From keeping you up to speed on tax rate and filing changes to answering specific payroll questions, the ADP Workforce Now® Payroll solution enables you to:

• Manage the entire payroll process, from customizing pay grids and reports to accessing key payroll functions, with a flexible system that is easy to learn and accessible from anywhere.
• Improve payroll speed and accuracy with ADP’s integrated time & attendance solution.
• Feel confident with strong encryption and state-of-the-art security that delivers multi-level protection for your data.

The best-in-class affordable solution that is available anytime, anywhere, will help you quickly and accurately process your payroll. ADP Workforce Now is also engineered to help support your compliance obligations and is ready to scale with you as you grow.
• Includes worry-free maintenance, upgrades and security.
• Supports your growth through dynamic scaling.
• Features easy installation as well as data availability – ADP Workforce Now functionality is always there – accessible via any PC or mobile device.
• Verify entries at a glance before calculating the payroll.
• Easy new hire templates make sure you quickly get new hires paid.

With more than 60 years in the payroll processing business, ADP knows that details make the difference.

### Payroll Features*

<table>
<thead>
<tr>
<th>Feature</th>
<th>Essential</th>
<th>Enhanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Processing</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>One Tax Filing Option</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>New Hire Reporting</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Online Pay Statements</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Online Access to Standard Reports</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Add on Wage Garnishment Processing Service</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Request Time Off with Microsoft Outlook® Integration</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Manage Paid Time Off Accruals</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>General Ledger Solution</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Customized Content within Portal</td>
<td>NO</td>
<td>YES</td>
</tr>
</tbody>
</table>

* NOTE: This list is not inclusive of all features. For the full feature set, contact your Sales Representative or call 800.CALL.ADP (800-225-5237)
Web-Based Payroll Solution
Innovative and web-based solution designed to combine the convenience of ADP’s payroll processing with the power and speed of the internet.

Employee/Manager Self-Service
Empower managers and employees to view current and historical payroll information such as direct deposit and tax withholdings.

Paid Time Off
Allow employees to request time off based on current or accrued future balances. Managers can check current schedules and with mobile access, managers can quickly approve requests. Microsoft Outlook® Integration helps keep everyone in sync.

Payment Options
Employees’ paychecks are delivered to your workplace ready for distribution — signed and inserted into individual envelopes — according to your specified schedule. Alternatively, you can choose timesaving direct deposit, or a convenient Pay Card.

Tax Administration and Filing
ADP prepares, files, and deposits federal, state, and local taxes, while also issuing the required monthly reporting to relevant tax authorities. ADP also responds to associated inquiries from any tax agency.

Year-End Processing
ADP handles your company’s year-end requirements, including direct reporting to the proper tax authorities and statements of deposits and filings made on your behalf.

Wage Garnishments Processing
Let ADP address the complex calculations of court-ordered garnishments, levies and child support payments and make the necessary payments to appropriate agencies.
General Ledger

Use ADP’s popular General Ledger Interface to create an import-ready file that brings all your payroll journal entries into your general ledger software package.

Avoid manual journal entries and the expense of developing custom interfaces to connect your payroll and general ledger.

You’ll automatically receive a file every payroll period that contains the expense information to be entered into your general accounting program.

Workers’ Compensation

Pay-by-Pay® is available to assist with workers’ compensation administration.

Pay-by-Pay helps improve your cash flow by eliminating hefty up-front annual premium deposits and by basing premium payments on your actual payrolls and carrier rates rather than estimates. Convenient online reporting helps you better manage workers’ compensation claims.

Payroll Reports

Use ADP Workforce Now Payroll to print reports or export them to Microsoft Excel® so you can analyze and verify data entry hours and earnings before you submit your payroll, analyze ongoing payroll totals, employee deductions, personnel changes, and quarterly tax reports.

Use a combination of standard and user-defined reports to meet all of your payroll and tax needs.

ADP Workforce Now — All-In-One HCM. Your single provider for payroll, talent management, human resource management, benefits administration, and time and attendance.

For more information, contact your Sales Representative or call 800.CALL.ADP (800-225-5237)