



ADP[®] COMPREHENSIVE SERVICES

**HR and payroll support that
delivers impactful results**



TABLE OF CONTENTS

- 3 Scalable HR and payroll services to grow with confidence
 - 4 A team of committed pros ready to help
 - 5 Full-service HR: Expertise, support and processes that drive impactful results
 - 6 An HCM industry leader in your corner
-



Scalable HR and payroll services to grow with confidence

Do some of these common HR challenges sound familiar?

As companies evolve and grow, internal challenges often multiply, pushing strategic initiatives to the back burner. For instance, many companies feel the following pain points:

- "Our internal HR team is overwhelmed putting out daily fires."
- "Our payroll system is antiquated and leading to costly delays and errors."
- "Increased headcount has put a strain on our ability to manage HR, pay, benefits, and talent management."
- "We can't keep up with ever-changing compliance and state/federal/local regulations."
- "Our talent acquisition efforts can't keep up with our growth."
- "Poor employee engagement is leading to increased turnover."

"As an office manager who does everything, it's reassuring to know help is only an email away. In addition, the responsiveness is outstanding. Our ADP HR Business Partner is amazing, as are the others on the team."

HR Practitioner,
Healthcare

People and support

- Your ADP team of committed professionals is there to support you and remove the guesswork so you make decisions with confidence.
- Our guidance and best practices can help lead to increased productivity.
- Enhance your employee experience and increase engagement with everyday phone support and guidance.

Processes and tools

- By offloading tasks, your teams can save time and focus on impactful work.
- Ease the burden of day-to-day administration with our enhanced processes so you focus on more strategic initiatives.

HCM technology

- Our intuitive, all-in-one platform makes it easy to manage your people and tasks with self-service tools and a top-rated mobile app.
- Enhance your security and business continuity with a single system of record.
- User-friendly, intuitive tech with employee self-service options, 24/7 self-service standard reports with drag and drop custom reports, and advanced analytics using ADP DataCloud.

A truly scalable HR and payroll solution for all business sizes

Partnering with ADP to offload some of your HR responsibilities and needs — from payroll and benefits administration to talent management and HR — can be a strategic way to overcome common internal challenges and help your company maximize its potential.

We offer scalable full-service HR solutions with designated professionals who partner with your organization to understand your unique needs and goals, and offer strategic guidance and support to help you navigate the world of work.



Over **3 million employees** rely on ADP's outsourced HR services

A team of committed pros ready to help

With ADP Comprehensive Services, you gain access to a designated team of experienced HR professionals by your side, that's how we deliver on real human touch.

Based on the services you choose, a team of committed professionals — with different backgrounds and experience across the HCM full spectrum — will partner with your HR Business Partner and your teams:

- **HR Specialist:** Provides HR support and guidance on compliance and regulatory inquiries, answers HR-specific questions, and guides you on day-to-day HR needs.
- **Payroll specialist:** Partners with you to provide payroll support, guidance and best practices around payroll processing and payroll and tax-related inquiries.
- **Benefits specialist:** Offers expertise, support and guidance in benefits, coordinates and supports ongoing benefits administration tasks and open enrollment.
- **Talent consultant:** Partners with you to develop a talent strategy plan, support technology implementation, and results analysis to optimize your talent strategy efforts.
- **Risk and safety specialist:** OSHA consultation and guidance, safety awareness training and optional onsite* safety services.
- **ACA center of excellence:** Assists administrators with the understanding and application of the ACA.
- **Wage and hour team:** Provides timely information and legal support on federal, state and local regulatory compliance requirements.
- **ADP MyLife Advisors:** Employee and manager phone support for HR, payroll, benefits, talent management, and technology-related questions.

*Additional fee



A strategic account partner

Your designated HR advisor is the quarterback of your team and takes the time to understand your business, identify challenges and opportunities, and recommend ways to elevate your team's success. They also deliver HR best practices, compliance guidance, and more.

"I rely on ADP Comprehensive Services every day to be the support I need to provide for our staff and to be the best HR Manager possible. This includes payroll, benefits, performance management, reporting and a wide variety of tax and compliance requirements."

HR Administrator,
Insurance



Full-service HR: Expertise, support and processes that drive impactful results

ADP Comprehensive Services offers a one-stop suite of full-service HR solutions. You can choose the entire suite or select the services below that best fit your organization's current needs. And as your business grows, you can add additional services, as we have the power to adapt and scale alongside your business as your needs change.



Comprehensive HR

Optimize the people side of your business and get best practices, compliance guidance, assistance with engagement, talent management, learning courses, and workplace safety guidance from experienced HR and compliance professionals.

Make informed decisions and improve the employee experience through learning and development classes, compensation benchmarking, employee surveys, and communications.



Comprehensive payroll

Improve the accuracy and efficiency of your payroll processing with support and guidance from your designated ADP Payroll Specialist.

We take charge of most of your payroll administration and processing, provide access to payroll dashboards with real-time information, tax filing and reporting, automated error checkpoints, time and attendance tracking, and best practice recommendations.



Comprehensive talent

Optimize your talent strategy throughout the employee lifecycle, from attracting to engaging and retaining talent, guided by a highly specialized designated ADP Talent Consultant.

You gain access to our recruitment and performance dashboards, compensation management, enhanced insights and benchmarking, and integrations with popular job boards.



Comprehensive benefits

Alleviate your benefits administration tasks and reduce compliance worries with support from a designated ADP Benefits Specialist.

We'll help you with carrier connections and eligibility reporting, online open enrollment communications and reporting, compliance consultation, and access to our benefits administration technology.



Additionally, through the ADP Marketplace, you can access 670+ apps from 250+ third-party partners to further personalize your processes and help you meet **your biggest HCM needs.**

"The convenience of ADP Comprehensive Services and the resources that ADP provides, along with the help of their representatives, has given me a lot of knowledge and made it very easy and saved time for my business."

HR Practitioner, Land Developers

An HCM industry leader in your corner

You're in good company when you select ADP Comprehensive Services as your HR partner. Throughout our 75+ years of HCM expertise we have helped companies of all sizes maximize their potential. And when it comes to Comprehensive Services:

- **8,500+** companies utilize ADP Comprehensive Services
- **1,200,000+** employees are supported
- **500+** private equity firms partner with ADP
- **400+** M&A transactions supported in 2023

One-on-one support complemented by renowned technology

One of the foundational engines driving of ADP Comprehensive Services is our scalable technology — our cloud-based HR, payroll, benefits administration and talent HCM platform. This integrated solution is scalable and offers easy customization to grow alongside your organization. Plus, with ADP API Central, we provide clients with standard APIs that will enable them to integrate their HCM data across their internal and third-party business systems.

In addition to helping to reduce administrative tasks and errors and streamlining processes, ADP Comprehensive Services helps you make better-informed decisions and frees up time so you can focus on strategically growing your business.

ADP Workforce Now® technology

HR system of record

- | | |
|-----------------------------------|---|
| ▪ Recruiting and onboarding | ▪ Performance management |
| ▪ Payroll and tax | ▪ Analytics and benchmarking |
| ▪ Benefits administration and ACA | ▪ Time and attendance, workforce management |
| ▪ Compensation | ▪ Retirement |
| ▪ Compliance insights | |



DO MORE, BETTER

Interested in learning more about how ADP Comprehensive Services can help your business?

Click here: [ADP® Comprehensive Services | HR outsourcing that unlocks new levels of success | ADP](#)

