

Re: Work

 **Workforce** *Now*

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Workforce Management **Re**defined



## ADP *Workforce Now*

*ADP Workforce Now™* is an integrated solution designed to meet the needs of your mid-sized organization and help you focus on what matters – your business, your employees and your bottom line.

# Re: Think

## Do more with less.

How can you be more productive without adding to headcount or budget? In a single-source solution, *ADP Workforce Now* delivers the robust HR technologies enjoyed by leading Fortune 500 companies, now designed specifically for your mid-sized organization.

Here you'll find the tools to optimize productivity and raise HR's profile as a true strategic partner:

- Support for the full spectrum of workforce management, from HR & benefits administration to payroll, tax, and time & attendance.
- A single, integrated solution that eliminates the financial and technical pain of integrating applications and managing multiple points of accountability.
- Increased self-sufficiency for managers and employees with on-demand access to payroll data, attendance records, and other routinely requested information.

It's more critical than ever that mid-sized companies learn how to do more with less. *ADP Workforce Now* is the ultimate productivity tool, giving you a single-entry system that brings together all the tools you need to meet your organizational goals.



# Re: Calculate

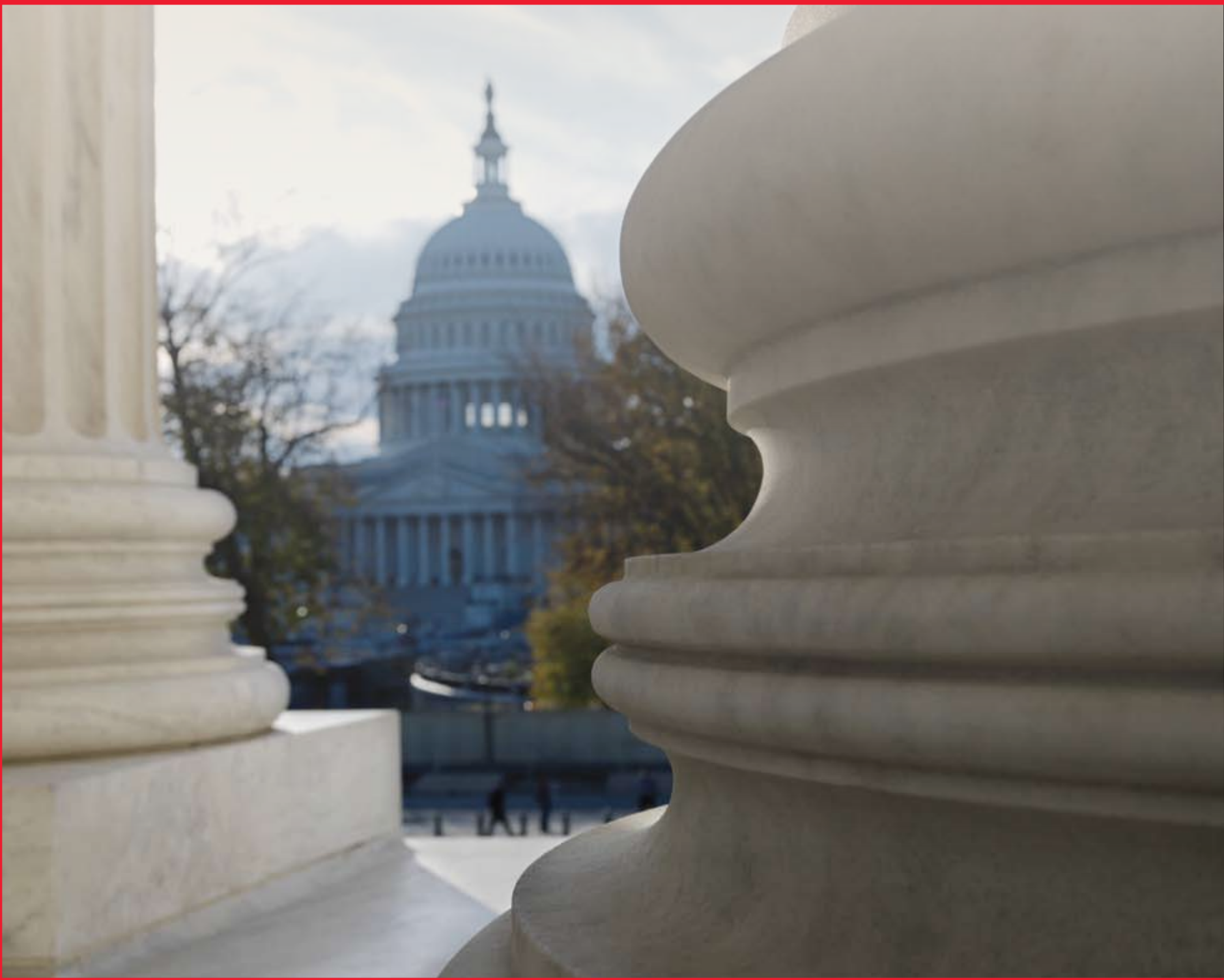
## Improve your bottom line.

Imagine having easy access to the critical tools and executive decision-making data *you* need to plot a course for competitive success – developing new products, investing in employee training or expanding your sales force.

By integrating everything you need into one convenient system, *ADP Workforce Now* helps you more effectively manage HR-related expenses and make smarter decisions for maintaining the health of your bottom line:

- Control labor costs by better managing employee scheduling and paid time off.
- Battle the rising costs of healthcare with payment reconciliation tools and detailed reporting.
- Leverage information-rich reporting to help you evaluate and plan workforce strategies.

What business couldn't benefit from improved cash flow? In addition to uncovering opportunities to save time, cut expenses, and optimize productivity, *ADP Workforce Now* keeps pace with your organization, evolving to meet the new challenges and opportunities that come with the growth of your business.



# Re: Form

## Stay out of trouble.\*

Does your organization have a plan in place to mitigate the risks associated with compliance violations? Tax and compliance regulations vary from state to state, with frequent changes that can be difficult to track. In addition to increasing your administrative headaches, they can also lead to costly compliance penalties.

ADP's flexible support system helps make it easy to stay current and minimize risk:

- Improve the accuracy and timeliness of federal, state and local tax payments with comprehensive payroll tax management, state unemployment insurance administration, and time collection and calculation tools.
- Manage employee separations more effectively, from leave tracking to COBRA processing.
- Gain greater control over the content and timeliness of information distributed to your workers, including the most current company policies.

Don't let new laws and changing regulations escalate your administrative burden or your exposure to costly penalties. *ADP Workforce Now* helps to simplify the compliance process so you can concentrate on people and processes, not paperwork.

\*ADP does not give legal advice as part of its Workforce Now Offering. While every effort is made to provide current information, the law changes regularly and laws may vary depending on the state or municipality. Workforce Now is not a substitute for legal advice or your professional judgment. You should review applicable law in your jurisdiction and consult experienced counsel for legal advice.



# Re:Source

## Find, grow, and keep great people.

Today's ultra-competitive global business environment, changing expectations from stakeholders, and shifting workforce demographics have combined to make talent management the new strategic imperative. Regardless of market conditions or employment statistics, you need to make every effort to engage and challenge your top performers.

Think of *ADP Workforce Now* as a powerful lever – one that can help you shift the administrative burden and instead focus on your employees:

- Recruitment and selection services to help your managers make smarter hiring decisions.
- Innovative talent and performance management tools that empower your managers to focus on employee development and cultivating effective teams.
- Systems that help ensure your compensation, merit increases and other incentives are equitable, and that they align with the performance of all levels of employees.

To compete effectively in the 21st century, organizations need every possible edge – including the best people. From recruitment to retirement, you'll have the tools you need to make talent management a top-line organizational function.

# Re: Invent

*ADP Workforce Now* —

## Your gateway to more productive workforce management

ADP is redefining workforce management with your needs in mind, bringing together your mission-critical functions in a single web-based system that eliminates redundant tasks, reduces the potential for errors, and lessens the learning curve for users.

### **Payroll**

With 60 years in the payroll processing business, ADP knows how to handle the details. From keeping you up to speed on tax rate and filing changes to answering your payroll questions, we have the solution that meets your needs:

- Manage the entire payroll process from customizing pay grids and reports to accessing key payroll functions, including hourly rates and salaries, with a flexible system that is easy to learn and use.
- Gain convenient access to comprehensive information, allowing you to track employee details and utilize a wide set of data elements in your database.
- Feel confident with strong encryption and state-of-the-art security to provide you with multi-level protection.

### **HR & Benefits**

Human Resource Management Systems have revolutionized the way businesses view their HR functions. With ADP's suite of leading-edge applications and tools, you'll strengthen how your mission-critical HR management and benefits administration functions are managed and delivered:

- Provide employees with the ability to make online inquiries and receive instant responses concerning their benefits, company policies and other employment-related information.
- Empower your managers with the ability to conduct performance reviews, approve vacation requests and disseminate other vital information with more speed and less paper.
- Help managers align compensation with performance through innovative talent management tools.



## **Time & Attendance**

ADP time & attendance solutions enable you to increase the speed and accuracy of payroll preparation, improve wage and hour compliance, and optimize your labor investment:

- Select from a wide variety of time collection options to seamlessly calculate and transfer data to payroll, saving time and eliminating the chance of manual errors.
- Track hours worked, ensure accurate calculation based on your company's overtime policies, and document changes made to timecards to minimize risk of noncompliance.
- Increase productivity by providing self-service access. Supervisors and managers can access their own information as well as the employees who report to them.

 **Workforce *Now***

**For more information:  
1.800.CALL.ADP  
[www.adp.com/workforcenow](http://www.adp.com/workforcenow)**

# Why Workforce Now?

- **One service experience**

*ADP Workforce Now* provides a seamless client service experience with a single, toll-free number for all inquiries. Whether you are calling about HR, benefits administration, payroll, time and attendance, reporting, systems and application issues, or other specialized ADP products like FSA and COBRA Services – knowledgeable and courteous representatives will be there to answer your questions.

- **One access point for all tools and services**

At the heart of the *ADP Workforce Now* solution is a world-class, integrated technology platform that presents a single, comprehensive user experience and provides the tools you need to manage your workforce.

- **One partner to coordinate it all**

Since 1949, ADP has helped over 570,000 organizations by being the world's most reliable and trusted workforce management business partner. ADP is committed to servicing the needs of employers – from recruitment to retirement – allowing them to focus on what they do best. Through its proven expertise, ADP enables organizations of all sizes, in every industry, to manage payroll, tax, HR, benefits administration, and time and attendance with solutions that help you to maintain regulatory compliance and control costs.