

Needham Public Schools Electronic Payroll and Timekeeping

Implementation Plan

- With the introduction of the changes to the Fair Labor Standards Act, the district now realizes that the paper time record keeping will not meet the requirements of the law.
- This realization, coupled with our desire to modernize the record keeping of work hours and create efficiency, has prompted us to look at various solutions to time entry.
- Workforce Ready is a software system that will integrate with Infinite Visions. We have met with representatives of Workforce Ready on three separate occasions over the last two years with the Administrator of IT Services (Mark Messias).
- The system was purchased in July 2017 and configuration began in October, 2017. Implementation of the software will begin with the central office staff in March 2018. Once it is determined that the system is functioning properly, electronic time entry will be implemented in each of the schools.
 - Survey data will be collected to solicit central office employee's opinion
 - Training will be adjusted as needed
- All staff will be provided with training. The plan at this time is to provide advanced training to the Lead Secretary, Bookkeeper and Integration Technology Teacher prior to offering the training to all staff.
- Time entry can be done with a mobile device, computer, or on a device (such as an ipad) set up for time entry.
- A hard-wired device will be placed in each building. In addition, wireless devices will be placed in close proximity to employees, i.e. office, kitchen, cafeteria.
- A representative group of Unit E, C and D members will meet twice in the first year of implementation to discuss with the Assistant Superintendent for Human Resources or designee to discuss issues that may arise in electronic payroll and timekeeping usage.
- Specific to Unit D, administration will seek the input of three (3) representatives of Unit D from each building at thirty (30) days of implementation and again at ninety (90) days.

Benefits:

Employees	District
<ul style="list-style-type: none"> • Accurate accounting of time • The Bookkeeper is not recording hours or submitting paper timesheets • View hours worked for any pay period • View hours in a shift • View accruals in real time 	<ul style="list-style-type: none"> • Requirement of FLSA to maintain an accurate record of time worked for each employee • Payroll staff no longer entering time into the payroll system • No paper timesheets