

# WorkForce Suite for K-12 School Districts

From administrators, teachers, and paraprofessionals to transportation, food service, and maintenance workers, your district's entire workforce contributes to the quality of education you offer. WorkForce Software's cloud-based WorkForce Suite will help you improve efficiencies and boost employee satisfaction with accurate time and attendance, scheduling, and leave management processes, including:

- Compliance with complex pay rules and union agreements
- Improved time-off request and approval workflows
- Work-hour tracking for employees with multiple jobs
- Seamless integration with teacher call-out systems
- Multiple pay frequency options for 9-, 10-, and 12-month employees

WorkForce Suite automatically enforces district pay policies and rules, alerts supervisors when overtime thresholds are met, and helps administrators manage teacher absences. Consider how WorkForce Suite meets the needs of every employee group, including:



## Teachers

- **Simplify Absence Notifications:** Empower staff to report absences 24/7 via web browser or phone, giving the district more time to locate substitutes
- **Easily Report Labor Budget Tracking:** Teachers can allocate time worked to grants and other funding sources to help administrators proactively manage budgets
- **Communicate Substitute Teacher Preferences:** Teachers can search a database of preferred substitute teachers and submit requests in advance

## Substitute Teachers

- **Communicate Opportunities:** Notify qualified substitutes via email or the school's phone notification system
- **Simplify Work-Hour Tracking:** Automatically record hours based on the substitute's work assignment and district rules, such as half- or full-day pay minimums
- **Streamline Timesheet Approvals:** Route substitute teacher timesheets to designated supervisors automatically for faster approvals

## Paraprofessionals & Other Staff Members

- **Simplify Work-Hour Tracking:** Accurately record hours worked—via a badge reader, web clock, or mobile—to ensure accurate pay and benefit eligibility tracking
- **Manage Multiple Assignments:** Record time worked for each job, automatically send timesheets to multiple managers/approvers, and ensure pay accuracy
- **Easily Report Labor Budget Tracking:** Allocate hours worked to grants and/or other funding to ensure salaries for paraprofessionals, health technicians, and other personnel are paid out of the correct sources

## Bus Drivers, Maintenance & Environmental Services

- **Flexible Work-Hour Recording:** Enter hours in WorkForce Mobile Time and Attendance and automatically apply district rules for pay minimums, field trips, and more
- **Simplify Driver Pay Processes:** Track specific routes, along with the vehicles driven, and automate payments for flat-rate routes and routes paid by the hour
- **Proactively Manage Budgets:** Track hours by work order or task to better allocate resources and manage budgets

## Principals, Administrators & Superintendents

- **Enable Real-Time Personnel Monitoring:** Track teacher absences, assigned substitute teachers, and work hours for classified employees in real-time
- **Simplify Workforce Calendar Management:** Manage separate school calendars by job or department

- **Manage Closing-Related Pay Processes:** Enter weather-related events or building closures on a calendar and indicate policies for how hours are to be reported and/or how employees are to be paid
- **Streamline Labor Budget Tracking:** Manage time and dollars allocated to grants and other funding sources, including remaining hours and dollars
- **Simplify Labor Budget Management:** Track hours worked and absences against projected budget amounts for each school in the district
- **Provide Automatic Workforce Alerts:** Notify administrators automatically when labor thresholds are met or other events occur so action can be taken immediately

## Human Resources

- **Simplify Labor Law Compliance:** Ensure compliance with the Fair Labor Standards Act and the Family and Medical Leave Act
- **Digitalize Paid Time Off (PTO) Tracking:** Automatically track and record all absences and tardy events

## Payroll

- **Enable Accurate Payroll Calculations:** Automatically calculate hours worked and overtime for payroll
- **Digitalize Policy Compliance and Rule Management:** Automatically calculate all pay premiums and other special district pay based on predefined rules
- **Integrate with Your Existing Payroll System:** Synchronize all time and attendance information with your existing payroll system for faster, more accurate pay calculations



### For more information

Visit [workforcesoftware.com](https://workforcesoftware.com) or call us at +1 877 493 6723