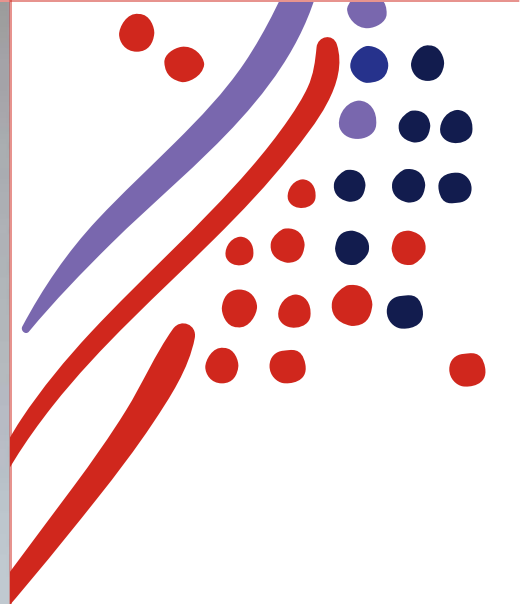


# We recommend ADP TotalSource®

All the advantages of a full-service HR department,  
plus access to Fortune 100®-caliber benefits

A PEO solution



Always Designing  
for People®



## The weight of it all, lifted with ADP TotalSource®

Feel like you have to do it all? You're not alone.

**Forty-three percent of small business owners say they're burdened by having to cover too many different roles.<sup>1</sup> That's why there's ADP TotalSource®, the nation's largest certified professional employer organization (PEO).<sup>2</sup>**

A PEO helps you manage your human resources, employee benefits, regulatory compliance and payroll through a co-employment relationship. The PEO contractually shares certain employer responsibilities with your company. Which means you and your employees benefit from more advantages than you could ever get alone, all while maintaining work site control.

With a dedicated team at the ready to support you and your business, you're freed up to make the most of every business day. You can benefit from:



### Expert guidance

We'll provide guidance backed by data, experience and ideas that really work



### Strategic support

We'll help you predict and prepare for what's ahead



### Dedicated team

We make knowing your business our business

## Talent

### Recruitment and selection\*

- Recruitment services
  - Online job posting
  - Resume searching
  - Full-service recruitment
  - Full-service executive recruitment
- Skill set and behavioral assessments
- Compensation analysis and benchmark insights
- Background checks
- Drug screenings

### Employee onboarding

- Paperless new hire/onboarding process management
- Employee online self-service
  - Mobile solutions
- Workforce planning
  - Succession planning
  - Mentorship programs
- Human resource management system
- MyLife Advisors

### Training and development

- Employee development
- Proactive HR guidance
- Employee feedback tools
  - Engagement surveys
  - 360 surveys
  - Exit surveys
- Skills and license tracking
- TotalSource University (mylearning@ADP)
- Human capital management dashboard

### Enhanced talent suite\*

- Performance dashboard
- Compensation dashboard
- Applicant tracking (ATS)
- DataCloud Benchmarking and Data Explorers (Pay Equity, etc.)
- StandOut® Engagement



## Compensation and benefits

### Fortune 500 benefits package

- Comprehensive medical, dental and vision plans
- Section 125
- Health savings accounts (HSAs)
- Flexible spending accounts (FSAs)
- Online commuter benefits (OCB)
- Voluntary benefits
- Health advocate
- Employee assistance program
- Employee discount program
- Total compensation statement
- COBRA administration
- Retirement savings plan

### Complete administration and consultation

- DataCloud analytics and consultation
- Strategic benefits consultation
- Benefits administration
- Open enrollment tools
- Online benefits tracking and administration
- ACA compliance support
- Compliance center of excellence
- ACA dashboard
- ACA reporting 1094C and 1095C
- Employee leaves administration\*

### Open ecosystem

With ADP TotalSource, you can securely connect to other platforms or vendors with a custom API or through our preferred partners on ADP Marketplace.

\* Note: Additional Fees Apply.

## Risk mitigation/management

### Policy and documentation

- Handbooks and policies
- Job descriptions
- Formsourc document library
- Document Cloud

### Workplace safety

- Risk and safety management
- Support with audits and investigations
- Safety awareness and OSHA training\*
- OSHA compliance assistance
- Safety program review and safety manual
- Illness and injury prevention program
- Accident investigation
- Worker's compensation insurance
- Loss analysis guidance
- Drug free workplace program

### HR compliance

- Employment practices liability insurance
- Legal defense benefit
- Industry focused guidance
- ComplianceHR Suite tools
- Time and labor management\*
- Payroll and tax administration
- Wage garnishment management
- Unemployment claims administration







## HR expertise. Data-driven strategies. Dedicated support.

Get exactly the help you need for everything HR:

- Provide employees access to high-quality, comprehensive benefits
- Stay on top of employment regulations and compliance
- Use data insights to help you manage key business implications, such as turnover
- Provide career development and performance feedback
- Minimize administrative HR tasks
- Get HR support without increasing headcount

**For more information,**  
view or request a demo, and to see  
what ADP TotalSource can do for you, please  
contact the dedicated ADP representative  
supporting Rootworks members and their clients:

**Stacy Bolser**

stacy.bolser@adp.com

765-994-9071

1. Constant Contact, 2015  
2. The IRS does not endorse any particular certified professional employer organization.  
For more information about certified professional employer organizations, visit [www.irs.gov](http://www.irs.gov).

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