

# Sage streamlines HR and time & attendance in heavy manufacturing

Hadley Industries, the steel manufacturer, is using personnel and time & attendance software from the Sage solutions suite, SnowdropKCS, to streamline its HR and clocking-in processes across 11 operations and 450 employees.

## About Hadleys

Hadley Industries is the largest UK-owned producer of steel cold roll frame sections and operates across three UK sites. It previously had a culture of clocking in, from the Managing Director down, using a traditional manual card-based clocking-in system. "Every site had to be collected weekly for payroll and overtime calculations were referred back to the bays for authorising," explains Mike Collier, Business Systems Manager for Hadley Industries.

"It was an inefficient, convoluted system, requiring personnel time and duplicate record keeping. We changed this, virtually eliminating paperwork and saving a significant number of man-hours with **SnowdropKCS Time & Attendance**, integrated with **SnowdropKCS Personnel**."

## The solution

With SnowdropKCS, on entering or leaving a bay or work area, workers simply swipe a magnetic card and indicate whether they are clocking on or off. At this point they can also view their holiday entitlement and overtime details for reference. This system not only records the working hours of an employee but also indicates their presence in the building in case of a fire or accident. Site managers and supervisors, in addition to HR and managerial staff, have on-site PC access to this data to help them manage their staffing and work flow.

Supervisors can quickly see who has clocked in, if there is likely to be a manpower shortfall and act on the information before it becomes a problem. They can change overtime profiles to fit demand and allocate holiday time – all of which integrates with the central personnel database. "Supervisors feel in control and empowered with the new system and overtime is only approved when needed." Mike adds.

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## Benefits

The business now has a better handle on overtime and can identify trends and anomalies within each working area. "SnowdropKCS has enabled individual bay managers to focus on their business overtime practices – good and bad. For instance, some workers used to clock in early even when they were not required, merely to boost their hours. Data analysis and Sage's management reporting tools clearly show up the culprits and appropriate action can be taken."

The rostering feature in the time & attendance module allows the shop floor managers to manage their bay's holiday and overtime. Mike again: "Having terminals on the shop floor gives authority and freedom to the employees making decisions. The screens are clear, straightforward and definable, to keep detail to a minimum."

On-site security is always an issue in heavy industry and controlling access is the first line of defence. While a good time & attendance system will tell managers who is where in a plant, Hadleys has taken the system one step further to ensure leavers are automatically barred from access. In addition to clocking in and out, the swipe card also controls access at the front door, using both SnowdropKCS and Pro Access software. As everything's joined up, once an employee is registered on the personnel system as having left or been dismissed from the company, their swipe card is automatically disabled. "We have had a major security headache with equipment going missing, particularly if we are not going to see an employee again," Mike explains. "Once the employee is on the system as no longer in our employment, his swipe card is automatically disabled, so if he tries to use it the front door won't open."

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Mike thought he would have a difficult task changing the company culture into accepting this new way of working and training the shop floor supervisors to use PCs. "The benefits of the new system rapidly became apparent and individual bays started to request more access to the system." He explains.

Sage has enabled Hadleys to manage its overtime and staff rostering more efficiently, saving incalculable man hours in wasted overtime and manual cross-checking. Data is stored in one central database, accessible on the shop floor, as well as to management and Human Resources. Rather than rejecting the new technology and way of working, shop floor supervisors have quickly embraced the easy-to-use software and appreciate the knowledge and control it brings them. Now they are requesting the time & attendance module for all shifts.