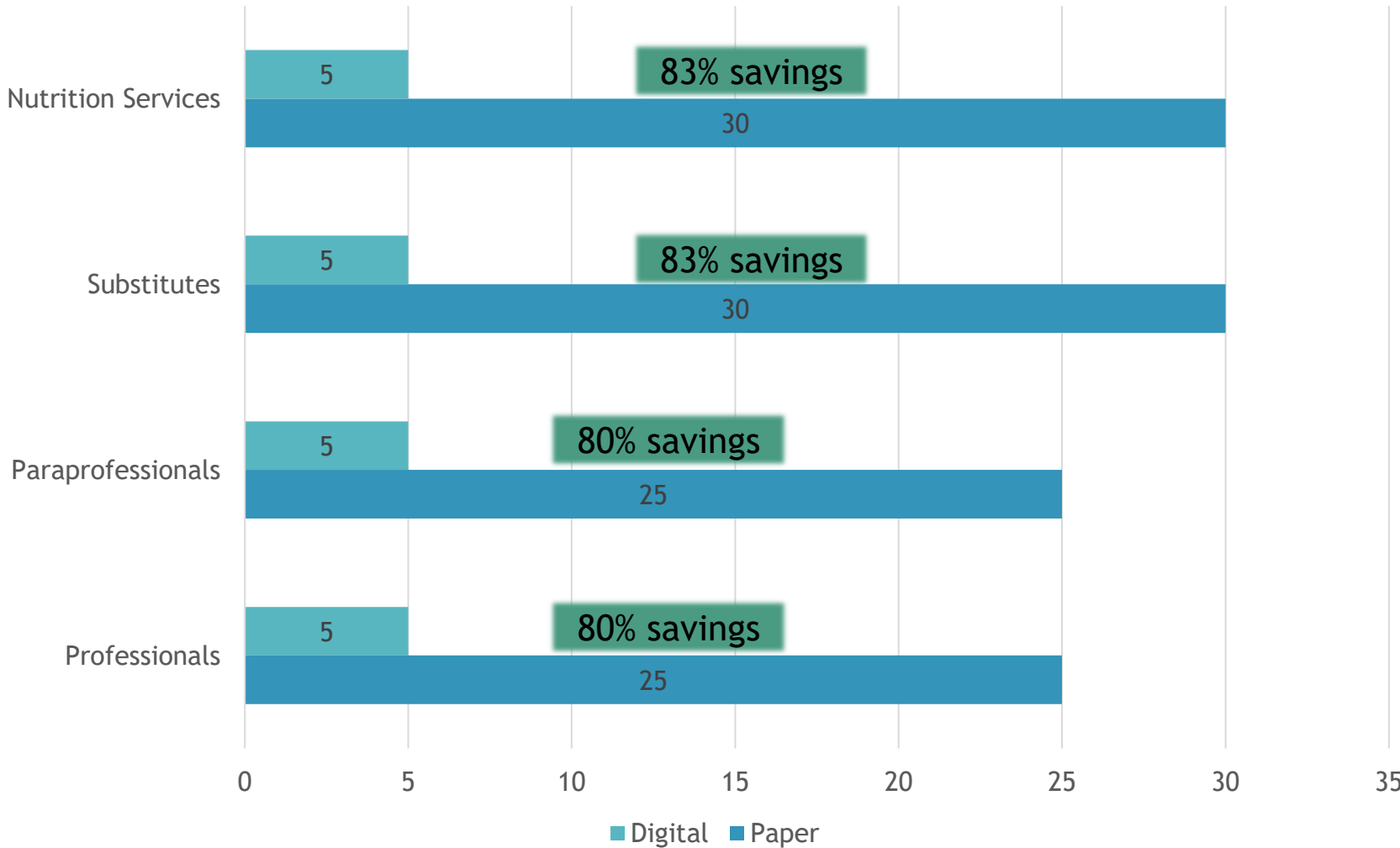


Return on Investment

Prepared By:
Dava Clark

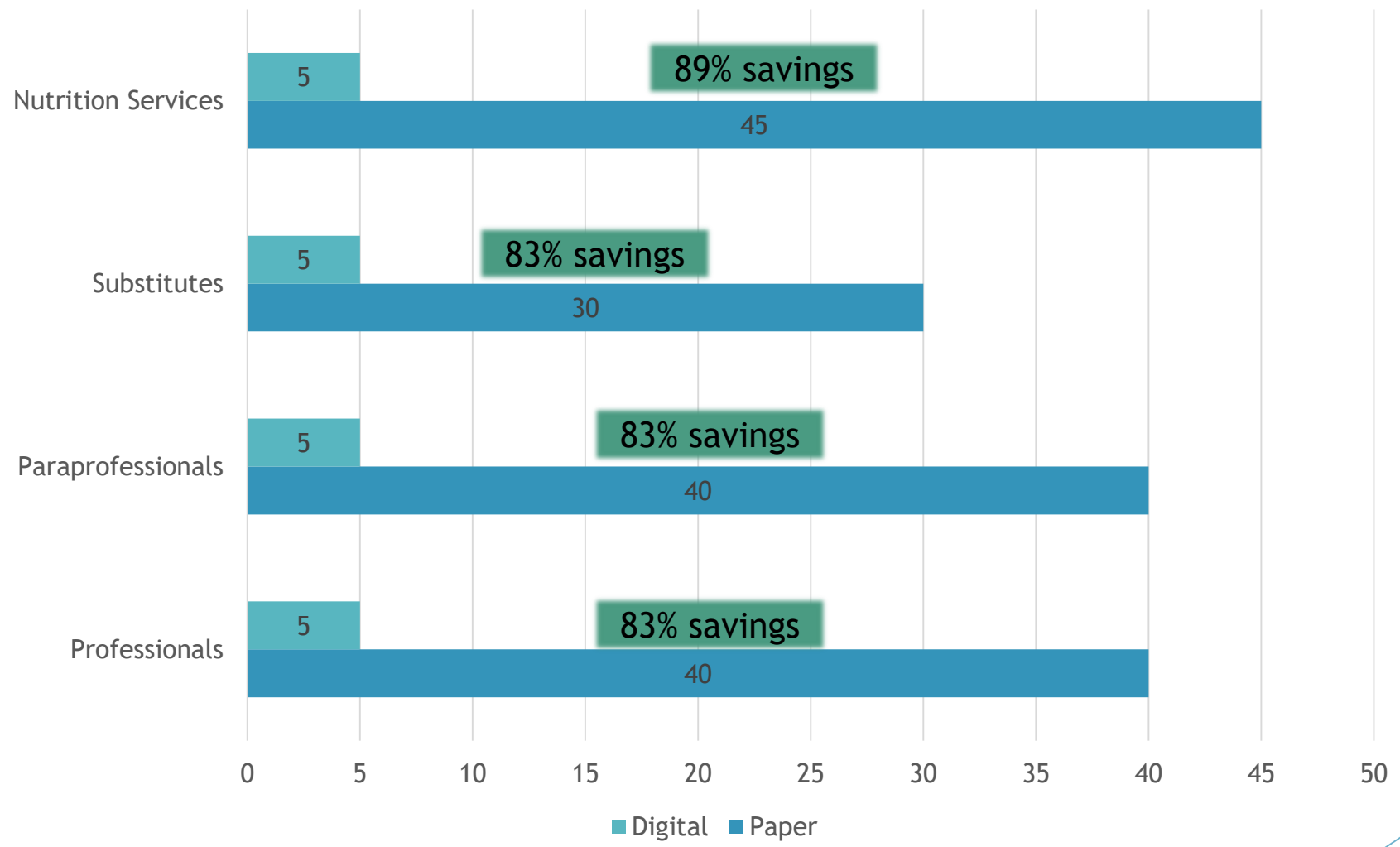
Operation Onboard Impact

Time to Onboard for New Employee (In Minutes)



Operation Onboard Impact

Time for HR to Onboard 1 New Employee (In Minutes)



Operation Onboard Impact

Overall:

- ▶ Digital Onboarding saved on average **35 minutes** of Human Resources (HR) processing time per new employee. In the 2016-2017 school year, CFISD hired 4,508 employees, including 900 rehires (which includes employees that leave their current assignment and accept a new assignment. i.e.: a paraprofessional to a teacher)
- ▶ With the district-wide completion of Operation Onboarding, CFISD will recognize a savings of approximately **65 work weeks** (2,600 hours) every year.
- ▶ Based on the average salary of the HR employees involved in Onboarding, the annual savings [in payroll costs alone] would be **\$100,000**.



Operation Onboard Additional Impacts

- ▶ The new employee's first impression of CFISD is an efficient digital onboarding system that immerses them into the CFISD culture immediately.
- ▶ Automation increases the accuracy of the data with auto-population, eliminating the need to interpret handwriting.
- ▶ CFISD will save resources by reducing the use of paper, printer ink, folders for filing, and filing space.
- ▶ The Human Resource team experienced increased job satisfaction.



District Improvement Plan (DIP)

Accomplished through Process Automation

- ▶ Human Resource District Improvement Plan for 2016 - 2017 included:
“Collaborate with the Technology Department to automate a paper process in Human Resources”
- ▶ Human Resource District Improvement Plan for 2017 - 2018 included:
“Continued focus on automation of paper processes”

Customer Excitement

From: Thomas Sneed
Sent: Friday, February 23, 2018 9:17 AM
To: Eric May <Eric.may@cfisd.net>; John Crumbley <John.crumbley@cfisd.net>
Cc: Thomas Sneed <Thomas.sneed@cfisd.net>
Subject: RE: NS start up forms

Good Morning Gentlemen,

Just sending a follow-up to my glorious idea of the start-up forms online. This could be a benefit for all of the ancillary departments.

Dr. Sneed

Customers are excited to automate manual processes, and have great ideas for new projects.

Hi Dava,
Do you know when Community Programs is schedule to begin discussing and testing for electronic onboarding?

Best Regards,

Jeni Valentine-Thomas
Assistant Director, Human Resources
Community Programs
[Cypress-Fairbanks ISD](#)
Office: (281) 807-8681

Customers are eagerly waiting their turn to automate their processes.



Current Projects

Activity	Expected Time to Complete	Projected Time Savings	Projected Money Savings
Onboarding	1 Year	65.5 Weeks	\$100,000
Annual Agreement Forms	1 Year	32 Weeks	\$25,000
Transfer Personnel Action Forms	1 Year	19 Weeks	\$20,000
Resignation Personnel Action Forms	6 Months	19 Weeks	\$20,000
Rate Change/Stipend Personnel Action Form	6 Months	19 Weeks	\$20,000
Name Change Form	3 Months	7 Weeks	\$15,000
Long Term Substitute Request Form	3 Months	10 Weeks	\$10,000
Employee Request for Data	2 Months	TBD	TBD
FML/TD Worksheets	4 Months	TBD	TBD

\$210,000/Year

- Projected time savings are in processing time saved for Administrative Staff.
- Money savings based on salaries or averages of salaries of Administrative Staff involved.
- Money Savings are on a per year basis, not a one time savings



Current Projects

Activity	Expected Time to Complete	Expected Time to Complete	Expected Time to Complete
	1 Employee	2 Employees	3 Employees
Onboarding	1 Year	6 Months	3 Months
Annual Agreement Forms	1 Year	6 Months	3 Months
Transfer Personnel Action Forms	1 Year	6 Months	3 Months
Resignation Personnel Action Forms	6 Months	3 Months	1.5 Months
Rate Change/Stipend Personnel Action Form	6 Months	3 Months	1.5 Months
Name Change Form	3 Months	1.5 Months	3 Weeks
Long Term Substitute Request Form	3 Months	1.5 Months	3 Weeks
Employee Request for Data	2 Months	1 Month	2 Weeks
FML/TD Worksheets	4 Months	2 Months	1 Month

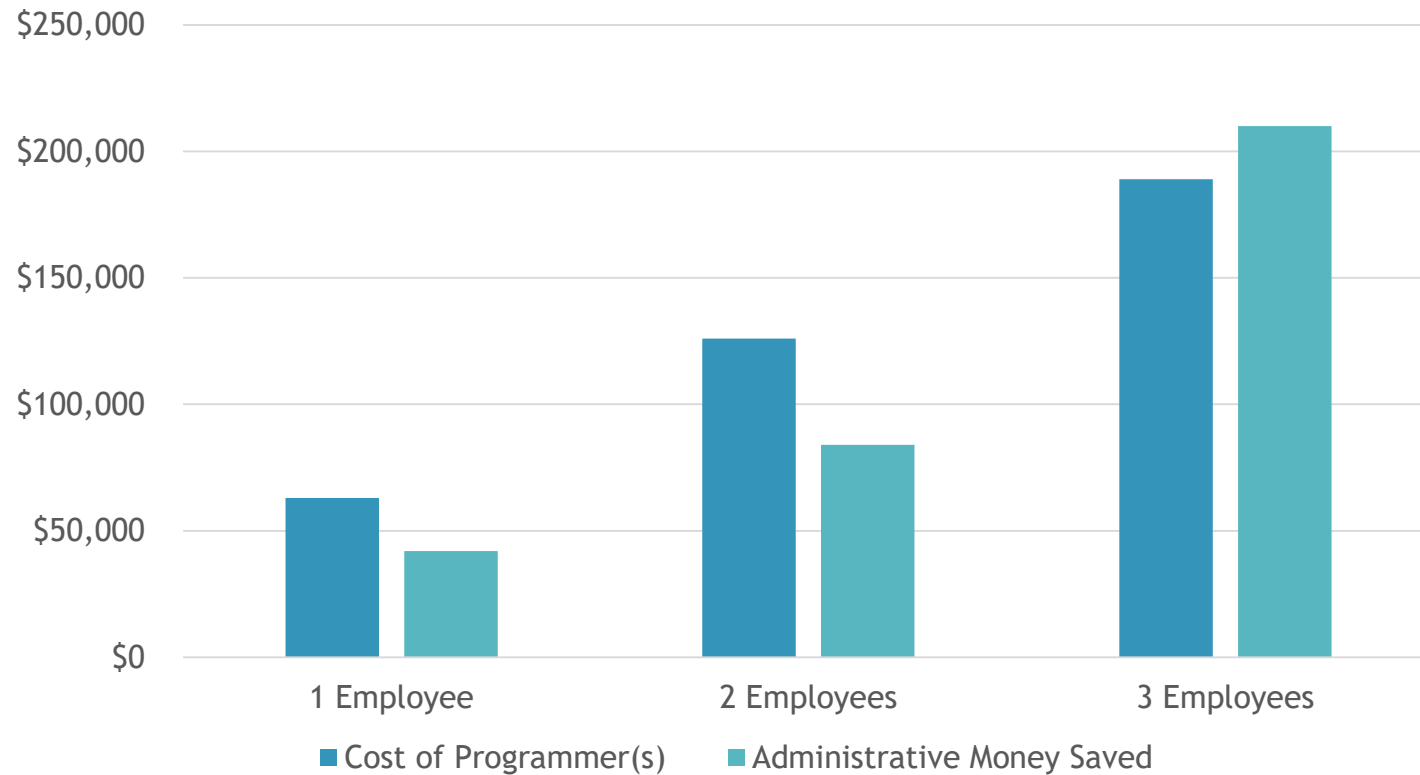
5 Years

2.5 Years

1.25 Years



Current Projects



- ▶ At current employment, the cost of one programmer is about \$63,000.
- ▶ At the estimated rate of production, it will take one programmer 5 years to complete the current projects.
- ▶ After current projects are complete the district will save \$210,000.