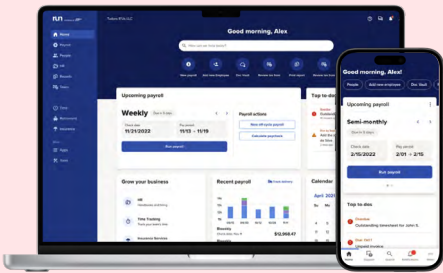




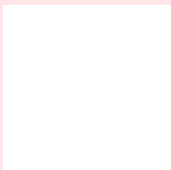
ADP® HR PRO

Enhanced HR help and perks for you and your employees, plus tools to help manage compliance and cashflow

Powerful HR and payroll tools give you back time to focus on growing your business.



LEARN MORE ABOUT ADP HR PRO:



Always Designing
for People®

People management features designed for small businesses

HR support, administration and compliance

- **HR HelpDesk Support** — Access a support team of HR professionals available by phone to help you navigate even your most complicated HR issues.
- **Employee Handbook Wizard** — Create a comprehensive, professional-quality employee handbook based on state and federal employment law in a few simple steps.
- **New Hire Onboarding** — Add new employees with just a few basic pieces of information and employees can enter their personal info, direct deposit, emergency contacts and federal tax withholding.
- **Applicant Tracking System** — Manage end-to-end recruitment — from instantly posting roles on top job boards, to screening candidates and onboarding them.
- **Salary Benchmarks** — Exclusive data-driven salary benchmarking insights to stay competitive in the hiring market.
- **Document Vault** — Eliminate paper and get centralized, searchable access to stored employee and company documents.
- **Background Checks** — Includes SSN Validation¹, one Criminal History Search² for the current county of residence, and ADP's CrimRadar™² only. 25 free background check bundles included annually.
- **Job Description Wizard** — Create customized job descriptions based on an extensive database.
- **HR Toolkits** — Properly navigate everyday HR and compliance responsibilities with step-by-step best practice guidelines, essential forms and documents, and related policies.
- **HR Forms and Documents** — Save time by obtaining key HR forms from our central library of best-practice documents, checklists, forms and policies.

- **State and Federal Compliance Database and Compliance Updates** — Get information about ever-changing state and federal employment laws with easy-to-read summaries of major regulations. Also get proactive alerts to help you stay on top of HR best practices and compliance requirements.
- **ADP Employment Verification** — Helps you respond to employment and income verification requests when your employees apply for loans, lines of credit, or government benefits, freeing up time for you.
- **Alerts and Notifications** — Track important dates like employee anniversary, performance reviews, and license and certification expiration dates.
- **HR Tracking** — Get 24/7 access to HR pages that help you track employee information, such as assigned property and performance, and advanced reporting.

Tools for you and your employees

- **Learning Management System** — Assign (and track completion of) online courses on sexual harassment and abusive conduct, HR compliance, skills development, and much more.
- **Discount Programs** — You and your employees get discounts on brand-name products and daily essentials.

HR information and education

- **State and Federal Resources** — Help meet your core state and federal documentation requirements with convenient access to key government forms and documents.
- **Tip of the Week** — Receive practical how-to articles that provide best-practice information to help you complete your everyday employee management tasks.



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. Your data is always safe and secure.
 - **RUN & Done®** — Automate your payroll, for salaried staff and hourly employees with standard hours, using RUN & Done. Set it up once and we'll run your payroll until you tell us to make a change.
- **Employee Access®** — Employees can manage their personal information and federal tax withholding, access payroll and tax history, as well as view available integrated products like time tracking, health benefits, retirement plans or company policies.
- **General Ledger Interface** — Export journal entries from ADP into QuickBooks®, Xero, Creative Solutions or a generic output file — without re-keying data.
- **Payroll Preview** — Preview payroll results before processing to help reduce errors.
- **Flexible Employee Pay 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.
 - **Direct Deposit** — On payday, pay is automatically deposited in each employee's account (employees can also choose to have funds directly deposited to a Wisely® Direct debit card³.)
- **Electronic Reports** — View, access, export and print different reports online, from payroll to tax to people.
 - **Custom Reporting** — Choose the fields to include and their order, sort the data within columns, set filters and selection criteria, preview, print, export to multiple file formats and save custom reports for future use.
- **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 your wage garnishment processing.
- **State Unemployment Insurance (SUI) Management** — Management of your state unemployment insurance, including processing unemployment claims and reviewing your account for erroneous charges. We'll also handle correspondence from each state in which you pay unemployment insurance.
- **Multi-Company Management** — Streamline payroll and HR with multi-company reports, tax forms, workforce analytics, and more.
- **Job Costing** — Track, calculate and report on labor costs for specific jobs or projects.

Cash flow

- **Bill Pay and Invoicing** — Pay your bills, invoice clients, and manage cash flow right from the same place you pay your people.

Legal services

- **Upnetic Legal Services⁴** — Access free and discounted legal services, including contract and document review, letters and phone calls, registered agents, and consultations on topics like workers' compensation, employment matters, tax, laws and more.

A la carte charges will apply to products ordered outside the background check bundle (example: verifications, driving records, registry searches, credit, other court records, etc.).

1. Only confirms social security number was issued and number is not on the death master database.
2. A \$65 state surcharge applies when ordering criminal searches from New York.
3. Wisely Direct is a prepaid account offered directly to consumers by ADP. It can be used to receive direct deposits and income from other sources. Wisely Direct is not a pay card program or an employer-offered pay option.
4. Legal services are provided by Upnetic Legal Services, a third-party provider.

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