

The title "School District Suite" is centered in a large, bold, black sans-serif font. The background features a collage of school-related items: two green pencils, a grey fountain pen, a grey ruler, a grey set square, a grey book with "ABC" written on it, a grey backpack, a green pencil sharpener, a green ruler, a green calculator, a magnifying glass over a green leaf, a green percentage sign, a green arrow, and a grey apple.

Workforce Management Application

Technical Briefing Document



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RDA started as a nationally recognized consulting practice that assisted and trained schools and governments to accurately manage their finances. RDA played a key role in developing and establishing best-practice standards in Fund Accounting that are still in practice in half of the United States. The founder used that experience to publish a well-read book on Accounting Practices that became the foundation of our comprehensive suite of Fund Accounting software for schools and local governments. Our software has diligently been kept current and evolved into a comprehensive unified platform comprised of modern, fully integrated, and open source-based software that expertly supports your administrative operations and constituent services. The RDA School District Suite resides exclusively in the award-winning Google Cloud Platform. All RDA client data and applications are protected with daily complete system backups with full recovery capabilities within hours of a ransomware attack for secure, compliant, scalable, and dependable managed services.

RDA created the School District Suite, an integral online solution, to make the administration of small school districts easier by offering a single place where administrators and employees access all their Financial, Procurement, and Workforce Management needs. It is effective and inexpensive. Along with its powerful built-in workflows and flexible reporting, this innovative and compliant (GAAP, GASB) Suite also provides employees instant and secured access to the critical information that they require. We believe that administrators and employees should have easy access to the kind of information that matters to them the most. This Suite provides feature-rich, highly auditable, and modern software for Fund Accounting and Budget Management, Human Resources and Payroll, Resource Planning, and Procurement Management with secure Online Access to meaningful information for your staff.

Take full advantage of this open source-based, modern technology to begin utilizing powerful built-in workflows, flexible reporting, filtered querying, role-based security, e-Docs, and Excel integration with great support. Offer secure user-friendly portals to your employees and constituents so they may effortlessly access all relevant and meaningful information.

RDA Workforce Management for School Districts

- Payroll Module
- Personal Management Module
- Leave Management Module
- Employee Application Management Module
- Substitute Management Module
- Employee Absentee Module
- Position Tracking Module
- Employee Self Service (ESS) Module
- e-Documents (e-Docs) Module



Payroll Module

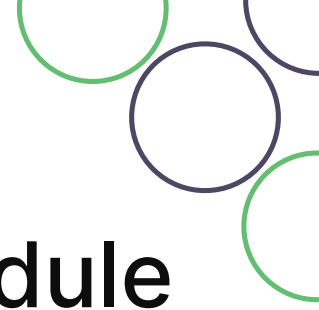
The RDA Payroll Module maintains online payroll information. It allows easy customization to accommodate the most complex payroll processing and reporting requirements. Payroll integrates with Leave Management, Employee Absentee, Substitute Management, Personnel, Position Tracking, and Budget Preparation. It supports unlimited salary distributions, deductions, and benefits, and allows for the processing of multiple payrolls simultaneously.

Special Features:

- Provides for multiple jobs for employees with different pay classifications
- Allows different federal and state tax exemptions for different pay classifications
- Unlimited number of deductions for each job, for each employee
- Automatically calculates and posts all employer-paid benefits to the budget
- Unlimited account distributions of an employee's gross earnings
- Provides multiple pay frequencies on the same pay cycle
- Automatically checks for more deductions than gross pay (negative net)
- Add and/or modify all payroll deductions
- Enter certain payroll information, such as units worked, remotely
- Handle unlimited types of deferred compensation/cafeteria plans or garnishments
- Direct deposit an employee's pay to their bank of choice or multiple accounts
- Prepare vendor-withholding checks on demand
- Accommodate entering void and manually prepared checks
- Print payroll checks and restart check-printing cycle at any point
- Manage retroactive or mid-year salary changes
- Process Savings Bond type deductions/benefits
- Allow thirteen months of earnings: calendar year, plus one for year-end closeout
- User-defined Check & Direct Deposit forms

Standard Reports

- Payroll Master Report
- Job Description Report
- Tax Tables Report
- Payroll Register
- Checks & Check Register
- State & Federal Tax Reports
- Deduction Register
- Labor Distribution
- Earnings Reports
- Magnetic Media & W-2s



Personnel Management Module

The RDA Personnel Module provides complete employee profile data, including employee background, training skills, and emergency contacts. Maintain EEO information along with affirmative action. The Personnel Module integrates with the Payroll, Position Tracking, Leave Management, Employee Absentee, Substitute Management, and Budget Preparation modules. Classification codes are user-defined for unparalleled flexibility in managing personnel data.

Special Features:

- User-defined matrix of personnel statistics including:
 - Original Hire Date
 - Fair Labor Standards
 - Termination Codes and EEO Codes
 - Education History
 - Job Skills
 - Social Security Number (SSN)
 - Emergency Contacts
 - Certification Types
- Alpha-numeric personal ID for easy recognition of employee records and data
- Maintain citizenship information for each employee
- Track the following:
 - Performance Reviews and Applications
 - Illness and Injury
 - Maintains dependent information file
 - Maintain deduction and employment history
- Track previous employment data, and medical tests and reports
- Security limits staff access to sensitive data
- Track hire date and consecutive/cumulative years of employment
- Track virtually all personnel-related information
- Powerful Interactive Design Tools allow tracking of personnel-related information



Standard Reports

- Personnel Master Report
- Employee Status Report
- Employee Directories
- Location Report
- Birth Date Reports
- Skills Report
- Seniority Reports
- Illness History
- Grievance History
- Performance Report
- EEO Reporting
- FOIA Reporting
- Affirmative Action Reports



Leave Management Module

The RDA Leave Management Module manages employee leave data for payroll reporting. It allows financial analysis such as the ability to project financial liabilities for unused accumulation of leave. The module handles an unlimited number of leave types, which can be user-defined. Leave time can be entered any time before the payroll process and remain on file until purged.

Special Features:

- Interfaces with the RDA Payroll Module to provide salary adjustment and pay information
- Accommodate multiple leaves throughout the payroll cycle and accumulate totals
- Automatically dock employees based on the type of leave
- Charge Leave used against other leave balances if desired
- User-defined Dock formulas
- Define if a leave balance can go negative
- Extract management reports of leave used by:
 - Date
 - Leave ID
 - Length
 - Enter accumulated leave automatically by user-defined criteria including:
 - Leave Type
 - Employee ID
 - Location
- Availability of all Leave information for the next payroll cycle
- Leave totals for each employee, including dock amounts
- Leave transaction records created for all Leave earned and used
- Detailed information on each Leave transaction maintained in the history file
- Leave transaction records stay on file until purged
- Build Leave masters quickly by entering beginning balances for rapid implementation

Standard Reports

- Leave Master Report
- Service Description Report
- Leave Earned Transaction Report
- Year-End Leave Liability Report
- Leave Transaction Report
- Add Leave Used Transaction Report
- Leave Used Transaction Report



Employee Application Management Module

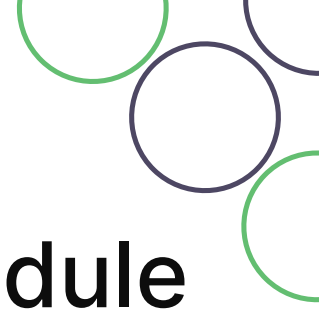
The RDA Employee Application Management Module manages the complete hiring cycle. This module collects necessary information for evaluating, selecting, and hiring an employee. Design hiring workflow systems for efficient use of management's time. The module tracks the applicant demographic and skill information. Records of each interview are stored online for review and analysis. Applicants can even apply for multiple positions. Employee Application Management interfaces with Personnel, Position Tracking, Payroll, Benefits Management, Budget Preparation, and Financial Management.

Special Features:

- Supports a user-defined interview process and sequence
- Interface with WWW for collecting applications via the Internet
- Gathers all necessary data to set an employee up for payment
- Vacant position requirements can be automatically matched to the applicant and existing employee skills for determining qualified applicants
- Supports a paperless hiring process
- Applicants can fill out "on-line" forms, reducing staff data entry
- Applicant pool can include existing employees
- Automatically creates user-defined notices to applicants
- User-defined database tracks all relevant applicant information
- Accounts for vacancies and supports unlimited vacancy types
- Automatically creates vacancy when employee terminates
- User-defined purges to manage data files
- Tracks termination process including exit interviews
- Supports electronic transfer of employee and applicant data
- Tracks prior employment information
- Applicant information is available online for remote viewing and interviews
- Maintains reference responses "online"

Standard Reports

- Hiring Notification
- Vacancy List
- Applicant Report
- Position Report
- Interview Report
- Position Requirements
- Position Available Announcements
- Employee Contracts



Substitute Management Module

The RDA Substitute Management Module manages the detailed information for substitute employees. It allows great flexibility in managing substitutes. User-defined detailed formulas calculate substitute pay rates. Define the account code impacted by substitute labor and benefits to default to all or parts of the absent employee record. The Substitute Master file tracks how often a substitute accepts or rejects work for each employee. The module integrates with the Employee Absentee and Payroll modules for efficient processing of substitute labor. The Contact Substitute Process provides lists of preferred substitutes based upon the employee absence and other user-defined criteria.

Special Features:

- Interfaces with the RDA Payroll Module to provide substitute pay information
- Assign substitutes by specific employee/job and automatically charge the appropriate expenditure account
- Availability of all substitute information for the current payroll cycle
- Define substitute qualifications
- User-defined leave description on payroll checks
- Integrates with 3rd party sub-contract products
- Controls available restricting where and for whom a substitute may work
- Enter Substitute information by remote sites or by central office staff
- Detailed information on each substitute transaction
- Detailed information about each substitute including:
 - Dates Worked
 - Dates Rejected
 - Units Worked
 - Units Rejected
- Calculate earnings for each assignment
- Substitute transaction records stay on file until purged

Standard Reports

- Substitute Master Report
- Substitute Transaction Report
- Contact Substitutes Report
- Select Substitutes Report
- Substitute History Report
- Substitute Preference Report



Employee Absentee Module

The RDA Employee Absentee Module manages the input of leave used and the assigning of any known substitute information. Staff in remote locations where the information originates may enter minimal information that automatically flows to the central office payroll staff for processing. Designed for simple remote operation, this module requires little leave or substitute management information. Enter the data remotely or within the central office. Substitute data is not required for processing leave used. The Employee Absentee Module integrates with the Leave Management, Substitute Management, Personnel, and Payroll modules for efficient processing of leave and substitute information.

Special Features:

- Interfaces with the RDA Payroll Module to provide leave / substitute pay information
- Enter leave and substitute information or just leave information
- Assign substitutes by specific employee/job and automatically charge the appropriate expenditure account
- User-defined search criteria limits the group of substitutes to select from, simplifying the process and ensuring selection of desired substitutes
- Enter substitute information by remote sites or by the central office
- Edit reports verify data entered prior to submitting
- Enter leave used before the absence or after the absence
- Ensures the selected substitute is qualified to replace the absent employee

Standard Reports

- Employee Absentee Report
- Employee Absentee Verification Report



Position Tracking Module

The RDA Position Tracking Module maintains active and inactive position records. The information maintained includes position class, location, service area, FTE total, and FTE filled. Assign positions to multiple budgetary accounts as well as to support multiple employees. Track the skill requirements and associated responsibilities by position to assist in employee assignments. Track negotiating groups and supervisors for each position. The vacancy management function assists in fulfilling vacancies with qualified applicants. Powerful and flexible user-defined salary schedules or formulas allow you to calculate simple and complicated gross salaries for positions. Supports three-dimensional salary scales and salary ranges. The Position Tracking Module integrates with the Payroll, Personnel, Leave Management, and Budget Preparation modules.

Special Features:

- User-defined matrix of position statistics including:
 - Position Class
 - Location
 - Supervisor
 - Deduction Class
 - Negotiating Group
 - Gross Identification
 - Service Area
 - Contract
- Track employees by positions
- Maintain required and/or desired position skills
- Define job addendums by positions
- Track all vacancies by position with user defined vacancy types
- Maintain vacancy history
- Assign positions to an unlimited number of budgetary accounts
- Assign unlimited number of employees to one position
- Maintain Position start and stop dates
- Define three-dimensional salary scales including years of service, education, and student population, etc.



Standard Reports

- Position Master Report
- Employee Position Report
- Vacancy Report
- Vacancy History Report
- Position Class Report
- Position Account Report
- Supervisor Report
- FTE Report
- Position Criteria
- Addenda Report



Employee Self Service (ESS) Module

The RDA Employee Self Service (ESS) module is an online employee portal providing your staff 24/7 on-demand access to individual personal information and history, viewing pertinent individual and corporate documents, requesting leave, timesheet entry, and clock-in capabilities.

Built-in RDA ESS workflows help manage time entry and leave requests. Once submitted online by staff, requests automatically route via email to their supervisors for approval or rejection. All time and leave requests are transmitted seamlessly into the RDA Workforce application and payroll processing according to user-specified rules, providing enhanced employee communication and saving staff time responding to employee inquiries.

Special Features, Capabilities, and Benefits:

- Secure, intuitive web portal for a single view of individual's HR/PR data
- Online access to benefit cards, rules and procedures, and holiday schedules for increased employee engagement
- View and download personal W2, pay stubs, or any other authorized documents
- Easy to clock-in or fill out timesheets by job online including a built-in workflow approval process and reporting system
- Includes personal Dashboards for communicating open enrollment, instructional videos, or other customizable digital information
- View history and balances for leave requests for sick, personal, or vacation time with built-in approval workflow
- Request leave and allow a flow of approval
- Schools can manage substitute assignments from the portal
- Administrator, supervisor, or employee are able to view completed transactions with pertinent secondary notifications
- Complete and detailed audit trail of all portal transactions
- Significantly reduces HR/PR staff and employees' time to access personnel information
- Improve employee satisfaction with transparent access and better availability

- Allows your employees to take control of their own schedules, contact information, and other needs online 24/7
- Provides for Secure Administrator access to manage and process transactions, saving them valuable time and efficiencies
- Improve the maintenance and accuracy of employee Information by allowing employees to update their information
- Provide a better solution for the environment with a Green Solution for sustainability and eliminate relying on paper documentation



e-Documents Module

The RDA e-Documents (e-Docs) Module automatically archives system generated and critical reports produced from the RDA School District Suite, such as Audit Trails, Distribution Reports, or Post Reports. Additionally, documents generated outside of the RDA School District Suite may be scanned and then archived to View, Maintain, Email, Purge, and Secure. Typical Document Types to scan into RDA e-Docs may include: Reports, Invoices, Statements, Garnishments, Notices, Pictures, Letters, and Spreadsheets.

Paperless workplace efficiencies:

- Automatic Report Capture
- Emailing Attached Reports
- Scanning of Invoices and Documents
- Minimal demands for storage requirements and duplication

Special Features:

- Accessibility: promises tangible savings in time and resources by using a common system integrated to serve all team members
- Disaster / Recovery: Audits require documentation to substantiate accounting data. Ensuring this information is stored with the data provides a cost-effective disaster recovery system when used in conjunction with RDA Google Cloud Platform.
- Mitigates Risks: Significantly reduces the chances of cost blow-outs caused by working with superseded reports, documents, and balances.
- Indexed for Quick Retrieval: Querying a database is faster than searching a filing cabinet. Integrated within RDA Software for Invoices, Receipts, Checks, EFT's, PO, and HR documents to prevent duplication of queries and broken indexes.
- Promotes conducting of business in an orderly, efficient, and accountable manner.

Work Groups/Folders in RDA e-Docs are given security as well.

- Each Work Group/Folder has one owner.
- This Work Group/Folder owner has Read/Write access to the Work Group/Folder.
- WorkGroup/Folder owners can assign Work Group users to each of their folders.
- WorkGroup users can be given Read and/or Write access to the Work Group/Folder at the owner's discretion.
- Security to the Delete flag in the Work Group/folder is at the owner's discretion.

Search and Maintain Archived Documents

The Search and Maintain capability allows you to view system-generated reports and scanned documents that were archived using the Build Archives process or the Automatic Capture. By using Search or Maintain Archives, looking through filing cabinets, making copies, and filling desired documents are activities of the past. With added security, you can limit document management processes to the appropriate users.