

ADP® COMPREHENSIVE SERVICES: BUNDLES AND FEATURES



Payroll & HR support that delivers impactful results



Comprehensive HR

Navigate HR challenges with ongoing guidance and day-to-day support



Comprehensive Pay

Improve the accuracy and efficiency of your payroll



Comprehensive Benefits

Alleviate benefits administration burden and reduce compliance worries



Comprehensive Talent

Elevate your talent strategy with expertise, best practices and data-driven insights

People Support and Expertise

	HR	Payroll	Benefits	Talent
Strategic advisor aligned to clients	✓ Included	✓ Included	✓ Included	✓ Included
Ongoing business reviews	✓ Included	✓ Included	✓ Included	✓ Included
Client Service Manager	✓ Included	✓ Included	✓ Included	✓ Included
Employee and manager phone support	✓ Included	✓ Included	✓ Included	✓ Included
Payroll Specialist		✓ Included		
Payroll Processing Representative		✓ Included		
Payroll Support Representative	✓ Included		✓ Included	✓ Included
Benefits Specialist			✓ Included	
Benefits Processing Representative			✓ Included	
Open Enrollment Specialist	✓ Included	✓ Included		✓ Included
HR Specialist	✓ Included			
Risk & Safety Specialists	✓ Included			
Talent Consultant				✓ Included
Talent Specialists	✓ Included	○ Available	○ Available	
Technology Specialists	✓ Included	✓ Included	✓ Included	✓ Included
ACA Center of Excellence Team	✓ Included	✓ Included	✓ Included	✓ Included
Wage and Hour Compliance on Demand	✓ Included	✓ Included	✓ Included	✓ Included

○ Service available for an additional fee



Always Designing
for People®



“So glad we switched. ADP Comprehensive Services has made our payroll and benefits administration significantly more efficient.”

—Jessica S., HR manager, IT and services company

HCM Technology

	HR	Payroll	Benefits	Talent
ADP Workforce Now® Technology Suite (HR, Payroll, Benefits)	✓ Included	✓ Included	✓ Included	✓ Included
ADP DataCloud Analytics	✓ Included	✓ Included	✓ Included	✓ Included
Employee self-service	✓ Included	✓ Included	✓ Included	✓ Included
ADP mobile app	✓ Included	✓ Included	✓ Included	✓ Included
Compliance reports (EEO-1, VETS, 100)	✓ Included		✓ Included	✓ Included
Newsletters, alerts and tips	✓ Included	✓ Included	✓ Included	✓ Included
Service portal (phone, chat, search, case creation and tracking and tracking)	✓ Included	✓ Included	✓ Included	✓ Included
U.S. and Canada cross-border payroll		○ Available		
Global payroll integration	○ Available	○ Available	○ Available	○ Available

Human Resources

	HR	Payroll	Benefits	Talent
HR best practices and forms library	✓ Included			
Employee system of record	✓ Included	✓ Included	✓ Included	✓ Included
New hire onboarding and I-9	✓ Included	✓ Included	✓ Included	✓ Included
Employee surveys	✓ Included	✓ Included	✓ Included	✓ Included
OSHA compliance forms and recording guidance	✓ Included			
Online compliance and HR training	✓ Included			
Online database of legislative and regulatory developments	✓ Included			
Library of multi-state surveys on employment topics	✓ Included			
Labor law posters	✓ Included			
Job descriptions	✓ Included			✓ Included
Customized employee handbook	✓ Included			
Online document management	✓ Included	✓ Included	✓ Included	✓ Included
Compensation analysis tool	✓ Included			
Learning platform and courses	✓ Included	○ Available	○ Available	✓ Included
Premium content learning (70,000+ courses)	○ Available	○ Available	○ Available	✓ Included
Work-life employee assistance program	✓ Included			✓ Included
Monitor and provide updates on leave laws	✓ Included			
Unemployment administration	✓ Included	✓ Included	✓ Included	✓ Included
Background checks and drug tests	○ Available	○ Available	○ Available	○ Available
Affirmative Action Planning	○ Available	○ Available	○ Available	○ Available

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4 out of 5 say that ADP Comprehensive Services provides the guidance and support needed to comply with HR regulations.

—Client survey, Dec. 2022

Payroll and Tax Administration

	HR	Payroll	Benefits	Talent
Payroll administration and processing		✓ Included		
Quarter and year-end coordination and administration		✓ Included		
Payroll dashboard with real-time information		✓ Included		
Employment verification	✓ Included	✓ Included	✓ Included	✓ Included
PTO accrual		✓ Included		
Employee and employer-level payroll updates		✓ Included		
Pay adjustments (proactive and retroactive)		✓ Included		
Payroll compliance validations		✓ Included		
Audit and review of payroll preview before submission		✓ Included		
Pay distribution (direct deposit, pay card or check)	✓ Included	✓ Included	✓ Included	✓ Included
Stop payment requests		✓ Included		
Direct deposit reversals		✓ Included		
Creation of general ledger interface file		✓ Included		
Payment and reconciliation of payroll taxes	✓ Included	✓ Included	✓ Included	✓ Included
Filing and reporting of employment level taxes	✓ Included	✓ Included	✓ Included	✓ Included
Payroll operating procedures		✓ Included		
Periodic reviews of pay-related action items		✓ Included		
Full service garnishments	○ Available	✓ Included	○ Available	○ Available
Agency notice support		✓ Included		
Online pay statement and total compensation statement		✓ Included		
Notifications of federal and state tax and regulatory changes		✓ Included		
Business expansion tax registration services	✓ Included	✓ Included	✓ Included	✓ Included
ADP time and attendance		✓ Included		
Import of time data files to payroll		✓ Included		
Exception processing		✓ Included		

○ Service available for an additional fee



4 out of 5 say that ADP Comprehensive Services makes it easy to track and administer the benefit plans their company offers.

—Client survey,
Dec. 2022

Benefits Administration

	HR	Payroll	Benefits	Talent
Benefits administration			✓ Included	
Open enrollment administration			✓ Included	
Mobile open enrollment	✓ Included	✓ Included	✓ Included	✓ Included
Client plan set-up, guidance and maintenance			✓ Included	
Notifications and approvals			✓ Included	
Flexible rate structures			✓ Included	
ACA Compliance dashboard	✓ Included	✓ Included	✓ Included	✓ Included
Unlimited carrier connections			✓ Included	
Limited carrier connections	✓ Included	✓ Included		✓ Included
Reconciliation of carrier error reports			✓ Included	
Evidence of insurability administration			✓ Included	
COBRA administration	✓ Included	○ Available	✓ Included	○ Available
COBRA trigger events			✓ Included	
Life event processing			✓ Included	
Dependent and beneficiary tracking			✓ Included	
Employee notifications for benefits election changes			✓ Included	
Benefits operating procedures			✓ Included	
Absence management			✓ Included	
Employee discount program	✓ Included	✓ Included	✓ Included	✓ Included
Benefits data management reports			✓ Included	
Benefits invoice reconciliation			✓ Included	

○ Service available for an additional fee



"We have had an exceptional service center support team!"

—Melissa C., HR manager, consumer services company

Talent Management

	HR	Payroll	Benefits	Talent
Performance technology module	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available	<input checked="" type="checkbox"/> Included
Succession planning tool	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available	<input checked="" type="checkbox"/> Included
Recruitment technology module	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available	<input checked="" type="checkbox"/> Included
Recruitment Embedded Insights	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available	<input checked="" type="checkbox"/> Included
ZipRecruiter job slots and TrafficBoost	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available	<input checked="" type="checkbox"/> Included
Compensation management technology module	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available	<input checked="" type="checkbox"/> Included
Learning platform and courses	<input checked="" type="checkbox"/> Included	<input type="radio"/> Available	<input type="radio"/> Available	<input checked="" type="checkbox"/> Included
Premium content learning (70,000+ courses)	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available	<input checked="" type="checkbox"/> Included
Instructor-led training	<input checked="" type="checkbox"/> Included			<input checked="" type="checkbox"/> Included
Leadership series	<input checked="" type="checkbox"/> Included	<input type="radio"/> Available	<input type="radio"/> Available	<input checked="" type="checkbox"/> Included

Popular Add-Ons

	HR	Payroll	Benefits	Talent
ADP Marketplace Third-Party Integrations	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available
ADP Workforce Manager	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available
ADP Workforce Management Module — Essential Time	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available
ADP Time Kiosk (add-on to Essential Time or Workforce Manager)	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available
Talent Bundle: Recruitment, Performance, Compensation, Talent Center of Excellence Support	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available	
401K/Retirement Services	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available
Affirmative Action Planning	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available
Employee Leave Administration	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available
Unemployment Compensation Management	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available
Work-Opportunity Tax Credit	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available
Health and Spending Accounts (HSA, FSA, and Dependent Care)	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available	<input type="radio"/> Available

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FOR MORE INFORMATION, VISIT

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