



# Enterprise eTIME<sup>®</sup>

*A Time and Labor Management Solution*

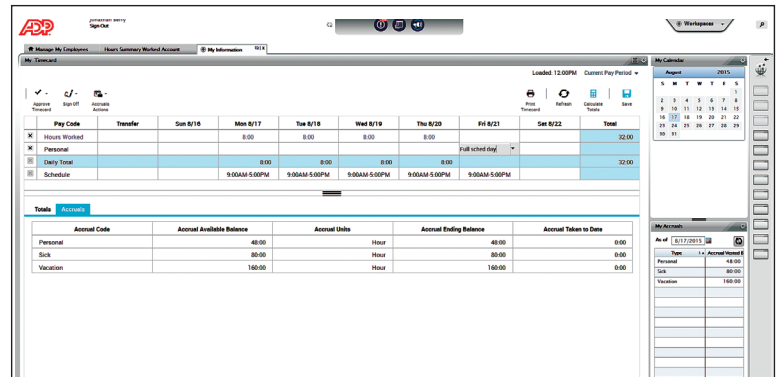


A more human resource.<sup>SM</sup>

## Focus On Your Business...It's Time

Automating time and labor management has never been easier. Enterprise eTIME® is a comprehensive suite of applications designed to help you better manage your workforce, control labor costs, simplify compliance and boost productivity. It provides employees and managers with the tools they need to quickly and easily optimize schedules, track time and activities, and manage accruals, time off, attendance and leave.

You enjoy complete peace of mind knowing that ADP® takes care of hosting in our industry-leading data centers. ADP handles the backups, software updates, system security, and integration with payroll – so there is no need for you to install or maintain any software.



Pay Code	Transfer	Sun 8/16	Mon 8/17	Tue 8/18	Wed 8/19	Thu 8/20	Fri 8/21	Sat 8/22	Total
Hours Worked			8:00	8:00	8:00	8:00			32:00
Personal							Full school day		
Early Time			8:00	8:00	8:00	8:00			32:00
Schedule			9:00AM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM		

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Ending Balance	Accrual Taken to Date
Personal	48:00	Hour	48:00	0:00
Sick	88:00	Hour	88:00	0:00
Vacation	160:00	Hour	160:00	0:00

## Increase Time and Payroll Accuracy with a “Punch-In to Paycheck” Solution

Accurate pay begins with accurate time. ADP helps you eliminate manual errors by providing a complete solution that streamlines the process and lets you focus on more strategic tasks. Here are a few key capabilities that help you get there:

- Collect time first-hand and avoid re-keying hours, by leveraging a mix of data collection methods. Provide everyone with convenient access using web-based timesheets, mobile apps, touch-screen timeclocks, badge swiping and biometric technology to help prevent buddy-punching.
- You can configure work and pay rules, so your policies and best practices can be enforced automatically and consistently, and hourly totals can be instantly calculated.
- Timecard exceptions that need your immediate attention can be highlighted, and notifications can be sent, resulting in a streamlined timecard approval process.
- Pay data totals can be reviewed and verified before kicking off your payroll process and generating checks.
- Online views and reports can help reduce payroll preparation time, and help supervisors spot trends and address attendance issues before they negatively impact your business.

### Simplify Compliance and Proactively Manage Your Risk of Violations

Store years of time and attendance data electronically and have all the information you need to prepare Federal wage and hour compliance reports.

Enterprise eTIME® can help you:

- Document changes to timecards
- Apply pay policies consistently
- Access reports and audit trails for Department of Labor audits
- Track attendance points and generate warning letters



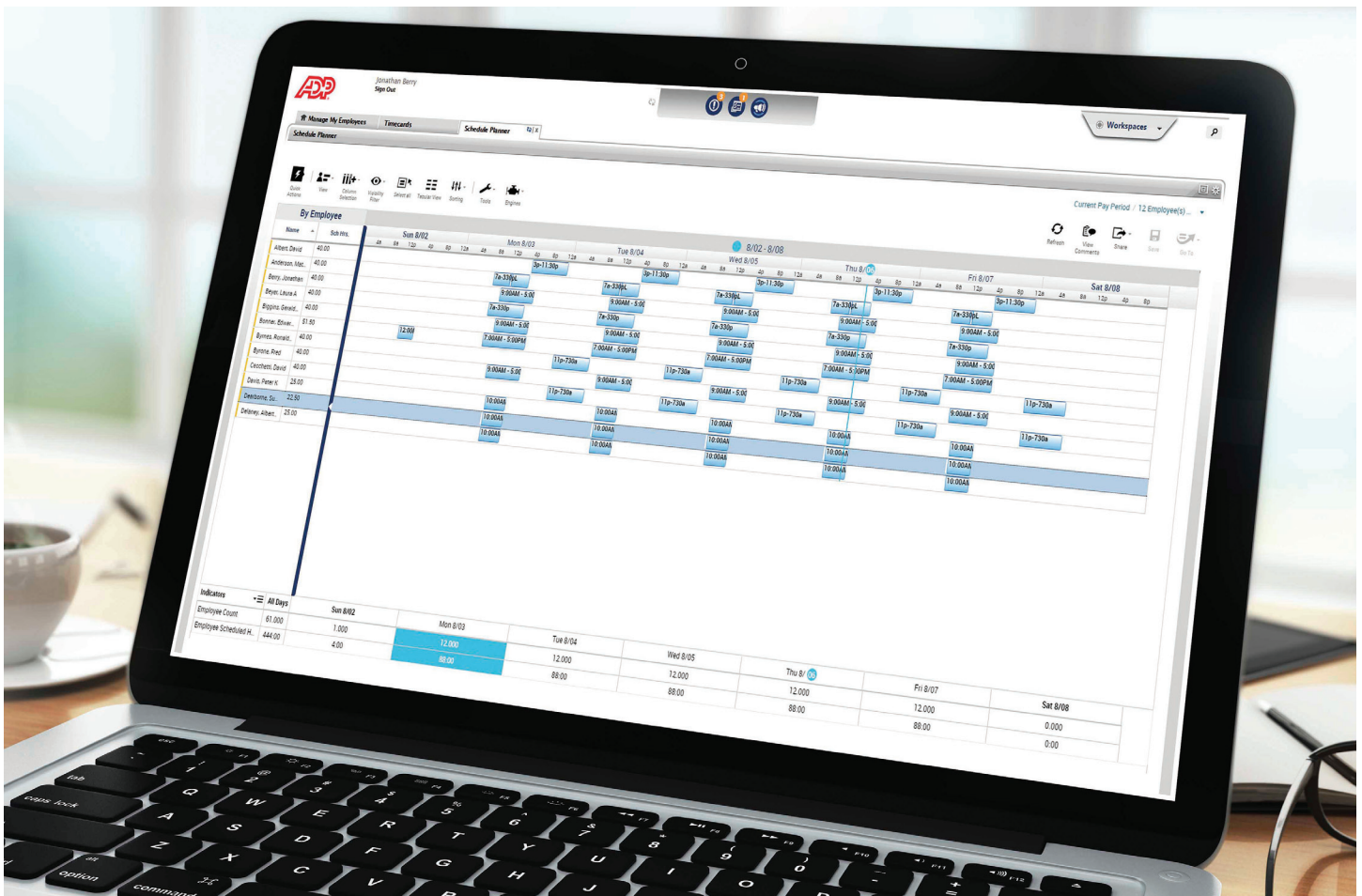


# Manage Labor Costs and Productivity with Integrated Timekeeping and Scheduling

Labor can be your largest controllable expense. Automated and integrated time and labor management can help you achieve substantial savings in overtime and premium labor costs by giving you tighter control of your schedules. With ADP Scheduler, the goal is to have people in the right place at the right time, and to reduce instances of being over- or under-staffed.

Here are some examples of how:

- Online schedules help everyone know who should be where and when.
- Automated scheduling can be configured to consider staffing needs and managers can quickly see how their schedule compares to their needs.
- The system can suggest who the best person is for a shift, considering workers' skills, proficiency, availability, preferences in the process.
- Supervised and authorized shift swapping helps managers and employees fine tune and adjust schedules as needed.
- Accrual balances, time off requests and request approvals are conveniently accessed using intuitive web browser, mobile and timeclock features.
- Daily attendance views help managers react quickly to unplanned absences and tardiness.
- Real-time visibility through views, reports and alerts help managers keep an eye on attendance and overtime.
- Absence management capabilities, including leave case management, help managers track who is available to work, and see where there have been attendance infractions.
- Overtime approvals give managers the chance to prevent/deny overtime and explore less costly options.
- Monitor hours of service, know when people are nearing Affordable Care Act benefits thresholds, and adjust schedules as needed.



# Gain Actionable Insight and Oversight with Analytics and Reporting

Easily access information to help you discover trends and patterns, analyze labor costs, identify areas that might cause risk, make informed decisions and align your workforce with broader organizational goals. Arm your managers with visibility into their workforce as things happen, so they can proactively be part of helping to control labor costs.

## Reporting

Reports can be scheduled, and over 200 standard reports are available, including:

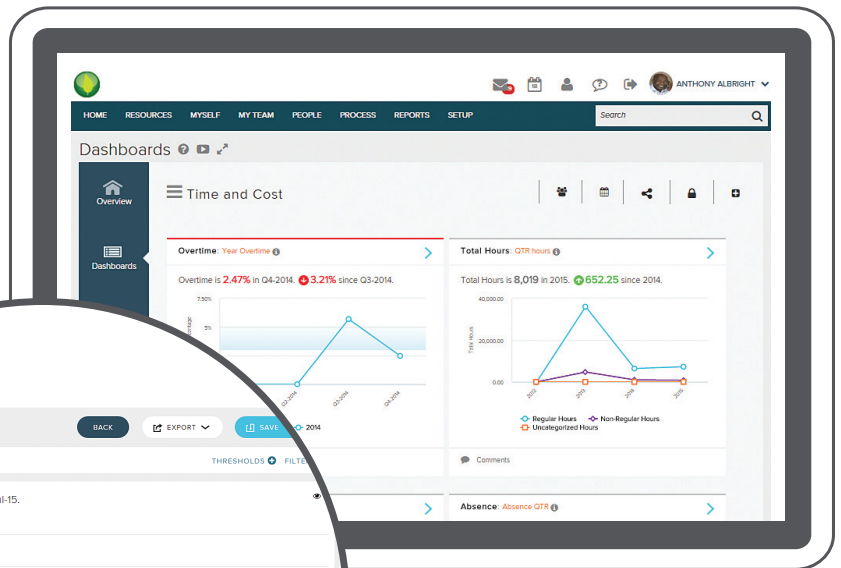
- Timecard Reports – Allow supervisors to review in and out times, as well as daily totals for each employee
- Payroll Reports – Verify payroll totals by reviewing each employee's hours for the pay cycle
- Attendance Reports – Analyze absences and late punches for evaluations and performance reviews
- Schedule Reports – Ensure that you have appropriate coverage for each shift
- Affordable Care Act (ACA) Reports - Monitor weekly and monthly hours of service based on specified thresholds
- Custom and Ad Hoc Reports – Practitioners can tailor reports to their needs using ADP Reporting



## Analytics

A powerful tool that can further improve the speed and quality of decision making with:

- Real-time views of overtime, unplanned absences and more
- The ability to dive down into the details helps to quickly identify areas of improvement
- Customizable dashboards
- Configurable filters and views
- Side-by-side comparisons



Customizable dashboards with real-time views of your workforce.

## Improve Performance with Work-Stream Visibility

With the optional Activities module, managers can help improve performance by gaining greater visibility into the work being performed and the resources being used. Activities leverages the capabilities of your time and labor management solution to track time to specific activities, jobs, projects or grants as the work is being performed.

This added visibility can help:

- Improve operational efficiency and eliminate bottlenecks
- Actively manage project costs and profitability
- Identify opportunities to improve individual and team performance
- Optimize the use of non-labor resources
- Comply with reporting requirements and service-level agreements more easily
- Increase stakeholder satisfaction with faster response times
- Prepare more reliable work estimates and benchmarks
- Deliver high-quality work and projects on time – at or under budget



Go beyond “when” employees work to see “what” they do and how they perform.

### This Added Level of Details Helps Managers See:

- How a project is proceeding regarding time and costs
- Whether a project is active, partially complete (by percentage), or on hold
- Which department, team, work center, or production lines are involved
- Who is working on an activity – and how long they’ve been working on it
- How people are performing vs. standard completion times
- Where there is idle time

### Complement Your ERP, Project Management or Grant Tracking System with the Activities Module

- One system for tracking time and activities helps boost productivity and improve accuracy.
- Integrated with Enterprise eTIME®, the Activities module simplifies data collection and can effectively allocate hours and non-labor costs to grants, projects and manufacturing activities.
- Utilizing an API, import and export activity information from other systems and leverage the data collected for additional purposes in your ERP or other business systems.





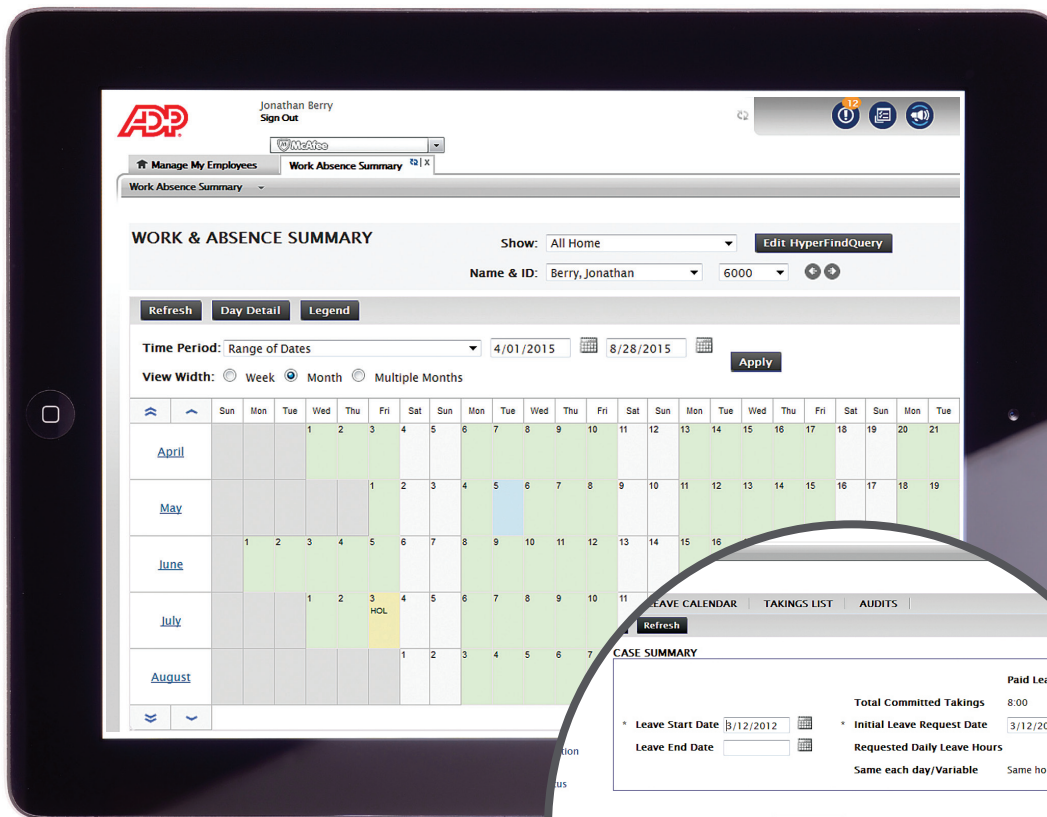
## Streamline Absence Management

Enterprise eTIME® helps make it easier to administer and enforce complex and varied attendance policies. You can create fun time and attendance competitions to encourage good habits, and managers will have access to tools and intuitive calendars that enable them to:

- Track occurrences (e.g., tardy) and patterns (e.g., three sick days)
- Track lost time as a percentage of scheduled time
- Automatically generate attendance documents
- Track complete attendance history
- Monitor absence trends and help reduce grievances and exposure to legal action
- Automate federal, state, local and organizational leave management requirements
- Track intermittent and concurrent leave requests more easily
- Generate required medical documents
- Trigger document due date reminders
- Apply leave time to employee schedules and timecards



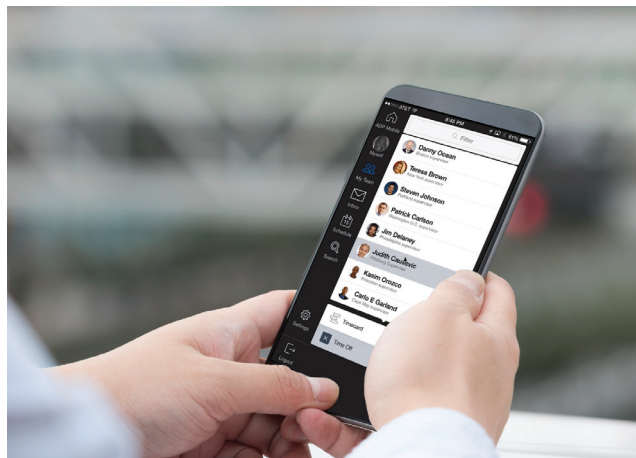
For global organizations that have employees that take time off in days rather than hours, Enterprise eTIME® allows employees not only to request half-days off, but allows them to specify the first or second half of the day. This makes it easier for managers to fill shifts and provide appropriate staffing.



## Improve Productivity with Self-Service and Convenient Data Collection Options

You probably spend hours looking up answers to time off, time worked, pay and schedule questions. With self-service, employees and supervisors can get their own answers, so that you can get back to work:

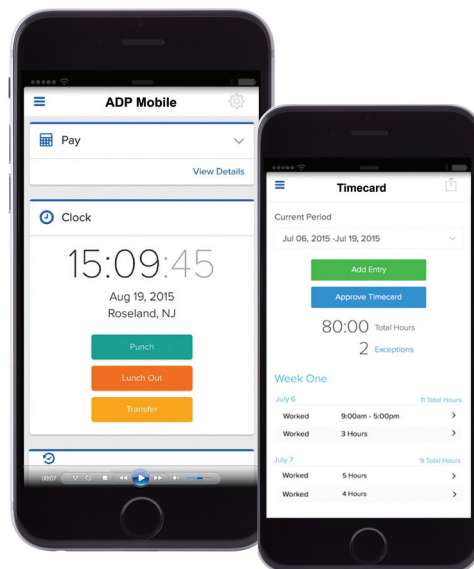
- Authorized users can view information online, 24 hours a day, and supervisors can access their employees' information.
- Employees can check PTO balances and request time off with an online request and approval process.
- Message center provides a central access point where employees and managers can receive and see responses to time off requests, as well as other items such as system messages. Messages include attendance notifications, timecard approvals, reports, and exceptions that require action.



ADP offers a variety of data collection options to meet your diverse needs, including the ability to clock in via Web-based kiosks or enter time via online timesheets, touchscreen timeclocks, telephones, or mobile devices. You even have the ability to transfer in/out punches from point-of-sale (POS), call center, scheduling, in-house systems, and spreadsheets.

Using a smartphone or tablet, employees can complete time-sensitive tasks on the go, such as entering and approving their time, viewing schedules and paid time off balances, and requesting time off. Managers can also edit and approve timecards, as well as approve/deny time off requests.

**For more information, contact your  
ADP Sales Representative.**



### 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**.



A more human resource.™