

At ADP we make payroll easy, enabling our clients to focus their efforts on what really counts growing their business.

As members of the Burnaby Board of Trade you will receive **special preferred pricing of** the book rates on the Pay Run Processing (Base, Per Employee Charge, and Delivery of Pay cheques/Pay stubs)

The one Time-Setup Fee will be \$100.00 (350.00 value)

The Included Services on the Pay Run Processing fees are as follows:

- Gross to net calculation of Pay
- Direct deposit and /or cheques
- Telephone Service support Centre
- Reports and paystubs available online and archived for 7 years in compliance with government legislation.

How does it work?

Step 1: INPUT – two business days before payday log on to pay@work and enter your hours, preview, then submit to ADP for processing.

Step2: PROCESS –The next business day we process the payroll, make 1 debit to the business account (includes net pays, employee and employer taxes to be remitted), and all of your reports and pay stubs are available online this day.

Step 3: ELECTRONIC TRANSFER OF FUNDS – Employee funds are directly deposited into their accounts at midnight of pay day (example-Thursday midnight for a Friday pay day). We are able to deposit into any Canadian financial institution at no additional charge.

Step 4: DISTRIBUTE PAY STUBS – 1. You will receive a package of all employees' pay stubs a day before your pay day, and you can hand the pay stubs to your employees in pre-sealed envelopes; OR
2. On pay day log onto our reporting Website and print pay stubs; OR
3. Employees can access their own stubs on a separate web site.

If you wish to avail of the special discount for BBOT members, or receive more information about ADP, please contact Marisol Sanchez at (604) 412-01-00.