



Comprehensive HR

Get compliance guidance, workplace safety guidance, talent management, learning courses and other HR tools



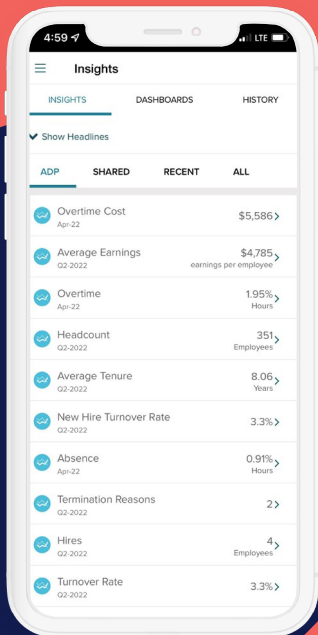
Comprehensive Benefits

Alleviate your benefits administration and open enrollment burden and help reduce compliance risk



Comprehensive Pay

Reduce your pay administration workload and receive best practices and compliance assistance for payroll and tax



ADP® Comprehensive Services bundles and features

Receive administrative relief, support and all-in-one technology for your HR, talent, benefits and payroll tasks

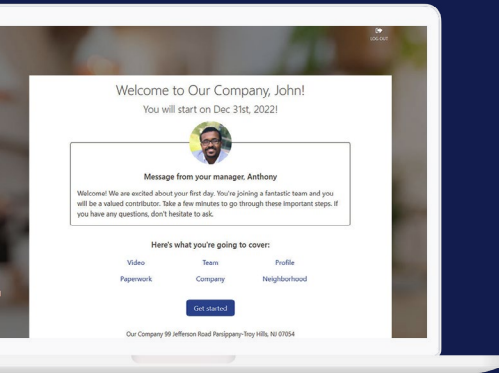
Support from Experts

	HR	Benefits	Pay
Strategic Account Manager Assigned to Client	✓	✓	✓
Quarterly Business Reviews with Client	✓	✓	✓
ADP MyLife Advisors	✓	✓	✓
Payroll Specialist			✓
Payroll Support Rep	✓	✓	
Benefits Specialist		✓	
Open Enrollment Specialist	✓	✓	✓
HR Specialist	✓		
Workplace Safety Consultants	✓		
Talent Specialists	✓	○	○
Service Delivery Manager			✓

Technology

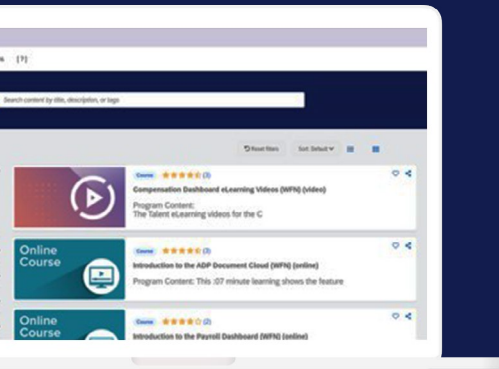
	HR	Benefits	Pay
ADP Workforce Now Technology Suite (HR, Payroll, Benefits, PTO Modules)	✓	✓	✓
Employee Self-Service, including Mobile App	✓	✓	✓
ADP DataCloud Analytics and Mobile Insights including DE&I Dashboards	✓	✓	✓
Reporting	✓	✓	✓
Periodic newsletters, alerts and tips	✓	✓	✓
Service Portal (practitioner support via phone, chat, search, case creation and tracking)	✓	✓	✓
U.S. and Canada Cross-Border Payroll Solution			✓
Global Payroll Integration (51 Countries)	✓	✓	✓
Return to Workplace Tools (Vaccination and Test Tracking, Compliance and Readiness Surveys, Dashboard)	✓	✓	✓

○ Services available for an additional fee



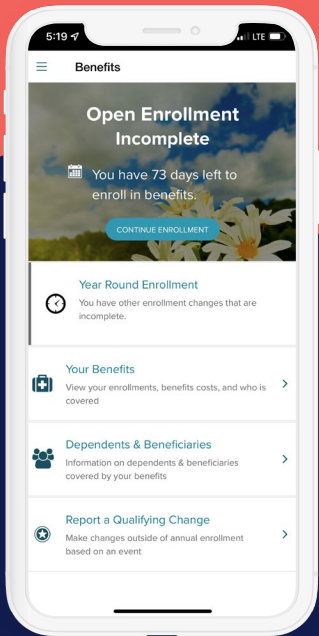
"So glad we switched. ADP Comprehensive Services has made our payroll and benefits administration significantly more efficient."

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



HR

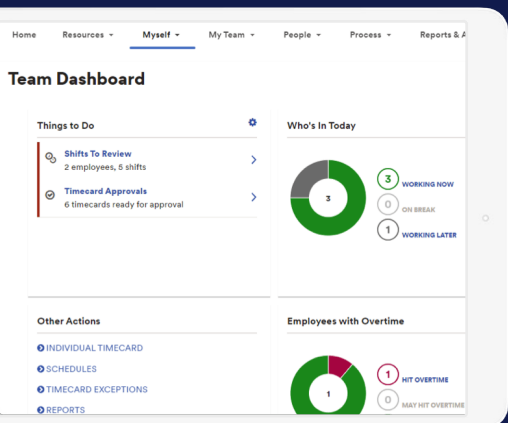
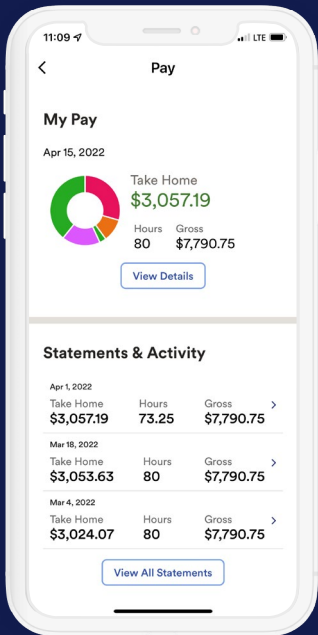
	HR	Benefits	Pay
Employee System of Record	✓	✓	✓
New Hire Onboarding and Electronic I-9	✓	✓	✓
Employment Verification	✓	✓	✓
Wage and Hour Compliance on Demand	✓	✓	✓
HR Best Practices and Forms Library	✓		
OHSA Compliance Forms and Recordkeeping Guidance	✓		
Online Compliance and HR Training	✓	○	○
Online Database of Legislative and Regulatory Developments	✓		✓
Library of Multi-State Surveys on Employment Topics	✓		✓
Job Descriptions	✓		
Employee Handbook	✓		
Online Document Management	✓	✓	✓
Compensation Analysis Self-Service Tool	✓	○	○
Core Learning Platform and Courses	✓	○	○
Merger and Acquisition Support and Consultation	✓	✓	✓
Work-Life Employee Assistance Program	✓		
Monitor and provide updates on leave laws	✓		
Unemployment Administration	✓	✓	✓
Background Checks and Drug Tests	○	○	○
Affirmative Action Planning	○	○	○



Benefits

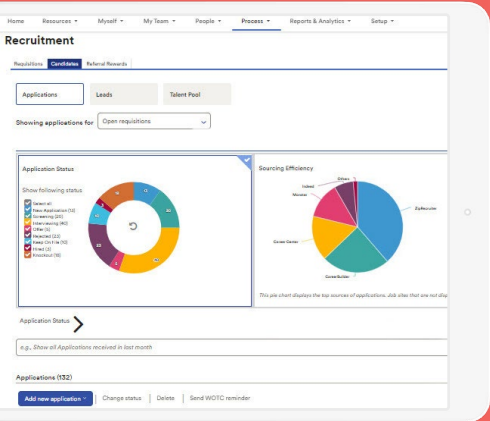
	HR	Benefits	Pay
Benefits Administration		✓	
Open Enrollment Administration		✓	
Mobile Open Enrollment	✓	✓	✓
Client Plan Set-Up, Guidance and Maintenance		✓	
Notifications and Approvals	✓	✓	✓
Flexible Rate Structures	✓	✓	✓
ACA Compliance Dashboard, Reporting* and Support	✓	✓	✓
Carrier Connections	✓	✓	✓
Reconciliation of Carrier Error Reports		✓	
Liaison with Carriers for Evidence of Insurability Approvals		✓	
COBRA Administration	✓	✓	○
COBRA Event Triggers	✓	✓	✓
Life Event Processing		✓	
Dependent and Beneficiary Tracking		✓	
Employee Notifications for Benefits Election Changes	✓	✓	✓
Benefits Operating Procedures		✓	
Absence Management		○	
Employee Discount Program	✓	✓	✓
Benefits Data Management Reports	✓	✓	✓
Benefits Invoice Discrepancy Reporting	○	✓	○
Benefits Invoice Reconciliation		✓	

*Use of Benefits, HR and Payroll modules are required for ACA reporting



Payroll

	HR	Benefits	Pay
Payroll Administration and Processing			✓
Quarter and Year-End Coordination and Administration			✓
Payroll Dashboard with Real-Time Information	✓	✓	✓
PTO Accrual	✓	✓	✓
Employee and Employer Level Payroll Updates			✓
Pay Adjustments (Proactive or Retroactive)			✓
Payroll Compliance Validations			✓
Audit and Review of Payroll Preview Before Submission			✓
Pay Distribution: Direct Deposit, Pay Card or Check	✓	✓	✓
Stop Payment Requests			✓
Direct Deposit Reversals			✓
Creation of General Ledger Interface File			✓
Payment and Reconciliation of Payroll Taxes	✓	✓	✓
Filing and Reporting of Employment Level Taxes	✓	✓	✓
Payroll Operating Procedures			✓
Periodic Reviews of Pay-Related Action Items			✓
Full Service Garnishments	○	○	✓
Agency Notice Support			✓
Online Pay Statement and Total Compensation Statement	✓	✓	✓
Notifications of Federal and State Tax and Regulatory Changes	✓	✓	✓
Business Expansion Tax Registration Services	✓	✓	✓
ADP Time and Attendance	○	○	✓
Import of Time Data Files to Payroll			✓
Exception Processing			✓



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

— Melissa C., HR manager, consumer services company

Popular Add-Ons

	HR	Benefits	Pay
Third-Party Integrations with Partners (ADP Marketplace Plus Custom APIs)	○	○	○
Talent: Recruitment, Performance, Compensation, Plus Help from a Talent Specialist	○	○	○
Full-Service Recruitment and Resume Search Service by ADP Certified Recruiters	○	○	○
Premium Learning Package	○	○	○
ADP DataCloud Enhanced Data Insights and Benchmarking	○	○	○
Leadership Development	○	○	○
Unemployment Compensation Management	○	○	○
ADP Workforce Manager (Optimal Mobile Workforce Management Experience)	○	○	○
Health and Spending Accounts (HSA, FSA, Dependent Care)	○	○	○
401(k) Retirement Services	○	○	○
Work-Opportunity Tax Credit	○	○	○
Sandbox/UAT Environment	○	○	○

For more information visit
adp.com/comprehensive-services

