

trusted

efficient

responsive

best practices

Best-In-Class Outsourcing Solutions For Large Employers



Benefits of Outsourcing

Today, more than ever, large companies outsource to gain access to best practices. Whether it's financial best practices like turning fixed costs into variable costs, or leveraging the service delivery capabilities of a world-class service provider... outsourcing makes great business sense. When it comes to combining these capabilities with best practices in Human Capital Management and Compliance Management, more large companies seek the expertise of ADP.



For more than 50 years, Automatic Data Processing, Inc. has provided leading solutions for the changing needs of large employers.



Partnering with ADP has helped more than 5,000 large employers to: Improve productivity... Reduce risk... Maximize resources... and Boost the bottom line.



Partnering with ADP

ADP National Account Services designs advanced, flexible solutions, finely-tuned to match the needs of large employers and meet the challenges of a changing environment. When you outsource with ADP, you gain access to the knowledge base of a proven leader in Human Resources, Benefits, and Payroll. ADP's solution-oriented approach lets you concentrate on your core strategic initiatives, confident in the knowledge that you'll be empowered with best-in-class outsourcing.

OUR VISION: YOUR FOCUS

ADP's vision has always been about helping our partners succeed with efficient outsourcing solutions. Our knowledge of best practices frees you to focus on your core business and provides solutions that help you grow and adapt.

ADP National Account Services
...the Business Behind Your Business.





→ TRUSTED

By outsourcing your HR, benefits and payroll functions with ADP, you immediately benefit from the 50+ years of experience, financial strength, and stability that has made us a recognized leader in business outsourcing. ADP's National Account Services (NAS) division is specifically focused on providing solutions for organizations with more than 1,000 employees. Almost half of the 10,000 largest corporations in the United States trust us to provide outsourced HR, benefits, and payroll solutions each month.

→ EFFICIENT

To succeed in today's competitive business environment, you need to leverage the efficiencies of your service providers. ADP's comprehensive solutions are developed with the specific needs of large employers in mind and supported by our extensive infrastructure to allow your organization access to the latest best practices and scale economies. All ADP products are built to be efficient, to put you in control of key data and procedures, and flexible, to meet the dynamic needs of growing businesses. Our goal is to help you streamline your HR, benefits and payroll operations, and realize cost savings.

→ RESPONSIVE

Expect responsive, professional account management from ADP every step of the way. Our commitment to supporting your business needs is evident in the quality of our products, professional implementation services, and high standards for ongoing support. ADP's nationwide network of National Service Centers delivers proactive support services through unified teams of dedicated, focused, and certified professionals. You'll have a full team of Solution Center Consultants, led by a primary Consultant, to focus on your needs and assist you with flexible solutions.

→ BEST PRACTICES

By partnering with a leader in best practices, your company gains access to the many strategic advantages of outsourcing. Companies can save money, improve service levels, and access the latest in technology and expertise. In addition, outsourcing works to minimize your risk exposure by keeping you compliant with federal, state and local tax laws. Perhaps most importantly, outsourcing with ADP frees up valuable resources, allowing you to focus on the business at hand – your business.

Solutions from ADP

→ PAYROLL SOLUTIONS

- [ADP PayForce](#)
- [ADP Enterprise Payroll Services](#)

→ HUMAN RESOURCES SOLUTIONS

- [ADP Enterprise HR](#)
- [ADP Self Service](#)

→ BENEFITS SERVICES

- [Benefit Administration](#)
- [Health & Welfare](#)
- [COBRA & HIPAA](#)
- [Flexible Spending Accounts](#)
- [Retirement Services](#)

→ SPECIALIZED SOLUTIONS

Time & Labor Management Services

- [Client-Server & Hosted Software Solutions](#)
- [Multiple Time Collection Methods](#)
- [Scheduling, Leave Management & Attendance Tracking](#)
- [Payroll Interface](#)

Printing & Communication Services

- [Check, Vouchers, W-2s](#)
- [Enrollment Worksheets](#)
- [Total Compensation Statements](#)

Tax & Financial Services

- [Tax Management Services](#)
- [Tax Credit Services](#)
- [Garnishment Services](#)
- [Banking Services](#)

Screening & Selection Services

- [Hiring Services](#)
- [Screening Services](#)
- [Human Resource/Compliance Services](#)

Hosting Services

- [Secure System Maintenance](#)
- [Data Management](#)

Global Services

- [Custom Solutions For International Clients](#)

→ COMPREHENSIVE OUTSOURCING SERVICES

- [Payroll Administration](#)
- [HR Administration](#)
- [Benefits Administration](#)
- [Integrated Service Delivery From a Single Provider](#)



Payroll Solutions

Partnering with ADP National Account Services provides assurance that payroll processing, information, and documentation are consistently correct, easily accessible, and easy to manage. No other provider has more experience in payroll outsourcing.

ADP PayForce

ADP's PayForceSM is a professional payroll solution designed for large employers. It delivers the **Strategic Advantages** and **Financial Benefits** of outsourcing combined with the inherent flexibility of an Internet solution. The result is a best-of-breed payroll solution with low total cost of ownership.

As an Internet-delivered solution, ADP's PayForce allows convenient access to payroll records, processing and reports – anytime, anywhere. The intuitive user interface delivers efficiencies to make your team more productive, while self-service functionality allows employees to view their own pay data. ADP hosts PayForce, so it never lags on technology, is always current with national and local payroll regulations, and is protected by comprehensive system security. With ADP's PayForce, you gain the **Flexibility of Internet Access**, improve the efficiency of your payroll and HR processes, and maintain control of information and costs.



Comprehensive Outsourcing Services

Comprehensive Outsourcing Services (COS) from ADP is a full-service HR Business Process Outsourcing solution designed to help large companies reduce costs, improve service levels to employees, and manage risk. COS is a logical evolution of ADP's traditional HR, payroll, and benefits expertise. With this offering, ADP handles both back-office and front-office services, wrapping traditional transaction processing services in comprehensive administration and service center support. ADP administers all services using our proven systems and operations.

With Comprehensive Outsourcing Services, ADP delivers complete end-to-end HR BPO:

- Single-source provider with comprehensive responsibility
- Domain expertise in cost-saving services
- Integrated service delivery model

ADP Enterprise Payroll Services

ADP's Enterprise Payroll Services offers seamless payroll outsourcing for clients running ERP HR systems. The solution includes an efficient implementation program with an integration tool that provides comprehensive mapping from Tier 1 ERP systems to ADP's payroll services.

ADP's Enterprise Payroll Services offers all the advantages of partnering with a proven leader in payroll outsourcing, combined with the accessibility of an in-house solution. This unique hosted solution includes a **Sophisticated Suite of Integrated Services**, network connections, data center management, and complete IT support, including upgrades and database management. Yet clients maintain control of the entire payroll process, with real-time Internet access to payroll data and robust multi-level reporting. ADP's Enterprise Payroll Services is the perfect solution for large organizations that have an ERP and want access to the benefits of payroll outsourcing.

Paperless Payroll

Paperless payroll can help your company save money and improve employee satisfaction, because it **Reduces Administrative Tasks** and simplifies tax preparation while eliminating the costs associated with printing, distributing, and handling checks.

ADP offers an array of hosted solutions and services that work together to deliver a truly paperless payroll system. With tools like Direct Deposit, TotalPay[®] Card, iPayStatements (electronic pay stubs and W-2s), iReports (electronic distribution of your payroll reports), Payroll QuickView[®] Internet, and employee self service, you can **Streamline Your Payroll Operations** and empower your employees.

Hosting As A Best Practice

ADP's hosting centers offer yet another cost-saving advantage – **Keeping You Off the Technology Treadmill**. Your operating systems, databases, and applications will be securely maintained 24x7, and “future-proofed” so that changes in technology are our concern, not yours. Hardware maintenance, network security, and connectivity via WAN, Internet, or Virtual Private Network are backed by ADP's world-class service. Programs for application support and data management are available along with implementation and multi-line integration services. All are protected with comprehensive disaster-recovery programs and state-of-the-art security procedures. With our proven track record, you'll know that your data will be protected and easily accessible to maximize the value of payroll outsourcing.



Human Resources Solutions

ADP's Enterprise HR solution combines Human Resources, Benefits and Payroll information together seamlessly...delivering a full range of functionality working together to manage, pay, and retain your company's most critical asset – your employees.

ADP's Enterprise HR

Integrating your Human Resources, Benefits, and Payroll information can provide many economies of scale, so ADP developed a solution that does it seamlessly. ADP's Enterprise HR is a **Fully-Integrated, Web-based System** designed to help large organizations more effectively manage employee information. ADP's Enterprise HR includes a choice of powerful payroll processing solutions from ADP that can be leveraged to streamline operations and reduce costs.

Powerful, Flexible Design

ADP's Enterprise HR has an easy-to-navigate interface and configurable capabilities that let you quickly arrange functionality to suit **Your Company's Specific Work Practices**. It provides a rich HR practitioner experience that gives the "power user" the flexibility to personalize work spaces and efficiently organize processes. Easy-to-use task shortcuts enable fast movement and heads-down data entry, so you can speed through administrative activities and move on to strategic initiatives.

ADP's Self Service

To extend the benefit of ADP's Enterprise HR you can select ADP's Self Service to **Empower Your Employees**, free your HR resources from administrative tasks, and reduce data error. ADP's Self Service capitalizes on the look, feel, and familiar, intuitive drop-down menu navigation of HTML to rapidly deliver information in the common Internet format. Tasks are arranged logically, so employees feel comfortable in managing their own data. Likewise, manager self-service functionality allows managers to access employee information as needed – regardless of HR department hours. The combination of these powerful tools gives you **Time to Focus on HR Programs** that align the growth and direction of employees with overall corporate objectives.

ADP's Enterprise HR includes:

- Compliance Management
- Compensation Management
- Training and Development
- Paid Time Off - FMLA, Leave of Absence
- Equal Employment Opportunity - EEO

ADP's Enterprise HR is a comprehensive, feature-rich solution with powerful web-based functionality, built-in efficiencies, and strategic management tools. The system includes ADP's leading payroll-processing services integrated with best-in-class HR functionality. You'll never outgrow the benefits of ADP's Enterprise HR, because it's fully scalable to grow with your company and employee base.

Developed with an understanding of the technology-driven nature of business today, ADP's Enterprise HR brings powerful outsourcing administrative capabilities to your HR desktop. It's about getting things done – quickly, correctly and easily – so you spend less time on tasks and more time on strategic planning and human capital development.

Benefit Services Solutions

ADP offers the broadest benefit administration solution suite in the industry, allowing you to choose services that meet your needs. Whether integrated or standalone, you gain the advantages of streamlined processes and best practice-based solutions.

Benefit Administration Services

Benefit administration is complex, highly-regulated, and time-consuming for HR professionals, yet it is a critical component of employee satisfaction. As a leading benefit administration provider, ADP invests millions of dollars every year to automate and streamline benefit transactions, improving employee satisfaction and freeing HR professionals to focus on strategic initiatives.

ADP offers fully-integrated HR, Benefits and Payroll solutions as well as a full suite of standalone benefit services. All of our benefit administration services offer vital **Participant Service Options** such as web-based, self-service for reviewing plan information and conducting transactions online 24 hours a day, an interactive voice response system for participants without computer access, and world-class participant call centers for employees requiring personal assistance.



Health & Welfare

ADP provides a broad range of services including **Annual Enrollment**, ongoing life-event changes, carrier enrollment reporting, and premium payment. We also offer **Employee Communication Services** such as personalized print and fulfillment, enrollment worksheets, confirmation statements, total compensation statements, and provider directories. **Advocacy Services** provides professional assistance to participants who need help resolving disputes with insurance carriers. All these services are designed to automate and simplify as much or as little as you want.

COBRA

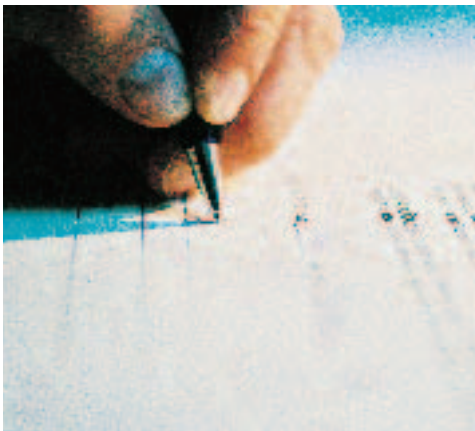
ADP manages **COBRA and HIPAA Administration** to reduce the risk of compliance errors. We provide an end-to-end solution that supports electronic data transfer of qualifying event information and provides an easy-to-use participant election and appeals process, as well as timely detailed billing of participant premiums.

Flexible Spending Accounts and Commuter Benefits

ADP administers **Flexible Spending Accounts** for health care, dependent care and commuter reimbursement accurately and professionally. Data is managed via electronic feeds from ADP payroll and health and welfare systems. Professional enrollment materials, enrollment tools and personal assistance maximize enrollment success and tax savings. Flexible and rapid reimbursement methods such as stored-value cards, checks and direct deposit ensure that participants are paid accurately and promptly.

Retirement Services

ADP Retirement Services offers employers a strong suite of tax-advantaged programs: **401(k)** plan services include plan recordkeeping, on-site enrollment services, diverse investment options and professional trustee services. **Executive Deferred Compensation** services include nonqualified plan solutions and a dedicated service center for executive level support. Finally, our **Section 529 College Savings** program is a convenient, tax-advantaged way for employees to invest for the rising cost of higher education through automated payroll deduction.





Specialized Solutions

ADP provides the full range of solutions your company needs to staff, manage, pay and retain quality employees. In combination with ADP payroll or in-house payroll systems, our specialized solutions work to help you manage costs, gain competitive advantage, and grow strategically.

Time & Labor Management Services

Time and Labor Management from ADP yields an immediate return on investment through faster, more accurate payroll and tighter control of employee time. This enables you to **Reduce Labor Costs** through better management of your workforce, improve efficiency through automated payroll processes, and enhance strategic decision making through access to real-time information. Choose the hardware and software solutions that best meet your needs – and discover the tools you need to reduce labor costs and maximize your labor resources.

Printing & Communication Services

By outsourcing printing and communications with ADP, you can **Eliminate the Time-Consuming Work** of preparing, monitoring, collating and distributing pay, tax and benefits documents. You can level out peaks and valleys in workloads, and cut costs associated with printing equipment, maintenance, and supplies. ADP's regional facilities have enormous capacity and tight security, so you can depend on fast delivery of your company's checks, vouchers, W-2s, 1099 forms, pension and commission information, enrollment worksheets, total compensation statements, annual reports and other employee documents.

Tax & Financial Services

Tax Management Services – ADP's Tax Management Services can effectively manage your company's entire tax process, saving time, reducing penalties and interest expenses, and ensuring payroll tax compliance. Services include comprehensive tax services, wage garnishment services and unemployment compensation management.

ADP Tax Credit Services – The federal government currently provides tax credits to employers who hire and retain members of selected groups. However, billions of dollars in tax credits go unclaimed each year. ADP's tax experts can assist your business in obtaining these valuable tax benefits and reduce your corporate income tax liability through our comprehensive screening process and extensive knowledge base.

Garnishment Services – Eliminate the time-consuming manual steps and administrative challenges associated with payroll garnishments. ADP handles the disbursements utilizing your payroll system

to calculate the actual garnishment. ADP also offers reconciliation services, a call service center, and proactive research for a variety of disbursement types.

Banking Services – Our innovative electronic payroll solutions streamline payday and provide multiple payment options. The TotalPay product suite includes ADP Check™ and FSDD (Direct Deposit). Our TotalPay Plus payroll solution includes ADP Check, FSDD, and two pay card options: TotalPay Card and Instant Pay.

Screening & Selection Services

Selection Services – With our Hiring Tools, Online Application, Job Fit Assessment, and Applicant Management capabilities, you will have all the resources you need to select the right applicant. With our secure, online client environment, ADP Select, you'll be able to qualify and track applicants, place orders, and get results online.

Screening Services – Choose applicants with confidence using ADP's background screening reports. Minimize complexity with ADP's Criminal Court Records, Driving Records, Workers' Compensation Records, Credit Records and other reports. Or let us develop a customized background screening solution for your organization based on your unique needs.

Compliance Services – Expert human resource and compliance advice is a quick call or click away with ADP's live HR Help Desk and online Resource Library. ADP's Adverse Action helps simplify FCRA-mandated applicant correspondence and facilitates a fair and efficient adverse action response.

Global Services

Across the globe ADP is a leader in payroll, human resources, and benefits outsourcing. Through its **Global Employer Services** organization, ADP leverages its unique footprint in 26 countries including Canada, Brazil, Europe (10 countries) and the Asia Pacific region (12 countries). ADP Global offers quality payroll outsourcing and HR data management services to multi-national companies by delivering best-in-class local and regional solutions supported by specific global services.



TODAY'S ADP:

- Serves over 30 million employees worldwide every payday
- Touches another 15-20 million employees through Benefits and HR services
- Moves almost a trillion dollars annually through payroll and tax operations
- Prepares and submits employers' quarterly payroll tax returns to approximately 2,000 U.S. federal, state and local regulatory agencies
- Serves over 5,000 large employers (with more than 1,000 employees) and nearly half of the largest multi-national companies
- Stands as the only information technology company and one of only a handful of global companies with a "AAA" rating from the leading investment ratings agencies
- Delivers World Class Service resulting in 90+percent retention and an average 10-year client tenure

NATIONAL ACCOUNT SERVICES

By leveraging the experience of a dedicated outsourcing provider, you benefit from enhanced service delivery, access to superior technology, and reduced costs. By partnering with ADP National Account Services, you gain access to the knowledge base of a proven leader in Human Resources, Benefits, and Payroll. Our knowledge of best practices and world-class service provides solutions that can help your business grow and adapt.



For more information on ADP
National Account Services,
visit our web site at
www.nas.adp.com, or call
800.CallADP to be connected
with an NAS sales associate
in your area.



Automatic Data Processing, Inc.
National Account Services
5800 Windward Parkway
Alpharetta, GA 30005
www.nas.adp.com
Toll Free: 800-CallADP

The ADP Logo is a registered trademark of ADP North America, Inc.
Payroll QuickView and TotalPay are registered trademarks of Automatic Data Processing, Inc.
ADP Check is a trademark of Automatic Data Processing, Inc.
PayForce is a service mark of Automatic Data Processing, Inc.
All other trademarks and service marks are the property of their respective owners.