



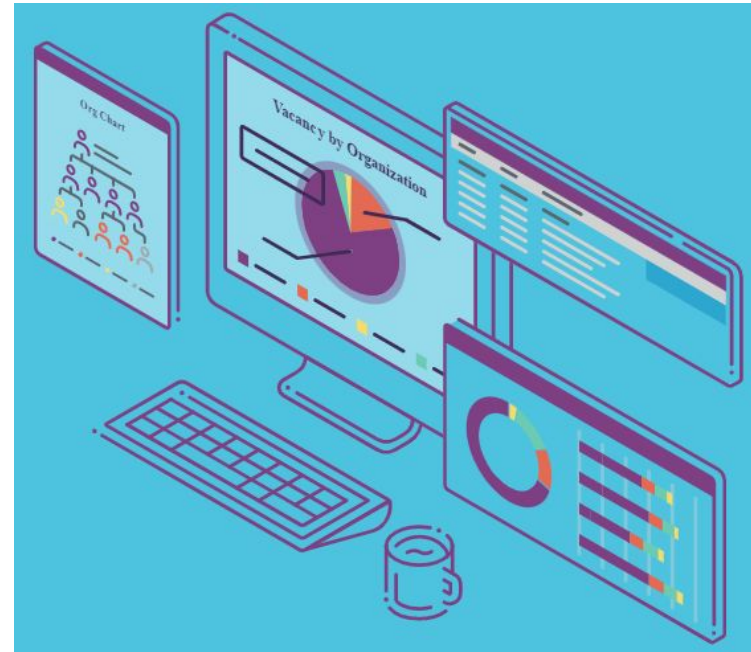
# Implementation of a Human Resources Management System

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# Supporting the entire employee lifecycle with Frontline HRMS

- Align with Finance
- Proactively Recruit Talent
- Control HR Data
- Streamline Data Management





# Current HR Systems

- **Edjoin - Job Applicants**
  - ◆ Hiring and Interview Process
- **Informed K-12**
  - ◆ Form management but requires manual manipulation of .pdf files
- **Absence Management (AESOP)**
  - ◆ Manual set-up by HR Technicians
- **ESCAPE**
  - ◆ Financial and Payroll System
- **Target Solutions**
  - ◆ Employee Mandated Trainings
- **Hard Copy Personnel Files**

# Impact for the HR Teams

## Single HR System of Truth & Workflow

- View to All Employee Position & Budget Data with future dated position events embedded
- Process Employee Position Changes and Vacancies in the same request/workflow
  - Embedded Budget Coding and PCN
  - Eliminate multiple forms (I-K12)
  - Workflow for approval
- Approved Vacancies Post in Applicant Tracking
- Recruiting Team Post Link workflow to many popular social sites and EDjoin.
- Applications & supporting documentation come into HR as Data.
- Vet, route & track Candidates & their data to Hiring Managers
- Application Data becomes their Employee Digital File, with supporting docs
- New Hire Data flows to Escape with your workflow checks/approvals



# Impact for the HR Teams

## Single HR System of Truth & Workflow

- Expedite & Track Onboarding-
  - New Hires receive onboarding packet specific to their Job with customized instructions
  - Completed forms are routed to the appropriate departments
- All HR Actions & Forms can be automated with approval workflow, tracked & filed in in Employee Digital file, update Escape, if needed.
  - Assigned by HR or specific subset by the Supervisor
  - Self-Service by Employee
  - Business , IT & other departments can be notified of new Actions/Forms
  - Form data can be reported
- Benefits Election & Life Changes
  - Setup based on Position Setup in Escape & HRMS
  - EE Update within Self Service



# Impact for the Finance-Payroll Teams

on-time, accurate data for Leave, Pay-data & new hire/changes

- Eliminate data entry and manual reconciliation
  - Leave utilized & Pay-data will be a direct data upload into Escape pre-reconciled with approval workflow
  - New Hire & Positions Change budget & setup
- Approval , Calculation & Reconciliation is tracked, automated
  - Complete transparency, approval tracking, &
  - Reconciliation process with dashboards and intelligent reporting
  - Audit visibility by Supervisors-Campus Admin-District



# Impact for Employees

## Fast & transparent HR Experience

- Full Self-Service –single location –single login
  - HR Forms
  - Leave-Timesheet
  - Evaluation Next Steps
  - Employee Digital File
  - Professional Development
- Less Data Entry with appropriate data automatically filled out
- Mobile & IPAD/Tablet Friendly
- Track the status/progress of Approvals
- Faster & more accurate response for requests/changes



# District Impact

- No Reduction of HR Staff
  - Increased customer service
  - Onboarding Time improves - new employees will be at sites sooner working with our students and staff
  - Decrease in Overtime
- Electronic Timecards with a workflow process
- Electronic Evaluation process with workflow process
- Single sign-on (same password staff are currently using for Absence Management(AESOP))





## CA ERP (Escape Online)

### IMPORT

New Employees  
Leave Usage  
Sub Pay  
Earnings

### EXPORT

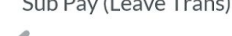
Employee Demographics  
Leave Balances  
Assignments  
Addons  
Extra Work HRA

Position Changes  
Employee Changes  
New Employees



Consumption Results  
Pay Cycle Locks

Leave Usage  
Sub Pay (Leave Trans)



Employee Data  
Leave Balances

Assignment &  
Addon Earnings,  
Extra Work Hours



Assignment &  
Addon Data,  
Extra Work HRA



### Frontline HRMS-CENTRAL



### Absence Management



### Time and Attendance

Hires  
(New, rehire, transfer)



REAL-TIME  
EXCHANGE



Staff Member



### Recruiting & Hiring



### Professional Growth

# SECURE INTEGRATION



## HRMS

### POSITION MANAGEMENT

Vacancy Approval Requests  
New Position Requests  
Position Changes & Eliminations  
Transfer Requests

### EMPLOYMENT INFO

Position Assignments  
Stipends  
Contracts

#### Transactional Data

- Employee new hires
- Employee rehires, changes
- Positions new, changed, eliminated
- Assignments new & changed



## Escape FINANCE & PAYROLL

#### Data Integrity

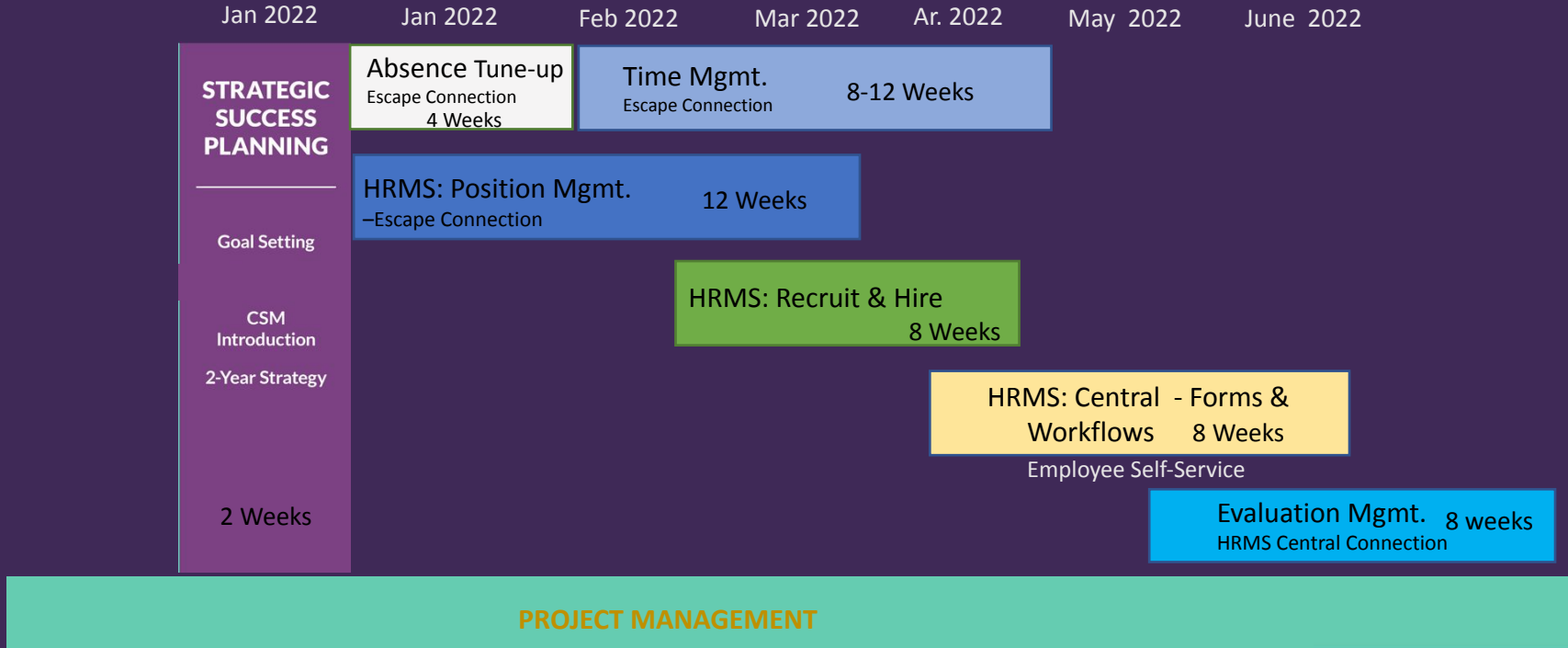
- Consumption Results
- Pay Cycle Locks

#### COMMUNICATION TRIGGERS:

- New hires
- Employee demographic updates
- Employment rehires & updates
- Position authorizations and changes
- Assignment additions and changes (including transfers)
- Employee separations
- Payroll Locks (in Escape)

**SECURE  
INTEGRATION**

# Santa Rosa Project Timeline Estimates



# What people are saying about Frontline HRMS?

"We are thrilled with the idea of having data at our fingertips. Being able to get the data we need quickly and efficiently, both at the district and school level is a huge game changer for us."

Lexington School District 1

"We've been working toward going completely paperless, and we felt Frontline was an answer to finish out that goal. I think we're going to be able to lose a lot of redundancy in functions we had by going to Frontline."

Willis ISD

"With Frontline, our HR staff is finally able to track our staffing changes (incoming, outgoing and current) and match that data to our financials and state reporting. Being able to leverage that information is a great advantage."

Tyler ISD



Questions?

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