

# We do more so you can do more

## ADP TotalSource® is your all-in-one PEO for everything HR

We take on your time-consuming HR tasks and offer your employees the same best-in-class benefits as big businesses.



Your dedicated **ADP HR Business Partner** provides proactive, strategic guidance and expertise for compliance, benefits, hiring, turnover, or even handling tricky employee situations.

ADP TotalSource clients save an average of **30% of their time** on all HR tasks.

Client survey Dec. 2022



### HR



#### Compliance

- **ADP HR Investigation Team**
- Employment Practices Liability Insurance (EPLI)
- Legal Defense Benefit
- Workplace compliance support
- Federal, state and local regulatory knowledgebase
- HR best practices, forms library, employee handbook
- Online document management

#### Talent

- New hire onboarding, I-9, employment verification
- Employee system of record
- Employee training and development courses
- Leave of absence administration
- Unemployment claims administration
- Talent modules for recruitment, performance, and compensation management, plus help from an ADP Talent Specialist (additional fee)
- Full-service recruitment and resume search service by ADP Certified Recruiters (additional fee)

#### Workplace Safety

- **ADP Risk and Safety Consultant**
- OSHA compliance and training
- Safety program builder and safety recommendations
- Illness and injury prevention programs

### BENEFITS



#### Benefits Administration

- **ADP Benefits Team**
- Benefits administration service
- Carrier relations and negotiations
- Benefit plan setup, enrollment, and employee comms
- Dependent tracking
- COBRA administration
- ACA compliance dashboard, reporting, filing and support

#### Employee Benefits

- Medical, dental, and vision insurance
- 401(k) plan
- HSA and FSA
- Employee assistance program
- Employee discount program
- Health Advocate™ services
- Short- and long-term disability
- Life insurance
- Accident insurance
- Personal loss insurance
- Critical illness insurance
- Hospital indemnity insurance
- Commuter benefits
- Group legal plan
- Funeral planning services

#### Workers' Compensation

- **ADP Workers' Comp Claims Specialist** oversees claim reserves, payments and investigations
- Workers' comp insurance

### PAYROLL



#### Payroll Administration

- **ADP Payroll Advisor**
- Payroll administration and processing
- Payroll compliance validations
- Review and audit of payroll preview before submission
- Benefit and retirement payroll deductions
- Quarterly and year-end processing and reporting requirements
- Full-service garnishments
- Self-service portal for support

#### Tax

- **ADP Tax Team**
- Tax filing and reporting, including W-2s
- Federal and state regulatory changes
- State Unemployment Insurance (SUI)
- Business expansion tax registration services

#### Time

- **ADP Time and Attendance Team**
- Seamless payroll integration
- PTO accruals
- Time-off requests and processing
- Employee scheduling
- Mobile time collection

### 24/7 DATA AND REPORTS



- ADP DataCloud Analytics
- 300 standard reports, plus custom reports
- Data benchmarking against peers (additional fee)

### EMPLOYEE SUPPORT



- **ADP MyLife Advisors** ensure your employees get answers to all their HR, payroll and benefits questions
- ADP Mobile App for self-service access
- Live chat support and case management

Contact me today to learn more!