



Board Agenda Item #	Agenda # II A
Date:	January 18, 2017
To:	MPS Personnel Committee
From:	Caprice Young, Ed.D., CEO & Superintendent
Staff Lead:	Terri Boatman, Chief Human Resources Officer
RE:	Paycom Capabilities

Proposed Board Recommendation

For Information Purposes Only

Background

In January of 2016, Magnolia started the process of implementing the Paycom HRIS/Payroll System. The purpose of the system implementation was to do several things:

1. Standardize processes and make sure they were compliant with State and Federal law.
2. Assist with compliance and the tracking of employee data and payroll data.
3. Create systems that will increase audit compliance.
4. Provide a system for workforce analytics.

Below is a list of improvements that have been made with the new system:

Functional Area	Prior State	Current State
Recruiting	Positions were posted on Edjoin, and Principals had to upload employee documents (resumes, recommendations, credentials, etc.) into Coolsis for approval. This process generally required ten to 30 minutes per candidate and did not facilitate organization-wide information sharing.	Candidates now take responsibility themselves for uploading all relevant documentation online, after which time the candidate documentation is managed online all the way through becoming and continuing as an employee.
Time and Attendance	Use of paper time cards, manual process of entering information into both Google docs and the Payroll system. This was	Employees clock in and out on Paycom. Hours automatically feed to timecard reducing the time required for principals' to

	flagged by state auditors as an opportunity for fraud and allowed employee data to be held in an insecure systems environment.	produce and approve payroll data and increasing compliance with audit requirements. Training on this process is ongoing.
Tracking of Paid Time Off Usage	Personal days were tracked and approved in Coolsis and not aligned with payroll files.	PTO approval is set up in Paycom and feeds to the payroll files automatically. Training on this process is ongoing.
Benefits Administration	Manual and paper enrollment process. No direct feed to the carriers. Challenges ensuring accurate payments to/from carriers and employees.	Everything is done electronically with benefits information interfacing automatically with the carriers, giving employees direct access to viewing and updating benefits information, and collocating benefits information with employee electronic files.
Approval of salary changes, personnel moves	Offer letters were created to change salaries and other personnel moves. This information was tracked in a combination of CoolSIS and spreadsheet files resulting in incomplete current and historical records as well as data security risks.	Paycom (PAF function) handles and records all employee related approvals and data online.
Compliance	Information needed to be included in Coolsis	Information is entered into Paycom, reports can be run, notifications are sent
Reports/Reports/Reports	Spreadsheets often requiring accessing multiple files individually maintained on school sites and/or centrally with no simple access to an audit trail supporting the data and approvals.	Information is readily available through routine and customizable Paycom reports. (examples will be provided in the committee meeting)

There are other items that we will be using in Paycom. The timeline of implementation is listed below:

Action	Completion Date
Add custom fields for immigration and ID expiration dates, etc.	April 2017, current tracking is being managed by our attorney
Link Paycom to E-Verify	April 2017

Budget Implications

Cost of software license, maintenance, on-going user trainings and system assistance are all included in the board-approved budget.

How Does This Action Relate/Affect/Benefit All MSAs?

Paycom has become one of the pillars of HR compliance, will assist in the immigration program, and assists in the new hire and ongoing employee information, actions and approvals process.

Name of Staff Originator:

Terri Boatman, Chief Human Resources Officer