



Teeing off for increased payroll efficiency

Managing the ups and downs of seasonal workers at the most prestigious year-round golf club in Edmonton, Alberta, is rewarding but challenging work. We recently spoke with Kyle Holowaychuk, CPA and financial controller of Royal Mayfair Golf Club, about how ADP Workforce Now® Comprehensive Services provides his company with the tools necessary to successfully complete the monthly payroll process with limited in-house staff.

On selecting ADP Workforce Now Comprehensive Services

Royal Mayfair has been using ADP® for at least five years. Last year, we purchased ADP Workforce Now Comprehensive Services. At the time, we were going through some staffing changes and a lot of turnover. We're a smaller to mid-sized company, so I'm responsible for our company's accounting and finances, including our human resources department and payroll process. It made sense to us to have a professional ADP representative help us because we only have two employees in our payroll and HR department. The ADP team did a great job in helping us roll out the whole process to our staff and management.






On saving time on payroll

When you go up and down from 20 to 130 employees throughout the year, just tracking all those employees can be difficult. My assistant controller is in charge of inputting the payroll and doing all the data entry for the payroll process. I do the higher level review. I double-check the hours, make sure all the numbers make sense, hourly rates, taxable benefit, all those sorts of things. In the summer when we hire over 100 additional employees, it has been a great timesaver to have ADP work with us to ensure that all our employee payroll information is inputted properly.

Kyle Holowaychuk
CPA, Financial
Controller



Quick facts

-  **Company:** Royal Mayfair Golf Club
-  **Headquarters:** Edmonton, Alberta
-  **Industry:** Recreation and entertainment
-  **Employees:** Varies seasonally from 20 to 130
-  **Product:** ADP Workforce Now Comprehensive Services

Learn more about
the Royal Mayfair Golf Club at
mayfair.ca



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We're able to work with our ADP representative to quickly prepare our payroll and make sure our employees are paid on time and within government regulations. Using ADP Workforce Now Comprehensive Services has cut my assistant controller's time in half. With that extra time, she's able to reach out to our members and contact them if needed. It really gives her extra time during the day.



Given we only have two employees to look after payroll, having ADP Workforce Now Comprehensive Services has helped us develop strong internal controls and ensures we have people reviewing for accuracy. Every two weeks, we're given a payroll register, an employee summary and many other reports that we can pull from the website. This is used not only for our records, but it also makes our audit process a lot smoother every year.

Kyle Holowaychuk
CPA, Financial Controller

On the ADP app and payroll

We have a geofence on our property so when hourly workers log into their ADP app when they're onsite, they're automatically signed in for their eight-hour day. With the technology they can also log out when they are done. That's been a real timesaver for us because we don't have to manually go in and update an employee's time clock.

On compliance

At the Royal Mayfair, we have many different taxable benefits, allowances, gratuities and lessons that all affect the way we need to produce payroll and pair employees properly with the correct taxes withheld. And then there's making sure that our seasonal employees are input under payroll correctly because they are only seasonal. Having an ADP representative to ask questions to and rely on for answers has been a timesaver. It's been great to know that the taxes and CRA compliance are dealt with correctly.

On improving internal processes

Given we only have two employees to look after payroll, having ADP Workforce Now Comprehensive Services has helped us develop strong internal controls and ensures we have people reviewing for accuracy. Every two weeks, we're given a payroll register, an employee summary and many other reports that we can pull from the website. This is used not only for our records, but it also makes our audit process a lot smoother every year.

On ADP's customer service

I communicate almost weekly if not more often with our ADP representative Nisha, who we have been working with for about a year now. She's been really great. She explains all these complex tax roll benefits and payroll. I really appreciate her efficient turnaround time and their ability to provide recommendations. I would highly recommend ADP Workforce Now Comprehensive Services to any small- to mid-sized company who lack a lot of in-house payroll professionals.



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