



ADP[®] WorkForce Suite

Enterprise workforce management, your way

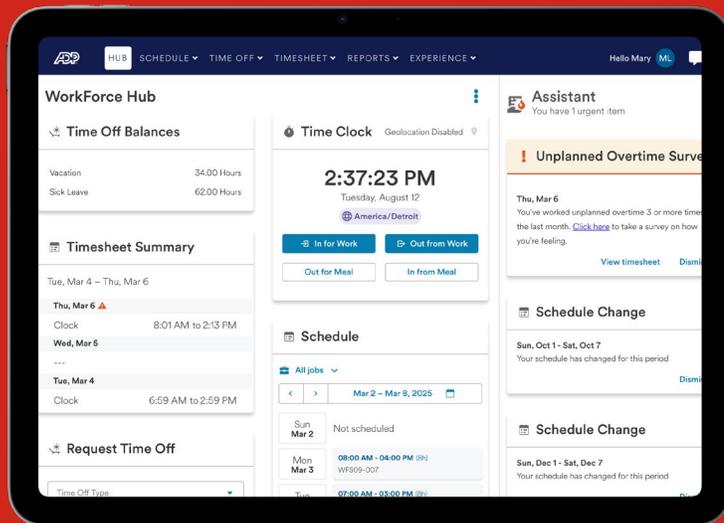
workforce
SOFTWARE • An ADP[®] Company

The workforce management solution designed for your enterprise

Managing a global workforce using disparate systems leads to inefficiency and high costs. ADP WorkForce Suite offers a scalable, centralised solution that can be adapted to global, provincial, regional and local regulations, enhancing operational efficiency and compliance.

ADP WorkForce Suite offers:

- A comprehensive, top-rated workforce management platform that includes timekeeping, employee rostering, absence management, reporting and labour forecasting
- An ability to meet all business and regulatory requirements globally with templates and compliance engines to accommodate diverse work, pay, geographic, and collective bargaining agreement rules in over 140 countries
- Lower total cost of ownership with a single centralised solution for simplified management and maintenance across all locations



ADP WorkForce Suite dashboard

Connect with the systems your teams already use

Built with a deep understanding of our clients' technology environments, ADP WorkForce Suite is available unified with ADP's human capital management (HCM) platform and integrates with any other HCM/payroll, so you don't have to compromise.

✓ Unified workforce management within the ADP HCM ecosystem

ADP WorkForce Suite is part of ADP's HCM ecosystem that's built to work together. With one login, one interface and one shared navigation across time, pay and HR, ADP WorkForce Suite provides a single source of truth for your workforce data. The result is an easier, smarter and more human experience for managers and their teams everywhere.

Our unified offering

ADP WorkForce Suite works seamlessly inside the ADP HCM ecosystem for everything an organisation needs to manage its workforce.

ADP® Lyric HCM

ADP® Global Payroll

ADP Workforce Now®

✓ Certified integrations with technology partners for extended value

ADP WorkForce Suite is designed to work within a large ecosystem of technology partners. You can easily share data between ADP WorkForce Suite and your other business-critical systems, including HCM and ERP platforms, and hundreds of best-of-breed solution providers for payroll, core HR, operations, access control and more.

Our technology partners

ADP WorkForce Suite integrates with leading HCM and ERP systems for an all-in-one solution.

SAP

Workday

Oracle

Time and attendance

Whether faced with complex pay policies or globally diverse locations, payroll accuracy and compliance are top-of-mind concerns for any organisation. ADP Workforce Suite is 100% configurable to meet your organisation's compliance and automation needs, regardless of unique pay rules, labour regulations and rosters. This maximises your return on investment and lowers the total cost of ownership.

- Track time precisely via web-based timesheets, time clocks, mobile apps and interactive voice response solutions that help minimise time theft
- Access the timecard group exceptions view to easily approve exceptions that need immediate attention whilst recording all changes for audit purposes
- Manage timesheet approvals for employees with multiple jobs or assignments, pay rules and approvers, eliminating confusion and ensuring payroll accuracy across all roles
- Adapt to and simplify compliance with complex labour laws, pay and rules and attendance policies by using system-configuration templates
- Configure system to manage labour distribution and rates allocation
- Prevent employee burnout by tracking long hours and insufficient rest with attestation workflows and fatigue rules
- Cut administrative tasks through self-service and automation for time and attendance-related approvals
- Reduce payroll errors with a unified timekeeping and payroll system
- Minimise payroll time theft with biometric finger scan
- Ensure fairness with consistent policy application across employee groups
- Recalculate retroactive changes across prior pay periods automatically

3%

Average reduction in payroll error rate that businesses think can be achieved by integrating time and attendance with payroll

Source: ADP 2023 Workforce Management Benefits Study, businesses with more than 1000 employees.

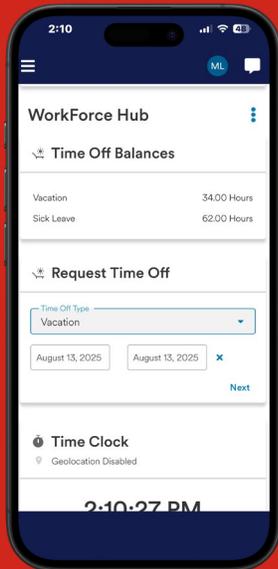


ADP WorkForce Suite enhances ROI and lowers total costs, enabling you to realign investments on strategic priorities. Customers report **ROI of up to 600%** and **7-10 month payback periods**

"The intricate nature of workforce management demands functionality that optimises staffing, rostering and daily operations to mitigate costs tied to unplanned overtime and turnover. Equally crucial is usability, particularly when engaging dispersed deskless and frontline workforces."

— Evelyn McMullen
Nucleus Research





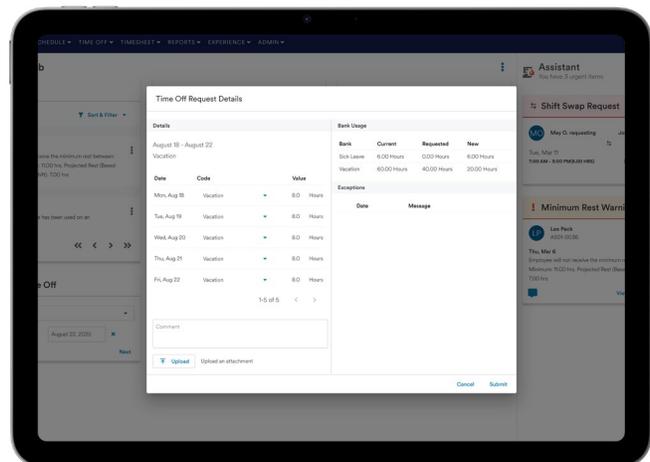
Mobile time off request



Absence management solutions

Simplifying the processes for paid time off (PTO), planned absences and leave cases helps HR and supervisors accurately comply policies and regulations globally. ADP WorkForce Suite includes time off features in Time and Attendance, enabling easy policy setup, accurate balance tracking and seamless request management. You can enhance your solution with optional add-ons such as Leave Case Management, Absence Compliance Pack North America, PTO Requests and Approval Workflows.

- Guide employees through leave eligibility, track documentation, communication logs, eligibility notices and attachments
- Configure decision assistance for tracking and automation of concurrent or overlapping leave types (e.g., PTO, sick, vacation)
- Configure wage and hour compliance rules including FMLA, CFRA, ADA, country, regional, state, provincial and complex global leave laws
- Sync leave entries directly to the timecard, enabling real-time gross pay visibility when paired with configured pay rules
- Automate work and pay rule governance, hours tracking and overtime calculations
- Give employees visibility into accruals, workflows and approval criteria with a visual timeline, and reduce burnout with proactive alerts when time off hasn't been taken
- Enable auto-approvals for requests that meet policy standards and validate PTO against balances and future requests



Time off request details supervisor view

Employee rostering

Smart rostering starts with replacing paper or disconnected rostering tools with one online system to improve roster visibility, creation and maintenance.

ADP WorkForce Suite includes rostering basics with its Time and Attendance module, so you can consider availability in advance, help ensure shift coverage and see how actual employee time and attendance compares to what was planned.

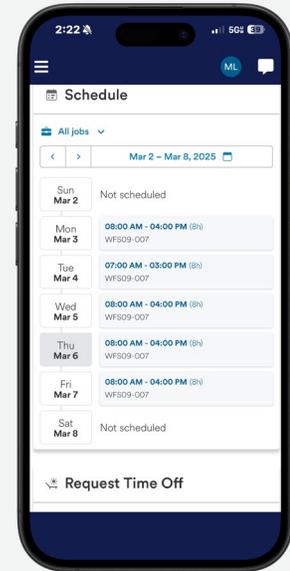
Advanced rostering capabilities are available to further assist you with rostering the right individuals at the right times.

Job scheduling

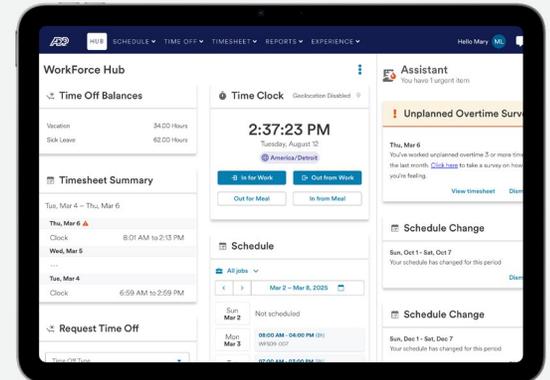
This solution is ideal for assignments driven by constraints such as shift patterns, compliance requirements, skills, certifications, licenses and work hour limits. It enables rules-based rostering with an unlimited set of configurable working rules, autofill and auto callout capabilities.

Job scheduling is perfect for static or fixed worker groups in industries like manufacturing, energy, public safety, mining and petrochemicals, accommodating seasonal or event-specific labour requirements.

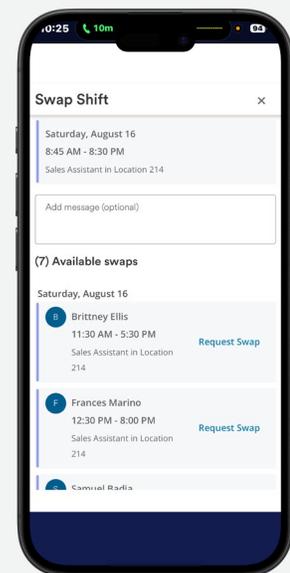
- Tailor rosters with flexible rules configuration
- Empower employees with flexibility over their rosters including employee-defined availability and shift swaps
- Balance skills, availability, labour costs and requirements efficiently
- Enable autofill and one-touch auto callout capabilities to help supervisors find people to cover shifts
- Send and collect responses for callouts automatically
- Track multiple jobs per employee
- Implement advanced rostering rules that cover overtime fairness, seniority, limits on worker fatigue and exceptions for overlapping shifts or weeks
- Simplify job and shift assignments across multiple
- Prevent unplanned overtime with notifications for roster deviations
- Enforce collective bargaining agreements, fatigue thresholds, overtime equalisation and seniority-based assignments whilst preventing contract violations or risking employee burnout



Mobile rostering



Digital assistant — rostering notifications



Mobile shift swap

Demand scheduling

This solution is most suitable when labour demand is highly variable and can fluctuate throughout the day, week, month or year based on customer demand or other business KPIs. It enables you to fill shifts based on required labour demand and defined business drivers. It is a predictive, adjustable and elastic rostering solution for flexible employee groups and workforces typically seen in industries such as retail, hospitality, quick-service, call centers and event services, including large venues.

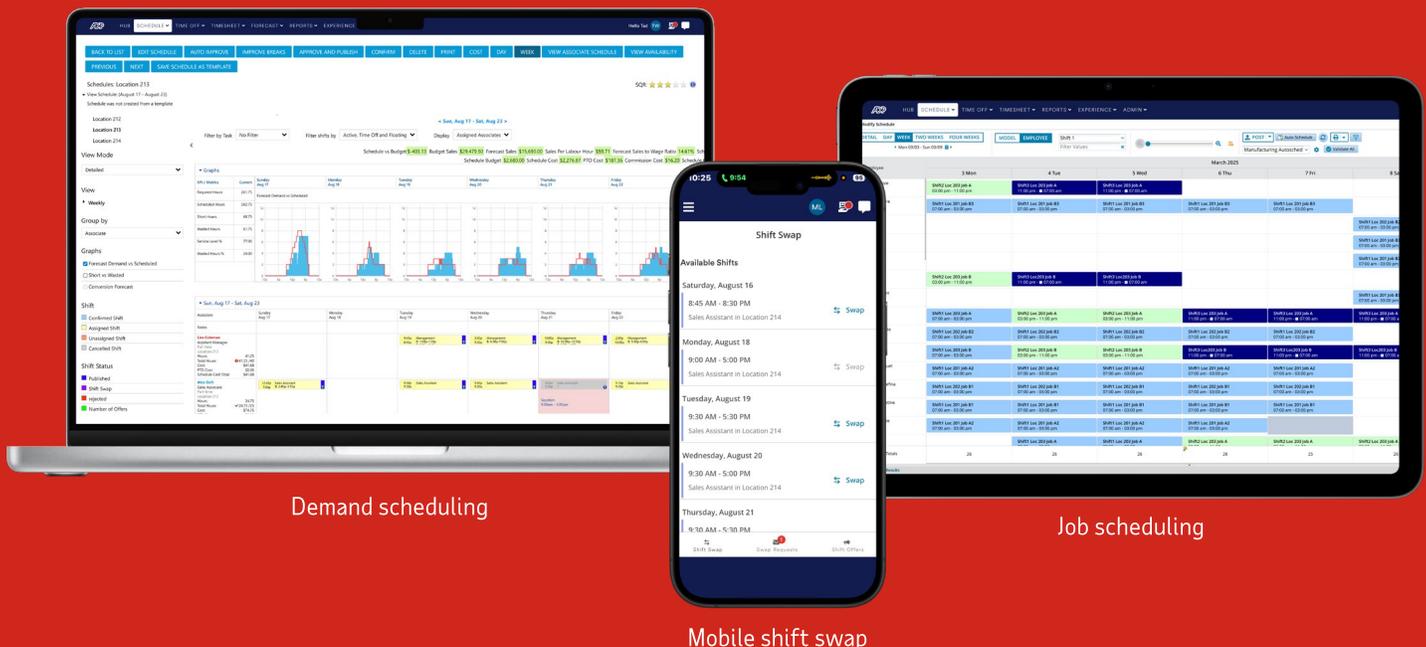
- Create optimised rosters using 15-minute interval forecasts to manage highly variable staffing needs and ensure that the required headcount and skills are available
- Support flexible, non-static shifts so employees can work when and where needed including special event overlays
- Use proactive alerts to highlight coverage gaps and avoid over and understaffing
- Enable manual edits, reallocation and cross-department staffing adjustments
- Use visual tools to compare labour costs versus budgets and analyse gaps
- Analyse historical data and trends to forecast labour demand to meet key performance indicators such as service level and minimising wasted hours



15-16%

Average reduction in both overstaffing and coverage gaps that businesses think can be achieved by using rostering technology

Source: ADP 2023 Workforce Management Benefits Study, businesses with more than 1000 employees.



Demand scheduling

Job scheduling

Mobile shift swap

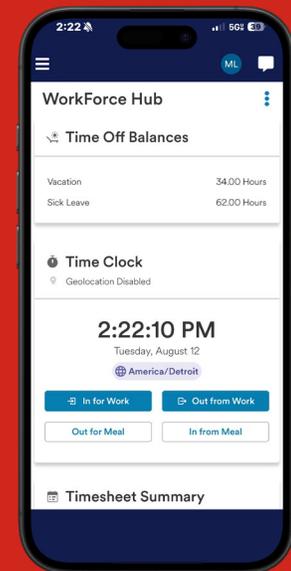
Data capture

ADP WorkForce Suite supports multiple data capture options, including physical time clocks, mobile apps, web portals and phone-based interactive voice response (IVR), each designed for secure, reliable and user-friendly time data collection.

- Offer weatherised time clock options for challenging environments and web-enabled solutions for PCs, tablets and phones to cater to diverse worker needs
- Provide self-service capabilities for employees to view rosters, time off balances and punch logs simultaneously whilst clocking in or out
- Assign time dynamically to cost centers based on rosters, roles or locations
- Prevent unrostered clock-ins, enforce breaks and avoid penalty payments
- Support unlimited labour distribution fields to allocate time across cost centers, departments and projects
- Simplify compliance with comprehensive audit trails and attestation features
- Enable geolocation for mobile data collection to ensure accurate transaction reporting from the expected locations
- Issue proactive notifications to flag compliance and policy issues
- Include IVR technology for employees to interact with the system via phone using voice commands and DTMF tones



7150 Timeclock



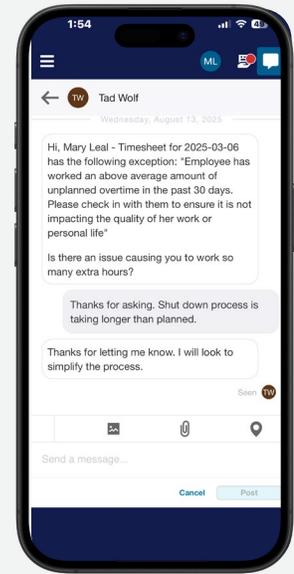
Mobile data capture



Enhanced communications

Engaging with your people is not just about what you do but how you do it. ADP WorkForce Suite allows supervisors and employees to stay in sync by providing flexibility in how they connect and communicate with each other. And with the mobile app, completing those time-sensitive tasks on the go has never been easier.

- Access to proactive alerts and actionable insights through a digital assistant, featuring prioritised task lists on preferred devices
- Facilitate real-time communication with direct messaging, announcements and collaboration tools
- Store and share essential documents, procedures, guidelines and checklists
- Engage employees with pulse surveys to gather valuable feedback
- Ensure all employees, including deskless workers, are informed and engaged with the latest updates and instructions

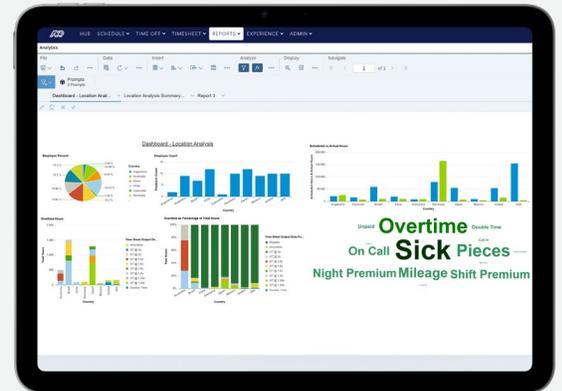


Mobile task assignment

Reporting and analytics

Gain visibility into labour activities with timely and user-friendly insights that clarify workforce performance against key metrics. ADP WorkForce Suite uses detailed labour data for actionable insights that help organisations optimise labour, enhance productivity and make data-driven decisions.

- Access a comprehensive library of frequently requested reports with customisable filters to meet diverse user needs
- Utilise a data warehouse to create visualisations and dashboards using business intelligence (BI) tools, enabling interaction and analysis of your workforce data
- Interact with data visualisations to explore data, pinpoint issues, take action, proactively address undesired behaviors and trends for both executive and operational reporting
- Analyse real-time labour metrics and access tools to inform strategic decisions, identify performance issues, improve business outcomes and promote best practices



Reporting and analytics dashboard

BUILT FOR YOUR INDUSTRY

ADP WorkForce Suite provides various solutions to meet the specific needs of different industries. For more information, visit: wfsaustralia.com/workforce-suite

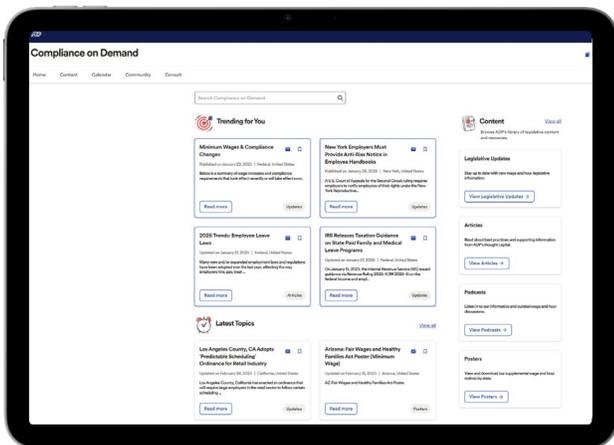


ADP Compliance on Demand

Concerns over wage and hour lawsuits and penalties have HR and Operations looking for new ways to help ensure wage and hour compliance.

ADP Compliance on Demand provides you with U.S. wage and hour compliance information, education and resources that simplify managing compliance.

- Access online education and job resources
- Get alerts on legislative changes
- Explore best practices for compliance
- Utilise a content library with tools and information on U.S. wage and hour regulations at the federal, state and local levels
- Connect with peers in an online community
- Benefit from support provided by wage and hour compliance experts



Compliance on Demand dashboard



INNOVATIVE SOLUTIONS TO ENABLE GREAT WORK

Elevate your workforce management with ADP WorkForce Suite.

Designed for enterprises like yours, our solution empowers you to navigate even the most complex business landscapes and regulatory compliance requirements with ease. Experience the benefits of streamlined processes and increased productivity. Unlock your organisation's potential today.

PUT ADP'S EXPERIENCE TO WORK FOR YOU TODAY!

To learn more about how ADP WorkForce Suite helps reduce labour costs, improve wage and hour compliance, enhance productivity and increase employee engagement, visit wfsaustralia.com