

Certify



Certify™ is Certica’s web-based data quality application which continually validates databases for business rule integrity, data quality requirements and potential compliance issues. Centralized, automated and designed to validate hundreds of millions of records each day, Certify enables organizations to detect data problems quickly and allows data owners to take immediate action in resolving or correcting errors.

The Certify Rule Library™ is Certica’s collection of over 200 pre-defined data validation rules and alerts which have been gathered from Certify districts nationwide. The rules, organized by subject area, represent the most widely used, top-priority data validations and alerts applied to data in district information systems – to ensure accurate calculation of FTE/ ADA, demonstrate accountability and maximize funding.

Business System Validations and Alerts

The Certify Rule Library contains data validations that automatically check for incomplete or inaccurate employee data in the areas of HR and Finance, including employee benefit and payroll information. Business system data validations are applied directly to the data in those business systems. The validations and alerts can help your district finance department:

- Monitor data to ensure employees’ hires and terminations have been added to your business system correctly.
- Verify compliance with a range of district and state requirements related to staff experience, education and certification.
- Identify incomplete data related to payroll, such as pay rates, pay method, and pay group.
- Avoid inaccurate coding that can result in incorrect payment of salary or benefit payments.
- Ensure that appropriate payroll deductions are accurate.
- Automate and streamline the process of data monitoring and validation.

Examples of HR/ Finance Validations and Alerts in the Certify Rule Library

- An employee with a Termination Date must also have a Termination Status Code.
- An employee with a Masters Supplement should have an Advanced Degree.
- Pay Hours for hourly employees should not be zero.
- Retired employees should not have a “care insurance” deduction for the Texas Retirement System.
- Each teacher should have a current Certification record.
- Leave Code 1 should not be missing.
- Active, full time employees require a deduction for the Texas Retirement System.
- Substitute teachers should have the correct Pay Group, Pay Method, Pays per Year and Hours Per Day.
- Employee Email address should not be missing.
- If an employee is on the Statutory Minimum Report, the State Schedule must contain a valid code.

For more information on Certify, contact Sales@CerticaSolutions.com, call 855.766.9916 or visit CerticaSolutions.com.

