



A more human resource.™

ADP® Enhanced Payroll

Small business solutions with enhanced features to help you get better control of your financial resources, help avoid penalties, and effectively manage your employees.

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 longer term business goals — or it can bring you closer to achieving them.

ADP offers innovative solutions created just for small businesses to help you master day-to-day tasks in managing your cash, your people, 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.
- **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.
- **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.
- **Payroll Preview** – Preview payroll results before processing to help reduce errors.
- **Electronic Reports** – View, access, export and print over 15 different reports online.
- **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

- **Employee Info Tab** – Get a summary view of basic employee HR information.
- **State and Federal Resources** – Help meet your core state and federal documentation requirements with convenient access to key government forms and documents.
- **State and Federal Resources** – Get a summary view of basic employee HR information
- **HR Checkups** – Compare your current HR practices against standard HR best-practices to see how you measure up.
- **Tip of the Week** – Receive practical how-to articles that provide best-practice information to complete your everyday employee management tasks.
- **Quarterly Newsletter** – Timely, comprehensive articles focused on compliance requirements and getting the most out of your workforce.
- **HR Dictionary** – Hundreds of must-know HR terms, definitions and abbreviations to clarify your HR tasks.

For more information contact: