



It is so much easier than the old system managing manual time sheets and keying in data. PayGlobal does all the calculations for you and I find that the most important part for timesaving.



Jenny Davies
Payroll Officer
Wooldridges

Wooldridges

PayGlobal manages multiple award rates, pay conditions and employee accreditations with ease, simplifying the ongoing supervision of employees' rates and penalties.

Company Size

Wooldridges operates multiple companies with 11 stores and warehouses across WA, VIC, NT and SA. Throughout the year Wooldridges' payroll consists of 159 employees, which increases to around 360-430 employees during their busier operational time at Christmas.

Challenge

Efficiently managing an influx of employees across their busier time periods, Wooldridges needed a flexible people management solution that could streamline payroll and time and attendance requirements. They wanted to eliminate paper-based timesheets, recall returning casual employees' data, and provide an array of reporting capabilities at state, store and departmental levels.

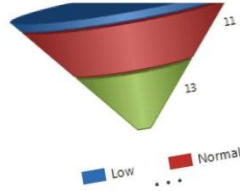
Solution

A comprehensive yet scalable solution, PayGlobal automates Wooldridges complex timesheet capturing and data entry capabilities, by offering an integrated people management solution with Payroll and Time and Attendance modules.

Utilising swipe cards and time clocks at all their staff locations, Wooldridges imports daily records of staff hours from the time clocks into PayGlobal in order to provide real-time payroll data and reporting capabilities.

Jenny Davies, Payroll Officer, Wooldridges, said *"I send staff reports [generated from the time clock data] to supervisors and managers on a weekly basis for sign-off. We then import the approved data from time and attendance into the payroll module, making any necessary adjustments. It's a case of not having to sit there and manually enter every timesheet, which is what we used to do. When facing "back to school time", we could be looking at 300-400 people in the payroll during this time. So not having to do all those manual timesheets is excellent."*

Furthermore, PayGlobal's flexibility allows Wooldridges to manage 6 internal different companies within the single solution.



Customer:

Wooldridges

Solution:

PayGlobal

Industry:

Retail and Wholesale

About Wooldridges:

Australia's leading educational supplier, Wooldridges specialising in back-to-school booklists and the supply of teaching, learning and other classroom and home educational resources.

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"Each supervisor is responsible for their area or department. If you have something for one retail section, it doesn't mean the other retail sections are going to be the same. You can actually identify and individualise each one, if and when you need to. It doesn't have to be across the board."

Outcome and Benefits

PayGlobal manages multiple award rates, pay conditions and employee accreditations with ease, simplifying the ongoing supervision of employees' rates and penalties.

"If an employee is under a certain age, every birthday they get a pay rise. Even if the change is within a pay period, PayGlobal is set up to automatically update the employee's rate to the next level of pay on the exact day. So, you do not have to worry about it."

"Rules can be set up to alert you of certain employees details, for example, our forklift drivers. We have set up a rule which will warn me that their forklift license will soon expire and they need to be advised to go and do their retraining. It's good because you are not having to keep manual records, reports or spreadsheets, or going around thinking – I've got to remember to chase that up. It's doing the pre-warning for you. It's a definite time saver."

Simplifying the recruitment process, PayGlobal also retains employee records within the database and allows the payroll team to terminate and then re-terminate employees as they return over the busy Christmas period as a casual employee. "Because they are already there - it's real easy."

Eclipse as a partner

Wooldridges have been impressed with the expertise and professionalism of Eclipse's consultants and support team.

"I'm amazed by how much I have learnt, just with Terri being here. She's shown me different and quicker ways to use PayGlobal, as well as functionality I didn't know. She's been excellent - absolutely fantastic."

ROI

As PayGlobal provides Wooldridges with a simplified data capture, reporting and payroll processing solution, they only need to employ one payroll officer.

"At one stage we had two people doing manual timesheet entry over one whole day, just to keep up with the flow. Whereas now, once the reports are approved, it's a 4-5 hour turnaround time. It's definitely a big time saver - a 3-4 hour time difference thanks to the new processing. Plus, during our quieter times, it can be done in a couple of hours."