

TRACY TIME SYSTEMS DEMONSTRATES LEADERSHIP IN THE EDUCATION MARKET

With the support of Tracy Time Systems, a turnkey time and attendance and distribution control system provider, Gwinn Area Community Schools in Michigan received the 2003 Meridian Award of Achievement, from the Michigan Schools Business Officials (MSBO) for "Development and Implementation of an Electronic Time Clock System Interfaced with Administrative Software." The award was presented to them on April 24, 2003, and it included \$1,250 for the district scholarship fund.

Time-saving time sheet techniques

The district had asked MSBO to conduct a business office evaluation. The evaluation recommended that an electronic time keeping system be implemented to increase the business office efficiency and effectiveness. Before, all time records were entered manually by the Payroll/Benefits Clerk.

Following the implementation of Tracy's UltraTime™, employees now enter job codes, supervisors approve time records online, and the entire payroll for a two-week period can be calculated and fully reviewed in less than one hour, while reducing payroll processing time by 40 percent and eliminating paper time sheets, the possibility of errors, and hundreds of man hours (formerly handled by several individuals - building secretaries, building principals and the Payroll/Benefits Clerk).

UltraTime gives Gwinn School employees the ability to select a one- or two-digit code that is associated with a much longer account code for accurate labor tracking purposes. UltraTime, which is seamlessly interfaced to SchoolsOPEN LLC, the district's administrative software, collects data online from the six schools in the system using LINX Data Terminals' Model V-1, Ethernet,

direct-connect terminals. The data is available for review and editing within seconds of the transaction.

Giving principals the power to see the big picture

Each school's principal reviews and edits time for all employee hours incurred at their school. In cases where employees work at many different schools in multiple jobs, Tracy's robust distribution control module is especially useful. Each employee can select a code to represent each job they are doing. The most common job is the default, so employees with only one job do not have to select anything. Each code is referenced back to a specific school, job and account code for SchoolsOPEN LLC. When the school principals go into the system they only see hours billed against their school. Employees that have hours transferred in to that school are color coded to show that they are not regular employees at that school.

After the data is collected, reviewed and edited, Tracy's UltraPay™ software sends all of the collected payroll data and account information to SchoolsOPEN LLC. Regular, overtime and absence hours are all tagged with the appropriate account code prior to exporting the data from the system. When the Payroll office is satisfied that all hourly data is correct, a file is created in the format that SchoolsOPEN LLC needs to import.

Dell systems support efficient time solutions

According to Curtis Gano, President, Tracy Time Systems uses Dell exclusively for their development and support needs. Gwinn Schools have been using a Dell PowerEdge™ 4600 Server to host the Tracy applications.

For additional information, visit Tracy Time Systems at www.tracyinc.com or contact Terri Brintlinger, Payroll/Benefits Coordinator at (906) 346-0303 or tbrintli@gwinn.k12.mi.us.

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