

The **ESD .NET 2.0** Human Resources and Payroll application is a full featured and mature product that addresses the needs of school districts of every size.

ESD .NET 2.0 HR / Payroll has an intuitive design, is easy to implement, has an absolutely dependable operating record, simplifies data entry, and provides real-time information to the people who need it most. ESD .NET 2.0 employs a single integrated database for HR and Payroll operations, with separate functions protected by locally-configured security features. Because ESD systems are integrated, the Human Resources product is already tied into ESD .NET 2.0 Financial Management. Employee data is entered just once, and information is not duplicated within the system. The HR system includes but is not limited to the following components:

- Employee Records
- Position Control
- Benefits Administration
- Applicant Tracking
- Professional Development
- User Defined Reporting (UDR)
- Payroll
- Workflow Driven
- Salary/Benefits Forecasting
- Staff and Teacher Recruiting
- Certification/Skills Tracking
- Contract Services

Employee Records

All ESD .NET 2.0 applications provide the user with an intuitive interface where users can become productive with a minimum amount of individual training. Advanced search capabilities allow the user to locate desired data quickly by providing only a minimum of information for the search. Once located, the user can simply click on the appropriate tab to retrieve and manage the critical information that they are searching for. Employee's can quickly find address, contacts, performance appraisals and other important information on one convenient screen.

Employee Records

The screenshot shows the 'Employee Records' interface for 'MARTIN, AMY'. The header includes 'Employee Search' and 'Advanced Search' buttons, and 'ESD County Schools 2011'. The breadcrumb trail is 'HR / Payroll > Employees > Profile > Primary Info'. The main content area has tabs for 'Primary Info', 'Additional Info', 'Contacts/Addl Addresses', 'Medical', 'Events', 'Documents', 'Performance Appraisal', 'Skills', and 'Employment Eligibility'. The 'Primary Info' tab is active, showing a 'Detail' section with fields for SSN (000-01-4529), Staff ID, Status (ACTIVE), Last Name (MARTIN), First Name (AMY), Middle Name, Title, Suffix, and Allow Release (checked). There is a 'Select...' button next to a small photo icon. Below this is an 'Address' section with fields for Line 1 (713 KEYWAY AVE), Line 2, City (VENICE), State (Flori), ZIP (34285), County, and Country (UNITED STATES). It also has a 'Type' dropdown (Mailing), a 'Bad Address' checkbox, and an 'Address Usage' dropdown. At the bottom of the form is a 'Phone' section with fields for phone number ((981)843-4794), Ext., Usage (Home), and a 'Default' radio button. An 'Email' section is partially visible at the bottom right. At the very bottom of the interface are 'Clear', 'Add', and 'Save' buttons.

Workflow

The ESD .NET 2.0 workflow engine provides for the automation, tracking, and documentation of key business processes. With workflow, processes that now require a manual hand-off of paperwork for tasks, such as approvals, are automated. Notifications are sent to key individuals via e-mail alerts based upon rules defined within the system. This helps to insure that all procedures are followed and documented without the delays that can come with the manual passing of documents. The workflows can also be set up with proxies and overrides in order to keep things moving, should a key individual become unavailable for an extended period of time.

Position Control

ESD .NET 2.0 enables you to conduct the full range of processing tasks affecting full-time equivalents using HR budgeting rules, including those governing budgeting, reclassification, and assignments. The solutions allow you to manage organizational and budget structures separately, simplifying the task of creating position budgets.

Along with basic information, users are provided the capability to attach documents with a variety of human resources transactions, resulting in greater data availability and a reduction in time spent filing paperwork. For example, Letters of Intent, Background Information, Reference Letters, Transcripts, and Certifications can be attached to the application record of a potential employee where they will be easily accessed by all individuals involved in the interview and approval processes.

Position Control

4571 - Teacher, Science, Senior High
Position Search
ESD County Schools

Primary | FTE 1.0000 | 1.0000 | 0.0000
2011

HR / Payroll > Position Control > Details
Options | Help

Search
Details
Benefit Details
Incumbent Details
Audit Trail

General Information

Position No.: 4571	Job Class: 10 - 10 MO INSTRUCTIONAL	Status: A - Active	
Job Title: 51052 - Teacher, Science, Senior	Position Type: P - Primary	Mgmt. Status: <input type="checkbox"/> Overfill Okay <input type="checkbox"/> Redline	
State Code:	Appointment: RF - REGULAR FULL TIME EMP	FLSA: <input type="radio"/> Exempt <input checked="" type="radio"/> Non Exempt	
Calendar Type: 05 - 196 Day Calendar	SOC:	Supplemental Wages: <input type="checkbox"/>	
Reports To:	EEO: 29 - SECONDARY CLASSROOM TE	Replacement No.:	
Responsibility:	Bargaining Unit: 2 - 2	Override Okay: <input type="checkbox"/> Job Class <input type="checkbox"/> Job Title <input type="checkbox"/>	
Description:	Position Desc. Link:		
Comment: 128151052			

Salary Information

Salary Schedule: INST - Instructional	Salary Column:	Row Level:
Pay Cycle: 0 - Semi Monthly	Pension Type: FRSHA - Reg Ret	Salary Basis: A - Annual

Numerical Quantities

FTE-Allocated: 1.0000	Filled: 1.0000	Available: 0.0000	Minimum Salary: 0.00
Heads-Allocated: 1	Filled: 1	Available:	Maximum Salary: 0.00
Months per Year: 10.00	Hours per Day: 7.5000	Units: 1.00	Budget Unit Sal.: 73,863.00
Base Length: 196.00	Per Job FTE: 0.00		Budget Amount: 0.00

Dates

Established: 07/01/2010	Start: 08/16/2010	End: 06/08/2011	Frozen Until:	Expired:
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Cost Center

Cost Center	FTE
1281 - PHOENIX ACADEMY	1.0000

Update incumbent employee records with ALL changes.

Update Account Distribution only.

Account Distribution Not Required

Account Number	Description	Short Name	Percent
1101.5000.0115.1281.0000	TEACHERS	0115	100.00
Total:			100.00

Timesheet

Payroll Period Code: SEMIM - Semi-monthly | Timesheet Type: CERT - Certified

Attachments / Comments

Received Date	Attachment	Comments
	Select...	

Back Clear Clone Add Save

Time and Attendance

Most districts currently use several means of collecting time and attendance information, many of which require large amounts of manual effort and paper documents. In most cases the employees fill out paper time cards which are hand entered into the system by clerks at each cost center. With ESD .NET 2.0 the district's employees will be able to enter and review their time posting information via the web based employee portal. For those areas where internet access may be limited, ESD .NET 2.0 also supports the entry of this information via a centralized person at each cost center but management approvals can still be accomplished via the portal.

The screenshot displays the 'Timesheet Search' and 'Timesheet Details' screens. The search screen includes fields for TS Number, Employee, Approver, Cost Center (0111 - BROOKSIDE M), Period (10/03/2010 - 10/17/2010), and Job Class. The details screen shows the employee profile for BARNES, APRIL (043477) and a table of timesheet entries for the period 10/03/2010 to 10/16/2010.

Date	Sched	Actual	Sick Leave Used	Personal Leave Used	Vacation Used	Reason	Units	Total Units	Shift	Notes
10/03/2010 : SUN	0.00							0.00		
10/04/2010 : MON	7.50	7.50						7.50		
10/05/2010 : TUE	7.50	7.50						7.50		
10/06/2010 : WED	7.50	7.50						7.50		
10/07/2010 : THU	7.50	7.50						7.50		
10/08/2010 : FRI	7.50	7.50						7.50		
10/09/2010 : SAT	0.00							0.00		
10/10/2010 : SUN	0.00							0.00		
10/11/2010 : MON	7.50	7.50						7.50		
10/12/2010 : TUE	7.50	7.50						7.50		
10/13/2010 : WED	7.50	7.50						7.50		
10/14/2010 : THU	7.50	7.50						7.50		
10/15/2010 : FRI	7.50	7.50						7.50		
10/16/2010 : SAT	0.00							0.00		
Totals	75.00	0.00	0.00	75.00						
	75.00	0.00	0.00							

Import/Export Capabilities

The ESD Human Resources and Payroll application provides capabilities to export data from online screens to an Excel spreadsheet. The export features along with extensive online search capabilities is just one of the ways the Human Resources and Payroll departments are able to produce their own ad-hoc reports and perform data analysis without going to the Information Technology Department. The application also provides the capability to import transaction data from an Excel spreadsheet to various input screens in the Human Resources and Payroll components. To make these tasks easy, the format (layout) for export/import is the same. And users can easily export the data to an Excel spreadsheet to work offline and then import it back into the system.

Payroll

Distribute your paychecks through direct deposit or as an actual check. Payroll works seamlessly with ACH-Direct Deposit software to assure your employee paychecks are always accurate. Unlimited benefit and deduction types give your payroll incredible flexibility. The payroll control parameters provide you with the granularity to meet the need of even the most demanding of payroll schedules. Below are just a few of the payroll section criteria:

- Employee Type
- Job Title
- Pay Cycle
- Deduction Cycle
- Deduction Code
- Tax Cycle
- Accounting String
- Attendance Category

Simplified Reporting

With the time gained through the efficiencies of ESD .NET 2.0 Human Resources and Payroll, department staff can all take advantage of unique reporting capabilities provided with this solution. ESD has developed the tools and methodology to support simplified ad-hoc reporting and data extraction. With these, individuals with the proper security can quickly pull together divergent data, providing the information needed by administrators to make sound business decisions for the district. These tools also provide the ability to quickly query the database for the information that can be used to generate mail merges, labels and to mass populate many of the data entry panels within the ESD application itself.

Simplified reporting is also supported through the 'Print' capability on all pages. The report is not a screen print, but a well formatted multi-page report of the selected data on the screen with totals. This alone will reduce many of the report requests from the district departments.

Services

In many districts most of the human resources and payroll business processes in the district were defined and put into practice based on the capabilities of the existing software applications. With the implementation of the ESD suite of applications, district offices will have the opportunity to review these and see how they can take advantage of the new technologies. ESD's subject matter experts can provide you with input on the best practices from districts across the country to help define the best practices for your district.

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