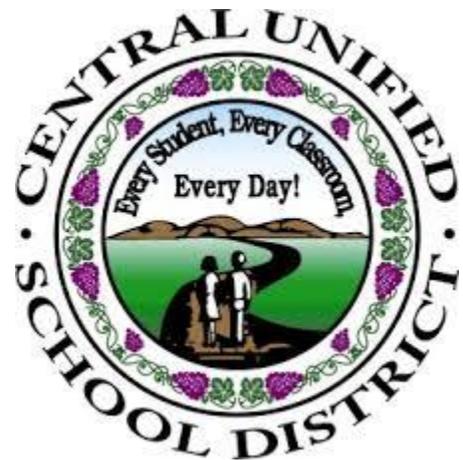




DigitalSchools

*Control Your Positions. Control Your Finances. Control Your Future.*

# 2016-2018 District Usage Report



## **From July 2016 – June 2018**

### **Continuing the Return on Central Unified District's Investment in Digital Schools**

The District processed a total of **10,458 Extra Work Agreement (EWA)** authorization requests for timesheet-related activity (extra hours, overtime, comp time and/or stipends) via an electronic authorization workflow.

#### **What 10,458 Extra Work Agreements (EWAs) Means for the District:**

- A significant reduction in staff time as you no longer use manual created paperwork and manually validated funding sources, budget review, and rates.
- Improved effectiveness of management oversight of all activity and expenditures with automation and workflow processes.
- EWAs must be capped which ensures the activity is properly budgeted and controlled.
- Maximized use of restricted funds (federal, state, grants) and protection of the General Fund.

#### **From the 10,458 total, 543 EWA requests were either denied, cancelled or never authorized. What this means for the District:**

- With Digital Schools, timesheet activity cannot be recorded unless and until a request has been approved.
- This is an important example of how management can improve oversight, budget control and overall accountability.
- The percentage of denied EWAs has declined from early days of using Digital Schools, where up to 10% were denied.
- In the former paper-based system prior to Digital Schools, a substantial proportion of this activity (and related payroll costs) would have occurred without adequate review and authorization, with an unknown percentage incorrectly funded.
- Of this 10,458 total, 1,926 approved Extra Work Agreements (EWAs) were inactivated prior to completion as originally authorized (i.e. before the cap had been reached). This is another example of improved management oversight, budget control and overall accountability.

#### **The total value of EWAs is \$6,937,985. What this means for the District:**

- This is a substantial budget expense. A tangible benefit is all of this would have been reviewed and approved by the appropriate personnel **prior** to any activity happening. All activity, rates, caps, funding and employees would have been approved **prior** to any expenditures.
- The total number of electronic timesheet transactions against the EWAs is 73,713. This represents a substantial reduction in payroll staff time, as this would have required manual validation, totaling and data entry.

**The District processed a total of 2,961 School Business Agreements (conference and travel authorizations). Of this total, 378 were not approved. What this means for the District:**

- This represents a significant reduction in staff time, including Payroll and school site staff (manual created paperwork and manually validated funding sources, budget review, and rates).
- Overall improved effectiveness of management oversight of all activity and expenditures.
- In the former paper-based system prior to Digital Schools, a substantial proportion of this activity (and related payroll costs) would likely have occurred without adequate review and authorization, with an unknown percentage incorrectly funded. The electronic process automatically linking subs to school business funding simply was not in place.

**The total dollar value of substitute pay associated with Approved School Business Agreements (SBAs) is \$489,885. The savings equation:**

- This represents a significant savings to the general fund when subs cover for approved School Business-related absences.

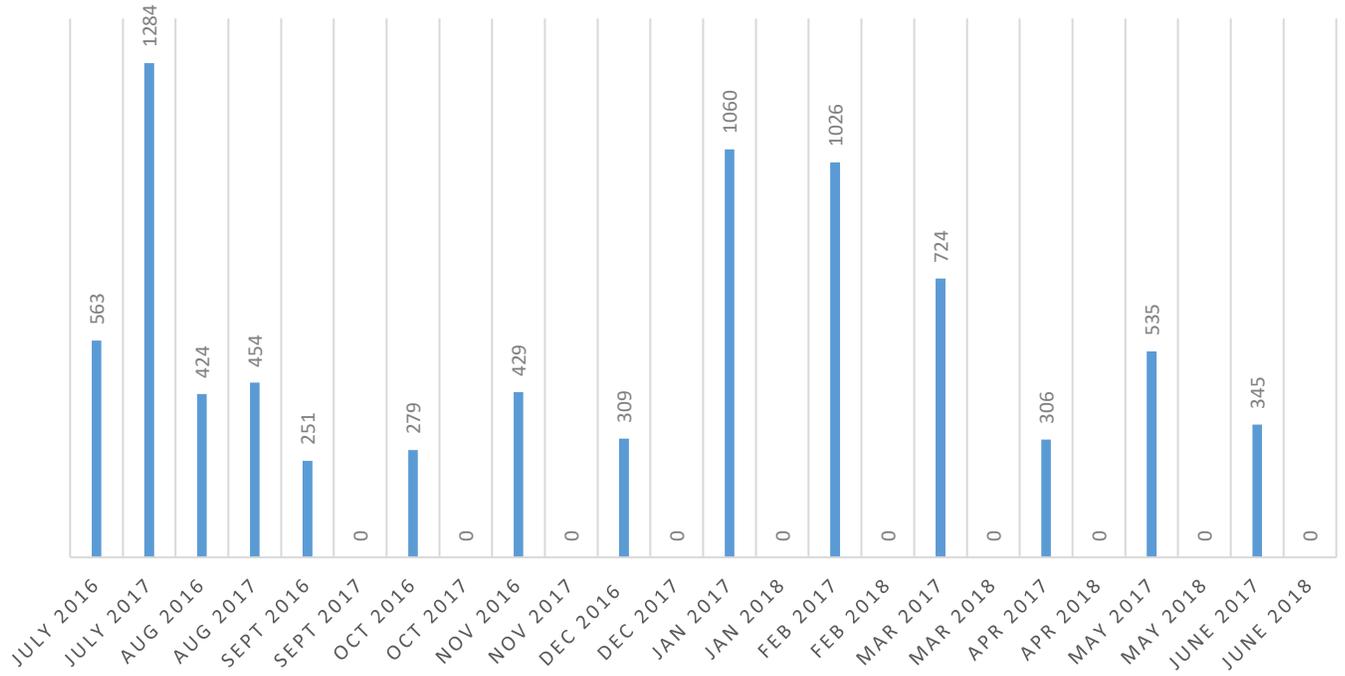
**Electronic transactions vs. paper timesheets:**

- The District processed 26,765 substitute Transactions, all of which were electronically recorded, validated to be complete, and automatically linked to the appropriate funding and rates. This results in the elimination of a substantial amount of Payroll staff time following up with sites.
- The District processed 70,078 Attendance Transactions; all of these were automatically associated with the proper attendance tracking rules and immediately updated employee Leave Account balances.
- All business rules are automatically and consistently applied using electronic transactions, something not possible when done on paper.

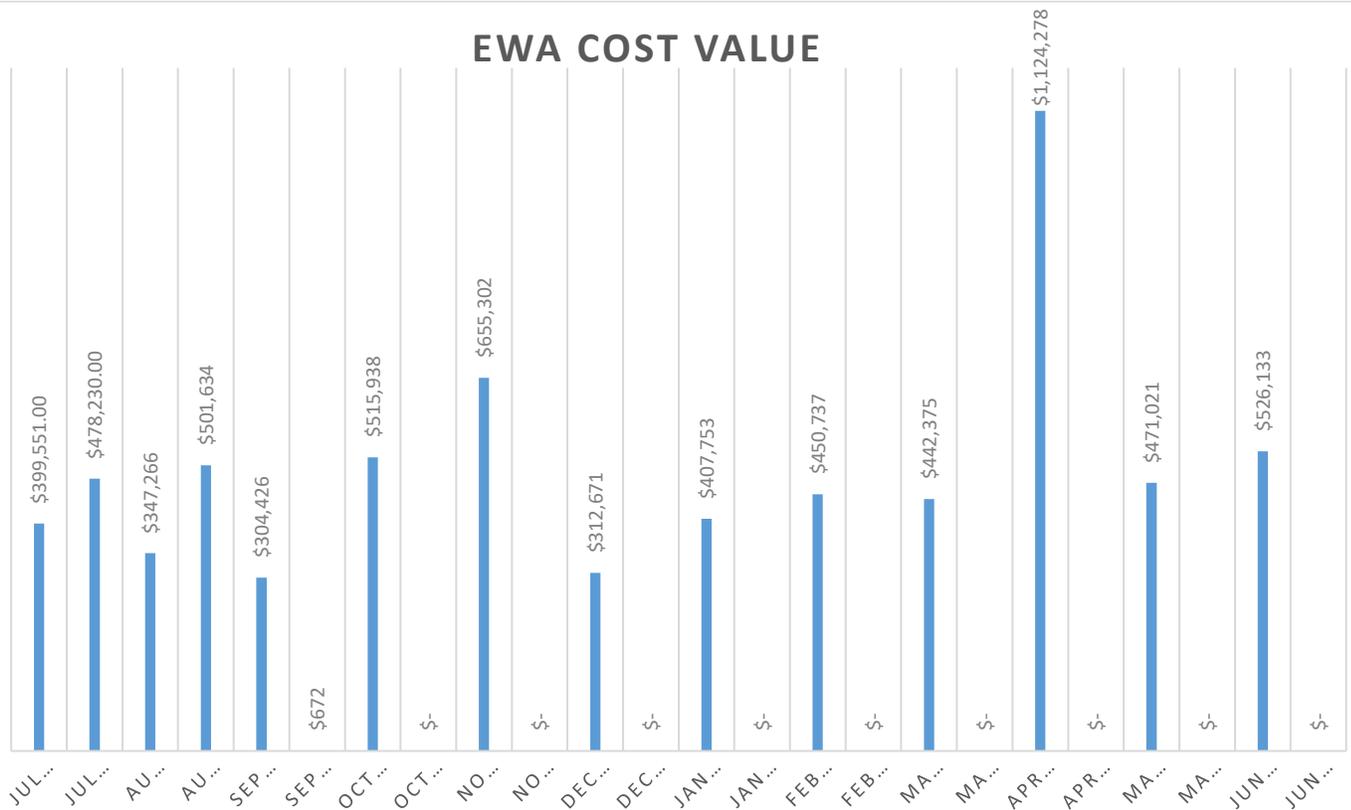
**The total number of electronic EWAs and SBAs equaled 13,419, representing a significant streamlining of internal approval processes, while providing increased visibility and control over activity and related expenditures.**

**It has been noted that EWA and SBA entry has ended with the beginning of the 2017-2018 school year. Although this greatly diminishes the full benefit of Digital Suites, Central Unified School District is still reaping benefits of Position Control and has created 1,327 PCA in the two year time frame that this report includes.**

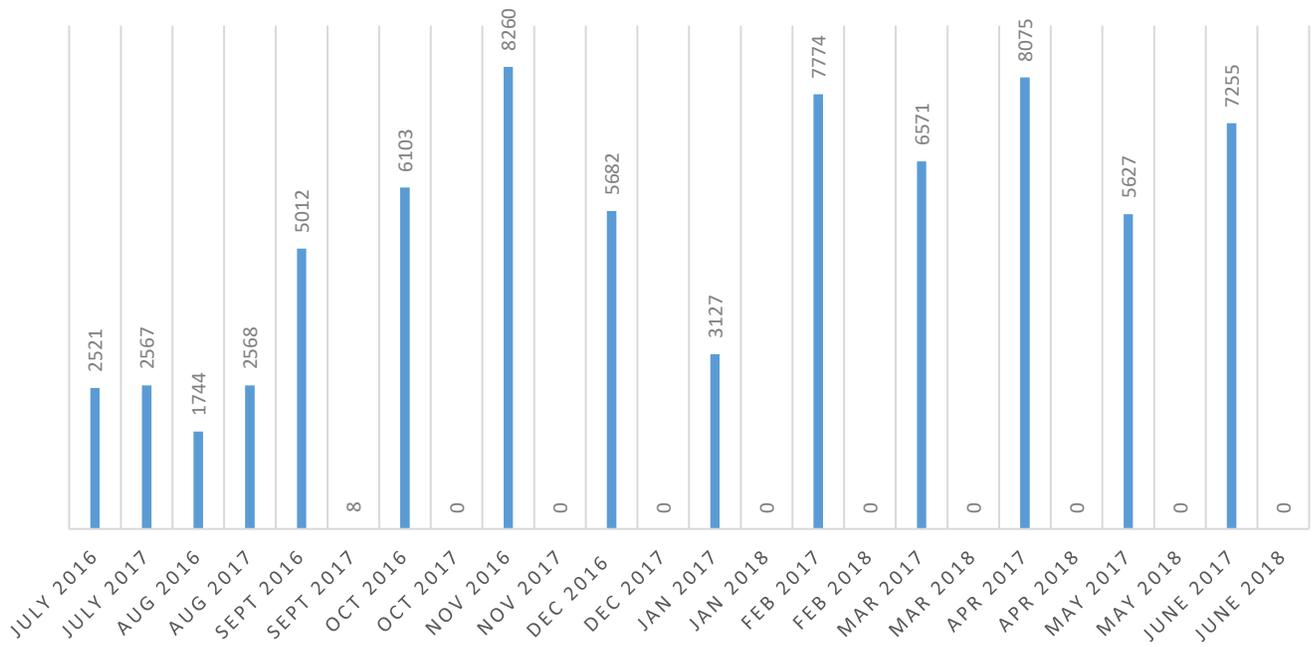
## NUMBER OF EWAS



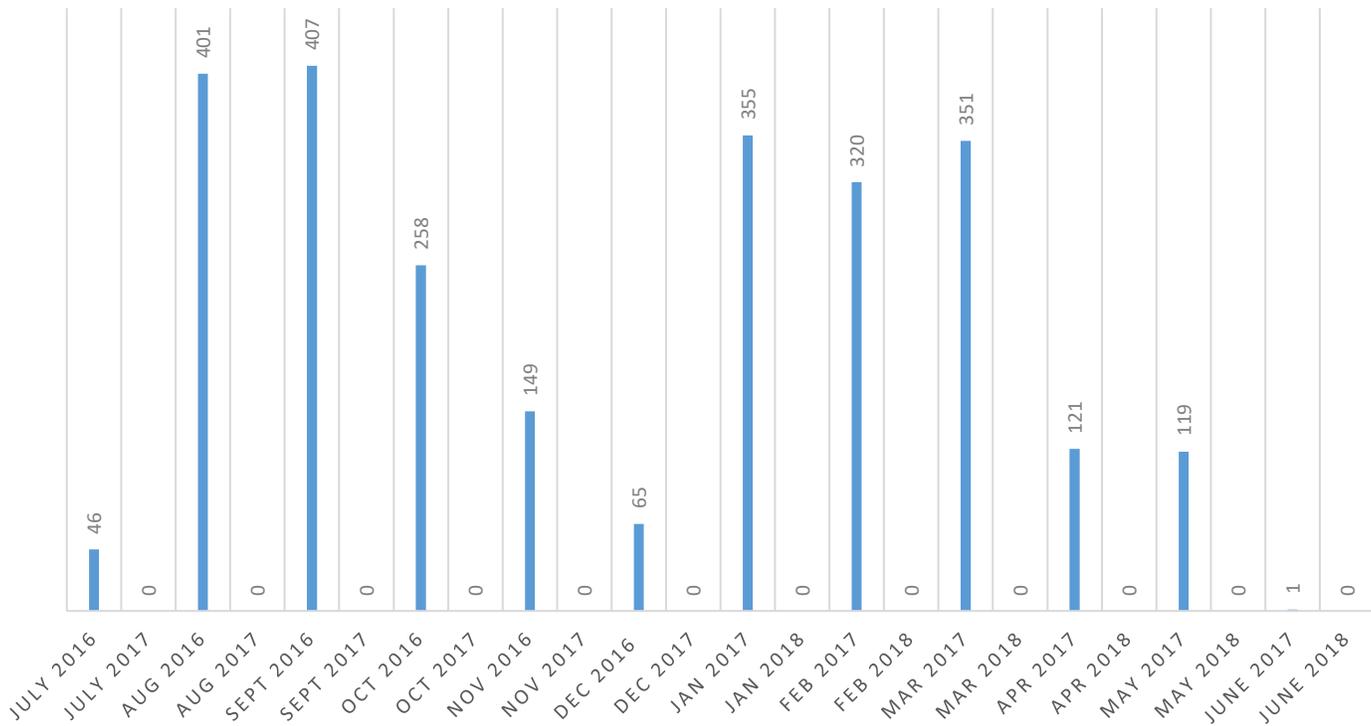
## EWA COST VALUE



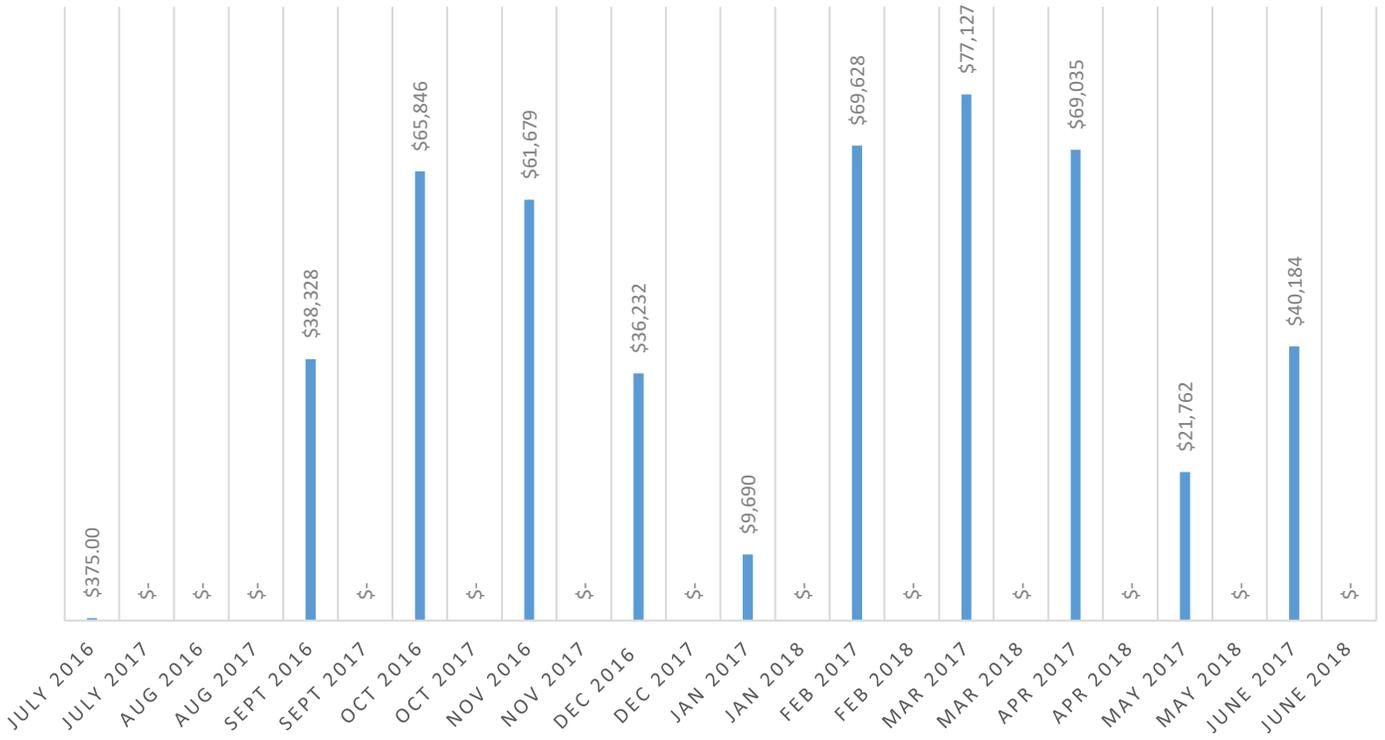
## EWA TRANSACTIONS



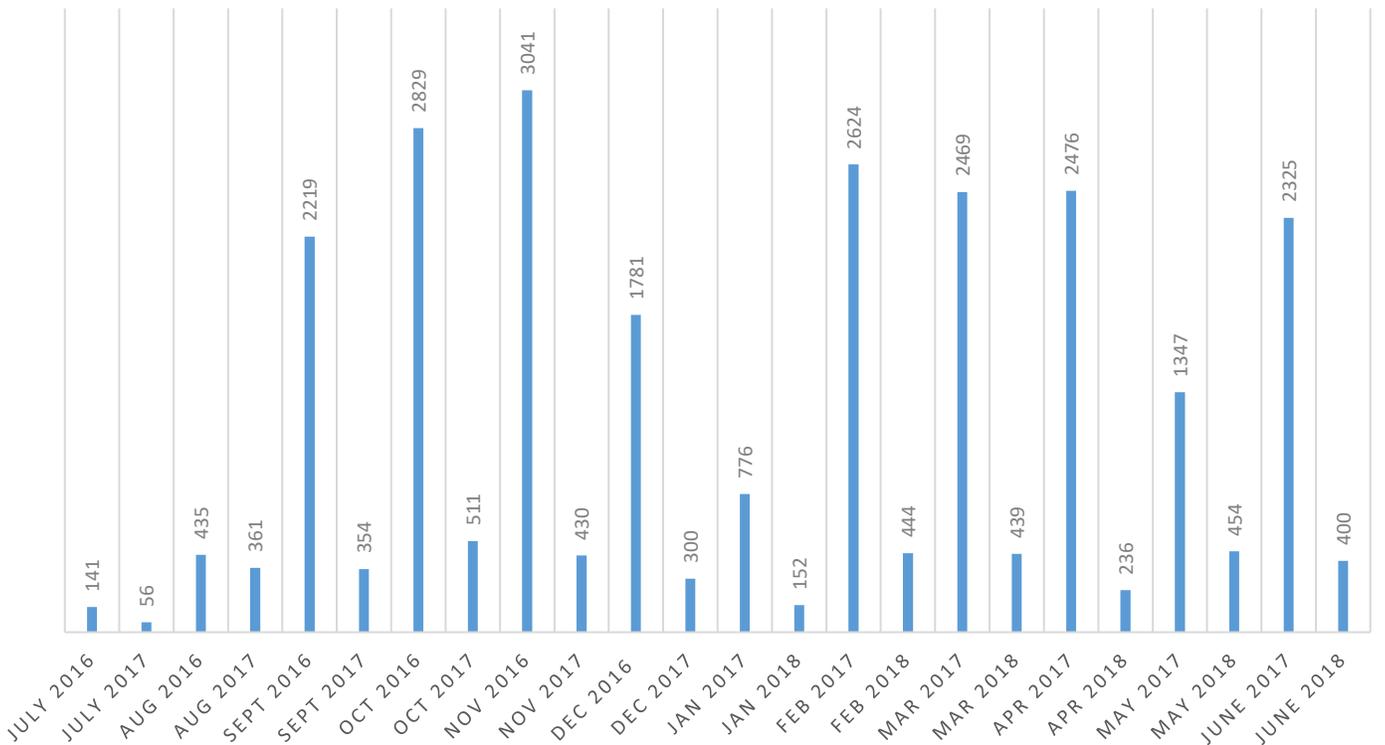
## NUMBER OF SBAS



## SBA COST VALUE



## SUBSTITUTE TRANSACTIONS



# ATTENDANCE TRANSACTIONS

