



ADP Workforce Now® Advanced Scheduling

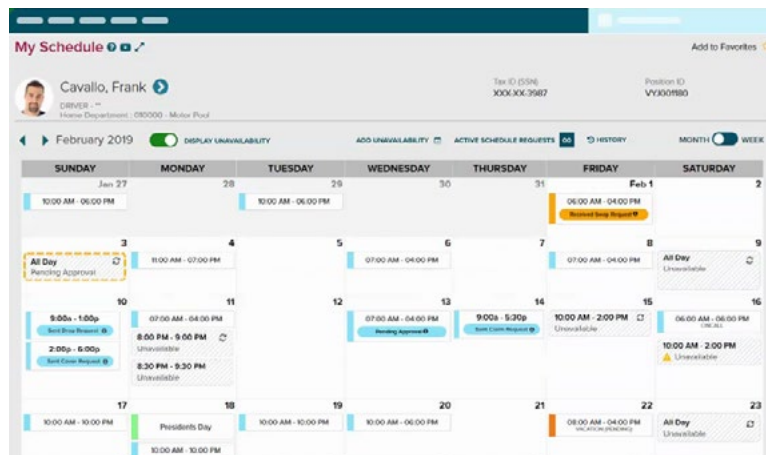
Advanced employee scheduling for
ADP Workforce Now® Essential Time

Today's workplace technology presents obvious opportunities for simplifying employee scheduling, while improving employee and supervisor performance and satisfaction. Mobile devices, touch screens, cellular and Wi-Fi connectivity combined with modern app design have made it possible to deliver a more intuitive, effective and collaborative experience.

ADP Workforce Now® Advanced Scheduling delivers a collaborative, integrated approach to building and managing online schedules, and it is part of ADP Workforce Now®, which means users enjoy the same convenience of accessing their time, attendance, scheduling, HR, payroll and other ADP information in one place.

Advanced Scheduling makes it easier and faster to create better schedules with Workforce Now Essential Time

Supervisors face many constraints that can make scheduling difficult — their own time, staff availability, coverage requirements and budgets.



Key features include:

Collaborative scheduling

Supervisors and employees can both actively participate in creating schedules that work best for both themselves and the business.

- Supervisors can communicate available shifts, and employees can request to work them
- Employees can offer their shift to or swap their shift with another employee
- Employees can drop their shift, sending it back to the manager for re-assignment
- Employees can provide their availability in advance, so that managers know that assigned shifts will be accepted and covered as planned

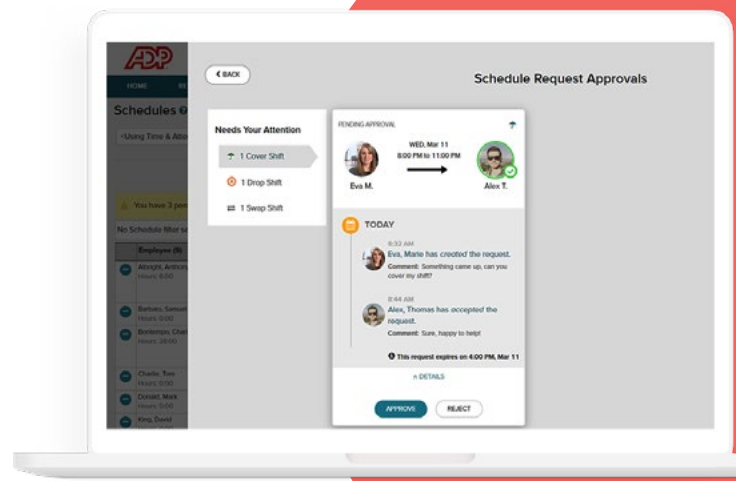


Always Designing
for People™

Enhanced supervisor productivity

Advanced Scheduling provides many features to further help managers create better quality schedules:

- **Build schedules with more flexibility.** Supervisors can build a draft schedule and adjust to balance coverage cost prior to publishing. Flexible options provide the ability to publish an individual shift, a single employee's schedule, or full schedule for a specific date range.
- **Find the best employee for the job.** Supervisors can leverage enhanced search capabilities to find the ideal employee, while hourly coverage views make it simple to fine-tune the schedule.
- **Automatically enforce scheduling rules and support legislated mandatory rest periods.** The system can monitor schedules to ensure they abide by the rules including — Maximum Daily Hours, Maximum Weekly Hours, Maximum Consecutive Days, Minimum Hours Between Shifts.
- **Maintain control of scheduling costs.** An estimated schedule cost is calculated and displayed as shifts are assigned and displayed alongside the budget that has been entered. Calculations can include overtime and double time.
- **Understand when an employee is available to work.** Employees and supervisors can set-up recurring and one-time availability, making it easy to see who is available when creating schedules.



Convenient access for supervisors and employees

Scheduling and collaboration directly through Workforce Now web or mobile app.

- Employees and supervisors can access the same ADP mobile app for scheduling as they can for all their other pay and HR needs.
- Reminders can be sent to employees 24 hours, or a set number of minutes, before the start of a shift.
- Notifications can be sent to employees when the schedule has been posted, or when there has been a schedule change.

For more information, contact your sales representative:

