

## SUCCESS STORY

# A SOLUTION THAT HAS PROVEN ITS WORTH

### Time Recording and Access Control for arvato digital services

The new division of arvato AG includes topac and all sonopress companies worldwide. arvato digital services has been a leading manufacturer of media for music, films, video, software, and games for over 50 years. Its unique experience of manufacturing media, packaging it, and distributing it to fans, users, and viewers means that arvato digital services is particularly geared toward flexibly accommodating customer demands and delivering premium customer benefits. In the world of digital media, sounds and images, software and games need to be delivered from the producer or artist to the consumer quicker than ever before.

#### The Challenge

At the start of 1998, the arvato digital services project team faced the task of finding an integrated and flexible solution that met the increased requirements of recording and calculating personnel information efficiently in addition to offering consistent data protection. The company was looking for flexible standard software products to meet its requirements. After a period of extensive testing, it found that only one software was able to satisfy the industry's varied requirements: the Adicom® Software Suite.

#### The Solution

The decisive factors in favor of the Adicom integrated HR software were the product's flexibility and extensive range of software functions.

A good and trusting collaboration between the project teams was crucial in implementing the entire project, from the planning stages through to complete live operation, in just six months. During this time, more than 40 time-recording and access terminals were installed and configured according to the company's requirements. In addition, the complete SAP R/3 HR module with integrated time management and payroll accounting was successfully implemented.

#### Time Management Requirements at arvato digital services

The working hours at arvato digital services regularly need to be adapted to altered business and personnel circumstances. Electronic, PC-supported time recording and personnel management systems are needed to prevent coordination, control, and payroll calculation problems from arising. Such systems assist the human resources department in creating the various working time accounts, leave summaries, absence statistics, and much more. For this reason, 20 time-recording terminals and 16 SFDC (Shop Floor Data Collection) terminals were successfully installed at arvato digital services.



## Project Scope

To provide access control for arvato digital services, a total of 16 doors/gates and turnstiles with entrance and exit lasers were connected to ACS 1 control units. Because arvato digital services was particularly concerned about flexibility and security, great importance was attached to online matching of data with the access control units. That means that a lost card can be blocked quickly and easily from any multi-access workstation.

To ensure the correct identification of staff, employees are required to carry an ID on the premises. Individual IDs have been produced that serve as swipe cards and feature the employee's photo and a hologram.

For time-recording purposes, employees use this ID to clock in, clock out, and to record access. At the same time, they are able to call up their time account balance and annual leave status.

This reduces the HR department's workload, and the controlling department automatically and promptly receives the detailed cost center-related work information for the employees.

The system has thus faced several challenges, such as the high variability of access profiles and the ongoing requirement of having to map new IDs and new staff through new production cycles in the system; it has passed all of these tests with flying colors.

arvato digital services has now been using SAP HR time management throughout its company for almost ten years.

As the system had been proving its worth year after year, it was gradually extended to new production sites throughout Germany. In doing so, the installation and production times were always consistent with the impressive implementation time at the start of the project.



*"For many years now we've been using Adicom<sup>®</sup>, the time tracking and personnel time management software. Adicom<sup>®</sup> is a quality application with good stability and high employee acceptance – these factors assure our continued use of Adicom<sup>®</sup> in the future."*

arvato digital services

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