



A more human resource

Human Capital Management Solutions



Looking for a smarter way
to manage your payroll, HR
and administrative processes?

Smart Human Capital Management Solutions

- Are you wasting valuable resources on payroll and HR administration?
- What if you had the potential to reduce your administrative costs?
- Payroll legislation is constantly changing, what if there was a service that helped to ensure your payroll system was kept up-to-date?

Reworks Partnership with ADP provides smart solutions to suit organisations in many industry sectors from micro-sized businesses up to the largest corporates.

We provide businesses with smart solutions in human capital management operations including:

- ▣ Payroll
- ▣ Workforce Management Solutions
- ▣ HR services

Payroll



We provide a range of comprehensive service-based payroll solutions, which help you ensure that your employees are paid on time and accurately, while helping you to stay up-to-date with applicable payroll and tax legislation.

We will review your current system and assist you in your decision-making about which of our service options would be best suited to your requirements.

Our Service Offering

Through Reworks Business Solutions, ADP provides the IT infrastructure and software application which is hosted and managed off-site by ADP. Clients access the service via the internet through a secure web interface. As part of the service you receive all payroll system updates, data backup facilities and disaster recovery.

We offer different levels of service depending on your individual payroll needs. The different options include:

Standard Payroll Service

- ▣ Suited to businesses with simple payroll needs where no configuration is required

Payroll Application Service

- ▣ Suited to businesses with more complex payroll needs, but where you maintain control as you run your payroll function internally

Key Benefits of the ADP Service Solution

Compliance

- ▣ System is updated with Pay-As-You-Go tax changes, Fair Work Act changes and other applicable payroll legislation
- ▣ Reduces the potential for payment errors and mitigates your risk with regard to payroll legislative requirements

Disaster Recovery and Business Continuity

- ▣ ADP's payroll services are operated on a hosted website off-site from your premises – we do all the system updates and upgrades for you
- ▣ Our security systems are state-of-the-art with purpose-built, off-site backup systems

Ease of Use

- ▣ A reliable web-based system that is available 24/7 to suit your workschedule

Potential for Increased Productivity

- ▣ Potential savings in time, labour and costs by better utilising your staff's core skills

Convenience and Support

- ▣ Access to a dedicated Client Support Team during business hours, which means you are never doing the process alone

*Subject to system maintenance times.

Payroll Managed Service

- ▣ Adds another level of service to the payroll application service model
- ▣ As a managed service provider, we implement manages and supports your payroll function as well as providing Pay Office Administration services from a centrally managed facility
- ▣ With this managed service, once the transactional and employee data is forwarded to ADP, our experienced and professional staff process the payrolls including all associated reports and payslips



Additional Services*

Superannuation and Other Third Party Payments

- Electronic Payment Services facilitates payments to third party recipients such as superannuation, insurance, health memberships, lease, child support payments etc

EFT for Direct Debiting Employee Pays

- We can disburse your employees' wages through Electronic Funds Transfer directly into their bank accounts

Printing and Distribution of Payslips

- We can produce and distribute securely sealed pay advices

Generation of Annual Payment Summaries

- We can help you meet your ATO obligations by generating your annual Payment Summaries (previously known as Group Certificates)

We are not just about payroll, ask us for a quote on our other products and services:

Time and Labour Management



ADP ezLaborManager is a unique 'punch-in to payslip' solution from a single source provider linking ADP's payroll, workforce management and HR services.

It collects the hours worked using your choice of a range of time capture devices, web clocking or web timesheets. It automates the interpretation of your award and payment rules and feeds the data into your ADP payroll system.

ADP ezLaborManager has the potential to deliver benefits to many aspects of your business. There are opportunities for greater efficiency and cost saving, due to its potential for reduced time theft, improved deployment of employee time and enhanced reporting and analysis.

HR Services



Free Workplace Advice Line**

- Delivered as a value-added service to all ADP payroll clients
- Provides telephone assistance on employment issues and the day-to-day challenges of running a business under Australian law

Workforce Guardian

- Australia's leading online Employment Relations subscription service that provides hands-on tools and practical know-how to guide you through all your HR needs including hiring, managing and disciplining employees
- Allows users to create contracts of employment which are consistent with applicable laws in just minutes
- Available online 365 days, 24/7, and delivered as Software as a Service, it's the easy solution for employment relations issues

* Additional fees apply.

** The Workplace Advice Line provides up to 15 minutes of free advice. You will be charged for any call duration beyond 15 minutes or for any subsequent calls on the same issue

