



A simplified payroll and time solution

Gibbs Gardens, located in northern Georgia, is one of the largest residential estate gardens in the country. As a business that employs a variety of types of workers, including year-round, seasonal and event staff, payroll can get complicated quickly without the right tools in hand. Hear from Deborah Smith, payroll administrator, how ADP Workforce Now® Next Generation has helped to automate manual processes, simplify payroll and HR tasks and create efficiencies.

On payroll challenges

There are lots of complexities with attendance and payroll in our business. Before ADP Workforce Now Next Generation, payroll was a nightmare. Sometimes, I had to spend time calling the team leaders to find out exactly what time people came in and left. And once I calculated everything in that spreadsheet, I had to enter it into another spreadsheet and then import it into my payroll system. With that process, there was room for a lot of errors.






On a simplified solution

ADP Workforce Now Next Generation has simplified my whole payroll process. The system is wonderful, and everything is easy. Employees enter their time using an electronic timecard, and it is immediately visible in payroll. I don't have to handle separate spreadsheets or do additional calculations. Everything is right there at my fingertips — I don't have to go searching for it. It saves time, reduces errors and has eliminated our manual processes. Before, payroll used to take me two days, sometimes three. Now, I can do payroll in three hours easy, which is amazing to me.

Deborah Smith
Payroll Administrator



Quick facts

-  **Company:** Gibbs Gardens
-  **Headquarters:** Ball Ground, Georgia
-  **Industry:** Entertainment
-  **Employees:** Up to 88, depending on time of year
-  **Product:** ADP Workforce Now

Learn more about Gibbs Gardens at
gibbsgardens.com



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On ease of use

The ADP Workforce Now Next Generation solution is very self-explanatory. I want quick and easy payroll, and that's what ADP has given me. It has put the whole payroll perspective in simple English. It's no longer codes and numbers — it just is what it is. With the prompts and instructions, it's very easy to follow. It feels like they built this program to fit our company, which is marvelous. It's that easy — simple as pie.

I used to have to plan my life around doing the payroll on Monday because I had to get it in by a certain time to have it processed. If I was going to be absent on a Monday, it was difficult. Now, with ADP Workforce Now Next Generation, I can take off Monday, do payroll Tuesday and still hit all my deadlines with no problem. Or if I'm going to be gone the whole week, I can have somebody fill in — they can step right in and do it, because it's a lot easier than it was before.

On payroll profiles

The payroll profile feature is one of my favorite things about ADP Workforce Now Next Generation. It shows just about everything that the employee has, like their deductions, their most recent check and a list of their pay statements. And if you need to print out a report of their year-to-date totals, it's there.

On Pay Anytime

I love Pay Anytime. Because we have a lot of events, we hire a lot of seasonal contractors. With this feature, I can pay them anytime. For instance, a manager forgot to add someone to the timesheet, and I didn't know until I'd already processed payroll. I went into Pay Anytime to add him, and his check was deposited on Friday, just like normal. Pay Anytime is a wonderful feature, and it's very, very easy to do, too. Somebody that's never done payroll could go in and create a Pay Anytime check. Plus, all the taxes are handled perfectly. I never have to think or worry about any of that — it's calculated automatically.

On ADP Time and Attendance

Another wonderful thing about ADP Workforce Now Next Generation is the timecard feature. Employees enter their time and it flows right into ADP, which is amazing. They love it, because it's so simple for them to do. And I keep looking at it, thinking, "what else do I have to do?" But there's nothing else for me to do. ADP is doing it all.

I also love ADP Workforce Now Time and Attendance because it shortens my time entering payroll. My calculator is really missing me these days because I don't have to manually figure it out, since it flows right into the ADP worksheet. It helps eliminate any human error that can happen by manually calculating or writing down hours and entering them into spreadsheets. It goes straight from the timecard right into my payroll, and I'm finished. It's amazingly easy.

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On Policy Manager

Policy Manager is also a wonderful tool — it's easy and reliable. I can test out a policy by putting it into the system and entering different things, but it's not set in stone. If it's not what I need, I just go back and change it or try something different. Policy Manager makes it easy to do that and not worry that you're going to mess the whole thing up.

On reporting

In the past, reporting was difficult because I couldn't pull together reports for exactly what I needed. Now, I go in the system, input the fields I need, and I have my report. It's easy to add fields to reports by selecting what I need. For instance, I might have 20 fields and just need one. I can unselect all but the one I want — I click it and I've got it. It's so much quicker and easier.

Plus, the senior accountant in our office can go in and pull the reports she needs for the accounting side. Not only can she pull reports from ADP Workforce Now Next Generation very easily, but she can step right in and do payroll as well so I can be out for a day.

On compliance and peace of mind

I feel very confident with ADP helping to take care of the payroll taxes, file all the reports and keep us in compliance. I worked with several different payroll companies in my previous job, and they were always getting payroll taxes incorrect. ADP was a welcomed change for me — we haven't had any problems with any kind of payroll taxes. They know what they're doing, and they're experts in the field of tax and compliance.

On implementation and support

The implementation and support that the ADP staff gave me was phenomenal. The implementation was very easy — it was very easy to move our company right into the system and start entering payroll. And with the help that they gave me with anything I didn't understand, it was just a piece of cake. I couldn't have asked for anything better. They're part of my family now — they're a great group of people.

ADP Workforce Now Next Generation is completely self-service. But if you do need help, the ADP staff is excellent at giving you the support and help you need quickly.

On time savings

ADP Workforce Now Next Generation has freed me up to take care of other parts of my job that typically get put on the backburner, like handling relations with the employees. I can call people, check on invoices, spend time with the employees and learn new things about our business. Having a simplified payroll process has allowed me to fit other things into my schedule and do things better than they used to be done.

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