



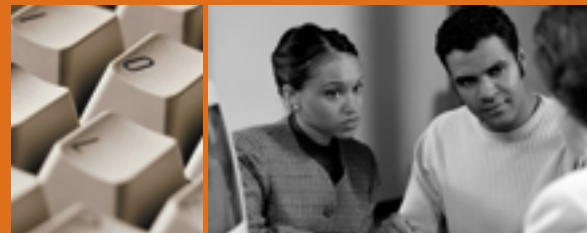
eTIME®



eTIME from ADP automatically collects and calculates your employees' hours, saving you money through improved accuracy. Its advanced reporting enhances your ability to manage your workforce.



TIME & LABOR MANAGEMENT



Industry Leader

World Class Service

Superior Products & Services

Expertise

Single-Source Provider

Stability

Flexibility



Let eTIME Work For You

By automating your time and attendance, eTIME gives your company a tremendous efficiency boost. You can save money through improved accuracy and reduced labor expenses, while accelerating your payroll process in the bargain. In most cases, eTIME can quickly pay for itself!

cost-effective solution

eTIME's advanced reporting capabilities let you make better-informed decisions about your workforce — and help you keep close watch on scheduling, overtime, absenteeism, and tardiness.

As with most ADP services, you can start using eTIME without a major investment. To get eTIME working for you, call 1 800 225-5237 today.

Unlike other vendors, ADP never requires you to purchase equipment. You're free to add or return hardware whenever your needs change. And because you pay for eTIME only as you use it, ADP has a powerful incentive to keep you happy!



eTIME — The Automated Time and Labor Management Solution

Still using paper timesheets or punch clocks to keep track of employee time and attendance? If so, you're putting lots of time into collecting paperwork and calculating and allocating employee hours. A desktop computer could do that for you automatically.

What's more, you're missing out on powerful management reports that could be derived from that attendance data – reports that could alert you to scheduling conflicts or labor budget overruns.

Why not put yourself in control with a single-source solution: eTIME from ADP. It's the automated time and labor management system that integrates with payroll services from the industry leader!



Save Time... And Money... With Fast, Accurate Calculations

An Efficient Way to Collect and Calculate Employee Hours

eTIME reduces time collection to the swipe of a card, a few computer keystrokes, or sliding your hand. The easy-to-use software calculates hours automatically and accurately. Together, these powerful capabilities can *eliminate up to 80% of your payroll preparation time.**

eTIME is fully integrated with ADP's payroll service and interfaces to over 200 non-ADP payroll systems. Regardless of your payroll product, the entire process is seamless, fast, and efficient.

save time and money

Improves Accuracy, Saving You Payroll Dollars

eTIME works for you by...

- Completely eliminating the headaches and errors associated with the manual collection and calculation of paper timesheets or cards
- Reducing your payroll preparation time by eliminating redundant data entry
- Improving payroll accuracy, saving you money and reducing attendance-related questions and grievances
- Decreasing supervisor involvement in tedious timecard review and manual editing
- Making timekeeping easier for you and your employees

Monitors the Non-worked Hours of Salaried Employees

Use eTIME to keep track of employees' worked hours and non-worked hours such as vacation, sick, and personal days. One time and attendance system handles *all* your employees!

Consistently Applies Your Work Rules

In addition to collecting and calculating attendance data, eTIME serves as a valuable labor management tool. Once it is programmed with your work rules, it automatically applies them for rounding, overtime, multiple and special shifts, and more. Such consistent application of your policies helps create a fair and positive workplace environment. It also supports your compliance with wage and hour laws.

*According to studies conducted by the American Payroll Association and the Robert Half Agencies

Provides real-time labor management reports.



Fully integrated with ADP and non-ADP payroll systems



Helps spot and prevent potential attendance problems



punch detail

Avoid payday questions on hours worked. Your ADP paycheck can contain an individual punch detail report.

CO. FILE DEPT. CLOCK NUMBER
ABC 12345 12345 12345 00000000 1

ACME SUPPLIES CORP.
475 KAWPP AVENUE
ANYTOWN, USA 10121

Social Security Number: 999-99-9999
Taxable Marital Status: Married
Exemptions/Allowances:
Federal: 3, \$20 Additional Tax
State: 2
Local: 2

Earnings	rate	hours	This period	year to date
Regular	15.00	30.00	300.00	12,240.00
Overtime	15.00	1.00	15.00	750.00
Holiday	10.00	8.00	80.00	4,160.00
Tuition			37.47	1,846.80
Gross Pay			\$ 450.47	20,006.80

Deductions	Statutory			year to date
Federal Income Tax		-40.80		2,111.20
Social Security Tax		-26.05		1,456.80
Medicare Tax		-6.36		341.12
NY State Income Tax		-8.43		436.36
NYC Income Tax		-5.84		306.88
NY SUTA/SDI Tax		-0.80		31.20
Other				
Union Dues		-5.00		100.00
401(k)		-28.87		1500.20
Stock Plan		-15.00		150.00
Life Insurance		-5.00		50.00
Loan		-30.00		150.00
Adjustment				
Life Insurance		+13.50		
Net Pay			\$ 291.90	

* Excluded from federal taxable wages
Your federal wages this period are \$366.15

Earnings Statement

Period ending: 00/00/0000
Pay date: 00/00/0000

JANE HARPER
101 MAIN STREET
ANYTOWN, USA 12345

Other Benefits and Information	This period	Total to date
Group Term Life	0.51	27.00
Loan Amt Paid		840.00
Vac Hrs		40.00
Sick Hrs		16.00
Title	Operator	

Important Notes
EFFECTIVE THIS PAY PERIOD YOUR REGULAR HOURLY RATE HAS BEEN CHANGED FROM \$8.00 TO \$15.00 PER HOUR.

WE WILL BE STARTING OUR UNITED-WAY FUND DRIVE SOON AND LOOK FORWARD TO YOUR PARTICIPATION.

Time Card Detail					
DATE	IN	OUT	IN	OUT	TOTAL
Mon 12/27	7:00am	11:00am	11:30am	3:30pm	8:00
Tue 12/28	6:53am	11:00am	11:27am	4:30pm	9:00
Wed 12/29	7:06am	11:00am	11:30am	3:30pm	8:00
Thur 12/30	7:00am	11:00am	11:29am	3:30pm	8:00

ACME SUPPLIES CORP.
475 KAWPP AVENUE
ANYTOWN, USA 10121

Payroll check #
Pay date:
Social Security No. 999-99-9999

Pay to the order of: **JANE HARPER**
This amount: **TWO HUNDRED NINETY-ONE AND 90/100 DOLLARS** \$291.90

SAMPLE NON-NEGOTIABLE VOID VOID VOID

Authentic Signature

⑆001379⑆ ⑆12200049624001101579⑆



Additional Features Give You Enhanced Information Access

eTIME AUTOMATES YOUR PAYROLL PROCESSING FROM "PUNCH-IN TO PAYCHECK."



1. Time and attendance information is electronically collected.



2. Information is sent to a PC where eTIME applies your payroll policies and calculates the totals. Reports can be generated as needed.



3. Once you review the results, eTIME transfers them electronically to payroll.

Export Data to Other Software

eTIME creates data files in a format that is compatible with many database and report writing products.

Manage Employee Schedules

eTIME's advanced scheduling option supports conflict management, availability reporting, and split shifts.

Access Your Archives in an Instant

eTIME summarizes year-to-date attendance information such as total hours worked, vacation and sick time, plus exception information. This makes it a tremendous help for performance evaluations! eTIME also compiles easy-to-retrieve records of employees' actual in-and-out punches. This helps you comply with government regulations while eliminating the need to store paper files.

Completely Reliable and Fully Integrated With Payroll

When you select eTIME, you enjoy the full support of a company that is a recognized industry leader. From implementing your system to delivering ongoing service, we're always available to help you. You'll benefit from a totally integrated system with these added advantages:

- Data can be electronically transferred to and from your payroll service without having to re-key it — whether you have an ADP payroll product or not
- With ADP payroll, employees can view their in-and-out punches directly on their ADP expanded pay stubs
- Upgrades and changes are always compatible with ADP payroll services

Track Time In A Manner That Fits Your Company's Needs and Culture



With a timesheet solution, employees enter their hours directly into a desktop PC.



Alternatively, your employees can badge in and out by swiping a badge through a special reader.



The HandPunch® option identifies employees by reading the unique size and shape of their hands. Eliminate employees clocking in for each other.

easy tracking

ADP eTIME - [Timesheet Editor - Barbato, Samuel]

File Edit View Reports Timesheet Schedules Tools Window Help

Unfiltered Previous Period [Barbato, Samuel]

Timesheet Details Transactions Schedule Pay Code Totals Audit Trail Accrual Balances Chat

Timesheet Data (Actual Punch Times)

Date	In	Out	Hours	Daily	Accum
Sun 2/27/00	Unscheduled			8.50	8.50
Mon 2/28/00	8:00 AM	5:00 PM		8.50	17.00
Tue 2/29/00	8:00 AM	5:00 PM		8.50	25.50
Wed 3/1/00	8:00 AM	5:00 PM		8.50	34.00
Thu 3/2/00	8:00 AM	5:00 PM		8.50	42.50
Fri 3/3/00	8:00 AM	5:00 PM			
Sat 3/4/00	Unscheduled				
Sun 3/5/00	Unscheduled			8.50	51.00
Mon 3/6/00	8:00 AM	5:00 PM		8.50	59.50
Tue 3/7/00	8:00 AM	5:00 PM		8.50	68.00
Wed 3/8/00	8:00 AM	5:00 PM		8.50	76.50
Thu 3/9/00	8:00 AM	5:00 PM		8.50	85.00
Fri 3/10/00	8:00 AM	5:00 PM			
Sat 3/11/00	Unscheduled				

Schedule

Sun 2/27/00	Mon 2/28/00	Tue 2/29/00	Wed 3/1/00	Thu 3/2/00	Fri 3/3/00	Sat 3/4/00
	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	8:00 AM - 5:00 PM	

Pay Code Totals

Division	Department	Job	Pay Code	Hours
EAST	DELI	CASHIER REG.		80.00
		DVT		5.00
Grand Totals:				85.00

Audit Trail

Type	Supp	Date	Time	Comment
Add Punch	996	2/25/00	8:00 AM	
Add Punch	996	2/25/00	5:00 PM	
Add Punch	996	3/1/00	8:00 AM	

Show the day of the shift or transaction

NLM 4:57 PM

eTIME makes it easy to review attendance, spot and resolve exceptions, and make any necessary changes. Its software has multiple levels of security and keeps an audit trail for easy tracking.



Empowers You And Your Managers With Detailed Information on Employee Activity

Helps Spot and Prevent Potential Problems

eTIME's reports make it easy to spot and resolve such problems as absenteeism, tardiness and unusual occurrences. This helps you quickly identify and manage the source of the problem. In addition, eTIME helps you clarify employee attendance discrepancies, making it easy to resolve any grievances. eTIME further supports your managers by...

- Simplifying employee scheduling
- Alerting them to potential overtime situations and labor overruns while there is still an opportunity to take preventive action
- Making audits a breeze with easy retrieval of historical data

analyze employee time

Reports Provide Valuable Management Information

eTIME totals hours and wages and assigns them to the appropriate pay categories and departments. It then generates comprehensive reports to help you manage, track, and analyze the way you use employee time.

These reports are available whenever you need them — instantly, or on a prescheduled basis. Among the most common:

- **Punch Detail** — Allows supervisors and employees to easily review in and out punches
- **Exceptions** — Helps managers quickly spot variations to their employees' schedules, such as missed punches, absences, late arrivals, and early departures
- **Hours Summary** — Allows managers to verify employee hours by pay category and department before transmission to payroll
- **Budget vs. Actual** — Compares budgeted or scheduled hours to hours worked

Eliminates up to 80% of payroll preparation time



Consistently applies your payroll policies



Improves payroll accuracy by up to 3%



detailed reports

Hours Summary Report				Page 1
Current pay period				11/04/XXXX 6:52p
All accounts, all pay rules, all Timeclock groups				
Barbatos, Sam	0001001130	001000	Full Time	
Days worked: 4				
Acct: 001000	Regular: 32.00	Vacation: 2.50		

Brown, Robert	0001004425	001000	Full Time	
Days worked: 5				
Acct: 001000	Regular: 40.00	Overtime: 2.50		

Fitch, Marjorie	0001001240	002000	Full Time	
Days worked: 4				
Acct: 002000	Regular: 33.00	Overtime:		

Hollendonner, Janice	0001001116	002000		
Days worked: 2				
Acct: 002000	Regular: 7.50			
Acct: 003000	Regular: 9.00	Overtime:		
Totals:	Regular: 16.50	Overtime:		

Summary Totals				
Acct: 001000	Regular: 72.00	Overtime:		
Acct: 002000	Regular: 40.50	Overtime:		
Acct: 003000	Regular: 9.00	Overtime:		
Grand Totals	Regular: 121.50	Overtime:		
	Sick: 8.00			

Exception Report with Punch Detail												Page 1
Previous pay period												11/02/XXXX 6:52p
Selected Accounts, all pay rules, all Timeclock groups												
Jones, William	0001003500	002000	Full Time									
Missed punch : 1												
	ID	IN	DEPT	ACTIVITY	OUT	ID	IN	DEPT	ACTIVITY	OUT	TOTALS	
Mon	10/31	800a			*?						0.00	0.00
Tue	11/01	759a			432p						8.00	8.00
Wed	11/02	800a			431p						8.00	16.00
Acct: 002000 Regular: 16.00												

Johnson, Kenneth	0001001113	002000	Part Time									
Missed punch : 1 Late in : 1 - 0:15 Late out : 1 - 0:45												
	ID	IN	DEPT	ACTIVITY	OUT	ID	IN	DEPT	ACTIVITY	OUT	TOTALS	
Mon	10/31	800a			*?						0.00	0.00
Tue	11/01	815a *L			431p						7.75	7.75
Wed	11/02	758a			515p *L			8.00			8.75	16.50
Acct: 002000 Regular: 15.75 Overtime: 0.75												

Montgomery, Susan	0001001114	002000	Full Time									
Early in : 1 - 0:30 Late out : 1 - 0:30												
	ID	IN	DEPT	ACTIVITY	OUT	ID	IN	DEPT	ACTIVITY	OUT	TOTALS	
Mon	10/31	730a *E			430p						8.50	8.50
Tue	11/01	800a			500p *L						8.50	17.00
Added Hours 98 11/02 530p Vacation[Home] 8.00												
Acct: 002000 Regular: 16.00 Overtime: 1.00 Vacation: 8.00												

Summary Totals:												
Acct: 002000 Regular: 47.75 Overtime: 1.75 Vacation: 8.00												
Grand Totals: Regular: 47.75 Overtime: 1.75 Vacation:												

Through eTIME reports,
you can identify and
address labor allocation
problems before they
affect your bottom line.

ADP Employer Services provides a comprehensive family of solutions to help you manage the employment aspects of your business. These solutions include human resources information management, benefits administration, payroll processing, time and attendance systems, payroll tax and regulation management and 401(k) plans.

ADP business solutions are flexible, integrated and designed to fit the way you do business. They are used by more than 450,000 clients in virtually every business and industry.

For a free analysis of your business needs, or more information on any of the value-added solutions offered by ADP, call 1 800 225-5237, or your local ADP representative.



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www.majoraccounts.adp.com

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