

# WINOCULAR DATA BASE AND THE PAPERLESS HR OFFICE

## Introduction

The Human Resources Department is often challenged with paper-based information required to interview, hire, process, and maintain the employee personnel file. The HR Office is progressively moving forward to implementing a paperless office through the use of the WinOcular Human Resources Document Management.

The WinOcular Database System allows for an efficient, accurate filing system that facilitates the storage and retrieval of information. By entering the applicant name or social security number, the user can retrieve a list of images and related information about the selected applicant. Images that can be accessed include the applicant's application form, TPI profile, transcripts, certification information, references, and other miscellaneous information.

The first phase of the transition to a paperless office, accomplished in December-1999, was the establishment of the applicant database through optical scanning of paper documents. The second phase of this transition, accomplished in March-2002, included the implementation of an Internet Application accessible through the district's website. The third phase, scheduled for October-2002, will involve the conversion of all active employee files to digital storage. It will also have the capability to create documents electronically, thus eliminating the need to generate paper contracts or evaluations as well as the need for subsequent scanning of these documents.

## PROCESSING PAPER APPLICATIONS

- When an application is received by the Human Resources Department, it is manually scanned and indexed into the WinOcular database for administrator access
- All additional documents received by an applicant are scanned into the WinOcular database under applicant's name and social security number

## INTERNET APPLICATION PROCESSING

- Professional applications (teacher and administrator) can be accessed at the district's website at [www.ccisd.net](http://www.ccisd.net) under *Job Postings*
- Internet user can complete application on line
- Once completed, the internet user submits the application via the internet
- Required data such as social security number, address, certifications, references, etc. are automatically downloaded into the applicant database
- Application form is electronically placed in the applicant file

## APPLICATION TRACKING BY PERSONNEL OFFICE

- HR Secretary queries the internet application labeled “pending” and prints a list of all new applicants
- Applications checked for obvious errors
- HR Secretary changes “pending” status to “requested” status in order to process Criminal History Check
- Criminal History checks are processed
- Once criminal history check is cleared, applicant’s status is changed from “requested” to “cleared” to enable principals to view the application

## ADMINISTRATOR ACCESS

- Administrators have the ability to access the internet applications from WinOcular from a campus-based desktop computer via a LAN/WAN connection
- Administrator’s can view an applicant’s complete file, specific to the related vacancies on the campus
- Administrators can make decisions regarding interviewing and hiring based on data gathered through the internet application and the WinOcular database

## FUTURE PLANS

- Eliminate paper storage by imaging new employee files, current employee files, and terminated employee files into WinOcular
- Generate contracts, evaluations, pay sheets, etc. electronically to the employee’s file, eliminating the scanning and mechanical filing of routine documents

## THE BENEFITS

- Information integrated into one database can easily be accessed by multiple users
- Clerical time required to scan and index items is less than half of that required to manually file and retrieve folders of information
- Folders cannot be misfiled or lost
- Document security - entry into the database system is only accessible to authorized CCISD employees; it is not available for candidate review
- Eliminates the burden of paper storage