



Bostik streamlines management of the employee lifecycle



Efficiency gains, increased data accuracy and transparent time and attendance recording at Bostik UK.

The vision: a more automated HR operation

In environments ranging from factories and construction sites to schools and homes, Bostik adhesives are used for sticking, bonding and sealing. Bostik operates in more than 50 countries and employs around 5,000 people, 415 of whom work at Bostik UK.

“We wanted to introduce more automation in our HR processes and improve management reporting,” says Manny Richter, HR Director at Bostik UK. “We realised we needed to invest in a new system, as our previous HR software wasn’t up to the job.”

Bostik UK rolled out Civica HR, Payroll and Time & Attendance to manage employee records, hours and benefits more efficiently across its three sites. “The integrated Civica solutions delivered immediate efficiency benefits as well as cost savings,” says Richter.

Outcomes

- ▶ Significant time savings: monthly headcount report generation slashed from days to minutes
- ▶ Less admin for HR by introducing self-service access for employees and managers
- ▶ Equal treatment for everyone with a transparent time and attendance system
- ▶ More effective performance management with more accurate attendance and absence data
- ▶ ROI on Civica solutions expected within three years.

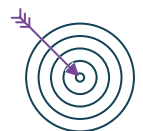
“We wanted to introduce more automation in our HR processes and improve management reporting. The integrated Civica solutions delivered immediate efficiency benefits as well as cost savings.”

Manny Richter, HR Director, Bostik UK

Productivity gains



Increased data accuracy



Greater transparency



The productivity and efficiency gains enabled by the Civica solutions are on course to deliver ROI within three years.



Efficiency and sustainability gains

In the past, preparing reports involved collating paperwork from multiple sources — a manual process that was so time consuming, the data sometimes went out of date before a report was completed. Today, Bostik UK has a central database for all of its employee details and HR data.

“It used to take three days to work out the monthly headcount figure across our sites,” says Gareth Smith, a member of Richter’s HR team. “Now it takes just a few minutes, and we can respond to requests quickly and easily. The time savings have had a huge impact on our productivity.”

Civica self-service features provide a simple and cost-effective way to reduce the administrative burden on the HR team, by devolving responsibility for key tasks to employees and managers. There are sustainability benefits, too, as Smith explains:

“People can update their personal details and request annual leave online for approval by their line manager. This removes a lot of the associated paperwork, helping us meet our environmental targets.”

More accurate time and attendance data

To record working hours, the company previously used a card access system. Now, it has integrated a biometric system with Civica Time & Attendance. Users no longer have the bother of carrying cards: instead, they use their thumbprint as identification when clocking in and out.

A transparent time and attendance system ensures that everyone at Bostik is treated equally, and helps to reduce absence and lateness. Managers have the real-time information they need to deal effectively with any timekeeping

issues, while HR can be certain that the company complies with employment legislation on working hours.

The attendance data automatically populates the Civica HR and Payroll systems, streamlining the process and eliminating rekeying errors. Accurate attendance and absence data is crucial for payroll; it also helps HR to manage performance more effectively and, if required, disciplinary procedures, confident that correct and legal HR processes are followed.

Integrated HR admin, delivered

Rolling out the Civica solutions enabled Bostik UK to realise its vision for integrated HR administration covering the full employee lifecycle. “With all our HR data in one system we can extract information really easily — pension details, career history, salary increases — and know that it’s up to date,” says Smith.

“With the time savings and efficiency benefits from using the Civica solutions, we expect a return on investment within three years. It’s a really positive system for us,” he concludes.

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Gareth Smith, HR, Bostik UK

99% reduction in time required to run key HR reports