dogma group

The American School in London (ASL) Transforms Payroll Processes with Sirius Payroll 365

TABLE OF CONTENT

COMPANY OVERVIEW

Company Name:

ASL

Industry:

Education

Country:

The UK

Technologies Included:

Sirius payroll 365

ABOUT
THE COMPANY

The American School in London (ASL) is a private, independent college-preparatory school in London. Established in 1951, the school today educates a diverse student body from kindergarten to high school based on American pedagogy and US–based curriculum with an international perspective.

PROJECT SUMMARY

The ASL faced a number of operational challenges in its payroll management.

Although the school used a solution called Intellect web 365 for its payroll operations, it had to invest a lot of time managing its academic payroll due to manual workflow. That meant reduced payroll productivity and efficiency.

Besides time and admin expenses, manual processes also lowered data integrity with frequent duplications and inaccuracies. This caused additional overhead hours in sorting out data and ensuring accuracy.

Since ASL's legacy system was not a cloud solution, it lacked seamless integrations, scalability, and flexibility. Moreover, the system could not import multiple payments in bulk. This resulted in manual processing of each payment into the system, which was cumbersome and time-intensive as well as prone to errors. What's more, it came with a basic user interface that lacked intuitive navigation and a good user experience. For instance, there was no search feature, and the system updates were not frequent.

PROJECT SUMMARY

Part of ASL's payroll function was to account for different pay rates. But it had difficulty tracking varying pay rates that depended on multiple factors like departments, location, time shifts, and temporary positions. In addition, it had to pay its teaching staff in both dollars and pounds, as some teachers preferred to split their pay checks into two currencies. And since foundation employees were hired from the US directly, ASL also had to contribute to the US pension plan, social security, and Medicare for their American staff as per US law, and to the UK pension plans for their British staff. It also had to comply with regulations and tax codes in both countries. So, ASL wanted to avoid any discrepancies in currency exchange and other currency–split issues.

ASL, thus, needed a new cloud–based payroll solution to improve its payroll workflows drastically, keeping the costs as low as possible while ensuring both HMRC and IRS compliance. Additional requirements included seamless integration capabilities with ASL's existing ERP, Dynamics 365 Business Central, which was further connected to Office 365.

Considering the intricate needs of ASL, Dogma group proposed **SiriusPayroll365**—a one-stop solution that would not only automate the school's manual payroll processes but also consolidate all its payroll data into a centralised cloud database with real-time visibility.

SiriusPayroll365 enabled ASL to collect, manage, store, and share their employee data automatically and securely. This allowed the school to effortlessly capture pay rates from Business Central and process them with corresponding timesheet entries to calculate employee wages and salaries accurately.

It also helped ASL ensure both the UK and the US compliance by accurately incorporating information on employee salary, taxes, overtime and holiday benefits, pensions, national insurance, statutory payments, and deductions.

Since SiriusPayroll365 is a separate portal that works on top of Business Central without additional licensing requirements, ASL was able to lower its per-user cost as well as the total cost of ownership.

Dogma's experts implemented the payroll solution in 45 days and ASL has been receiving ongoing support since the deployment.

RISKS AND CHALLENGES

Manual Payroll Processes

Handling payroll manually invited issues such as data duplication, discrepancies, non-compliance, inaccurate leave and attendance, inaccurate timesheet entry, and process inefficiencies.

Fragmented Payroll Data

ASL had trouble with tracking and applying correct pay rates. Due to different working locations, per site for employees, different time shifts, multi-employment contracts, and job types (permanent or temporary), pay rates varied. Without a centralised payroll solution, manually adjusting pay rates can result in payroll inaccuracies and unpaid overtime.

Reporting and Analytics

Reporting requirements included periodic payroll reports, accounting and finance reports, compliance reports, and more. Since these were all manually done, it took time and overheard costs with the possibility of errors and lateness.

Multi-Currency Payments in Bulk

Relying on manual processes and calculations for hundreds of payroll accounts and making bulk payments in multiple currencies resulted in exchange rate discrepancies and currency split issues
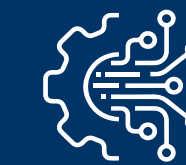
Process Complexity

Difficulties in tracking holidays due to complex business requirements, thus, causing operational gaps and poor compliance.

Compliance With Both the UK and the US Laws

Since ASL hired its permanent staff from the US directly, they had to be paid in both currencies. Additionally, ASL had to account for and make contributions to UK and US pension plans for its staff based on where they were hired. Plus, it had to automatically remain compliant with the changing regulations, which was difficult with manual processes.

APPROACH AND SOLUTION

Based on ASL's payroll requirements, SiriusPayroll356 was the best–fit payroll solution. It supported the business–critical needs of ASL like bulk multi–currency payments, US and UK–based compliance, and reporting needs. It also consolidated the fragmented payroll data and tracked all variable pay rates, making payroll data more accessible and accurate for admin and user purposes. Moreover, it would eliminate most manual processes and streamline ASL's payroll function to add more efficiency and productivity.

For unbiased project implementation, ASL relied on Dogma's **product–agnostic approach** to evaluate the features and benefits of various payroll solutions. Comparing their features and benefits against the payroll requirements, ASL decided to adopt SiriusPayroll365.

Since ASL also needed to keep the solution costs low while leveraging the full benefits of the new solution, we employed our **configure–first approach.** What it does is utilise inexpensive configurations instead of costly customisations to keep the development costs in check. For instance, SiriusPayroll365 is, by default, an HRMC–compliant payroll system. However, as ASL also needed to remain compliant with US regulations, Dogma successfully configured the solution to achieve that.

Following that, our quality experts carried out **quality assurance** and **user acceptance testing** in the new environment to iron out any issues and validate the new solution design based on ASL's payroll needs. To ensure higher user adoption, Dogma's change management team also implemented **a simultaneous changes management programme with training and support** activities.

With the new payroll system, ASL gained several benefits. SiriusPayroll365 simplified payroll processing and management as well as ensured dual compliance, and brought all payroll, financial, and employee data together. The school was able to manage its employee payroll from one place and send online payslips and create accurate payroll reports. Besides that, the school also automated complex HMRC and IRS compliance requirements while managing its finances with Dynamics 365 Business Central and Office 365 integrations.

PROJECT BENEFITS

The American School in London received these benefits from Sirius Payroll 365 implementation:
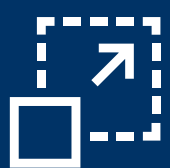
Greater scalability and futureproofing of business requirements

Higher user adoption with improved user experience

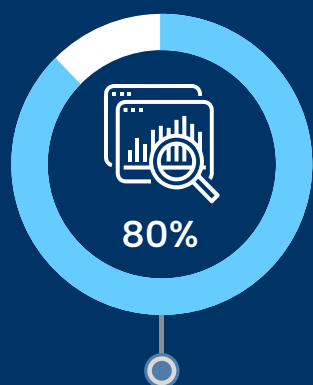Centralised platform that provides a single, holistic view of all payroll data

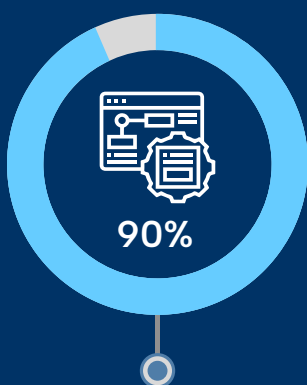Effortless integration with D365 Business Central and Office 365

Timely payroll processing with accuracy and compliance in the UK and the US

KPIS

80%

90%

80%

80% Reduction in data redundancy

90% Automation of complex legislation

80% Saving in licensing costs

With a plan to secure 100% accurate payroll reports in the future

WHAT
OUR CLIENT SAYS

★★★★★

"With SiriusPayroll365, we automated all our manual processes, which helped us save a lot of time and operational costs. Our timesheet and employee data are now centralised and easily accessible. We do not have to adjust pay rates and track leave and holidays manually. This was all possible with the help and advice of Dogma's experts, who were simply great to work with. They were flexible, friendly, and open to new ideas and discussions.

They clearly understood our processes and user requirements and bravely took on our payroll challenges. With excellent communication and professional consultation, they enabled us to adopt a robust payroll solution without high long-term costs. Dogma also enabled us to make a fluid transition into SiriusPayroll365 in just forty-five days with full project and change management.

During the transition, we received 24/7 support from Dogma despite the geographical time difference. This and the intuitive user interface of the app ensured higher user adoption. We cannot wait for our next transformation project with Dogma!"

–Si Hei Hoang

dogma group

Transformations with Trust

> We are committed to acting responsibly by integrating sustainability into every step of the business, including clients, partners' solutions, and the entire supply chain.

SUSTAINABLE DEVELOPMENT GOALS

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