

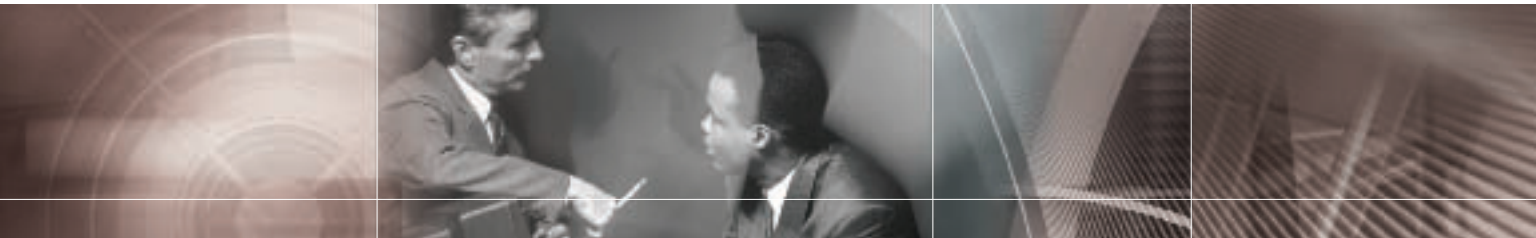
comprehensive outsourcing services



Comprehensive Outsourcing Services (COS) offers a selection of payroll, HR, and benefits administration services to suit your business needs and virtually extend your organization.



Comprehensive Outsourcing Services (COS) gives you the ability to create a customized solution that fits your current needs, while allowing the flexibility to add on modules as your requirements change, or your business grows.



COS INCLUDES

- > Payroll Administration
- > HR Administration
- > Consulting Services
- > Benefits Enrolment and Administration
- > HR Advisory Services

FOCUS ON YOUR BUSINESS

COS gives you the freedom to focus on your business and people rather than on low-return administrative activities that are not part of your organization's strategic initiatives. COS will help you to:

- > Reduce or eliminate the time and effort spent on administering non-core, non-strategic human resources, benefits and payroll tasks
- > Reduce or eliminate the time and effort spent managing your various vendor relationships
- > Improve decision-making with access to better data and information

REDUCE YOUR OPERATING COSTS

Re-invest your money into your business, and not your administration and systems. Implementing a COS solution allows you to eliminate the requirement for expensive

in-house systems and streamline your human capital. COS can help you:

- > Reduce labour costs
- > Eliminate capital expenditures
- > Eliminate infrastructure costs
- > Re-deploy human talent
- > Attain cost predictability

MITIGATE YOUR COMPLIANCE RISKS

Leverage ADP's expertise and ensure your compliance in an increasingly complex regulatory environment. We reduce your risk by assuming responsibility for your compliance to legislative requirements so that you can:

- > Achieve continued compliance with policy and legislation, including Sarbanes-Oxley
- > Benefit from ADP's expertise in employment legislation
- > Meet legislative retention rules for your payroll input and output information
- > Ensure confidentiality of employee data in compliance with PIPEDA and provincial privacy acts

ENHANCE SERVICE TO YOUR EMPLOYEES

Using only ADP associates, systems, and tools, COS provides you with integrated, effective, and timely service. With COS you achieve greater internal productivity and efficiency, allowing you to enhance your service to your employees.

- > Take advantage of our experience and economies of scale
- > Respond with agility to organizational challenges and change
- > Provide direct, confidential HR and payroll support through ADP's Employee Contact Centre
- > Streamline your data management
- > Expand your employee services using online technology



EXPAND YOUR EXPERTISE

Leverage ADP's accredited HR and payroll professionals, at an affordable cost. COS provides you with the ultimate in HR experience and expertise when you need it so that you can:

- > Eliminate hiring and training costs for payroll and HR professionals
- > Eliminate the need for back-up resources
- > Receive assistance in areas such as:
 - Business re-engineering
 - Change Management
 - Best practice implementation
 - Legislative Compliance
 - Employee-related issues

EXPERIENCE ADP'S UNPARALLELED SERVICE

World-class service has been the hallmark of ADP's commitment to our clients for over 50 years. As an ADP client you'll enjoy our dedication to providing expertise and reliable support. Our skilled and experienced service teams can guide you through any technical or business issue that might arise, and will help you to proactively trouble-shoot potential problems. Regardless of the nature of your enquiry, ADP extends you the same level of unparalleled service enjoyed by all of our HR, payroll, and time and labour management clients.

Contact ADP Today > 1.866.2AT.WORK

If you would like to find out what ADP Canada can do for your business, simply call ADP Canada at 1-866-228-9675. An ADP Canada sales associate will be happy to arrange a meeting, take the time to learn about your business and recommend a solution and system that's right for your needs.

adp_canada@adp.com

For more information on ADP Canada's suite of Employer Services offerings, visit www.adp.ca.

Find out how ADP can help your company and discover why only ADP can say we're the business behind business.

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The business behind business is a service mark of Automatic Data Processing, Inc.
MKT 1160E


The business
behind business®

Comprehensive Outsourcing Services: Solution Highlights

ADP's Comprehensive Outsourcing Services (COS) will act as your payroll or HR department, allowing you to reallocate resources to more strategic activities. With its modular approach, COS enables you to custom fit a solution tailored to your needs.

Payroll Administration Services

Facilitating all of your payroll needs, ADP will:

- Process your payroll from input to payroll verification, including reconciliation and audit
- Manage your employee payroll records
- Manage your payroll data
- Respond to your employees' payroll-related questions and inquiries
- Manage your pay period and year-end processes, including producing and filing tax forms
- Handle your remittances to government agencies and other third party vendors:
 - Deductions
 - Remittances
 - Reconciliation
 - Reporting
- Provide online access to standard reports including historical data
- Provide employee access to online pay statements and tax forms
- Provide many additional value-added services:
 - US Deposits
 - Tax Forms on Demand for Pension Annuity Payrolls
 - Non-resident tax forms
 - Labour Costing
 - Electronic timesheet

Human Resources Services

Looking after your HR administration, ADP will:

- Track and maintain employee personal and HR data
- Record and report on such information as:
 - Job and reporting relationships
 - Company property
 - Disciplinary history
 - Absence reporting
 - Performance tracking
 - Employment and pay equity

<p>Human Resources Services</p>	<p>Looking after your HR administration, ADP will:</p> <ul style="list-style-type: none"> • Process new employees and all activities associated with new hires • Administer your wage and salary policies, and track and maintain your compensation data • Respond to employee inquiries regarding personal and employment data, HR information, policies, and services
<p>Benefits Enrolment and Administration Services</p>	<p>Performing the benefits enrolment and administration functions of your HR department, ADP will:</p> <ul style="list-style-type: none"> • Track and maintain your benefits data • Enroll your employees and distribute annual benefit statements • Reconcile your premium statements from your carrier • Respond to employee inquiries regarding benefit options and information
<p>HR Advisory Services</p>	<p>Benefit from ADP's expertise. Provide your managers with unlimited access to our knowledgeable and experienced HR experts. With our HR Advisory Services, your managers can contact us directly for assistance with their various HR legislation, employment and staffing situations and issues.</p>
<p>Consulting Services</p>	<p>ADP has a team of experienced HR and payroll consultants available to assist you in identifying and implementing the best solution for your organization. Our consulting services include:</p> <ul style="list-style-type: none"> • Business process re-engineering • Payroll and HR Management consulting • Legislative Compliance • Best practice reviews and implementation • Process/policy/management documentation • Change Management