

FSBA INNOVATIVE TECHNOLOGY IN EDUCATION RECOGNITION PROGRAM  
2010 APPLICATION FOR RECOGNITION

**Purpose:** To recognize and share innovative uses of technology in school district operations.

**Goals:** \* To display innovation in the use of technology      \* To improve student achievement  
\* To increase efficiency and/or reduce costs              \* To increase safety

**Rules:** \* Application and attachment *must* be submitted electronically to [melton@fsba.org](mailto:melton@fsba.org).  
\* Written responses must be limited to one page and sent as an attachment to this application.  
\* Each district may submit only one application.  
\* Each application must be approved for submission by the school board.  
\* Applications and attachment must be submitted on or before **May 1, 2010**.

**Section I: District Information**

School District: Volusia County

District Enrollment: \_\_\_ Small (0-22,000) X Medium (22,001-75,000) \_\_\_ Large (75,001 and up)

Name of School or Department: Management Information Services

Contact Person: Bill Tindall Phone Number: 386.734.7190 ext. 20114

Email Address: btindall@volusia.k12.fl.us Approved By: *Cardace Salford*

*(School Board Chair)*

**Section II: Description and Justification**

Title of Innovative Technology: Employee Portal

Please mark the category(s) that best applies to the innovative application of technology (*Select all that apply*):

- |          |                           |          |                            |
|----------|---------------------------|----------|----------------------------|
| <u>X</u> | Budget & Finance          | <u>X</u> | Human Resources            |
| ___      | Curriculum & Instruction  | <u>X</u> | Information & Data Systems |
| ___      | Facilities & Construction | ___      | Transportation             |
| ___      | Food Services             | ___      | Other _____                |

Please provide written responses to the following (*Responses to all items must be contained in a ONE page attachment to this application*):

1. Describe the innovative use of technology.
2. Describe how the application of this technology will improve student achievement, increase efficiency, reduce costs, and/or increase safety.
3. Describe the data that will demonstrate improved student achievement, increased efficiency, reduced costs, and/or increased safety.

**Section III: Judging and Recognition**

- \* The FSBA Technology Committee will review all timely submitted and complete applications.
- \* Finalists will be selected from a small, medium, and large district based on best practices in the use of innovative technology.
- \* Finalists will be formally recognized at the FSBA Annual Spring Conference scheduled for June 16-18, 2010 in Tampa.

In 2005, Volusia County Schools developed a web portal, the **ePortal**, to allow its 10,000 employees the ability to manage and review their personnel and payroll records. This product has grown in popularity and new applications are added as suggestions and development activities dictate. This has resulted in significant savings of time and material formerly needed to process employee payroll, tax and insurance functions. This application is accessed by a secure, self-administering account from any computer 24 hours a day, 7 days a week.

This application has had a measurable impact on efficiency and savings in the District in the following ways.

- The ability to view and update Staff Demographics.
  - This allows employees to view and update contact information (address, phone number, etc.). This saves the District time and resources formerly needed to enter these changes in Human Resources (HR).
- The ability to view employee information.
  - Allowing the employee to view and verify information (i.e. teacher certification, salary, experience, ethnicity, W4 information, leave balance and transactions) saves the District time and effort by reducing the need to contact HR/Payroll staff for inquiries.
- Viewing W2 information.
  - Employees can retrieve and print their W2 forms at their convenience. The digital formats are available sooner than thru printing and mailing. Employees can choose which method to receive their tax forms. This relieved the District of actually printing and distributing some 7,000 W2 forms and simplifies replacement of a lost form. Seventy percent of all W2's are now distributed via the **ePortal**.
- Viewing Paystubs.
  - Employees can view and print payroll direct deposit vouchers. These are available for prior years as well. The District saves the printing and disbursing of some 7,000 documents bimonthly.
- Manage Open Enrollment processes
  - Each year, all employees must select their benefit choices for insurance and contributions. This is now accomplished with an online form thereby saving countless hours of form creation, distribution, counseling, collection, and processing. Beside the enrollment form, there are explanations of all available benefits and costs. Other districts have recently visited the district to review this process to determine if they can utilize a similar process to avoid costly open-enrollment services contracts.

Use of the **ePortal** has measurably reduced costs to the District for forms, printing, processing time, support calls regarding HR/Payroll processes, and negated the need for expensive open-enrollment services agreements. The growth in participation by employees demonstrates that this application provides quick and easy access to their personal information. This is an excellent example of developing applications that increase the efficiencies of managing a large work force in a cost effective manner.