ADP

Always Designing for People®

Create a seamless HR and benefits experience while driving business results

ADP Workforce Now®
HR and Benefits

HR Management

Transform HR management from an administrative function to a vital, strategic part of your business. Stay ahead of the competition with the most complete HR solution, tailored to fit your specific needs and opportunities, ADP Workforce Now. Get started by streamlining processes and removing obstacles that prevent you from focusing on your core activities and business strategy. Make work more open and flexible with our suite of market-leading HR tools:

- **Technology** that fits the way you work and your existing HR processes.

- **Reports** that can help you make more informed, data-driven decisions about your workforce.

- **Tools** that help everyone prosper while ensuring compliance with regulatory changes.
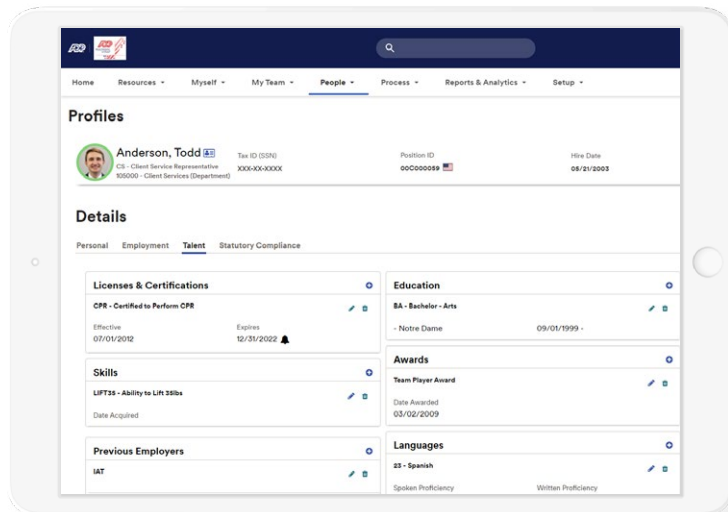
Effectively manage the employee life cycle


Talent profile

New laws, changing regulations and the need to provide timely information to your employees and the government can place tremendous demands on your staff, time and resources.

ADP Workforce Now helps you with your compliance requirements across the employee life cycle, putting you in control from HR to payroll to employer-related compliance administration in the U.S. and Canada. You can:

- Access, manage and analyze sensitive or complex HR information, like salaries and pay grades for performance reviews.

- Improve employee record keeping to help your business be more compliant, efficient and secure.

- Access standard reports that can help you maintain compliance with government regulations concerning COBRA, EEO and FLSA administration, as well as OSHA events.

HR Management features:

- HR system of record
- New hire onboarding, including pre-hire
- Paperless Form I-9 with E-Verify
  - Guided new hire and termination processes
  - Cross-border functionality
- Standard compliance reports
- Portal with customized content
- Policy acknowledgment
- Salary structures and pay grades
- Organization charting and structures
- Turnover reporting
- Employee development tracking
- Custom fields
- Global HR system of record*
  - Multiple languages and currencies
  - Country-specific workflows and processes
  - Country-specific custom fields and formatting
- Paid time off (PTO) accruals engine
- Notifications and approvals
- Total rewards
- Support chosen name and pronouns
- Employee feedback and sentiment surveys
- And more

*Not available in every country

2

ADP's commitment:

We've got your back. Our industry-leading security keeps your data safe, while our deep compliance expertise and solutions help you protect your business.
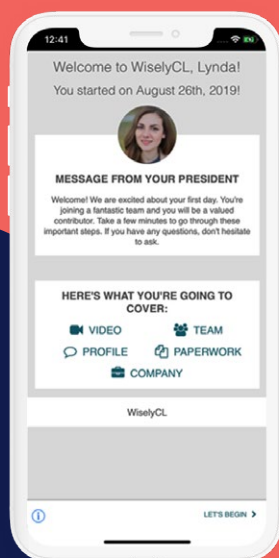
Mobile onboarding

Managing globally

The challenges of managing a global workforce are formidable. Doing business in multiple countries can reduce visibility into your personnel and increase your organization's complexity, while also introducing new risks.

ADP's Workforce Now Global HR System of Record** can help you:

- Manage data and standardize practices with country-specific fields, currency conversion, international data and ID support, and data protection and transfer compliance.

- Obtain a single view of your employee data to help you plan and manage your global workforce more easily.

- Facilitate rapid expansion into new countries using a centralized approach to HCM.

- Create access permissions and business rules for workflows using country-specific attributes.

New hires and termination

Attract top talent and keep them engaged with our market-leading technology, tools and employee experience. Avoid errors with guided new hire and termination processes:

- Create a great first impression with new hires while minimizing the time it takes to set them up via the ADP Workforce Now guided onboarding process. Employees can ensure their relevant personal information is captured, and managers and practitioners can monitor the completion progress of necessary new hire actions and documents.

- Reduce manual paperwork and avoid making costly errors with a guided, step-by-step process for handling terminations.

Onboarding

Create important connections between your new employees, their managers and their teams that are so critical to productivity and retention.

- Tailor the employee experience for different types of workers, different business units and different roles — with an intuitive set up that makes it easy.

- Give employees one point of access for completing critical paperwork such as Forms I-9 and tax documents, digitally — reducing the burden for your HR team.

- Monitor how the onboarding process for your new hires is progressing with an actionable dashboard — especially helpful for seasonal or high-volume hiring.

**Not available in every country.

Employee feedback and sentiment surveys and analytics

ADP Voice of the Employee helps create opportunities for increased understanding and engagement with employees throughout the employee lifecycle. Unlike other survey solutions that are simple execution tools, ADP Voice of the Employee is purposefully designed using proven research techniques to equip HR with meaningful data and insights you can trust.

- Create custom surveys and ask employees questions customized to your organization's values, initiatives and more.

- Launch research-reviewed and scientifically-validated* survey templates across the employee lifecycle: From Candidate Experience surveys, to Resilience, and Engagement surveys and more.

- Tap into event-based or action-based triggers for survey automation (e.g.: 90-day follow-up survey post Onboarding).

- Send communication broadcasts: Quick, 1–way messages helpful for general reminders, announcements, or weather alerts.

- Create custom audiences for surveys, that automatically update based on HR records.

- Generate data-driven insights with detailed, question-level analysis.

- Track survey responses and data over time with the ability to drill-down into results by department, location, and morebusiness units and different roles — with an intuitive set up that makes it easy.

Benefits

Offering competitive benefits is a critical part of your talent strategy to attract and retain the best people. And, demonstrating the value of the investment you make in your people can help improve employee satisfaction, so why use outdated systems?

- Control costs by tracking premium payments more effectively so you can reduce redundant charges.

- Streamline your benefits administration with an actionable dashboard that brings notifications and tasks to your attention.

- Enable employees to enroll in benefits during open enrollment or a life change, online or right from their mobile device.

- Help employees make better benefit choices with personalized decision support.

- Save time and improve accuracy with automatic transfer of employee benefits and enrollment information between your carrier and ADP Workforce Now .

Benefits features:

- Benefits practitioner dashboard
- Multiple benefits plan types
- Benefits plan creation wizard
- Eligibility and waiting periods
- Flexible rate structures
- Live chat support
- Employee open enrollment — mobile and desktop

- Open Enrollment center
- Personalized decision support
- Invoice auditing
- COBRA event triggers
- Carrier connections (optional)
- Automated carrier integration
- Support for ACA requirements
- And more

"Instead of having to come in at 8 o'clock to go through benefits selection, new hires can use a mobile app to opt-in to their benefits in five minutes.
Then we can produce a report with their selections and payroll contributions. Open enrollment changes also can be processed through the app, relieving my staff of that administrative burden. We no longer have to update dependent information on spreadsheets and ensure it's all accurate and then send it over to the carriers. The information that an employee enters is transferred to our benefits carriers every Friday!"
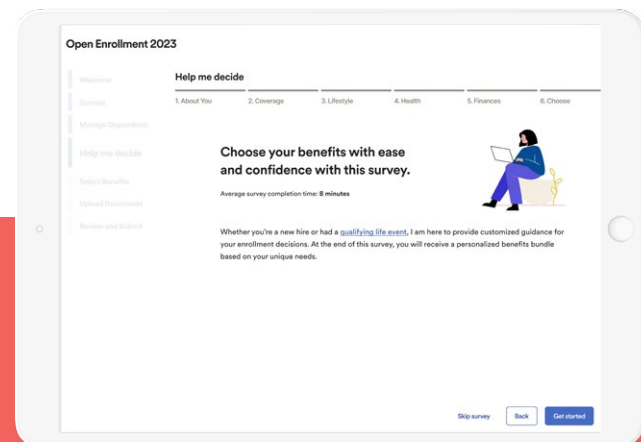
Sandra Rose
Director of HR,
The Treatment Center
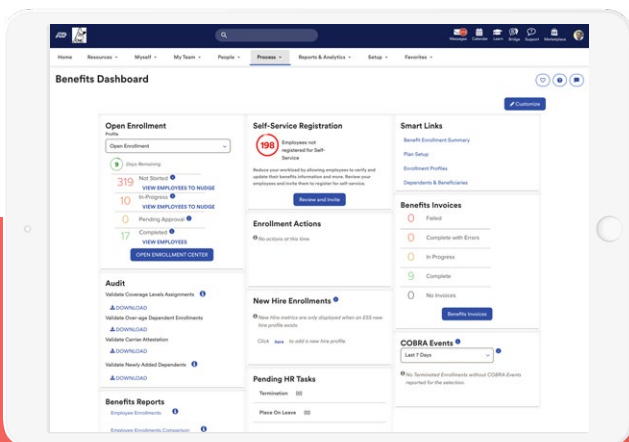
Benefits practitioner dashboard
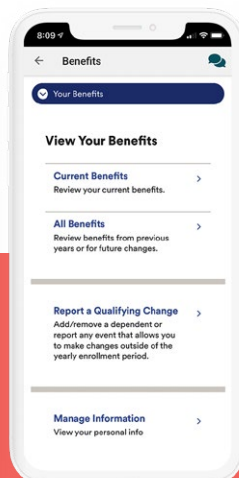
Mobile benefits

Benefits Decision Support

Benefits reporting

Access pre-defined reports, such as Eligibility Status, Employee and Dependent Enrollments, Employee Enrollment Activity, Enrollment Comparison, Benefits Plan Summary and much more.

Access the right metrics at the right time to uncover trends hidden in benefits data and gain insight into plan usage and enrollment numbers to better design benefit plans in the future.

ADP's comparison reporting tool will enable you to compare benefits report data from different points in time to identify any changes, additions and/or deletions. For more customized reporting, use the system's user-friendly point-in-time reports to assist with compliance, decision-making and forecasting.

Carrier invoicing tools

Identify billing discrepancies on the carrier list bill, potentially saving you time and money. Additionally, you can efficiently reconcile carrier invoices and ensure that you are paying the correct amount for your employee enrollments.
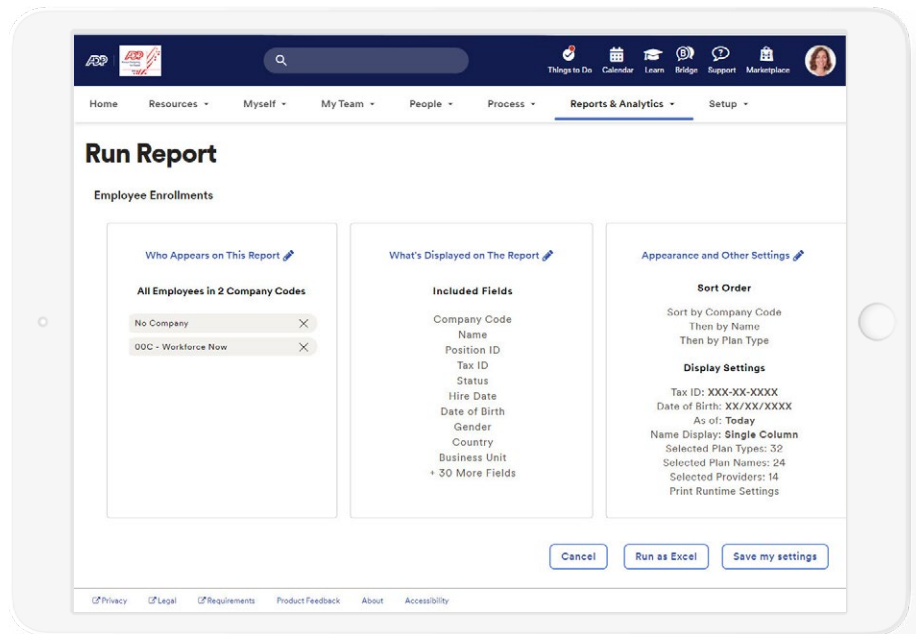
Employee Enrollments Report

Regulatory compliance

Lighten the load of constantly changing regulations and strict government deadlines with access to systems that help you consistently establish and manage compliance across your organization. Meet the demands of the health care reform legislation and avoid costly fines and penalties with:

- **Integrated systems** and information to help reduce exposure to compliance-related penalties.

- **Solid auditing process** to help support Affordable Care Act (ACA) requirements.

- **Resources** to help you keep pace with regulatory requirements.

- **Support** to help create an open enrollment strategy that helps minimize your risks as an employer and keep benefits costs in line with ACA thresholds.

- **Communications materials** to help educate your workforce about their benefits to increase utilization.

ADP stays ahead of federal and state regulations, so you don't have to. Talk to your ADP representative to learn more about how we can help with ACA compliance.

"When you hear 'compliance officer,' you're automatically over a six-figure salary, and when you add a couple of administrative people, you're sitting on more than two hundred thousand dollars. We knew that we could take that money and put it in technology and leverage the right kind of partner, with ADP, and get that compliance covered properly."

Mark Ruma
Chief Growth Officer,
Epitec

Additional benefits services

401(k) administration

One of today's most valued employee benefits is a 401(k) plan. ADP's comprehensive defined contribution plan offers diversified investment options, professional trustee services, comprehensive record keeping, and up-to-the-minute employee communication. The ADP 401(k) plan is a comprehensive package, from initial plan design and enrollment through investment options, recordkeeping and testing. Features of the plan and its administrative services include:

Payroll integration — Participant contributions are deducted and deposited as part of ADP's payroll processing service.

Enrollment materials and support — ADP provides customized enrollment materials to eligible employees and on-site enrollment specialists where needed. Enrollment kits are available in English and Spanish.

Investment options — Choose from two distinct investment portfolios, each of which offers investment options from conservative to aggressive.

Participant communications — Participants have access to a toll-free interactive voice response system and secure website for account updates and a variety of retirement planning tools and resources.

Quarterly participant statements — Participants receive personalized quarterly statements with account balances and transaction details.

Plan activity reports — These monthly reports summarize all 401(k)-plan activity.

Flexible spending accounts, commuter benefits and COBRA administration

ADP partners with WageWorks to implement, administer and support commuter benefits plans, COBRA administration and flexible spending accounts. Talk to your ADP representative to learn more.

For more information

Contact us directly or call our dedicated rep **Caitlin Sut**jak **(772)**643-302**6**

About ADP

Designing better ways to work through cutting-edge products, premium services and exceptional experiences that enable people to reach their full potential. HR, Talent, Benefits, Payroll, Time and Compliance informed by data and designed for people. Learn more at **ADP.com.**

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