

CIPS Time and Attendance System

Cincinnati Time Systems

In September 2009 after administration discussion and CIPS Board of Education request, an automated time and attendance tracking system 'pilot project' was approved to be implemented. Cincinnati Time Systems developed a complete web-based time and attendance solution. The application boasted to leverage cutting-edge technologies and use of open standards to provide, a cost-effective platform for performing critical business functions rapidly over the web. The claim was that the application was easy to navigate and configure, for integration with the MUNIS payroll system.

A 'Pilot Project' was introduced to automate the time and attendance process for staff located at Central Office and District Services. **The cost for this pilot project was \$6,545.**

It was determined that based on the success of the 'Pilot Project', full implementation could begin as soon as January 1, 2010. The cost of this **one-time purchase would have been \$48,635.** and included the software, training and badge reader equipment. **The annual maintenance fee for the software and reader equipment was \$5,250.** and would be an annual expense.

Due to staff changes in September 2009, the 'pilot project' did not get underway until January 2010. Central Office and District Services (bus lot and maintenance) staff were used for the pilot – 100 employee slots paid. After additional staff changes in February 2010, the system continued to be used until June 2010, but only implemented approx. 75 employees slots for use. At no time did any school staff use the attendance system.

Beginning with the 2010-2011 school year, it was determined that the program was not cost effective in the 'pilot project' or in the full-implementation stage. Also, in July of 2010, the state of the district's 'financial health' was not certain, so spending \$50,000 to fully-implement an employee time/attendance system that was cumbersome in the pilot project, did not seem wise.

System Problems/Concerns

Problems with the system not operating correctly and employees were not able to sign in. When problems were fixed, the system administrator had to sign in each employee (This happened several days of every week). Many times it took several minutes to get logged on and punch in, in which the system would tag that employee as "late" and would then end up short on the timesheet at the end of the period. This could result in the employee being docked if the timesheet was not fixed by a payroll or system administrator. A very time consuming task for the system administrator.

If district internet was not working, you could not sign on system.

Some employees do not start their work day at their computer and could not sign in, if an off work-site visit was the first duty of the day. This was usually true of many administrators. This system was ineffective for them. The transportation department was very difficult to track because every bus run i.e., field trips, athletic events, scholastic events and regular bus routes all need to be coded with separate budget codes. The on-line system nor the badge-reader system could accommodate for this type of budgeting detail.

It was determined that we would need more badge-readers than the 13 originally anticipated and the badge-readers would need to be upgraded to accommodate the proper budget-code assignment. These adjust would have increased the full-implementation costs significantly.

After the staffing changes in February 2010, the personnel director took over as the contact for Cincinnati Time Systems (CTS). Unfortunately, CTS was not willing to invest more time refining

the product to meet the needs of our school system or provide additional initial training to our employees and further training to the 6 staff that were initially trained.

Currently, all staff either does their own time sheet and then a supervisor approves with a signature or the supervisor does the time sheet for the employee. Even if some employees do 'clock-in', the information is transferred to the written time sheet then sent to payroll. Payroll does not receive any clock-in time cards. In collaboration with the transportation department, the payroll department developed an efficient transportation timesheet.