



# ADP® Comprehensive Services: Bundles and Features

Payroll & HR support that delivers impactful results



## Comprehensive HR

Navigate HR challenges with ongoing guidance and day-to-day support



## Comprehensive Pay

Improve the accuracy and efficiency of your payroll



## Comprehensive Benefits

Alleviate benefits administration burden and reduce compliance worries

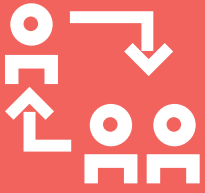


## Comprehensive Talent

Elevate your talent strategy with expertise, best practices and data-driven insights

### People Support and Expertise

	HR	Payroll	Benefits	Talent
Strategic advisor aligned to clients	✓	✓	✓	✓
Ongoing business reviews	✓	✓	✓	✓
Client Service Manager	✓	✓	✓	✓
Employee and manager phone support	✓	✓	✓	✓
Payroll Specialist		✓		
Payroll Processing Representative		✓		
Payroll Support Representative	✓		✓	✓
Benefits Specialist			✓	
Benefits Processing Representative			✓	
Open Enrollment Specialist	✓	✓		✓
HR Specialist	✓			
Risk & Safety Specialists	✓			
Talent Consultant				✓
Talent Specialists	✓	○	○	
Technology Specialists	✓	✓	✓	✓
ACA Center of Excellence Team	✓	✓	✓	✓
Wage and Hour Compliance on Demand	✓	✓	✓	✓



## HCM Technology

	HR	Payroll	Benefits	Talent
ADP Workforce Now Technology Suite (HR, Payroll, Benefits)	✓	✓	✓	✓
ADP DataCloud Analytics	✓	✓	✓	✓
Employee self-service	✓	✓	✓	✓
ADP mobile app	✓	✓	✓	✓
Compliance reports (EEO-1, VETS, 100)	✓		✓	✓
Newsletters, alerts and tips	✓	✓	✓	✓
Service portal (phone, chat, search, case creation and tracking and tracking)	✓	✓	✓	✓
U.S. and Canada cross-border payroll		✓		
Global payroll integration		✓		

## Human Resources

	HR	Payroll	Benefits	Talent
HR best practices and forms library	✓			
Employee system of record	✓	✓	✓	✓
New hire onboarding and el-9	✓	✓	✓	✓
Employee surveys	✓	✓	✓	✓
OSHA compliance forms and recording guidance	✓			
Online compliance and HR training	✓			
Online database of legislative and regulatory developments	✓			
Library of multi-state surveys on employment topics	✓			
Labor law posters	✓			
Job descriptions	✓			✓
Customized employee handbook	✓			
Online document management	✓	✓	✓	✓
Compensation analysis tool	✓			
Learning platform and courses	✓	○	○	✓
Premium content learning (70,000+ courses)	○	○	○	✓
Work-life employee assistance program	✓			✓
Monitor and provide updates on leave laws	✓			
Unemployment administration	✓	✓	✓	✓
Background checks and drug tests	○	○	○	○
Affirmative Action Planning	○	○	○	○



**"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



## Payroll and Tax Administration

	HR	Payroll	Benefits	Talent
Payroll administration and processing		✓		
Quarter and year-end coordination and administration		✓		
Payroll dashboard with real-time information		✓		
Employment verification	✓	✓	✓	✓
PTO accrual		✓		
Employee and employer-level payroll updates		✓		
Pay adjustments (proactive and 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		✓		



Four out of five say that ADP Comprehensive Services provides the guidance and support needed to comply with HR regulations.

Client survey, Dec. 2022



Four out of five say that ADP Comprehensive Services makes it easy to track and administer the benefit plans their company offers.

Client survey, Dec. 2022

## Benefits Administration

	HR	Payroll	Benefits	Talent
Benefits administration			✓	
Open enrollment administration			✓	
Mobile open enrollment	✓	✓	✓	✓
Client plan set-up, guidance and maintenance			✓	
Notifications and approvals			✓	
Flexible rate structures			✓	
ACA Compliance dashboard	✓	✓	✓	✓
Unlimited carrier connections			✓	
Limited carrier connections	✓	✓		✓
Reconciliation of carrier error reports			✓	
Evidence of insurability administration			✓	
COBRA administration	✓	○	✓	○
COBRA trigger events			✓	
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 reconciliation			✓	



## Talent Management

	HR	Payroll	Benefits	Talent
Performance technology module	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Succession planning tool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Recruitment technology module	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Recruitment Embedded Insights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Zip Recruiter job slots and TrafficBoost	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Compensation management technology module	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Learning platform and courses	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Premium content learning (70,000+ courses)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Instructor-led training	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Leadership series	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

## Popular Add-Ons

	HR	Payroll	Benefits	Talent
ADP Marketplace Third-Party Integrations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ADP WorkForce Manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ADP WorkForce Management Module - Essential Time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ADP Time Kiosk (add-on to Essential Time or WorkForce Manager)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Talent Bundle: Recruitment, Performance, Compensation, Talent Center of Excellence Support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
401K/Retirement Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Affirmative Action Planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Leave Administration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unemployment Compensation Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work- Opportunity Tax Credit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health and Spending Accounts (HSA, FSA, and Dependent Care)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Services available for an additional fee



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

— Melissa C., HR manager, consumer services company



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for People®

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[adp.com/comprehensive-services](https://adp.com/comprehensive-services)