals.

Paraprofessionals & Other Staff Members

- **Simplify work hour tracking:** Accurately record hours worked—via a time clock, web clock, or mobile—to ensure accurate pay and benefit eligibility tracking.
- **Manage concurrent employment:** Record time worked for each job, automatically send timesheets to multiple managers/approvers, and ensure pay accuracy.
- **Easily report labor budget tracking:** Allocate hours worked to grants and/or other funding to ensure salaries for paraprofessionals, health technicians, and other personnel are paid out of the correct sources.

Bus Drivers, Maintenance and Environmental Services

- **Flexible work hour recording:** Accurately capture hours worked via any combination of data collection options including time clocks and mobile devices and automatically apply district rules for pay minimums, field trips, and more.
- **Simplify driver pay processes:** Track specific routes, along with the vehicles driven, and automate payments for flat-rate routes and routes paid by the hour.
- **Proactively manage budgets:** Track hours by work order or task to better allocate resources and manage budgets.

Principals, Administrators and Superintendents

- **Enable real-time personnel monitoring:** Track teacher absences, assigned substitute teachers, and work hours for classified employees in real-time.
- **Simplify workforce calendar management:** Manage separate school calendars by job or department.
- **Manage closing-related pay processes:** Capture weather-related events and building closures on a calendar and automate policies for how hours are to be reported and paid.
- **Streamline labor budget tracking:** Manage time and dollars allocated to grants and other funding sources, including remaining hours and dollars.
- **Simplify labor budget management:** Track hours worked and absences against projected budget amounts for each school in the district.
- **Provide automatic workforce alerts:** Proactively alert managers when action is required, from reviewing timesheets and time-off requests to addressing incomplete or incorrect information.

Human Resources

- **Simplify labor law compliance:** Ensure compliance with the Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), and Family and Medical Leave Act (FMLA).
- **Digitalize paid time off (PTO) tracking:** Automatically track and record all absences and tardy events.
- **Leave and accommodation case management:** Protect employee rights with end-to-end case management for all leave and accommodation requests.
- **Employee self-service:** Boost morale by allowing employees to input their own schedule preferences, check time-off balances, and request time off.

Payroll

- **Enable accurate payroll calculations:** Automatically calculate hours worked and overtime for payroll.
- **Digitalize policy compliance and rule management:** Automatically calculate all pay premiums and other special district pay based on predefined rules.
- **Integrate with existing payroll system:** Synchronize all time and attendance information with existing payroll system for faster, more accurate pay calculations.