

# ADP PayForce®

ESSENTIALS



When you choose  
ADP's PayForce  
solution for your  
essential payroll  
services, you can  
count on...

An Internet-delivered, payroll  
solution designed to improve  
efficiencies for large organizations

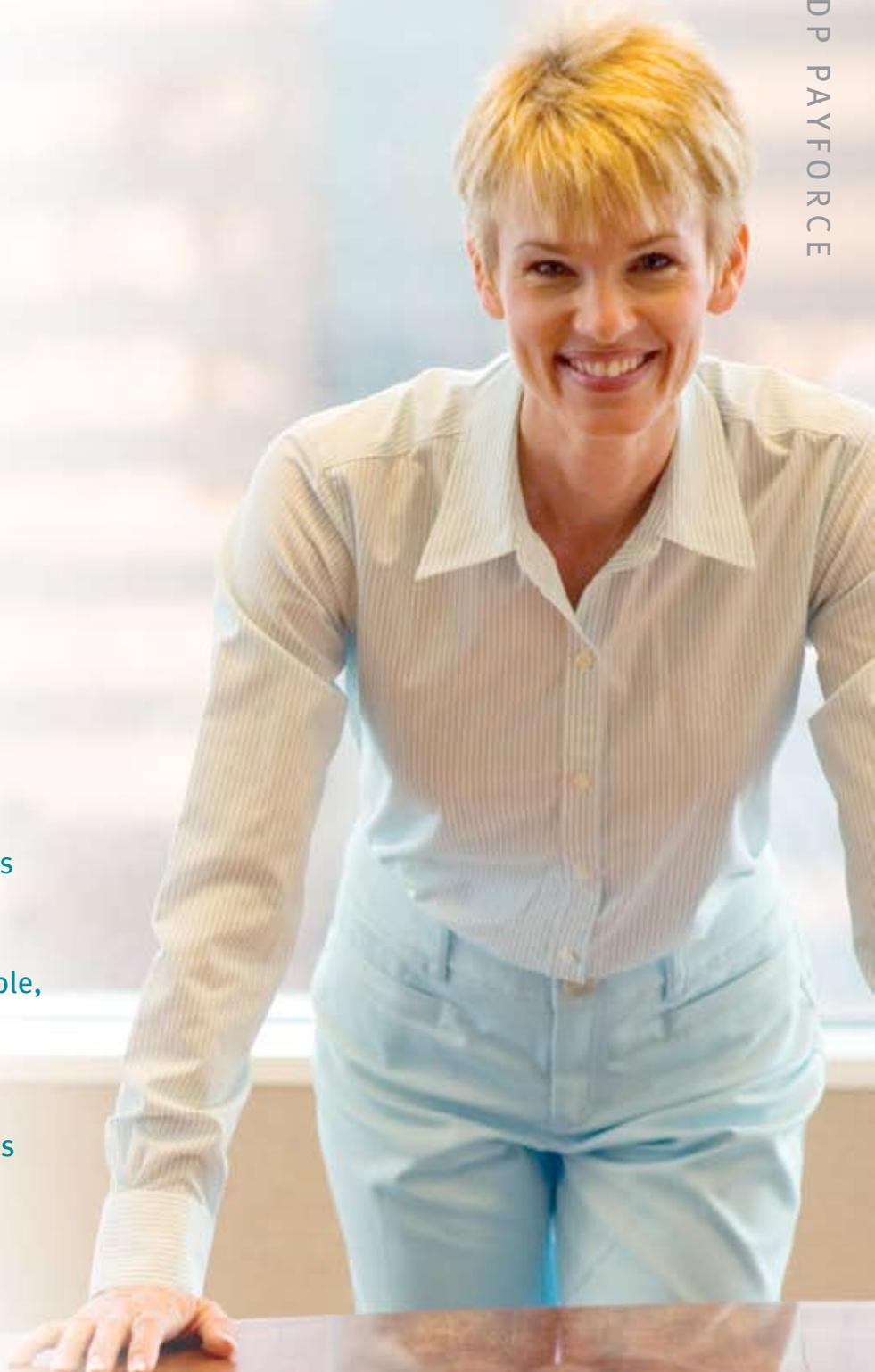
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Print and distribution cost  
advantages with Internet-accessible,  
electronic pay vouchers, payroll  
reporting and direct deposit

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Vital payroll and employee records  
that are securely stored and  
conveniently accessible  
anytime, anywhere

...and even more:  
ADP makes the entire  
process easy for you.



## CHOOSE THE LEADER IN OUTSOURCED HR, BENEFITS AND PAYROLL SOLUTIONS

ADP improves business processes instead of simply managing existing ones. As the leader in HR, benefits and payroll outsourcing, we create partnerships with our clients that enhance their strategic operations. Plus, when you work with ADP, you gain additional benefits that only the leading provider can offer, such as financial, application and service best practices; access to compliance expertise; and World Class Service. Our streamlined processes enable your practitioners to be more productive, saving you time and money.

ADP's PayForce application is the ideal payroll solution for large organizations needing on-demand services with flexible access. Our intuitive user interfaces deliver efficiencies that make your team more productive without sacrificing control.

In order to be flexible, large organizations need payroll systems that can handle growth. The ADP PayForce application delivers the scalability a fast-growing business needs. And we provide the reliability of up-to-date technology and best-in-class business practices in a totally paperless solution. ADP's PayForce solution offers you flexibility in access, efficiency to streamline processes, and control over your critical payroll data.

## RELIABLE: AVOID OUTDATED TECHNOLOGY AND ACCESS NEW FUNCTIONALITY QUICKLY

ADP's PayForce application is a comprehensive, hosted solution that frees your organization from the never-ending maintenance and upgrade treadmill of replacing outdated or insufficient technology. With ADP's PayForce solution, you're no longer responsible for providing internal support or managing the resources to maintain the system. ADP does it for you. You simply need high-speed Internet access and a browser to have anytime, anywhere access. And because of our multi-tenant architecture, you gain access to new functionality immediately, without cumbersome upgrades.

Not only do you get the latest technology with ADP's hosting services; you also gain access to our knowledgeable team of IT experts. ADP's experienced professionals provide you with the World Class Service that benefits the satisfaction of over 5,500 large employers and 30 million employees worldwide, every payday. With that backing, you can rest assured that technology issues are our concern, not yours.

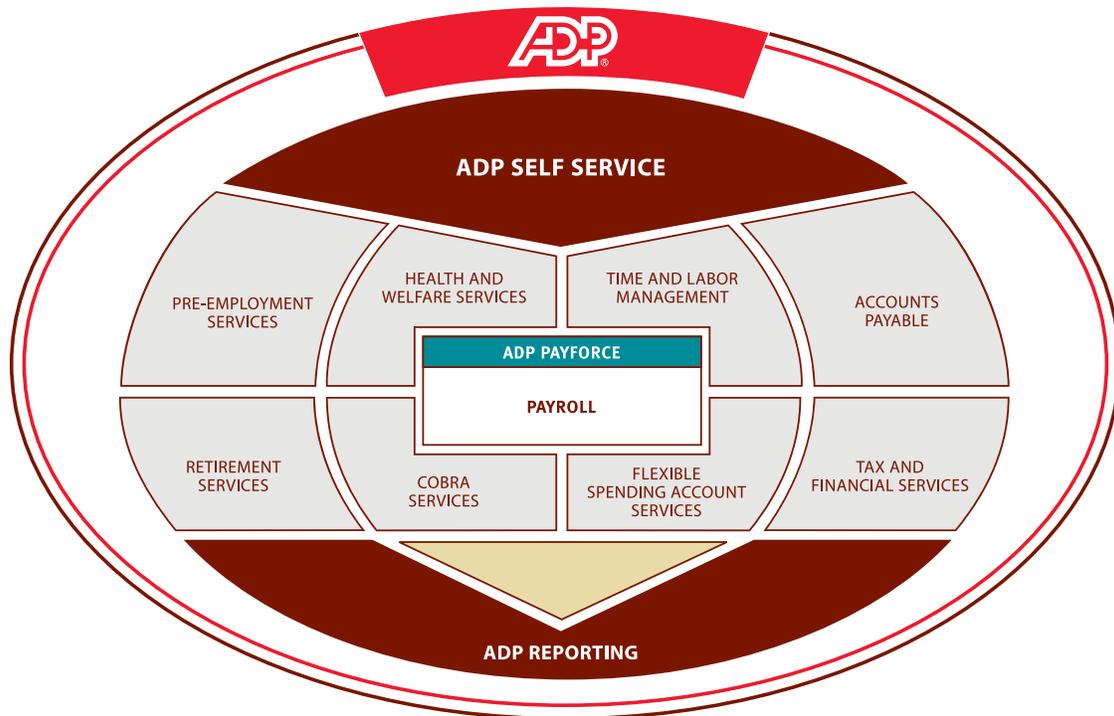
### ADP PAYFORCE



ADP Connection™ for PayForce, with its sophisticated data import options, allows your organization to import data from leading financial software providers, as well as any ERP HR system. We've leveraged the outsourcing modules of SAP, Oracle and PeopleSoft, and now ADP Connection for PayForce works with *any* front-end HR solution. You simply prepare a generic data source template with your HR data and we'll take it from there. You'll save time and resources by eliminating duplicate data entry and redundant information silos. And, because it's a hosted application, all upgrades will occur automatically at ADP. You will always be running the latest version of ADP Connection for PayForce.

With ADP Self Service for PayForce, employees have easy online access to their own data, can log on to view paychecks, W-2 and 1099 statements, and update W-4 selections as well as other personal data. Every online transaction executed through ADP Self Service saves money and improves efficiencies by eliminating duplicate data entry, enabling your HR department to focus on its core competencies.

ADP's PayForce solution is the foundation that unites HR, benefits and payroll processes as it integrates data and consolidates reporting through one ADP gateway.



## SUPPORTIVE: INCREASE FLEXIBILITY

ADP's PayForce solution utilizes best-in-class hosted services, which means you'll benefit from ADP's decades of expertise and proven best practices every step of the way. With the ADP PayForce solution your vital payroll and employee records are securely and conveniently accessible from any high-speed Internet connection.

The ADP PayForce solution enables paperless payroll so you can take advantage of reduced expenses, streamlined processes and improved employee service levels.

You also have the option of deploying ADP's TotalPay® Card. All employees, even those without a banking relationship, can have immediate access to their pay from most ATMs. Employees can even use their ADP TotalPay Card to make purchases up to their current account balance.

With ADP's PayForce solution, all employee data is available at your fingertips and all reports are delivered via the Internet, eliminating the wait time between payroll processing and report receipt. Additionally, strategic reports can be downloaded from a comprehensive library of online standard reports, or you can create your own using our ad hoc reporting tool.

ADP's dedicated client support team delivers World Class Service to ADP's PayForce solution clients, helping them to discover solutions to meet specific needs. Each ADP client is assigned a dedicated account manager and gains easy access to ADP's expertly trained support team.

The ADP PayForce solution sets the standard for outsourced payroll solutions. Our comprehensive list of payroll services, value-added employee-facing programs such as ADP Self Service Adoption and Paperless Payroll Adoption programs, and our competitive pricing structure helps your organization convert fixed costs into variable costs to significantly lower your total cost of ownership.

ADP's PayForce solution features an integrated database that seamlessly combines best-in-class payroll functionality with core HR and benefits information to supply historical, current and future-dated views of employee records and payroll information.

Comprehensive security measures are built in, keeping your data safe from unauthorized access. At the application level users input their user ID and password, and data is secured through all levels of the system, including the reporting tools. Application-level security also includes a “three-strikes-you’re-out” log-on safety feature. User access is controlled by management, so only those with authorization can view employee data.

Enjoy true point-in-time reporting with effective dating at the record level. Post future transactions that automatically activate on a specified date, and create reports that reflect past or future scenarios. Audit reports provide a transaction history allowing HR practitioners to track changes to employee records and identify organizational trends.

The ADP PayForce solution is designed to help your organization remain compliant with federal and state laws. In addition, ADP provides SAS 70 Type II audit reports for many of our product and service offerings – including a report covering the ADP PayForce solution. These reports are produced by a large independent public accounting firm retained by ADP. SAS 70 Type II reports are designed to be used by our clients and their external auditors to evaluate the effectiveness of controls in operation at ADP.

## RESPONSIVE: IMPROVE EFFICIENCIES

ADP’s PayForce solution offers a user-centric interface that mirrors the payroll processing lifecycle. And as a result of its intuitive design, users spend less time searching for features, scrolling through screens or jumping between modules.

Because the ADP PayForce application was designed using proven best practices that deliver results right out of the box, expensive customizations are eliminated. We’ve taken the guesswork out of implementation with streamlined procedures that will have you up and running quickly.

The ADP PayForce solution incorporates best practices in payroll methodology for the most efficient and functional solution available. First, ADP’s PayForce solution organizes the payroll process into “Six Easy Steps,” then facilitates quick entry of pay data through Rapid Pay Data Entry, along with the ability to create organization-specific, designable forms and perform mass change transactions. The ADP PayForce application also uses the rules of Effective Dating, so you build employee histories and create true point-in-time reporting. And, the ADP PayForce solution has an Employee Transfer Agent that seamlessly reassigns employees and their relevant data when they are transferred from one location code to another. ADP’s PayForce Employee Transfer Agent puts an end to redundant keying and gives you an accurate record that will follow each employee through promotions and transfers.

### Ultimate flexibility is achieved with:

- Real-time access to all of your employee information
- Paperless payroll processing advantages, offering multiple payment options
- Both standard and ad-hoc reporting
- Employee access to payroll records
- A payroll “results preview” available prior to processing
- Options for importing, exporting and integrating payroll data

## THE IDEAL PAYROLL SOLUTION FOR LARGE ORGANIZATIONS

The ADP PayForce solution offers a Web-based design featuring secure technology that works in concert with feature-rich functionality to reduce costs and keep you in control of vital information.

The user-centric design of the ADP PayForce application accelerates payroll operations with numerous productivity enhancing tools. The result is a highly efficient and scalable outsourced solution that streamlines transaction-based processes so that practitioners can spend more time on strategic activities.



## LARGE ORGANIZATIONS WORLDWIDE RELY ON ADP

ADP offers the broadest range of human resources, benefits and payroll administration services that large employers need to provide essential employment functions with unparalleled reliability. Organizations count on ADP's extensive expertise, technology and operations precision to process critical transactions accurately every time. When large employers depend on multiple services from ADP, they gain additional advantages created from streamlining processes, people and systems to integrate data from separate functions through one gateway.

### **ADP is the world's leading provider of outsourced HR, benefits and payroll.**

#### PAYROLL

Comprehensive ADP solutions provide the peace of mind that comes from knowing payroll and payment of payroll taxes are consistently efficient, correct and easy to manage. And our interactive online resource empowers employees and supervisors with essential productivity tools. ADP's time and labor management services yield an immediate return on investment through faster, more accurate payroll and tighter control of employee time and attendance. Better workforce management, improved productivity and enhanced decision making can help your organization optimize labor resources and reduce time and labor management costs with time and labor tracking software.

#### HUMAN RESOURCES

ADP's established HR platform and employee and manager self service applications allow your organization to take advantage of the flexibility and efficiencies provided by ADP for everyday tasks such as personnel and payroll administration, data management, performance management and compensation management.

#### BENEFITS

ADP's wide array of solutions deliver programs with the superior service that helps retain employees, while freeing in-house resources to focus on strategic business goals. Services include Health and Welfare, COBRA, Flexible Spending Accounts (FSA), Commuter Benefits, Total Compensation Statements and Carrier Enrollment Services.



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