



TO: Harlem School District Board of Education
FROM: Scott Rollinson, Assistant Superintendent
RE: Frontline Central
DATE: April 12, 2021

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We currently use Frontline Education software for employment applications, absence management, and time and attendance. These three (3) programs have significantly increased our efficiency, not only in Human Resources, but across the district.

To continue this trend, it is necessary to enhance our onboarding process. Employee onboarding during the pandemic has taught us many things, and one of the things that we have learned is that it is important to have a fully functioning electronic onboarding process. Additionally, Human Resources is dependent on other software systems and departments to complete this process. We currently use Frontline Recruiting & Hiring for our application system, and while it works well in this area, its benefit would be greatly enhanced with an additional Frontline Education component.

This additional component is called Frontline Central. Frontline Central is an electronic employee records system that efficiently manages employee information and streamlines time-consuming manual processes. Frontline Central integrates seamlessly with Frontline Recruiting & Hiring where we can complete the entire onboarding process online. This would maximize our new hire efficiency by getting our new hires into their positions quicker and easier.

In addition to the onboarding process, there are several time and cost-saving benefits of Frontline Central.

1. The Technology Department would no longer house our Personnel Action Form (PAF) system. This system is used to notify Human Resources of a change in any personnel status. Human Resources would take over this responsibility.
2. Human Resources would manage the contract renewal process more efficiently by sending them electronically. This saves on paper and envelope costs, along with our Personnel Specialists' time spent on manually generating and tracking all contracts.
3. Employees would have easy visibility to their own personnel records, based on permissions. Their records would be available within the Frontline application they already have access to.
4. Employees could securely update their own personal information, based on permissions. No need to log into different software applications to complete these tasks.
5. We would have access to hundreds of forms that currently cost us approximately \$300 each.



Total cost to the district for Frontline Central:

Frontline Implementation - one time fee	\$ 3,780.00
Frontline Central Solution - 6/1/2021 - 6/30/2021	1,568.07
Frontline Central Solution - annual fee 7/1/2021 - 6/30/2022	<u>\$19,078.25</u>
Quoted cost to district for 2021-2022:	\$24,426.32