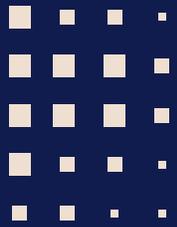


# Checklist: Identifying your organization's needs

Use this checklist to help you determine which ADP Comprehensive Services you may need to best support your organization.



## Support from a team of committed professionals

- Strategic partner (Aligns to your business's goals and provides ongoing executive business reviews)
- Payroll specialist
- HR specialist
- Benefits specialist
- Talent consultant
- Workplace safety consultant
- Open enrollment specialist
- ACA guidance and support
- Technology specialists
- Full-service implementation

## Practitioner, manager and employee support

- Employee support for HR, payroll, benefits, and more (via phone, app, or live chat)
- Employee self-service, including mobile app
- Service portal and practitioner support (phone and live chat)
- Ability to create and track service tickets using case management tools and mobile app

## Award-winning technology

- User-friendly, intuitive technology
- ADP Workforce Now® technology suite (HR, payroll, benefits, talent, compliance, etc.)
- ADP Mobile App
- ADP DataCloud Analytics and Executive Manager Insights (via mobile app)
- Reporting (standard and custom)
- ADP Assist: Artificial intelligence, real HR insights
- Online service portal for practitioner and employee support, including live chat

## Payroll and tax

- Payroll administration and processing
- Tax administration support (including audit and reconciliation)
- Payroll dashboard with real-time information
- Tax filing and reporting
- Federal and state regulatory changes guidance
- Time-off requests and processing and employee scheduling
- PTO and time-off accruals
- Payroll compliance validator
- Benefits and retirement payroll deductions
- Review and audit of payroll preview before submission
- Quarterly and year-end processing and reporting requirements
- Time and attendance tracking, including best practice recommendations
- Full-service garnishments
- Pay options: Direct deposit, pay card, or check
- Check signing and stuffing
- Payroll delivery
- Configurable setup to incorporate employee and company policies
- Form W-2s
- State Unemployment Insurance (SUI)
- Online pay statements and total compensation statements
- Business expansion tax registration services (when you operate or hire across different states)



## Compliance guidance and tools

- Compliance alerts
- I-9 reporting
- New-hire reporting
- OSHA safety compliance
- Wage and hour guidance
- Pay transparency by state
- Workplace compliance support (FLSA, FMLA, ADA, harassment, etc.)
- Unemployment claims administration
- Tax compliance (FICA, FUTA, SUTA)
- Required labor law posters
- Employee classification support
- Drug-free workplace program (policies and administration)

## Benefits administration

- Benefits administration and processing
- Benefits plan setup, enrollment, and communications
- Carrier connections and eligibility reporting
- Carrier invoice reconciliation
- Notifications and approvals
- Benefits administration technology
- Online annual enrollment including life events and new hires
- Open enrollment support
- Dependent and beneficiary tracking
- Open enrollment employee communications
- ACA compliance dashboard, support and reporting
- ACA filings, rejections, and/or penalty letters
- Work-life Employee Assistance Program (EAP)
- Retail, restaurant, travel, and entertainment discounts and perks for employees
- Healthcare reform compliance consultation
- COBRA event triggers
- COBRA administration
- Access to FAQ, articles and benefits information

## HR

- Employee system of record
- Online document management
- Communications: Alert messages and monthly email newsletter
- New hire onboarding, electronic Form I-9, employment verification
- Federal, state, and local workforce management regulatory knowledge base
- HR best practices, forms library, job descriptions and employee handbook
- HR, skills and license tracking
- Onsite and virtual training
- Safety program builder and safety recommendations
- Online safety awareness training courses
- Workplace safety evaluations and OSHA training
- Employee state leave of absence administration
- Compensation analysis self-service tool
- Background checks
- Merger and acquisition support and consultation
- Company mission, vision and value consultation and alignment
- Leadership development
- Workforce optimization consultation
- Employee reward and recognition program consultation
- Employee engagement surveys

## Talent management

- ADP DataCloud enhanced insights and pay benchmarking
- Recruitment dashboard (analytics, tracking, and sourcing efficiency)
- Recruiting Embedded Intelligence (profile relevancy and compensation benchmarks)
- Job description development
- Integration with job boards
- Performance dashboard
- Succession planning
- ADP Essential Learning Plus (Learning Management System)
- ADP Premium Learning Content (Full access to 70,000+ courses)
- Compensation management dashboard

## Are you ready to learn more?

As you evaluate whether Managed Services is the right option for your organization, be sure to consider how you envision your organization growing and evolving over the coming years.

**Learn more about [ADP Comprehensive Services](#) today.**