

Union County Public Schools & Digital Designs

Pay Stub / W-2 Delivery / Purchase Order Workflow

Union County Public Schools Transforms a Traditional Paper-Based Process into a Cost Saving Solution.

Union County Public School System in North Carolina, the 6th largest school system in the state, has over 40,000 enrolled students and over 5,400 employees. Union County Public Schools (UCPS) offices distribute AP/Payroll checks and government documents such as W-2s and 1099s to each of its vendors and employees involving thousands and thousands of print processes and courier costs.

The Business Challenge

In 1998 UCPS came to Digital Designs to help reduce the costs associated with their previous system of pre-printed forms and manual stuffing of checks and other information-sensitive documents. UCPS is one of the largest public school systems in the state of North Carolina and is continuing to grow. By recognizing the cost savings they could achieve they sought out a solution to streamline their complex printing processes.

Along with the thousands of payment documents, UCPS prints multiple copies of vendor purchase orders for their many school purchases. In their previous process, each purchase order was printed four times: one for the vendor, one for accounts payable, one for receiving, and one for a file copy. Not only did this result in wasted paper, but wasted time. UCPS needed to be able to print and move payment documents securely and efficiently between offices, schools and vendors.

The school system's complete solution would need to be able to reduce these costs by:

- Eliminate their dependence on pre-printed check stock
- Reduce the costs of printing including production, handling and consumables
- Supply information to assist internal staff with details when answering calls
- Seamlessly integrate with the corporation's existing applications

The Solution

In order to alleviate the security risk and cost of storing pre-printed forms, Digital Designs recommended FormServer and high-speed laser printers with on-demand spool file imaging. FormServer is a laser printing solution that links traditional application output to electronic over-lays, enabling companies to utilize efficient electronic forms and eliminate costly pre-printed stock. UCPS now uses FormServer to print AP/ Payroll checks, purchase orders, and government forms securely on their in-house laser printers.

In order to simplify the movement of these purchase orders and other documents, Digital Designs then rolled-out DocAgent Web, the business-rules-based solution that distributes critical documents through email or secure server. Previously, each purchase order was



UNION COUNTY PUBLIC SCHOOLS, NC Targeted Applications

- Online Pay Stubs and W-2s
- Purchase Order Workflow
- Secure Laser Printing

BENEFITS

- Eliminated Courier Charges for mailing employee and vendor payment documents
- Realized cost and time savings with online pay stubs and W-2s
- Seamlessly integrated with their existing financial system

printed four times; with DocAgent, UCPS needs only to print the accounts payable and vendor copy and individual schools access the DocAgent server to pull the receiving copy to their printer on-demand. Since DocAgent keeps records of all files online, schools no longer need to keep a file copy on hand. Bookkeepers can now get their purchase orders quickly, before the merchandise is even received.

After having such success with FormServer, DocAgent and their secure laser printers, UCPS returned to Digital Designs in 2007 after realizing the pain of printing hard copies of their direct deposit notifications. These forms required folding and sealing, separation by school and department and then distribution to each employee. NACHA, the Electronic Payments Association, states that it costs companies \$1.90 to produce and deliver each direct de-posit statement to their employees. This cost accumulates with printing costs and time, touching 7-9 hands before reaching the end recipient.

By utilizing DocAgentWeb, direct deposits can also be printed remotely from the central server, on-demand, eliminating the associated costs. This new process not only saves money on check stock and print cartridges, it saves time and travel for employees that previously drove to the central office to request a copy of their check or direct deposit that was misplaced or lost.

Realizing the Benefits

Union County Schools system has seen significant time and cost savings by implementing the Digital Designs solution. Employees no longer have to stand and feed check-signing machines, correct jams in printers or signers, stuff envelopes for mailing or rely on courier to send purchase order copies or direct deposit pay stubs. The products of the DocAgent Solution Suite are easy to use, even for the non-technical user and without having to worry about printing and courier processes, Union County Public Schools can utilize their cost savings where it matters most: in the classroom.

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