IN THE BUSINESS OF YOUR SUCCESS®

Getting Started with ADP Workforce Now®

Upgrade Guide for PCPW Clients

HR. Payroll. Benefits.

Table of contents

Moving from PCPW to ADP Workforce Now

Congratulations on your upcoming upgrade to ADP Workforce Now, the leading unified human capital management solution.

This document will provide you with the information and best practices you need for a smooth transition to your new ADP platform.

Change Management

When you upgrade to web-hosted ADP Workforce Now, your employees, managers, and HR team will have access to new tools and capabilities, including:

- Employee self-service capabilities
- Manager self-service capabilities
- Mobile functionalities
- Design the ADP Workforce Now portal for your employees to view
- New report writing tool
- New payroll output reports
- New pay statements for your employees (see sample in **Appendix E**)

ADP has established a new, faster upgrade process that uses state-of-the art tools and technologies that will simplify and automate the implementation process.

To keep things moving smoothly, it's important to discuss these changes with your leadership and affected teams. Your ADP implementation team will work with you every step of the way to ensure proper and timely adjustment to these changes. **Appendix A** will assist you with the following:

- Preparing for change
- Planning for change
- Implementing the change

Building your Project Team

The starting point for a successful transition to ADP Workforce Now is selecting the project team that will work with ADP to ensure a successful upgrade. We recommend the following roles:

Executive Sponsor	Responsible for identifying project priorities, allocating resources, and serving as a project advocate to employees within your organization. Assists in removing obstacles, helping to gain consensus on key decisions, and providing executive oversight and key organizational communications.
Project Leader	Responsible for project leadership and decision-making. Oversees and coordinates upgrade activities; disseminates information to your project team and stakeholders. The project leader and system administrator are often the same resource.
System Administrator	Responsible for identifying permissions for all users authorized to access the database and other information to ensure that data and system access remains secure during the upgrade and appropriately maintained afterwards.
Payroll Specialist	Responsible for ensuring accuracy of upgrade of payroll from PCPW to ADP Workforce Now. This individual should possess a thorough understanding of the existing PCPW payroll setup and will work closely with Human Resources to integrate overall workflow.
Finance and Accounting Specialist (if applicable)	Responsible for providing general ledger chart of account information as it relates to payroll; understands how payroll transactions are posted to your general ledger.

Resource Commitment

	Start Up Weeks 1-2	**Analysis** Weeks 2-3	**Configuration** Weeks 3-5	**Conversion** Weeks 5-6	**Validation** Weeks 6-8	**Production** Weeks 8-9
Executive Sponsor	Low	Low	Low	Low	Low	Low
Project Leader	Med	Med	Med	Low	High	High
System Administrator	Med	Low	Low	Low	Med	Med
Payroll Specialist	Low	High	Med	Med	High	High
Finance & Accounting Specialist	Low	Med	Low		Low	Med

Low **0 – 2 Hours per week**
Med **2 – 5 Hours per week**
High **5 – 8 Hours per week**

Estimates are based on a 9-week implementation and represent average client implementation resource hours (excluding training). Commitment can vary based on experience of resources, number of data input sources, company size, number of employee benefits, and use of custom site content and self-service functionality.

Project Plan

Project Milestone	Tasks	Phase Estimate
Project Setup	Assemble Project Team Conduct Internal Meeting Welcome Session Client Kick-off Meeting scheduled	1 Week
Analysis	Complete Client Interviews Complete Technical Analysis Project Plan Established	2 Weeks
Configuration	Complete Core System setup Complete Unit testing Client Training	2 Weeks
Conversion	Data conversion completed and validated	1 Week
User Acceptance Testing	Complete all test cycles All test results approved Production Go-Live decision	2 Weeks
Payroll Preview	Process and Analyze Preview reports	1 Week
Production*	Complete and validate first and second live run	4 Weeks
Transition to Service	Complete Transition Meeting	End of Production

*Product is live at this point in the process.

Training Your Team

Knowledge transfer from ADP to your team is an essential component for a successful upgrade to ADP Workforce Now. ADP has created an online portal where you can access training modules. Click here to visit the portal: **https://adpcanada.kenexa.com/pe/**. Your ADP team will work with you to develop a training schedule during the initial stages of your upgrade. Below is an overview of the training modules:

	Core Training	Additional Training
Startup	Getting started with ADP Workforce Now (W020-1hr)	Navigating in ADP Workforce Now for Practitioners (W014 – Job Aid)
Analysis	Getting Started with Effective Dating (W021 -0.75hr)	Workflow Management (W017 -If applicable - 2.5hr) Customizing Your Portal (W019 -Optional - 1.5hr)
Configuration	Maintaining Employee Information (W001 – 4.5hr) Payroll 1 for ADP Workforce Now (W002-A 2hr) Payroll 2 for ADP Workforce Now (W002-B 3.5hr)	Introduction to Manager Self Service (W023 -Optional - 0.5hrs) Time Off (W006 - If applicable - 2.5hr)
Conversion	Custom Reporting Basics (W004 - 2.5hr)	
Validation	Payroll Output reports and balancing (Learning Byte - 1hr)	Custom Reporting Advanced filtering (W005 – If applicable - 4hr)
Production	Introduction to Employee Self Service (Job Aid)	

System Readiness

To ensure your system meets the requirements for a successful upgrade, please refer to **Appendix C**.

Data Transfer

The ADP team will move your key data from PCPW to ADP Workforce Now. Certain data elements in PCPW will have different field definitions in ADP Workforce Now. Your ADP team will ensure your team understands these differences.

Understanding Your Billing

Following the upgrade to ADP Workforce Now, you will notice some changes to your billing process:

	Current PCPW Billing	Future ADP Workforce Now Billing
Net Pay And Statutory Deductions	ADP sends you an **Advice of Debit** upon processing your payroll and debiting your bank account for the value of total net pay, statutory deductions and other third party remittances (your "Payroll Funding Obligations"), in accordance with your funding terms.	ADP will be making available to you electronically the **Daily Update Report** on the day your payroll is processed. The Daily Update Report provides a breakdown of all charges incurred through payroll including processing fees, net pays, statutory deductions, and other remittances.
Services Fees	ADP sends you an **Advice of Debit** upon processing your payroll and debiting your bank account for the value of total net pay, statutory deductions and other third party remittances (your "Payroll Funding Obligations"), in accordance with your funding terms.	The amount owing for related Services Fees, as well as Net Pays and Statutory Deductions, will be **debited on the same day**, as per your funding terms.

Note: Please review your billing and contact your ADP implementation specialist should you have any concerns.

Summary

We want you to feel confident that your ongoing partnership with ADP will continue during and following your successful upgrade to ADP Workforce Now. Selecting the right project team, understanding and communicating expected time commitments, confirming system readiness, and completing training are important considerations to understand prior to and during the upgrade.

Thank you for reviewing this information and thank you for your continuing partnership with ADP!

Appendix A

Sample Change Management Plan

Prepare

- ☐ Review the PCPW to ADP Workforce Now Upgrade Guide
- ☐ Assign resources to the project
- ☐ Review and ensure PCPW data is accurate and up to date

Plan

- ☐ Review your project resource availability, taking into account the impact of:
  - ☐ Vacations
  - ☐ Internal projects
- ☐ Schedule ADP Workforce Now product training
- ☐ Review and sign-off on requirements

Implement

- ☐ Define and execute your communication plan to the organization
- ☐ Attend the training sessions
- ☐ Review and execute user acceptance testing
- ☐ Move from test to production

Appendix B

Confirm Client Information

The ADP Workforce Now "My Interview" is an online analysis tool to which your designated users will be granted login credentials. Your existing PCPW payroll information will be pre-populated in "My Interview" for you to validate. Below is a high-level overview of the type of information you will need to gather in advance to efficiently review and validate your documented payroll setup in "My Interview."

Company Interview	
Items you may want to have available to help you review your company setup: • Organizational Charts • HRIS Organizational Reports • Location information • Job descriptions • Pay Grade details • Salary Structure information • Payroll Register	
Business Units	An organizational entity or entities representing the highest level in your organizational structure. Business units drive benefits eligibility, leave eligibility, security access, and reporting, and are required for each employee. Business units can be imported. Examples: department, division, a company, or even a group of employees such as a work group or project team.
Locations	A location represents a physical location, site, area, or region where you conduct business. Locations drive benefits and time off policies, security access, and reporting, and are required for each employee. Locations can be imported.
Employee Types	An employee type is a class or group of employees defined by a common characteristic or attribute. Employee types can be imported. Examples: executive, operational, full-time employees, part-time employees.
Home Departments	Specify the number and descriptions to define your company's departments. A department is an organizational entity or entities representing a level below a business unit. Departments can be imported.
Unions	Identify the unions (workers' rights organizations) to which the employees in your company may belong. Unions can be imported.
Job Titles	A job title identifies the position an employee holds in your company. The codes you assign to jobs can be used for tracking, reporting hours and earnings allocations. Specify job number, description, and effective date for each job. Job titles can be imported.

Payroll Interview Information	
Items you may want to have available to help you review your payroll setup: • Tax information and reporting forms • Payroll Register, Payroll Summary, and Master Control • Payroll processing schedule, holiday closures	
Addresses	Legal, billing, payroll delivery addresses. The company name and address that will appear on earnings statements attached to employee paycheques.
Payroll Processing Schedule	Information to determine how often you pay your employees. For example, whether they will be paid on weekly or biweekly basis or how to pay your employees when a pay date falls on a weekend or recurring holiday.
Labour Tracking	Track your labour costs with an identifier that has up to 16 positions.
Pay Division	Number and descriptions to define your company's payroll departments.
Payroll Elements - Earnings and Taxable Benefits	Items that make up the employees' gross pay and/or taxable benefits provided to your employees.
Tax Information and Rates	Information that ADP will use for reporting your tax information and/or calculation of Employer costs – Federal and/or Québec Business Numbers, EI rates, CSST/WSIB rates, HSF rates, EHT rates, etc.
Wage Garnishments & Family Support	Wage Garnishments & Family Support is the process by which you withhold a portion of an employee's pay in accordance with a court order.
Direct Deposits	Deduction types and all of the information related to your direct deposit and banking plans.
Deductions – Pensions, RRSP, Union Dues	Deduction calculations for pensions, RRSP, or union dues.
Deductions/ Voluntary Deductions	Deductions that employees elect to be deducted from their pay after taxes are taken out. Voluntary deductions can be paid with pre-tax dollars or after tax dollars.
Other Information Supplementary Information	Provide information about any special calculations that ADP will need to compute earnings, rates, deductions, and other results.
Employer Accruals (Time Off)	Provide information about any employer accruals or tracking that your company may require.

Appendix C

ADP Workforce Now System Requirements

The following are the minimum system requirements for ADP Workforce Now.

Supported Operating Systems and Browsers

The following browsers are supported for each operating system.

Notes:

- Pop-up and cookie-blocking software must be disabled. If firewall software is used, permit inbound and outbound traffic on port 443.
- ADP Workforce Now does NOT support Citrix environments.

	Windows XP	Windows 7 32 bit & 64 bit	Windows 8	Macintosh Snow Leopard 10.6	Macintosh Lion 10.7
Internet Explorer 8		Yes			
Internet Explorer 9		Yes			
Internet Explorer 10		Yes	Yes		
Firefox 10 & Above	Yes	Yes		Yes*	Yes*
Safari 5 & Above				Yes	Yes
Chrome 28.0 & Above	Yes*	Yes		Yes*	Yes*

*Ongoing testing in progress.

Mobile Solutions Requirements

- iPhone® (3G, 3GS, 4, or 4S iOS 3.1.3 or higher)
- iPad® (1 or 2 iOS 3.1.3 or higher)
- iPod touch® (3rd or 4th generation iOS 3.1.3 or higher)
- Android (V2.0 or higher)
- BlackBerry® (v4.6.1 or higher)

Workstation Requirements

- 1 GB of RAM
- 500 MHz processor or higher

Video Requirements

- Super VGA (1024 x 768) or higher resolution video adapter and monitor
- Minimum 256 colours

Disk Space Requirements

- 1.5 GB

Minimum Bandwidth Requirements

The following minimum bandwidth requirements are generally available from cable/DSL providers. Failure to maintain these bandwidths during payroll processing may result in slower response times

- 0-500 employees requires 512 Kbps
- Over 500 employees requires 1024 Kbps

Third Party Plugins

- Adobe® Reader® 8, 9, or 10 for printing Payroll guides, Payroll Preview reports, and manual checks. You can download this software free of charge from the Adobe web site (http://get.adobe.com/reader/).
- Microsoft Office® 2003, 2007, and 2010

Self-Service

- Minimum 56K modem connection
- Pentium® 330 processor
- 64 MB of RAM

Virtual Classroom Training

- 16-bit sound card
- 128 MB of RAM
- 100 MB disk space
- Adobe® Flash® Player
- Sun™ Java™ version 5 (build 1.5) or higher
- Outbound traffic permitted on port 1709
- Microsoft® Windows XP, Windows Vista®, Windows 7, or Macintosh® 10.6 operating system
- Internet Explorer® 8 or Firefox® 3.6 browser

Exporting Paydata Batches

- Microsoft Excel® is required to use the Paydata Grid Export utility

Appendix D

ADP Implementation Methodology

ADP Implementation Methodology - WFN

AIM	PROJECT STARTUP	ANALYSIS	CONFIGURATION	CONVERSION	VALIDATION	PRODUCTION
Activities	•Assemble Project Team •Conduct Internal Partners Meeting •Prepare and Conduct Welcome Session •Prepare for the Client Kickoff Meeting •Define Client training plan	•Conduct Client Kickoff Meeting •Complete Requirements Interviews •Complete Technical Analysis (if applicable) •Requirements Review & Approval •Test Planning •Execute Client Training	•Configuration Solution •Conduct Unit Testing •Establish Data Conversion Strategy •Configure Core Content •Execute Client Training	•Execute Data Conversion (masterfile and balance data into ADP systems) •Audit Data Conversion Results •Execute Client Training	•Conduct Testing •Execute Client Training	•Final Data Conversion •Process live Production •Transition Client to Service •Conduct Quality Review Process •Execute Client Training
Responsibilities – CLIENT	•Assemble Project Team •Attend ADP Welcome Session •Gather data for project •Assist in coordination of Kickoff Meeting •Identify participants for training	•Attend required training •Attend Kickoff Meeting •Provide Subject Matter Experts •Complete business requirement Interviews •Validate final Business Requirement Interview Summary	•Attend required training •Support development of any non-standard programs or processes •Manage internal activities to support new business processes •Participate in Core Content Mgmt. page configuration •Provide input for the building of client-specific test cases	•Attend required training •Provide data conversion files using instructions provided by ADP •Ensure quality data •Validate data conversion results	•Attend required training •Conduct Testing •Provide test files / data •Validate and Approve test results	•Attend required training •Conduct live processing •Attend Transition to Service Meeting •Provide feedback on project •Complete Quality Satisfaction Survey
Responsibilities – ADP	•Assemble project team •Conduct Internal Partners Meeting •Initiative product setup •Coordinate & conduct Client Welcome Session •Coordinate the Client Kickoff Meeting	•Conduct Kickoff Meeting •Assist client throughout Interview process •Organize and communicate schedule for interview & requirements gathering tasks •Document custom work •Finalize Business Requirement Interview •Prepare Project Plan •Ensure all required client training is complete	•Configure core systems with client rules and parameters •Perform unit testing of all solution components •Build custom interfaces (if applicable) •Assist client with Core Content page •Ensure all required client training is complete	•Convert masterfile data into ADP systems •Create and load file •Conduct knowledge transfer session •Review the Test Strategy Document •Ensure all required client training is complete	•Coordinate and support testing •Manage Issue Log •Ensure all required client training is complete	•Resolve any outstanding issues •Support live payroll processing •Coordinate transition to Client Service •Ensure all required client training is complete
Milestones	**PROJECT STARTUP** •Project team assembled •Welcome Session conducted •Client Kickoff Meeting scheduled	**ANALYSIS** •Business Requirement Interviews completed •Complete technical analysis (if applicable) •Project Plan Established	**CONFIGURATION** •Core systems set up completed •Unit testing of all solution components completed	**CONVERSION** •Data conversion completed and validated	**VALIDATION** •All test cycles completed •All test results approved •Production Go-live Decision	**PRODUCTION** •Transition Meeting completed •Quality Satisfaction Survey Review

Appendix E

ADP Workforce Now *Sample Pay Statement*

With the move to ADP Workforce Now, the appearance of your employees' pay statements will change. Below is a sample of the new pay statement.

1. Easy to read, full-page vertical format allows room for more information.

2. Employees can quickly see how many hours they worked, their current pay, and their year-to-date pay.

3. Gross pay before deductions is prominently displayed.

4. Full description of taxes, additional deductions, and adjustments.

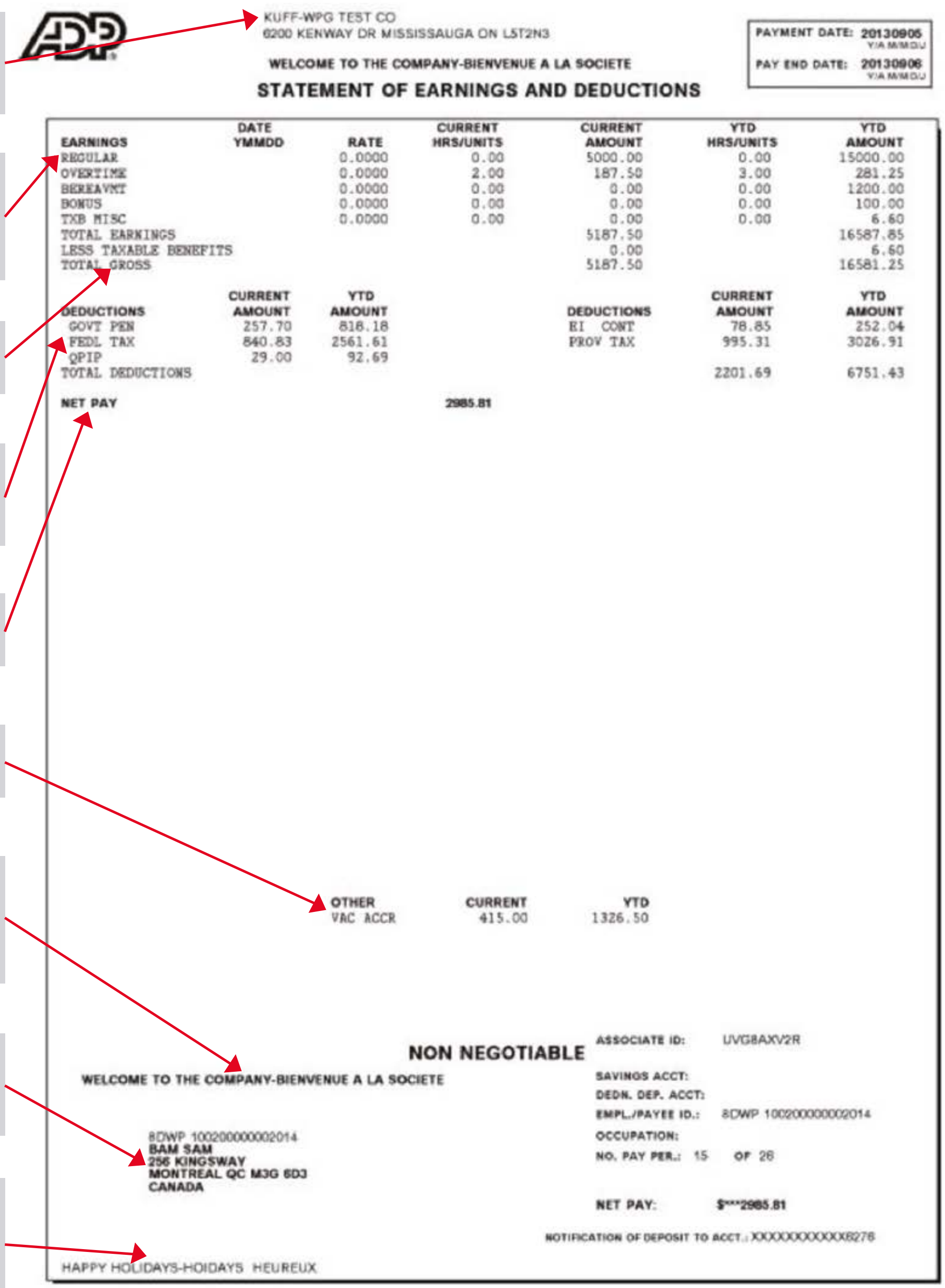
5. Net pay highlighted for quick reference.

6. Vacation time accumulated is identified on each pay stub.

7. Blank area enables us to write custom messages to your employees, ex.: pay rate changes or announcements.

8. Detachable cheque or pay stub is included on the bottom of the page.

9. Predefined messages to your employees can be included on the bottom of the page.


KUFF-WPG TEST CO
6200 KENWAY DR MISSISSAUGA ON L5T2N3

WELCOME TO THE COMPANY-BIENVENUE A LA SOCIETE

STATEMENT OF EARNINGS AND DEDUCTIONS

PAYMENT DATE: 20130906 Y/A M/M D/J
PAY END DATE: 20130906 Y/A M/M D/J

EARNINGS	DATE YMMDD	RATE	CURRENT HRS/UNITS	CURRENT AMOUNT	YTD HRS/UNITS	YTD AMOUNT
REGULAR		0.0000	0.00	5000.00	0.00	15000.00
OVERTIME		0.0000	2.00	187.50	3.00	281.25
BEREAVMT		0.0000	0.00	0.00	0.00	1200.00
BONUS		0.0000	0.00	0.00	0.00	100.00
TXB MISC		0.0000	0.00	0.00	0.00	6.60
TOTAL EARNINGS				5187.50		16587.85
LESS TAXABLE BENEFITS				0.00		6.60
TOTAL GROSS				5187.50		16581.25

DEDUCTIONS	CURRENT AMOUNT	YTD AMOUNT	DEDUCTIONS	CURRENT AMOUNT	YTD AMOUNT
GOVT PEN	257.70	818.18	EI CONT	78.85	252.04
FEDL TAX	840.83	2561.61	PROV TAX	995.31	3026.91
QPIP	29.00	92.69			
TOTAL DEDUCTIONS				2201.69	6751.43

NET PAY 2985.81

OTHER	CURRENT	YTD
VAC ACCR	415.00	1326.50

NON NEGOTIABLE

WELCOME TO THE COMPANY-BIENVENUE A LA SOCIETE

ASSOCIATE ID: UVG8AXV2R
SAVINGS ACCT:
DEDN. DEP. ACCT:
EMPL./PAYEE ID.: 8DWP 100200000002014
OCCUPATION:
NO. PAY PER.: 15 OF 26

8DWP 100200000002014
BAM SAM
256 KINGSWAY
MONTREAL QC M3G 6D3
CANADA

NET PAY: $***2985.81

NOTIFICATION OF DEPOSIT TO ACCT.: XXXXXXXXXXXX6276

HAPPY HOLIDAYS-HOIDAYS HEUREUX

Your ADP implementation specialist will contact you shortly; in the meantime, feel free to contact your ADP Upgrade Team if you require any additional information.

Statement Self Serve – Change Management

Your employees will be able to access their new pay statements electronically in the ADP Workforce Now employee portal. Please communicate the changes below with your employees:

- Pay statements will look different
- Pay statements and tax forms can be accessed directly through the ADP Workforce Now employee portal or through your mobile devices
- For the first pay statement on ADP Workforce Now, a physical copy of the pay statement will need to be distributed to the employees
- Subsequent to the first pay statement:
    - Distribute the *ADP Workforce Now - Employee Statement Self-Serve Guide* to your employees
    - In Workforce Now, run and distribute the Employee Self-serve registration letter
    - Advise employees to register for Statement Self-Serve
    - An optional report is available to help identify employees who have not registered for Statement Self-Serve
        - The report is located under Security Management from the Setup menu in ADP Workforce Now

Appendix F

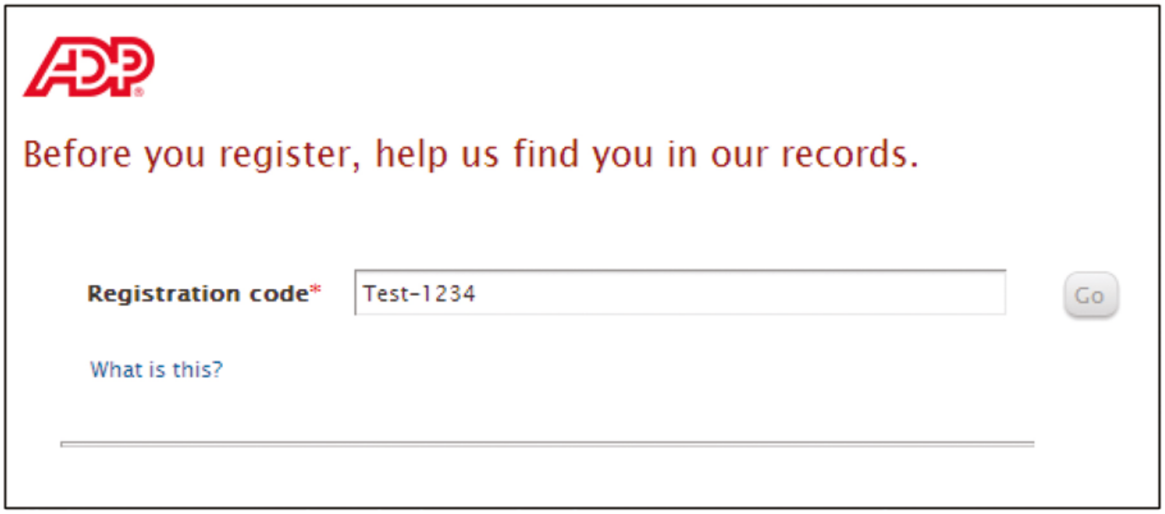
Self Serve Registration

Go to: **https://workforcenow.adp.com**

Click on the "**Register Here**" button in the "**First Time User?**" box:

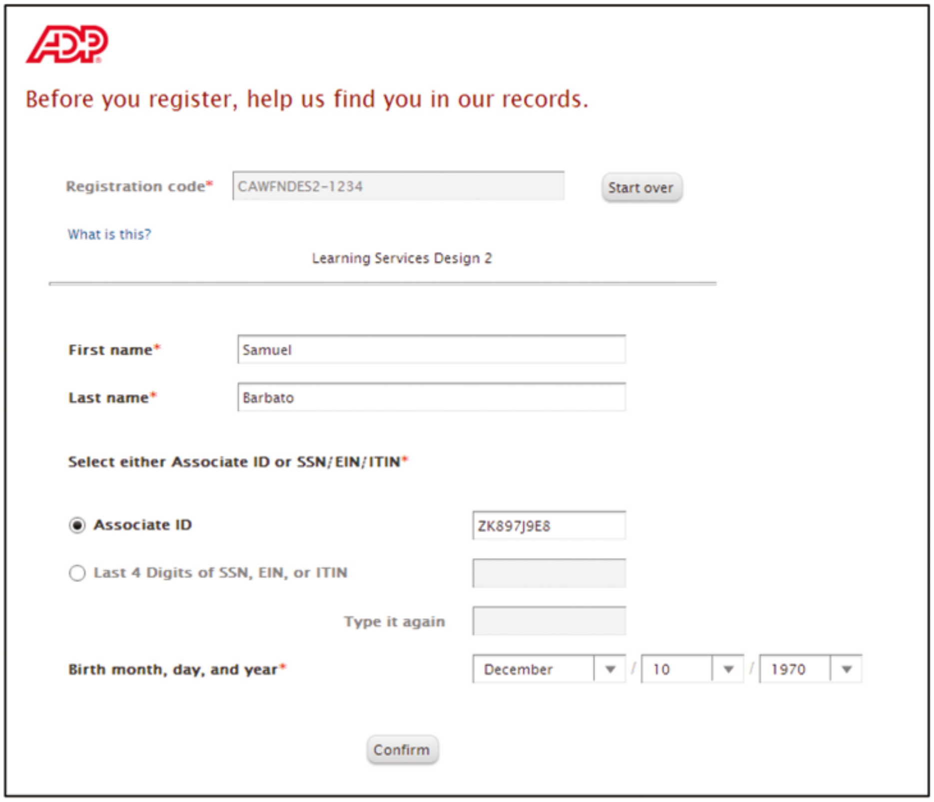
STEP 1:

A two-step wizard will launch for you to complete your registration. Enter your registration code provided by your administrator, example "TEST-1234", and click the "**Go**" button:



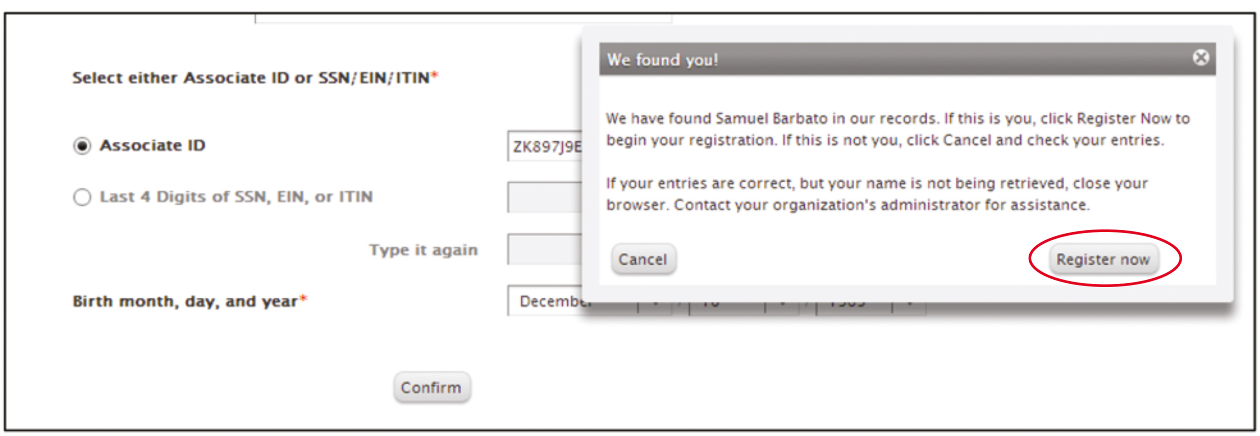
STEP 2:

Fill in each of the fields identified using the information provided on the Employee Self Serve registration letter.



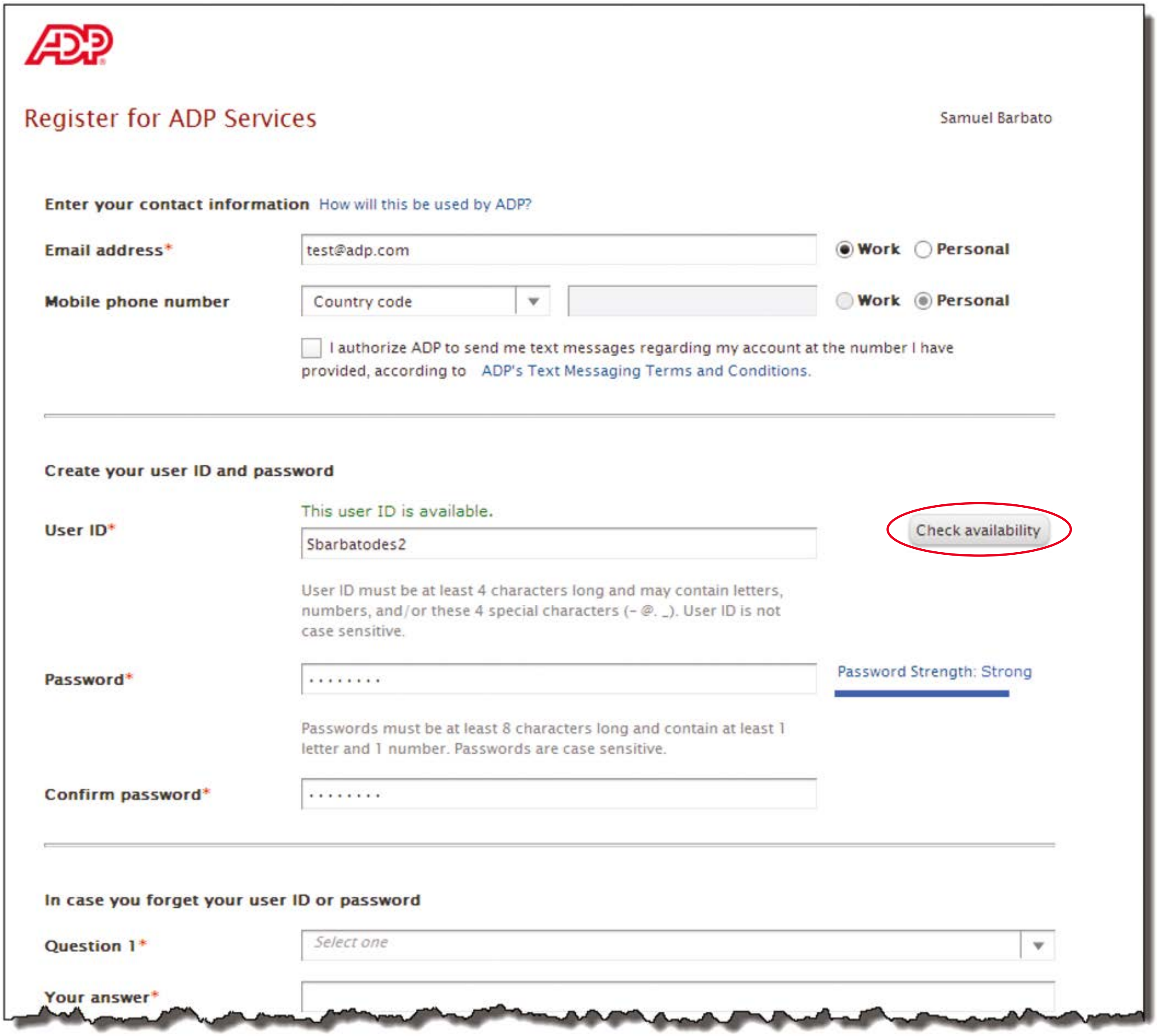
STEP 3:

A pop up window appears confirming the system has identified the user, click "**Register Now**" button.



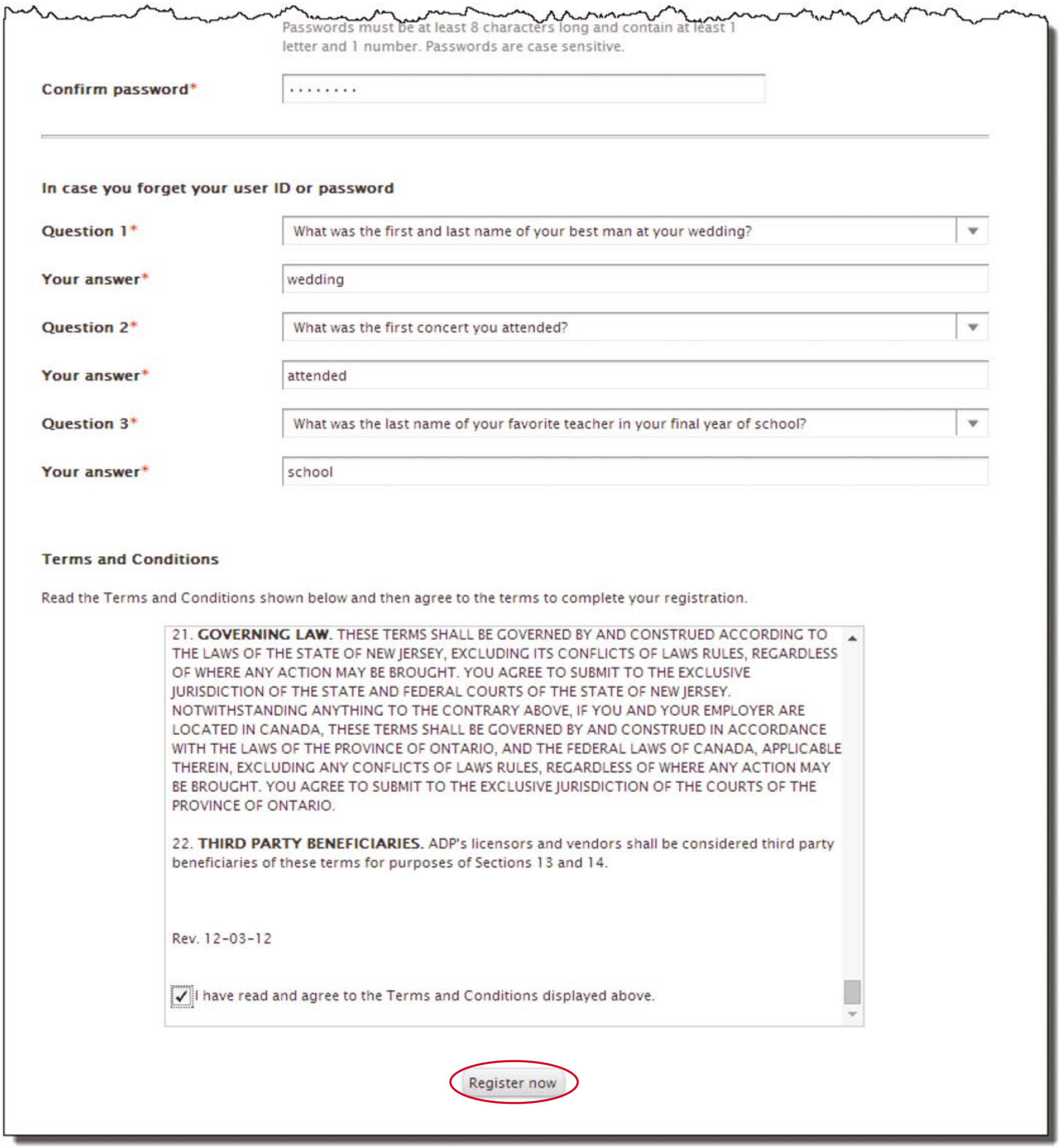
STEP 4:

Fill in your contact information. Create your User ID & Password using the instructions on the screen; click the "**Check availability**" button for User ID:



STEP 5:

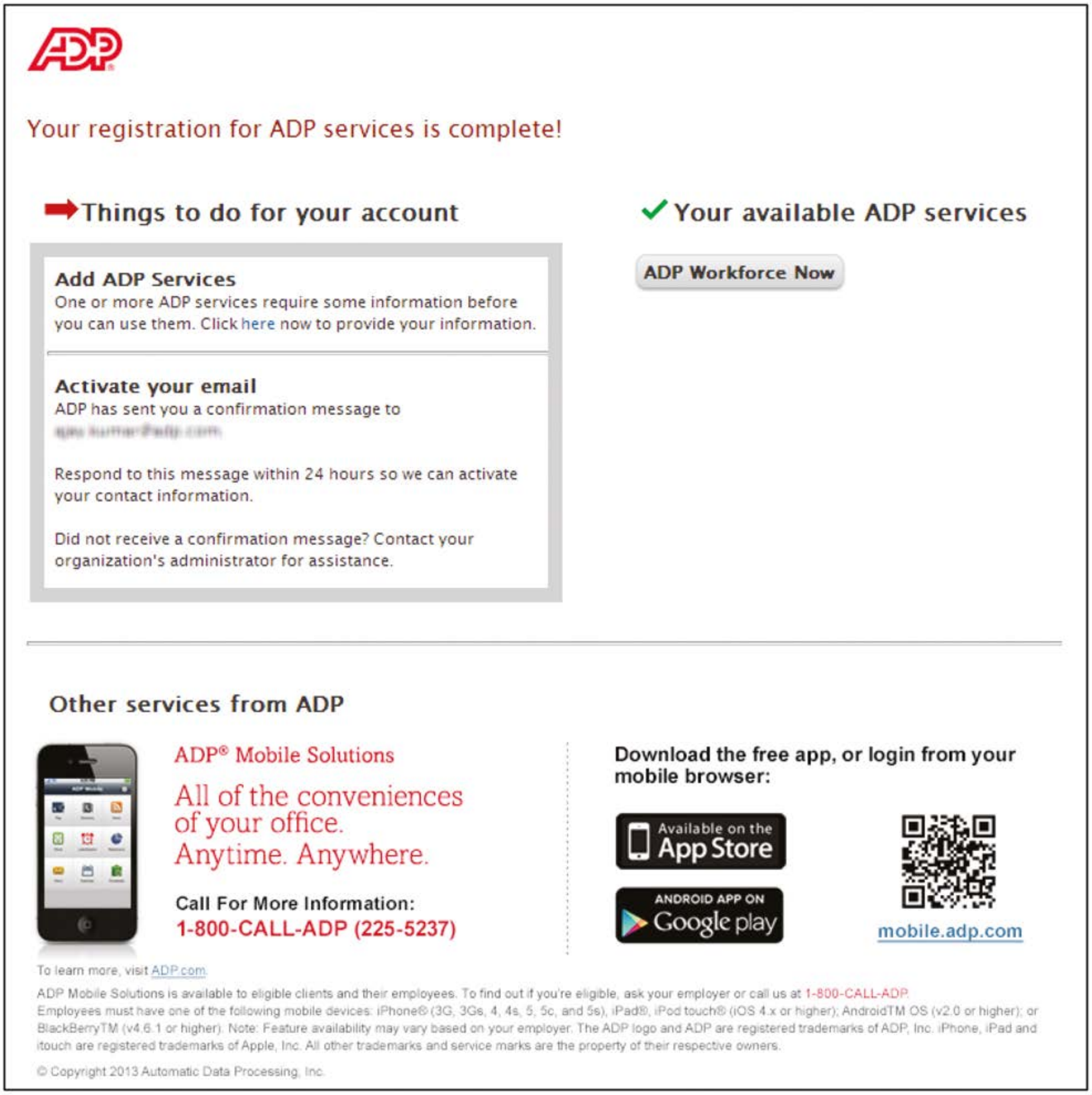
Select security questions from the drop down listing and complete the answers. In the next section, review and "**Accept**" the Terms & Conditions. Once you have done so, click the "**Register Now**" button at the bottom of the screen:



STEP 6:

You will get a message indicating that "**Your registration for ADP services is complete.**"

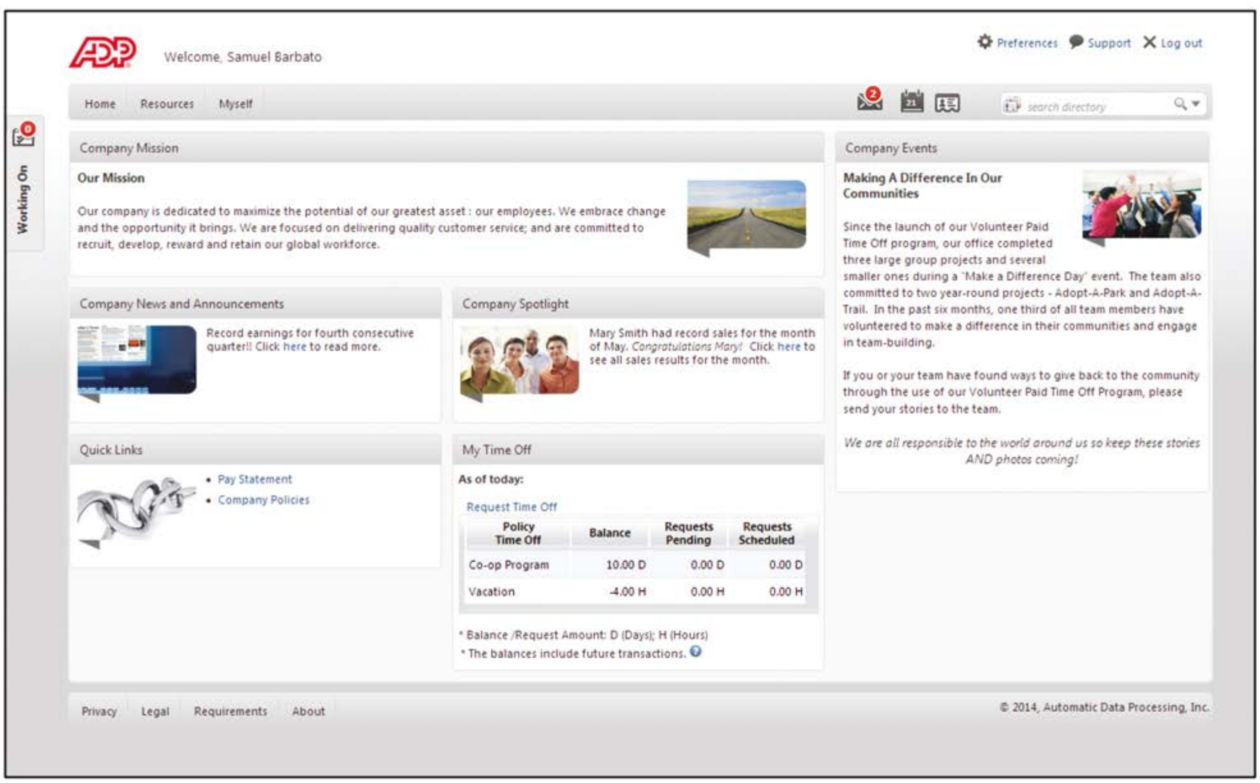
You can click the "**ADP Workforce Now**" button to access ADP Workforce Now:



You will now enter the User Name and Password that you created during the registration process, and then click the "**Log In**" button:

Note: If you are a Practitioner, log in via "**Admin**" tab.

You will now have successfully completed the self registration and log in to ADP Workforce Now:



Appendix G

ADP Workforce Now - Library of Reports

(Standard-Sample-Payroll)

All Reports

This tab displays reports from all categories.

Audit Trail Report

Report Name	Description	Autopay Report
Audit Trail Report	Provides information about all changes to employee data and identifies the user who made each change. You can specify the date range for the changes you want to include in the report.	Personnel Change Report

Pay Data Reports

Report in this category displays all earnings hours, units, and dollar amounts. Data in this report can be sorted and grouped by Payment Type.

Report Name	Description	Autopay Report
Pay Data Summary Report	This report provides details of payments, adjustments, and totals. You can view all deductions, earning, hours, amount, cost, labour cost, and rates that have been entered for the employee.	PCPW – Paydata Summary

Personal and Employment Reports

Reports in this category list employees' personal and employment-related information.

Report Name	Description	Autopay Report
Average Age Minority and Service Report	This report displays the counts by gender, age, and service years.	
Compa Ratio Analysis	This report lists the pay grade, minimum salary, midpoint salary, maximum salary, and comparation for an employee.	PCPW – HR Profile Compa Ratio Analysis Report
Compensation Change	This report provides information regarding the current and previous salaries for employees, with the change amount in percentage.	Personnel Change Report
Compensation History	This report provides information regarding employees' salary history and count of salary records by pay division, business units, etc.	
Reserved File Number	This report lists all employees who have been purged from the database.	Master Control
Employee Payroll Changes	This report lists all changes/transactions to existing and new hire employee data that were made in the current pay period which will be sent to mainframes. It includes the old value and the new value. It also lists employee transfers, with the old and new file numbers. Your user profile or user security group and permissions, set up by your company's portal administrator, determine how Sensitive Personal Information is displayed for you in reports and in the application.	PCPW – Employee Changes
Employee Directory	This report includes employee name, Associate ID, address, and home and business telephone numbers.	PCPW – Employee List
Employee Roster	This report includes home department, status, primary position indicator, hire date, job title, rate type, and pay rate amounts for all employees (active, leave of absence, terminated, and deceased).	PCPW – Masterfile Audit

Employee Summary	This report lists all current employee data. It includes employee personal information, employment information, time off requests, pay rate, tax information and deposits. This report also prints one page of information for each employee. It includes emergency contact, position, pay rate, performance, dependent information, etc.	PCPW - Masterfile Audit
Name and Address Labels Report	This selection provides the names and addresses of employees in four standard mailing label formats.	
Notes and Alerts	This report lists the notes you created with their due dates, any notes on which other users copied you, and their status.	
Options Assigned to Employees	This report provides a summary of the employee Options/Entries assigned to employees. Employees that do not have any Options/Entries assigned do not appear on this report. You can run the report for one or more employees or companies depending on your security profile.	PCPW – Masterfile Audit
Reports To	This report lists employees grouped by the immediate supervisor indicated in the Reports To field. Employees who do not have an entry in the Reports To field are listed at the beginning of the report or specified grouping. Employees with multiple file numbers are listed in each of the company codes to which they belong.	
Salary Review	This report lists the current salary for salaried and hourly employees during the specified report period. It includes the rate type, increase type, rate amount, rate effective date, and annual salary.	PCPW - Masterfile Audit
Seniority	This report lists employees, their length of service, and date of hire.	PCPW - Masterfile Audit

Termination	This report lists employees with a terminated status. It includes the termination date, reason for termination, length of service, supervisor, and date of hire.	PCPW – Masterfile Audit
Turnover	This report provides information on employee position status (Place On Leave, Return From Leave, Retired, Terminated, Rehire, etc.) and changes over a period of time. For example, a user can create a report to view how many times employees of a particular company changed their position status from Place On Leave to Return from Leave over a period of 3 months. It provides information on the Hire Date, Rehire Date, Separation Reason, Termination Date, Separation Event, and Turnover percentage. Some payroll processes require that the employee file number be terminated and rehired to effect statutory withholdings. In such cases, the terminations are not actual termination and may be transfers. Users should exclude the termination codes while generating a report in order to view the actual turnover percentage.	PCPW – Masterfile Audit

Time Off Reports

Provides information about employees' time off details.

Report Name	Description	Autopay Report
Time Off Balance Detail Report	This report provides detailed information on employees' time off/leave type, leave balance, transaction types, and a count of transaction types.	
Time Off Balance Summary Report	This report provides a summary of an employee's time off.	
Time Off Policy Assignments Report	Employee Assignment/ Un-Assignment for the different policies can be generated in this particular report. You can review the movement of employees from policies in a given period of time.	
Time Off Request Report	This report provides information about employees' leave details and activities such as Time Off Request Date, Time Off Request Status, Duration, Approvals, etc.	

Set-up Reports

Provides information about company options.

Report Name	Description	Autopay Report
Company Employee Options	This report provides a list of all the Options and Option Entries assigned to companies. In addition, you can view if Options are assigned to an option entry; the report displays the corresponding Option name for reference.	Company Options

Year End Reports

Reports under this category provides employee data in Year End payroll.

Report Name	Description	Autopay Report
Year End Adjustments Summary	This report displays a summary of all payment types entered in the Year End payroll. List of payment type includes: Updates and Lump Sum Updates. Users can view all earning hours/values/amounts and all deduction amounts and hours that have been entered for an employee and company. Users can sort the report based on payment type, employee, code type, and code.	Adjustmate – Transaction List Report
Year End Payroll Changes	This report provides information about employee changes since the last Year End adjustment that will be transmitted for processing payroll.	
Year End Employee Summary	This report provides a summary of all current employee data required for the Year End tax and payroll processing. It includes employee personal information, tax information. It also includes employee's emergency contact information, employment information, and pension information.	
Year End Options Assigned to Employees	This report provides a summary of the Options/Entries assigned to employees in the Year End. Employees who do not have any Options/Entries assigned do not appear on this report. Users can run the report for one or more employees or companies depending on their security profile.	

Payroll Reports

Reports under this category are payroll reports which were processed by the Paytech Mainframe.

Report Name	Description	Autopay Report
Daily Update Report	This is a company-level report which lists the debit advice, service fees, debit account number, etc. This report is produced from the ledger as apposed to the payroll master file. This report lists the statutory and third party deductions. Also displayed are year-to-date totals of statutory remittances totaled by CRA BN/MRQ ID to assist in balancing your Government statutory remittance accounts.	Advice of Debit (Payroll) Invoice (Service charges) 140 Report (EHT) 150 Report (Multicorp tax) 153 Report (QC Multicorp) 161 Report (Manitoba) Financial Services Detail & Summary
Deduction Arrears Report	Produced when a scheduled deduction is rejected due to insufficient net pay. Reports the accumulation of deductions that cannot be taken during a pay period and allows recovery of these amounts on future payrolls. The client must have the option added to track the arrears balance for the company, i.e.: Arrears Recovery. The system accumulates the arrears. This report is only produced if there is a deduction arrears.	Unused Deduction Report
Deduction Not Taken Report	This report is produced when an error occurs and scheduled deductions are not taken. Deductions do not accumulate from pay period to pay period. They are not automatically taken the next time the employee is paid unless the Arrears Recovery option is set up. This report is used as a tracking tool when you need to recover the deductions from the employee's pay in a subsequent pay period. Amounts are not retained on the payroll master file; they are only available on the report.	Unused Deduction Report

Employee Status Report	The Employee Status report gives you a snapshot of all information on the employee record as held in the payroll mainframe. Use this report to verify the information on a new employee or changes made to an employee record. This report can also be used as a reference document for individual employee personal information. A client has the following options to receive this report: *upon hiring a new employee, inactivation of an employee or when an employee transfers, *anytime a change is made to an employee's file, * produced on request. Snapshot of what the employee information looks like at that point in time.	PCPW – Employee Changes PCPW – Masterfile Audit
Labour Cost Reports	These reports have a fixed number of columns, but the information can change from one client to the other. The client must be setup for Labour Costing. The client must request them when they process their payroll. They can also be scheduled on the mainframe to run automatically when the payroll is processed.	
Payroll Entries Report	The Payroll Entries report lists all transactions in a user-friendly format that would be processed for your company for the pay period. All error messages and codes have been translated into plain text terminology. Entries are displayed in department, employee, transaction code order, unless a special sort is requested.	Payroll Summary PCPW – Employee Changes
Payroll Register	Detailed account for all employees of current and year-to-date totals. It also shows deductions for each employee, each employee's pay statement. The practitioner ensures the net pay is accurate using this report. Used to assist in employee inquiries regarding their pay. Provides detail of payment distribution to assist in stop payment/recall when required.	Payroll Register Master Control
ROE (Direct Filing)	These are the Records of Employment produced for ROE Direct Filing clients only.	

Report on hiring (HRSDC)	This report is produced when a new employee is added. It is an optional report which needs to be setup for each client. This report is sent to HRSDC on a per period basis. (The New Hirings Program: HRSDC randomly selects companies to participate. The program is designed to assist in detection of fraud by EI claimants. If a client is approached, then they must produce this report.) Lists only Name and SIN.	
ROE information	This report is primarily used to assist in the preparation of a Record of Employment when an employee terminates. This report is used to verify any amendments processed to insurable pay periods (i.e.: manual cheque updates adjusted the correct pay period, override entries to salaried employees adjusted insurance hours and dollars properly, etc.). It is produced every pay period even if no ROE is requested.	EI History Report
Tailored Files (132 bytes)	Tailored Files produce a file which is 132 bytes long. This file is built specifically for the client and can be used as an input file in an application. The client must request them when they Preview or Process their payroll.	Management Report
Tailored Files (80 bytes)	Tailored Files produce a file which is 80 bytes long. This file is built specifically for the client and can be used as an input file in an application. The client must request them when they Preview or Process their payroll.	Management Report
Tailored/Optional Reports	These are standard reports but they are optional; the clients must be set up. Reports include the following: WCB/CSST (Category), CPP/EI Reconciliation, Statistics Canada, and Commission des normes du travail.	CPP/EI Assessment Report WSIB Report Monthly (M01)
Totals Recap Report	This report displays balancing totals for the current payroll for all earnings and deductions. The pay period ending date, date of pay, and earnings and deduction schedules are compared to the client's internal records.	Payroll Register – Company Totals

Transaction Proof Report	This report displays all transactions submitted for processing against the payroll master-file (both keyed and automatically generated entries) in a transaction code and mnemonics format. Once the payroll has been produced, additional information may have been added after the final edit, for example: ADP may be adding or changing your master-file to accommodate requested changes to the company set-up.	PCPW – Employee Changes Payroll Summary
Vendor Register Report	This report provides vendor name and address, vendor ID, cheque number, cheque amount, amount of current employee contribution and amount of current employer contribution and their total. This report is for the client – it tells them what cheques were issued to whom and for how much.	Financial Services Detail & Summary
Vendor Remittance Report	This report provides vendor name and address, vendor ID, cheque number, cheque amount, amount of current employee contribution and amount of current employer contribution and their total. This report is for the vendor – it tells them who paid what and agrees with the Tier 1 remittance, or the Tier 2 cheque.	Financial Services Detail & Summary

Sample Reports

Sample reports are the templates provided by ADP. Users can use these reports as-is or modify them according to their individual needs. This category includes reports from all categories.

Report Name	Description	Autopay Report
Anniversary	The Anniversary report shows Length of Service information based on the employee's Hire and Rehire Date.	Management Report
Birthday	This report provides the birthday information of the employees.	Management Report
Canada Employee Validation	This report lists employees' information including personal, employment, pay rates, taxes, etc. This helps you to validate the data after import/new hire.	
Current Deductions by Employee	This report provides the current deductions (CPP/QPP, EI, Federal and Québec income tax, Pension Plan contribution) of employees grouped by the given company and pay period.	Payroll Register
Current Earnings and Deductions by Employee	The report lists the current regular and overtime earnings, as well as deductions towards CPP/QPP, EI, Federal, and Québec income tax.	Payroll Register
Current Earnings and Hours by Employee	This report lists the values of 3 current earnings (regular earning OE01, overtime earning OE02, OE03) and hours of the employees, grouped by company and pay period.	Payroll Register
Current Overtime Detail by Employee	The report lists the overtime hours/units worked by the employees and the respective overtime earnings, grouped by company and pay period.	Payroll Register
Current Pay Summary	The report lists the current pay information by employee for a given pay period. The data shown includes regular deductions, sum of other deductions and total payment information.	PCPW – Paydata Summary
Current, MTD, and YTD Earnings and Hours	It lists the hours worked for the given pay period/s, and the earnings. It lists the current, month-to-date and year to-date earnings. The earnings are derived by adding the corresponding earning mnemonics' values. Current MTD, YTD Deduction by Comp, EE, Pay Period. It lists the current, month-to-date and year-to-date deductions for the employees as per the filters. The deduction values are derived by adding the values corresponding to deduction mnemonics and can be modified when the report is in custom mode.	Payroll Register Master Control

Employee Options	This report provides various options assigned to the employees and option descriptions.	
Employment Equity	Companies are required to submit the employment equity information to government or any agency. This report helps companies to identify the employment equity information.	
Matching EI Contributions	This report lists the employee contributions made towards Employment Insurance, and the matching contributions made by the company/employer.	Advice of Debit I50 Report (Multicorp tax)
New Hire	This report lists new employees, their background information, and the positions they held.	Personnel Change Report
Position History	This report provides employees position history information. Report includes all employees irrespective of their status.	
Time Off Accrual Balance	This report lists time off exporting balances for an employee.	Management Report
Training Expenses	The Training Expenses report displays training hours and costs tracked during the specified year which can be used to report eligible training expenses required by Bill 90 legislation in the province of Quebec.	
Year End Employee Options	This report presents various options availed by the employees and option descriptions for the Year End.	