



ADP® Global Time and Labor Management Solutions

Unite your global workforce



A more human resource.™

Global Time and Labor Management – Made Simple.

Engaging and optimizing your global workforce requires an ability to support multiple languages, diverse cultural requirements, and international and local regulations. Gaining global visibility into labor costs and utilization is critical to maximizing productivity and minimizing budget overspend. But achieving these goals using disparate systems and data silos is next to impossible. That's why multinational businesses like yours turn to ADP® for innovative time and labor management solutions that help you simplify how you manage your greatest investment – your global workforce.

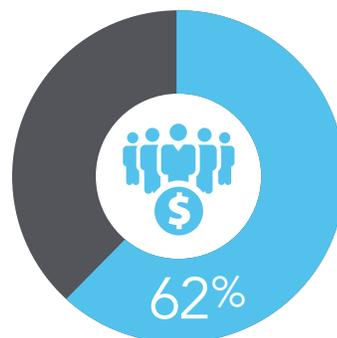


ADP brings together the people, processes, and technology you need for more effective global time and labor management. Our market-leading solutions provide automated tools, configurable workflows, and actionable insights to help your organization make better workforce decisions for increased efficiency, improved compliance, and lower costs.

You trust ADP with your multinational payroll. Why stop there? Discover how our global time and labor management solutions can help you realize even greater value for optimal business impact.

62% of companies that integrated their workforce management system with payroll said it reduced their payroll error rate.

Ventana Research, "Payroll Management Benchmark Research," 2014.

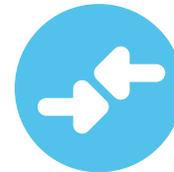


Configurable. Comprehensive. Cloud-Based.

ADP provides a single, fully integrated suite of software for tracking, reporting, and analyzing workforce activity – time and attendance, scheduling, accruals, absences, leave and more – at the country, regional, and global levels. Our powerful time and labor management solutions support a wide range of languages and ADP can work with clients to support additional ones. The software can be configured to accommodate local regulations and corporate policies to help meet your global requirements. What's more, integration with your ADP global payroll solution provides a platform for accuracy, consistency, and compliance enterprise wide.

Integrating time and attendance with payroll leads to a cost efficiency of 14% over a manual approach or an approach that is not integrated.

PwC, "The Hidden Reality of Payroll and HR Administration Costs," January 2011.



Partnership. Proven Success. Peace of Mind.

ADP knows exactly what it takes to successfully implement global Human Capital Management (HCM) solutions. After all, we've done it for more than 1,000 multinational clients. Our proven methodologies help reduce the risk associated with large multinational deployments, so you can start realizing benefits sooner. A single point of contact for integration, implementation, and service helps to boost efficiency and simplify vendor management. Disciplined project management improves control and drives global consistency. And in-depth localization expertise helps to address your cultural and compliance requirements. The goal? On-time, on-budget deployment and reliable, ongoing system performance that meets or exceeds your expectations.

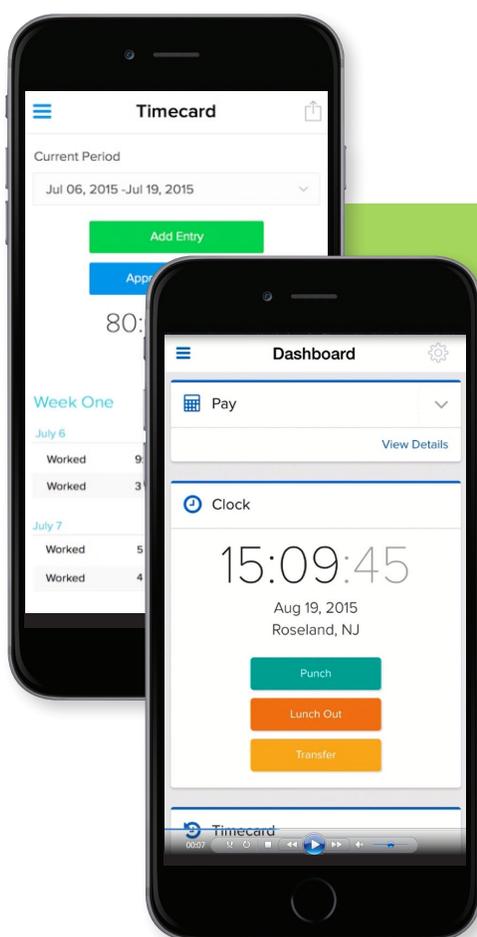


Accurate Payroll Starts with Accurate Time Collections.

Multinational companies that use ADP's global payroll solutions need an equally powerful time management platform to help ensure accurate paychecks – the first time, every time. ADP's global time and labor management solutions automate error-prone manual processes for collecting and tracking employee time to help boost efficiency and cost savings:

- Enforce complex rules at the time of punch for increased payroll accuracy and compliance
- Prevent buddy punching using state-of-the-art biometric technology where available
- Adhere to country-specific requirements and your own corporate policies
- Enhance convenience with employee and manager self-service – via your choice of devices
- Streamline the flow of information from punch to payroll with an integrated platform

A configurable rules engine automatically applies complex policies – multiple pay codes and wage rates, overtime calculations, retroactive pay and more – which can be assigned to organizations, groups, individuals, and jobs. Convenient timecard alerts, as well as correction and approval tools, assist managers with payroll preparation. And automatic calculation and tracking of available and actual time off helps to improve policy compliance.



In addition to Web, interactive voice response, and mobile data collection options, ADP offers intelligent devices that capture employee time using badge, smart card, proximity, barcode, PIN or biometric technology. All available languages are offered on a single timeclock to accommodate a diverse workforce.

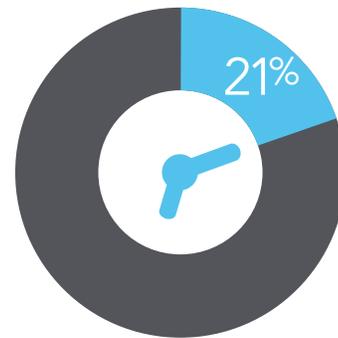
Manage Labor Costs with Smarter Scheduling Decisions.

Take the guesswork out of scheduling with centralized access to all the information – staffing requirements, workload, seniority, preferences, acuity, demand drivers, actual hours worked and more – required to put best-fit employees where you need them and when. You can even fill open shifts quickly by generating a call list of suitable employees and sending shift requests to their mobile devices via text, interactive voice response, or email. With ADP, managers around the world can take a proactive, data-driven approach to scheduling that helps to balance productivity and costs.

ADP's global time and labor management solutions can enable you to help control your labor costs without compromising productivity and service levels. Real-time reports and configurable alerts let you proactively identify cost drivers, such as overtime, premium labor, overstaffing and unplanned absences, and take action before labor expenses spiral out of control. Plus, instant visibility into workforce needs and data helps drive smarter, more cost-effective scheduling decisions across the enterprise.

Automated scheduling reduces unplanned overtime by 21%.

Aberdeen Group, "Workforce Scheduling 2011," May 2011.



Innovative tools automate and streamline the scheduling process, helping you achieve optimal staffing coverage without overspending your labor budget:

- Align schedules with anticipated demand and established labor budgets
- Help avoid overstaffing, understaffing, and reliance on costly overtime or premium labor
- Identify attendance issues before they affect productivity, profits, or morale
- Accommodate individuals or groups that work fixed, rotating, or variable shifts

Simplify Compliance Management for Lower Risk.

Compliance is serious business. After all, noncompliance can put your organization at risk for fines, grievances, and legal action that can hurt your reputation and your bottom line. The stakes can be even higher for multinational companies that need to comply with union rules and government regulations like overtime limits, mandatory time off, and hour restrictions for minors, that vary from country to country.

ADP's time and labor management solutions support compliance across your global workforce. Our localization experts work with your in-country resources to configure the centralized rules engine so it can apply pay and work policies to time and attendance, leave, and scheduling transactions. This makes it easy to document fair and consistent policy enforcement enterprise wide.

Facilitate compliance with automated tools that let you:

- Proactively monitor and summarize time off and overtime
- Prove employee attestation to timecard accuracy
- Send compliance-related alerts based on employee location
- Generate weekly and monthly "Hours of Service" reports for Affordable Care Act compliance reporting (for U.S.-based companies)
- Track and document employee time and attendance data to help support compliance with the EU Working Time Directive, Labor Union and European Works Council requirements

Gain Valuable Insights for Better Decision Making.

In today's competitive, fast-paced world, you can't make smart business decisions based on outdated or inaccurate data. With ADP, managers across the globe have centralized access to up-to-date workforce information. On-demand visibility into labor costs and budget impacts guides better decisions. And the ability to instantly share information helps to keep the entire organization in sync and on track to achieve corporate goals.

ADP's robust analytics and reporting tools empower your company's business leaders, HR team and managers to

explore key metrics, identify trends and take action where appropriate to help control costs, optimize productivity, and support compliance. Configurable dashboards deliver at-a-glance visibility into key performance indicators (KPIs) and actionable insights that help managers make smart workforce decisions for better business results.



A True Partnership that Minimizes Risks and Maximizes Results.

Organizations worldwide rely on ADP to automate their HCM functions with reliability and precision. When you partner with ADP for all of your HCM solutions, you realize the advantages of centralized data, integrated processes, and a single point of contact for even greater value. Let ADP help build a comprehensive plan to consolidate your many systems into one HCM suite.

ADP's best-practice implementation and support methodology, refined over more than a decade, helps to reduce risk and accelerate return on investment. We work with your organization at the corporate, regional, and local levels to configure rules and policies, perform data migration and system integration, and address change management. Once your systems are live, you can count on expert 24/7 global support and clearly defined Service Level Agreements for prompt and effective issue resolution, as well as high performance and availability.

ADP is the only HCM solution provider with the ability to implement global, cloud-based time and labor management applications that integrate with your ADP payroll. **Our experienced team of professionals is committed to making sure your global ADP solutions deliver on their promises from day one:**



Proven project management approach helps to systematize processes, guide decisions, drive consensus and manage change for a smooth implementation.



Robust training programs allow you to gain proficiency and refresh skills where and when it's most convenient – on-site or on demand.



Global support and service infrastructure maximizes responsiveness to keep your solutions operating at peak performance.



SaaS deployment model offers flexibility and scalability without the IT hassles and costs associated with maintaining software and hardware.



Localization experts work with you to consider language requirements, local regulations, legislation, and culture when configuring your system and supporting your business.



Dedicated relationship manager oversees your global payroll and time and labor solutions and services to help ensure seamless interoperability.



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About ADP

Powerful technology plus a human touch. Companies of all types and sizes around the world rely on ADP's cloud software and expert insights to help unlock the potential of their people. HR. Talent. Benefits. Payroll. Compliance. Working together to build a better workforce. For more information, visit ADP.com.

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