



people@work[®]

Give your business the advantage of a feature-rich, web-based HR solution hosted by ADP.



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

Your time is better spent focusing on the big picture rather than concentrating on day-to-day administrative tasks. **people@work**[®] provides you with a method of capturing, maintaining and reporting your HR data, so you can reduce your administrative load and focus on what's important.

■ **Make your people your priority**

Imagine freeing up the time you spend dealing with your administrative burden so you can focus on your business and your people. people@work lets you spend less time working on HR and payroll tasks by helping to streamline both your processes and communication. 24/7 access to current and historical data helps you gain greater insights on your applicants and employees. Best of all, it couldn't be simpler to use.

- Sign on once and you're ready to go
- Single point of data entry
- Easy to navigate screens

■ **Streamline your data management**

For your business to thrive, you need accurate and reliable HR reporting. people@work gives you multiple reporting tools including a comprehensive set of standard reports as well as ad hoc tools that allow you to create your own customized reports.

- Analyze vital information with ease and in the format that works for you
- Prepare meaningful, cross-functional reports
- Pinpoint potential problem areas
- Measure the impact of your HR activities
- Find information with natural language query tools

■ **Improve productivity**

Your competitiveness relies on your ability to manage your bottom line. To succeed, you need to be sure your business is always at its most cost-effective and efficient. people@work maximizes your productivity by giving you the power to respond quickly and smartly to organizational challenges and change.

- Anticipate organizational impacts with planning tools embedded into the application
- Delegate regular, everyday work tasks with flexible, client-defined security rules
- Update data in real time with manager and employee self-service

■ **Maintain a secure and compliant HR system**

Peace of mind is essential to your success. people@work provides you with the highest standards of security and helps ensure your organization's compliance in an increasingly complex regulatory environment.

- Stay up-to-date with provincial and federal legislation
- Simplify compliance with SOX, PIPEDA and provincial privacy acts

■ Control technology costs

Ensuring your technology is always up-to-date can be a source of constant headaches and hassles. With people@work, not only do you have instant access to the most up-to-date version every time you log-on, but your total cost of ownership is significantly reduced.

■ Count on consistent and predictable costs

- No IT costs to implement, update or maintain
- No requirement for technology resources
- Enjoy seamless upgrades

■ Import from and export data directly to other systems

- ADP payroll
- ADP time and attendance management
- Third party applications
- Microsoft™ Word or Excel

■ Configure access according to your security policies at the data and application level

■ Off-site disaster recovery facilities

■ Multiple firewalls and strong encryption (128-bit Secure Socket Layer)

■ User authentication and 24 x 7 monitoring of unauthorized access attempts

■ Secure login via digital certificate and password



Expand your current capabilities

people@work gives you the power to do more. With unrivalled flexibility and functionality, people@work makes tackling even the most complex HR challenges simple and easy. Take advantage of great end-to-end functionality, including:

- Absence plan management
- Benefits management
- Company property management
- Compensation planning
- Discipline/performance review tools
- Health and safety functionality
- Employment equity
- Job/location management
- Employee self-service
- Manager self-service
- Competency management
- Training management

Reduce your administrative burden with ADP

Focus on your people

Spend less time working on day-to-day HR and payroll tasks and more time taking care of your company's most valuable asset.

Streamline data management

Get the big picture with multiple reporting tools that can give you an accurate and reliable view of your business.

Improve productivity

Ensure you're always at your most cost-effective and efficient with powerful tools that can help you respond quickly and smartly to organizational challenges.

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.



PAYROLL & REPORTING



TIME & ATTENDANCE



HUMAN RESOURCES



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