

Hi-Lex Cable Systems



Hi-Lex invests in Kronos system for employee scheduling and absence management

About Hi-Lex

Global automotive parts manufacturer, Hi-Lex Cable Systems supplies automotive components to the world's leading car manufacturers, including Nissan, Ford, Volvo and Land Rover. The company's European Headquarters is based in Port Talbot, where employees use the Kronos workforce management system, Kronos Workforce Central™, to record working hours.

Kronos at Hi-Lex

Hi-Lex have been Kronos users since 2004. Selecting Kronos was straightforward according to Mandy Armstrong, "We knew Kronos to be the world leader in the area of time and attendance and following an excellent product demonstration, we were confident that the system would more than meet our needs."

Project scope

Hi-Lex needed to find a way to proactively manage absence, lateness and overtime, reduce payroll administration, ensure payroll accuracy, and simplify staff scheduling. They chose Kronos Workforce Central with biometric terminals to fully automate staff time recording and manage staff work schedules.

Project benefits

Pro-active staff management with real-time availability of information

Kronos now provides real-time alerts directly to the managers' desktops to inform managers when staff have either arrived in work late or not arrived at all. The manager can then pro-actively handle the situation with the late employee or can call in another employee to cover a staff shortage then. Hi-Lex also has weekly/monthly overtime budgets to monitor. To enable managers to do this accurately, Kronos provides a daily overtime report for the previous day's worked overtime, enabling each team to monitor and manage its own overtime budget.

Visibility of Kronos data to team leaders

Team leaders can now access the Kronos data to track their own team's absence, overtime and holiday entitlement, with the result that employees no longer have to approach the payroll department for day-to-day information.

Simple solution to monitor sick pay and holiday entitlement.

Using the Kronos Workforce Accruals® solution, Hi-Lex is able to monitor sick days and track leave against an individual's entitlement. The Kronos system will not allow employees to exceed their agreed entitlement. Previously, an employee's paper-based holiday or sick card would have to be updated and used to manually calculate any days taken.

Benefits summary

- Excellent reporting capabilities for absence/sickness/overtime monitoring
- Biometric time recording has improved accuracy of clocking
- Payroll accuracy no longer a concern
- Real-time reporting improves efficiency
- Staff schedules easy to update and change
- Pro-active staff management with automatic email alerts
- Reduction in overall admin and internal payroll queries
- Easy to monitor holiday and sickness entitlement
- Intuitive user-friendly system
- Faster report writing.

"The Kronos system is intuitive to use, has excellent reporting capabilities and is reducing the time we spend managing staff schedules. I haven't really found anything that Kronos can't do".

Mandy Armstrong (MIS), Hi-Lex Cable Systems

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Tighter control over back to work documents

Hi-Lex has a return-to-work interview process which has been highly effective in reducing absence. The process involves the completion of a return-to-work interview form using the Kronos system to record and monitor the completion of the documentation. Since using Kronos to perform this function, the control process for completing the form has improved by 50% when measured against time taken to complete before using Kronos – as the system enables the company to monitor, chase and control the document completion.

Provides the benefits of an HR system

Hi-Lex also uses the Kronos system to manage HR policies and all staff HR information is held within Kronos. For example, excellent attendance is rewarded with an attendance bonus – the attendance data is taken directly from the Kronos system; Kronos also stores information on such things as verbal and written warnings, and when written warnings are about to expire.

Biometrics improves clocking errors

The company had been experiencing high levels of clocking errors before the biometric system was installed, with forgotten badges being the typical excuse for missed clockings. "A typical three month period would result in up to 700 mis-clockings – each of which needed to be investigated by the business," explained Mandy Armstrong. "Since the biometric system has been in place, clocking errors are as low as two per week."

Improved staff scheduling

Rotating staff shift patterns are all managed by Kronos to ensure that the system knows when employees are expected to be at work. In a busy manufacturing environment, production schedules, and therefore working schedules, are likely to change at short notice. Previously, it was necessary to manually change every employee schedule in the system, but Kronos enables large groups to be rescheduled in the system in a matter of minutes, saving time and improving accuracy.

Reduction in time spent on payroll administration

Where previously the hours-worked data was transferred manually into Excel, manipulated and then manually keyed into payroll, Kronos now automates the process through to the payroll system. It now takes a matter of minutes each week to prepare the payroll for entry – where previously it was taking a full day each week. The payroll team now have more time to provide payroll analysis on such things as absence trends, overtime worked and attendance records.

"Kronos provides us with an easy to use system that supplies us with most of the employee analysis that we require at Hi-Lex. It's a solid system requiring little management and is widely and pro-actively used across all departments to give us business critical employee information," concluded Mandy Armstrong.



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