

# Business Impact Reduce Labor Costs

## Apac Paper & Packaging Clocks in to Greater Accuracy and Efficiency with ADP Time and Labor Management Solution

### Company Background

Apac Paper & Packaging Corporation is an independent supplier of paper, packaging, and janitorial supplies to wholesale customers throughout Michigan and parts of Ohio. Apac's customers range from major automotive corporations to schools and hospitals. Founded in 1981, the Michigan-based company prides itself on providing prompt and reliable next-day delivery of products. The company has 96 employees. Thirty-four are union members.

### The Challenge – Control Labor Costs with Standardized Time Collection Labor is Typically the Largest Expense a Company Incurs

Apac Paper & Packaging was using a non-standardized, manually based system for time collection, which made it difficult to accurately record employee time across the business. "Employees who worked in the office wrote their hours on a piece of paper. Warehouse employees had to punch in and out on a time clock," explains June Ford, Apac's Human Resources Manager. "Besides the system not being consistent, it was basically paper-driven and error-prone. It also did not provide management with an efficient way to review and plan labor costs."

### The Challenge – Accurately Track Employee Time Off

#### Automated Solution Brings Control to a Whole New Level of Efficiency

Managing employee time off was also a problem. Using paper time sheets left the door open to inaccuracies and attendance issues. In addition, the manual time clock in the warehouse created an environment favorable for "buddy-punching," where one employee punches in for another who may not

yet be physically present and ready to work. "Managers were spending a lot of time trying to ensure that employee punches were correct and employees were where they were supposed to be," notes Ford. "We needed a way to automate employee time collection – a process that would enable us to accurately track time off, and give our managers more time to do more important things each and every day."

### The Solution – ADP's Payroll and Time & Labor Management

A long-time ADP payroll client, Apac Paper & Packaging selected ADP for an automated time and labor management solution. The solution not only provides Apac with the automated approach to time and attendance that it had been looking for, but also brings the added convenience of seamlessly interfacing with ADP payroll.

"Standardizing time collection was essential for us," says Ford. "We have several payrolls. Union employees are paid weekly. Office workers are paid bi-weekly. Salespeople are paid monthly. Yet all of them were clocking in differently. ADP's solutions give us an accurate and consistent way to record and calculate our employees' time – and pay them in a timely way no matter where they work and what payroll they are on."

With the ADP time and labor management solution in place, Apac's employees all punch in on modern time clocks that not only record their time with the greatest accuracy, but give Ford and the management team access to information, satisfying an impressive array of administrative needs. Reports that used to take hours to formulate, now take only minutes with ADP.



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June Ford

Human Resources Manager

Apac Paper & Packaging Corporation

Allen Park, Michigan



## About ADP

ADP has more than 50 years of experience providing employers with business solutions such as Payroll, HR and Benefits Administration. ADP solutions focus on making businesses more productive by reducing costs, increasing productivity and, most importantly, standing ready to grow with your business. With the widest range of powerful, cost-effective solutions, only ADP can offer your business the flexibility it demands to grow and prosper – whether you have one employee or hundreds of thousands. And you can count on ADP for unparalleled compliance support and the most qualified and accessible customer service in our industry.

ADP's Major Accounts Division was created to address the unique business needs of mid-sized companies. We offer accurate, convenient and reliable solutions that can help you to:

- **Control Benefits Costs**
- **Improve Employee Retention**
- **Reduce Labor Costs**
- **Improve Tax and Regulatory Compliance**

**ADP.** The business behind business.

“The reports we get from ADP’s time and attendance product are extremely important to us,” says Ford. “For example, about 60 percent of the reports we generate are for things we need concerning our union employees. We now can prepare a variety of reports – from punch detail, exceptions, hourly summaries and a daily time sheet, to reports that cover benefits administration, union seniority, new hires, and terminations.”

The robust features of ADP’s solutions present Apac Paper & Packaging with measurable ways to record and calculate employee time, manage overtime, and process accurate payrolls:

**Reduce avoidable overtime:** An ADP Web-based time and attendance system gives you greater control over your labor costs. With real-time access to up-to-the-minute labor reports, you can identify employees who are approaching their maximum hours, and adjust scheduling and staff coverage to avoid overtime. Some companies have reduced their overtime by as much as 60% with ADP’s help.\*

**Streamline and automate workflow processes:** ADP offers industry-leading payroll management solutions that can help you gain greater control over this major cost center. Many companies find that they are able to increase efficiency and reduce indirect costs for payroll and HR-related processes up to 50% with ADP’s help.\*

**Reduce inaccurate PTO payments and overpayments:** ADP’s Web-based time and attendance systems capture and track PTO data across the enterprise. Since managers, HR, and accounting staffs have access to the same up-to-date PTO information, communication is improved, and payout errors can be reduced. With ADP’s solution, your management team will also have timely reporting that will reflect real-time vacation liability.

## Minimize risk of lawsuits and union job actions by helping to ensure fair and consistent application of pay policies and work rules:

ADP helps to ensure that you maintain necessary information on each union employee and we provide you with all the reporting tools to help the unions get what they need. ADP does thousands of companies’ payrolls that are unionized and our clients appreciate the level of service they receive from us to help them meet the demands of an outside union.

## Real Success

### Benefits that Managers and Employees Can See and Appreciate

“ADP’s time and attendance solution is a new and important tool for our managers,” says Ford. “Managers have access to punch information so they have a better grasp of what their direct reports are doing at any particular time.” Employees also see the value of ADP in their paychecks. Ford adds, “Overtime and paid time off is clearly noted on their check stub or direct deposit statement and reflected in the accuracy of their pay.”

### Return on Investment

Ford says that ADP payroll and time and labor management solutions combine to help her save about two days of time each week. “It used to be that payroll and payroll-related tasks were 70 percent of my job. Now they’re 40 percent. By using ADP, I’m able to dedicate much more time to handling many other things: OSHA audits, FMLA issues, blood drives, grievance meetings – you name it.” Ford concludes, “I am a firm believer in ADP. Their solutions work. Their client service is always helpful and user-friendly. That’s why we are with ADP.”

\* ADP PricewaterhouseCoopers Study, 2004.



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