

Employee Solutions Made Easy



A more human resource.™

The success of your small business depends on the engagement and performance of your employees. With automated and integrated employee solutions customized just for you, ADP® can help you streamline your HR tasks, better manage your employees and comply with labor laws.



HR Solutions

The average small business owner spends 25% or more of their time handling employee-related paperwork. This increases to 35-45% if the tasks include recruitment, hiring, and new employee training.¹

- HR Business Advisors help with addressing employee management challenges and offer best practices on labor law compliance
- Resources and wizards to help you create and update custom job descriptions and employee handbook
- Tools and resources for improving employee engagement, performance and productivity
- Solutions to simplify the hiring, screening, and on-boarding processes



Electronic Time and Attendance

Integrating time and attendance with payroll leads to a cost efficiency of more than 14%.²

- Reduce labor costs, improve productivity and manage wage and hour compliance.
- Mobile and automated attendance to decrease time collection errors and increase pay accuracy



Pay-by-Pay® Premium Payment Program for Workers' Compensation*

Improve your cash flow by integrating your Workers' Comp premium payment with payroll

- Accurate and predictable premium payments with no large, upfront deposits*
- Reduces the risk of lump-sum year-end audit adjustments
- Print certificates-of-insurance anytime and anywhere from RUN Powered by ADP®



Health & Benefits*

44% of employers believe their company's benefits offerings highly influence their employees' satisfaction.³

- Through our licensed affiliate, Automatic Data Processing Insurance Agency, Inc (ADPIA), competitive health care plans and support are available for you and your employees.
- ADPIA's Licensed Agents can help you find the right plan.
- Access to the Employee Advocacy Center which specializes in handling employees' health plan questions – so you won't have to.



Retirement Plan Solutions**

62% of employees rank retirement help among their most important workplace benefits.⁴

- Seamless payroll interface with automated contributions and money movement
- Flexibility and tools to support both fiduciaries and employees

ADP is with you and your business, day-to-day and every step of the way!

Contact me to learn more.

Unlicensed ADP representatives cannot discuss insurance products but can request that an ADPIA representative contact you.

*All insurance products will be offered and sold only through Automatic Data Processing Insurance Agency, Inc. (ADPIA), its licensed agents or its licensed insurance partners, 1 ADP Blvd, Roseland, NJ 07068. CA license #0D04044. Certain services may not be available in all states. Pay-by-Pay is not available in all states and not available with all carrier partners of Automatic Data Processing Insurance Agency, Inc. Clients must be using ADP's tax filing service to take advantage of Pay-by-Pay. While premium deposits may be eliminated with most carriers, state assessments fees may still apply.

**Investment options are available through ADP Broker-Dealer, Inc., an affiliate of ADP, LLC, One ADP Blvd., Roseland, NJ; Member FINRA. Only a licensed ADP Retirement Services representative may speak to the plan features and/or investment options available in any ADP retirement product. ADP, LLC and its affiliates do not offer investment, tax or legal advice. Please consult with your own advisors for such advice. (1) Business and Legal Resources, 2013 HR Policy Survey Data, available at www.hr.blr.com (2) The Hidden Reality of Payroll & HR Administration Costs, PwC Saratoga, January 2011. (3) 2014 Aflac WorkForces Report <http://workforces.aflac.com> (4) Glassdoor Quarterly Employment Confidence Survey, July 2013.