

Case Study



Capricorn reduce payroll processing time by 40% with the help of Capita.

Market leading automotive manufacturer chooses Capita to streamline administration and timekeeping.

“We needed a system to help reduce the increasing time that was required to carry out various administration tasks of our staff.

The system itself had to be easy to use and flexible enough to accommodate all of our then current needs and future requirements.

Capita managed to provide exactly what was required and as a result we have now saved 40% on the time previously being spent on payroll processing”

Kim Harper - Finance Manager

Founded in the UK in 1988, Capricorn Automotive Ltd is part of the Capricorn Group that operates in multiple countries spanning across Europe. As the industry's reference and first choice of designers and engine builders across the globe, the UK branch has experience rapid growth and product diversification since its formation.

Located in Basingstoke, Hampshire, Capricorn Automotive Ltd's product range has grown hugely over the years from gun drilling and honing, specialist engine liners for the Formula 1 market to nickel-ceramic coating of liners and cylinder blocks.

System History

Having thoroughly established themselves as a market leader since their UK birth in 1988, coupled with the impressive product growth, it was deemed necessary for the companies Time and Attendance requirements to be reviewed and improved upon.

Having used an old, dated clock card system since the launch of the company it was felt that, with the continued planned growth the business was expecting, a new Time and Attendance system was essential. After reviewing the companies need and future requirements it was deemed that a new system must help reduce the ever spiraling payroll processing times, whilst capturing real time accurate data that could then be used for reporting, and forecasting, upon employees working hours across the business.

In 2008 Capricorn Automotive went to market in an attempt to find the required Workforce Management solution. After an extensive selection process it was the integrated Intelligent Time, HR and Access Control system that was purchased for the sites 50 staff. With Capita providing the powerful and intuitive integrated system whilst still providing a solution flexible enough to be tailored to the precise requirements Capricorn outlined, the decision was an easy one to make.

A year after purchasing and implementing the system Capricorn Automotive Ltd expanded its operations by moving into a new larger site at the current Basingstoke location. With the Time and Attendance system now an essential part of the organisation culture it was determined that now was the time to expand its use through the purchase of additional hardware and software services.

An additional Ethernet Proximity Clocking Terminal was purchased to help capture the staff's working hours, whilst on site security into the factory area was tighten through the installation of Proximity Access Control on two doors, thus providing the staff with a "one card fits all" solution. The software side of the system was also rolled out to line managers, this enabling each line manager to actively manage and monitor their teams working hours and performance, with Capita providing a full day of tailored System Training for these new users of the system.

System Overview

Capricorn are currently using the following products from the Intelligent suite;

Intelligent Time

Administered by two members of the HR department the Time and Attendance system is used to accurately capture the working hours of the 50 factory floor staff that are currently employed. The Time and Attendance software accommodates all of the working practices required by Capricorn with this data then being captured and made available within our Reporting Suite, of which over 250 reports are extractable.

Intelligent HR

The sophisticated HR system is used by Capricorn to store all employee's Skill sets, Appraisals, Disciplines and PPE whilst providing a Training Matrix for each employee to be recorded upon. The visual reminders and alerts allow the system users to quickly and easily re-book their staff onto any required courses or take the required action once a review date has been

activated. All HR data and records are available within the Reporting suite where scheduled reports can be set up and emailed out to managers at certain dates to provide them with the required HR data.

Intelligent Access

With innovative and market leading production occurring on site it is essential that certain areas of the premises remain safe and secure from unauthorised absence. With the ability to restrict access rights down to employee by employee level Capricorn can not only boast a highly secure working environment, but can also store, record and view movement activities within the same Time and Attendance and HR system. Through the use of leading technology the employee can use their same card to clock in at the clocking terminals as they can on any Access Controlled Door. Site Visitors and Contractors are also easily stored onto the Access Control system.

Conclusion

Capita believes that this case study demonstrates our ability to listen, understand and cater for all of our customer's current and future needs and requirements. We believe that no matter the size or market all of our customers should receive the industry leading software, services and support that we offer to all of our customers.

We would like to take this opportunity to thank everyone at Capricorn Automotive who made it possible to provide this case study.

“The after sales and support service provided by Capita has been very good. When we moved our company to their new site, we increased the amount of Time and Attendance and Door Access Control hardware. This was a painless and smooth changeover process provided by Capita”

Kim Harper - Finance Manager