

trusted

efficient

responsive

*best
practices*



**HR, Benefits, and Payroll Solutions for
Public Sector Employers**



Enterprise HRSM





ADP's Enterprise HR Solutions: The Public Sector's HR Answer

HR tasks are taxing your resources, while your department is under increasingly tight budgetary constraints. So how do you find time for strategic HR planning? The answer: Alleviate the burden on your HR department, deliver HR services more efficiently, update your technology, and improve employee services with one simple decision.

By partnering with ADP, you can rest assured that your human resource, benefits, and payroll tasks are being handled accurately and expeditiously. With over 50 years of experience in providing employer services, ADP understands the intricacies of managing HR across large, complex public organizations and can provide a solution that delivers a full range of HR services within your budget. ADP National Account Services is the answer. ADP's Enterprise HR is your solution.

ADP's Enterprise HR Solution Provides You With:

- Freedom from having to rely on outdated or insufficient technology
- Access to the expertise of a world-class HR services provider
- Relief from time-consuming and costly IT maintenance
- Time to focus on improving HR service and offerings



ADP's Enterprise HR — A Powerful Solution

By incorporating proven best practices, ADP's Enterprise HR solution effectively overcomes the HR obstacles created by the size, organizational complexity, and tight budgets typical of public entities. It is a best-of-breed solution to staff, track, pay, and service your organization's largest resource — your employees.

- Deliver unprecedented levels of efficiency and control. ADP's smart solution design allows HR professionals to quickly access the information they need to expedite even the most complex tasks.
- Easily personalize workspaces, configure a home page, and efficiently organize and complete HR processes.
- Use shortcuts to enable heads-down data entry, so the HR "power user" can speed through routine tasks and activities.
- Leverage organizational charts for easy navigation to specific departments, regions, or employee-related tasks, helping to simplify HR workflow processes.
- Align compensation and employee benefits with organizational positions and operational goals by utilizing performance and compensation management features.
- Keep your data safe from unauthorized access with multiple layers of built-in security that can conform to your unique security policies. Application-level security includes a "three strikes and you're out" log on safety feature, password expiration, transaction auditing trails, and department-level security.

ADP's Enterprise HR includes:

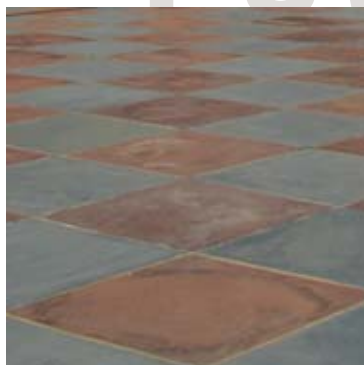
Human Resources Management

- Personnel Administration
- Multi-level Strategic Reporting
- Compliance Management
- Compensation Management
- Training and Certification
- Paid Time Off – FMLA, Leave of Absence
- Equal Employment Opportunity – EEO

Payroll and Related Services

- Payroll Processing
- Time and Labor Management
- Tax and Financial Services
- Payroll Communications Services
- Benefits Deductions Calculation & Tracking

POWERFUL



COMPREHENSIVE

ADP's Enterprise HR — A Comprehensive Solution

ADP's Enterprise HR is a single solution, which seamlessly combines human resources, benefits, and payroll data, while offering a full range of functionality. With powerful features and built-in efficiencies, ADP's Enterprise HR delivers uncompromising value and enables you to leverage a comprehensive HR, payroll, and benefit solution while staying within your budget.

Paperless Payroll

Save money and increase employee pay options by utilizing ADP's paperless payroll solution. Give your employees the choice of receiving their pay via ADP's full-service direct deposit or an employee debit card. Either way, employees can conveniently access their current and historical pay statements, W-2s, and pay card activity statements via the Internet. Use ADP's paperless payroll services to reduce costs, create efficiencies by minimizing check fraud exposure, reduce banking fees, and streamline payroll administration.

Benefits Administration

As a leading benefits administration provider, ADP invests millions of dollars every year to automate and streamline benefit transactions. So, whether you need to provide health and welfare administration or flexible spending account management and retirement services, ADP has a comprehensive solution for your benefits administration needs. And, ADP can further simplify the benefits process by providing your employees with self-service options and single sign-on Internet access to all your ADP services.

Hosted Services

Benefit from the most recent technology without infrastructure investments or additional charges for upgrades or maintenance. ADP's hosted applications keep you off the technology treadmill—minimizing your capital outlays for new hardware, software licenses, or upgrades. We securely maintain your operating systems, databases, and applications 24x7 and “future-proof” them so that your technology is always current. All you need is Internet access and a browser.

Self-Service Functionality

Gain additional efficiency, convenience, and workflow improvements using optional ADP self service features. Give administrators and employees one-stop access to vital personal information. With ADP Self Service, managers can approve merit reviews and salary changes, view employee information, and track workflow approvals and routings. Employees can access historical records, see pay and W-2 statements, make changes to direct deposit and tax selections, and update training and certification records.



ADP's Enterprise HR — An Efficient Solution

With all the task-oriented responsibilities demanded of a human resource organization, time to focus on organizational objectives can be scarce. That's why ADP's Enterprise HR includes features that automate processes, present vital information, and help ensure that employee programs are aligned with organizational budgets and objectives.

With ADP's Enterprise HR, you get the most comprehensive HR functionality available, paired with the strategic advantages of partnering with ADP. Utilize ADP's comprehensive library of standard reports or create ad-hoc reports to track your performance against organizational budgets or goals. And perform live queries using multi-level reporting capabilities to target specific areas of interest. ADP Enterprise HR also allows you to easily transfer information to other desktop productivity applications for additional comparison and analysis. ADP is focused on helping you get things done quickly, correctly, and easily—so you spend less time on routine tasks and more time on strategic planning and human capital management.

In addition to its feature-rich functionality, ADP's Enterprise HR helps you convert fixed technology and infrastructure costs into variable ones, making it easier to budget and plan your expenses. Plus, you'll enjoy the lowest overall total cost of ownership with the highest level of service for your employees.

Our proven, efficient methodology ensures a rapid implementation process. Your ADP Enterprise HR solution will be up and running quickly, so you can start reaping the benefits immediately. Experts in our National Service Centers use best-in-class project management principles to ensure that your transition is smooth, rapid, and effective.

EFFICIENT



Trust the Best

For more than 50 years, ADP has provided leading solutions for government and education entities via advanced, flexible solutions finely-tuned to match the needs of large, public sector employers. Employer services are our core business, and we've built on decades of experience to deliver an unprecedented level of efficiency. ADP's Enterprise HR incorporates proven best practices to overcome the obstacles created by organizational size and complexity, and delivers the cost-effective, strategic resource management tools you need.

To find out more about ADP's Enterprise HR solution and determine if it's right for your public sector organization, contact your ADP National Account Services representative today.

Public Sector Organizations Look No Further Than ADP.



Why ADP?

Your back-office operations can become a bottleneck if not performed well, impairing both your productivity and ability to deliver cost-effective services. When you spend significant time managing routine, low-value processes, it is difficult to focus on your core, constituent-focused activities.

Many public sector organizations trust hosted HR and payroll solutions offered by ADP to take the pressure off their back offices—and reduce costs, streamline operations, and free budgets for other services. With benefits like these, why would you do it any other way?

ADP: The Best Partner for the Public Sector

ADP improves your business processes, rather than simply managing existing ones. By partnering with a leader in HR, payroll, and benefit processing services, you access financial best practices, compliance expertise, and world-class service delivery to reduce costs, improve efficiencies, and increase productivity. And with ADP's hosted solutions, you can jump off the technology treadmill—minimizing your capital outlays for technology. Plain and simple, using a hosted solution from ADP frees time and allows your organization to concentrate on delivering its primary constituent-focused products and services.

Today ADP:

- Serves 5,000 large employers (having more than 1,000 employees), including both public sector organizations and multi-national companies
- Serves over 30 million employees worldwide every payday
- Touches another 15-20 million employees through benefits and HR services
- 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
- Delivers world class service resulting in 90+% retention and an average client tenure of over 10 years

ADP Enterprise HR: Powerful. Comprehensive. Efficient.

For more information on ADP National Account Services, visit our website at www.nas.adp.com, or call 800.CALL.ADP and you will be connected with an NAS sales associate in your region.



**Automatic Data Processing, Inc.
National Account Services
5800 Windward parkway
Alpharetta, GA 30005
www.nas.adp.com
Toll Free: 800.CallADP**

The ADP Logo is a registered trademark of ADP North America, Inc.
Enterprise HR is a service mark of Automatic Data Processing, Inc.
All other trademarks and service marks are the property of their respective owners.