
DISTRICT LEADERS REVEAL



KEY HR PROCESS
MANAGEMENT

FEATURES

that save

TIME, MONEY AND
FRUSTRATION



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If your back-to-school checklist includes improving HR efficiency and saving money, now is the time to consider transitioning away from paper-based employee lifecycle management processes.

Top districts from across the U.S. have found that digital HR process management solutions have proven to save K-12 faculty and administrators time, money and frustration — but to realize those savings, choosing the right solution is key.

Here are some features that top districts have found most important when using an employee lifecycle management solution:

1 ABILITY TO SIMPLIFY AND
STREAMLINE NEW HIRE
PAPERWORK AND VALIDATION
PROCESSES.

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Users report that automated HR process management makes orientation and onboarding tasks easier for new hires and provides a positive first impression.

“When we hire an employee, they immediately receive an email with a link to a webpage that goes into detail, step by step, on what they’re required to complete,” said **Jason E. Romero, assistant superintendent, human resources** at Del Mar Union School District in San Diego, California. “Onboarding and orientation have taken on a whole different light. We’re now able to spend that initial contact time orienting them to their district, to their position and to our processes



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as opposed to just doing a menial task of checking if an I-9 form is signed correctly. We've gotten so much unsolicited positive feedback about how streamlined the process is and how it's easier to follow."

Existing employees in the administration office also benefit from collecting and accessing new hire information electronically.

"I am one of these people who does not like a lot of paper," said **Laura Nance, chief financial officer** at St. Clair County School District in Ashville, Alabama. The large school system spent countless hours processing paper records — scanning, copying or passing files among departments and colleagues. "Now, I have a centralized way to look up things in the system without having to go find a piece of paper."

2 FEATURES TO EXPEDITE CONTRACT RENEWALS.

Preparing and collecting contract renewal documents can consume huge amounts of employees' time each spring — even requiring some to work overtime tracking and compiling paperwork. But districts that have transitioned to electronic contract renewal processes report significant benefits from the digital transformation.

"Our contract renewal process started with four or five people doing contracts, putting all the information into a database, doing mail merges, printing everything out, sending everything out by hand, taking two to three weeks to send everything, and waiting to get it back. It was very inefficient," said **Jeremy Tabor, SPHR, director of**

human resources at Burlington Community School District in Burlington, Iowa. "Now, the system sends that information out, which has eliminated so much back and forth for us. It makes our lives so much easier."

Other districts have completely eliminated paper from their contract renewal process.

"Using TalentEd Records, we didn't have to stuff an envelope or copy a single piece of paper during contract renewals," said **Linda Kaiser, Ed.D., director of support staff** at Park Hill School District in Kansas City, Missouri. "No overtime, no paper. Just a very simple and easy process."

3 QUANTIFIABLE SAVINGS.

Spending less time on employee lifecycle management means administrators and staff have more time to devote to their daily tasks. These time savings can also reduce costs without sacrificing quality or service to employees.

"With TalentEd Records, what we're doing now is a completely seamless process that is actually initiated by the employee," Jason said. By transitioning to paperless HR process management, Del Mar USD has eliminated various manual tasks, such as hole-punching, stapling, labeling and binding files, and managing file storage. It may sound simple, but those minutes and hours can add up to a lot of time and money.



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"I think Records has saved me a staff person," Jason said. "It really has streamlined our processes, and that's where I think the product itself is as valuable as an employee in my organization. If we didn't use Records right now, I'd be after my superintendent for an additional clerk or person to handle some of those tasks. With benefits and salary of a starting clerk, it's probably saving us \$60,000 to \$70,000 per year."

4 EASE OF USE AND CUSTOMIZABLE TOOLS TO FIT YOUR UNIQUE NEEDS.

Like all software solutions, employee lifecycle management tools only deliver on their promises when people actually use them. Paying careful attention to usability when selecting an HR process management solution can make all the difference in whether your school or district realizes full benefits.

"My secretary, who did not have an HR background before coming into her position, and has never done anything with HR and HRIS, she was able to pick up everything fairly quickly in Records," said Jeremy of Burlington Community School District. "If I can get her in the system, understanding it fairly quickly, I have no doubt that I'm going to be able to do the same thing with my staff."

"One of the things that we love about Records is how customizable it is," Jason said. "From building the internal forms that we needed to the federal forms that were already part of the system, the process was very clear. We were able to get exactly what we wanted in a little over a month and a half."

5 EXCELLENT CUSTOMER SERVICE.

Transitioning to paperless HR process management is a significant change for various school and district employees. By partnering with a vendor that offers excellent customer service, you can ease the transition and ensure everyone in your district has the information and support they need to maximize solution benefits.

"From my previous experience, I knew we needed an end-to-end solution from a vendor that offered great customer service," Jeremy said. "The referrals and information I received from other sources solidified that TalentEd was that vendor, and since implementation, we've had great support."

"We didn't have a lot of support on our old product when we had issues, so we were looking for something with a lot of support," said Laura, of St. Clair County School District. "I was impressed with TalentEd's customer support, the fact that they make a concerted effort to make sure to get back with us within a day. I also like the chat feature."

WANT TO KNOW MORE?

Del Mar Union School District, St. Clair County School District, Burlington Community School District and Park Hill School District have all found the employee lifecycle management tools and support they need in TalentEd's Records. To learn more about what makes Records unique, or to see a solution demonstration, contact TalentEd at www.talentedk12.com.