



## pay@work for Small Business

### Automate Your Payroll

Designed for the needs of small business, pay@work is a cost-effective and convenient web-based payroll application, hosted by ADP. With pay@work you can access your payroll whenever and wherever it's convenient - with complete confidence. And you choose the delivery option that works best for you: electronic or paper.

### Reduce the Amount of Time Spent on Payroll

pay@work is a simple and intuitive application that walks you through the payroll input process step-by-step.

- Pay your employees quickly and on time by direct deposit or paper cheques
- Automate lengthy and cumbersome manual calculations
- Eliminate the time spent on backing up your data. ADP takes care of that for you
- Receive your payroll output online within 30 minutes with our Accelerated Turnaround<sup>1</sup>

### Reduce Your Operating Costs

All you need is Internet access to use this secure ADP-hosted application, allowing you to minimize payroll start-up costs, and control and predict your ongoing costs.

- Eliminate the requirement to purchase and maintain expensive software applications
- Save the cost of storage of your reports for the required period, with fast and easy retrieval online, anytime you need them
- Avoid potential penalties and late remittance fees
- Eliminate bank service charges for items like direct deposit fees

### Avoid Errors

Paying your employees on time and with complete confidence has never been easier.

- Automate complex payroll calculations such as bonuses and commissions, and basic labour cost calculations
- Preview and edit your payroll – you can input, add, or delete data as many times as necessary right up until the time your payroll is scheduled for processing

### Confidently Produce a Secure Payroll Everytime

pay@work provides you with multiple levels of security, and lets you stay current with changes in employment-related legislation, ensuring your data remains compliant.

- Stay current with provincial and federal legislation
- Simplify compliance with SOX, PIPEDA and provincial privacy acts
- Protect your employee information and ensure uninterrupted service with our disaster recovery facility

## Electronic Package Includes:

- pay@work for Small Business
- 10 standard online reports
- Two optional online reports
- archive@work
  - view historical data
- Financial reporting worksheet
  - create customized reports online
  - choose how you sort, filter and display your information
  - easily export data into Microsoft Excel
- Online pay statements
  - employees securely obtain, review, print and store payments online
- Direct deposit
- Labour cost module
- Tax filing
  - submit government remittances electronically
  - automate your year-end tax forms and reports
  - generate and file off-cycle ROE's, amendments to ROE's and ROE's for terminated employees<sup>2</sup>
- Online training

## Additional Service

- Third Party Remittances<sup>2</sup>

## Paper Package Includes:

- pay@work for Small Business
- 10 standard reports
- Direct deposit or paper cheques
- Cheques/statements folded and sealed
- Courier delivery
- Financial reporting worksheet
  - create customized reports online
  - choose how you sort, filter and display your information
  - easily export data into Microsoft Excel
- Labour cost module
- Tax filing
  - submit government remittances electronically
  - automate your year-end tax forms and reports
  - generate and file off-cycle ROE's, amendments to ROE's and ROE's for terminated employees<sup>2</sup>
- Online training

## Ten Standard Reports:

A comprehensive bundle of reports covers the most common types of payroll information:

- Daily Update
- Deductions Not Taken
- Employee Status
- Payroll Entries Report / Transaction Proof Report
- Payroll Register
- Totals Recap Report
- Totals Report
- EI History Report
- Deduction Arrears
- Report on Hiring

## Two Optional Reports:

Complement the standard reports with additional reporting elements to address specific needs.

Choose from:

- RRSP Report
- Pension Plan Report
- Vacation Report
- Employee List (EE List)
- PIER Report
- CPP/QPP Report
- QPIP Report

## 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)

<sup>1</sup> Accelerated Turnaround will return your payroll within 30 minutes of processing, 9 times out of 10.

<sup>2</sup> Additional fees apply.

Implementation is a one time charge not included in packages.

Package is subject to change.

ADP is a registered trademark of ADP Inc.