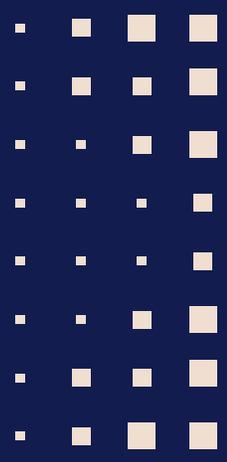


# ADP TotalSource<sup>®</sup> is an all-in-one PEO solution for benefits, HR, payroll and talent



ADP TotalSource is the nation's largest full-service solution for HR, compliance, payroll, employee benefits, benefits administration, hiring, and workplace safety.

You get experts assigned to your business to handle day-to-day tasks and provide guidance, plus you get access to award-winning technology.

Here's a sampling of the **services and technology you get with ADP TotalSource.**

**ADP TotalSource is both IRS-certified and ESAC-accredited, one of only 4% of PEOs**



## Support from experts

Strategic HR expert assigned to client (ADP HR Business Partner)	✓
ADP MyLife Advisors (premium employee support via phone)	✓
Payroll Business Partner	✓
Benefits team	✓
Investigation team for harassment and discrimination claims	✓
Workplace safety consultants	✓
Workers' compensation claims specialist	✓
Technology specialists	✓
Tax team, time and attendance team, leave of absence team	✓
Full-service implementation	✓

## Technology

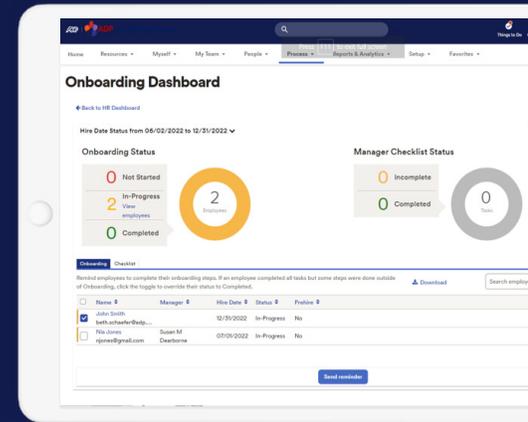
User-friendly, intuitive technology	✓
ADP Workforce Now <sup>®</sup> Technology suite (HR, Payroll, Benefits, Compliance, Reporting, etc.)	✓
Employee self-service, including ADP Mobile app	✓
ADP DataCloud Analytics and Executive Manager Insights (via mobile)	✓
ADP DataCloud Enhanced Insights (Benchmarking)	✓
Reporting (24/7 easy access to 300 standard reports and custom report builder)	✓
Service portal (practitioner support via phone, chat, search, case creation and tracking)	✓
Employee case management via ADP Mobile, including live chat	✓
ADP Virtual Assistant for employee questions	✓
Safety program builder and certificate of workers' comp insurance	✓
myLearning@ADP: A comprehensive learning management system	✓
Communications: Alert messages and a monthly email newsletter	✓



Always Designing for People<sup>®</sup>

# HR

- Proactive guidance and annual success plan ✓
- Employee system of record ✓
- New hire onboarding, electronic I-9, employment verification ✓
- HR best practices, forms library, job descriptions, and employee handbook ✓
- Online document management ✓
- Online learning courses for employees and managers for HR compliance, personal and leadership development, DE&I, technology skills, health and well-being, customer service, risk and safety ✓
- Employment practices liability insurance (EPLI) and legal defense benefit ✓
- Onsite and virtual training ✓
- Unlimited online safety awareness training courses ✓
- Workplace compliance (ACA, FLSA, FMLA, ADA, harassment, etc.) ✓
- Compliance compass tracking of urgent and important items ✓
- Employee state leave of absence administration ✓
- Employee unemployment claims administration ✓
- Employee scheduling, filtering, and auditing ✓
- Compensation analysis self-service tool ✓
- Workers' compensation insurance and claims management ✓
- Workplace safety evaluations, training, and 24/7 access to nurse triage for injured workers ✓
- HR skills and license tracking ✓
- Background checks ✓
- Candidate skill and behavior assessments ✓
- Merger and acquisition support and consultation ✓
- Company mission, vision and value consultation and alignment ✓
- Performance management consultation ✓
- Leadership development ✓
- Workforce optimization consultation ✓
- Employee reward and recognition program consultation ✓



★★★★★

"I LOVE working with ADP TotalSource.

Their site is easy to manage and their service is impeccable."

**Therese M.**  
Office administrator,  
legal services company

## HR (continued)

Employee engagement surveys (ADP Voice of the Employee)	✓
Exit survey and results consultation	✓
360 surveys and results consultation	✓
New leader assimilation training	✓
Workforce strategies consultation	✓
Compliance consultation	✓
Consultation on employment laws	✓
Health care reform compliance consultation	✓
Drug free workplace program	✓
Workforce strategy consultation	✓
Succession planning consultation	✓

★★★★★

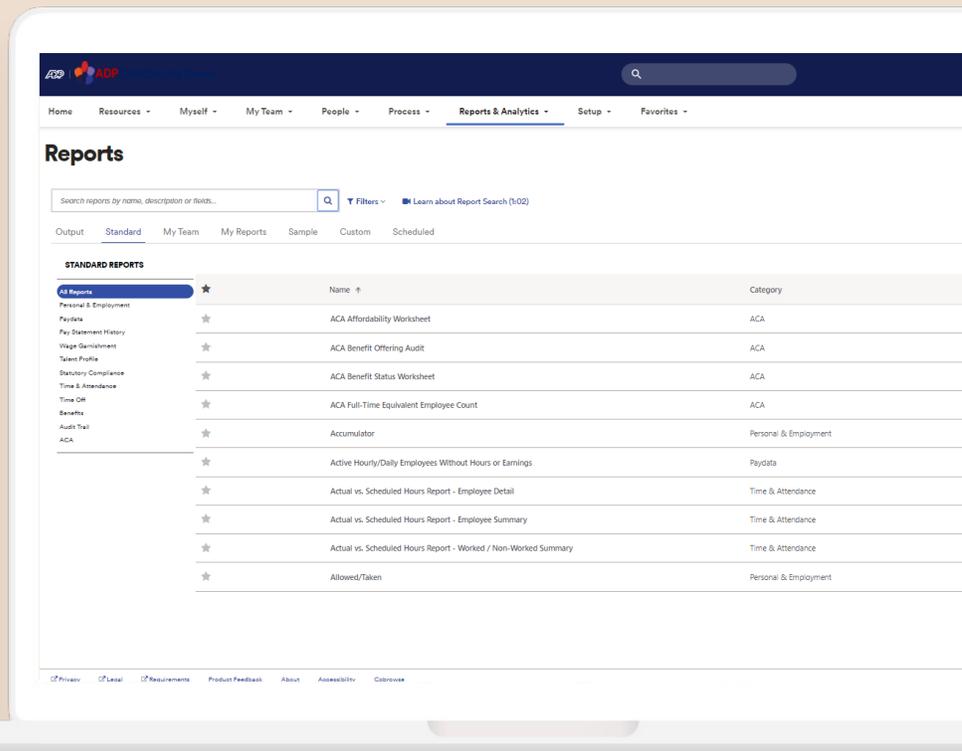
"TotalSource is the way to go."

**Carol M.**  
HR, health, wellness and fitness company

★★★★★

"One stop shop for payroll, benefits and HR."

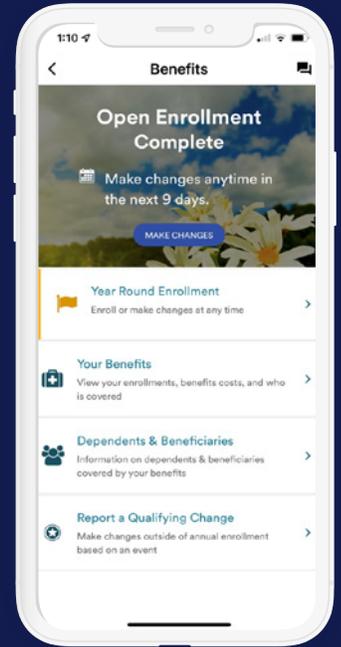
**Linda H.**  
CFO, computer games company



★★★★★

"Very user friendly, easy to navigate. Reports are great. Current on laws and mandates involving HR."

Joilyn O., HR retailer



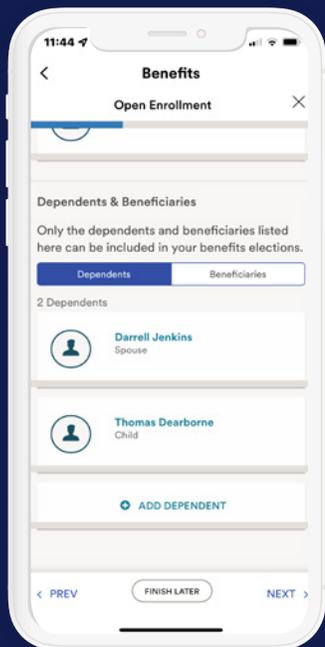
## Benefits

Market-leading benefits with multiple plan types	✓
Medical, dental, vision insurance	✓
24/7 access to nurse triage for injured workers	✓
TelaDoc and Telehealth services	✓
401(k) retirement savings plan	✓
Section 125	✓
Commuter benefits	✓
Health advocacy services	✓
Health savings account (HSA)	✓
Flexible spending account (FSA) and dependent care FSA	✓
Short- and long-term disability	✓
Life insurance	✓
Group term life insurance	✓
Accident insurance	✓
AD&D insurance	✓
Personal loss insurance	✓
Critical illness insurance	✓
Hospital indemnity insurance	✓
Work-life employee assistance program	✓
Retail, restaurant, travel, and entertainment discounts for employees	✓
Group legal plan	✓
Funeral planning services	✓

★★★★★

"We love support team! We like our representatives. They are always helping us!"

Paige A.  
Assistant HR manager



## Benefits (continued)

Benefit plan selection and contribution strategy tool for employers	✓
Benefit plan setup and carrier connections	✓
Notifications and approvals	✓
Flexible rate structures	✓
Carrier relations and negotiations	✓
Benefit administration	✓
Online annual enrollment including life events and new hires	✓
Dependent and beneficiary tracking	✓
Open enrollment employee communication	✓
ACA measurement/eligibility dashboard	✓
ACA compliance dashboard, reporting, filing and support	✓
COBRA event triggers	✓
COBRA administration	✓
Company benefits summary for prospective new hires	✓
Employee MyLife website for articles and benefit information	✓

★★★★★

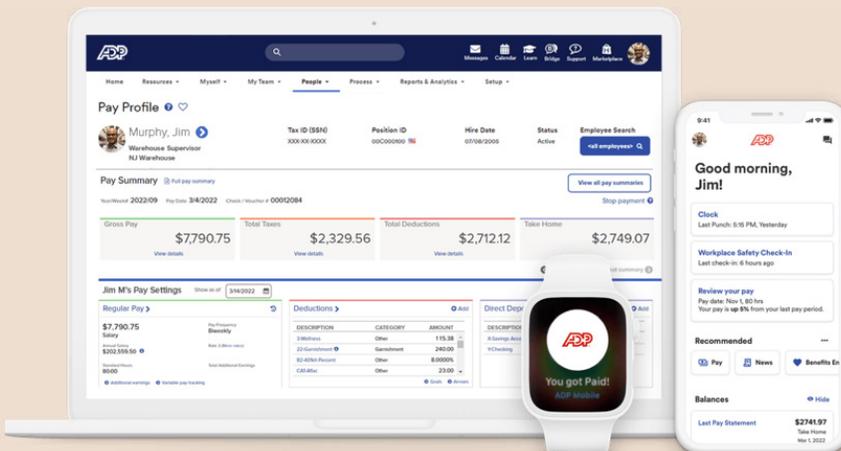
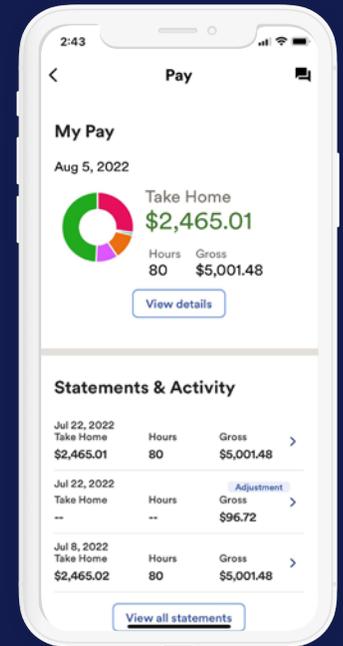
"ADP has been excellent to work with from implementation to daily HR and Payroll."

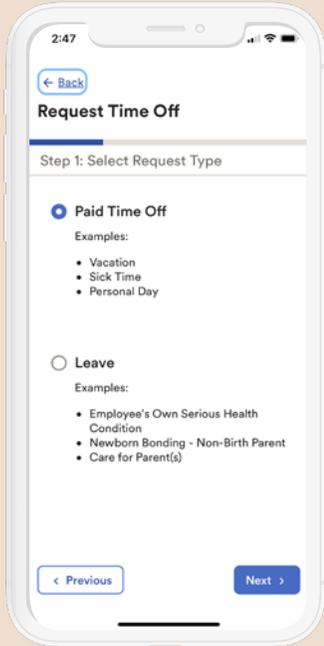
**Michael K.**

Director of administration, telecommunications company

# Payroll

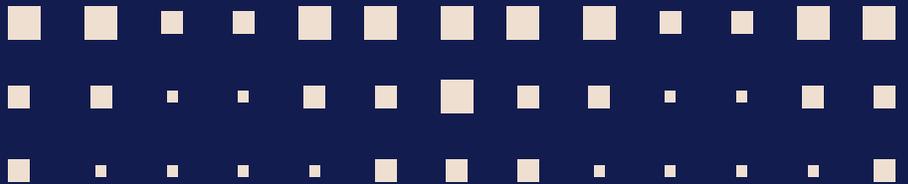
- Payroll administration (processing, including audit and reconciliation) and tax administration support ✓
- Payment services ✓
- Payroll dashboard with real-time information ✓
- Configurable setup to incorporate policies ✓
- PTO/time-off accruals ✓
- Time-off requests and processing, and employee scheduling ✓
- Payroll compliance validations ✓
- Benefit and retirement payroll deductions ✓
- Payroll preview before submission ✓
- Quarterly and year-end processing and reporting requirements ✓
- Full service garnishments ✓
- Pay options: Direct deposit, pay card, or check ✓
- Check signing and stuffing ✓
- Payroll delivery ✓
- W-2s ✓
- State Unemployment Insurance (SUI) ✓
- Tax filing and reporting ✓
- Online pay statement and total compensation statement ✓
- Federal and state regulatory changes ✓
- Business expansion tax registration services ✓





## Popular add-ons/buy-ups

Enhanced Talent Suite: Modules for Recruitment, Performance and Compensation Management, and Succession Planning plus help from an ADP Talent Specialist	✓
StandOut employee engagement and leadership training	✓
ADP Marketplace third-party integrations with partners (custom API integration)	✓
ZayZoon: Early access to earned pay <sup>1</sup>	✓
KROWDFIT: Wellness that pays cash <sup>1</sup>	✓
PeanutButter: Student loan repayment program <sup>1</sup>	✓
QBTime: Time tracking <sup>1</sup>	✓
Time tracking and scheduling	✓
Global employer of record platform and worldwide HR experts (Partnership with Globalization Partners)	✓



Learn more today!

Give us a call 866-360-2454

1. Secure, integrated partner via ADP Marketplace

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