



Always Designing  
for People®



Create a seamless HR  
experience while driving  
business results.

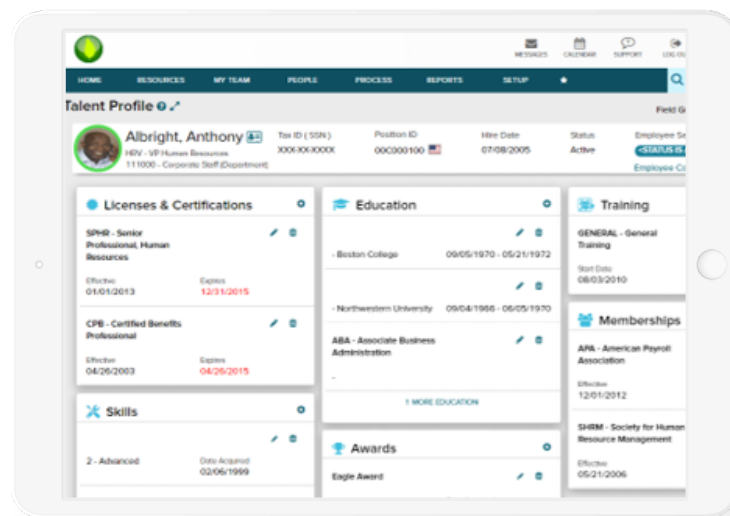
# ADP Workforce Now® HR management

## HR management features:

- HR system of record
- New hire onboarding, including pre-hire
  - Fillable forms
- Paperless form I-9 with E-Verify
  - Guided new hire and termination processes
  - Cross-border functionality
- Standard compliance reports
- Portal with customized content
- Policy acknowledgment
- Salary structures and pay grades
- Organization charting and structures
- Turnover reporting
- Employee development tracking
- Custom fields
- Global HR system of record\*
  - Multiple languages and currencies
  - Country-specific workflows and processes
  - Country-specific custom fields and formatting
- Paid time off (PTO) accruals engine
- Notifications and approvals
- And more

Transform HR management from an administrative function to a vital, strategic part of your business. Conquer your HR tasks in a simple, seamless way with ADP's all-in-one solution, ADP Workforce Now. Get started by streamlining processes and removing obstacles that prevent you from focusing on your core activities and business strategy. Make work more open and flexible with our suite of market-leading HR tools:

- **Technology** that fits the way you work and your existing HR processes.
- **Reports** that can help you make more informed, data-driven decisions about your workforce.
- **Tools** that help everyone prosper while ensuring compliance with regulatory changes.



Talent profile

## Effectively manage the employee life cycle

ADP Workforce Now helps you with your compliance requirements across the employee life cycle, putting you in control from HR to payroll to employer-related compliance administration in the United States and Canada. You can:

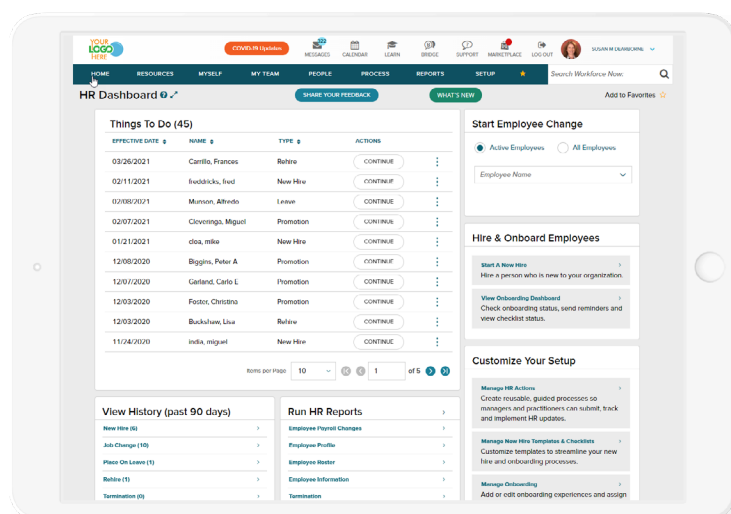
- Access, manage and analyze sensitive or complex HR information, like salaries and pay grades for performance reviews.
- Improve employee record keeping with a single source of truth.
- Access standard reports that can help you maintain compliance with government regulations concerning COBRA, EEO, OSHA events and FLSA administration.

\*Not available in every country.

## Organize key tasks and initiate HR actions easier

Centralize your HR activities with the help of ADP Workforce Now's HR dashboard, including a list of prominent HR tasks around new hires, terminations, leave and managed templates.

- View items that need attention and save time spent on searching for employees, with all your key information and actions in one place.
- Simplify the job changes process and enable managers to take part in making basic changes with HR actions.
- Utilize pre-populated templates or create different types of guided process for employee job changes such as promotions, pay changes and more.



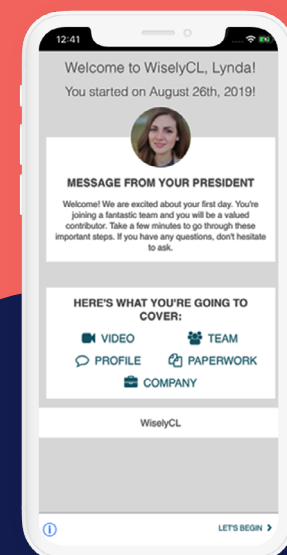
## HR management features:

- HR dashboard
- HR actions
  - Promotion
  - Pay changes
  - Custom workflows
- Voluntary gender self-ID
- Voluntary LGBTQ+ self-ID
- Employee engagement surveys
- Employee self-service
- User registration management
- Utilization dashboard

## Provide employees a memorable onboarding experience

Streamline necessary paperwork and tasks while making a lasting impression for new hires with the help of ADP Workforce Now Onboarding.

- Provide a configurable, mobile-enabled experience.
- Create multiple onboarding experiences, personalized for different groups of new hires and even assign the experience and checklists during the whirling processes.
- Give employees one point of access for digitally completing critical paperwork, such as Forms I-9 and tax documents, including electronic signatures and fillable forms capabilities.



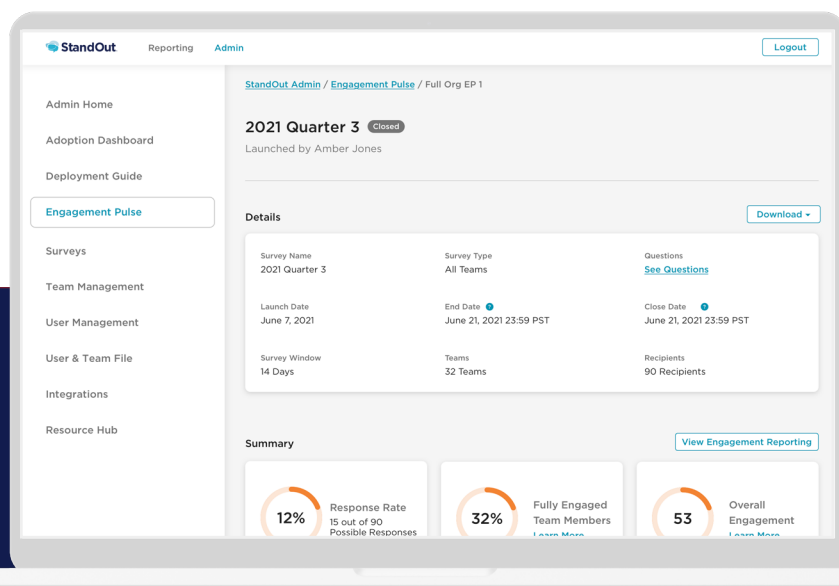
Mobile onboarding

- Welcome employees to their new team even before day one on the job, to help them navigate and accelerate their acclimation to your organization.
- Provide your employees with the opportunity to self-identify their gender or to decline to identify their gender to create a more inclusive work environment. If you choose to include it, employees can also indicate their gender as X, which may include non-binary, third gender, two-spirit, transgender, gender-fluid or other gender identity.

## Track your organization's engagement and productivity with custom surveys

Make data-driven choices with ADP Workforce Now's Essential Engagement and set your organization up for success. Do you know who is at the highest risk of leaving or which teams are operating at their peak? View engagement in real time, or easily ask your own custom questions, to generate insights that help prevent turnover, dissatisfaction and disconnection on your teams.

- Conduct an Engagement Pulse survey to measure engagement at the team-level, with team leaders receiving the results and additional guidance on how to interpret these results.
- Craft your own questions on topics that are most important to your organization with Custom Surveys.
- Utilize data and reports from these surveys to gain valuable insight on the state of engagement of teams and employees across your organization so you can build a strong retention strategy and establish a baseline for what good looks like across your teams.

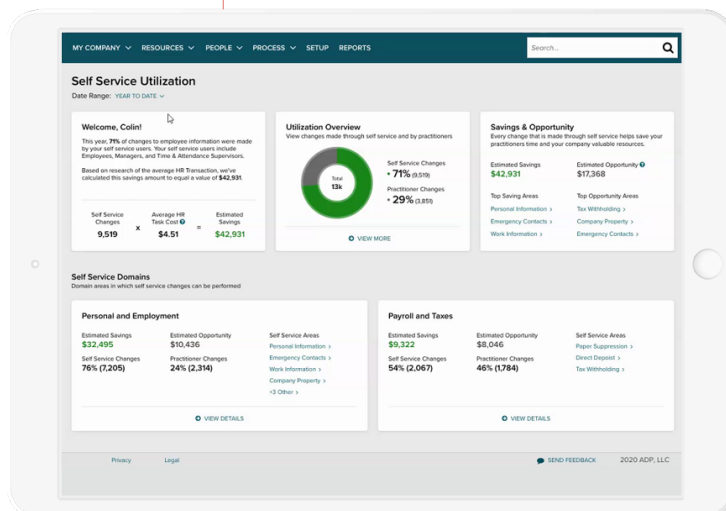




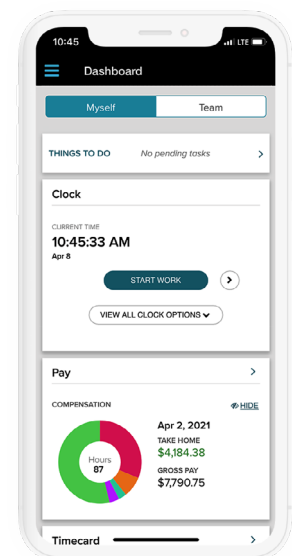
## Empower self-service, manage registration and monitor utilization

Reduce HR's to-do list while empowering managers and employees to access their own information when they want it, how they want it with ADP Workforce Now Self-Service and the ADP Mobile app. Employees can view and verify their personal information and even make updates themselves when necessary, such as with a change of an address, while using a single login credential for access to self-service on both desktop and mobile.

- Track the progress of your employees' enrollment in self-service via the User Registration Management dashboard, which provides insight into the status of registration and templates to encourage use of these helpful tools.
- Visualize the value gained through self-service usage and identify opportunity areas for rolling out additional self-service functionality with the Self-Service Utilization Dashboard.
- Enable your HR organization to focus on more strategic initiatives with time gained from employees and managers making their own information changes rather than relying on HR practitioners to do it on their behalf.



Self-service utilization dashboard



ADP Mobile App



# For more information, visit [adp.com/WorkforceNow](https://adp.com/WorkforceNow)

Contact your sales representative or call **800.CALL.ADP (800-225-5237)**

## About ADP

Designing better ways to work through cutting-edge products, premium services and exceptional experiences that enable people to reach their full potential. HR, Talent, Benefits, Payroll, Time and Compliance informed by data and designed for people. Learn more at [ADP.com](https://ADP.com).

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