

## Business Impact

Improve Employee Retention, Reduce Labor Costs,  
Improve Tax & Regulatory Compliance

# ADP's Web-Based Payroll and Other Solutions Put Moore Cadillac Hummer on a Superhighway to Greater Administrative Efficiency

### Company Background

Established in 1977, Moore Cadillac Hummer is the largest Cadillac franchise in the United States. Located on an 18-acre campus in Chantilly, Virginia, the suburban Washington, D.C. dealership sells new and pre-owned vehicles and provides consumers with state-of-the-art body shop services. Moore Cadillac Hummer has 180 employees.

### The Challenge – Streamline the Payroll Process Automating Payroll Maximizes Accuracy and Increases Employee Satisfaction

"We were sort of like the Flintstones with a pencil-and-paper mentality, the way we were doing payroll," recalls Douglas Bushey, Moore Cadillac Hummer's Director of HR and Technology. The biweekly payroll process was mostly manual. The dealership was using old-fashioned time cards to track and record employee time, requiring data to be keyed into payroll. At any number of critical points, human error could enter the equation and reduce payroll accuracy.

### The Challenge – Reduce Compliance Risk Outsourcing to a Proven Service Provider Eliminates the Worry Factor

The dealership was also managing the administration of its payroll tax filing, using manual methods and procedures. "Compliance guidelines in payroll and HR can drive you crazy, because the rules and regulations are rigid and subject to change," notes Bushey. "Manual methods were causing errors and resulting in penalties. We had to change that."

### Solution – ADP's Payroll and Other Employer-Related Services

Moore Cadillac Hummer improved its payroll and payroll-related administration with ADP's Web-based payroll and time and labor management solutions. ADP's services enabled the auto retailer to exchange its time-consuming manual methods for applications that delivered greater accuracy, flexibility, scalability, and ease-of-use.

"ADP is the biggest company in the world that does this," says Bushey. "Their products have tried-and-true designs that already work well for many companies. You don't have to reinvent anything when you use ADP. They even handle your payroll tax filing."

At ADP's recommendation, Moore Cadillac Hummer traded in its time cards for biometric scanners to capture employee time and attendance. The biometric devices help to eliminate fraud by doing away with "buddy-punching," where one employee "punches in" for another employee who is not at his or her workstation. "ADP's ezLabor-Manager® system collects the time information, supervisors approve employee hours online, and the approved hours are automatically input into ADP Pay eXpert®," Bushey explains.

The auto retailer also utilizes ADP's 401(k) Plan administrative services. "My 401(k) retirement services team from ADP is awesome! I receive excellent responses to my questions – I call them probably once a week – and the employees in our company plan are getting more investment choices. It's a really good product offering all the way around," says Bushey.



"Their products have tried-and-true designs that already work well for many companies. You don't have to reinvent anything when you use ADP."

Douglas Bushey  
Director of HR and Technology  
Moore Cadillac Hummer  
Chantilly, Virginia



## About ADP

ADP has more than 55 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.

ADP's leading solutions provide Moore Cadillac Hummer with superior value by heightening administrative efficiency:

**Streamline and automate workflow processes:** ADP offers industry-leading payroll management and benefits administration solutions that can help you gain greater control over these cost centers. According to a study by PricewaterhouseCoopers, many employers find that they are able to increase efficiency and reduce indirect costs for payroll and HR-related processes by as much as 50% with ADP's help.

**Reduce administrative hours associated with time and labor management:** ADP's time and labor management solutions allow you to apply policies and create work rules so that you only need to spend time on employee time collection when there is an exception to your work rule that requires attention or editing. Information is collected electronically to allow effective data management.

**Reduce administrative hours, materials production, and distribution costs related to payroll:** Your organization is not in the printing business so ADP removes that burden from your staff. By offering the convenience of direct deposit, we can eliminate most of the "live" paychecks that are currently produced. For those employees that forego direct deposit, ADP will provide checks that are sealed in envelopes that are postage-ready.

**Enable expanded and flexible benefits offerings such as 401(k) Plans:** ADP helps you easily and cost-effectively administer today's highly popular expanded benefits programs, such as 401(k) retirement plans, which provide lower taxable earnings for employees and their employer.

## Help assure the accuracy and timeliness of tax payments to federal, state, and local agencies:

For more than 55 years, ADP has been helping companies mitigate their compliance risks. More than 500,000 companies currently use ADP's tax and compliance services to assure that their operations are in compliance with regulatory and tax codes, while decreasing the administrative burden on their staffs.

## Real Success

### Accuracy, Access, and Confidence

No one benefits more from the decision to go with ADP than Moore Cadillac Hummer's employees. "There's a feeling of confidence you get when you know something is going to be done right. The good experience begins with an accurate paycheck every payday," says Bushey. "It continues when an employee can log in conveniently to a Web site to access his or her pay stub information. And for our employees in the 401(k) Plan, our decision to use ADP means access to a greater variety of ways they can invest their retirement savings."

### Return on Investment

"When you use ADP products, the big thing you save is time," says Bushey. "For example, before ADP it was taking our paymaster ten hours a week to input payroll information from paper time cards. With ADP's solution, it's only taking three hours." Add to this, the savings in time experienced by the dealership's front-line supervisors and employees every work day, engaging a system that is accurate and user-friendly. Then, there is Bushey's own experience. "If I get even one extra hour a day to do other things that help build employee morale because we are using ADP, not only do our employees benefit. So does our business," concludes the dealership executive.



[www.majoraccounts.adp.com](http://www.majoraccounts.adp.com) 1-800-CALL-ADP