

ADP Workforce Now[®] Enhanced Time



A more human resource.[™]

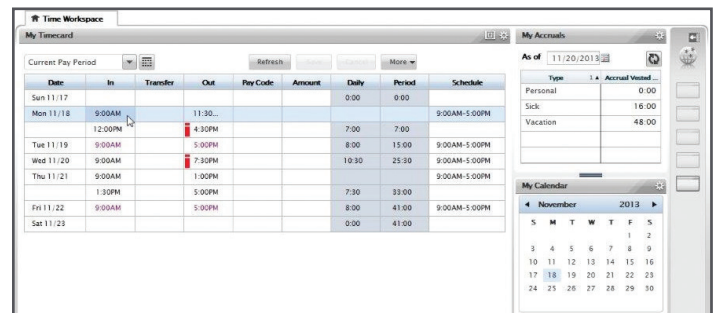
Focus on your business...it's time

Automating time and labor management has never been easier. Organizations like yours can now get enterprise-class capabilities at an affordable price – thanks to ADP's cloud-based solutions.

ADP Workforce Now Enhanced Time is a comprehensive suite of applications designed to help you better manage your workforce, control labor costs, simplify compliance and boost productivity. It provides employees and managers with the tools they need to quickly and easily optimize schedules, track time and manage accruals, time off, attendance and leave.

You enjoy complete peace of mind knowing that ADP takes care of hosting in our industry-leading data centers, backups, software updates, system security, and integration with payroll – so there is no need for you to install or maintain any software.

It's incredibly easy to get started. So focus on running your business, and leave the rest to us.



Individual Timecard

Increase Time and Payroll Accuracy with a "Punch-in to Paycheck" Solution

Accurate pay begins with accurate time. ADP helps you eliminate manual errors by providing a complete solution that streamlines the process and lets you focus on more strategic tasks. Here are a few key capabilities that help you get there:

- Collect time first-hand and avoid re-keying totals using a mix of data collection methods. Provide everyone with convenient access using web-based timesheets, mobile apps, touch-screen timeclocks, badge swiping and biometric technology to help prevent buddy-punching.
- You can configure work and pay rules, so your policies and best practices can be enforced automatically and consistently, and hourly totals can be instantly calculated.

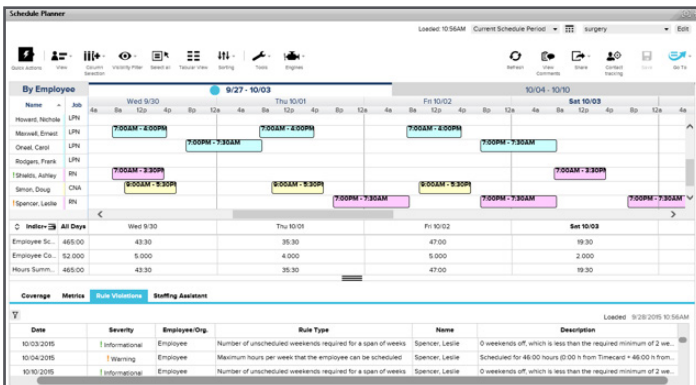
- Timecard exceptions that need your immediate attention can be highlighted, and notifications can be sent, resulting in a streamlined timecard approval process.
- Pay data totals can be reviewed and verified before kicking off your payroll process and generating checks.
- Online views and reports can reduce payroll preparation time, and help supervisors spot trends and address attendance issues before they negatively impact your business.

Reduce labor costs and boost productivity with integrated timekeeping and scheduling

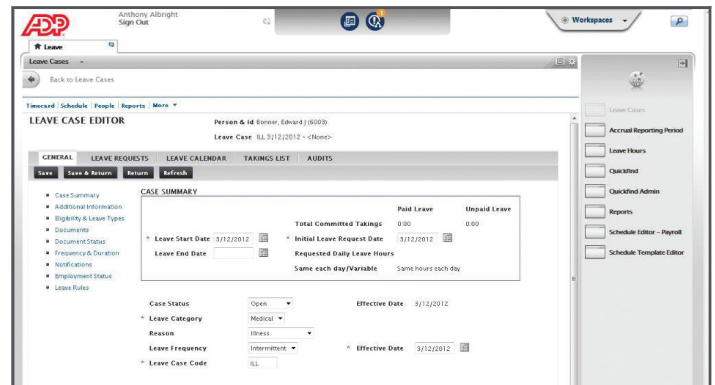
Labor can be your largest controllable expense. Automated and integrated time and labor management can help you achieve substantial savings in overtime and premium labor costs. You can also gain tighter control of your schedules, so you have people in the right place at the right time, and can reduce instances of being overstaffed.

Here are some examples of how:

- Online schedules help everyone know who should be where and when.
- Automated scheduling can be configured to consider staffing needs, along with workers' skills, availability, and preferences when generating schedules.
- Supervised and authorized shift swapping helps managers and employees fine tune and adjust schedules as needed.
- Accrual balances, time off requests and request approvals are conveniently accessed using intuitive web browser, mobile and timeclock features.
- Daily attendance views help managers react quickly to unplanned absences and tardiness.
- Real-time visibility through views, reports and alerts help managers keep an eye on attendance and overtime.
- Absence management capabilities, including leave case management, help managers track who is available to work, and see where there have been attendance infractions.
- Overtime approvals give managers the chance to prevent/deny overtime and explore less costly options.
- Monitor hours of service and Affordable Care Act thresholds, and adjust schedules as needed.



Schedule Planner



Leave Case Editor

Simplify compliance and proactively manage your risk of violations

Store years of time and attendance data electronically and have all the information you need to prepare Federal wage and hour compliance reports.

The solution can help you avoid costly compliance violations by helping you:

- Document changes to timecards.
- Apply pay policies consistently.
- Access reports and audit trails for Department of Labor audits.
- Track attendance points and generate warning letters.

Day	Date	Event/Pattern/Action	Actual Amount	Balance Change	Total	Balance Type	Shift Start Time	Perf
Wed	11/20/2013	Leave Early	0.04	1.00	1.00	Points or Occurrences	7a	
Mon	11/25/2013	Tardy 60+min	1.00	1.50	2.50	Points or Occurrences	7a	
Tue	11/26/2013	Tardy 60+min	2.00	1.50	4.00	Points or Occurrences	7a	
Tue	11/26/2013	Verbal Warning						
Wed	11/27/2013	Tardy 60+min	1.00	1.50	5.50	Points or Occurrences	7a	
Wed	11/27/2013	First Written Warning						
Mon	12/02/2013	Tardy 60+min	1.00	1.50	7.00	Points or Occurrences	7a	
Mon	12/02/2013	Second Written Warning						

Attendance Editor

Gain actionable insight and oversight with ADP reporting

Easily access information to help you discover trends and patterns, analyze labor costs, identify areas that might cause risk, make informed decisions and align your workforce with broader organizational goals.

Arm your managers with visibility into their workforce as things happen, so they can proactively be part of helping to control labor costs.

Reporting

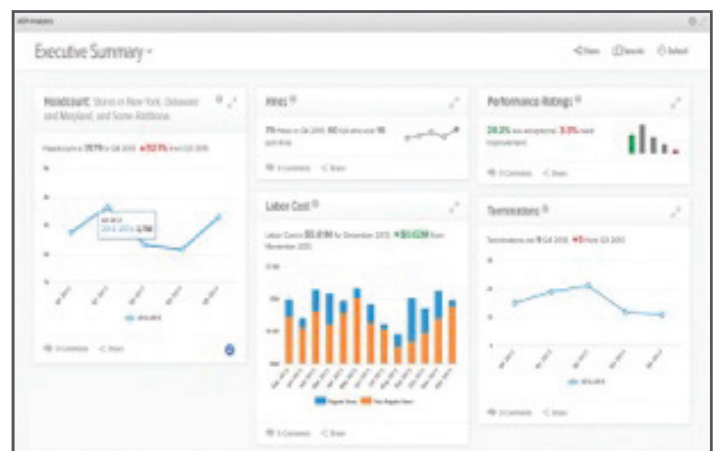
Reports can be scheduled, and over 200 standard reports are available, including:

- **Timecard Reports** – Allow supervisors to review in and out times, as well as daily totals for each employee.
- **Payroll Reports** – Verify payroll totals by reviewing each employee's hours for the pay cycle.
- **Attendance Reports** – Analyze absences and late punches for evaluations and performance reviews.
- **Schedule Reports** – Ensure that you have appropriate coverage for each shift.
- **Affordable Care Act (ACA) Reports** – Monitor weekly and monthly hours of service based on specified thresholds and make adjustments to schedules proactively
- **Custom and Ad hoc Reports** – Practitioners can tailor reports to their needs using ADP Reporting.

Analytics

Our Analytics is a powerful tool that can further improve the speed and quality of decision making with:

- Real-time views of overtime, unplanned absences and more
- The ability to dive down into the details helps to quickly identify areas of improvement
- Customizable dashboards
- Configurable filters and views
- Side-by-side comparisons



ADP Analytics: Time and Attendance Metrics

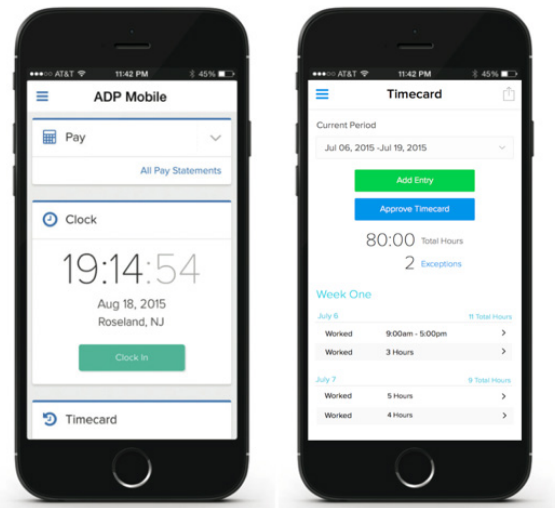
Improve productivity with self-service and convenient data collection options

You probably spend hours looking up answers to PTO, time, pay and schedule questions. With self-service employees and supervisors can get their own answers, so that you can get back to work.

- Authorized users can view information online, 24 hours a day, and supervisors can access their employees' information.
- Employees can check PTO balances and request time off with an online request and approval process.
- Message center provides a central access point where employees and managers can receive and see responses to time off requests, as well as other items such as system messages. Messages include attendance notifications, timecard approvals, reports, and exceptions that require action.

ADP offers a variety of data collection options to meet your diverse needs, including the ability to clock in via Web-based kiosks or enter time via online timesheets, touchscreen timeclocks, telephones, or mobile devices. You can even have the ability to transfer in/out punches from point-of-sale (POS), call center, scheduling, in-house systems, and spreadsheets.

Using a smartphone or tablet, employees can complete time-sensitive tasks on the go, such as entering and approving their time, viewing schedules and paid time off balances, and requesting time off. Managers can also edit and approve timecards, as well as approve/deny time off requests.



ADP Workforce Now — All-In-One HCM. Your single provider for payroll, talent management, human resource management, benefits administration, and time and attendance.

For more information, contact your Sales Representative or call 800.CALL.ADP (800-225-5237)