HELP OUR DISTRICT GO GREEN!

What does going "green" mean?

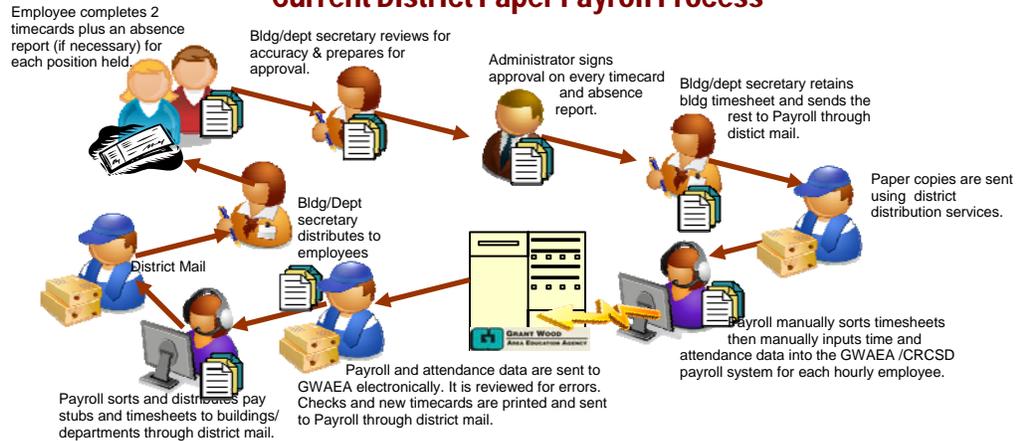Going green is all about saving energy, money, and the planet

A FEW FACTS ABOUT OUR DISTRICT'S PAPER USE

Our Payroll Department alone could save **ONE TREE** per month!

According to www.conservatree.com one tree produces approximately 16.67 reams of paper – which equals 8,335 sheets of paper.
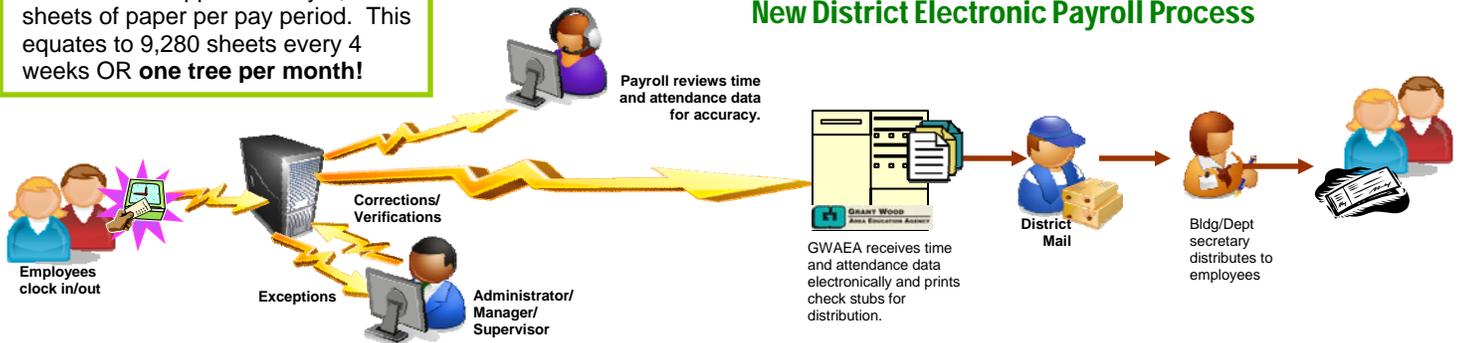
CRCSD uses approximately 4,640 sheets of paper per pay period. This equates to 9,280 sheets every 4 weeks OR **one tree per month!**

Current District Paper Payroll Process

Employee completes 2 timecards plus an absence report (if necessary) for each position held.

Bldg/dept secretary reviews for accuracy & prepares for approval.

Administrator signs approval on every timecard and absence report.

Bldg/dept secretary retains bldg timesheet and sends the rest to Payroll through distict mail.

Paper copies are sent using district distribution services.

Bldg/Dept secretary distributes to employees

District Mail

Payroll sorts and distributes pay stubs and timesheets to buildings/ departments through district mail.

Payroll and attendance data are sent to GWAEA electronically. It is reviewed for errors. Checks and new timecards are printed and sent to Payroll through district mail.

Payroll manually sorts timesheets then manually inputs time and attendance data into the GWAEA /CRCSD payroll system for each hourly employee.

New District Electronic Payroll Process

Payroll reviews time and attendance data for accuracy.

Corrections/ Verifications

Employees clock in/out

Exceptions

Administrator/ Manager/ Supervisor

GWAEA receives time and attendance data electronically and prints check stubs for distribution.

District Mail

Bldg/Dept secretary distributes to employees

What can you do?

Support our district going green by supporting our move to an electronic time-keeping system.

The employee time clock is a great time saver, because it allows a computer to do most of the work. Manually calculating employees' work hours takes time and care. A recent study found that math errors cost companies between 1% to 8% of their gross payroll, and that it takes about 7 minutes to calculate one employee's work hours on a single time card.

Actual collection of the data is automatic so the process becomes much simpler and more accurate.

Modern time clocks collect data electronically. This data can be downloaded directly into a payroll software program for collation and production of paychecks. Up to 4% can be saved of annual payroll with a time and attendance system.

They are also more secure – no more Social Security Numbers printed on time sheets!

PLUS . . .

No more MOUNDS of PAPERWORK!

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