

# Simplify your payroll and human resource management with ADP®

Turn to ADP to make your payroll, human resources (HR) and time and attendance management processes easier and more efficient. With our cost-effective and comprehensive suite of services designed for a range of budgets, you can maximize productivity and simplify administrative tasks.



RBC Royal Bank has formed a strategic alliance with ADP, Canada's leading provider of outsourced business administrative solutions. ADP offers a complete range of cost-effective, easy-to-use solutions that fit your needs, including payroll, HR management, time and attendance management, and comprehensive outsourcing.

## Payroll management

Improve productivity and employee satisfaction by using an easy, reliable and accurate payroll system. ADP can help you:

- › pay your employees by cheque or direct deposit
- › calculate, deposit, file and reconcile your federal and provincial taxes, CPP and EI
- › prepare employee T4s and year-end reports
- › electronically file ROEs
- › complete your third party remittances
- › comply with policy and legislation
- › retain all payroll records for a period of 7 years

## Time and attendance management

Automate your time and attendance processes and increase accuracy and efficiency.

Your employees will be confident in knowing that their hours are tracked correctly and pay rules applied appropriately.

- › Accommodate remote or mobile workforces with flexible, time-capture options including a web time sheet, badge time clocks or automated telephone input
- › Eliminate errors and reduce labour costs
- › Reduce your payroll preparation time and overall efficiency by integrating an ADP payroll solution

## Human resources management

Automate employee information such as training and development, service anniversaries, succession planning and benefits enrollment with our HR management services. Plus, you can rest assured knowing that your confidential data is in a secure environment:

- › Choose the solution that fits your needs: standalone HR, integrated HR and payroll or a fully outsourced solution
- › Analyze information quickly to pinpoint potential problems and measure the impact of your HR activities with a variety of reporting options

## Comprehensive Outsourcing Services

For companies looking to completely outsource, our Comprehensive Outsourcing Services (COS) might be right for you. With COS, ADP handles both the back-office and front-office tasks, combining traditional transaction processing tasks with support to respond to payroll-related questions from your employees.

- › Reduce costs
- › Improve service levels to your employees
- › Manage risk

