Self-service for employees and managers

ADP® Time

Time And Activities Management Application

Automated Time Management Solution accessible to all employees.
Your Objectives

As CEO, CFO, Director of Human Resources, management controller, manager or project leader, you need to have a permanent, clear view of the progress of your projects, and of your employees’ and teams’ working time.

You’d like to be in compliance with the SECO recommendations without having to invest in expensive, restrictive stamping terminals.

The ADP® Time application makes the process of entering your employees’ time sheets or activity reports in terms of working time or activities simpler and more reliable.

Optimize your HR processes now and be in compliance with the SECO recommendations.

The ADP Solution

The ADP® Time time management application is user-friendly and highly efficient. It is quick and easy to use.

Overtime, arrival, departure, breaks, and other activities can be managed online. It is accessed via a secure Internet portal, is constantly available and can be monitored and updated in real time.

In just a few days, you’ll make the whole process of managing your employees’ hours and activities simpler and more reliable, from entering hours to validation and on to payroll or compensatory leave processing.
The ADP® Time software package offers a wide range of options. Here are the main functionalities depending on the employee profile:

**EMPLOYEE**
- Entry of time spent (in hours or days), by period and by client, project, task or sub-task
- Recording of arrival and departure times and breaks
- Differentiated management according to employee category A, B or C
- Manager automatically notified of entries by email
- Time consulted by activities, clients and projects
- Consultation of activities schedule

**MANAGER**
- Budget monitoring. Integration of hourly and daily costs. Pre-invoicing.
- Validation or refusal of team member entries
- Declaration of arrival and departure times ("clocking on and off" in hours or days)
- The employee is automatically notified of entry validations by email
- Time and activities history by employee, client, project, task or activity
- Consultation of a variety of summaries, statements and management charts
- Summary management chart reporting is dependent on a set of filters (period, services, structures, employees, clients, projects, tasks, actual, on-site, etc.)

**HR ADMINISTRATOR**
- Monitoring and calculation of working time, overtime and compensatory time-off
- Automatic monitoring and breakdown of overtime: compensatory time-off and leave directly linked to the Leave and Absence module
- Compliance with regulatory constraints (OCIRT)
- Harmonization of time monitoring processes
- Consultation of a variety of summaries, statements and management charts
- Management of employees working full-time, part-time or fixed daily rate, managers, night hours, cyclical hours, etc.
- Dematerialized declaration of arrival and departure times with a calculation of breaks
- Management of the rules and notification of “clocking in/out” problems: minimum compulsory break, maximum (or minimum) hours worked per week, etc.
- Activity report (weekly or monthly) directly linked to the Resources Planning module (planning)

---

**Your Advantages**

**You optimize your employees’ time management and monitoring and improve your profitability.** You calculate overtime automatically (the software is configured to comply with the constraints of the working time regulations) and monitor the progress of your projects in terms of budget and time spent. You can monitor your margins more closely. Finally, you can quickly publish reports and management charts to have a full overview of project activity and profitability.

**Your employees have a powerful tool at their disposal.** Your employees enter their working time quickly and easily (configured according to their working hours), have a view of the gradual accumulation of their hours and submit their time sheets to their managers for validation (automatic notification emails in both directions). The management or HR department can then decide to switch overtime into a compensatory leave counter managed within the ADP Absence module.

The employees enter their time spent (in hours or days), clients, projects and tasks into analytical accounts… This makes it easier for the management to monitor budgets (actual v forecast) and calculate margins. If necessary, they add an activity report, meeting minutes or any other useful document linked to their week’s work.
About ADP

ADP is the world’s leading provider of payroll administration and HR management services. This has been our main business activity in all parts of the world for the last 65 years. In Switzerland, we propose solutions which have proved to be highly effective for more than 30 years now in all business sectors.

ADP Switzerland

• More than 30 years’ experience in the industry in Switzerland
• An accessible and approachable company, neither too large nor too small
• An enthusiastic multilingual team at your service
• Two branches in Switzerland, at Carouge (GE) and Dietikon (ZH)
• ISO27001 and ISAE3402 certification
• Swissdec certification
• Systematic quality measurement indicators (SLA, KPIs)
• «Regulatory watch» service
• More than 320 clients of all sizes and in all business fields