Your people are your biggest asset – and their labor can represent your biggest expense.

Don’t leave the accuracy and reliability of your company payroll records to chance. With ADP Workforce Now® Essential Time, you get access to industry-leading technology as well as ADP experts to help get your system up and running with minimal disruption to your business. The result: a complete “punch-to-paycheck” service that delivers fast, flexible, secure and accurate time collection.

**Complete, Easy, Secure**

ADP Workforce Now Essential Time is hosted in the cloud by ADP in one of our industry-leading secure data centers. With no software to install or additional computer hardware to maintain, all you need to get started is an Internet connection and Web browser.

**Enhanced payroll efficiency.** The system applies your payroll policies and then instantly calculates the hourly totals, including overtime. Managing by exception, your supervisors can reduce payroll preparation time, spot trends quickly and proactively address attendance issues before they negatively impact your work environment.

**Greater accuracy.** By eliminating tedious manual calculations and data entry, it’s possible to reduce errors. The system helps improve the accuracy of your time and attendance data. Furthermore, changes to hours data are audited, which can simplify compliance with wage and hour regulations.

**Easier scheduling.** The system helps you ensure your employees are where they should be with a simple and effective scheduling solution that offers powerful filtering, editing and auditing capabilities. Employee time off can also be viewed and managed, so that schedule makers have what they need to make good decisions.

**Improved labor insight.** Easily analyze labor costs and make better business decisions with the following standard reports: timecard, payroll, attendance, schedule, and weekly/monthly hours of service for Affordable Care Act (ACA) reporting.

ADP Analytics: Time and Attendance Metrics

**ADP analytics.** A powerful tool that can further improve the speed and quality of your analysis and decision making with:

- Customizable dashboards
- Configurable filters and views
- Color-coded threshold indicators
- Side-by-side comparisons
Flexible Data Collection Options

There’s no need to fill out, track and store timesheets or punch cards. Employees enter time and attendance information in a manner that best fits your organization:

**Web timesheet.** With access to a Web browser, employees can enter hours via an online timesheet or use the Web clock to capture in/out time. This is an ideal solution for companies whose employees travel frequently or work remotely. The system enables such employees to submit and track their hours from any browser.

**Timeclock.** Allow employees to swipe an ID badge, enter a PIN, or scan a finger to clock in and out quickly. Whether you need direct, modem, Ethernet or Wi-Fi communication – or touch screen capability – ADP can provide a timeclock that meets your needs and your budget.

**Mobile device.** Employees and managers can now complete time-sensitive tasks on the go, such as entering time, approving timecards, viewing schedules, viewing paid time off balances, requesting time off, and approving or denying time off.

**Increased productivity through self-service.** Authorized users can view their own information online, 24 hours a day. Supervisors and managers can access their own information as well as that of employees who report to them. In addition, with online help and easy-to-use online training tutorials at your fingertips, you and your employees can get answers to questions in minutes while quickly taking advantage of new features as they become available.

ADP Workforce Now — All-In-One HCM. Your single provider for payroll, talent management, human resource management, benefits administration, and time and attendance.

For more information, contact your Sales Representative or call 800.CALL.ADP (800-225-5237)