Data Collection for K-12

The right data collection option for your budget and environment

As your school district invests in a UKG™ (Ultimate Kronos Group) time and attendance solution, you need to decide how you will collect employee timekeeping data across your locations. For instant touch access to accurate, real-time labor data, we strongly recommend UKG InTouch Timeclock, our innovative timeclock that integrates seamlessly with your workforce management suite. However, workplace constraints may require you to consider data collection approaches that are not limited to a clock on the wall. For optimal flexibility and value, UKG offers a wide range of labor data collection options to suit your budget, employee population, and diverse work environment.

Mobile data collection for employees on the go

UKG offers a mobile app well suited for districts with dispersed or mobile employees, such as homebound teachers, maintenance workers, or IT staff, who are constantly on the move across locations. Instead of filling out lengthy timesheets at the end of a shift, employees can punch in and out on their Apple, Android, or Windows mobile device in real time. The app leverages the GPS capability on the smartphone or tablet to track the location of the punch for better communication and reduced time theft.

Key benefits

- Select the best-fit data collection option for your district's budget, employee mix, and work locations

- Enable mobile employees to punch in and out, communicate with managers, and access schedule and pay data via smartphone or tablet

- Transform existing Chromebooks into web-based data collection kiosks for maximum value and convenience

- Leverage Quick Punch to turn any PC into an easy-to-use time capture device

Your bus drivers, for example, can leverage the mobile app to record normal shifts worked as well as extra duty time for field trips, athletic events, and more. Their time worked can be captured in real-time or offline mode depending on the mobile device options available within your district. The mobile app's advanced functionality extends beyond data collection, giving employees immediate access to schedule and labor data. Employees can submit timesheets; transfer between jobs, cost centers, and labor levels; and view their schedules, time-off and leave-of-absence calendars, and accrual balances — all from their mobile phone or tablet. Managers can use the app to approve timesheets, view reports, respond to employee time-off or leave-of-absence requests, and resolve exceptions as they happen. These capabilities improve communication between employees and managers and enable everyday workforce management tasks to be completed quickly and efficiently.

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Convenient Chromebook data collection from any location

With UKG, you can give district employees the option to use their Chromebook or other PC to track their time and attendance. Many districts are setting up Chromebooks as kiosks within schools and administrative buildings, allowing employees to punch in and out for shifts or meals and perform labor transfers using an intuitive web-based interface. Chromebooks can also serve as "mobile timeclocks" for employees who work from various locations across the district. This flexible option lets you leverage existing Chromebooks as data collection devices for optimal convenience and value.

For example, you can have paraprofessionals punch in and out using a Chromebook in their assigned classrooms while custodians use a Chromebook set up in the school office as a kiosk for recording time worked.

Fast, flexible PC-based data capture with Quick Punch

UKG Quick Punch turns any PC, including Chromebooks and point-of-sale (POS) systems, into an easy-to-use data collection device. Your district can provide employees with a desktop link to Quick Punch – from your intranet or a designated web page.

Your employees can punch in and out for contractual pay or even extra-duty time in a matter of seconds. They simply enter their user ID and password, record their time punch, and go about their business. There's no need for your employees to refresh the screen or log out; Quick Punch automatically acknowledges successful punches and is instantly ready to record the next employee's time.

Nutrition workers, for instance, can log into Quick Punch on the POS system in their assigned cafeteria to record time worked. This convenient option saves time by enabling them to punch in or out quickly and easily using a familiar terminal located within their immediate work environment.

Modern or traditional — the choice is yours

UKG time and attendance software — working in tandem with best-fit data collection solutions — helps drive timekeeping efficiencies across your district so you can spend less time on administrative processes and more time on academics and programs.

School districts everywhere are taking advantage of both traditional and modern labor data collection solutions to reduce data entry errors and accurately enforce work, pay, and attendance policies at the time of punch. No matter what your budget or how mixed and dispersed your workforce, UKG has automated data collection options to meet your needs.

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