



About Richland School District Two

Located in Columbia, SC, Richland School District Two is one of the largest and fastest growing school systems in the state with more than 1,100 new students enrolling each year. Aspiring to a theme of "World Class Education", Richland Two's top goals are (1) strengthening and improving academics and (2) managing growth according to Superintendent Stephen Hefner.

The Business Challenge

Richland Two and Digital Designs first began a working relationship in 1996 when the district implemented ElectroForm/400. This solution transformed preprinted payroll and accounts payable checks and purchase orders from expensive continuous pre-printed forms processed on impact printers to flexible, low-cost secure laser stock with folder-sealer devices handling mail room automation.

Since then the number of employees within Richland Two has increased by 50%, A/P check processing has grown to 300-400 checks per week and 100-150 purchase orders are printed each day. Mary Salter, Coordinator of Payroll and Accounts Payable, had been researching a solution for streamlining payroll for several years. Then, Superintendent Hefner issued a mandate to go green and eliminate paper as much as possible within the district, and Salter knew printed pay-check stubs were a great place for her department to start.

When Richland Two heard about DDI's paperless document solutions, which deliver electronic documents directly to archive for secure storage and employee self-service, they quickly calculated the dramatic savings in both form costs and labor that would result from the elimination of many of their printed documents.

The Solution

The first step by Digital Designs was to update Richland Two's ElectroForm/400 print management solution to the current release of FormServer software product which offered the added capability of being able to distribute electronic copies of documents via email or directly to a secure archive server. Any employee can log into the server at or away from work with credentials validated in the LDAP directory of the primary domain controller and access only their own individual pay stub and W-2 documents. Employees in some job roles such as bus drivers, cafeteria staff and janitorial specialists did not have access to browsers and would continue to require paper copies of their documents. DDI used SmartMerge to isolate print documents with those job codes for laser printing.

Realizing the Benefits

After the transition, Richland Two now prints only about 600 direct deposit advices vs. the 4,000 they were printing each semi-monthly pay period. The reduction in time and effort is a welcome relief to the accounting staff, and the lower cost of paper and postage is significant and will multiply in years to come. It used to take one and a half days to print, seal, sort and bag checks and pay stubs each pay period and prepare them for pick-up by the courier (an additional cost) for distribution to each school. Now that time has been reduced to 2 1/2 hours, a saving everyone is grateful

Targeted Applications:

- Payroll
- A/P Checks
- Document Archiving

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www.richland2.org

Challenge

- Cut the 1.5 Day timeframe and associated costs of handling paper pay stubs each semi-monthly period
- Reduce paper as much as possible in all business processes

Solution

- Pay Stubs Online secure document portal by Digital Designs (available for internal installment or as a hosted services offering)

Benefits

- Processing time reduced to 2.5 HOURS vs. 1.5 DAYS
- Employee Self-Service 24 x 7 x 365
- Postage Savings of \$2,600 per month
- Saves 24 Trees a Year



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for! During the two-month summer vacation, Richland Two will save \$5,200 on postage alone by reducing the volume of mail required for summer distribution.

Bus drivers, teacher's aids and cafeteria and janitorial staff still get paper copies, but according to Marshall Neal, Manager of Financial Services, Richland Two later plans to install secure self-service kiosks (also offered by Digital Designs) in strategic locations so that employees without computers at work or at home can view and print their documents at their convenience.

W-2s for 2007 were transformed from a saved print data stream and loaded into the archive for employee self-service. Prior to that point in time, if an employee needed a reprint of their W-2 for the IRS or for a loan application, the tedious process of restoring the print file, locating and printing a single document was required.

Ashley Bruton, Manager of Marketing Communications for Richland Two, has estimated the reduction in paper from just this single application will save around 24 trees a year. That's 24 more trees that can nurture the planet by absorbing carbon dioxide and releasing oxygen; however, what Richland Two really saves is time. "Working with Digital Designs helps us streamline our payroll system and helps the environment, but most importantly, DDI helps us focus on our main goals of quality teaching and learning," said Bruton.

As Richland Two becomes more and more paperless and as the school district continues its steady growth, fewer additional people will be required to handle the expansion and the savings and ecological benefits will compound.

Moving forward, Richland Two is now in a position to utilize their new tools to achieve even greater breakthroughs in reducing the handling and flow of paper throughout all the schools in the system, provide secure, redundant storage of easily accessible documents and records as well as make a positive impact on environmental conservation.

Learn More

Helping people and businesses manage business information more efficiently through innovative document management solutions is the mission of Digital Designs. From laser printing, to secure global document delivery, to enterprise-wide electronic document access and archiving, Digital Designs delivers measurable value to the bottom line of hundreds of iSeries customers.

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