

ADP TotalSource®

AN ALL-IN-ONE PEO SOLUTION FOR BENEFITS, HR, PAYROLL AND TALENT



ADP TotalSource is a full-service solution for HR, compliance, payroll, employee benefits, benefits administration, hiring, and workplace safety.

You get experts assigned to your business to handle day-to-day tasks and provide guidance, plus you get access to award-winning technology.

Here's a sampling of the **services and technology** you get with ADP TotalSource.



ADP TotalSource is both **IRS-certified** and **ESAC-accredited**, one of only 4% of PEOs.



Always Designing
for People®

Support from experts

| | |
|---|---|
| Strategic HR expert assigned to client | ✓ |
| ADP MyLife advisors (employee support via phone) | ✓ |
| Payroll Business Partner | ✓ |
| Benefits team | ✓ |
| Investigation team for harassment and discrimination claims | ✓ |
| Workplace safety consultants | ✓ |
| Workers' compensation claims specialist | ✓ |
| Technology specialists | ✓ |
| Tax team, time and attendance team, leave of absence team | ✓ |
| Full-service implementation | ✓ |

Technology

| | |
|---|---|
| User-friendly, intuitive tech | ✓ |
| ADP Workforce Now® HCM Technology (HR, Payroll, Benefits, Compliance, Reporting) | ✓ |
| Employee self-service, including ADP Mobile app | ✓ |
| ADP DataCloud Analytics and mobile insights | ✓ |
| ADP DataCloud Enhanced Insights (Benchmarking) | ✓ |
| Reporting (24/7 easy access to 300 standard reports and custom report builder) | ✓ |
| Service portal (practitioner support via phone, chat, search, case creation and tracking) | ✓ |
| Employee case management via ADP Mobile, including live chat | ✓ |
| ADP Virtual Assistant for employee questions | ✓ |
| Safety program builder and certificate of workers' comp insurance | ✓ |
| myLearning@ADP: A comprehensive learning management system | ✓ |
| Communications: Alert messages and a monthly email newsletter | ✓ |

HR

| | |
|--|---|
| Proactive guidance and annual success plan | ✓ |
| Employee system of record | ✓ |
| New hire onboarding, electronic I-9, employment verification | ✓ |
| HR best practices, forms library, job descriptions, and employee handbook | ✓ |
| Online document management | ✓ |
| Online learning courses for employees and managers for HR compliance, personal and leadership development, DE&I, technology skills, health and well-being, customer service, risk and safety | ✓ |
| Employment practices liability insurance (EPLI) and legal defense benefit | ✓ |
| Onsite and virtual training | ✓ |
| Unlimited online safety awareness training courses | ✓ |
| Workplace compliance (ACA, FLSA, FMLA, ADA, harassment, etc.) | ✓ |
| Compliance compass tracking of urgent and important items | ✓ |
| Employee state leave of absence administration | ✓ |
| Employee unemployment claims administration | ✓ |
| Employee scheduling, filtering, and auditing | ✓ |
| Compensation analysis self-service tool | ✓ |
| Workers' compensation insurance and claims management | ✓ |
| Workplace safety evaluations, training, and 24/7 access to nurse triage for injured workers | ✓ |
| HR skills and license tracking | ✓ |
| Background checks | ✓ |
| Candidate skill and behavior assessments | ✓ |
| Merger and acquisition support and consultation | ✓ |
| Company mission, vision and value consultation and alignment | ✓ |
| Performance management consultation | ✓ |
| Leadership development | ✓ |
| Workforce optimization consultation | ✓ |
| Employee reward and recognition program consultation | ✓ |
| Employee engagement surveys (ADP Voice of the Employee) | ✓ |
| Exit survey and results consultation | ✓ |
| 360 surveys and results consultation | ✓ |
| New leader assimilation training | ✓ |
| Workforce strategies consultation | ✓ |
| HR compliance consultation | ✓ |

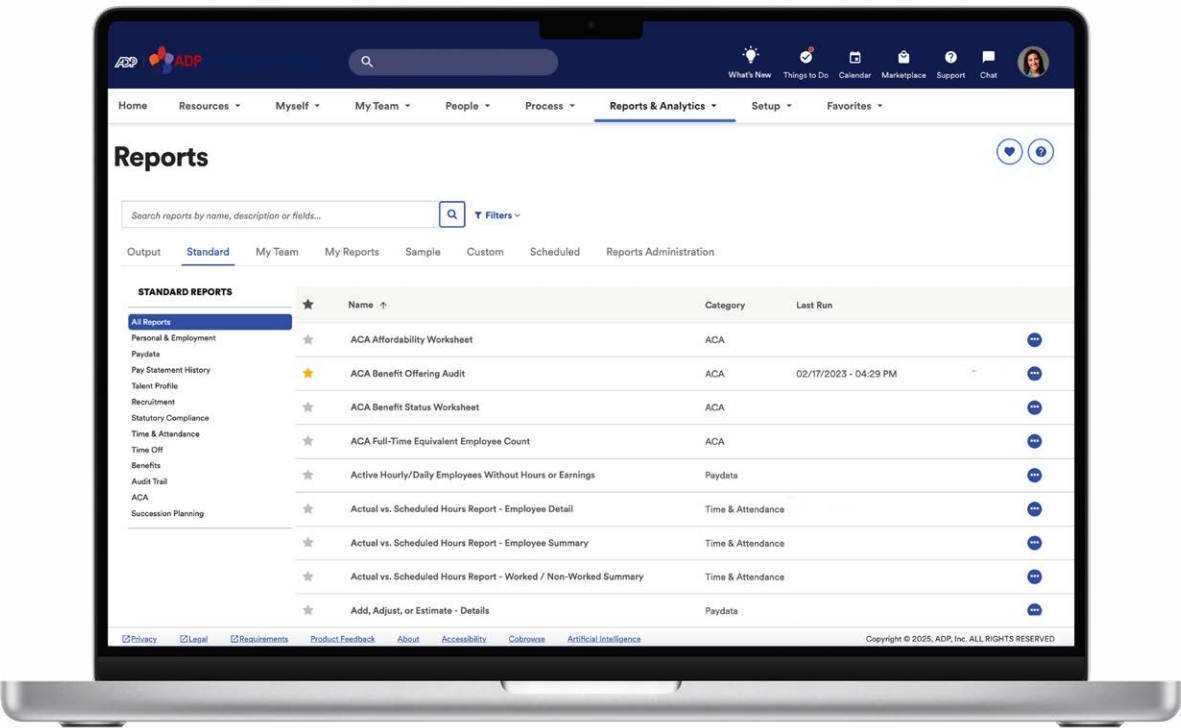


**"I LOVE working
with ADP
TotalSource.
Their site is easy
to manage and
their service is
impeccable."**

—Therese M.
Office administrator, legal
services company

HR (continued)

| | |
|--|---|
| Consultation on employment laws | ✓ |
| Health care reform compliance consultation | ✓ |
| Drug-free workplace program | ✓ |
| Workforce strategy consultation | ✓ |
| Succession planning consultation | ✓ |



“TotalSource is the way to go.”

—Carol M.
HR, health, wellness and fitness company



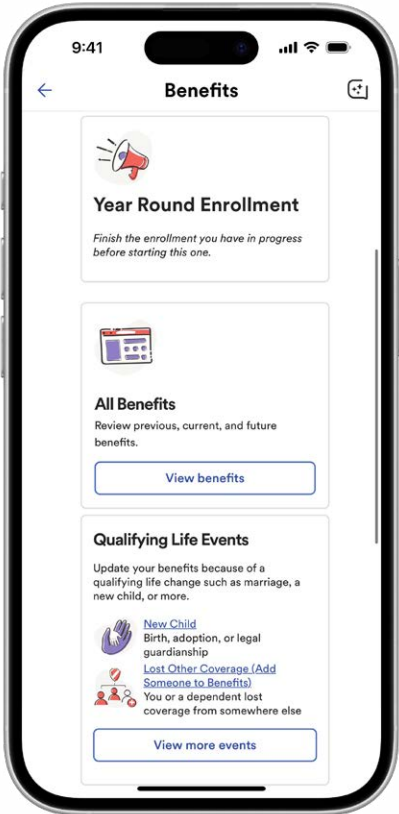
“One stop shop for payroll, benefits and HR.”

—Linda H.
CFO, computer games company



Benefits

| | |
|---|---|
| Market-leading benefits with multiple plan types | ✓ |
| Medical, dental, vision insurance | ✓ |
| 24/7 access to nurse triage for injured workers | ✓ |
| TelaDoc and Telehealth services | ✓ |
| 401(k) retirement savings plan through Voya | ✓ |
| Section 125 | ✓ |
| Commuter benefits | ✓ |
| Health advocacy services | ✓ |
| Health savings account (HSA) | ✓ |
| Flexible spending account (FSA) and dependent care FSA | ✓ |
| Short- and long-term disability | ✓ |
| Life insurance | ✓ |
| Group term life insurance | ✓ |
| Accident insurance | ✓ |
| AD&D insurance | ✓ |
| Personal loss insurance | ✓ |
| Critical illness insurance | ✓ |
| Hospital indemnity insurance | ✓ |
| Work-life employee assistance program | ✓ |
| Retail, restaurant, travel, and entertainment discounts for employees | ✓ |
| Group legal plan | ✓ |
| Pet wellness | ✓ |
| Funeral planning services | ✓ |



"Very user friendly, easy to navigate. Reports are great. Current on laws and mandates involving HR."

—Joilyn O.

Assistant HR manager



"We love support team! We like our representatives. They are always helping us!"

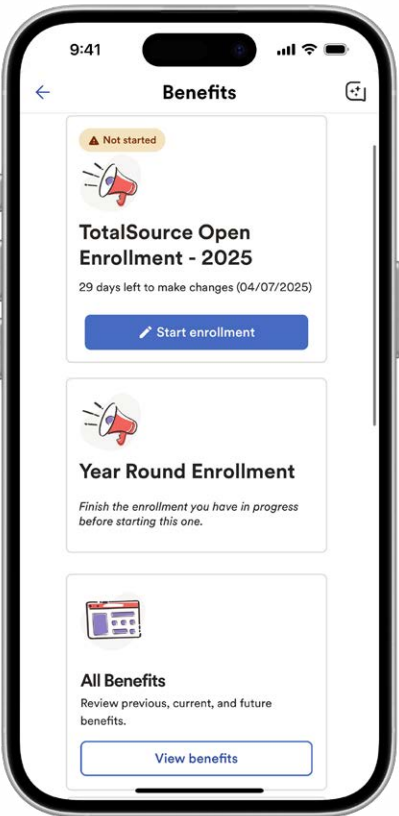
—Paige A.

Assistant HR manager



Benefits (continued)

| | |
|---|---|
| Benefit plan selection and contribution strategy tool for employers | ✓ |
| Benefit plan setup and carrier connections | ✓ |
| Notifications and approvals | ✓ |
| Flexible rate structures | ✓ |
| Carrier relations and negotiations | ✓ |
| Benefit administration | ✓ |
| Online annual enrollment including life events and new hires | ✓ |
| Dependent and beneficiary tracking | ✓ |
| Benefits decision support (AI-driven, personalized recommendations) | ✓ |
| Open enrollment employee communication | ✓ |
| ACA measurement/eligibility dashboard | ✓ |
| ACA compliance dashboard, reporting, filing and support | ✓ |
| COBRA event triggers | ✓ |
| COBRA administration | ✓ |
| Company benefits summary for prospective new hires | ✓ |
| Employee MyLife website for articles and benefit information | ✓ |



“TotalSource helps us to provide and retain talent by offering competitive health care options.”

—Dmitry K.

Assistant controller,
consumer goods company



“ADP has been excellent to work with from implementation to daily HR and Payroll.”

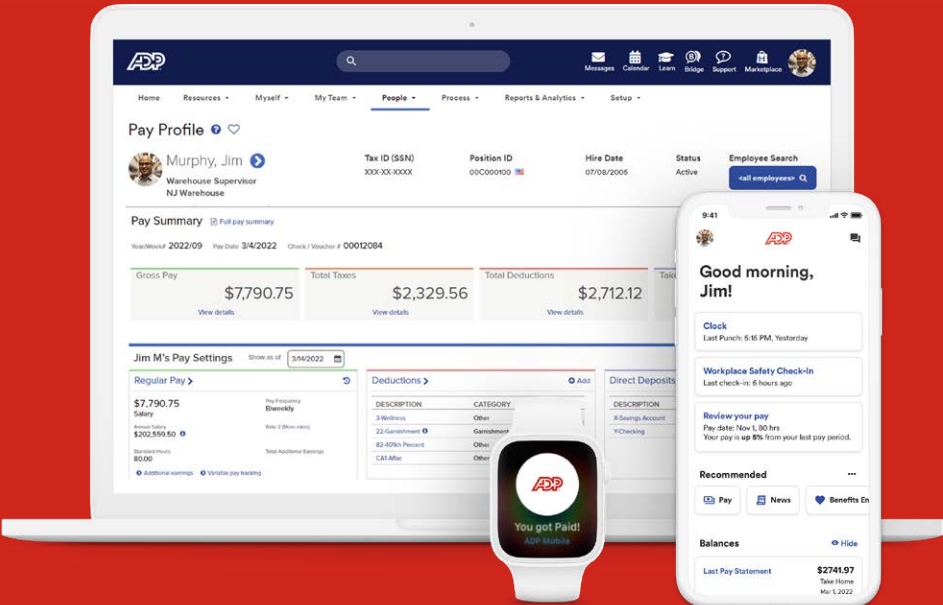
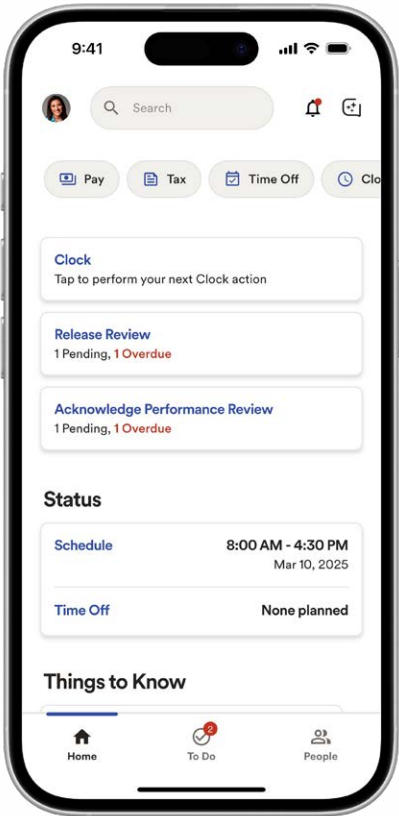
—Michael K.

Director of administration,
telecommunications company



Payroll

- Payroll administration (processing, including audit and reconciliation) and tax administration support
- Payment services
- Payroll dashboard with real-time information
- Configurable setup to incorporate policies
- PTO/time-off accruals
- Time-off requests and processing, and employee scheduling
- Payroll compliance validations
- Benefit and retirement payroll deductions
- Payroll preview before submission
- Quarterly and year-end processing and reporting requirements
- Full service garnishments
- Pay options: Direct deposit, pay card, or check
- Check signing and stuffing
- Payroll delivery
- W-2s
- State Unemployment Insurance (SUI)
- Tax filing and reporting
- Online pay statement and total compensation statement
- Federal and state regulatory changes
- Business expansion tax registration services





Popular add-ons

| | |
|--|----|
| Enhanced Talent Suite: Recruitment management, performance management, compensation management, plus strategic talent support and guidance | \$ |
| Global employer of record platform and worldwide HR experts (partnership with Globalization Partners) | \$ |
| StandOut® employee engagement and leadership training | \$ |
| ADP Marketplace third-party integrations with partners (custom API integration) | \$ |
| ZayZoon: Early access to earned pay ¹ | \$ |
| KROWDFIT: Wellness that pays cash ¹ | \$ |
| PeanutButter: Student loan repayment program ¹ | \$ |
| QBTime: Time tracking ¹ | \$ |
| Custom general ledger | \$ |
| Time tracking and scheduling | \$ |

1 Secure, integrated partner via ADP Marketplace



“The biggest benefit is the piece of mind that we are keeping all of the important plates spinning.”

—Chris T.

Chief of program and partnerships, non-profit company

FOR MORE INFORMATION
adp.com/TotalSource