



Essential Performance Pack

Essential Performance Pack (EPP) combines our web hosted pay@work payroll solution with our people@work™ HR administration solution. EPP streamlines your administrative processes with a single point of data entry, easy to navigate screens and advanced filtering capabilities.

Focus on Your Business and Your People

- Use integrated tasks to manage new and exiting employees
- Anticipate the impact to your business with embedded planning tools
- Troubleshoot employee problems and crises quickly and easily

Improve Productivity

ADP will help you increase productivity by enabling you to respond quickly to organizational challenges and change.

- Delegate regular, everyday work tasks with flexible, client-defined security roles
- Leverage Statement Self Service capabilities - online access to pay statements and tax forms
- Preview and edit multiple times. Edited reports are returned to you in under 5 minutes with Accelerated Preview¹
- Receive your final payroll results online within 30 minutes with Accelerated Turnaround²
- Pay your employees by cheque or direct deposit
- Process earnings and deductions

- Automate many complex payroll-related functions:
 - Special payments such as commissions or bonuses
 - Adjustments and reversals
 - Manual payments and partial deposits
 - Remittances to government and outside vendors
 - Labour costing
- Produce year-end tax forms and reports
- File electronic ROE's directly with Service Canada
- Track employee participation in pension plans
- Access reports, history, and archived data online
- Eliminate the need for constant data back-ups
- Calculate and produce non-resident tax forms
- Leverage time-saving tools to:
 - Import and export data
 - Filter data
 - Manage skills
 - Automate work-flow
 - Store non-employee records

Streamline Your Data Management

EPP provides multiple reporting options including a comprehensive set of standard reports as well as ad hoc tools that allow you to create your own personalized reports.

- Prepare meaningful, cross-functional reports
- Pinpoint potential problem areas
- Measure and demonstrate the impact of your HR/payroll activities
- Use labour cost reporting to monitor and manage labour allocations
- Track and report on a multitude of employee data elements:
 - Absence tracking
 - Applicant tracking and evaluation
 - Company property tracking
 - Employment equity
 - Pay history
 - Performance history
 - Employee information management
 - Emergency contact
 - Union information
 - Background information
 - Qualifications
 - Certifications
 - Competencies
 - Educational history
 - Employment history
 - Training and expense history
- Analyze data with extensive reporting options:
 - Standard reports
 - Tailored reports
 - Optional reports
 - Financial Report Writer
 - Embedded Query Tool
 - Ad Hoc Report Writer
 - Adobe Acrobat, Word and Excel document links

Comply with Policy and Legislation

ADP provides you with the highest standards of security and expertise to ensure your organization stays compliant in an increasingly complex regulatory environment.

- Stay up-to-date with provincial and federal legislation
- Simplify compliance with SOX, PIPEDA and provincial privacy acts
- Protect your data with multiple levels of security:
 - 128-bit SSL encryption
 - Menu and page level security
 - Digital certificates - secure firewall
 - Password protection
 - Audit trails
 - State-of-the-art facilities and processes

Control Technology Costs

You'll have instant access to the latest version of EPP every single time you log-on, reducing your operating costs since there's no hardware or software to purchase or maintain. EPP is fully hosted by ADP.

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

¹ Accelerated Preview will return your edited work in less than 5 minutes, 9 times out of 10.

² Accelerated Turnaround will return your payroll within 30 minutes of processing, 9 times out of 10. people@work is a trademark of Automatic Data Processing, Inc.

ADP is a registered trademark of ADP Inc.