

How Western Wyoming Cut 500+ Hours from Their HR and Payroll Processes

While Improving Employee Services and Satisfaction



Dynamic Campus

Western Wyoming Community College—known simply as “Western” on campus—partnered with Dynamic Campus to re-engineer its human resources (HR) and payroll platform through automation and the implementation of new business processes.



The team was able to eliminate 553 hours of unnecessary manual activity—**more than three months of work**—in the process.





Doing More—and Better—with Less

Faced with declining enrollments and state financial support across the country, many community colleges are focusing on improving efficiency and effectiveness to do more—and do better—without increasing costs.

Western Wyoming Community College in Rock Spring, Wyo. identified an opportunity to improve their use of the Colleague® HR system by streamlining their business processes and enhancing service levels simultaneously.



Western had relied on Colleague HR to manage its critical HR and payroll functions for a number of years, but the platform wasn't being fully leveraged. As a result, Western couldn't trust the system-generated results or reports for the most basic HR information. "It got to the point where we couldn't even run an accurate employee headcount for our holiday card list," recalled Dr. Karla Leach, Western's president.

In response, the Western staff developed numerous manual workarounds to ensure that payrolls were processed promptly and correctly, including tracking duplicate information in offline spreadsheets. Although these failsafe efforts guaranteed that payrolls were done properly, they also burdened Western staff with unnecessary work.

The Western team partnered with Dynamic Campus to help them re-engineer the entire HR and payroll function, including a re-implementation of Colleague HR.

“

I first became aware of Dynamic Campus through the data warehouse assessment and data governance projects they performed for the Wyoming Community Colleges and Commission,” said Leach. “I knew they’d be the right partner for this project given their higher education IT focus, their familiarity with the platform and the positive experience I and my colleagues had working with them previously.”



www.dynamiccampus.com



sales@dynamiccampus.com



(888) 805-3022



Goal-Oriented From the Start

“This was a highly visible and important project for us,” said Sheldon Flom, vice president for Administrative Services. “We had a tight timeframe to execute the project, and we were under a high degree of scrutiny both across the state and within our institution due to the critical functions Colleague HR supported.”



The year-long project began in late August 2016 with the following goals:

- 1 Re-implement and re-configure** Colleague HR to integrate fully with Western's IT infrastructure.
- 2 Correct and implement** proper data standards and coding.
- 3 Implement compliance reporting** for Affordable Care Act, and other federal and state regulations.
- 4 Identify and reduce** or eliminate manual and paper processes.
- 5 Develop and deliver** Western-specific support documentation and user training to maximize adoption and ROI.

“Due to the highly sensitive nature of the HR and payroll information we were working with, project accuracy and timely communications were critical,” said Debbie Baker, Western's director of Finance and Controller.

Dynamic Campus worked with Western to design and execute a comprehensive communications and training plan for key stakeholders and users. This plan included emails, staff meetings, town halls, sign up events and more, staged at key intervals throughout the project.





Getting Results

After careful pre-planning, regular campus visits, comprehensive interactive meetings, and informative project communications and events, the project was completed in July 2017 – on time and on budget.

The project delivered the following benefits to Western and its staff:

- 1 Eliminated more than 553 hours** of redundant and/or manual processes, the equivalent of nearly 14 straight work weeks of effort!
- 2 Ensured that payroll is processed** automatically, accurately and in a timely fashion.
- 3 Increased accuracy** and ease of payroll and associated budgeting.
- 4 Greatly improved the speed and accuracy** of all HR reporting—including the ability to deliver accurate employee lists.

ITEM	OLD PROCESS	NEW PROCESS	TIME SAVINGS	ANNUAL FREQUENCY	ANNUAL SAVINGS
Adjunct Stipend Upload	90 Hours	16 Hours	74 Hours	3	222 Hours
Benefit/Deduction Routines	29 Hours	2 Hours	27 Hours	1	27 Hours
Monthly Vac./Sick Updates	20 Hours	0 Hours	20 Hours	12	240 Hours
IPEDs Reporting	80 Hours	16 Hours	64 Hours	1	64 Hours
TOTAL			185 HOURS		553 HOURS

“Thanks to a well-conceived, managed and communicated project, we not only successfully met our objectives but clearly and proactively kept our employees informed of key changes along the way,” said Flom.

“Dynamic Campus complemented our own internal IT team perfectly,” Leach added. “The project trended ahead of schedule from the start, and the work product and associated benefits we’ve achieved have exceeded everyone’s expectations.”

“Because of Dynamic Campus, we’ve replaced wasteful and inefficient manual processes with streamlined and automated systems,” said Human Resources Specialist Megan Gabol. “We can do a lot more with less, and we have additional time to focus on our employees’ overall experience.”

If your institution is looking for opportunities to deliver more value for less cost by getting more out of your existing IT investments, contact Dynamic Campus.

Our deep bench of higher education-specific IT experts is standing by to augment your existing teams and help your institution meet your short-term needs and long-term goals.

Contact us at sales@dynamiccampus.com or **(888) 805-3022**.



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