

Exaktime Student Transportation Solutions



Raleigh County School District Driving payroll expenses down

For Mitzi Acres, Payroll Supervisor for the Raleigh County school district, the payroll process began with an avalanche of mail.

At the beginning of every week, the postman delivered to her office stacks and stacks of envelopes containing the handwritten timesheets of Raleigh County, West Virginia, school bus drivers. “The drivers hated these things,” says Mitzi. “It almost became a joke. A lot of the drivers would fold them into different shapes and sizes. It was their way of letting me know how they felt about having to fill them in.”

Raleigh County employs 158 drivers, so every week Mitzi had a whole lot of envelopes to open (and timecards to unfold).

But not quite 158.

“Some drivers would forget to send them in,” she says. “And if I didn’t get the timesheet, they weren’t getting paid.” So part of Mitzi’s job every week was to track down the 20 or so drivers who neglected to mail in their timesheets.

Not surprisingly, payroll took her about two and half days to process each week. And though the district’s buses ran on time, payroll typically lagged about two weeks behind the other departments because of the added workload. That’s because once she received the handwritten timecards and “flattened them out,” Mitzi had to:

- Timestamp them
- Decipher, review, recalculate each
- Stamp each with an approval signature
- Manually enter the hours on her computer.

The Solution

Mitzi was convinced there had to be a better way for her drivers to report their hours and for her to process them. A Google search led her to The JobClock System from Exaktime, Inc.

“The website said it was a job clock for the contracting and construction business,” she recalls. “But I thought it could work here.”

Exaktime’s Chief Technology Officer, Scott Prewett, agreed. “This was uncharted territory for both of us,” he says. “The JobClock System was a well-established time tracking system in

Synopsis

The Raleigh County school district streamlined its payroll process and reduced its payroll expenses – including overtime and workers’ comp insurance payments – by tracking bus driver time and attendance with The JobClock System. The district also uses The JobClock System to track Title I runs and other federally funded programs.

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construction, but I knew it was flexible enough to meet the needs of other industries. We just needed a chance to prove it here.”

A 30-day trial of the system convinced Mitzi that The JobClock System could solve her payroll problems. “With The JobClock System, I saw timesheets I could actually believe,” she remembers. The easy-to-read reports so impressed her, she formally requested that the district allocate funds for the system and equip each of its buses with a portable JobClock to track driver time and attendance.

“Once we got all the pieces in place, the transportation director jumped right on it,” she adds. “He saw the benefit was there.”

However, the benefit her boss saw was somewhat different than the one that originally attracted her. Mitzi wanted to get rid of handwritten timecards because she spent half her work-week deciphering and processing them. Her boss, on the other hand, saw getting rid of handwritten timecards as a way to better comply with wage and hour regulations – and save the district some money. “We questioned some of the time that was being reported,” she says. “But when you have a handwritten timesheet, you don’t have a choice but to accept it.”

By tracking labor as it happens, The JobClock System would eliminate the “fudging” and “rounding” that was going on with the bus drivers’ handwritten timecards. And since just 10 minutes of lost time a day add up to five days a year, or the equivalent of a week’s paid vacation, the potential savings for the district were significant.

But the pendulum swung both ways when it came to the hours that were being reported. “We had drivers who were hurting themselves by not reporting all their hours,” she says. “We wanted them to receive the compensation they had earned.”

Impressed with what they saw, the district initiated the process of acquiring a JobClock System that would track the time and attendance of its bus drivers. After receiving funding, the district had to get approval from the state to use this equipment on the buses. Within three months, all funds and approvals were in place and the Raleigh County school district became the first district in the United States to purchase The JobClock System to track the hours of school bus drivers.

Once the system was purchased, there was some initial concern about how the drivers would respond to automated timekeeping. As it turned out, these concerns were quickly allayed. “Most of our drivers were very receptive,” Mitzi remembers. “They were sick and tired of filling out handwritten timesheets. And they were tired of receiving their pay late.”

Exaktime provided onsite training, led by Scott Prewett. Drivers were split up into classes of about 40 and trained on how to report their hours using The JobClock. The training also served to address some of the objections a few of them had.

“There always seems to be a small group of people opposed to change,” Mitzi observes. She adds that some of the system’s most vociferous opponents ended up reaping the most benefits. She recalls a conversation she had with a driver who had initially balked at the new system.

“This particular driver had overtime. I pointed out that if it weren’t for The JobClock System, he would not have received the overtime pay because he never reported overtime on his handwritten timesheets. I’ve not heard a word from him since,” she adds.

The Results

The district saw a significant decrease in payroll expenses, including decrease in overtime pay. Because of these savings, the district had a return on its investment in less than 9 months. There were other benefits as well. The district started using The JobClock System to track federally funded Title I runs. These funds are allocated to pay drivers who pick students up from after school enhancement programs. By accurately tracking these runs, the district is able to more efficiently budget its monies. And with detailed information about how the funds are being spent, the district can more easily apply for future allocations.

Instead of two and a half days, payroll now takes Mitzi about four hours to process. And her days of tracking down school bus drivers are over. That’s because she receives the time and attendance records of all 158 drivers every week. Which means everyone gets paid. Perhaps

CONFIGURATION SUMMARY

ITEM

JobClocks	201
PDA's	12
Copies of TimeSummit Software	1
Payroll Software	Kronos

“Now our payroll runs with the regular payroll. Paychecks are not held back two weeks like they used to be. Everyone gets paid on time.”

even more important is when they get paid. "Now our payroll runs with the regular payroll," Mitzi says. "Paychecks are not held back two weeks like they used to be. Everyone gets paid on time."

Mitzi also appreciates the flexibility of the system, which enables her to reassign Keytabs to different drivers and move JobClocks among buses. And she is also vocal about the quality of her customer service experience. "I could not ask for better treatment," she says. "Exaktime's group is absolutely the best bunch of people I have ever worked with. Ever. They drop everything and take care of the customer who's on the phone at that time. It's great. I love it."

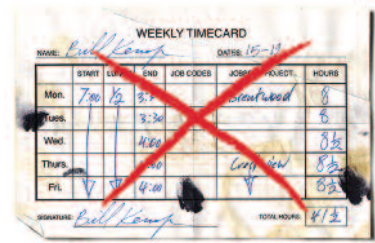


Instead of an avalanche of mail, Mitzi now receives 4 PDAs every week from a colleague. And that suits her just fine. They're like stacks of timecards, she says, but a lot easier to review and process.


Asked if she'd have done anything differently now that the system is up and running, Mitzi responds, "I would've done it sooner."

To other districts considering The JobClock System to track the time and attendance of their school bus drivers, she offers these words of advice: "At least give it a try. I think it will save you time and money."

Timecards went from looking like this...



To looking like this...

Employee Time Card		Mountain View CONSTRUCTION						
Bill Kemp								
Monday, June 15, 2009 - Friday, June 19, 2009								
JobSite Name	Cost Code	Mon	Tues	Wed	Thu	Fri	Total	
Brentwood Job	Framing	7:38	7:35	7:53	-	-	23:06	
Crestview Job	Drywall	-	-	-	7:58	7:49	15:47	
		7:38	7:35	7:53	7:58	7:49	38:53	
 Bill Kemp							Regular Hours	38:53
							Overtime Hours	- 0 -
							Double Time Hours	- 0 -

RESULTS BY NUMBERS

	BEFORE	AFTER
Payroll Processing Time	2.5 days	4 hours
Payroll Schedule	2 weeks behind	On time