

Milford Exempted Village School District

Customer Profile

Milford School District Saves Time, Money, and Resources with Workforce Timekeeper

The Milford Exempted Village School District is located 12 miles east of Cincinnati and serves the city of Milford, Miami Township, and part of Union Township in Ohio. The school district has nine schools that serve over 6,400 students and employ approximately 500 hourly and 425 salaried employees. With different types of employees in transportation and food service, in addition to aides, custodians, extended-day care givers, and secretaries, the Milford School District has a number of complex tasks when it comes to tracking and paying its workforce.

Milford Schools saves time and increase accuracy with automated solution

Before being introduced to the Kronos® Workforce Timekeeper™ solution in 2005, Milford School District was using a paper-driven timekeeping and payroll system that proved to be time-consuming and often problematic to operate. Heidi Baechle, payroll specialist for Milford Schools, is familiar with many of the issues that occurred prior to implementing Kronos solutions. Inaccurate and unreadable timesheets, unpaid overtime, and different timesheets for different jobs at different pay scales created an inordinate amount of work hours for a small processing group on a tight budget.

“Many days of the payroll process were spent interpreting unreadable timesheets, searching for missing timesheets, recalculating incorrect totals, and returning unsigned timesheets,” Baechle explains. Overtime for employees with two different jobs needed to be verified by combining two different timesheets over two different pay periods. These processes made the turnaround time for entering hours worked into the Ohio state payroll system far too long and inefficient. “It would take up to eight days’ turnaround time to gather and check the information, then enter the data into the state system with this process,” Baechle says.

Milford Schools began implementation of Workforce Timekeeper for the 2006-2007 school year, and the changes were dramatic. With the Workforce Connect™ interface, Milford Schools is now able to integrate Workforce Timekeeper with the Ohio state payroll system for a fully automated transfer of exceptions. “It was so exciting when it worked,” Baechle says. “Once we converted to Kronos’ solution, the time spent transferring data to payroll was less than one day.”

Accuracy of Kronos solution increases employee satisfaction

With a diverse group of hourly employees, some working two or three jobs at different pay rates, Milford can use Workforce Timekeeper to track the data accurately and efficiently. There are employees who perform multiple jobs, such as food service personnel who work as custodians, and bus drivers who work field trips for a different rate than their normal rate. The school district’s Kronos solution tracks all the information needed on a real-time basis.

Increased satisfaction among contracted as well as substitute employees was also a byproduct of using an automated timekeeping solution. “Substitutes love our Kronos solution as well,” Baechle says. “They like the features of seeing their hours and approving their timecards online.” Baechle is as satisfied with the school district’s Kronos solution as much as anyone, because it has freed up an overwhelming amount of time normally spent handling excessive paperwork and other manual tasks.

“I just love our Kronos solution. I have recommended the system to other school districts. It works perfectly for us.”

Heidi Baechle
Payroll Specialist

Milford Exempted Village School District

Category: School system

Employees: 500

Products: Workforce Timekeeper, Workforce Connect

Kronos reporting functionality a huge time-saver

One of Milford Schools' biggest challenges in a paper-driven timekeeping system was documenting employee hours and types of work over certain time periods. With Workforce Timekeeper's reporting capabilities, Milford Schools' payroll department can look at all hours, pay rates, and types of work for a fiscal year and determine retirement benefit eligibility based on the total hours worked. The school district can also easily access prior-year information, such as hours worked, to determine whether Family Medical Leave Act (FMLA) leave can be granted. "Everything is so clear-cut," Baechle says. "The Kronos system has certainly been a time-saver, and I highly recommend Kronos to anyone."

Kronos solutions fit the budget needs of Milford Schools

Just like any other school district, Milford faces tight budget constraints each year. All expenses and employee payroll information must be forecast annually. "Payroll is the major expense of every school budget and should be closely monitored," Baechle says. "Every penny is watched." With tight cash restraints, overtime must be monitored, and frequently alternative methods of payout must be considered. Accounting for flextime and comp time was a major issue for Milford Schools. Today with Workforce Timekeeper, Milford Schools can document overtime converted to comp time.

Workforce Timekeeper's ability to track weighted overtime also helps Milford Schools maintain compliance with the Fair Labor Standards Act (FLSA) and other applicable legislation. "We can track required breaks with the employee punches," Baechle explains. She also expands on the ease with which weighted overtime is calculated by the district's Kronos solution. "Weighted overtime must be calculated when an employee works two or more different jobs, according to FLSA. The Workforce Connect interface helps us to calculate this rate, even over two pay periods."

Additionally, Workforce Timekeeper can be programmed to help keep the Milford Schools compliant with the employee union contracts. There is now a provision in the district's union contracts that documents pay policies for flextime and comp time, due to the accuracy with which employee hours are reported.

Accountability is another critical benefit that Workforce Timekeeper offers the Milford School District. "Supervisors are more aware of what is happening in their buildings," Baechle says. "There is no more unauthorized leave, because if there are no punches for the day, a pay code for leave must be entered. Supervisors can monitor punches and determine schedules and amount of hours needed per day for each position." Milford Schools also saves money through the ability to approve or decline overtime before paying it out each pay period.

Milford Schools finds professional services extremely helpful

After testing began in the spring of 2005, Milford Schools implemented Workforce Timekeeper in time for the 2006-2007 school year. Baechle found the transition was easy and efficient, the system user-friendly, and the support from Kronos professional services first-rate. "I took online classes, which were very helpful," she explains. "The application consultants were excellent as well. There were no technological issues, and all the materials I received in training allowed me to create a manual so I could train the supervisors myself."

Milford Schools has benefited tremendously from its Kronos solution. The system can now track all of its employees' time and payroll information automatically without having to pull timesheets from previous pay periods or use other time-consuming methods. More importantly, entering employee time worked into the Ohio state payroll system was reduced to less than one day. Any information needed to determine employee eligibility for retirement benefits, paid leave, or overtime is available on a real-time basis. "I just love our Kronos solution," Baechle says. "I have recommended the system to other school districts. It works perfectly for us."



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