



HR and payroll precision at The Tool Connection



Increased accuracy and efficiency with integrated HR and payroll data and a biometrics-based time and attendance system.

Simplification through integration

The Tool Connection in Warwickshire provides specialist tools for the automotive sector throughout the UK and other European countries. The acquisition of Sheffield-based Eldon Tool and Engineering took the company's permanent workforce to just under 130, which is supplemented by contract workers at busy times.

When The Tool Connection decided to bring payroll administration in house, HR Manager Hannah Hopkinson was tasked with finding a software solution. She seized the opportunity to streamline HR administration at the same time.

"With one site in Sheffield and one in Warwickshire, everything was managed completely differently," says Hopkinson. "We decided to look for integrated HR and payroll software. The idea was to get everyone using the same systems, and make it easier for HR and finance teams to do what they needed to do."

"Operating from a single set of data means we now have much better interworking between payroll and HR. We only have to put the data in once and it updates everywhere — it's just brilliant."

Hannah Hopkinson, HR Manager, The Tool Connection

Outcomes

- ▶ More accurate capture of hours worked with biometrics-based clocking in and out
- ▶ Increased efficiency and time savings with automated data feeds and paperless systems
- ▶ More control over personal data for employees with self-service functionality
- ▶ System-generated reports that support use of the Bradford Factor to manage absences.

Time savings



Paperless working



Increased data accuracy



Efficient paperless working becomes a reality with automated data feeds between integrated systems and sophisticated reporting capability.



Fair and accurate time and attendance

The Tool Connection selected Civica's integrated HR, Payroll and Time & Attendance solutions. "Civica was the only provider who had developed their systems to be integrated and work together properly," says Hopkinson. "We can do everything from one system without needing separate logins."

Civica Time & Attendance lets employees clock in and out using fingerprints, facial recognition or a fob. This enables fair and accurate capture of working hours (including overtime), which automatically populate the Payroll system. Managers can easily log in to the Civica system to see what their teams are doing and authorise overtime.

"The biometric capability to capture working hours is really working well for us," says Hopkinson. "The Time & Attendance system is vital for managing absence and zero-hours contracts, and cuts out the time-consuming process of managing individual timesheets. It saves the HR team at least a day a month, which for a small team is significant."

Putting employees in control

The Civica HR self-service functionality has proved popular with The Tool Connection's employees, and saves a lot of admin time for the company's HR team.

Everyone has access to the system to update their personal details, view their payslips, and book time off. Holiday requests are authorised and overseen by managers, with no risk of requests or approvals being lost in a paper trail.

Employees like being able to see their holiday calendars and absence records, and feel more in control of their schedules; while managers have the information they need to plan for both busy and quiet periods.

Bradford Factor support

The HR team finds it easy to run reports from the Civica solution, enabling payroll reviews and providing insight into days off, sickness, and reasons for absence. "We run a lot of reports on the HR system which we couldn't do before," says Hopkinson.

The reports support the company's use of the Bradford Factor to measure absenteeism. They help the HR team identify unplanned absences, and apply weightings, and support managers and employees as appropriate, while ensuring business needs are met.

"We can alert managers to high levels of absenteeism and see where patterns are emerging — the reports help them and us by making everything more visible and actionable," says Hopkinson.

The shift to paperless working

Moving to the Civica solutions has enabled The Tool Connection to do away with paper-based admin systems and reap the efficiency benefits of using a single set of integrated data for HR and payroll.

"Operating from a single set of data means we now have much better interworking between payroll and HR. We only have to put the data in once and it updates everywhere — it's just brilliant," says Hopkinson. "We can interrogate and display the data in different ways — pie charts, tables — with no need to print off documents to file away, giving us a true paperless system."

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1+ days of HR time saved each month through timesheet automation
