Rockdale County Public Schools, Georgia
Munis® Employee Self Service Benefits Every School Employee

Industry: School District
Employees: 2,600
Students: 16,000

Location: Conyers, Georgia
Years as a Tyler Client: 4
Tyler Products Used: Munis; Employee Self Service; TylerForms

The Facts:

Rockdale County Public Schools was overrun with paper … applicant paperwork, paycheck copies after every payroll, open enrollment forms, benefit documentation, W2s and salary notifications. They knew they needed to reduce cost and increase efficiency for applicant tracking, open enrollments, payroll and purchasing. The district also wanted to free employees to focus on meeting their educational goals instead of processing paper forms.

Contact: www.rockdale.k12.ga.us

Key Challenges

Singularly … reduce excess paper. Solving this would streamline processes for open enrollment and other HR/Payroll functions. It would also reduce time spent with applicant management and processing payroll checks — both of which required excessive time to complete. Since time spent on various employee tasks was directly related to budget concerns, solving one issue would help to mitigate the other.

Action Taken

The district implemented Munis Financial and HR/Payroll software in 2008. And with that has seen significant return on investment and return on effort. In 2009 Employee Self Service (ESS) was implemented to great success. HR staff manages the rollout of ESS by building and implementing it in modules as they go along. This approach works well for the district. There is great excitement when they can show employees new things that ESS and Munis have to offer.

In Their Own Words

"In 2008 we experienced a downturn of funds in all areas from federal, state, and local tax funds, to the home tax-base changes within our communities. Munis, with its efficiencies, was implemented just in time for our school system, enabling us to serve and support the employees and vendors in our community, which in turn, serves our students more effectively and efficiently. "

— *Sharon Kenerly, Benefits Manager*

Results

Munis Employee Self Service has provided significant savings in cost and work hours while increasing efficiency since the rollout in the fall of 2009:

- Replaced paper-based employee processes with the online Munis Employee Self Service application
- Eliminated broker cost for use of their online open enrollment system
- Reduced HR staff hours spent on:
    - One perspective employee ... 50 hours
    - Producing payroll check copies ... 10-20 hours
- Gave employees the tools to independently manage their personal business
- Helped every employee — from the HR and Payroll staff to the purchasing department

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A Clear Solution

Rockdale County Public Schools' primary focus is teaching and servicing the students. Any efficiency, cost or time savings that can support that goal is important and embraced. In support of employees as they strive to deliver the best education possible, the district looked for a way to solve an overwhelming issue — the volume of paper produced every day. Paper overload was everywhere — copies of paychecks after every payroll, open enrollment forms and employment applications.

When they saw a clear solution with Munis, they jumped at the opportunity. Beginning with a successful implementation of Munis Financials and HR/Payroll in 2008, and upgrading to Munis version 9.3, the district has made great strides by adding modules for employees to enjoy and inform themselves. A big step forward was in the fall of 2009 when the district implemented Employee Self Service (ESS). "ESS has worked on so many levels. From applicant tracking to open enrollment and salary letters … and there's more to come," said Sharon Kenerly, benefits manager. "Munis is a simplistic and reasonable way to hire, track, pay and exit an employee."

Benefits for Employees

The direct benefit for employees is significant. ESS online enrollment allows employees to see their W2s, salary notifications, sick leave and paychecks, and simulate any changes they would make during the year. Personal information is managed by each employee so it's up-to-date and accurate.

Benefits for HR Staff

From the HR staff perspective, using ESS for open enrollment has been a huge time and cost saver. "Once the program was built, rolling out year to year has been as easy as changing the plan amounts, sending it out to ESS, and then rolling it into the deductions. Open Enrollment through ESS is a great way to merge enrollment to deductions and actually use what the employees enter. Then, there is no question how a deduction was or was not implemented. With everything else that could make life difficult and hard to manage, Munis coupled with ESS has proven easy and boundless once introduced to the employees … one great module at a time," said Kenerly.

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