

# Consolidated School District 158, Illinois



Located in northern Illinois, Consolidated School District 158 is one of the top school districts in Illinois and is recognized for its innovations. The school district employs the campus-concept in which each “campus” has several elementary schools, a middle school and a high school. Instead of the traditional neighborhood school, here a student will usually spend their whole K-12 education on one campus. Consolidated School District 158 serves approximately 9,000 students in grades pre-kindergarten through 12 and employs approximately 1,500 certified and non-certified staff.

District 158 is also one of the fastest growing school districts in the state. Like other fast growing school systems, delivering accurate payrolls and other benefits services to a staff that has virtually doubled within a period of several years was a challenge that the district struggled with. Today, Illinois Consolidated School District 158 relies on ADP's Enterprise HR hosted solution to integrate HR/payroll data and processes to deliver their employees' payroll and other services with efficiency and accuracy.

## **Rapidly expanding staff, manual systems, lack of integration meant payroll errors**

When Lauren Smith, Chief Human Resources Officer for Consolidated School District 158 of Illinois, began working for the district in July 2004 there was no central database where important information about the employees, such as status, wages, years of service, or current addresses, could be easily accessed.

## Illinois School District improves payroll accuracy with ADP

### Challenges

- Manual timekeeping and processes resulted in error-prone payrolls for employees

### ADP Solutions

- ADP's Enterprise HR
- AutoPay®
- Enterprise eTIME®
- ADP Tax and Wage Garnishment Services

### Results

- One system supports and integrates HR and payroll, more accurate records produces accurate paychecks efficiently, effortlessly

“We just didn’t have anything at all,” says Smith. “Therefore, as a school district with a limited budget, in the beginning we built our own database in house and tried to keep everything up ourselves.”

As the district mushroomed from a small school to a large campus system and more and more staff were added, the internal database and manual processes the district was using couldn’t keep up. Without integrated HR and payroll systems, many payroll errors occurred because of manual processes.

At the time, about 500 hourly employees were submitting timesheets. Others who weren’t hourly, but received stipends for extra duty pay like bus duty and internal substituting, also filled out timesheets. The timesheets, however, often weren’t sent in on time or processed correctly.

According to Smith, “Basic pay data would be entered manually in one place, and then may not be entered correctly in another, so we were still having a lot of trouble with just the basic information and basic pay. We used to keep a database to track complaints and the amount of time it took to resolve them.” Smith says. “Every payday there were probably 40 issues.”

## **Automated timekeeping, accurate paychecks**

The school board invited ADP to come in and assess the district. “ADP talked to us about connecting our systems together and how they could help us have better control over things like overtime. We could run reports for people that weren’t getting a paycheck. There were a lot of things that could help us, not necessarily cutting staff, but not having to grow staff,” says Smith.

“And a lot of the vendors came in with a full package, including a financial section, and that wasn’t something we were prepared to do at that time because of the cost. The board felt that the highest priority was to handle the payroll because of all of the issues we were having at that time,” says Smith. District 158 implemented ADP’s Enterprise HR, AutoPay®, and Enterprise eTIME in 2007.

According to Smith, “ADP really worked with us to take the standard system, which was what we needed, but help customize it according to the different contracts in our labor groups.”

District 158 is under a collective bargaining agreement with two unions, one of them made up of eight different groups. Teachers are part of the certified group; a noncertified group has nine different subsections, a professional group for licensed personnel such as occupational therapists and physical therapists. School district administrators are not part of a union but do receive contracts.

“Because of the substitute teachers we have, we probably cut about 1,400 paychecks semi-monthly. Plus some employees have their pay split between different cost centers or cost numbers,” says Smith. “There’s a lot to keep track of.”

When the integration among HR, automated time and attendance reporting, and payroll eliminated the manual processes, errors that had previously plagued the district were virtually eliminated. According to Smith, “It reduced the issues and complaints we were facing before by almost 100%.”

## **Employees own their time tracking**

One of the features District 158 was looking for was a way to give employees ownership of how their time is submitted. “Many of our staff perform extra activities for which they’re paid, like bus duty, or taking tickets at games, or being on call, even if they’re not actually called in to work. Because employee schedules are already in AutoPay, employees are responsible for entering their extra hours in eTIME, which not only reduces errors, but lets them keep track of their own time.”

The district also uses ADP iPay. At first, Smith says she didn’t realize how much she would utilize iPay. “It is much more than I anticipated. It’s been a great tool for our employees. They really appreciate it because they can get what they need right away,” says Smith. “Their accruals are on eTIME right away, where before they had to wait for a paper statement from us, which was not correct half the time. Employees can get copies of their paychecks and W2 data online, so, if they’re applying for a mortgage or a car, they can get copies of their W2s and never have to contact us.”

## Reporting

The district especially benefits by using the robust reporting features in the ADP solutions. Specific reports the district uses include a new hire report for required government reporting; a benefits report verifying that the correct deductions are being taken out of paychecks; Workers Compensation and FMLA reporting; and change reports after open enrollment takes place.

Smith also gets a report by account number or by cost center that provides her with a running total of the number of substitute teachers the district is using. "If I see that one total is close to 50 percent and we're only at 30 percent of the year, I know I need to go back and make sure that people are coded to the appropriate area," says Smith.

"The best part for me is having the one system that supports HR and payroll, and can track the history of an employee. When I started I had no idea how long people had been here, if they had changed positions before — we didn't have seniority dates for people. I really can't even describe how well we are doing compared to the past," says Smith.

## ADP, the industry expert

Consolidated School District 158 counts on ADP's expertise and experience to process payroll transactions accurately every time.

"What was really important to those of us who had worked outside of a school was having a system that could handle contracts and labor unions and was designed to do payroll in a way that was compliant with the law. We really wanted a system that was specific to payroll as a whole, but could work with us as a school. We didn't want anything that was just for schools because they didn't necessarily have people with a strong payroll background designing the system. They had people with school backgrounds instead of accountants or payroll administrators," says Smith.

"Before ADP, we were trying to service our employees without a foundation and we weren't successful with that. Now we've got a foundation."

## Today ADP

- Serves more than 585,000 clients in 31 countries around the globe
- Pays 1 in 6 U.S. workers and more than 33 million people worldwide
- Provides over 50 million workers with one or more of our services
- More than 80 percent of the FORTUNE 500 companies and over 90 percent of the FORTUNE 100 use at least one of ADP's services
- Electronically moved over one trillion dollars in client tax, direct deposit and related client funds
- Stands as the only information technology company and one of only a handful of global companies with a "AAA" rating from the leading investment ratings agencies

## Today National Account Services:

- Delivers World Class Service resulting in over 90% retention and an average tenure of more than 15 years
- Ranked 2nd on the 2009 list of Fortune's World's Most Admired Companies in the sub-category of Financial Data Services
- Approximately 1,000 associates, including 25% of our Solution Center employees, hold industry certifications
- 50% of the 7,000+ associates in NAS are in direct client service roles