

HR and Payroll Solutions for the Public Sector



World Class Solutions to Track, Pay and Service Your Largest Resource — Your Employees

Public sector organizations require a unique suite of HR and payroll solutions that address the complexities, goals and budgets of government and educational institutions. ADP meets these needs by seamlessly combining human resource, benefit and payroll administration functions into a powerful offering that allows public sector leaders to improve operational preparedness, modernize systems, increase productivity and simplify employee communication through best-practice services. Key features and benefits of ADP's public sector solutions include:

- **Hosted Technologies** to improve disaster preparedness and enhance strategic recovery plans while reducing the burden on your IT organization
- **Self Service Functionality** to give administrators and employees one-stop access to vital personal information while streamlining organizational workflow and improving accountability
- **Paperless Payroll Options** to reduce check fraud and increase employee pay options, including the choice of receiving their pay via paycheck, direct deposit or an employee debit card
- **Proven Best Practices** that allow organizations to automate and streamline manual processes, resulting in improved financial controls, FLSA compliance and management reporting
- **Employee and Management Control** via convenient online access to current and historical pay statements, year-end W-2s, benefit elections data and powerful management/audit reports that help promote accountability and control throughout the organization

By utilizing ADP's solutions, public sector entities can effectively modernize their HR, payroll and benefits processes and overcome challenges created by worker shortages, outdated systems, organizational complexity and budget constraints.

ADP's HR and Payroll Solutions

Human Resources Management:

- Personnel Administration
- Multi-Level Strategic Reporting
- Compliance Management
- Compensation Management
- Training and Certification
- Paid Time Off Tracking – FMLA, Leave of Absence, Leave Accruals and Grants
- EEO Compliance Tracking

Payroll and Related Services:

- Payroll Processing
- Time and Labor Management
- Tax and Financial Services
- Payroll Communications Services
- Benefits Deductions Calculation and Tracking
- Unemployment Insurance Compensation Administration
- FSA and COBRA Administration

Addressing Unique Employment and Pay Practices

ADP's HR and payroll solutions address the unique employment and pay practices that challenge public organizations to maintain compliance with legislative mandates, collective bargaining agreements and federal and state regulations. ADP's public sector solutions provide assistance in managing these unique practices through functionality such as:

- **Retroactive Pay** capabilities that provide the ability to process retro pay for mass change pay adjustments as a result of new contracts or increases
- **Fund Accounting** that allows public sector personnel to proactively manage fund distributions, fund maintenance to easily adjust and audit fund or grant balances to adequately distribute, track or report transactions related to a fund or grant
- **FLSA Earnings Calculations** that produce a recalculation of an average rate based on the impact of a retroactive payment adjustment and insure FLSA requirements are complied with based on federal regulations and collective bargaining definitions
- **Automatic Salary Step Progression** that automates adjustments to the pay rates of employees who are in a step rate plan and rolls these changes down to the employee level
- **Union Administration** functions that make it easier for HR personnel to manage daily administration tasks and improve change management for collective bargaining agreements and union contract details
- **Special Payments** capabilities that define, maintain and process unique forms of compensation, easing the tracking and management of multiple pay types

ADP: The Best Partner for the Public Sector

Government and educational institutions across the United States trust ADP to deliver the HR and payroll solutions required to reduce pressure on their back offices, streamline operations, proactively manage budget appropriations, minimize tax and regulatory compliance and free up capital funding for other critical programs and services. ADP improves public sector business processes, rather than simply managing existing ones. For more information about how ADP is partnering with the public sector, please visit www.nas.adp.com.

TODAY ADP

- Serves over 30 million employees worldwide every payday
- Touches another 15–20 million employees through benefits and HR services
- Serves 5,000 large employers (with more than 1,000 employees), including both public sector organizations and multi-national companies
- 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