ADP® Complete Payroll and HR

Manage your cashflow, compliance and your most valuable asset – your people

Small businesses are working harder just to stay in business these days. How you choose to manage your back-office burden can pull your focus away from reaching your business goals — or it can bring you closer to achieving them.

ADP offers the innovative solutions you need to stay on top of your most challenging HR needs. Plus get powerful tools and resources to help you manage your cash flow and your compliance risk.

With better control over your time and resources — what could your business achieve?

Cash and compliance management solutions

- **Flexible Payroll Input Options** – Enter your data online, by phone, or even on-the-go with our mobile payroll app. Either way, you can be confident that your data is safe and secure.
  - RUN & Done® – Automate your payroll, for salaried staff and hourly employees with standard hours, using RUN & Done. Set it up once and we'll run your payroll until you tell us to make a change.

- **Health Care Reform Page** – The Health Care Reform Page will provide you access to resources to help you stay on top of health care reform changes, help determine if you may be considered an "applicable large employer" and affected by the Shared Responsibility provision of the ACA, and determine your eligibility for the Health Care Tax Credit.

- **Employee Access** – Employees can manage their personal information and federal tax withholding, access payroll and tax history, as well as view available integrated products like time tracking, health benefits, retirement plans or company policies.

- **General Ledger Interface** – Export journal entries from ADP into QuickBooks®, Xero, Creative Solutions or a generic output file — without re-keying data.

- **New Hire Onboarding** – Add new employees with just a few basic pieces of information and employees can enter their personal info, direct deposit, and federal tax withholding.

- **Payroll Preview** – Preview payroll results before processing to help reduce errors.

- **Payment Options** – Choose from three ways to pay your employees:
  - **ADPCheck™** – The most secure paycheck in the industry, signed and sealed with 10 advanced fraud protection features.
  - **Full Service Direct Deposit** – The quickest way to pay your employees — on payday, pay is automatically deposited in each employee's account.
  - **ALINE Card by ADP®** – Pay employees electronically on a reloadable Visa prepaid debit card.

- **Electronic Reports** – View, access, export and print over 15 different reports online.

- **Tax Filing** – We'll calculate, deposit, file and reconcile your payroll taxes — and respond to inquiries from taxing agencies regarding the returns we file for you.

- **New Hire Reporting** – Helps protect your company from penalties due to mistakes or late filings.

- **Labor Law Poster Compliance Update Service** – We'll also enroll you in our Labor Law Poster Compliance Update Service to help you comply with these regulations.

- **Garnishment Payment Service** – A cost-effective, comprehensive solution that helps you manage your wage garnishment processing.

- **State Unemployment Insurance (SUI) Management** – Complete management of your state unemployment insurance, including reviewing your account for erroneous charges and auditing your SUI experience rate(s) to make sure it is appropriate. We'll also handle correspondence from each state in which you pay unemployment insurance.

People management features designed for your business

HR Tools, Resources, and Support

- **HR HelpDesk** – Receive phone and e-mail access to a dedicated support team of HR professionals to help you navigate even your most complicated HR issues.

- **Employee Handbook Wizard** – Create a comprehensive, professional quality employee handbook based on federal employment law in just 15 minutes.

- **Background Checks** – Receive up to 5 single-county criminal background checks per year. Includes SSN Validation**,Criminal History Search for the current county of residence, and ADP's Smart Crim.

- **Employee Info Tab** – Get a summary view of basic employee HR information.

- **Job Description Wizard** – Create customized job descriptions based on an extensive database.

- **ZipRecruiter®** – Post jobs to 100+ job boards and social media sites in one click. Reach millions of job seekers with one post. Easily manage, screen and quickly identify top candidates – all in one place.

- **Advanced HR Toolkits** – Step-by-step guidance to help you complete and document advanced HR tasks, including everything from OSHA to FLSA.

- **HR Forms & Documents** – Save time by obtaining your key HR forms from our central library of thousands of best-practice documents, checklists, forms, job descriptions and policies.

- **Basic HR Toolkits** – Properly complete everyday HR tasks such as hiring and termination with step-by-step best-practice guidelines, essential forms and documents, and related policies.

- **State and Federal Compliance Database** – Get information about ever-changing state and federal employment laws without the legal jargon, with plain English summaries of major regulations to help you stay on top of HR best-practices and compliance requirements.

- **HR Compliance Updates** – Receive proactive e-mail alerts when laws change that may affect your company's policies, procedures or compliance requirements.

- **Audit & Compliance Wizard** – Use an intuitive wizard to assess your company's HR practices in seven key HR areas, and gain access to resources to help shore up your weaknesses.

- **Quick HR Answers** – Search a comprehensive database of commonly asked HR questions and get on-demand best-practice answers.

HR information and education

- **HR Fundamentals Training** – Self-paced online learning course covering various HR topics.

- **State and Federal Resources** – Help meet your core state and federal documentation requirements with convenient access to key government forms and documents.

- **HR Checkups** – Compare your current HR practices against standard HR best-practices to see how you measure up.

- **Tip of the Week** – Receive practical how-to articles that provide best-practice information to complete your everyday employee management tasks.

- **Quarterly Newsletter** – Timely, comprehensive articles focused on compliance requirements and getting the most out of your workforce.

- **HR Dictionary** – Hundreds of must-know HR terms, definitions and abbreviations to clarify your HR tasks.

For more information, contact your local VMS Representative

* Feature is a la carte **Only confirms social security number was issued and number is not on the master death database.