

UKG for K-12 HR Solutions

Streamline HR tasks with an automated human capital management solution

UKG for K-12 is a robust workforce management solution that provides timekeeping and accruals functionality to school districts of all sizes to minimize compliance risks, simplify the tracking of extra-duty time, deliver visibility into substitute teacher time, and support data-driven decisions. The UKG™ (Ultimate Kronos Group) suite also provides human capital management solutions that help K-12 school districts better manage time-consuming HR tasks in order to free up staff time for more strategic activities.

UKG for K-12 HR solutions automate core HR functions such as onboarding, contracts and certifications, teaching unit allocations, and benefits management. Automated workflows, configurable forms and reports, and real-time access to employee information reduce HR's administrative workload and help minimize compliance risk. This enables HR staff to focus on people rather than paperwork.

Onboard new hires swiftly and efficiently

Manual onboarding processes create a morass of paper forms to be dispersed, signed, collected, and then stored. These tedious processes can overwhelm HR staff and slow getting new hires on the job and contributing.

Onboarding checklist

UKG for K-12 HR solutions provide an onboarding checklist with assignments and due dates so you can easily monitor the progress of each new hire's onboarding. Automated reminders sent to new hires help them stay on track in completing onboarding tasks such as filling out and submitting forms — right in the solution — completing orientation or training, and self-enrolling in benefits plans. The streamlined process smooths a new hire's transition to work and enhances employee engagement and productivity.

Key benefits

- **Streamline HR processes**, beginning with onboarding of new hires, using a paperless system that eliminates duplicate data entry and error-prone manual tasks
- **Automate contract generation** and tracking of teacher certifications to help ensure teachers remain certified for the positions for which they were hired
- **Easily manage allocations** of teaching units through automated, timely, and accurate assignment of funding sources
- **Simplify benefits management** for multiple plan types with self-service tools and instant visibility into enrollment status, eligibility, and costs across the employee base



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More easily manage contracts and certifications

Creating and mailing teacher contracts and tracking when they were sent and received can consume huge amounts of HR staff time. So can determining whether teachers have appropriate certifications, tracking their certification expiration dates, and generating letters about the renewal of their certificates.

UKG for K-12 HR solutions automate the generation and tracking of teacher contracts and ensure proper notice is given for certificate renewals, so teachers can maintain their required certifications. HR staff can easily track all certifications and endorsements by renewal date, and emails or notifications can be generated based on dates and other important criteria.

Automate the overseeing of teaching unit allocations

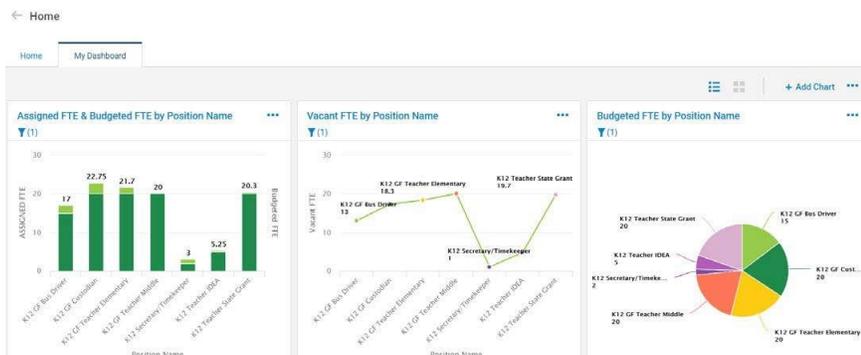
After teaching units are assigned to a school district and the district disperses units among its schools, using manual processes to share, manage, and report on this information is labor-intensive. Typically, each school is given a spreadsheet with its current FTE breakdown for the year and total teaching units for the following year. Principals must update the spreadsheet to reflect the new breakdown and allocate teaching units before the HR department reports the information back to the state.

UKG for K-12 HR solutions provide a single, unified platform that enables HR to manage positions and allows principals to run analyses of actual versus budgeted costs for allocations and special funding purposes. Visibility at the district level helps ensure timely and accurate allocations of millions of dollars in state and federal funding.

Simplify benefits enrollment and management

A paper-based benefits enrollment process can be challenging for employees and labor-intensive for HR. After employees make their benefit elections, benefits costs must be deducted from paychecks and HR staff must manually enroll employees in each benefits portal. The open enrollment period and its aftermath can bring a rush of manual work for HR staff.

UKG for K-12 HR solutions streamline the time-consuming benefits administration process during open enrollment and the rest of the year. Using self-service tools in the solution, employees can select their benefits and make life event changes, increasing their engagement and decreasing HR staff involvement. With integration between the solution and benefit carriers — as well as the payroll system — employees’ benefits enrollment and payroll deductions are automated, saving significant HR staff time.



Position allocation dashboards



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on Every Employee**



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