



# ADP<sup>®</sup> RealTime

Market Leading  
Time and Labour Management



A more human resource.™

## ADP RealTime

ADP® RealTime powered by Kronos®, a time and labour management solution that is integrated with ADP's proven payroll and human resource management platform, ADP® iHCM.

### Unified Time and Labour Management

In today's challenging business environment, you need to get the most from every available resource, including your employees, to stay competitive and fuel growth. After all, the workforce is your most valuable asset and likely your most expensive. However, disparate systems, manual or semi automated processes, and limited visibility into employee data can stand in the way of workforce optimisation. That's why you need an integrated solution that provides quick access to consistent, accurate workforce information to help you make informed decisions and drive bottom-line results.

ADP®RealTime provides the automation and high quality information you need to manage your workforce using a unified workforce management platform. It provides the data access you need across time and attendance, scheduling, and more. Control labour costs, minimise compliance risk, and improve employee productivity — all integrated into your ADP payroll system.

### Get the Latest Technology

Cloud based delivery enables more frequent upgrades, so you can take advantage of new features and enhancements quickly, effortlessly, and at no extra charge.

### Pay for Only What You Use

Our Software-as-a-Service (SaaS) delivery model delivers value through a predictable per employee, per month, per module fee structure.



# Simply Powerful - Powerfully Simple

## Platform

Get enterprise class leading power with a unified time and labour management suite. Enjoy access to human resources data across attendance and advanced scheduling.



## Flexible, Modular Solution

Mix and match ADP® RealTime modules to suit your current and future business needs. Leverage the complete, integrated time and labour suite straight away.



## Smart Data Visibility

Access up-to-the-minute data for valuable insights that enable you to identify and resolve costly problems before they impact the bottom line. Dashboards, reports, and self-service tools help simplify data access, improve decision making, and drive results.

# Time & Attendance

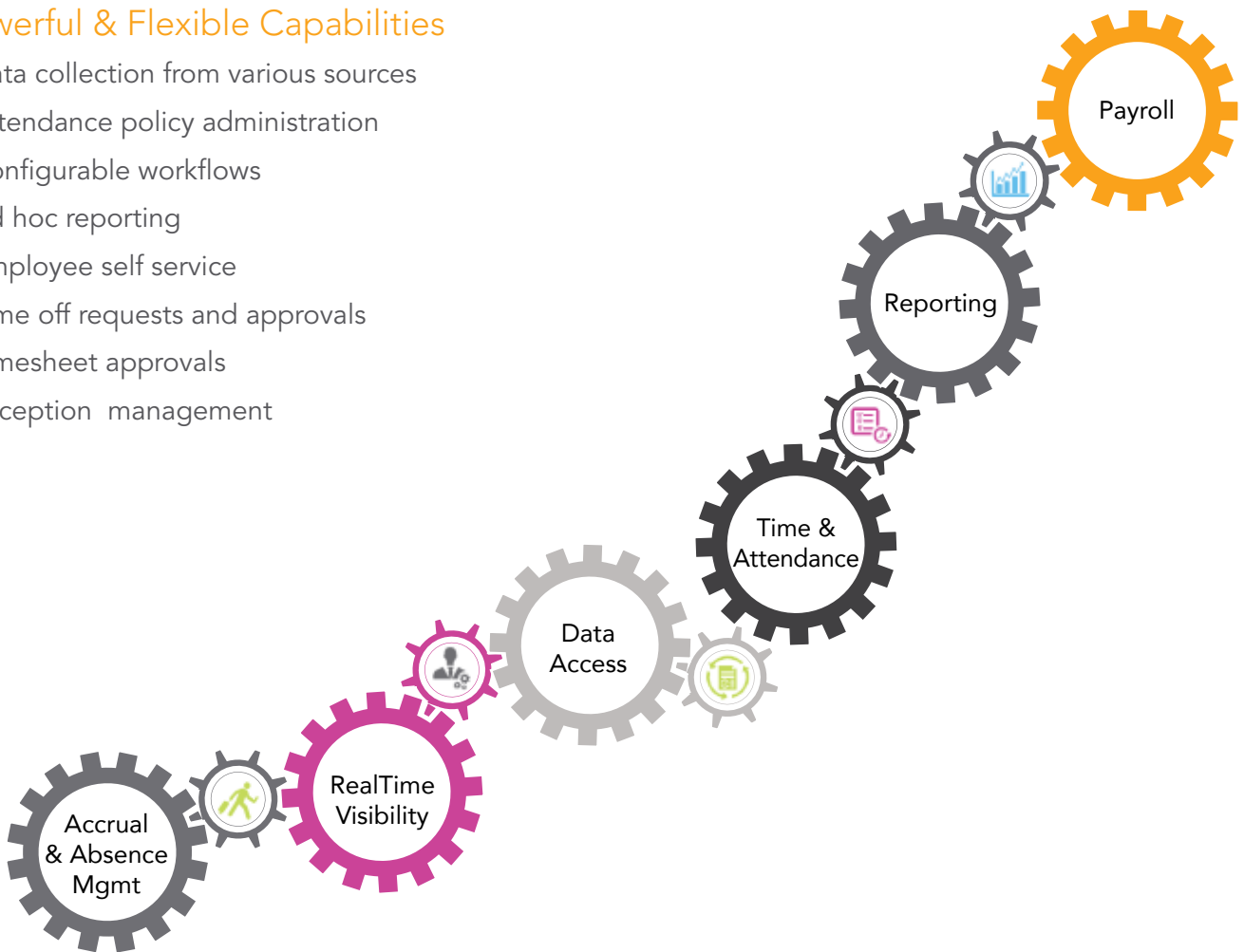
## Control Labour Costs for Bottom-Line Results

ADP® RealTime streamlines time management processes to help you increase efficiency and reduce labour costs. It automatically captures time and attendance information from a variety of data collection sources, including the Kronos InTouch time clock and web entry.

With ADP® RealTime, you can track and understand true labour costs by enforcing flexible, user-defined pay rules. Maintain compliance and improve payroll accuracy with simplified timecard management. Manage exceptions, including missed clockings and early/late arrivals, in real time to avoid payroll errors and costly rework. Track scheduled hours versus worked hours, as well as projected hours, to more effectively manage labour costs, forecast overtime, and keep costs within expectations.

## Powerful & Flexible Capabilities

- Data collection from various sources
- Attendance policy administration
- Configurable workflows
- Ad hoc reporting
- Employee self service
- Time off requests and approvals
- Timesheet approvals
- Exception management



## Accrual & Absence Management

### Keep it Fair & Consistent for Ongoing Compliance

Employee absences, whether planned or unplanned, can have a big impact on your organisation. The total financial impact of leave including direct (overtime, agency costs) and indirect costs (loss of employee and supervisor productivity) has been found to be between 32.8% and 34% of payroll\*.

ADP® RealTime helps you control and mitigate the effects of absenteeism before organisational performance suffers. Track eligibility based on tenure, hours worked, holiday, sick time, and other user defined criteria. Prevent unauthorised time off and late returns with built-in notifications. View accrual balances so managers have immediate real-time visibility into their current employee's accrual liabilities.

ADP® automates the enforcement of employer specific leave policies and requirements for a variety of leave types, including maternity and paternity, helping you reduce errors and avoid costly litigation and grievances. Access to leave eligibility and availability information helps drive better decisions and minimise compliance risk.

### Delivering easy, single source access to up-to-date information

- Enforce absence and leave policies to control labour costs
- Apply absence and leave policies to minimise compliance risk
- Easily gain visibility into absence trends and take action to improve productivity
- Data automatically passed to your ADP® iHCM payroll for wage calculations



# Advanced Scheduling

## Schedule the Right Employee at the Right Time — Every Time

In today's dynamic workplace, you need a way to staff shifts with the right number and type of employees to maximise productivity and control labour costs. Need to replace someone who's called in sick? Need to find an employee to fill an extra shift with the right skill set? Want to minimise over scheduling to avoid labour cost overruns? ADP® RealTime enables you to manage coverage with ease by spotting overlaps and exceptions and by making daily schedule changes as needed.

With ADP® RealTime, it's easy to assign daily, weekly, or configurable patterns to schedules. For added flexibility and convenience, you can assign employees to schedules or schedules to employees, view preferences, make adjustments on the fly, and give employees self-service access to their schedule from the web or right from the time clock. In addition, visibility into "assumed job costing" helps ensure that each employee is paid the appropriate rate per cost centre — without having to clock multiple times.

## ADP RealTime Includes Powerful, Flexible Capabilities



**Minimise** overstaffing, understaffing, and costly overtime and penalty rates without impacting productivity



Adhere to scheduling **policies** to avoid grievances and reduce compliance risk



Let employees **access** schedule, location, department, and job right from their timesheet



**Advanced Scheduling** helps you ensure you have the right people assigned to the shift



**Know your costs** for the schedule you've crafted before you commit resources and track actual scheduling costs against planned

# Current Data Visibility & Access

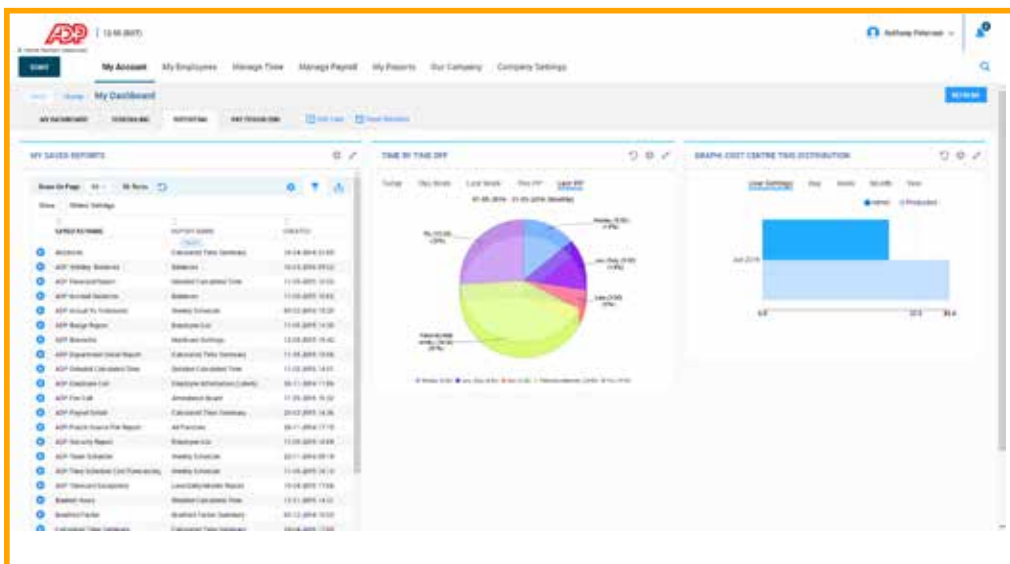
## Dashboards, Reports, & Self-Service Tools

Take the guesswork out of workforce management once and for all. ADP® RealTime dashboards, reports, and decision-support tools provide organisation wide visibility and insights. Intuitive navigation features, including application tabs, quick links, and drill-downs, let you find critical information with maximum speed and ease. Instant access to timesheets, schedules, employee records, and other data empowers you to take immediate action and drive results.

With ADP® RealTime, it's easy to tailor system tools and reports to reflect the way you do business. Data visualisation tools help you uncover and present your insight. Modify dashboards or create your own. Configure standard reports to meet your content and formatting needs. Give managers visibility into important employee data through self-service. And take the load off HR by enabling employees to access profiles, schedules, time-off balances, and more, all through convenient self-service and mobile tools.

## Delivering the real-time data you need

- Access standard timekeeping, and scheduling reports
- Filter, sort, or re-group report contents to suit your specific needs
- Export reports to CSV, XLS, PDF, HTML, and XML formats
- Schedule and email reports to keep managers up to date



ADP® RealTime provides information-rich configurable dashboards. Tailored system tools and reports to reflect the way you do business.



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## About ADP®

Employers around the world rely on ADP® (NASDAQ: ADP) for cloud-based solutions and services to help manage their most important asset – their people. From human resources and payroll to talent management and benefits administration, ADP® brings unmatched depth and expertise in helping clients build a better workforce.

A pioneer in Human Capital Management (HCM) and business process outsourcing, ADP® serves more than 630,000 clients in more than 100 countries.

For more information about the products and services we offer visit [ADP.co.uk](http://ADP.co.uk)

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