

# SPS PAYROLL SOLUTION SUPPORTS THE GLOBAL IT STRATEGY OF BP EUROPA SE

Successful implementation of local requirements for Germany

Challenge	Solution	Benefits
 <p>Implementation of a <b>single HR platform</b> while overcoming national particularities</p>	<p>The <b>application service</b> of SPS's Payroll Factory</p>	 <p><b>Seamless processes</b> and compliance to specific local requirements</p>

HR work is subject to constant change, which is also reflected in the IT systems used. The decision to introduce Workday as the new HR platform for optimizing HR processes throughout the Group presented BP Europa SE with organizational challenges. The solution did not address country-specific issues such as payroll accounting and time management. The application service of SPS's Payroll Factory provided a remedy here.

By switching to a modern HR system, which is operated centrally by one provider and is used worldwide at all locations, BP's corporate headquarters foresaw numerous advantages. Consistency in processes and comparability thanks to global evaluations are among the major advantages of the new information platform, which was successively deployed internationally. However, a global standard solution causes problems at the local level, as national legislation has to be taken into account everywhere. At BP Europa SE, a global instance of SAP HCM including time management was previously used. The responsibility for the payroll services had already been outsourced to SPS years ago, and the cooperation was very satisfactory. When a solution for time management had to be found at BP, the transfer to SPS as an experienced provider of integrated HR solutions using the Payroll Factory offered itself.

### International standardization thanks to outsourcing of national specifics

In September 2017, the outsourcing project was launched, which simultaneously introduced functionalities such as Employee Self

Service and Travel Expense Management. After a comprehensive analysis of which processes are affected, what customizing is required, and which specifications have to be taken into account by the HR department, the processes were implemented.

The existing system was mapped to the standards in the Payroll Factory. Whether wage types, personnel areas, work schedules or time balances, mapping the configuration tables took some time, but there were no major obstacles. Various measures within the system were also adapted. Guided processes for recording master data, such as the hiring process, were adapted to BP's requirements. After the extensive test phase and data migration, the entire operation was taken over by SPS in August 2018. By the end of the year, all downstream activities such as additional reports and evaluations had been successfully completed. Mathias Brodoch, BP's project manager responsible for the outsourcing project, is enthusiastic: "The project went smoothly. Everything was on schedule and within the estimated time frame. There were no friction losses and the team worked hand in hand!"

### Integration even beyond system boundaries

Time management at BP processes data from a wide variety of areas. In addition to time recording terminals, Employee Self Service (ESS) or activities of time administrators, HR planning must also be taken into account. Attendance and absence times, substitute and on-call times are recorded and lead to the calculation of time

mask for time agents – SPS has also been responsible for checking, archiving and paying BP employees' travel expenses for years. The SPS team takes care of the timely implementation of legal changes in the area of personnel as well as data protection. Here, BP Europa SE benefits from the central developments that the outsourcing expert carries out for several customers and clients and

International decisions and restructurings that have an impact on BP in Germany are supported by SPS and implemented in an agile and timely manner. Due to many years of trusting cooperation, a strategic partnership on a mutual basis has been established.



– Frank Tewes, HR Manager Operations Center, BP EUROPA SE



bonuses and the creation of Sunday, night and public holiday bonuses. All data is transferred to payroll and evaluated for tax purposes. Generated time messages, i.e. error messages due to incorrect recording or checks for compliance with working time specifications, are processed by the BP HR employees within the system. The company's employees at all locations benefit from the outsourcing project in many respects as well. In addition to recording daily attendance and absence times, vacations, illnesses or time booking corrections can also be made directly in the ESS system. Direct access to working time and payslips is also supported. In addition, the various workflows for overtime requests were transferred with the involvement of all responsible parties, from the team leader to the works council to the local trade supervisory offices. In addition to supporting the Time Manager Workplace – the entry

rolls out in the various productive systems. The resulting synergy effects make up the great advantages that the application service offers SPS customers. An important goal – the retention of integrated processes independent of the underlying system – will continue to be achieved at BP in the future. Central specifications, such as changes in working hours that are triggered in the global system – currently SAP HCM, in future Workday – are incorporated into time management and accounting. The necessary interfaces will be implemented in a joint development by SPS and BP. Frank Tewes concludes: "SPS has once again shown itself to be a competent and flexible partner in this project. Whether in the HR area or in document processing, we can really recommend SPS as an outsourcing provider."



#### About BP

BP is a leading international oil and gas company operating in 70 countries. BP's activities in Germany are the responsibility of BP Europa SE, which is headquartered in Hamburg, Germany. In Germany, the approximately 4,600 employees work in Hamburg, Bochum, Gelsenkirchen, Landau, Lingen

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