



ACCO GOES LIVE WITH SUCCESSFUL DAYFORCE IMPLEMENTATION

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Tom Cielak, Director of HR Operations for ACCO Brands

COMPANY: ACCO BRANDS CORPORATION | HEADQUARTERS: LAKE ZURICH, ILLINOIS
EMPLOYEES: 3,000 U.S. EMPLOYEES | INDUSTRY: OFFICE PRODUCTS SUPPLY AND MANUFACTURING
MARKET: GLOBAL



DAYFORCE | HCM

The Bottom Line

Ceridian Dayforce HCM helps ACCO:

- Generate significant cost savings of around \$500,000 by bringing payroll back in-house
- Process payroll for 3,000 employees in minutes, enabling the organization to reduce its payroll processing department to two people
- Simplify HR processes with ease of administration
- Create a shared services platform across its North American operations
- Enable the lean HR department to focus on strategic initiatives
- Enhance payroll auditing — post-audit reports available within minutes of committing payroll

COMPANY BACKGROUND

ACCO Brands Corporation is one of the world's largest suppliers of branded office products. For more than 100 years, the company has been delivering office products to meet the evolving needs of their customers.

THE CHALLENGE

For the past seven years, ACCO had been under the fully outsourced model with Ceridian running their back-office payroll and HRIS operations (HRO). ACCO's strategy had been to outsource much of their administrative work with regards to payroll and HRIS in order to save money and simplify processes.

However, as the organization matured, they recognized that Ceridian Dayforce HCM would generate significant cost savings while easing administrative burden. Additionally, by bringing some payroll and HR processes back in house, ACCO could create a shared services platform across North America. They were looking for a product that would provide the exact same HR platform for both the U.S. and Canada.

Lastly, one of the biggest challenges in moving to the Dayforce platform was ensuring that all of their 3,000 U.S. employees were successfully trained and transitioned to the new software by their go-live date of January 1. Undergoing a smooth implementation was critical to their overall success.

THE SOLUTION

To meet their growing business needs and overall company strategy, ACCO made the move from a fully outsourced HR model to a co-source model that relies on Dayforce HCM for payroll, self-service and HR. On January 1, 2014, the company successfully went live with Dayforce. "I guess we called it the Big Bang," said Tom Cielak, director of HR Operations for ACCO Brands. "We brought about 3,000 U.S. employees across 35 states all over at once."

Ensuring successful implementation was a big challenge, but with plenty of preparation and detailed documentation, the payroll process went off without a hitch. "In preparing for implementation, we wanted to make sure we had all of our payroll processes documented. That really helped us quite a bit when it came to configuring the Dayforce platform," said Cielak.

The ACCO team spent a significant amount of time hammering out its processes when it came to payroll processing, earnings codes, deduction codes, separate checks, tax withholdings, etc. They also held thorough discovery sessions and focus groups with most of their internal HR business partners and managers to ensure that everyone's needs would be met once the company transitioned to Dayforce.

To prepare for implementation, ACCO met with the Ceridian implementation team for two four-hour discovery sessions prior to receiving the test environment. "In total," Cielak said, "The entire implementation process started in late June/early July, and everything was up and running by September." Although ACCO didn't go live until January 1, they used the additional three months to test and train all 3,000 employees on Dayforce.

Cielak noted, "One of the keys to our implementation success was having truly a consultative approach between our employees and the Ceridian team. Because our employees took ownership and really learned the software from the beginning of implementation, we were able to partner with the consultants to provide even more value because we both really understood the software."



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