KRONOS®

Katy Independent School District

Boosting Productivity and ACA Compliance with Automated Kronos Workforce Management Solution

Katy Independent School District (ISD), situated in Southeast Texas, is one of the country's fastest-growing school districts. Enrollment has grown to more than 70,000 students, who attend classes at 60 schools, including seven four-year high schools, 14 junior high schools, and 39 elementary schools. With approximately 13,000 employees — including teachers, paraprofessionals, administrators, support staff, and substitute teachers — Katy ISD has a mission focused on providing unparalleled learning experiences designed to prepare and inspire each student to live an honorable, fulfilling life.

Payroll staff entered data from **8,000 forms** every 2 weeks to track employee absences and calculate substitute teacher pay.

| Employees	Industry	Products
13,000-plus	K-12 Education	Kronos Workforce Timekeeper™, Absence Manager™, Integration Manager™, Mobile™; Kronos 4500™ badge terminals, InTouch®

Their Situation

» Keying in data from 8,000 forms on extra-duty, premium, and overtime pay and employee absences took days for payroll staff to complete every pay period

» Ensuring that paraprofessionals were accurately paid for regular and extra-duty time was challenging with a paper-based system

» Compiling employee hours data in preparation for meeting Affordable Care Act (ACA) requirements was tedious and time-consuming

Our Solution

» An automated Kronos® workforce management solution increases productivity, controls labor costs, and helps maintain compliance with labor laws and Affordable Care Act requirements

Tangible Results

» Automated tracking of employee absences and premium, overtime, and most extra-duty pay has nearly eliminated paper-based time tracking, saving significant paper and payroll staff time

» Automated time stamping of paraprofessionals' regular and extra-duty time helps ensure they are paid correctly, while improving compliance

» Employee time spent on grant-funded programs is accurately tracked for easy reporting

» The Kronos Full-Time/Part-Time Analysis Report reduces analysis time of Affordable Care Act compliance from two days to just two hours

» Planned use of the mobile application by the district's 100 police officers to track their time will increase productivity as they patrol a number of campuses during their shifts

GRANT TRACKING

TIME SAVINGS

ACA COMPLIANCE

S M T W T F S
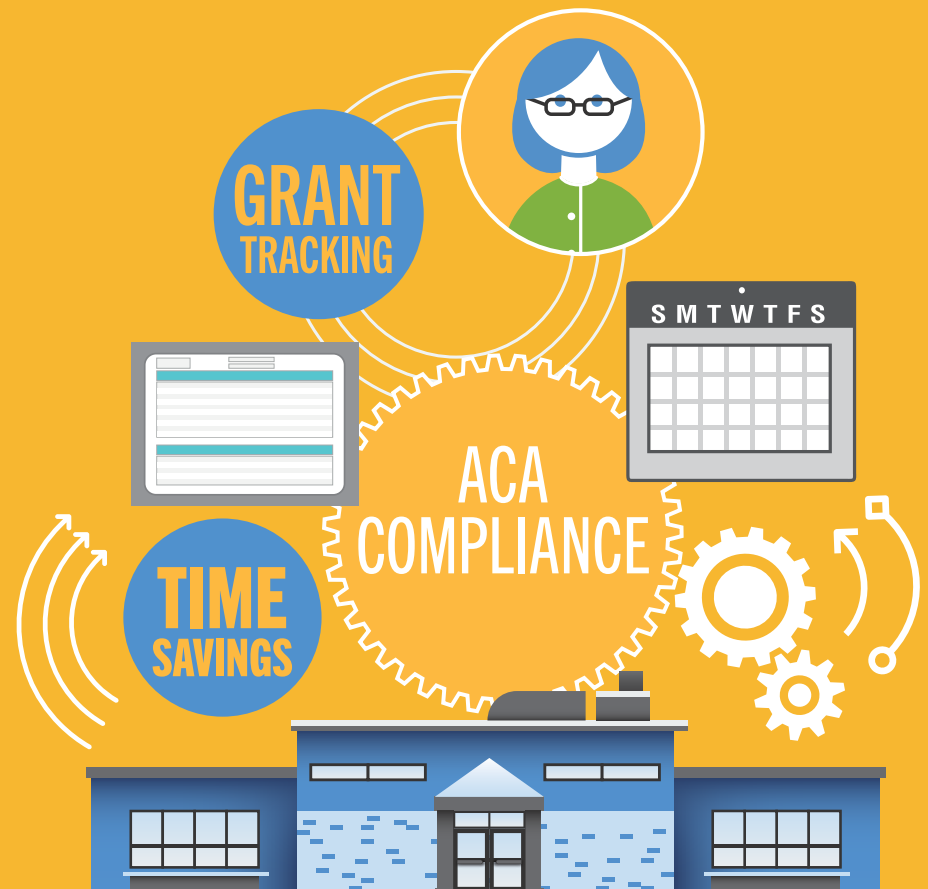
Their Story

Katy Independent School District payroll staff manually keyed employees' timecard information into the ERP system before the district moved to an automated Kronos timekeeping solution for auxiliary employees in transportation, maintenance, food service, and the warehouse. A fast-growing suburban school district, Katy ISD also had payroll employees spending days and days every pay period inputting data on absences and premium and overtime pay for paraprofessionals and extra-duty pay for exempt employees.

"It was overwhelming," says Donna Melton, then payroll systems coordinator and now technology support analyst. Since then, Katy ISD has upgraded to the Kronos Workforce Central® suite, and now all employees — including paraprofessionals, substitutes, and full-time teachers — use the automated workforce management solution. The district has experienced significant time and paper savings and mitigated a number of compliance issues. With the addition of the Kronos Full-Time/Part-Time Analysis Report, Katy ISD is prepared for compliance with the Employer Shared Responsibility provisions of the ACA.

Automated process produces time, paper, and labor savings

When absences were tracked on paper, five-part forms were filled out and distributed. Before payroll processing, four payroll staff members manually keyed in data from 8,000 forms every two weeks to post employee absences and figure substitute teacher pay.

"Since going to our automated Kronos solution, we've saved lots of time and paper," says Melton.

Auxiliary hourly employees still punch in and out at Kronos time clocks, while nonexempt employees such as paraprofessionals clock in and out at PCs. Exempt employees use exception-based time reporting to record their absences and extra-duty pay. Absences for exempt and nonexempt employees are tracked in Aesop, a substitute placement and absence management solution integrated with the district's Kronos solution, which also interfaces with the ERP system for payroll. "It's a really smooth system," notes Melton.

Before, if employees took time off and no one noticed, this time was not accounted for. Now, Katy ISD is more confident that employees are paid only for time worked.

Leave time is accurately tracked so employees are paid only for time worked, **creating** labor savings.
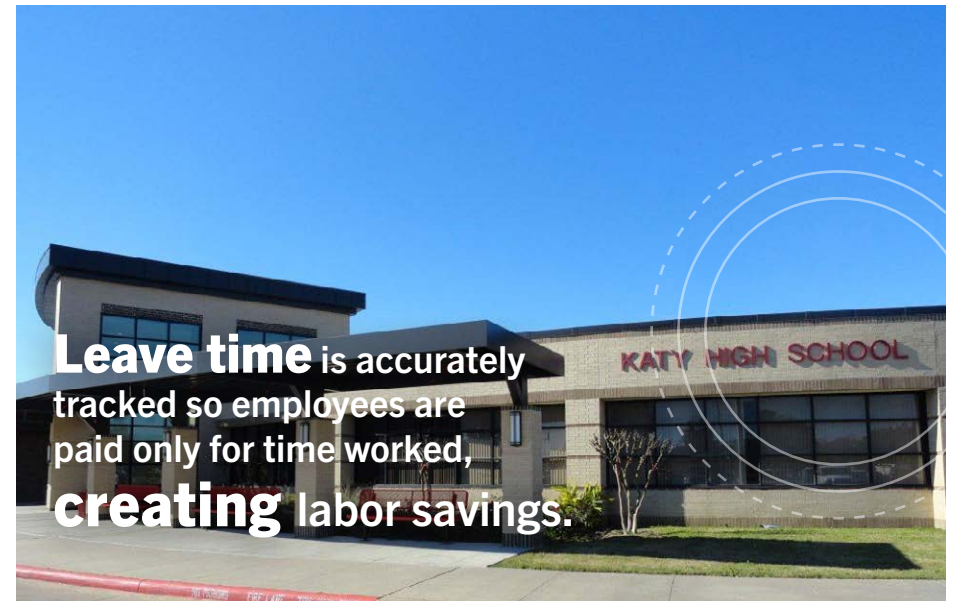
Accurate pay averts potential compliance issues

The school district is now confident that employees, particularly paraprofessionals, are paid accurately. Other districts had faced lawsuits for not paying paraprofessionals for extra time worked. "This is one of the reasons we went with paraprofessionals using time stamps to track their time," shares Melton.

Paraprofessionals and maintenance employees have a quarter-hour rounding rule that has affected overtime budgets with more accurate timekeeping. Although this has resulted in additional overtime costs, Katy ISD has mitigated compliance issues.

Solution easily tracks grant use

With some district programs funded by grants, Katy ISD uses its Kronos solution to connect grant budget and pay codes to the timecards of employees paid by grants. "Reporting on grants is easy, and we can get the data quickly," explains Melton.

> "The [Kronos] ACA report is the keystone of our compliance strategy. It does a good job of picking up all extra-duty hours and the hours of all employees."
>
> **Donna Melton**
> **Technology Support Analyst**
> **Katy ISD**

FT/PT Analysis Report supports ACA compliance

In meeting ACA reporting requirements, Katy ISD was particularly concerned about capturing all substitute teachers' hours. The risk management department tried manually extracting data but found it labor intensive. To streamline the process, the district added the Kronos Full-Time/Part-Time Analysis Report.

"It used to take our risk manager a couple days to analyze the data, and now with the analysis report it takes only a couple hours," says Melton. "The ACA report is the keystone of our compliance strategy. It does a good job of picking up all extra-duty hours and the hours of all employees. When the report is run on different look-back periods, it pulls exactly what we need."

Planning for the future

As Katy ISD looks to gain additional efficiencies, it will be installing additional Kronos InTouch terminals to collect time data at all campuses. "It is so nice to remote in to the terminals if there are issues," shares Melton. The terminals' self-service features allow employees to view their timecards to check regular, extra-duty, and vacation time without asking HR for this information.

The school district will soon add the Kronos mobile application, enabling its 100 police officers to use mobile devices to punch in and out. With officers now using paper timesheets, the mobile app will increase productivity as officers move from campus to campus throughout the day.

The efficiencies that Katy ISD has gained using its Kronos solution have enabled the school district to realize widespread productivity improvements, while the solution has helped ensure compliance with ACA and FLSA regulations.

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