



ADP® Complete Payroll and HR Plus

Manage your cashflow and compliance...PLUS get the latest small business innovations to help manage 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.

With ADP Complete Payroll and HR Plus you'll get the latest in ADP's HR innovations designed specifically for small businesses to help you meet your most challenging HR needs. Plus you'll get a powerful set of tools and resources to help you manage your cash flow and compliance risk. With better control over the administrative side of your business — what could you 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.
- **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.
- **Payroll Preview** – Preview payroll results before processing to help reduce errors.
- **Electronic Reports** – View, access, export and print over 15 different reports online.
 - Global Health Event - Access a series of reports to help you navigate the PPP loan forgiveness process. Also use dedicated payroll earnings and memo codes to streamline FFCRA and CARES Act compliance.
 - Custom Reporting – Choose the fields to include and their order, sort the data within columns, set filters and selection criteria, preview, print, export to multiple file formats and save custom reports for future use.
- **New Hire Onboarding** – Add new employees with just a few basic pieces of information and employees can enter their personal info, direct deposit, emergency contacts and federal tax withholding.
- **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.
 - Direct Deposit – On payday, pay is automatically deposited in each employee's account. (Employees can also choose to have funds directly deposited to a Wisely® Direct debit card*.)
- **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.
- **New Hire Paperwork** – Quickly download state and federal new hire forms all in one convenient place.
- **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** – ADP offers management of your state unemployment insurance claims, including providing claim responses to state agencies, reviewing benefit payments charged to your SUI account, protesting erroneous charges, and consulting on HR best practices.



Always Designing
for People™



People management features designed for your business

HR support, administration and compliance.

- **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 state and federal employment law in just a few simple steps.
- **Discount Program** – You and your employees get discounts on brand-name products and daily essentials.
- **Background Checks** – Includes SSN Validation*, 1 Criminal History Search** for the current county of residence, and ADP's CrimRadar™** only. 25 free background check bundles included annually.
- **ADP® Employment Verification** – Helps you respond to employment and income verification requests when your employees apply for loans, lines of credit, or government benefits, freeing up time for you.
- **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.
- **Job Description Wizard** – Create customized job descriptions based on an extensive database.
- **HR Toolkits** – Properly complete everyday HR and compliance responsibilities with step-by-step bestpractice guidelines, essential forms and documents, and related policies.

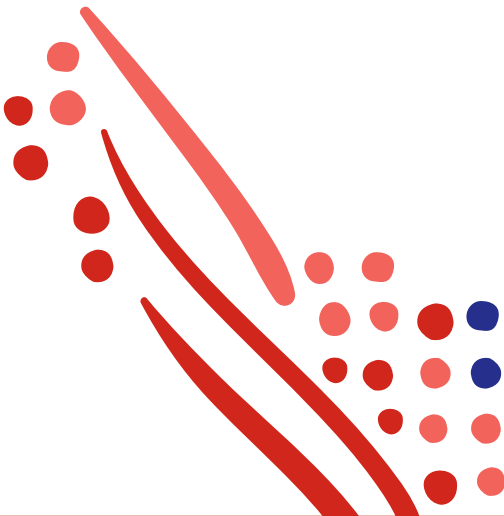
- **State and Federal Compliance Database and Compliance Updates** – Get information about ever-changing state and federal employment laws with plain English summaries of major regulations. Also receive proactive email alerts to help you stay on top of HR bestpractices and compliance requirements.

HR information and education.

- **State and Federal Resources** – Help meet your core state and federal documentation requirements with convenient access to key government forms and documents.
- **Tip of the Week** – Receive practical how-to articles that provide best-practice information to complete your everyday employee management tasks.

HR technology.

- **Document Vault** – Eliminate paper and get centralized, searchable access to stored employee and company documents, as well as a library of HR best practice templates.
- **Alerts and Notifications** – Track important dates like employee anniversary dates, date of next performance reviews, and license and certification expiration dates. Use Company Notes to post reminders in one convenient location.
- **HR Tracking** – Get 24/7 access to HR pages that help you track employee information, such as assigned property and performance, and advanced reporting.



For more information, contact:

* Wisely Direct is a prepaid account offered directly to consumers by ADP. It can be used to receive direct deposits and income from other sources. Wisely Direct is not a pay card program or an employer-offered pay option.

A la carte charges will apply to products ordered outside the background check bundle (example: verifications, driving records, registry searches, credit, other court records, etc.).

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

*** A \$65 state surcharge applies when ordering criminal searches from New York.

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