



Reduce Inefficiencies to Control Payroll Costs In K-12



Why K-12 Schools Should Automate Workforce Management

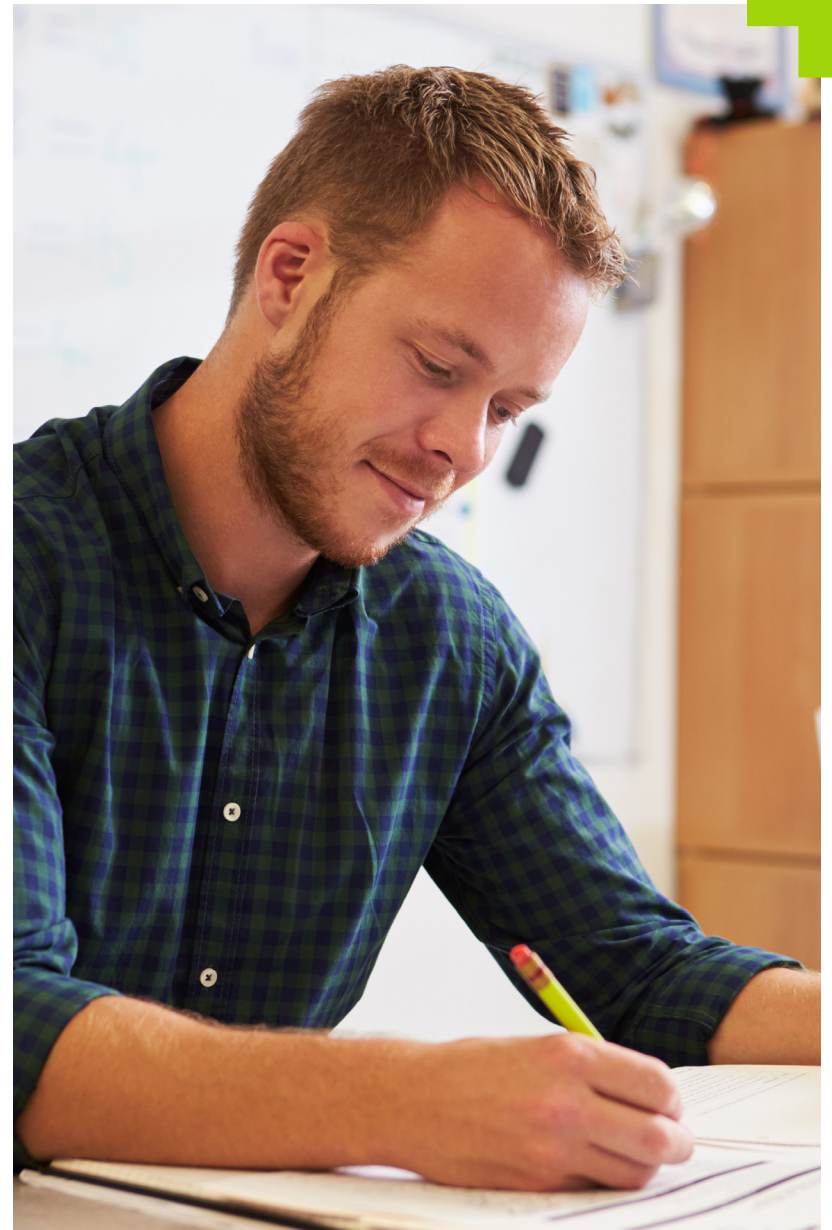
Many K-12 schools today rely on manual processes for time and attendance and leave tracking. One workforce management survey found that 38% of employees who track time still use traditional paper timecards or punch cards and their accompanying manual processes. Teachers and staff fill in paper-based timecards on the honor system, couriers collect these timecards and bring them to the central office, and then payroll performs reconciliation and manually keys time and attendance information into the ERP or payroll system. These manual processes are time-consuming, inaccurate and lack transparency.

Even when K-12 schools do have automated workforce management (WFM) solutions in place, many existing systems do not automate tracking of supplemental tasks, such as tutoring or coaching.

These inefficient manual systems lead to higher payroll costs due to:

- Higher than necessary payments when teachers and other staff perform supplemental tasks
- Staff coming back after the fact with revised timesheets, demanding and receiving payment for questionable additional hours
- Staff being paid for unaccrued vacation time
- An inability to ensure that teachers are paid accurately for contracted hours
- Inefficient payroll processes

This eBook describes how a fully automated workforce management solution can reduce the inefficiencies inherent in manual or semi-automated time and attendance and leave tracking processes and thereby reduce unnecessary payroll costs.



Pay Teachers and Staff the Right Rates for Supplemental Tasks

Teachers and school staff often work on tasks that fall outside of their primary roles. Teachers might tutor students after school, coach sports, sponsor clubs, run after-school enrichment programs or monitor detention. Teachers or other employees might take tickets or operate concession stands at school-related athletic events. Bus drivers might supplement regular routes by driving students to field trips or sporting meets.¹ Pay for this extra work can total hundreds to thousands of dollars.

Because teachers and staff may be paid different hourly rates for supplemental tasks, they often track different types of supplemental hours on separate paper timesheets. Schools find it difficult to keep track of which hours need to be paid at which rate. When schools are unable to track these different rates for supplemental pay properly, they often default to paying the highest rate for all hours clocked to avoid litigation and penalties.

Additionally, manual systems that don't give administrators a real-time view into which staff members are reaching overtime limits, may face higher than expected overtime costs.



WFM Tracks Supplemental Hours

The right workforce management solution enables districts to accurately log hours for all supplemental duties in a single system as well as associate these hours properly with the correct associated pay scale for each job. When teachers perform a range of supplemental jobs for which hourly rates differ, the system should blend the rates proportionally into a single hourly rate that is applied to all hours. As a result, schools pay for all supplemental services at exactly the right rate, rather than paying for all hours at the highest rate to avoid the appearance of impropriety.

WFM Manages Overtime

With workforce management, schools can track overtime in real time, routing clocked hours automatically to the appropriate administrator for approval. By providing administrators visibility into employee hours, school districts have the opportunity to proactively control overtime and its associated costs. WFM can also give districts the flexibility to choose how they will compensate employees for extra hours, whether by overtime or comp time, and can provide the flexibility to apply different comp time or overtime models, such as 1.5x, 2x and so on.



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Gain valuable tips for overcoming time-tracking challenges and managing your school employees more efficiently with our guide.

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Improving Time-Tracking for Title 1 and Grant Activities:
A Guide for K-12 Schools

Your K-12 school relies on funding from various sources—local and state governments, grants from corporations and community foundations, and the federal Title I program. To determine accurate funding from these sources, you must carefully track the time employees spend on a range of student support activities and then allocate back to your overall budget.

As many schools can attest, the process for accurately tracking the time teachers, assistants, and administrators spend on externally funded activities isn't always straightforward or easy to accomplish. Manual time-tracking can require you submit to tedious forms, calculate errors and inaccurate budget coding. Moreover, on paper or spreadsheet can be onerous and frustrating for all involved, especially for teachers and other professionals accustomed to tracking their time.

Thankfully, comprehensive time-tracking technology provides an efficient solution for helping K-12 schools track employee time and use Title I and grant funds as being used. Use this guide to gain valuable tips for overcoming time-tracking challenges and managing your school employees more efficiently.

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Minimize Conflicts By Requiring Staff to Approve Time Prior to Submission

Many schools report instances where, after submitting a paper timesheet, an employee comes back with a different handwritten timesheet that contests the original. In these cases, a judge will likely side with the employee and force the school to pay for the revised hours.

Yet many of these claims are fraudulent. In fact, one report found that two-thirds of employees surveyed said they have to correct timesheet errors occasionally or often and half of them admit to time theft.

To ameliorate this problem of fraudulent time reporting, workforce management solutions should require employees to sign an attestation statement as they enter their hours. This statement requires employees to acknowledge or agree that the hours on their timesheet are a 100% accurate representation of time worked.

The workforce management solution should also keep historical records of hours and rates in an objective manner to protect districts from employee litigation. Audit logs store each action that affects an employee timesheet to mitigate any hint of impropriety when managing employee hours and wages.

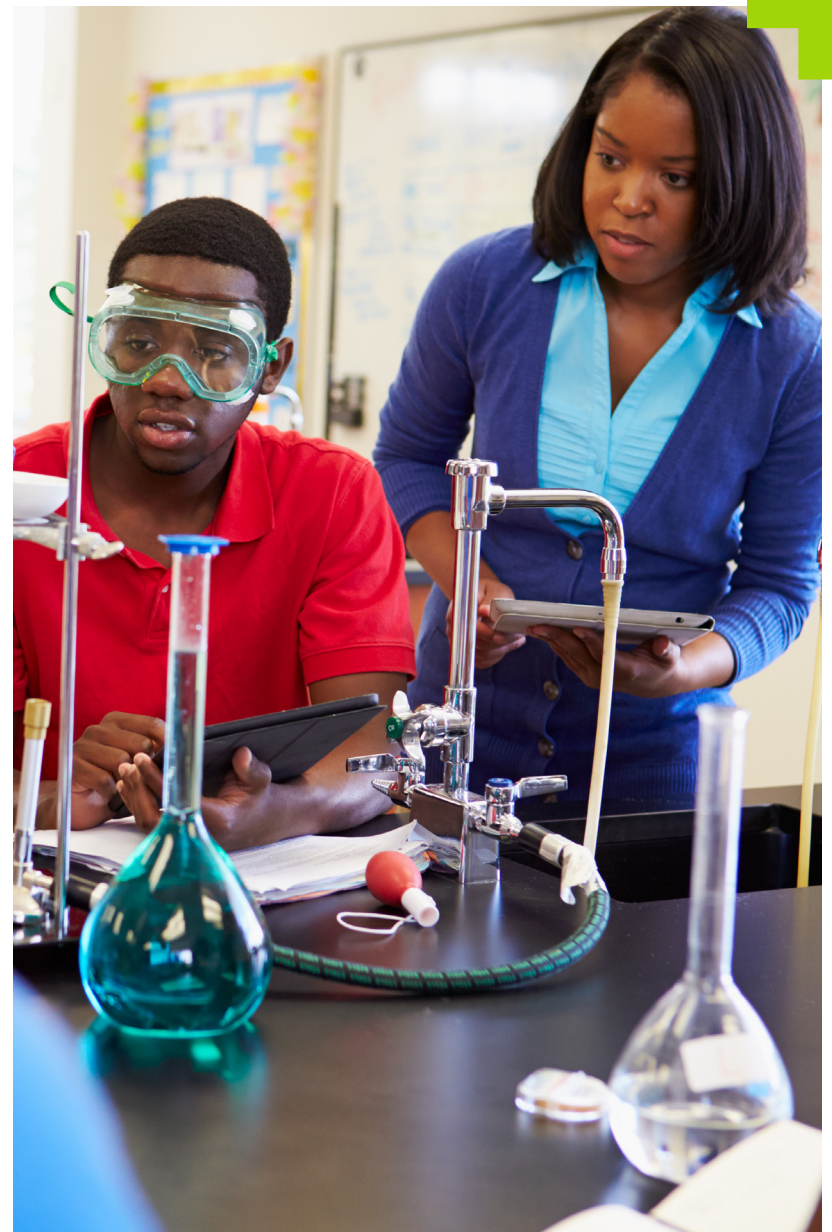


Hold Teachers Accountable for Working All Their Contracted Hours

Most teachers have a 10-month employment contract.² When teachers and other staff are on contract, they are often paid a steady salary throughout the year, even when they are on summer break. But they are obligated to fulfill the hours specified in their contract. If teachers do not work all of their contracted hours, districts can dock their pay.

To align actual hours worked with contracted hours, schools must accurately track all hours worked. If this tracking is inaccurate, districts end up paying for the full contracted amount regardless of whether teachers actually fulfilled their contracted hours.

The right workforce management solution will continuously and accurately track contracted hours versus actual hours and automatically adjust pay rates accordingly.



Ensure That Teachers and Staff Take Only Accrued Vacation

Schools are prone to over payments for paid time off. When teachers or staff onboard at the beginning of the year, they get a specified amount of vacation time, say two or three weeks. If an employee takes that vacation time early in the year, then leaves the school after having worked just a few months, the district cannot recoup payment for the time taken.³ Schools with paper-based leave tracking systems do not have visibility into when staff request unaccrued leave and therefore cannot prevent them from taking that time off.

While paper-based leave management leaves schools open to negative leave balances, an automated workforce management system can easily track accruals and include rules that prevent negative accrual balances, reducing costs. These systems can also automatically route time off requests to managers for approval before granting the leave requests to ensure policies are correctly followed.



Streamline Inefficient Payroll Workflows

Performing payroll processes manually is time consuming, cumbersome and error prone, which translates into higher costs. When following manual processes, HR employees or department heads collect multiple spreadsheets or paper timecards from employees and manually enter the data into their ERP, being careful to attribute each set of hours worked with the appropriate duty and pay rate. Managers wishing to track overtime must manually review paper timecards.

When the central payroll department has a question about a particular timesheet, they must call or email the on-campus administrator, who then tracks down the employee, asks for the correct information, and responds back to the payroll team. This occurs every time a payroll question arises and can slow down the entire payroll process.

An automated workforce management solution simplifies time tracking and payroll processes from end to end. Employees simply enter hours and attribute them to the correct duty. The solution automatically attributes hours to the proper pay rates.

Once timesheets have been entered, the workforce management system enables the districts to address any questions or issues proactively. Administrators no longer need to spend time looking up information about hours worked on paper timecards or spreadsheets. Dashboards give them an at-a-glance view so they can instantly review, edit and approve employee timesheets and exceptions, and receive reminders of important tasks such as pending timesheet approvals.

Formal workflows with rules, policies and alerts flag any issues (such as missed punches, tardiness, absences, OT/comp time) with hours or payrates so that managers or administrators can address issues before they reach payroll. As exceptions occur, they can be dealt with in real time. For example, an alert is sent if the employee forgets to clock in or out on a given day. The administrator can track down the employee and resolve the issue immediately.

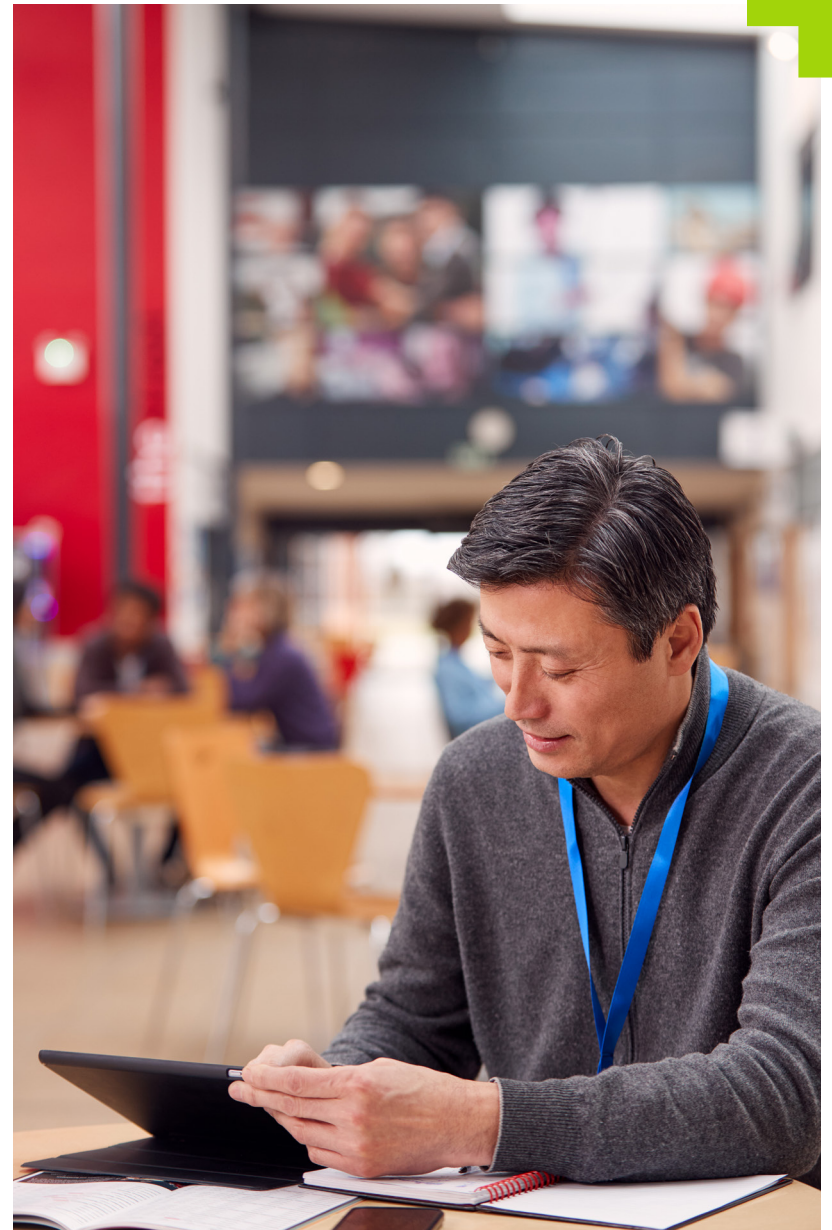


Streamlining HR and Payroll Workflows

Not only do modern WFM solutions improve efficiency for time, leave and substitute tracking processes, they can also streamline workflows that intersect with HR and Payroll departments as well. By providing interfaces with ERP, Human Resources Information Systems, and substitute management systems, WFM solutions eliminate the need for duplicate data entry. Such integrated solutions can automatically pull time and attendance information out of the WFM system and import it into payroll to improve accuracy. HR departments can also create schedules, authorize clock in/out locations, and specify supervisors who can approve hours in a HR system and that information will flow automatically into the WFM system.

Reduce Your Payroll Costs Today

Manual time and attendance and leave tracking processes create many inefficiencies that result in higher-than-necessary payroll costs. With the right workforce management solution, you can ensure that your teachers and staff are paid the right rates for supplemental tasks, as well as receive payment for hours they've actually worked and for vacation time they've actually accrued. At the same time, automation streamlines and provides complete visibility into timecard collection and payroll processes. Administrators can now proactively control overtime while administrators, payroll, and HR alike work more efficiently.





Learn how your school district can improve efficiency to reduce your payroll costs.

[Schedule a consultation now](#) to explore a personalized solution to meet your complex needs.

