



IN THE BUSINESS OF YOUR SUCCESS<sup>SM</sup>

# COMPREHENSIVE OUTSOURCING SERVICES FOR SMALL BUSINESS



**Engage the people and expertise needed to fully administer your payroll, so you don't have to spend unnecessary time and resources on it.**

Benefit from expert guidance, advice, and consultation to meet your business policies and payroll requirements. ADP takes responsibility for ensuring your payroll is accurate, compliant with all government legislation, and delivered to your employees on time, every time. Payroll paperwork and administrative tasks are completed by us. Count on the expertise of our Small Business payroll professionals to address any payroll-related questions posed by you or your employees.

## ■ Focus on Your Business

With COS, you have the freedom to focus on your business rather than administrative activities. Your dedicated ADP representatives will:

- Reduce or eliminate the time and effort you spend on running your payroll, by performing those tasks for you
- Ensure that your employees are always paid accurately and on time
- Help you improve decision-making by providing you with full and immediate access to all of your payroll data and insightful reports

## ■ Mitigate Your Compliance Risks

Leverage our expertise and ensure you stay compliant in an increasingly complex regulatory environment.

- Benefit from our expertise in employment legislation in all provinces and territories
- Maintain compliance with Sarbanes-Oxley (SOX), PIPEDA and provincial privacy acts
- Ensure confidentiality of employee data in compliance with PIPEDA and provincial privacy acts



## Be confident that ADP will fully administer your payroll

### ■ Reduce Your Operating Costs

Re-invest your money into your business. COS is an affordable, all-inclusive, service that helps eliminate manual processes without incurring the cost and maintenance of in-house software and systems.

- Eliminate hiring and training costs for payroll professionals
- Eliminate capital expenditures associated with software, hardware and back-up resources
- Avoid potential penalties and late remittance fees
- Re-direct your time, staff and resources to more advantageous tasks

### ■ Give Your Employees an Enhanced Payroll Service

Achieve greater productivity and efficiency while enhancing the service you give your employees.

- Provide direct, confidential payroll support through our Employee Contact Centre
- Utilize Statement Self Service capabilities - online access to pay statements and tax forms in a secure environment for all of your employees

### ■ Enjoy the Freedom of COS:

Comprehensive Outsourcing Service for Small Business allows you to focus on your business without the interruptions of payroll administration. On your company's behalf ADP will:

- Process your payroll from input to verification, including reconciliation and auditing
- Manage your employee payroll records and all related payroll data
- Ensure your payroll is balanced throughout the year
- Respond to your employees' payroll-related questions and inquiries
- Manage your pay period and year-end processes, including producing and filing tax forms
- Handle your payments to government agencies and other third party vendors for:
  - Deductions
  - Reconciliation
  - Remittances
  - Reporting
- Provide online access to standard reports including historical data
- Provide employee access to online pay statements and tax forms
- Supply additional value-added services
  - Tax forms on demand for pension annuity payrolls
  - Non-resident tax forms

**Save valuable time and resources by trusting the administration of your payroll to the people with unrivalled experience and expertise.**

## HR. Payroll. Benefits.