



Preparation of e.Karta Pracy e.Work Card for mySAP Business Suite.

“Integration of IT solutions within the framework of the concern has been one of the biggest challenges for the company in the recent years. Due to the implementation of Karta Pracy we have achieved unified standards on recording the work time data and its full integration with a new HR and payment system SAP.

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Client's profile.

ENERGA-OPERATOR S.A. is one of the biggest energy deliverers in Poland. The company belongs to the ENERGA Group which, according to a ranking of Rzeczpospolita, is the most valuable company of the Pomorze region and a vice-leader of the region in terms of income which is said to reach the level of over PLN 6.5 billion. The company's share in the market of energy distribution is about 17 per cent. The company operates in the northern and central part of Poland delivering electricity to over 7 million Poles and to over 200,000 institutions and companies. The company employs over 6.7 thousand persons and its fixed assets are worth approximately PLN 6.7 billion.

The company's mission, being in concord with the mission of the Energa Group, is: "Energa-Operator. A safe and trustworthy partner at home and in business". The company adheres to this motto by putting a constant stress on improvement of customer service, and especially on ensuring continuity of energy deliveries. It is possible due to historically highest investment and implementation of innovative technological programs.

Company's situation.

Energa-Operator, after eight energy producers of northern and central Poland had merged, faced a serious challenge consisting in consolidation of scattered and not uniform IT architecture. One of the initiatives was implementation of the Human Capital Management system (HCM) of SAP which unified the personnel and payment policy within the concern. Then, it was necessary to build a homogeneous solution ensuring that the system receives data connected with the work time and bonuses for employees. The

many existing solutions caused then that the data was scattered and that it was difficult to manage it and to control it. Another challenge was consolidation of the orders database and connected with it assignment of costs, reporting and introduction of new registration procedures, verification and migration of data to a new system. Thus, it was necessary to introduce a new solution which would enable a coherent access to data and its registration.

Solution.

The project assumed implementation of the Karta Pracy application which would be adapted to the needs of the clients and which would enable a quick and thorough registration of data on the work time of employees of four Divisions of Energa-Operator at the first stage and the other five ones at the second stage. The module for time registering closely cooperates with the SAP HCM system and stores its data there. The presented schedules, work time, overtime, absence limits and other personnel data are constantly downloaded from the system. The application itself classifies bonuses for overtime and work time on the basis of collective contracts, the company's schedules, other required rules and if a 24-hour work cycle occurs. Due to overtime settlement, the register has a possibility to pay an employee additional money or allow him/her to take a day off for overtime, for working on a free day and for violation of rest-time of an employee.

The card has been equipped with a whole range of controlling elements making it impossible or warning against a work time registration violating the Labor Code or the rules applicable in the company. Due to registering the work time for cost centers and orders, the cost carriers reflect the reality very thoroughly and serve for controlling purposes. The data is introduced monthly with keeping the rules applicable during a settlement period. In strictly established periods the cards are blocked after an obligatory data control has been carried out. Then, after a final acceptance, the payment elements are migrated to the SAP HCM system structure and are a basis for making a payment and settling costs. The application is complemented by a reporting module which gives a whole range of possibilities to analyze the processed data.

Benefits.

Due to the implementation of Karta Pracy each registrar may quickly and conveniently introduce data on work time through an internet browser. Such a solution is independent on the starting environment and is easy to install.

The basic advantage of this solution is replacing of time consuming and user unfriendly transactions in SAP for introduction of data on schedules, absences duties and overtime with a convenient and intuitive tool adapted to specific needs of a client. When the business concept was formulated, a whole range of rules of data introduction and bonuses calculation was introduced on the basis of the existing law and internal contracts.

On their basis the rules of control and informing employees on correctness and quality of the introduced data were defined. Where possible mechanisms for automatic work time classification and generation of connected with it payment elements were introduced. As a result, the time necessary to introduce data on work time is shorter and its quality is higher.

Owing to a uniform solution for all Energy Producers the concern gained a possibility to centrally manage the rules of data introduction and its control. Using the SAP HCM data base enables a convenient access to the data structures and gives a possibility to create additional reports without the need to build new interfaces for other systems.