

ExtensisHR®

# ExtensisHR for Schools 101: **A Guided Syllabus for Decision-Makers**



Managing a school is no small task. From navigating complex employment laws to offering competitive benefits that attract and retain top talent, every aspect of school HR requires careful attention. ExtensisHR's PEO solution for schools is built to simplify these responsibilities and support your staff every step of the way.

With ExtensisHR, you get comprehensive HR support tailored to your school's specific needs. We streamline time-consuming administrative tasks, maintain compliance with employment regulations, and provide staff with the benefits and resources they deserve.

**This guide shows how our PEO solution and HR services can transform your people operations, making HR more efficient and easier to manage.**



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## Lesson 1:

### Solution Overview

ExtensisHR offers a comprehensive HR management solution designed exclusively for schools. It combines tailored PEO services with robust SchoolCloud® technology and dedicated HR expertise to deliver a holistic, full-lifecycle approach to human resources. With ExtensisHR, you get the best of both worlds: an experienced partner to support every aspect of your school's people operations and a technology platform to back it up.

Here's what's included to ensure your team has everything it needs to succeed:

#### SchoolCloud® technology:

Harness the power of our state-of-the-art technology platform to improve school operations, drive administrative efficiency, enhance communication, and deliver a better overall experience for team members. Enjoy features like letter creation, a school calendar, process and task management tools, certification tracking, and document storage.

#### Dedicated School Account Manager and support:

Schools receive a single point of contact School Account Manager with deep expertise in the education sector and an added layer of support through our Employee Solution Center (ESC). Complemented by a dedicated HR Business Partner to address all aspects of HR such as leave management, employee relations, and risk mitigation, this personalized service model grants peace of mind and tailored support to tackle the complexities schools face.

#### Comprehensive HR services:

Focus on building your school and supporting your staff while we take care of your HR operations. From payroll and benefits administration to compliance management and beyond, we'll handle it all.

#### Carrot Fertility:

Provide your team with comprehensive benefits, valuable resources, and inclusive care for every stage of their family-forming journey.

## The ExtensisHR Advantage

### For Your Leadership Team

- ✓ **Strategic focus:** Offload operational burdens and focus on advancing your school's mission.
- ✓ **Budget stability:** Better allocate funds with our transparent pricing.
- ✓ **Competitive edge:** Stand out amongst competing schools with HR that drives talent retention and operational efficiency.
- ✓ **Safer learning environments:** Minimize on-site risks with best practices, giving students the protection they deserve.

### For Your Staff

- ✓ **Employee satisfaction:** Offer robust benefits and seamless HR processes to boost morale and retention.
- ✓ **Professional growth:** Access tools and resources to support teacher development and performance.
- ✓ **Better outcomes:** With HR stressors off the table, your team can focus on delivering high-quality education.

## Vector Solutions training:

Equip your staff with essential training through Vector Solutions, including more than 200 courses on safety, compliance, and professional development.

## Time and labor software:

Simplify time tracking with our advanced software, crafted to streamline payroll and scheduling processes for your school.

## Lesson 2:

# SchoolCloud® Technology Features

SchoolCloud® technology is engineered with one goal in mind: to simplify and enhance the daily responsibilities of educational leaders through intuitive, user-friendly tools.

Designed for efficiency and effectiveness, here are the powerful features it offers:



### An intuitive dashboard:

Experience a clean and user-friendly interface that brings together critical data from multiple areas. Keep track of upcoming events, employee statuses (active, leaves of absence, onboarding, benefit enrollment), payroll history, and celebratory milestones such as birthdays and work anniversaries, all from one centralized location.

### Certification tracking:

Effortlessly manage and maintain teacher certifications with our robust tracking system. Quickly input crucial details such as start and end dates, types, and names, and easily attach relevant documents. Its sorting and downloading features make meeting certification requirements both simple and efficient.

### Digital document management:

Every school has a unique paper trail of staff files. Monitoring the whereabouts of each document, however, can be challenging. Our digital documentation tool is designed to modernize your file management process and eliminate the need for paper-based files. The system automatically catalogs each generated document in a specific area, enhancing efficiency and recordkeeping.

### Letters and notices:

Manage, customize, and generate templates for essential communications such as annual continuation letters. The solution supports both individual and bulk dispatches, with clear indicators for required signatures. Once sent, documents are automatically stored in a dedicated area for quick retrieval. Additionally, dynamic substitutions allow for seamless integration of existing HRIS data and the inclusion of new information, ensuring each document is customized to the recipient.

## Automated processes:

SchoolCloud® takes the complexity out of employee-related operations. Drive smooth transitions and quicker completion times for onboarding new hires, coordinating leaves of absence, offboarding terminated employees, setting up office equipment access, and other HR tasks impacting your administrators' daily workflow.

## Training resources:

Staff development opportunities lead to better educators and stronger learning environments. In partnership with Vector Solutions, ExtensisHR offers over 200 training modules for K-12 administration, teachers, and other team members. Topics covered include classroom management, state-specific safety protocols, and a variety of HR and health courses.



## Lesson 3:

# Comprehensive HR Offerings

Building a brighter future for students starts with taking care of your staff. From benefits administration and payroll to compliance, training, and more, here's what you can count on when you choose ExtensisHR.

### ✓ HR guidance and support

Our support team is like the valedictorian of HR management, empowering your administrators to streamline the internal operations that keep school budgets organized, head decision-makers informed, and educators teaching the subjects they love. We handle everything from policy and procedure development (including employee handbooks and sick leave), to navigating compliance with regulations like the Family and Medical Leave Act (FMLA) and disability guidelines, such as leave of absence (LOA) support. Additionally, we help your school create a positive organization culture through performance management, professional development, and training programs.

Our expertise extends to talent management, providing guidance for new hire onboarding, termination support (including severance, COBRA, and WOTC), and employee disciplinary procedures, enabling your school to operate smoothly and efficiently.

### ✓ Risk management and compliance

Maintaining a safe environment is essential for schools, as it protects both staff and students while fostering a secure, productive space. Our experts help your school remain compliant with ever-evolving labor laws. This includes aligning medical leave processes with the FMLA's job-protected requirements and providing guidance on implementing best practices for accommodating disabilities in accordance with the Americans with Disabilities Act (ADA).

We also support schools in creating workplace safety programs and reducing risks associated with employee relations and discrimination claims. Additionally, we work with school partners to develop and implement policies that comply with federal, state, and local regulations. From payroll and benefits administration to workers' compensation, we help minimize liabilities and keep your school running smoothly.





## Payroll and tax management

Who says payroll can't be as simple as one, two, three? We offer schools a total payroll and tax solution that includes managing school-specific pay schedules, such as 10-, 11-, or 12-month options, handling payroll tax exemptions for educators, and ensuring compliance with federal, state, and local tax regulations. Additionally, we handle direct deposits, wage garnishments, and year-end reporting such as W-2s and 1099s.



## Employee benefits

Comprehensive benefits demonstrate your school's commitment to employee well-being, both in and out of the classroom. From health insurance to retirement savings plans, we partner with you to design cost-effective solutions tailored to your school's needs. With expert support, streamlined administration, and access to premium, Fortune 500-level benefits at competitive prices, managing employee benefits has never been easier.

### Lesson 4:

## Employee Benefits

A strong benefits package is a powerful tool that attracts, retains, and supports talented educators and staff. Offering competitive employee benefits creates a positive workplace culture that fosters long-term success, health, and wellness.

As your trusted partner, ExtensisHR is proud to provide your school with:

- Employee benefits planning and servicing
- Benefits consulting
- COBRA compliance and administration
- Full ERISA compliance and fiduciary services
- ACA compliance



### How Exceptional Benefits Drive School Success

- ✓ Increased employee productivity
- ✓ Better employee wellness
- ✓ Higher retention rates
- ✓ Stronger workplace culture
- ✓ Enhanced employee engagement

ExtensisHR gives you access to best-in-class and competitively priced benefits coverage that's right for your school. This advantage offers more flexibility to redistribute saved school funds back into teachers' salaries, student experiences, and classroom needs, which helps increase staff retention and compete against other schools.

- Medical, dental, and vision
- Health advocacy and telehealth options
- Flexible Spending Account (FSA)
- Health Savings Account (HSA)
- Group life and accidental death and dismemberment (AD&D) insurance
- 401(k) retirement
- Commuter benefit program



Our benefits packages go beyond standard healthcare coverage. We provide multiple supplemental and employer-sponsored perks that help your workforce optimize their well-being and livelihood outside the classroom.

#### **Employee wellness**

- Critical illness, accident, and hospital indemnity insurance
- Short- and long-term disability

#### **Learning and development**

- 529 college savings plan
- Student loan resources and optional employer-sponsored tuition assistance, loan repayments, and 401(k) matching contributions\*

#### **Perks and discounts**

- Special offers for retailers, restaurants, theme parks, concerts, and more
- Home and auto insurance
- Affinity Federal Credit Union

#### **Personal and family care**

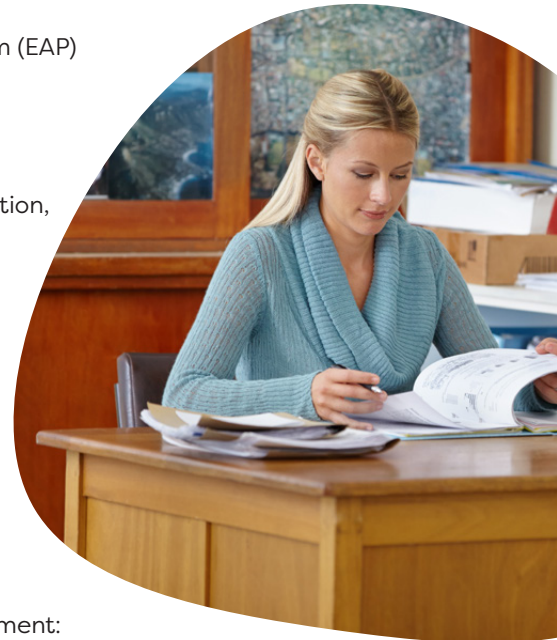
- Employee Assistance Program (EAP)
- Family-forming benefits
- Pet insurance and discounts
- Precision cancer care, prevention, and support services
- Health advocacy

#### **Personal protection**

- Legal plans
- Identity theft protection

#### **Employee engagement**

- 15Five Performance Management: Includes engagement surveys, feedback gathering, one-on-one meetings, and more\*



*\*A client-sponsored offering available as an add-on to ExtensisHR's PEO solution.*

## Lesson 5: Overcoming Challenges

### with Our School Solutions

Running a school involves much more than managing classrooms and curriculum; it requires addressing HR challenges that can affect everything from teacher retention to compliance.

Explore some of the most common HR pain points schools face and how ExtensisHR provides solutions to overcome them.

**Q: How can schools manage and access critical employee data when they need it most?**

**A:** SchoolCloud® technology makes saving and organizing data as effortless as collecting it. The centralized interface displays vital information, like certification achievements and personal employee info, in designated categories for quick accessibility and review.

**Q: Can ExtensisHR help our school enhance teacher retention and engagement?**

**A:** Absolutely! While our PEO solution supports educators with competitive employee benefits, SchoolCloud® automates and streamlines administrative HR tasks for payroll, training, and more. These services let staff can focus more on their roles, boosting both productivity and satisfaction. When schools have personalized solutions that meet teachers' needs, it fosters appreciation and strengthens their commitment, leading to higher retention and engagement.

**Q: My school struggles with managing employee processes. How can SchoolCloud® help?**

**A:** SchoolCloud® simplifies your employee processes through automation and expert assistance. It enables the creation and activation of templates for a variety of HR activities, such as assigning technology and passcodes for new hires, deactivating access and collecting equipment upon termination, and ensuring comprehensive coverage and support. Additionally, SchoolCloud® helps establish and maintain structured processes for assigning and updating both mandatory and developmental training for teachers.

**Q: What are the benefits of paperless administration?**

**A:** Schools that are overly reliant on physical documentation face more office supply costs, filing responsibilities, and administrative inefficiencies. SchoolCloud® improves your school's communication strategy while going paperless.

**Q: How does SchoolCloud® help maintain compliance and improve reporting?**

**A:** SchoolCloud® provides automated tools and compliance services that help educational leaders maintain regulatory standards. Tasks such as employee data reports and required training become simple, efficient, and accurate through our platform.

**Q: Can ExtensisHR support professional development for my school staff?**

**A:** Yes. The SchoolCloud® platform offers educators and administrators a variety of learning and development opportunities across topics like classroom management and safety guidelines, while our PEO experts help create professional development strategies aligned with regulatory requirements and career growth objectives.



## Lesson 6:

# Meet Your Support Team!

Managing HR in a school environment is a major feat, but you don't have to do it alone. Our PEO solution includes access to dedicated account managers and a full support team who are there to guide you every step of the way.

From resolving day-to-day issues to offering strategic advice, our experts deliver personalized service to keep your operations running smoothly.

Your experience starts with a dedicated **School Account Manager (SAM)**, your go-to resource for all things ExtensisHR! As the single point-of-contact for your service team, your SAM facilitates seamless communication, provides updates, and offers guidance tailored to the specific needs of your school. With a deep understanding of the education sector, SAMs anticipate industry challenges and identify opportunities to streamline staff workflows. By personally getting to know your school, they make your standards and goals the cornerstone of every HR service we provide.

In addition to your SAM, every school benefits from the expertise of a specialized support team:



**HR Business Partner:** Oversees key HR functions, including employee relations, compliance with employment and industry regulations, and staff performance management.



**Payroll Specialist:** Ensures accuracy and compliance with school-specific payroll requirements, including 10-, 11-, or 12-month pay schedules, payroll tax-exempt statuses, and local, state, and federal regulations.



**Implementation Manager:** Facilitates a seamless transition to ExtensisHR, providing regular updates and prompt responses to any questions throughout the onboarding process.



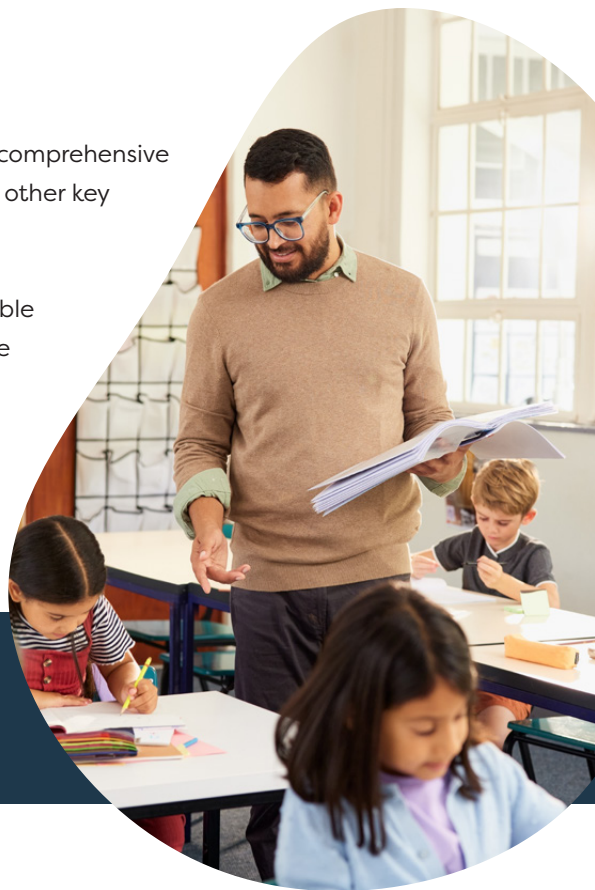
**Employee Solution Center:** Schools gain access to experts in 15 seconds or less, receiving specialized support across all areas of HR.

## Lesson 7: Why ExtensisHR?

ExtensisHR serves as an unwavering support system for schools, providing comprehensive HR solutions for benefits administration, payroll, compliance, training, and other key workforce services.

With a mission to be the trusted HR partner every school deserves, we enable educators and staff to allocate more time, attention, and focus toward the success of their students.

Backed by ultra-personalized support and our SchoolCloud® technology, ExtensisHR equips educators with innovative resources and tools designed for their industry needs.



*Together, we can build a brighter future through education, one child at a time.*

## Fast facts about ExtensisHR:

- ✔ **Over 25 years of expertise:** With decades of experience, we bring schools a deep understanding of the ever-evolving HR landscape. Our proven expertise allows us to deliver innovative solutions to help your school thrive.
- ✔ **Unmatched customer service:** Say goodbye to impersonal call centers. Our award-winning customer service model prioritizes genuine human connection and clear communication, giving your school a partner that's as invested in your success as you are.

### Exceptional support, delivered fast

ESC achieves an impressive **90%** same-day resolution rate

Phone calls are answered in under **15 seconds**

Live chat inquiries receive a response within just **30 seconds**

- ✔ **Gold-star credibility:** ExtensisHR adheres to all industry certifications, keeping your school safe, compliant, and aligned with the highest data, financial, and workplace standards.



## Lesson 8:

# Experience the Future of Education with ExtensisHR

Each day, schools take on the responsibility of shaping the next generation. Between tight schedules and high expectations, educational leaders work tirelessly to achieve their goals while staying ahead of their operational tasks. ExtensisHR's PEO solution is here to alleviate the pressure of those demands.

With powerful technology and a team of HR experts at your side, ExtensisHR helps you focus on what you do best: educating and inspiring.

Ready for **A+** HR solutions?



**ExtensisHR**

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