



# Comprehensive Outsourcing Services

Imagine the advantages your organization can gain from reliable expertise and proven best practices in payroll, human resources, benefits administration and time and attendance management.



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

# Comprehensive Outsourcing Services (COS)

ADP can provide your organization with a virtual payroll and human resources administration department. All aspects of these functions can be managed on your behalf, reducing your need to assign time or resources to them. This full-service HR and payroll solution – covering benefits administration and time & attendance management – is designed to help your business reduce costs, improve service levels to employees and reduce risk. ADP can manage all or some of these tasks depending on your specific needs.



## ■ Payroll

No matter what size your business, you can rest assured your clients will be paid on time and accurately – every time. ADP manages the time-consuming tasks of payroll processing and employee payroll tax filing. You mitigate your compliance risk by being up to date with the most current payroll legislation.

## ■ Time & Attendance Management

Benefit from the accuracy and savings of automated time and attendance processes, absence management and vacation tracking. ADP facilitates your time collection and data management on your behalf. Access a powerful time tracking system that significantly reduces manual errors and virtually eliminates time theft from understated breaks, overstated hours and buddy-punching.

## ■ HR Administration

You can rely on ADP for a range of HR management services. We will manage, track and report your data using the most current and reliable technology available. ADP acts as your service centre, handling your employee requests for information including employment data, policies, benefits and services.

## ■ Benefits Administration

Take advantage of a comprehensive, single-source solution that includes benefits administration with your carrier of choice. ADP tracks and maintains benefits data while trained, bilingual specialists ensure your employees are properly enrolled and receive annual benefits statements.



**Comprehensive Outsourcing Services** is the knowledge that, no matter how often regulations change, you're compliant. It's the confidence that comes with being efficient and cost effective. It's the security of knowing your services are supported by the best technology – without ever having to worry about upgrades or maintenance. And, of course, it's the comfort of being sure your people are always well taken care of with world-class service and reliable support.

Quite simply, Comprehensive Outsourcing from ADP offers the peace of mind that lets you focus on growing your business, not just running it. It's the freedom to concentrate your time and energy on strategic initiatives that drive your business forward.

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## The Value of Comprehensive Outsourcing Services

### Mitigate compliance risk

With ADP, you don't have to worry about staying abreast of changes in legislation or incurring expensive penalties due to non-compliance.

### Streamline business processes and maximize resources

People are your most valuable asset. Ensure they can focus on strategic initiatives core to your business, instead of time-consuming administrative tasks.

### Adapt to your changing business requirements

Scalable and flexible, COS can meet the demands of your business, regardless of its size or complexity.

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

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PAYROLL & REPORTING



TIME & ATTENDANCE



HUMAN RESOURCES



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