



IN THE BUSINESS OF YOUR SUCCESSSM



PAY@WORK FOR SMALL BUSINESS

Gain the freedom that comes with processing your payroll securely online, with anytime, anywhere access.

Designed for the needs of small business, pay@work is a cost-effective and convenient web-based payroll application. With an intuitive interface to guide you step-by-step through the payroll process, it's easy to use and saves you valuable time. And, if you ever have any questions, our Small Business team is here to help.

■ Reduce the Amount of Time Spent on Payroll

pay@work is a simple and easy-to-use application that walks you through the payroll input process step-by-step; and because it's web-based, you can access it anytime you need to. pay@work will help you by:

- Paying your employees quickly and on time by direct deposit or paper cheques
- Automating lengthy and cumbersome manual calculations; including bonuses and commissions
- Eliminating the time spent on backing up your data - ADP takes care of it for you
- Allowing you to preview and edit your payroll – you can input, add or delete data as many times as necessary right up until the time your payroll is scheduled for processing
- Providing your payroll output online within 30 minutes with our Accelerated Turnaround¹

■ Reduce Your Operating Costs

We know that, as a small business, you need to tightly control all of the costs associated with running your business. As a hosted solution pay@work helps you control and predict your ongoing payroll costs by:

- Eliminating the need to purchase and maintain expensive software applications
- Reducing the work and costs of storing your reports to meet government requirements- with fast and easy retrieval online, anytime you need them
- Avoiding potential penalties and late remittance fees
- Eliminating bank service charges for items such as direct deposit fees

■ Insightful Reporting

Decision making is made easier with access to better data. pay@work provides a range of ready-to-use reports to meet your small business needs.



BE CONFIDENT WITH ADP PAYROLL PROCESSING

SBPay@0112E

■ Produce a Secure and Compliant Payroll Every Time

pay@work provides multiple levels of security and keeps you current with changes in employment-related legislation, ensuring you're always compliant.

- Stay current with provincial and federal legislation
- Facilitate compliance with SOX, PIPEDA and provincial privacy acts
- Protect your employee information and ensure uninterrupted service with our disaster recovery facility

Enjoy the convenience of a secure online payroll solution that offers anytime, anywhere access.

HR. Payroll. Benefits.

¹ Accelerated Turnaround will return your payroll within 30 minutes of processing, 9 times out of 10.

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