West Lafayette Community School Corporation

1130 North Salisbury Street • West Lafayette, Indiana 47906-2447
(765) 746-1602 • FAX (765) 746-1644 • www.wl.k12.in.us

TO: Dr. Shawn Greiner, Superintendent
             Board of School Trustees

FROM: Michelle Cronk, CFO

DATE: February 6, 2023

RE: Time Clock Recommendation

The Business Office recently began implementing efficiency tools in 2022 including Selerix for online benefits enrollment and Frontline Absence Management for substitute management. Currently, the Business Office still processes approximately 300 handwritten timesheets each payroll period. Being that our period of time for processing payroll is limited to two to four days due to our payroll calendar, this is quite time consuming for our one payroll specialist. We would like to begin implementing the Frontline time clock for classified hourly employees beginning with the 2023-2024 fiscal year (beginning July 1).

While the setup for this time clock system is cumbersome, the benefits down the road are great. We should have less errors with an automated time clock; we currently have to double-check all handwritten timesheets for accuracy. We will be able to upload reports directly from the time clock to our accounting software. This cuts down on processing time so that greater attention can be given to other payroll and human resources related processes and procedures. Time clock implementation should also cut down on overtime in the long-run once everyone is accustomed to the software. Frontline Time and Attendance will also give the school corporation an accurate accounting of time for IRS and DOL purposes.

For a school corporation our size, the initial implementation and training fee for Frontline Time Management amounts to $8,381.40 with an annual maintenance fee of $8,179.55. The corporation already uses Frontline Absence Management which will work seamlessly with the Frontline Time and Attendance application to make this a good value for a robust product. As part of this recommendation, we would also need to purchase one to three computers for each building that employees will use to clock in and out on a daily basis. Devices for bus drivers to use for time clock purposes on the buses would also need to be purchased. The Business Office will be working with the IT and Transportation Departments to determine the best devices for this purpose.

Please place this item on the agenda for February 13, 2023 and approve as submitted allowing the Business Office to move forward with the purchase of the software, the maintenance agreement and the necessary devices.

West Lafayette Community School Corporation

01/11/2023

Prepared for:

Michelle Cronk

West Lafayette Community School Corporation

1130 N SALISBURY ST, W LAFAYETTE, Indiana, 47906-2497

Michelle Cronk

CFO

West Lafayette Community School Corporation

W LAFAYETTE, Indiana

Dear Michelle Cronk:

Thank you for requesting a proposal and pricing for Absence & Time Solution.

Frontline Education is the leading provider of school administration software, empowering strategic K-12 leaders with the right tools, data and insights to proactively manage human capital, business operations and special education.

Frontline has a proven 20-year track record of supporting districts with secure, reliable software built exclusively for K12 districts. More than 12,000 educational organizations, including over 80,000 schools and millions of educators, administrators and support personnel from all over the United States partner with Frontline.

This proposal contains descriptions of the applications within Absence & Time Solution and investment estimates including: annual subscription fees, one-time implementation fees, and administrator training with related terms and conditions.

We look forward to partnering with you to implement Absence & Time Solution in support of your district's strategic initiatives.

Sincerely,

Nicole Polizzi-Herzog

npolizzi-herzog@frontlineed.com

REVIEW OF ABSENCE AND TIME

Frontline Absence & Time provides a unified solution for managing both absence and time, allowing districts to manage employee absences and quickly find qualified substitutes to support uninterrupted student learning, accurately track employee time to monitor labor costs and ensure compliance, gain real-time visibility into who is working in their schools, and benchmark employee absence data against national, state and regional KPIs.

Time & Attendance enables districts to effectively and accurately manage and report on employee time to improve accountability, save time, keep labor costs under control, gain real-time visibility into who is working in their schools and ensure compliance with labor laws.

Why Choose Frontline Education?

Since our inception in 1998, Frontline has built intuitive software to help district- and school-level administrators effectively manage and support employees. We know employees – both teaching and non-teaching staff – have a tremendous impact on students, along with the administrators supporting them. Together, these individuals make up the "front line of education."

Designed for the unique needs of schools, Frontline's products are built on a foundation of best practices. With a sole focus on K-12 education for more than 20 years, the Frontline team includes many experienced education professionals. From teachers and K-12 human resources professionals to curriculum & instruction leaders and more, Frontline's employees understand education and district needs based on real-world experience. From our work with thousands of districts, we've gained an unparalleled depth of experience to support effective implementations and continued support.

By education, for education. That philosophy of collaboration drives everything at Frontline, from the way we build our technology, our exceptional customer service to the extensive research and resources we provide beyond the software. We serve the front line so you can focus on impacting student learning.

Our Commitment Goes Beyond the Software
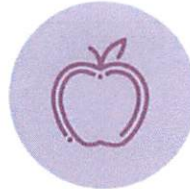
Purpose-Built for K12

Award-Winning Client Services

Industry-Leading Security

Commitment to Integrated Systems

Original K12 Research & Insights

Free Resources for Education Leaders

Frontline Awards and Certifications

Inc. 5000

//CODiE// 2018 SIIA CODiE WINNER

BEST EDUCATIONAL SOFTWARE AWARDS Winner of 23rd ANNUAL **BESSIE AWARDS** ComputED Gazette, Carlsbad, CA

School News Readers' Choice Awards

2018 AWARDS EXCELLENCE TECH & LEARNING

SOC 2 TYPE II CERTIFIED

DA District Administration **TOP PRODUCTS** READERS' CHOICE

Client Testimonials

"We've been working toward going completely paperless, and we felt Frontline was an answer to finish out that goal. I think we're going to be able to lose a lot of redundancy in functions we had by going to Frontline."

Robert Whitman – Assistant Superintendent of Human and Student Resources, Willis ISD

"It's all in one piece and so it just absolutely has allowed us to make good use of taxpayer money as it relates to employees by being able to make sure that they spend the fruit of their work in doing what's right for onboarding."

Rick Rodriguez - Assistant Superintendent HR, Lubbock ISD

![frontline education logo]

INVESTMENT SUMMARY

(Proposal pricing expires on 02/17/2023)

End User	Description	Start Date	End Date	Amount
West Lafayette Community School Corporation	Time & Attendance, unlimited usage for internal employees	2/28/2023	6/30/2023	$2,756.40
West Lafayette Community School Corporation	Frontline Implementation			$5,625.00
			INITIAL TERM TOTAL	$8,381.40

End User	Description	Start Date	End Date	Amount
West Lafayette Community School Corporation	Time & Attendance, unlimited usage for internal employees	7/01/2023	6/30/2024	$8,179.55
			RECURRING TOTAL	$8,179.55

Time and Attendance
Standard Implementation Services

frontline
education™

Statement of Work: Time and Attendance Implementation Services

Introduction

Frontline Education provides a comprehensive implementation methodology and expert resources to partner with your project team throughout the implementation.

Scope/Deliverables

Project Management, Training & Consulting

- Project Kickoff Call
- Business Process Review: review of internal process for a Client's time and attendance workflow and best practice recommendation to optimize system functionality.
- Train-the-Trainer Model: blended learning consisting of online, self-paced courses and instructor-led remote training for the Client project team to gain familiarity with our solutions for implementation, administration and to train end users
- Role-based Learning Center: ongoing, anytime access to knowledge base articles available to all district staff
- Project Status Monitoring: periodic review of project progress to planned project milestones throughout implementation
- Project Close Out Call

Configuration

System configuration is accomplished through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities. Frontline Education will provide configuration services to tailor default setups to your specific needs and provide your project team a head start to configuring the system. Online Training courses and consultation are provided so that your staff can continue configuration for initial setup and to meet your ongoing needs.

2

Specific examples of configuration services during implementation include –

Setups	Time and Attendance Preconfigured Setups	Frontline Education Configuration Services
Job Type	1	Implementation consultant will assist client on importing up to 1,000 job types.
Position	1	Implementation consultant will assist client on importing up to 1,000 positions.
Staff Group	1	Implementation consultant will assist client on configuring up to 5 employee contract types.
Accrual Profile	N/A	Implementation consultant will assist client on configuring up to 4 unique leave accrual policies.
Pay Period	1	Up to 4
Account Allocation	N/A	Based on State or Payroll Requirements
Permissions	Set-up Default Permissions	N/A

Note: Employee Pay Rates are out of scope for time & attendance.

Data Imports

During implementation, we will import the following data formatted to our standard templates, where applicable. Online Training courses and consultation will be provided to show you how to maintain this data on an ongoing basis after the initial import.

- Job Types
- Account Codes & Account Allocations
- Positions
- User Enrollment
- User Assignments
- Work Schedules

Systems Integration

Integrations exist within Frontline Education solutions and/or with our Featured Partners that are configured and setup as either a flat file transfer or an export/import into an applicable vendor system. Specific examples of configurable integration types include --
- Standard integration with Frontline Education Solution Absence and Substitute Management.
- One established interface with a HRIS/payroll system.
- One established interface with a biometric identification system.
  - An established interface is defined as an integration that is currently established with a vendor and/or requires no development resources.
  - https://www.frontlineeducation.com/Partners/Find_a_Partner

Reporting

- 15 standard reports included in pre-configuration services.
- Client may create additional ad-hoc reporting with "Report Writer" utility

Additional Optional Services

The following items are outside the standard scope of services and can be accommodated through a change request and additional services and fees.

- Onsite training
- End-user training
- Configuration, Custom Reporting, or Integration services beyond those identified above
- Services beyond the implementation timeframe and project close out
- Customized training materials

Schedule

On average, a typical time Time and Attendance implementation project runs 10 – 14 weeks. Below is an example of a project schedule for implementation. (This is not the actual schedule pertaining to this statement of work.)

Task	Start	End	Dur	2019					
				Jan	Feb	Mar	Apr	May	Jun
Sample Solution Rollout	1/2/19	6/7/19	113						
Project Kickoff	1/2/19	1/8/19	5						
Insights Platform Migration (clients with existing Frontline solutions)	1/14/19	1/25/19	10						
Absence & Time: Absence Management	1/14/19	3/1/19	35						
Absence & Time: Time & Attendance	3/18/19	6/7/19	60						

Every client is unique and timelines can vary depending on client size, resource availability, and complexity of project. Your Frontline Education Project Manager will work with your team to plan an implementation based on your specifics.

Client Project Team: Roles & Responsibilities

Executive Sponsor

- Executive Sponsor: e.g. Superintendent, Assistant Superintendent of HR, HR Director, etc.
- The "lead" contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district players and responsibilities established. Executive Sponsor involvement decreases once responsibilities have been delegated.

System Administrator

- System administrator: e.g. HR admin, payroll, or IT.
- When implementing our time and attendance tool, we encourage districts to have at least two district administrators.
- The "point person" contact: responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
  - Create/edit/delete: job types, positions, staff groups, accrual profiles, pay periods, account allocations, permissions, work schedules, and calendar groups and events
  - Manage timesheets and workflow: collection, correction, approval, and extraction for pay
  - Enroll and invite users and manage user position assignments
  - Manage users' absence reason balances, including comp time
  - Configure system preferences

IT Department

- Establish IP ranges for restricting clock access
- Install and manage clock hardware
- Hardware support is the responsibility of the client

Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to import.
- Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.

Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education will issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- A request to delay the Planned Go Live 30 days or more from the original date can result in rework and require additional charges and a change order.
- Services requested after the Project Close Out will require additional charges and a new services proposal.
- Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing. Frontline reserves the right to charge Customers additional service fees for added project costs due to Customer-caused delays occurring after the 120-day implementation period.