

# Substitute Management System Interface

Centralize data and streamline processes. Quickly. Easily. Seamlessly.

From sick days to extended leave, teacher absences have a significant impact on both student achievement levels and already-tight district budgets. That's why absence management is so important in K-12 education. But manual or semi-automated processes can make it difficult to effectively manage employee absences and leaves. As a result, many districts face growing compliance risks as well as large lump-sum payouts for unused leave.

By systematically tracking and managing employee absences using integrated, fully automated solutions, K-12 school districts like yours can better control labor costs, lower compliance risk, and minimize the impact of teacher absences on student performance. And when a substitute is needed, actual time is tracked and paid based on hours worked — which helps you comply with the Affordable Care Act (ACA) regulations.

## How does it work?

The UKG™ (Ultimate Kronos Group) substitute management system interface enables seamless transfer of absence information from your substitute management system to your UKG workforce management solution. Once your substitute management system identifies an available and qualified replacement, UKG imports the absence information — including employee ID, date, and absence type — and automatically enforces absence rules and triggers approval by employees, managers, and principals. Once the substitute clocks in, the substitute and teacher are linked in the system tracker. Both teacher and substitute schedules and timecards are updated, and actual time worked by the substitute is tracked for proper fund allocation. The interface can also be configured to transfer substitute rates, assigned substitute, campus/location, and work order so you can track costs, identify patterns and trends, and flag short- and long-term absences.

## Key benefits

- **Connect solutions** for a streamlined workflow
- **Eliminate duplicate data entry** into HR and payroll systems
- **Reduce errors** with seamless, automated data transfer
- **Access information** quickly and easily with centralized storage of labor information



### Store employee data in one location

UKG integrates with substitute management systems to provide a single location for absence and leave approvals.



### Centrally enforce union rules

UKG automatically applies union contract attendance policies to absence and leave data received from the substitute management system.



### Automatically generate leave paperwork

UKG automatically applies rules to absence data, notifies districts of potential extended leave cases, and generates leave paperwork.



### Streamline reporting requirements

The UKG interface links actual time worked by the substitute and directly links to the teacher for better visibility of funds used.



1



Teacher enters absence into substitute management system

2



Subsystem places substitute teacher

3



Time off is created on timesheet

4



Principal reviews and approves employee's time off

5



Teacher and substitute schedules and timecards are updated

6



Substitute clocks in

## How does it help?

When it comes to providing quality education on a limited budget, you can't afford to let employee absences get out of hand. With the UKG interface, you can seamlessly incorporate critical information from your substitute management system into your workforce management solution for more effective absence and leave management. Your district will be better able to control labor costs and minimize compliance risk in these ways:

- Complete, accurate tracking of absence and leave information
- Centralized storage of labor information
- Consistent enforcement of federal mandates and union policies
- Advance notification of potential extended leave and automatic generation of FMLA (Family Medical Leave Act) qualification paperwork
- Substitute time is linked to the teacher, ensuring that proper funding is allocated
- Actual substitute time worked is tracked to help control labor costs, ensure accurate pay, and create an accurate ACA record
- Principals have the visibility as to who is on the premises on any given day

Managing and paying substitute teachers is even easier now with UKG. We can link substitutes to their assigned teacher, automatically apply contract policies, and track actual time worked for ACA purposes.

Avery Embry  
Chief Financial Officer  
Talladega County Schools, Alabama



**UKG for K-12**  
Student Success Relies on Every Employee



Connect with us online @UKG.com/k12