



## **Comprehensive Outsourcing Service** for Small Business

Comprehensive Outsourcing Service (COS) for Small Business provides you with a virtual payroll department. ADP can look after all aspects of processing your company's payroll, virtually eliminating the need for you to assign time or resources to this administrative necessity.

### **Focus on Your Business**

With COS, you have the freedom to focus on your business, rather than administrative activities.

- Reduce or eliminate the time and effort you spend on payroll. ADP manages the entire process for you
- Ensure employees are always paid accurately and on time
- Improve decision-making with access to more meaningful data and information

### **Mitigate Your Compliance Risks**

Leverage our expertise and ensure you stay compliant in an increasingly complex regulatory environment.

- Maintain compliance with policy and legislation, including Sarbanes-Oxley (SOX)
- With ADP acting as your payroll department, you benefit from our expertise in employment legislation
- Ensure confidentiality of employee data in compliance with PIPEDA and provincial privacy acts

### **Reduce Your Operating Costs**

Re-invest your money into your business. When you choose Comprehensive Outsourcing Service, you eliminate manual processes without incurring the cost and maintenance of expensive in-house systems.

- Eliminate hiring and training costs for payroll professionals
- Eliminate capital expenditures associated with software, hardware and back-up resources
- Re-deploy human talent

### **Give Your Employees an Enhanced Payroll Service**

ADP provides an integrated, effective and timely service. You achieve greater internal productivity and efficiency, allowing you to enhance the service you give your employees.

- Provide direct, confidential payroll support through our Employee Contact Centre
- Leverage Statement Self Service capabilities - online access to pay statements and tax forms

### **Discover the Freedom of Comprehensive Outsourcing:**

Comprehensive Outsourcing Service for Small Business allows your business to run smoothly without interruptions from payroll administration. On your company's behalf ADP will:

- Process your payroll from input to payroll verification, including reconciliation and auditing

- Manage your employee payroll records
- Manage your payroll data
- Respond to your employees' payroll-related questions and inquiries
- Manage your pay period and year-end processes, including producing and filing tax forms
- Handle your payments to government agencies and other third party vendors for:
  - Deductions
  - Remittances
  - Reconciliation
  - Reporting
- Provide online access to standard reports including historical data
- Allow employee access to online pay statements and tax forms
- Supply additional value-added services
  - Tax forms on demand for pension annuity payrolls
  - Non-resident tax forms

### **Experience Our Unparalleled Service**

As an ADP client, you'll experience the difference our reliable, expert service can make. Our dedication to providing unparalleled products and customer support allows you the time to focus on what's most important to your business – your employees and your customers.



If you have any questions please contact us at [1-866-228-9675](tel:1-866-228-9675) or visit [adp.ca](http://adp.ca)