

*trusted*

*efficient*

*responsive*

*best  
practices*

## Payroll Processing Solutions for Public Sector Employers



PayForce<sup>SM</sup>





## **PayForce From ADP: The Solution for Public Sector Payroll Needs**

The public sector needs efficient and flexible processes and systems to be able to service employees and constituents in the most cost-effective manner. As a comprehensive Internet-delivered payroll solution, ADP's PayForce provides easy access to payroll information and transactions, efficient and streamlined processes, and complete control over your critical payroll data. Designed with flexibility in mind, ADP's PayForce easily adapts to changing organizational needs and delivers the benefits of "always current" technology.

### **Avoid Outdated Technology and Functionality**

With ADP's PayForce, you no longer need to invest millions of dollars to replace outdated or insufficient technology, provide internal IT support, or carry resources to maintain IT systems. Because ADP hosts PayForce, we do it all for you. You simply need Internet access and a browser to gain anytime, anywhere access to the most current payroll functionality.



### **ADP's PayForce enables you to:**

- Avoid large capital investments in technology
- Upgrade services offered to employees
- Ensure compliance and mitigate risk
- Improve the productivity of current resources
- Reduce the risk associated with inadequate technologies and processes
- Address budget shortfalls with cost-effective service alternatives

## ADP's PayForce Means Flexibility

A best-of-breed payroll solution with low total cost of ownership, ADP's PayForce is ideal for large, public sector organizations that need flexible access to comprehensive functionality. Your administrators and employees retain control—and are more productive—with ADP's intuitive, Internet-based user interface.

- Leverage existing ERP investments or transition effortlessly from your current system to ADP's PayForce using powerful, yet simple, import/export functions—and “go live” within 90 days or less.
- Access vital payroll and employee records anytime, anywhere. Simply log on to the Internet and go.
- Grant permission to view payroll information based on job responsibility.
- Enable “paperless payroll” to reduce expenses, streamline processes, and improve employee service levels.
- Choose from full service direct deposit or employee debit cards to ensure that all employees, even those without a bank account, can immediately access their pay.
- Provide employees with easy access to their own payroll information so they can view paychecks, W-2 and 1099 forms, and W-4 selections online.
- Enjoy world-class service from service representatives expertly trained in payroll, many as Certified Payroll Professionals (CPP) or Professionals in Human Resources (PHR).
- Access online help or enjoy easy and convenient training delivered over the Internet.

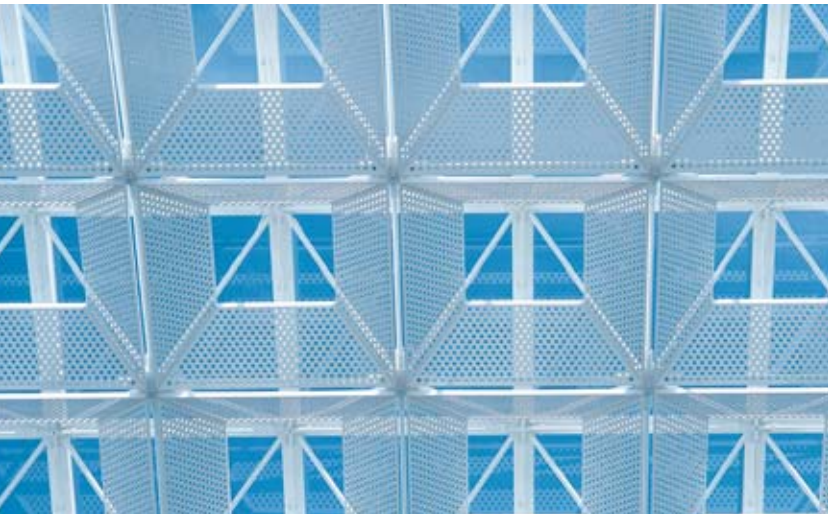
# FLEXIBILITY



## ADP's PayForce Improves Efficiency

ADP's PayForce has a user-centric design that accelerates the input of payroll information and report generation, while productivity-enhancing tools streamline performance. The result? A highly cost-effective, efficient, and flexible solution that frees your payroll personnel to focus on organizational goals.

- Designed with the user in mind, ADP's PayForce follows "six easy steps" that mirror the typical payroll processing cycle and lets you speed through data entry so you can spend more time on strategic activities.
- Benefit from intuitive navigation that minimizes the time you spend searching for features or scrolling through screens.
- Save time and preserve the accuracy of your payroll records by using an automatic transfer agent to seamlessly reassign promoted or transferred employees from one location to another—with all relevant data and history.
- View accurate post-production records based on your actual payroll data and organization-specific calculations before committing to final processing.
- Access historical, current, and even future-dated views of employee records and payroll information through an integrated database that combines payroll functionality with core HR and benefits information.
- Enhance your decision-making by running strategic reports from a comprehensive online library, create ad-hoc reports, or download any report into spreadsheets for additional analysis.



- Deliver reports via the Internet and eliminate the lag between payroll processing and report receipt.
- 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. Track changes to employee records via audit reports, which provide a comprehensive transaction history.

# EFFICIENCY





# CONTROL

## ADP's PayForce Ensures Cost-effective Control

ADP's PayForce allows public sector employers to maintain control of sensitive payroll information at a predictable cost and with minimal capital investment in infrastructure. Internet access, built-in best practices, and strong security technology work in concert with robust functionality to reduce costs and keep you in control of vital payroll information.

- Benefit from the most recent technology without infrastructure investments or additional charges for upgrades or maintenance. As a hosted solution, ADP maintains all hardware and software for you.
- Convert fixed costs into variable costs. Use our budget-conscious pricing structure to control expenses and ensure the lowest overall total cost of ownership.
- Leverage proven payroll processing. ADP starts with the world's leading payroll systems then continually incorporates new technologies and Public Sector best practices to increase efficiencies and improve employee services.
- Keep your data safe from unauthorized access with multiple layers of built-in security that can conform to your unique security policies. Application-level security includes a "three strikes and you're out" log on safety feature, password expiration, transaction auditing trails, and department-level security.

# Public Sector Organizations Look No Further Than ADP.



## Why ADP?

Your back-office operations can become a bottleneck if not performed well, impairing both your productivity and ability to deliver cost-effective services. When you spend significant time managing routine, low-value processes, it is difficult to focus on your constituent-focused activities.

Many public sector organizations trust the hosted HR and payroll solutions offered by ADP to take the pressure off their back offices—and reduce costs, streamline operations, and free budgets for other services. With benefits like these, why would you do it any other way?

## ADP: The Best Partner for the Public Sector

ADP improves your business processes, rather than simply managing existing ones. By partnering with a leader in HR, payroll, and benefit processing services, you access financial best practices, compliance expertise, and world-class service delivery to reduce costs, improve efficiencies, and increase productivity. And with ADP's hosted solutions, you can jump off the technology treadmill—minimizing your capital outlays for technology. Plain and simple, using a hosted solution from ADP frees time and allows your organization to concentrate on delivering its primary constituent-focused products and services.

# Today's ADP:

- Serves 5,000 large employers (having more than 1,000 employees), including both public sector organizations and multi-national companies
- Serves over 30 million employees worldwide every payday
- Touches another 15-20 million employees through benefits and HR services
- Moves half a trillion dollars annually through payroll and tax operations
- Prepares and submits employers' quarterly payroll tax returns to about 2,000 U.S. federal, state, and local regulatory agencies
- Stands as the only information technology company and one of only a handful of global companies with a "AAA" rating from the leading investment ratings agencies
- Delivers world class service resulting in 90+% retention and an average 10-year client tenure

## **ADP PayForce: Flexibility. Efficiency. Control.**

For more information on ADP National Account Services, visit our website at [www.nas.adp.com](http://www.nas.adp.com), or call 800.CALL.ADP and you will be connected with an NAS sales associate in your region.



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