

Carval helps find cure for employee sickness at **British Biocell International**



Leading supplier of products and services to the global diagnostic and healthcare industries chooses the Carval Time & Attendance System after exhaustive search.

British Biocell International, part of the AIM listed BBI Holdings group is recognised globally for the production of superior quality gold reagents which are used within lateral flow rapid diagnostic tests for the 'Point of Care' (POC) market. Since the company developed a unique 'in-house' recipe for the manufacture of superior quality gold nanoparticles in 1986, it has grown significantly and now offers a growing range of products and services to a global customer base.

The key to BBInternational's success is a proactive focus on rapidly changing market conditions and the ability to exploit key market opportunities. BBInternational is now the partner of choice for many global blue chip diagnostic companies.

This success has brought with it many challenges from expanding the premises to managing employee working patterns. The expansion of the work force has meant issues such as holiday, sickness and time management have all needed systems putting in place for control and reporting.

The objectives of implementing the new system were:

- Centralise All Attendance Records
- Manage Absence such as sickness
- Monitor Annual Leave Entitlements and Taking of Leave
- Monitor Lateness.

After an apparently exhaustive search of the Time and Attendance System market Carval Computing Limited was chosen as the provider of the new system.

Centralising Records

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It was important to British Biocell that managers should have access to information on attendance. One of the attractions of the Carval Unitend system which was chosen is that it is server based and security levels are customisable right down to individual field level. This means that access to data is very flexible and can be granted to anyone who requires it whilst sensitive data remains totally secure.

Carval offer a wide range of data capture methods: British Biocell chose cost-effective swipe card terminals which enable them to replace misplaced or damaged cards quickly and inexpensively. Clocking Transactions are made at either of two terminals and feed back to the central server via the Local Area Network (LAN). Up to the minute information is then available on employees and their attendance records.

Sickness

A key objective in the implementation of a time and attendance solution was to be able to manage employee sickness. The HR Team at British Biocell has found that using Carval has reduced the amount of administrative time required for sickness procedures considerably. Once sickness absences have been entered onto the software it drives associated workflow and automates key processes such as sending e-mails to employees or their managers with self certification documentation or reminders to produce medical documents. The comprehensive reporting functions then allow for sickness trends to be identified and actively managed.

Annual Leave

The comprehensive Holiday schemes within Carval Unitend have meant that Leave entitlements at British Biocell can be calculated according to company rules. The software can take into account variables such as hours worked, length of service, carry over from previous years, start date, end date, etc. Once holiday absence transactions are entered onto the system the outstanding balance adjusts accordingly and is available for all who have access to see it.

Allowances for any other absence type can also be specified and managers alerted when limits are being approached so that appropriate action can be taken.

Lateness

The Carval system provides an accurate record of who has clocked in when and the Supervisor Enquiry is able to tell management instantly who is late. As the system holds the Start Time and the Clock Time, details of lateness are calculated and presented back in a report for management purposes.

“We have definitely achieved the objectives of centralising the time records and managing holidays, sickness and lateness with the Carval system.

There are so many beneficial functions that have enabled British Biocell to manage personnel much more effectively.”

Lucy Mills, HR Manager

