



- flexibility
- improved efficiencies
- increased control
- best practices

# Best-in-Class, Hosted Payroll Outsourcing for Large Employers



**ADP**  
PayForce<sup>SM</sup>



ADP PayForce

## ADP'S BEST-IN-CLASS, HOSTED SOLUTION FOR YOUR PAYROLL PROCESSES

In order to be flexible, large companies need HR, payroll and benefits systems that can handle growth. ADP PayForce, a hosted, Web-based payroll solution from ADP, delivers the scalability a fast-growing business needs, while providing the benefits of "always current" technology and best-in-class business practices in a totally paperless solution. ADP PayForce gives you **Flexibility** in access, **Efficiency** to streamline processes, and **Control** over your critical payroll data.

## AVOID OUTDATED TECHNOLOGY AND FUNCTIONALITY

ADP PayForce is a comprehensive, hosted solution, freeing your company from the never-ending maintenance and upgrade treadmill of replacing outdated or insufficient technology. With ADP PayForce, you no longer need to provide internal support or manage the resources to maintain the system. ADP does it all for you. You simply need Internet access and a browser to have anytime, anywhere access to the most current functionality.

Processing • Internet Payroll Management • Payroll  
Resources and Compliance • Payroll  
Convenience of a Web browser • Power



### ADP PayForce is your solution to...

- Process payroll seamlessly in a timeframe that works best for you
- Improve the efficiency of your payroll and HR processes
- Ensure compliance and mitigate risk
- Free resources to focus on strategic tasks
- Control expenses by converting fixed costs into variable costs
- Maintain control of key personnel data

**ADP PayForce is the ideal payroll solution for large companies needing best-in-class, hosted services with flexible access. ADP PayForce's robust, intuitive user interfaces deliver efficiencies that make your team more productive without sacrificing control, and PayForce is accessible from any internet connection.**

## NEW FEATURES

**ADP's Connection for PayForce** and other sophisticated data import/export features provide your company with the options for interacting and exchanging data with leading financial software providers, as well as most ERP HR systems. You'll save time and resources by eliminating duplicate data entry and redundant information silos.

With **ADP Self Service** for PayForce, employees will have easy online access to their own data, and can log on to view paychecks, W-2 and 1099 statements, and update W-4 selections and other personal data.

**Payroll-On-Demand** has never been easier than with ADP PayForce. This feature allows you to set up your processing schedule in a timeframe that works best for your company.



## INCREASE FLEXIBILITY

- ❑ ADP PayForce provides **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 ADP PayForce your vital payroll and employee records are securely and conveniently accessible from any high-speed internet connection.
- ❑ ADP PayForce enables **Paperless Payroll** so you can take advantage of reduced expenses, streamlined processes, and improved employee service levels.
- ❑ With ADP PayForce, you have the option of deploying **ADP's TotalPay® Card**. All employees, even those without bank membership, will enjoy immediate access to their pay from most ATM machines. Employees can even use their TotalPay card to make purchases up to their current account balance.
- ❑ With ADP PayForce 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 customized on the fly to meet your specific needs.
- ❑ ADP's dedicated Customer Service team delivers **world-class service** to PayForce clients, helping them to discover solutions to meet specific needs. Each ADP customer is assigned a dedicated account manager and easy access to ADP's expertly-trained support team.

ADP PayForce's user-centric design 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.



## NEW FEATURES

**ADP Self Service** provides employees with user-centric functionality and intuitive navigation to quickly perform tasks online. Every online transaction executed through **ADP Self Service** saves money and improves efficiencies by eliminating duplicate data entry, allowing HR to focus on core competencies.

PayForce's optional **General Ledger** utility provides you with the tools needed to export your critical payroll information in the format you require – integrating seamlessly with your financial application.

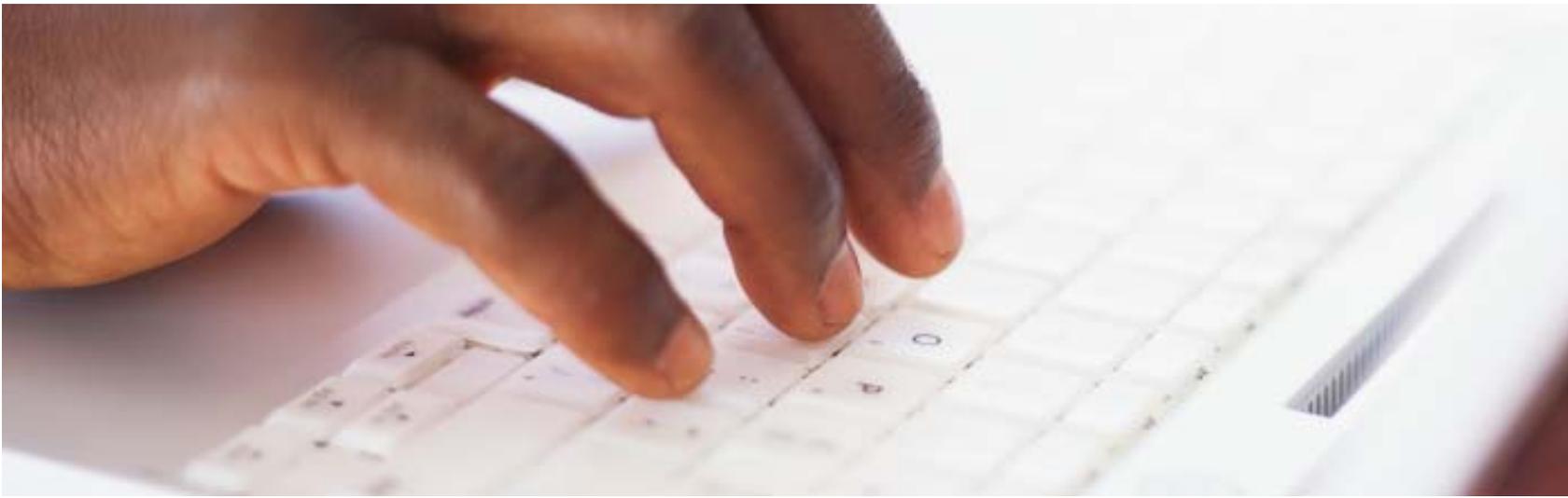
*“ADP's PayForce solution is backed by years of experience and best practices, which allows us to more efficiently manage payroll without sacrificing control.”*

**Jim Bowen, CFO**  
Hard Rock Hotel and Casino

## IMPROVE EFFICIENCIES

- ❑ ADP PayForce's **user-centric interface** mirrors the payroll processing lifecycle, so users spend less time searching for features, scrolling through screens, or jumping between modules.
- ❑ Expensive customizations are eliminated with ADP PayForce. PayForce was designed using **proven best practices** that deliver results right out of the box. We've taken the guesswork out of implementation with streamlined procedures that will have you up and running quickly.
- ❑ ADP Hosting Services maintains and manages all the software and hardware for you. You'll always benefit from the most recent versions and **transparent upgrades** without infrastructure expenses or additional charges.
- ❑ Payforce's **Automatic Transfer Agent** ensures that employees are seamlessly reassigned to new locations with all relevant data and history attached – putting an end to redundant keying and unnecessary tracking.
- ❑ ADP makes training easy and convenient. ADP offers clients the option to **train online** (eliminating costly travel) or attend instructor-led classroom training.
- ❑ ADP PayForce's **QuickView** feature allows you to preview true gross-to-net payroll results prior to processing. Quickview saves your company valuable time and resources by allowing you to make early adjustments.

**ADP PayForce's Web-based design features built-in best practices and secure technology that work in concert with feature-rich functionality to reduce costs and keep you in control of vital information.**



## INCREASE CONTROL WITH ADP PAYFORCE

- ADP PayForce's **integrated database** 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 into ADP PayForce's solution, keeping your data safe from unauthorized access. At the application level users input their **single sign-on** 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 company trends.
- ADP PayForce helps your company remain compliant with federal, regional or local laws. With PayForce, you'll have access to more than 20 SAS 70 Type II service auditor's reports, which include in-depth evaluations of ADP's controls and how they perform. Since ADP's systems and services meet **Sarbanes-Oxley compliance standards**, your company can focus on core functions and strategic initiatives.

ADP PayForce **sets the standard** in outsourced payroll solutions. Our comprehensive list of payroll services, value-added employee-facing programs such as **ADP Self Service Adoption** and **Paperless Payroll Adoption**, and our competitive pricing structure helps your company convert fixed costs into variable costs and significantly **lowers your Total Cost of Ownership**.

**LOWER YOUR TOTAL COST OF OWNERSHIP WITH ADP PAYFORCE**



## What Makes ADP the Leader in Outsourced Payroll, HR and Benefits Solutions?

ADP improves business processes instead of just managing existing ones. As the leader in HR, payroll and benefits outsourcing, we've made our mark by going beyond traditional outsourcing and creating partnerships with our clients that enhance strategic operations.

Plus, when you outsource 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 customer service.

Still not convinced? — No need to take our word for it. With more than 450,000 customers worldwide, ADP's best-in-class products and services have resulted in a 95% client retention rate and an average 10-year client tenure for large companies with more than 1000 employees.

ADP PayForce provides you with access and reporting flexibility, efficiencies to streamline processes and manage the technical aspects of your application, and increased control over your compliance and payroll processes. To find out more about ADP PayForce, visit [www.nas.adp.com](http://www.nas.adp.com) or call **1-800-CallADP**.

# Make ADP Your Long-Term Business Partner

- ADP serves over 30 million employees worldwide, every payday
- ADP touches another 15-20 million employees through benefits and HR Services
- ADP moves almost a trillion dollars annually through payroll and tax operations
- ADP prepares and submits employers' quarterly payroll tax returns to nearly 2,000 U.S., federal, state and local regulatory agencies
- ADP serves over 5,500 large employers (> 1,000 employees) and nearly half of the largest global companies
- ADP stands as the only data technology company and one of only 6 global companies with a "AAA" rating from each of the leading investment ratings agencies

**ADP PayForce: the best-in-class, hosted payroll solution from the leading provider of outsourced payroll, HR and benefit services.**



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