



HR Leaders: What to Look for When Evaluating K-12 ERP Solutions

An ERP system built for K-12 needs should equip your HR and payroll teams with every tool needed to provide the best employee experience. When evaluating your options—whether analyzing your current system to see where it's falling short or considering alternative providers for an upgrade—use this checklist to assess its ability to deliver on your requirements for the following.

General Ledger

Look for features that simplify the process of maintaining employee and payroll information, eliminate redundant input, and enable users to maintain, process, and report all related information quickly and securely.

- Maintains employee information
- Produces and distributes annual contracts and renewals
- Performs wage analysis
- Tracks information to accommodate ACA and EEO reporting
- Administers health and safety information and monitors required tests
- Provides the ability to use either a system-assigned employee number or a manually assigned employee number, and that tracks social security numbers in a separate field
- Records multiple earnings per employee and different earning rates per job
- Offers direct deposit—with multiple deposit locations per employee—distributed by percent or amount

Generates earnings information automatically from the contract amount

Maintains docking rates per earning and docks from either leave or pay

Offers employee online inquiry to earnings and payment history, account distribution history, personal check data, Federal W2, and state magnetic media and print verification

Tracks Highly Qualified Teacher (HQT) training, ongoing education, and requirements

Payroll

The right payroll solution should provide complete gross-to-net functionality that is flexible to the unique needs of K-12 districts. It should also improve your payroll management process, efficiently supporting multiple payroll cycles including semi-monthly, monthly, or any combination of these.

- Provides an easy entry screen for users to enter time input, exception/one-time input, one-time adjustment input

- Includes exception pay processing for salaried and unit pay staff

- Manages deductions and garnishments

- Enables payroll encumbrance for contracted, salary, daily, and hourly staff

- Includes interfaces for substitute tracking and timekeeping systems

Salary Administration & Position Control

Salary Administration refers to all activities around wages and pay within a district—which should work seamlessly with Position Control's management of the creation and monitoring of roles and their budgets.

- Projects and administers modifications to salary schedule plans

- Maintains essential HR data securely, such as employee demographic data, earnings, deductions/benefits, and account distribution

- Establishes and maintains multiple salary schedules where each schedule may have specific steps and levels

- Makes projections for schedule amount, contract amount, salary, daily, and hourly rate

Employee Services Portal

Not only do employee service portals provide convenience, but they also improve data accuracy, reduce duplication of effort, and enable employees to solve problems, complete tasks, and update information on their own.

Provides an interface to maintain employee demographic information

Includes a district personnel directory

Contains business card information, including job/assignment information and telephone number

Provides access to employer forms, such as the policy manual

Manages Paychecks, YTD pay history, and W4/tax withholding information

Maintains W2 information

Tracks balances and activity regarding leave and paid time off

Administers current benefit and deduction enrollments

Enables employees to view their current contract

Benefits Administration

Creating and managing a district's employee benefits program, Benefits Administration typically involves managing health insurance, retirement accounts, vacations, paid time off, and parental leave.

Tracks a variable number of benefits and deductions per employee with effective dates

Tracks multiple plans per benefit/deduction codes

Provides an easy way to define coverage and plan contribution types, including cafeteria plans/Section 125

Incorporates taxable income from excess life insurance (group term life)

Manages premium changes at the plan level, controlled by effective dates

Access the full K-12 ERP Buyer's Guide for more information and helpful tips.

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