



A more human resource.™

ADP® Complete Payroll and HR Plus

Manage your cashflow, and compliance...PLUS get the latest small business innovations to help manage your people.

Small businesses are working harder just to stay in business these days. How you choose to manage your back-office burden can pull your focus away from reaching your business goals — *or it can bring you closer to achieving them.*

With ADP Complete Payroll and HR Plus you'll get the latest in ADP's HR innovations designed specifically for small businesses to help you meet your most challenging HR needs. Plus you'll get a powerful set of tools and resources to help you manage your cash flow and compliance risk.

With better control over the administrative side of your business — what could you achieve?

Cash and Compliance Management Solutions

- **Flexible Payroll Input Options** – Enter your data online, by phone, or even on-the-go with our mobile payroll app. Either way, you can be confident that your data is safe and secure.
 - eTimecard* – Provides employees the ability to clock in and out or enter hours worked via web or mobile device. Hours entered can be reviewed and edited before being sent for automatic payroll processing.
- **Health Care Reform Page** – The Health Care Reform Page will provide you access to resources to help you stay on top of health care reform changes, help determine if you may be considered an “applicable large employer” and affected by the Shared Responsibility provision of the Affordable Care Act (ACA), and determine your eligibility for the Health Care Tax Credit.
- **Employee Access** – Employees can find answers with online access to an up-to-date payroll history, helping to reduce the number of questions you'll receive.
- **General Ledger Interface** – Export journal entries from ADP into QuickBooks®, Xero, Creative Solutions or a generic output file — without re-keying data.
- **Payroll Preview** – Preview payroll results before processing to help reduce errors.
- **Payment Options** – Choose from three ways to pay your employees:
 - ADPCheck™ – The most secure paycheck in the industry, signed and sealed with 10 advanced fraud protection features.
 - Full Service Direct Deposit – The quickest way to pay your employees — on payday, pay is automatically deposited in each employee's account.
 - ALINE Card by ADP® – Pay employees electronically on a reloadable Visa prepaid debit card.
- **Electronic Reports** – View, access, export and print over 15 different reports online.
 - Custom Reporting – Choose the fields to include and their order, sort the data within columns, set filters and selection criteria, preview, print, export to multiple file formats and save custom reports for future use.
- **Tax Filing** – We'll calculate, deposit, file and reconcile your payroll taxes — and respond to inquiries from taxing agencies regarding the returns we file for you.
- **New Hire Reporting** – Helps protect your company from penalties due to mistakes or late filings.
- **New Hire Paperwork** – Quickly download state and federal new hire forms all in one convenient place.
- **Labor Law Poster Compliance Update Service** – We'll also enroll you in our Labor Law Poster Compliance Update Service to help you comply with these regulations.
- **Garnishment Payment Service** – A cost-effective, comprehensive solution that helps you manage all aspects of your wage garnishment processing.
- **State Unemployment Insurance (SUI) Management** – Complete management of your state unemployment insurance, including reviewing your account for erroneous charges and auditing your SUI experience rate(s) to make sure it is appropriate. We'll also handle correspondence from each state in which you pay unemployment insurance.

People Management Features Designed for Your Business

HR Technology

- **Document Vault** – Eliminate paper and get centralized, searchable access to stored employee and company documents, as well as a library of HR best-practice templates.
- **HR Tracking** – Get 24/7 access to HR pages that help you track employee information, such as assigned property and performance, and advanced reporting.
- **Alerts and Notifications** – Track important dates like employee anniversary dates, date of next performance reviews, and license and certification expiration dates. Use Company Notes to post reminders in one convenient location.

HR Support, Administration and Compliance

- **HR HelpDesk** – Receive phone and e-mail access to a dedicated support team of HR professionals to help you navigate even your most complicated HR issues.
- **Employee Handbook Wizard** – Create a comprehensive, professional quality employee handbook based on state and federal employment law in just a few simple steps.
- **Background Checks** – Background checks include SSN Validation*, Criminal History Search for the current county of residence, and ADP's Smart Crim.
- **Job Description Wizard** – Create customized job descriptions based on an extensive database.
- **ADP Hiring** – Post jobs to multiple job boards and social media sites in one click. Easily manage candidates with a built-in applicant tracking system and quickly identify top candidates.

- **HR Toolkits** – Properly complete everyday HR and compliance responsibilities with step-by-step best-practice guidelines, essential forms and documents, and related policies.
- **HR Forms & Documents** – Save time by obtaining your key HR forms from our central library of thousands of best-practice documents, checklists, forms, and policies.
- **State and Federal Compliance Database and Compliance Updates** – Get information about ever-changing state and federal employment laws with plain English summaries of major regulations. Also receive proactive email alerts to help you stay on top of HR best-practices and compliance requirements.
- **HR Checkups** – Compare your HR practices against standard HR best-practices in several key HR areas, with access to resources to help shore up your weaknesses.

HR Information and Education

- **HR Fundamentals Training** – Self-paced online learning course covering various HR topics.
- **State and Federal Resources** – Help meet your core state and federal documentation requirements with convenient access to key government forms and documents.
- **Tip of the Week** – Receive practical how-to articles that provide best-practice information to complete your everyday employee management tasks.

For more information, contact your local ADP Representative or visit smallbusiness.adp.com

*Only confirms social security number was issued and number is not on the master death database.