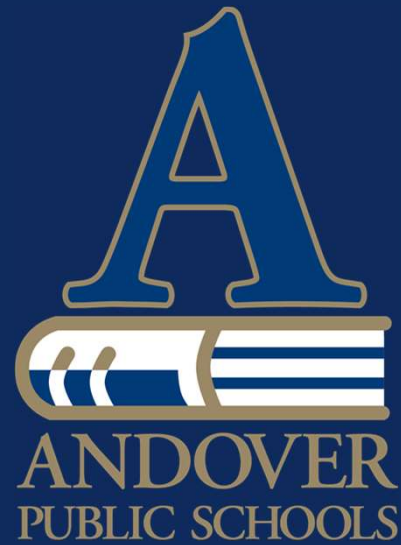


“Systems Thinking” in HR Applications

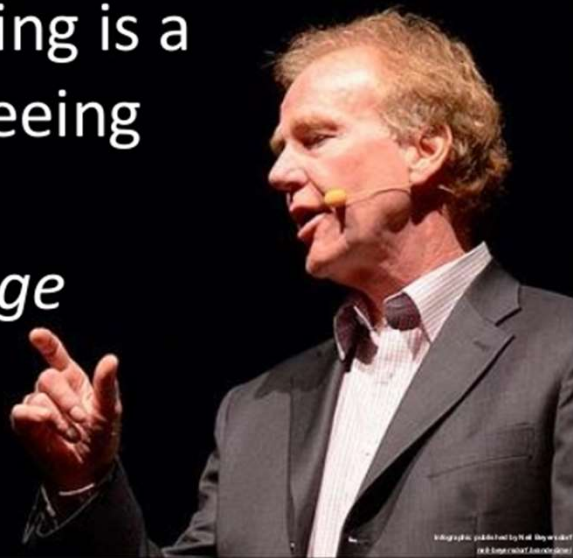
**KASBO Fall
Conference**

***Dr. Russell Miller, USD 385
November 1, 2018***



**“System thinking is a
discipline of seeing
whole.”**

- Peter M. Senge



Background

- District administration had begun a conversation between HR, Business, and Technology departments to review processes (2016-17)
- Reviewed current practices and applications (2017-18)
 - Identified challenges
 - Defined HR onboarding/offboarding requirements
 - Researched available products
 - Recommended path forward



Background

- District focus on expanding use of integrated systems to support Business and Human Resources functions
- Prior commitments to other Frontline Education products:
 - Absence & Substitute Management (Aesop)
 - Time & Attendance (VeriTime)
 - Professional Growth (My Learning Plan)
- Decision to transition to additional Frontline products
- BOE approved November 13, 2017



Background

- Discontinue use of
 - TalentEd Recruit & Hire
 - TalentEd Records
 - Hyland OnBase
 - Safe Schools
- Implement Frontline:
 - Insights Platform
 - Recruiting & Hiring
 - Central
 - Safety & Compliance



Move from Foundation to Insights Platform

- Backbone of the expanding Frontline product suite
- Implementation of industry security standards and privacy compliant Frontline ID (FID)
- Single sign-on for all products using the App Switcher



Absence Management ▾

YOUR SOLUTIONS

Absence Management ✓
formerly Aesop

Frontline Central

Professional Growth
formerly MLP PDMS and MLP OASYS

Recruiting & Hiring
formerly AppliTrack Recruit & Fit

Time & Attendance
formerly VeriTime



Move from Foundation to Insights Platform

- Expanding numbers of reports and metrics to assist in evaluating functions and systems
- “Go Live” date January 10, 2018
- Samples follow:
 - Average absences per employee per month comparing Andover (blue) to national (green)
 - Progress toward goals (individually set, aligned with activities)



Average Days Absent

Per Employee

The average number of days absent per employee for a given month. [Learn More >](#)

Insight: Higher-than-average employee absences can be an indicator of school or district culture or scheduling challenges, like professional development requests. Dig deeper into your absence trends by employee type, location and absence reason to learn more.



Progress Toward Goals

Assigned activities as of July 2018



[View Activity Goal Alignment >](#)



Recruiting & Hiring

- Replaced TalentEd digital application product
- Significant learning curve and training for HR staff
- Configuration and testing of product
- Target of live date for hiring season
- Training of all hiring managers on position requisition, screening, and hiring process
- “Go Live” date February 5, 2018



Vacancies

Categories **Locations**

[Athletics/Activities \(9\)](#)
[High School Teaching \(1\)](#)
[Maintenance/Custodial \(4\)](#)
[Secretarial/Clerical \(1\)](#)
[Student Support Services \(1\)](#)
[Substitute \(1\)](#)
[Support Staff \(5\)](#)
[Volunteers \(1\)](#)

[All Jobs ▶](#)

[FMLA notice](#)



Welcome!

To establish a complete pre-employment file, please complete the online application. Your application will be retained in active status for one year. If your qualifications meet our needs, we will contact you for further information and a possible interview.

If you are interested in applying for a special education teaching or paraprofessional position, please click [here](#) to go to the Butler County Special Education Interlocal employment portal.

External Applicants



[Log in ▶](#)

[Start an application for employment](#)

[Use passcodes sent to me](#)

Internal Applicants



[Log in ▶](#)

[Internal applicants only.](#)

[View internal positions](#)


[Submit an internal application/transfer form](#)



Hiring & Onboarding - Standardize!

- Previously a bit decentralized - pulled it back in
- Hiring managers “recommend” - they don’t hire
- Submission of “Recommendation to Hire” form
- Workflow developed and triggered
 - Background check
 - HR Approval
 - Payroll/Finance system setup
 - Move to onboarding
 - Notify Supervisor





Form: Recommendation-to-Hire Form

Edit/Create your form below.

Properties
Permissions
Workflow
Form Content
Appearance

Title

Recommendation-to-Hire Process / PAR Workflow

Steps

Supervisor Begins Hire Recommendation [options](#)

Background Check - HR [options](#)

Hire Approval - HR Admin [options](#)

Complete & Ready for Onboarding [options](#)

Move to Onboarding [options](#)

Notify Supervisor [options](#)

Add Step Title
Add Step

Preview Form

Save Save & Next -->



Workflow Step Preview
Supervisor Begins Hire Recommendation
Background Check - HR
Hire Approval - HR Admin
Complete & Ready for Onboarding
Move to Onboarding
Notify Supervisor

Recommendation-to-Hire Form

You are not the assigned user for this.

Applicants or Employees

Job Posting #

Candidate: Sample Applicant

Choose:

☐ Employee Replacement ☐ New Hire

If Employee Replacement, Replacing Who?

Budget Code:

Show Default / Primary location (From Job Posting)

If an itinerant position, list additional sites:

Identify the Direct Supervisor:

Add notes (Viewable by other ApplTrack users in the workflow)

Remove Applicant from "Active" Pool. ☐ Yes ☐ No

Set Applicant to a "Pending Hire" Status. ☐ Yes ☐ No

Hire Date:

Start Date Desired:

Hours per week:

Starting hourly pay:

Eligible for 25 per hour increase after 90 days? ☐ Yes ☐ No

Teacher Schedule Placement (i.e. BS+0, Step A; MA+10, Step 5)

If supplemental - Salary level, years, experience, salary amount, Rule 107:

Workflow Step Preview
Supervisor Begins Hire Recommendation
Background Check - HR
Hire Approval - HR Admin
Complete & Ready for Onboarding
Move to Onboarding
Notify Supervisor

Clock-in Time:

and, Scheduled me - OUT:

and, Scheduled me - IN:

and, Scheduled at Time:

If is NOT the same every day, please explain:

Human Resources Stage

Background Check

Completed/Passed:

Background Check Comments:

Hire Comments:

Hire Approval:

Human Resources Administrator Signature:

Not Signed

Ready for Employee Onboarding? ☐

Previewing Step: Supervisor Begins Hire Recommendation
Assign completion of this step to the Form Creator, then wait for submission

Previewing Step: Supervisor Begins Hire Recommendation
Assign completion of this step to the Form Creator, then wait for submission

7

Forms, forms, forms...

- “Letter of Intent” sent to licensed hires
- Acceptable Use Policy (AUP) kicks off the rest of the process with a workflow
 - Employee
 - Technology Department
 - HR Administrative Assistant
 - Benefits Coordinator
- Additional packets sent and tracked
- Orientation scheduled
- Orientation held
- Supervisor notified at end of process - ready to work



Manage Form Packets

11 Items

<input type="checkbox"/> Form Title	Form Category
<input type="checkbox"/> 1 of 3 New Employee Initi... - edit	
<input type="checkbox"/> Acceptable Use Policy Agr... - view	New Hire Forms
<input type="checkbox"/> Certificate of Health For... - view	New Hire Forms
<input type="checkbox"/> Federal I-9 Form 2018 (Pa... - view	New Employee Initial Packet
<input type="checkbox"/> 2 of 3 New Employee I-9 P... - edit	
<input type="checkbox"/> Federal I-9 Form 2018 (Pa... - view	New Employee Post Orientation Packet
<input type="checkbox"/> 3 of 3 New Employee Payro... - edit	
<input type="checkbox"/> Employee Information / Em... - view	Miscellaneous Forms
<input type="checkbox"/> Federal W-4 Form - Employ... - view	New Hire Forms
<input type="checkbox"/> KS K-4 Employee Withhol... - view	New Hire Tax Forms
<input type="checkbox"/> Oath to the State of Kans... - view	New Hire Forms
<input type="checkbox"/> Direct Deposit Enrollment - view	Payroll Forms
<input type="checkbox"/> Handbook Acknowledgment F... - view	New Hire Forms
<input type="checkbox"/> EEO Voluntary Disclosure ... - view	New Hire Forms



Frontline Central

- Major cleanup up all Frontline databases required as the previously separate programs become interconnected
- “Go Live” date May 11, 2018
- Continued adjustments in aligning HR processes (i.e. onboarding, offboarding)
- Ongoing development of forms, contracts, and other workflows related to HR/payroll functions; more work to be done!
- Samples of employee views follow



Todd Teacher

At A Glance

Contact
Email

Status
Active

Primary Assignment
Music

Supervisor

Job Type
Teacher

Hire Date

Personal Employment Personnel Documents Emergency

Employment Authorization I-9 Employment Eligibility Verification Form, E-Verify Confirmation (SSN), Driver's License, Social Security Card

Contracts & Notices Job Offers/Letters of Intent, Recommendation to Hire Form, Temporary Agreements, Supplemental Pay/Extra-Curricular Pay Agreements, Contract Adjustments

Teacher Contract 18-19 Web Form - 08/31/2018

Payroll Federal and State W-4, Direct Deposit, Pay Schedule Agreement

Leave Exception Request (Licensed Employees) Web Form - 08/27/2018

Employment / Status Change Transfers, Promotions, Demotions, Formal Separation, Notices, Status Change Forms

Policy Acknowledgements Job Descriptions, IT Network Usage, Policy Agreement, Compliance, Training Verifications

Transcripts / Credentials Certifications, Licenses, Endorsements, Transcripts

Discipline Letters of Reprimand, Hearing Notices, Investigations, Suspensions, Terminations/Non-Renewal Notices, Formal Separation Agreements

Other Documents



Teacher Contract 18-19

13 Modified: 10/18/2018 At 9:51 AM By Russell Miller

Workflow Step 1 - Employee completes contract
Employee (shown when sent) / Form Entry

This CONTRACT, made and entered into this 1st day of August, 2018, by and between the Board of Education of Unified School District No. 385, Butler County, State of Kansas, hereinafter called "Board," and

First* Last*

hereinafter called Teacher, for the consideration of the annual compensation noted below, is hereby employed for 2018-2019 school year, as defined by the Board, which shall include 180 duty days of teaching and other assignments for returning staff members, and 190 days for new hires. Said salary shall be payable in twelve (12) monthly installments and shall be paid in warrants of Board, drawn on its treasury, which shall be received and accepted by Teacher at face value.

Teacher, hereby agrees to accept the teaching assignments and other assignments as designated by the Superintendent of Schools, Andover Unified School District No. 385, including any changes during the year in teaching and/or other assignments and shall follow the Course of Study of all assignments. Further, Teacher shall be subject to the policies, orders, rules, and regulations of the Board.

Teacher assignment and salary schedule details are found below:

BASE CONTRACT SALARY

Job Type: Location:
FTE: Column: Step: Salary:

Pay Lane: Pay Step: Salary:

EXTENDED DAYS SALARY (if applicable)

Job Type: Work Days Per Year:
Salary:

In addition, a Fringe Benefits Package is available in accordance with Article 19 of the 2018-2019 Negotiated Agreement by and between the Andover Education Association and the Andover Board of Education.

Additional terms and conditions of this contract:

1. This contract is contingent upon Teacher being and remaining certified during the term of employment hereunder with respect to the position for which Teacher is employed as provided by law, and in the event Teacher shall be unable to furnish and maintain with Board, an applicable Kansas Instructor's Certificate License, to be in full force and effect during this term of employment hereunder, this contract shall be null and void or terminated and cancelled.
2. As a condition to entering or continuing employment, teacher is required to submit a Certification of Health signed by a licensed physician, the expense thereof to be borne by the certified person. A further condition is that Teacher shall meet all statutory requirements that are set out under the laws of the State of Kansas.
3. In the event the employment of Teacher hereunder shall be terminated in any manner allowed by other terms and provisions of this contract or as provided by law prior to the expiration of the school year, the salary as hereinafter specified shall be adjusted and paid on the basis of that amount which, when added to the compensation theretofore paid, would bear the same relationship to the total salary above specified as the number of days of actual duty prior to the effective date of termination would bear to the number of duty days of the school year as defined and scheduled by the Board.
4. Advancement by Teacher on any salary schedule adopted by Board shall be in accordance with the Negotiated Agreement by and between the Andover Education Association and the Andover USD385 Board of Education.
5. In the event Teacher is absent from duty except as hereinafter specified, deductions shall be made from the salary for each day of absence as provided by the rules and regulations of the Board. Deductions shall not be made in the event such absence is covered by sick leave or the result of other authorized absences in accordance with and subject to the rules and regulations of the Board.
6. Teachers who are KPERIS retirees may receive the same benefits as provided under the Negotiated Agreement; however, do not fall under the scope of coverage of the Negotiated Agreement.

Teacher: Please type name and click the "Add Digital Signature" button:

Add Digital Signature

Date Accepted: *

Comments (visible to all participants)



UNIFIED SCHOOL DISTRICT NO. 385 ANDOVER, BUTLER COUNTY, KANSAS TEACHER'S BASIC CONTRACT

THIS CONTRACT, made and entered into this 1st day of August, 2018, by and between the Board of Education of Unified School District No. 385, Butler County, State of Kansas, hereinafter called "Board," and _____, hereinafter called "Teacher,"

Teacher, for the consideration of the annual compensation noted below, is hereby employed for 2018-2019 school year, as defined by the Board, which shall include 180 duty days of teaching and other assignments for returning staff members, and 190 days for new hires. Said salary shall be payable in twelve (12) monthly installments and shall be paid in warrants of Board, drawn on its treasury, which shall be received and accepted by Teacher at face value.

Teacher, hereby agrees to accept the teaching assignments and other assignments as designated by the Superintendent of Schools, Andover Unified School District No. 385, including any changes during the year in teaching and/or other assignments and shall follow the Course of Study of all assignments. Further, Teacher shall be subject to the policies, orders, rules, and regulations of the Board.

Teacher assignment and salary schedule details are found below:

BASE CONTRACT SALARY

Job Type: Location:
FTE: Column: Step: Salary:

EXTENDED DAYS SALARY (if applicable)

Job Type: Days: Salary:

In addition, a Fringe Benefit Package is available in accordance with Article 19 of the 2018-2019 Negotiated Agreement by and between the Andover Education Association and the Andover Board of Education.

Additional terms and conditions of this contract:

1. This contract is contingent upon Teacher being and remaining certified during the term of employment hereunder with respect to the position for which Teacher is employed as provided by law; and in the event Teacher shall be unable to furnish and maintain with Board, an applicable Kansas Instructor's Certificate License, to be in full force and effect during this term of employment hereunder, this contract shall be null and void or terminated and cancelled.

2. As a condition to entering or continuing employment, teacher is required to submit a Certification of Health signed by a licensed physician, the expense thereof to be borne by the certified person. A further condition is that Teacher shall meet all statutory requirements that are set out under the laws of the State of Kansas.
3. In the event the employment of Teacher hereunder shall be terminated in any manner allowed by other terms and provisions of this contract or as provided by law prior to the expiration of the school year, the salary as hereinafter specified shall be adjusted and paid on the basis of that amount which, when added to the compensation theretofore paid, would bear the same relationship to the total salary above specified as the number of days of actual duty prior to the effective date of termination would bear to the number of duty days of the school year as defined and scheduled by the Board.
4. Advancement by Teacher on any salary schedule adopted by Board shall be in accordance with the Negotiated Agreement by and between the Andover Education Association and the Andover USD385 Board of Education.
5. In the event Teacher is absent from duty except as hereinafter specified, deductions shall be made from the salary for each day of absence as provided by the rules and regulations of the Board. Deductions shall not be made in the event such absence is covered by sick leave or the result of other authorized absences in accordance with and subject to the rules and regulations of the Board.
6. Teachers who are KPERIS retirees may receive the same benefits as provided under the Negotiated Agreement; however, do not fall under the scope of coverage of the Negotiated Agreement.

WITNESS OUR HANDS on the day and year first above written.

UNIFIED SCHOOL DISTRICT NO. 385

Joseph R. Miller
President, Board of Education

ATTEST:

Janice Johnson
Clerk, Board of Education

Teacher





Date Accepted: _____




My Forms

Find Form

Current Forms **0** Sent Forms Completed Forms | **Forms I Can Start**

 Intent to Move for 2019-20 Payroll FORM ADMINISTRATOR Julie Vance START THIS FORM	 Leave Exception Request (License ...) Payroll FORM ADMINISTRATOR Employee's Supervisor START THIS FORM	 Leave Donation Form (Licensed E ...) Payroll FORM ADMINISTRATOR Julie Vance START THIS FORM	 Leave Bank Request (Licensed Em ...) Payroll FORM ADMINISTRATOR Employee's Supervisor START THIS FORM
---	--	---	---



Safety & Compliance Training

- Annual required training shifting to Frontline Professional Growth application
- Videos assigned to all, by department, or individually as needed
- Final component of Frontline rollout
- Currently working through selecting training modules in preparation for fall deployment
- Sample of what will appear in employee courses follows



▼ Search Results (1 - 6 of 6)

1. Bloodborne Pathogens for School Employees - 2018-2019

Program: Online Courses Catalog
Dates: On-Going (Ends Jun 30, 2019)

New

Employees must be trained in methods to protect themselves, and in this case, their students, from the spread of bloodborne pathogens.



Hours: 0.33 | Enrolled: 0/500 | Wait: 0/0

2. Bullying Prevention - 2018-2019

Program: Online Courses Catalog
Dates: On-Going (Ends Jun 30, 2019)

New

Schools need to be safe places where students can learn. In many states school districts are required to develop and implement bullying prevention policies. This course gives you tips for recognizing, preventing, handling and reporting bullying behaviors. Learn to identify bullying behavior, the characteristics of victims and aggressors, where bullying is more likely to occur, and how to create an anti-bullying environment.



Hours: 0.67 | Enrolled: 0/500 | Wait: 0/0

3. Child Abuse Reporting and Identification - 2018-2019

Program: Online Courses Catalog
Dates: On-Going (Ends Jun 30, 2019)

New

Prevention of child abuse and neglect depends upon the compassionate action of the community, and particularly of those responsible for children's safety. As mandatory reporters, school employees must understand the methods to identify, respond to, and ultimately prevent child abuse and neglect.



Hours: 0.5 | Enrolled: 0/500 | Wait: 0/0



Implementation Team

- Frontline Team: Jake Gross, Kristen Graff, Mark Rutkowski, Winfield Cline, Nate Lentz, Therese Nissen, and Jason Hildreth
- Deb Evans, USD 385 HR Administrative Assistant
- Julie Rogers, USD 385 Benefits Coordinator
- Julie Vance, USD 385 Payroll Coordinator
- Donna Ray, USD 385 Substitute Coordinator



Questions?

