Holophane Europe Ltd introduces accessibility with ADP

Introduction

Holophane Europe Ltd has been established for over 100 years and is a world class manufacturer of commercial, industrial and architectural lighting products.

Based in Milton Keynes, the company has 109 employees who work in the company's head office or from home as part of its sales force.

The challenge

Holophane runs weekly and monthly payroll cycles, which makes the system particularly complex. In order to deal with this, the company needed a solution that was flexible and could run alongside both cycles. When it comes to the weekly payroll, it was important that the new system could run close to the deadline date so as to ensure the entire week's information could be taken into account.

The previous system Holophane used had been in place a long time and as a result was starting to get out of date. As a result, simple processes were taking longer and were causing the HR and payroll teams delays. It therefore needed a more modern solution that was based online so that processes could be streamlined to reduce the amount of time spent on administration.

Not only was an online solution necessary to reduce administration time, but it also needed to make it accessible to the entire workforce. Holophane employs a large number of home workers, who make up the sales force, and an online system would eradicate any problems of employees not being able to access their time and attendance and payroll data.
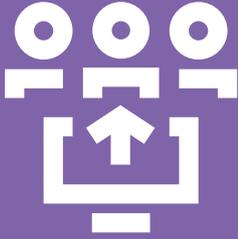
The implementation

Holophane undertook a thorough tender process and shortlisted four providers, of which ADP came out on top for its payroll and time and attendance solutions.

Christine Stubbs, HR Advisor at Holophane says, "Having had experience with ADP through our parent company, it was a natural progression for us to move forward with ADP's payroll, and time and attendance systems."

The ADP solutions went live before the projected completion time and Christine adds, "The project had a strict time frame and we were impressed by the dedicated account team at ADP. They ran the implementation process efficiently and all of the stages were completed ahead of time.

"Setting up the two web-based systems was made easy by the ADP consultants. They were on hand throughout the process and the help-desk has been fantastic. They are extremely supportive and understanding and it is refreshing to have a friendly account team on the end of the phone that is knowledgeable about its products."

The implementation

A major benefit to Holophane has been the amount of time saved for the HR and payroll team. Christine says, "The payroll functions of the business are now a lot more efficient. Processes are faster and as the system is based online, we have remained close to the data, which was our aim from the start.

"Because we run weekly pay cycles, we previously had difficulties updating the data close to the end of the week. With ADP's payroll solution we can run our processes a lot closer to the deadline date and changes can be made, ensuring accuracy and reducing the amount of time spent on administration."

Holophane's parent company in the US also uses ADP, as Christine adds, "Now we are using the same system as our owners in America we are fully compatible, which is a major benefit. It has meant that data can be shared and transferred with ease, using smooth and efficient processes."

The web-based solutions have also proved to be beneficial for recording staffing changes and time and attendance. Christine says, "With ADP's time and attendance solution, all staff are able to book their own holidays and pick hours which feed directly into the payroll system. This aids all staff, whether they work from home or not, as it allows them to keep accurate records and manage their own time."

Christine concludes, "We are extremely impressed by the solutions and the benefits that we have gained from our partnership with ADP. As a result we are looking to take on the HR system built into ADP's payroll solution to align our processes further."

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