

HR Processing and Central Office Efficiencies Offer Immediate Benefits to Rapid City Area Schools

Rapid City Area Schools seamlessly integrated Upland Software's FileBound solution to digitize personnel records, simplify contracting needs, and streamline central office processes.

Rapid City's Story

Buried under mountains of personnel documentation, invoices and other central office documents, Rapid City Area Schools (RCAS) began their search for a document and automation tool that could organize their information, reduce costs and, most importantly, allow them to put an effective disaster recovery plan in place.

"We are not typically 'techie' people," said Kristen Strissel, HR Manager at RCAS. "When we found FileBound, we knew this was the solution we needed: super user-friendly, yet able to address all of our needs at the same time. You know you've found something good when staff is excited about using a new product and starts finding their own ways to implement it further."

The Benefits of FileBound

Personnel Management. First step was digitization. Employee records are now easily accessed and managed, and all of their documentation is accessed through their Skyward interface. Next step? Digital signature capabilities, contract renewals, faculty training, and handbooks. RCAS is on a mission to automate every step of the onboarding process.

Compliance and Tracking. Not only does FileBound allow for easy storage and fast access, it also helps HR teams quickly report on which staff members completed their required training, which contracts are coming due, whether updated payroll or benefit elections have been submitted, and tons more.

More than just HR. It's true that FileBound can help streamline your HR department, but did you know other districts also use it for AP and AR processing, vendor and contract management, coordinating internal efficiencies, and for tracking internal and external requests from faculty and parents?

FileBound truly is multi-department solution!



Rapid City Area Schools serves over 14,000 students on 24 campuses. The district is a technology leader in the state, and its IT department continuously seeks new areas to leverage the latest technology to find cost effective ways to improve staff productivity while benefitting students and their families.

LOCATION: Rapid City, SD

WEBSITE: <https://www.rcas.org>

Results

- **Digital processes** like new hire contracting, onboarding, and training approvals have modernized HR processes
- **Streamlined** central office processes in AP and beyond
- **Compliant, secure** data adheres to state compliance mandates and disaster recovery efforts

"It's all so easy now. Our staff signs their annual contracts, we countersign, and then it automatically routes back to the employee and straight into their file. Our new process is awesome. Life without FileBound would be like going back to the stone age."

— Kristen Strissel, Rapid City Area Schools