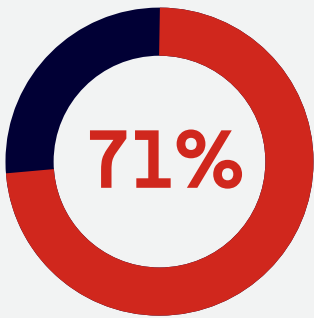


REPORTING AND ANALYTICS

Gain visibility into enterprise-wide labor activities with timely, detailed and user-friendly analytics

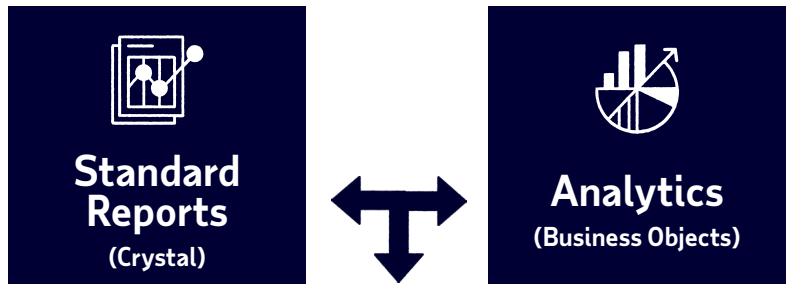


of HR executives who use analytics report that it is essential to their organization's HR strategy.¹

ADP WorkForce Suite captures and tracks an organization's detailed labor data to provide actionable analytics. These insights help you fine-tune your workforce management practices, from increasing productivity to reducing labor costs.

Fuel your workforce management with reporting and analytics to execute data-driven decisions

Standard Reports (Crystal) and Analytics (Business Objects) are versatile platforms that offer textual reports and dashboards covering time, absence, case management and scheduling. With this information, HR, payroll and operations professionals can make more data-driven decisions.



ADP WorkForce Suite

- Time and Attendance
- Absence Management
- Job Scheduling

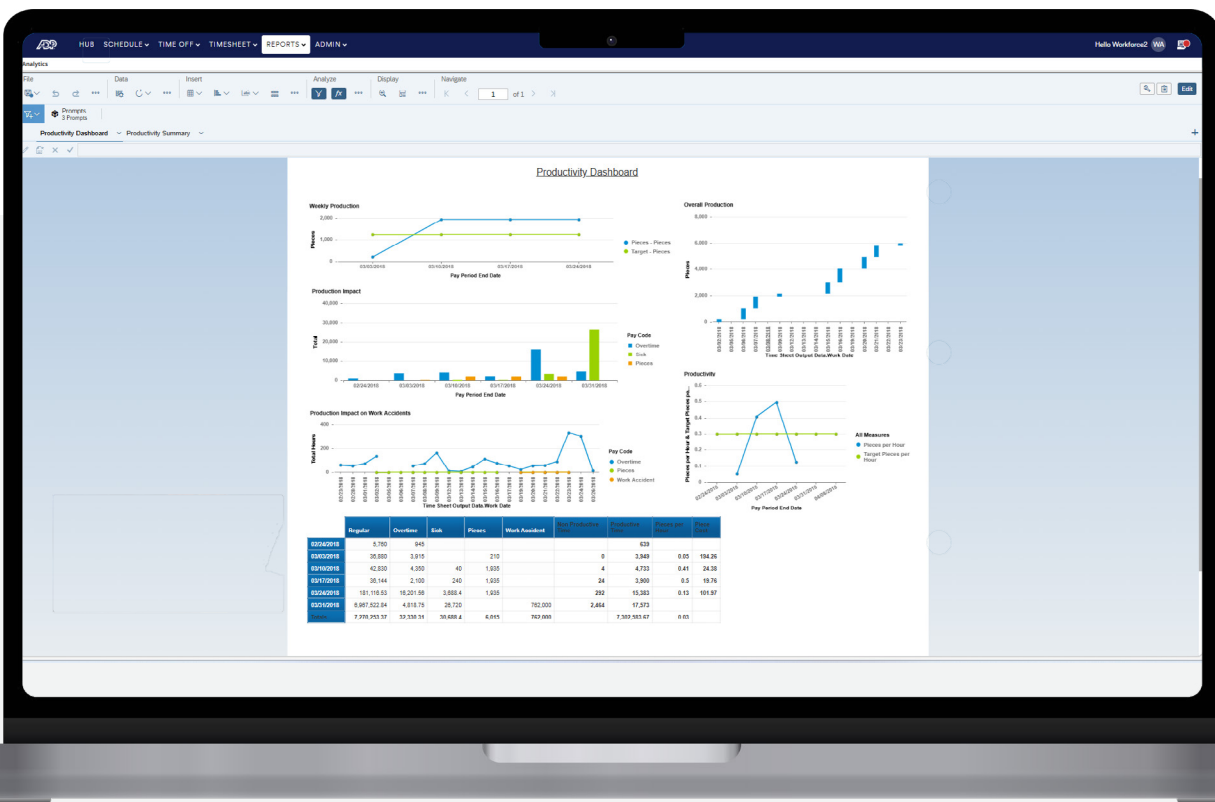
Improve operational efficiency through customizable workforce reporting and data visualizations

Gain clarity on workforce records with clear, customizable reports

- Experience a unified view of your workforce data by automatically extracting, modifying and loading information from ADP WorkForce Suite
- Develop detailed reports through the report editor with conditional formatting and table design for your needs
- Explore personnel records in more depth by drilling into attributes like location, pay code, employee ID and department
- Automate report generation to have your workforce trends delivered to your inbox

Tell a story through visualization of essential labor data

- Centralize data through a query panel, used to interact with and extract data from your ADP WorkForce Suite environment
- Express trends and illustrate distributions through custom-built visualizations
- Consolidate your view of operational intel, such as pay, schedule adherence and overtime
- Configure data in diverse ways based on regional or departmental needs through assignments, then distribute and allow for comments via collaboration workflow



Sample customized Analytics dashboard showing productivity and absence data

Optimize your labor strategies using time, absence and scheduling data

Visualize time and attendance data for objective employee evaluations

- Evaluate attributes like submission time and approver ID for precise timesheet history
- Quickly answer questions like, "Who didn't close their timesheet?" through the **Unsubmitted Timesheet Manager** report
- Support feedback loops using graphs that show the number of open timesheets by supervisor
- Visualize the cost of overtime, such as percentage of overtime versus regular wages
- Help improve on-time staff arrivals and departures by viewing clocking activity on heat maps

Support team members and improve operational health by assessing absence metrics

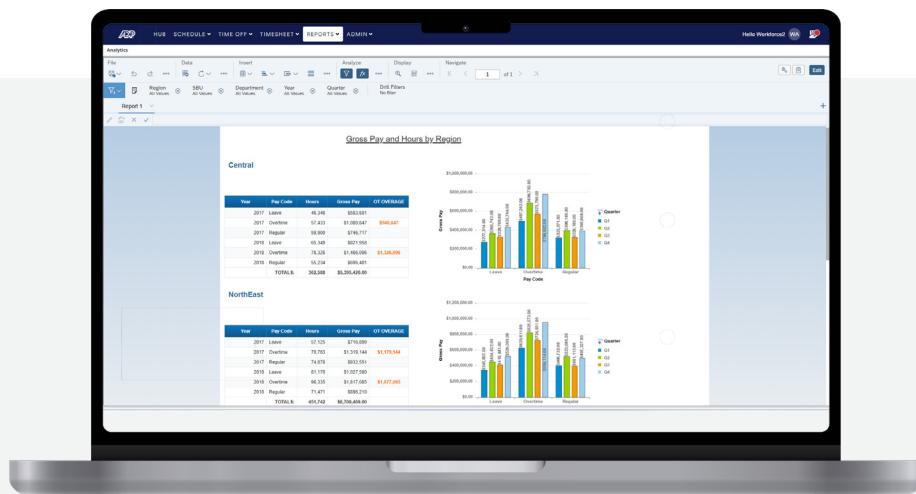
- Review unexcused absences through the **Employee Absence History** report
- Evaluate leave guidelines and staffing levels with the **Average Length of Leaves** report
- Be notified when a person is overdue to return to work to provide support as needed
- Build geographic maps to represent absence impact on location
- Adjust policies by visually representing absence themes like illness, vacation or emergency

Improve staffing coverage and promote fairness through workforce scheduling

- Confirm team members are getting responses to their requests by auditing time off requests
- Validate coverage at the location level by reviewing daily staffing and adjusting for the future
- Verify team members are showing up for their shifts by comparing scheduled versus actual data
- Promote fairness by revealing patterns and anomalies such as overcommitting a team member, overlapping shifts or not enough staff during a busy season

"ADP WorkForce Suite helps us to get real-time data that reflects the dynamic environment in a large manufacturing company while reducing related administration for users."

— U.S. HRIS & Payroll Manager, Mann + Hummel



Visit us at workforcesoftware.com/workforce-suite/reporting-and-analytics to discover how we can help your organization with a data-powered platform to inform decision-making.