

Bircham Dyson Bell



**Reducing the payroll burden
at Bircham Dyson Bell**



A more human resource.™





Introduction

Bircham Dyson Bell is a top 100 firm of solicitors, which acts for a diverse range of clients including public and private companies; charities and not for profit organisations; the public sector and individuals. The company also has specific expertise in major projects, planning and private wealth.

With offices in central London, Bircham Dyson Bell employs over 275 people, including 50 partners.

Working with ADP

Bircham Dyson Bell started working with ADP in 2007, transferring from an in-house payroll system to a managed service using ADP freedom. The change was made because the payroll was previously managed by two people and it was decided that this time could be far better spent elsewhere, as Lyn Moore, Bircham Dyson Bell's Finance Manager, explains:

"The payroll process was taking us a significant amount of time to run, requiring us to enter and then check employee data. As we had numerous other responsibilities within the company, this was an unnecessary burden and we therefore began our search for a system that would manage the whole payroll process from start to finish."

As a growing company, Bircham Dyson Bell also wanted a system that would be flexible and have the ability to scale up quickly and easily as staff numbers increased. The in-house system the company was using didn't give this flexibility.





Why ADP

After looking at four major suppliers, Bircham Dyson Bell decided on ADP for a number of reasons. Firstly, because it provided a managed service, which would ensure the whole process, from entering employee data to printing payslips, would be run externally.

“ADP freedom stood out because it would do everything for us, from basic administration to liaising with HMRC and managing year end,” commented Lyn. “This would remove a huge workload from within the organisation.”

The company was also impressed with the fact that the ADP freedom system is entirely web native, which meant that IT installation, ongoing maintenance and upgrades wouldn't be required. The online functionality also meant that the in house team would retain control over the employee data, as Lyn explains:

“Even though we were keen to outsource management of our payroll, it was important that we didn't feel we were losing control of our employee data and other information contained within the system. But the fact that we can access ADP freedom at any time from any location, as well as run reports instantly means that this isn't a problem.”

Bircham Dyson Bell was also reassured that ADP is a market leader and reputable company to work with.

Implementation

The implementation process began in January 2007, with the set up and transfer of data. A trial of the new system then took place in March prior to full roll out the following month. ADP's implementation team project managed the whole process.

“I would give ADP 10 out of 10 for project management,” says Lyn. “The team were extremely knowledgeable and efficient and they kept us fully up to date with weekly conference calls, when any issues would also be raised. Our Implementation Manager also came in to support us during the first pay run, ironing out any problems and ensuring everything ran smoothly. The system was successfully implemented within a tight timescale and all deadlines were met.”





The outcome

Since implementing ADP freedom, the biggest benefit for Lyn and her team has been the reduced time spent running the payroll. While Lyn herself remains in control and carries out the final data check, ADP freedom removes a great deal of the payroll burden from her in-tray.

“The payroll is no longer reliant on any one person internally,” explains Lyn. “ADP makes all required changes to the data and carries out all the administration, as well as ensuring we are compliant with any relevant legislation. This removes a big responsibility from my shoulders, freeing me up to focus on other crucial areas of my job, while also allowing me to check the system and run reports at any time if I need to.”

Bircham Dyson Bell has also seen the time spent by IT maintaining the system drastically reduce as ADP freedom is hosted entirely online. This also means that the company doesn't need to worry about disaster recovery because the payroll can be run from anywhere if there is a problem with internal systems.

The accuracy of the payroll has also significantly improved, which Lyn attributes to the ADP Account Managers:

“We have had the same two payroll specialists working with us since the system was implemented in 2007 and we have developed a really strong and effective relationship with them. This also means that they have built up a detailed knowledge of the company and our ways of working and this has in turn resulted in fewer errors.”





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