W-4 Forms

Certifications

New Hires

403 (b)

Requests

Contracts

I-9

Transcripts

FMLA

A better way to manage your people.

Records

Simplify and eliminate the daily challenges HR and central office staff face in managing personnel records. You know, the stacks of paper. The varied, multi-step processes and workflows. The manual, inefficient tracking through checklists and spreadsheets. Records is more than a fancy digital file cabinet for all of your district's personnel records. It's powerful, customizable process management software for streamlining and automating the most complicated, frustrating and time-consuming tasks and workflows.

Let Records do the tedious work for you.

Superintendents & School Leaders:

- Ensure your district is in compliance and audit ready.
- Maximize district level efficiencies.
- Eliminate storage, printing, and paper costs while simplifying record keeping.

HR & Office Personnel:

- Eliminate physical filing and document storage.
- Secure cloud storage, safe from fire or natural disaster.
- Organize, manage, and find documents on demand.
- Streamline workflow.

Teachers & Staff:

- Paperless onboarding documents, contract renewals and other yearly forms.
- Avoid the "last-minute" scramble with automatic reminders.
- Personal dashboards allow access without waiting for requests to be fulfilled.

PeopleAdmin
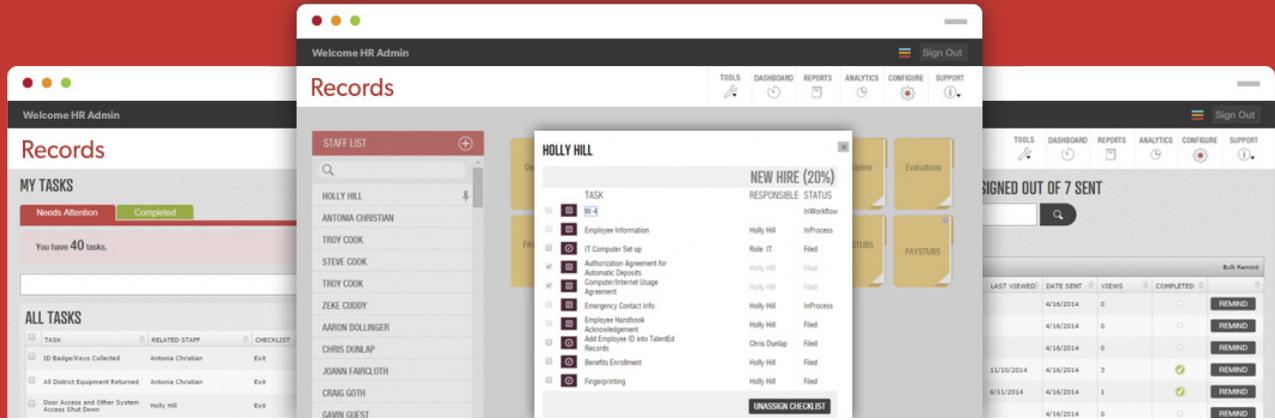
Features & Benefits

Onboarding Process Management

Welcome new hires by making those multi-page onboarding packets easy to complete and maintain. For returning employees, yearly orientation paperwork and tasks are just as simple.

Standardize and Simplify Exit Processing

Ensure consistency and that nothing is overlooked when your people exit, be it for retirement, a new opportunity, or termination.

Contract Renewal Management

Take the legwork — the printing, hand delivering, chasing, and retrieving — out of the yearly contract and intent to return process, saving resources and frustration.

Custom Smart Digital Storage

Documents and files are easily searchable and filed automatically to your desired destination. Import, route, and purge with drag-and-click ease. Comprehensive security settings means you control who can access what.

Customizable E-Forms

Build and customize the forms you distribute in TalentEd Records for seamless, paper-free filing, including FMLA documents, policy forms, leave requests, and more.

E-Signatures, Automatic Workflows, Reminder Alerts

Automate reminders to employees so you're not left chasing missing forms. Completed forms are forwarded to appropriate stakeholders for review and signature, all without leaving the keyboard.

Document Retention Rules and Policies

Set the life span of documents, whether it's a few months or many years, so you're always in compliance and audit-ready.

Quickly Identify What's Missing

No digging through personnel folders to discover something's missing or incomplete. With user-friendly reports and dashboards, see what each employee is missing, what's due, and what's expiring.

Scan and Upload in Bulk at Your Pace

Load paper documents in a snap by scanning and uploading PDFs and other digital files in bulk. A once-daunting task can be completed as needed over time, whether it's all e-forms, paper scans, or a combination.

Access on the Go

Quick, secure mobile access to critical documents at your fingertips with iPad, iPhone, and Android compatibility.

The Solution for K-12 Strategic Talent Management

By providing intuitive software to attract, hire, develop, and retain the best teachers and school leaders, we can help dramatically affect student achievement.

More than 5,000 districts and institutions (public, charter, and private) nationwide rely on our innovative and affordable solutions to stop managing paper and focus on what's important — finding and developing the best teachers and staff and helping them grow.

| TALENT SOURCING | APPLICANT TRACKING | ONBOARDING | PROCESS & RECORDS MANAGEMENT | PERFORMANCE MANAGEMENT |