

T&A is right on cue to cut Human Resource management time for Norbar

World leading torque tools specialist, Norbar Torque Tools, fully expects to make savings of around 50% on time spent on Human Resources Management through its investment in a Time and Attendance (T&A) solution from K3.

The UK company has already gained considerable benefits through its use of K3's advanced Equator suite of Human Resource (HR) and Payroll modules both of which have been helping the world leading firm to manage its payroll and personnel processes at a time of significant business growth. By adding the T&A and Access Control modules, Norbar will add further efficiencies throughout its HR division.

Norbar Torque Tools is a rapidly growing company and designs, manufactures and distributes to countries worldwide, precision tooling for torque tightening, measuring and calibration. It also offers a recalibration service as after sales support. In fact, its earliest roots as the North Bar Tool Company, Norbar became the first company in Britain to commercially manufacture a torque wrench.



"This means that we don't have to use manual spreadsheets to compare this information and in the long term it should help us save considerable time spent on HR administration" Wanda Stewart-Lee, HR Manager

At a glance

Company

Norbar Torque Tools

Industry sector

Manufacture of precision tooling

The challenge

- Large growth with more staff and training requirement
- Manual time records

Solution & services

Equator

- Time and Attendance
- Access Control
- Payroll
- Personnel

The benefits

- Managing Staff attendance and training records
- Reduced admin time
- Improved Payroll reporting facility
- Accurate reporting



(continued)

Today, this third generation family business employs 280 people across its two sites and has survived the recessionary years by investing in training, development and continuous improvement activities. It has added nearly 70 new staff in the last 18 months and continues to invest in resources to support continued growth.

Norbar acknowledges the important role that Equator has played in helping to manage staff attendance, absences, sickness and training in order to generate reports for employee review meetings. These help the company's management to improve levels of productivity to an optimum level. The company's HR division has been dependant on Equator for this information and use the solution solidly for two weeks every month to manage its growing employee base. At a time when the company is fulfilling global demand for its services, T&A will help it take the next step in its growth pattern.

Wanda Stewart-Lee, HR Manager at Norbar Torque Tools explains: "Our work philosophy is continuous improvement and the software we use plays an integral role in helping us a company achieve these goals. As we develop, we are looking at ways of reducing time spent on administrative tasks in order to improve our efficiency and productivity levels. The Time and Attendance system will provide greater transparency of data when it comes to analysing employee work patterns. Data entry of staff absence will be made easier because the work patterns will already be recorded in Equator and T&A will set this information against individuals. This means that we don't have to use manual spreadsheets to compare this information and in the long term it should help us save considerable time spent on HR administration."



"K3 arranged a site survey of our proposed new premises and worked with our in-house Project Manager to ensure we had a complete Access Control solution for the whole building. The entire process was completely painless and as we were notified to any changes to the original plans, the Access Control system was amended to suit."



Norbar already uses Equator software to keep up-to-date, pay and probationary reviews together with staff absences and sickness levels and to measure individual employee records to determine whether or not certain employees are entitled to company sick pay. Prior to implementing Equator, the company would generate this information with spreadsheets and manual time records which demanded a lot of administration time and also created multiple paper trails which are now stored electronically within Equator.

Further helping to reduce the amount of paper used by the company for producing timesheets and holiday sheets is an advanced Access Control solution, which has been rolled out across a third of the company. This enables management to keep track of staff absence and lateness.



(continued)

Wanda Stewart-Lee explains: “K3 arranged a site survey of our proposed new premises and worked with our in-house Project Manager to ensure we had a complete Access Control solution for the whole building. The entire process was completely painless and as we notified to any changes to the original plans, the Access Control system was amended to suit.”

Equator has made it much easier for the company’s managers to input information and generate reports for internal review meetings. For Norbar, the solution’s Global Diary Events Calendar is enabling the company to stay on top of scheduled meetings. The diary automatically works out when a new employee is due a contractual review meeting and sends an instant alert at any requested time. This means that employment obligations, like planned salary increases and promotions, can be agreed and be kept to in a programmed way. This is particularly useful when it comes to keeping up-to-date with all records for individuals, including training. Wanda Stewart-Lee further explains how they progress and keep a track of employee training.

“We offer a number of internal and external training courses to our staff and these are often spread out over an agreed period of time. Equator enables us to track training progress to each individual employee and see how far into their training they are and how much they have left to complete, at any time. It also meets the requirements of our quality audits. This is really useful when it comes to managing employee job roles and skills and we can plan ahead to cover a position if an employee is likely to be away on external training. It also helps us to plan when we can develop employee job roles after training has been completed.”

Norbar Torque Tools recently moved a third of its business to new premises in Banbury, but this move did not affect its use of Equator. In a similar fashion to its implementation of T&A, once the system is in place it can be managed across multiple sites from just one factory and a single Equator solution. Norbar has a NATA accredited laboratory in Adelaide, South Australia and an NVLAP accredited laboratory in Willoughby, Ohio, USA to complement its British based UKAS accredited laboratory. Its new SAC-SINGLAS laboratory in Singapore now has the same facilities for Asian customers.

The key to a happy and productive workforce is on-time pay, benefits and rewards. The Payroll module within Equator ensures that Norbar employees are always paid on time.

“We offer a number of internal and external training courses to our staff and these are often spread out over an agreed period of time. Equator enables us to track training progress to each individual employee and see how far into their training they are and how much they have left to complete, at any time ”



Maggie Thornton-Trinder heads up the Payroll team at Norbar and has become dependent on Equator to fulfil a wide range of different payroll related duties.

She commented : “I use Equator Payroll for two weeks every month and it really helps me to manage salary changes, deductions, bonuses, sick pay, RTI and individual employee reports. It really is a really convenient and useful solution to have and enables me to gain financial information really quickly. If an employee asks for a copy of their payslip I can instantly print them one off from Equator and can even search through the archives for an older payslip if necessary.

“When I joined Norbar Torque Tools a year ago I had never used Equator before but it was really intuitive and I only had to have minimal training to be able to use it to its full potential. “



(continued)

Recent automatic updates like the pension auto enrolment capability are supplied as and when necessary by K3 so Norbar always benefits from an up-to-date solution. When the company does need additional features, the K3 team can always be reached to provide this.

“K3 always answers all our queries about Equator and is consistently helping us to get the best out of the investment we made in the solution eight years ago,” says Maggie Thornton Trinder. “Since having Equator installed K3 has helped us to improve our Payroll reporting facility and found us quicker and easier ways to reconcile all our financial information which has, in turn, helped us to continue to improve our HR & Payroll efficiencies.”

Once T&A is successfully implemented at Norbar – the company will trial the software for a month before implementation – the company will benefit from greater transparency of information and will be able to save even further administration time by reducing manual paper-based work.

Maggie Thornton-Trinder concludes: “T&A will be a great investment both for Payroll and HR duties. It will help us to continue to join together the two departments and the information we generate into concise and accurate reports which should ensure benefits throughout the entire company.”

“K3 always answers all our queries about Equator and is consistently helping us to get the best out of the investment we made in the solution eight years ago, Since having Equator installed K3 has helped us to improve our Payroll reporting facility and found us quicker and easier ways to reconcile all our financial information which has, in turn, helped us to continue to improve our HR & Payroll efficiencies.”

