



# Guidance and expertise we can trust

*Make-Up Designory is a higher education institution that provides its students with training in professional make-up artistry for film, television, fashion, theatre and retail. Cindy Jacuk, controller and CFO has been with the organization for more than 20 years. She finds the payroll, benefits and compliance resources provided by ADP TotalSource® to be an invaluable resource.*

## ADP provides comprehensive support to supplement our internal resources

I started working at Make-Up Designory, or MUD, in 2000. We're a fully accredited, private post-secondary vocational school, with campuses in Burbank, California and New York City. Once the three owners got the company up and running, they contacted me because of my accounting background. I work from home in Florida. In the company's early days, I was sent physical time cards to manage payroll. I would cut checks and send them to California for signature. It was nuts. But we were small, and it was manageable.

Today, we have a three-person accounting department, and I oversee payroll. The company originally used another payroll provider, but having worked with ADP at my previous job, I knew we needed to use ADP. We have employees in four states, all of which have different rules. One of the great things about ADP's payroll is that they help take the burden off me.







## Partnering with ADP TotalSource

As ADP grew, we grew, and vice versa. So, when I decided it was a good idea to join forces with a professional employer organization (PEO), I didn't think of anyone other than ADP TotalSource. Their costs are very transparent, and it was a seamless transition. Our partnership is led by our ADP HR business partner. It's almost like she's a part of MUD. We're extraordinarily lucky to have her, and she makes my life a lot easier.

Cindy Jacuk  
Controller and CFO



## Quick facts

-  **Company:** Make-Up Designory
-  **Headquarters:** Valencia, California
-  **Industry:** Education
-  **Employees:** 75+
-  **Locations:** 2
-  **Website:** mud.edu

**Business challenge:** Assistance with a host of HR functions.

**How ADP helped:** ADP TotalSource® provides expert guidance in payroll, benefits and compliance, as well as ongoing HR assistance.



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Another key factor in selecting TotalSource was its benefits offerings. In essence, a relatively small organization like MUD gains access to Fortune-500 company benefits. It's a comprehensive solution and at a significant cost savings. We know it works, because our employees tell us how great the benefits are.

I've also received fabulous feedback about ADP MyLife Advisors. They take as much time as necessary to help our employees, such as helping them navigate open enrollment, or the steps involved with going on a leave of absence.

I also turn to ADP TotalSource to help with compliance. I rely on ADP's experts to make sure things are being processed properly and that we're up-to-date with changing federal and state regulations. These experts also guide me with challenges, like terminating an employee. They have guided us through the process, which makes a difficult experience much easier. We don't worry about this with ADP TotalSource — it's a big relief.

To wrap it all up, ADP TotalSource has all the experts. With the support they provide, they free up my time. In my opinion, even small companies should consider a PEO. I would always recommend ADP TotalSource.

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**Cindy Jacuk**  
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