TELEPHONE PAYROLL FOR SMALL BUSINESS

The simple, convenient and affordable way to pay your employees.

With no software to install or hardware to maintain, processing payroll is easy, straightforward and cost-effective. Just tell us how many hours your employees worked and our dedicated Small Business team will process your payroll and disburse all funds and relevant taxes. You can be confident that your employees are being paid accurately and on time, every time.

■ **Save Time by Automating your Payroll Activities**

Free up time by allowing us to take on some of your administrative tasks. ADP will:

- Submit your government remittances electronically
- Automate employee payments to your outside vendors
- Remit to any third party providers[1]
- Produce all year-end tax forms as well as year-end reports
- Generate ROE's on your behalf for terminated employees[1]

■ **Pay Your Employees Quickly and Easily**

Simply schedule a time and your ADP payroll professional will call you to obtain your information and run your payroll. Or, if you prefer, fax your information for us to complete and process your payroll.

■ **Pay Your Employees Accurately and on Time, Everytime**

Payroll becomes an issue when it's either late or inaccurate, ADP will assist by:

- Automating lengthy manual calculations such as bonuses and commission payments
- Calling you before your payroll is due to ensure that you never miss a deadline
- Maintaining accurate and up-to-date employee records for you

■ **Reduce Your Operating Costs**

Many small businesses are on tight budgets, Telephone Payroll is priced with that in mind and also helps you save by:

- Eliminating potential penalties from late remittances to government agencies
- Avoiding or eliminating bank service charges for items such as direct deposit fees
- Managing your cash flow with consistent, predictable and affordable costs
- Saving on the cost of data storage

Be confident with ADP payroll processing

■ **Produce a Secure Payroll Every time**

Leverage our compliance expertise and stay up-to-date with provincial and federal legislation.

- Facilitate compliance with SOX, PIPEDA and provincial privacy acts
- Access historical information with online archived data and reports
- Protect your employee information and ensure uninterrupted service with our disaster recovery facility

■ **Access Your Payroll Data Quickly and Easily**

- Provide employees with online access to their pay statements and T4's
- Reports on Internet (ROI) facilitates fast and convenient viewing, retrieval, storage and archiving of data
- All reports are securely accessible online anytime, from anywhere

■ **Insightful Reporting**

ADP provides you with a suite of ready-made, ready-to-use reports so you have all of your payroll information at your fingertips.

Telephone payroll, a simple, convenient and affordable way to pay your employees.

HR. Payroll. Benefits.