



## Telephone Payroll Package for Small Business

Telephone Payroll is a simple, convenient and affordable way to pay your employees by telephone or fax.

Telephone Payroll is easy to use. You simply place a quick call or fax us every pay period to tell us how many hours each employee worked. ADP will take care of the rest — calculating your payroll, including the deductions and withholdings for all relevant taxes, as well as payments to other third parties. You can be confident that your employees will be paid accurately and on time.

### Automate Your Payroll Activities

ADP streamlines your payroll activities by:

- Producing year-end tax forms and providing year-end reports
- Generating and filing ROE's on your behalf for terminated employees<sup>1</sup>
- Submitting government remittances electronically
- Automating employee payments to outside vendors
- Remitting to third party providers<sup>1</sup>

### Submit Employee Information in the Way That Suits You Best

- Phone in your payroll information or;
- Fax it to us when it is convenient for you

### Reduce Your Operating Costs

Minimize payroll start-up and maintenance costs.

- Manage your cash flow with consistent and predictable costs
- Save on the cost of storage and simplify the retrieval of reports
- Eliminate potential penalties from late remittances
- Avoid or eliminate bank service charges for items such as direct deposit fees

### Confidently Produce a Secure Payroll Everytime

- Leverage our compliance expertise and stay up-to-date with provincial and federal legislation
- Simplify compliance with SOX, PIPEDA and provincial privacy acts
- Access historical information with online archived data and reports
- Protect your employee information and ensure uninterrupted service with our disaster recovery facility

### Pay Your Employees Accurately and on Time

ADP maintains accurate and up-to-date employee records for you.

- Lengthy manual calculations such as bonuses and commission payments are automated
- ADP service teams view, edit, and balance your payroll before processing

## Access Your Payroll Data Quickly and Easily

- Provide employees with online access to their pay statements and T4's
- Reports on Internet (ROI) facilitates fast and convenient viewing, retrieval, storage and archiving of data
- All reports are securely accessible online anytime, from anywhere

### Seven Comprehensive Reports

A comprehensive bundle of reports is provided to all clients and 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

### Two Optional Online Reports:

- RRSP Report
- Pension Plan Report
- Employee List (EE List)
- Vacation Report
- 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)

1 Additional fees apply.  
Implementation is a one time charge not included in package.  
Package is subject to change.

ADP is a registered trademark of ADP, Inc.