

ADP Provides Premier Ink with Indelibly Accurate Solutions for Payroll Processing and Time Management

Company Background

Founded in 1984, Premier Ink Systems, Inc. is a manufacturer of customized water-based printing inks and clear coatings, which they provide to firms that print their own commercial packaging. Headquartered in Harrison, Ohio, Premier Ink has operations in eight states. The company's strong commitment to product excellence has been formally acknowledged by ISO-9001 certification – an international recognition for manufacturing products of consistently high quality. Premier Ink has 50 employees.

The Challenge – Sustain Good Employee Satisfaction and Retention

Accurate Administrative Solutions Reinforce Employee Trust and Confidence

For years, Premier Ink had used a manual system to capture and verify employee time. Like any manually-based system, it was subject to human error. “We had been collecting time at each site using time clocks. The information was then phoned in to our headquarters where the information was re-keyed into payroll,” explains Judy Fritz, Premier Ink's headquarters office manager and director of payroll. “At any point, a mistake in the trail of pay information could have resulted in an incorrect paycheck – and a disappointed employee.”

The Challenge – Minimize Labor and Administrative Costs

Operations in Multiple States Require the Efficiency of Automated Solutions

With plant and office facilities across multiples states, manually collecting and processing employee time was anything but efficient. It also had an impact on labor costs because of the potential for “buddy-punching” – when one employee punches in for another. “We needed to replace the system we

had with a solution that would give us better visibility,” said Fritz.

The Challenge – Mitigate Employer-Related Tax Risks

Complexity of a Multi-Jurisdictional Tax Burden Takes Systematic Management

Operating in eight states not only required interfacing with federal and state payroll tax authorities but also local ones, such as municipalities and school districts. “Payroll taxes are just one element an employer has to be up to date on,” cautions Fritz. “Keeping up with regulations pertaining to FLSA and FMLA add to the complexity of overall compliance,” she notes.

Solution – ADP's Payroll and Time & Labor Management

A long-time satisfied ADP payroll client, Premier Ink decided to take time collection to the next level with a Web-based time and labor management solution from ADP. “It is simply a world away from what we had been doing,” reflects Fritz. “It is so easy to use and the best thing is the ADP system is never wrong.” Instead of executing punches at manual time clocks, company employees “punch in” their time on a PC. After time postings have been approved by local managers each week, Fritz reviews the information on her PC and payroll is ready to process.

“ADP's solutions give you flexibility,” says the payroll director who comes from a public accounting background. “I can do payroll whether I am in or out of the office. There's no longer a need to dedicate a lot of precious time to adding up timecards and keying the information into payroll. I review the information that's been electronically sent from our locations, click on a key and approved hours are imported seamlessly into payroll,” she notes.



“I would never, ever do payroll in-house. That's what ADP is for.”

Judy Fritz

Director of Payroll and Office Manager

Premier Ink Systems, Inc.
Harrison, Ohio



ADP
The business
behind business®

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.

After she transmits the payroll, Fritz can also go online to review it to ensure it is correct.

With ADP's time management and payroll solutions working in seamless synchronization, Premier Ink realizes a multitude of important administrative goals:

Help ensure fair and consistent application of the employer's policies: ADP helps apply the employer's policies in a fair and consistent manner, as well as identify non-compliance – to help assure that all employees are treated equally and by the rules. This helps avoid some traditional morale and satisfaction problems.

Reduce avoidable overtime: An ADP Web-based time and attendance systems 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.*

Improve labor planning and scheduling: ADP's time and labor scheduling tools are enabling employers to monitor employee utilization and ensure cost-effective coverage to meet business demands.

Reduce administrative hours associated with time and labor management: ADP 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 rules that requires attention or editing. Information is collected electronically so you can effectively manage the data.

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.*

Minimize tax liability and maximize tax savings: For more than 55 years, ADP has been helping employers mitigate their compliance risks. More than 500,000 companies currently use ADP tax and compliance services to help assure their operations comply with regulatory and tax codes, while decreasing the administrative burden on their staffs.

Real Success

Accuracy, Reliability, and Service

"The accuracy and reliability of ADP's products carries over into the service they provide to us," says the payroll director. "Every time I have called ADP with a question, I received an answer from a person who is knowledgeable and who is interested in helping me. I'm so impressed with ADP that I'm talking to a friend about talking to his company about using ADP."

Return on Investment

Premier Ink measures its savings from using ADP in both time and dollars. "With ADP's integrated solutions, I can now do payroll in one day. It used to take two," Fritz points out. "We also save several thousand dollars each month because we no longer have to manually add up and input time into the payroll system." Another ongoing source of savings is the unprecedented control over the overtime expense that is implicit in the ADP solution. "ADP's products and services are accurate, and that helps us to produce paychecks that are accurate. She concludes, "I would never, ever do payroll in-house. That's what ADP is for."

* ADP PricewaterhouseCoopers Study, 2004.



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