



# ezLaborManager<sup>®</sup>

Optimize your payroll efficiency with an online time and attendance management solution hosted by ADP.



When your people are counting on you, count on us.™

If you want to control your labour costs while maintaining maximum flexibility, ADP can help. **ezLaborManager®** allows you to automate your time and attendance processes and helps reduce your payroll preparation time, eliminate manual calculation errors and enhance your decision making.

### ■ Increase efficiency and accuracy

What if you could maximize the efficiency of your business and ensure the accuracy of your time and attendance management processes? With ezLaborManager, your employees have the ability to enter time and attendance information in the manner that best suits your organization, giving you flexibility for mobile or remote workforces. You can use any one or combination of:

- Web timesheet
- Badge timeclocks
- Biometric timeclocks
- Automated telephone input

For your business to function at its best, you need to know that your payroll policies are applied consistently and accurately. ezLaborManager takes into account:

- Overtime, rounding and shift premiums
- Complex compensation plans and union agreements

Imagine if you could free up the countless hours it takes to review all of your time cards. ezLaborManager manages by exception meaning only changes to the schedule are highlighted for approval, so you only need to review and approve variances to the schedule. In addition, ezLaborManager can:

- Automate statutory holiday pay
- Help you avoid costly compliance violations
- Provide quick answers with Self Service
- Improve decision-making with access to better data and information

### ■ Reduce your labour costs

Looking for substantial cost savings? Over time, ezLaborManager can help reduce inefficiencies in your time and attendance data capture by significantly reducing manual errors.

Because ezLaborManager automates time collection processes, you can virtually eliminate time theft associated with things like:

- Understated breaks and non-paid hours
- Overstated hours and overtime
- Buddy-punching

Taking control of overtime can have a significant impact on your bottom line. ezLaborManager lets you check hours worked in real-time to determine when an employee is approaching overtime so you can proactively schedule underutilized resources and ensure you have the right amount of coverage, helping you reduce the costs associated with overstaffing.

You can also analyze your labour costs with precise reporting, allowing you to identify trends and gain efficiencies in areas like absences, overtime and shift premiums.

## ■ Control technology costs

The need to constantly update your technology can be expensive and cut into your ability to compete. With an ADP-hosted solution, you have instant access to the most up-to-date version of ezLaborManager every time you log-on. Additionally, your total cost of ownership is significantly reduced since there are no servers or applications to purchase and maintain.

### ■ Count on consistent and predictable costs

- Never pay for software or hardware upgrades
- No requirement for technology resources
- Enjoy seamless upgrades

### ■ Rely on our secure systems and data

- Network security and data backups are done for you
- Off-site disaster recovery facility
- Multiple firewalls and strong encryption (128-bit Secure Socket Layer)
- User authentication and 24 x 7 monitoring of unauthorized access attempts



# Optimize your business processes with ADP

## Increase efficiency and accuracy

Enjoy the peace of mind that comes with always being accurate and having the best practices in place.

## Reduce labour costs

Control overtime expenses while improving efficiencies in your time and attendance data capture by significantly reducing manual errors.

## Reduce technology costs

With a web-based solution hosted by ADP, you're always up-to-date and never have to worry about the headaches and hassles of expensive upgrades.

## When your people are counting on you, count on us.

ADP is committed to providing the most reliable support for your employee operations - from payroll, to time and attendance, to HR administration. With our proven expertise, we're focused on proactively identifying and resolving potential issues before they can impact your employees. So when you call one of our many experts in Canada with a question or a concern, you can count on us to give you a solution, fast.

Contact ADP today at 1.866.228.9675 or visit [adp.ca](http://adp.ca).



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TIME & ATTENDANCE



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