



# 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

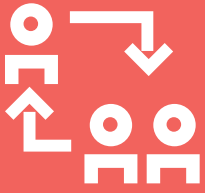


## Comprehensive Talent

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		✓		



## 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 discrepancy reporting	○	○		○
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 (HAS, 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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