

YKK: Built on a Visionary Philosophy

The YKK Corporation is the world's largest manufacturer of zippers, snaps, fasteners, and other types of sewn products, supplying manufacturers with high quality components for an amazingly diverse array of products.



The Challenge: Waste Reduction

In accordance with its philosophy and mission, YKK realized that IT innovations are a crucial link in the process of reducing costs associated with the management and distribution of paper documents. Eliminating the materials cost, administrative hours, and postage required to distribute 1048 Direct Deposit stubs to employees on a weekly basis was a cost long thought to be unavoidable at YKK Corporation of America.

YKK Corporation of America generates payroll documents with its Infinium SE application on its iSeries for four of its business units. In the past, administrative professionals in the Human Resources department would print payroll checks and Direct deposit stubs on check stock, manually stuff them into envelopes, and then seal them. Of those 1050, ¾ were delivered via express carrier to three facilities across the southeast United States prior to distribution to employees.

YKK was aware that overhead associated with printing, handling, managing, and distributing these pay stubs was quite costly. According to research compiled by NACHA (the National Automated Clearing House Association), the entire process of creating and distributing paper pay stubs costs a company an average of \$1.90 per document. At this rate, YKK was spending more than \$100,000 per year on the process of providing weekly pay stubs to its employees!

When considering solution options, YKK had many requirements and a comprehensive set of criteria to be satisfied. They needed a solution that could manage sensitive documents such as payroll stubs securely, that required little or no end user training, and that was always accessible from the intra or extranet. They also needed a solution that could format and archive data streams not just from line-of-business applications housed on the AS/400 system, but also from other applications or input devices from other systems.

They needed their solution to be painless to set up, have a low administrative learning curve, and be fully supported by a reputable, knowledgeable

Targeted Applications:

- Paperless Payroll, Direct Deposits
- e-Document Management

YKK Corporation of America

www.ykkamerica.com

Challenge

- High costs associated with printing and distributing Payroll direct deposit Stubs
- DDA's not distributed from a central location
- Reprints became a costly administrative process

Solution

- A fully integrated system for capturing and archiving any document created by any data stream
- A secure, centralized repository for any document created by any other line-of-business application or system

Benefits

- Improved security and confidentiality
- Rapid return on investment by:
 - Reducing the number of hours needed to process payroll
 - Eliminating the paper and printing needed to process payroll for over 20,000 employees twice per month
 - Eliminating postage and other distribution costs

“The time, energy and expense of express mailing paychecks and pay vouchers every Thursday to off site employees was taking a huge toll on our payroll administration.”

Jerry Peyton
Director of Compensation and Benefits,
YKK Corporation of America.

Since its inception, YKK has managed its business according to a philosophy called the “Cycle of Goodness.” Simply stated, it means:

“No One prospers unless he renders benefit to others.”

For YKK, the “Cycle of Goodness” works generally in this manner: YKK must produce quality products at a reasonable cost. For example, a piece of product that sells for 1 dollar would be produced for 50 cents, resulting in a profit of 50 cents. This profit is divided among the distributor, the dealer, and YKK. With its share of the profit, YKK could invest in research & development and purchase materials in large quantities (thus lowering costs), pay dividends, and increase the wages and salaries of its employees. This belief that a business's prosperity is intrinsically linked to the benefit it provides fuels the commitment to innovative thinking and drive to embrace new technologies that define the YKK Corporation today.



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vendor with a proven track record of superb customer service. Their solution must have the ability to perform searches for reports using multiple criteria, and then have the ability to email documents and reports it finds to end users securely in the industry standard .PDF format. Those same reports needed to be available at all times for ready retrieval by end users at a moments notice via a secure web portal.

“We are very pleased and are very happy that we made the decision to go paperless with our YKK payroll with DDI.”

Jerry Peyton
Director of Compensation and Benefits,
YKK Corporation of America.

Finally, YKK required a solution that was scalable to multiple applications. In order to fully realize a return on an investment in paperless office software, YKK needed an application that would be ideal not only for distributing electronic pay stubs, but also for managing employee tax documents, facilitating automated checking, delivering purchase orders, invoices, and PO acknowledgements, or any other reports internal or external users, customers, and trading partners might need to access in a timely manner.

Their Solution: DocAgent Archive

YKK found their ideal solution in DocAgent Archive from Digital Designs. Today, YKK has 1048 users enrolled in its electronic direct deposit system. Instead of involving the whole HR department, one person generates electronic payroll advices, which are then automatically formatted and transferred to a secure document server. The direct deposit stubs are then indexed by an automated service according to pre-defined “keys.” Within seconds, they are available to be viewed or printed by authorized users. Documents are never lost or misfiled, employees have the peace of mind of knowing that their pay information is always readily available, and the cost and waste associated with printing paper copies is minimized.

DocAgent Archive has given the Human Resources department at YKK the ability to grant one-stop access for all employees to any document he or she is authorized to view. Not only may an employee view their sensitive payroll information, but also any other document indexed by the Archive Service. The ability to distribute payroll documents electronically to employees has been a success, resulting in huge savings in overhead costs as well as administrative time.

Prior to implementing DocAgent Archive, YKK Corporation of America was spending more than \$100,000.00 per year on distributing paper direct deposit advices. Now, with DocAgent Archive

servicing documents to their employees, costs associated with printing direct deposit advices have been cut to a fraction of that. End users are able to rapidly view their documents without the need to wait for hand delivery, and documents are never lost.

Time savings and productivity increases in the Human Resources department have inspired other departments to be creative with the type of information that can be delivered to users electronically. In the end, the “Cycle of Goodness” perpetuates itself: the limitless business applications available by implementing DocAgent Archive offer continuous opportunities for businesses to reduce overhead in all areas of operation. As formerly wasted capital is reclaimed by the implementation of a paperless enterprise system, the Company, the community, the stakeholders, and the world all benefit.

Learn More

Helping people and businesses manage business information more efficiently through innovative document management solutions is the mission of Digital Designs. From laser printing, to secure global document delivery, to enterprise-wide electronic document access and archiving, Digital Designs delivers measurable value to the bottom line of hundreds of iSeries customers.

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