

Integrated ADP Payroll Services for SAP Business By Design



Integrated ADP Payroll Services combines the control and visibility of an in-house payroll system with the cost control, efficiency, compliance and liability reduction of outsourcing.

SAP has partnered with Automatic Data Processing, Inc. (ADP) to provide integrated payroll service and HR functions within SAP Business By Design. When you use integrated payroll services from ADP, SAP Business By Design helps ensure that you retain control over – and visibility into – your payroll process. You gain the ability to preview the outcome of processed payroll and make changes before employees' checks are processed, printed, and distributed.

Support Services

• Implementation

A Project Manager dedicated to your team ensures a smooth, timely transition to ADP service

• Training

ADP provides initial training to the client designated key user

Payroll Benefits

- Maintain a hosted solution in a secure environment
- Manage remote/multiple locations through a single system
- Reduce the risk of fines and penalties from employee and payroll-related mandates
- Help ensure compliance with ever changing regulatory requirements
- Minimize time spent on banking issues

Payroll Features

With integrated payroll services from ADP, the world's leading payroll & HR services provider, you will be able to view:

- Pay details for current and prior periods for your employees, for up to 24 months from initial date of service
- Calculations related to income tax, pay rates, additions (such as overtime and bonuses) and deductions (such as social insurance, union dues and loan repayments)
- Pension deduction data available to ADP
- Tax details following the end of year and appropriate filings as applicable (such as W-2s)
- Tax change information available to ADP
- Country specific statutory reports





You can enable employees to do the following via the Web:

- View, save, and print images of their paychecks and end of year tax details
- View their pay stubs up to 24 hours prior to pay dates
- Access data available to ADP for their payroll history for loans, mortgages, or other financial instruments Additionally, in countries where available, ADP calculates, files, deposits and reconciles your company's payroll taxes – thereby reducing the risk of fines and penalties from employee- and payroll-related mandates for your business. Key activities performed by ADP include the following:
- Preparing and submitting all tax returns and reconciliation reports as required by federal, state, and local tax agencies
- Responding to any government tax inquiries and, if necessary, filing amended returns on your behalf
- Reporting of deposits and filings

Support Services

ADP provides SAP Business By Design clients with integrated support for:

- **Implementation**
A Project Manager dedicated to your team ensures a smooth, timely transition to ADP service
- **Training**
ADP provides initial training to the client designated key user
- **Inquiry Management**
Leveraging a toll-free number ADP supplies to your company, callers may reach a highly-trained ADP Service Center representatives who can answer calls and inquiries leveraging tools that are integrated with SAP Business By Design for seamless delivery of World Class Service.
- **Payroll Management**
ADP has integrated a detailed knowledgebase in SAP Business By Design for reference to help answer most frequently asked questions



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