



# ADP Workforce Now<sup>®</sup> HR & Benefits

*Take control of all your HR and Benefits  
needs – seamlessly integrated.*



A more human resource.™

# HR Management

ADP has the people, processes, and technology you need to help transform Human Resources management from an administrative function to a powerful, vital, and strategic part of your business – and it starts with simplicity. By automating HR management, you can streamline activity and free up resources to focus on the more strategic opportunities and core activities that help your business grow and compete.

How can ADP's Workforce Now® solution help you streamline and simplify HR management? Through our suite of leading edge HR tools, we offer:

- Customizable tools to fit the way you work and your existing hiring and management processes
- Reports that can help you make more informed hiring decisions
- Tools to help you comply with regulatory changes



## HR Management Features

- HR Recordkeeping
- Standard Compliance Reports
- Portal with Customized Content
- Policy Acknowledgement
- Salary Structures & Pay Grades
- Organization Charting & Structures
- Turnover Reporting
- Employee Development Tracking
- Custom Fields
- Global HR System of Record
  - Multiple Language & Currencies
  - Country-Specific Workflows & Processes
  - Country-Specific Custom Fields & Formatting
- Paid Time Off (PTO) Accruals Engine
- Notifications & Approvals
- And more

**Personal Profile**

**Name:** Anderson, Todd  
Preferred Name: Todd Anderson  
Professional Suffix: Anderson, Todd

**Contact:**  
Personal Email: Todd.Anderson@L...  
Work Email (For Notification): Todd.Anderson@L...  
Home Phone: (973) 555-1234  
Personal Mobile: (973) 713-9874  
Personal Fax: (973) 713-9874  
Work Mail Stop: Work Mail Stop

**Demographics:**  
Birth Date: 04/22/XXXX  
Age: XX Years XX Months  
Marital Status: Single  
Gender: Male  
Tobacco User: No  
Medicare: No  
Medicaid: No  
Race ID Method: White

**ACA Information:**  
Tax ID (SSN): XXX-XX-0009  
Position ID: 5XC000059  
Hire Date: 05/21/2003  
Status: Active

**Emergency Contacts:**  
Contact: Alyssa Anderson  
Home Phone: (973) 456-8752  
Personal Mobile: (973) 456-8752  
Email Address: [Redacted]  
Address: [Redacted]

**Addresses:**  
Primary Address: 5 Roseland Road, Roseland, NJ 07068, United States  
Secondary Address: [Redacted]  
Works From Home: No  
Work Address: [Redacted]

**Talent Profile**

**Albright, Anthony**  
Title: HRV - VP Human Resources  
Home Department: HR000 - Corporate Staff

**Licenses & Certifications:**  
SPHR - Senior Professional, Human Resources  
Effective: 1/1/2013, Expires: 12/31/2016  
CPB - Certified Benefits Professional  
Effective: 4/26/2003, Expires: 4/26/2017

**Education:**  
Boston College  
Business Administration  
1970 - 1972  
Northwestern University  
Business Administration  
1966 - 1970

**Skills:**  
ADOBE PS, AGILE COACH - A, MS PPT, MS PPT, MS WORD, SCRUM MASTER

**Awards:**  
Eagle Award  
7/2/2005

**Training:**  
GENERAL - General Training  
Start Date: 8/3/2010, Completion Date: 8/3/2010  
APA - American Payroll Association  
Effective: 12/1/2012, Expires: 12/1/2014  
SHRM - Society for Human Resource Management  
Effective: 5/21/2006, Expires: 5/21/2008

**Memberships:**  
APA - American Payroll Association  
Effective: 12/1/2012, Expires: 12/1/2014  
SHRM - Society for Human Resource Management  
Effective: 5/21/2006, Expires: 5/21/2008

**Previous Employers:**  
IAMR  
Parsippany, NJ  
05/1987 - 06/2002 (15 Years, 1 Months)  
Last Position Held: Vice President R&D

**Languages:**  
23 - Spanish  
Spoken Proficiency: 2 - Limited Conversational  
Written Proficiency: [Redacted]



## Effectively Manage the Employee Life Cycle

New laws, changing regulations, and the need to provide timely information to your employees – and to the government – can place tremendous demands on your staff time and resources.

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 recordkeeping
- Gain convenient access to standard reports that can help you maintain compliance with government regulations concerning COBRA, EEO and FLSA administration as well as OSHA events

Pay Grade						
<a href="#">ADD</a>   <a href="#">DELETE</a>   <a href="#">PRINT</a>   <a href="#">EXPORT</a>   <input type="text" value="Search"/> <a href="#">Q</a>						
CODE	DESCRIPTION	CURRENCY	MINIMUM	MIDPOINT	MAXIMUM	ST...
AXA	Administrative					
		EUR	170,000.00	185,000.00	200,000.00	Act...
		JPY	800,000,000.00	899,999,999.50	999,999,999.00	Act...
		MXN	2,830,752.37	3,064,642.29	3,298,532.20	Act...
		USD	20,000.00	32,500.00	45,000.00	Act...
AXB	Analysts					
		EUR	160,000.00	177,500.00	195,000.00	Act...
		JPY	6,000,000.00	9,000,000.00	12,000,000.00	Act...
		MXN	2,638,825.76	2,927,447.33	3,216,068.89	Act...
		USD	120,000.00	150,000.00	180,000.00	Act...

Reports

Output

Standard

My Team

My Reports

Sample

Custom

Scheduled

Report Name

RESET

FILTER

STANDARD REPORTS

All Reports

Personal & Employment

Paydata

Pay Statement History

Wage Garnishment

On-Site Printing

Talent Profile

Recruitment

Statutory Compliance

Time & Attendance

Time Off

Benefits

Benefit Invoices

Setup

Audit Trail

ACA

NAME	LAST RUN
ADA Accommodation Requests	05/07/2014 - 12:16 PM (EST)
ADA Disability	05/07/2014 - 12:19 PM (EST)
EEO-1 Employee Detail	05/07/2014 - 12:22 PM (EST)
EEO-1 Worksheet	05/07/2014 - 12:13 PM (EST)
Family Leave (FMLA)	05/07/2014 - 03:15 PM (EST)
IRCA Employee Eligibility Verification	05/07/2014 - 03:28 PM (EST)
OSHA's Form 300	05/07/2014 - 03:33 PM (EST)
OSHA's Form 300A	05/07/2014 - 03:35 PM (EST)
OSHA's Form 301	05/07/2014 - 03:36 PM (EST)
Vets-4212	

Rows Per Page:

10

1 — 10 of 11

## Managing Globally

The challenges of managing a global workforce are formidable. Doing business in multiple countries can reduce visibility into your personnel and increase your organization's complexity, while also introducing new risks. ADP's Workforce Now Global HR System of Record\*\* can help you:

- Customize onboarding in certain countries to build business processes that are specific to the country of employment
- Support your growth through dynamic scaling
- Access data via any PC or mobile device
- Verify entries at a glance before calculating the payroll
- Pay new hires quickly with new hire templates

## New Hire and Separation

- **New Hires** – ADP helps to ensure that relevant personal information for new hires is captured in the Payroll and HR and Benefits modules and that timely new hire reports are submitted to the appropriate state agencies. Employees can be automatically prompted to confirm the accuracy of their personal data and complete their profiles.
- **Separation** – When an employee is terminated, ADP removes that employee from the payroll system on the termination effective date you've specified.

\*\* Not available in every country

## Benefits

ADP Workforce HR & Benefits is a full-featured benefits administration system that allows you to gain increased control over your organization's benefits processes. Here's how!

- Start to control costs by tracking benefits and premium payments so you can reduce the ones that are unnecessary or redundant
- Streamline your benefits administration and employee communication
- Empower your employees to make benefit changes as a result of life changes or during open enrollment through employee-access to the system
- Help ensure tax and regulatory compliance with easy-to-generate HIPAA certificates and Employee Summary reports
- Protect your organization against premium leakage with electronic carrier connections and invoices
- Support eligibility, affordability, and applicability to help be compliant with the Affordable Care Act (ACA)



### Benefits Features

- Employee and Manager Self-Service
- Multiple Benefit Plan Types
- Benefit Plan Creation Wizard
- Eligibility & Waiting Periods
- Flexible Rate Structures
- Dependent & Beneficiary Tracking
- Employee Open Enrollment
- ACA Measurement Dashboard
- Invoice Auditing
- COBRA Event Triggers
- Carrier Connections (optional)
- And more

## Enrollment Tools

The ADP benefits solution simplifies the open enrollment process. You may benefit from reduced labor costs when employees can make their own benefit elections during open enrollment, and change elections whenever a life event occurs. You can also customize the open enrollment experience based on the specific requirements of your employees and your organization.

The screenshot displays the ADP Open Enrollment Center interface. The top navigation bar includes links for HOME, RESOURCES, MYSELF, PEOPLE, PROCESS, REPORTS, and SETUP, along with a search bar. The main content area is titled "Open Enrollment Center" and shows "Coverage Effective 08/10/2016". A progress bar with icons represents the steps: Prepare, Gather Info, Configure Settings, Confirm Settings, Conduct Enrollment, Enter Enrollments, and Conclude OE Period. The "Prepare" step is currently active, with instructions to "Complete these steps to prepare for your Open Enrollment." The steps listed are: 1. Review plans from your broker or provider and finalize selections (including gathering documents, rate sheets, and reviewing plans). 2. Verify all employees have an email address to receive enrollment information (including running a directory report, updating records, and importing files). 3. For an additional fee, ADP can handle your open enrollment for you (with a "Request a Quote" link). On the left sidebar, there is a section for "Open Enrollment Periods" with a table showing coverage effective and enrollment start dates for three periods, and an "ADD ENROLLMENT PERIOD" button. Below that is the "Open Enrollment Contact" section with fields for first and last names, which are populated with "John" and "Smith" respectively.

Coverage Effective Date *	Enrollment Start Date
08/18/2016	07/01/2016
08/10/2016	09/15/2016
01/01/2016	11/01/2015

Your First Name *	Your Last Name *
John	Smith

## Benefits Reporting

The system provides a number of pre-defined reports such as Eligibility Status, Employee & Dependent Enrollments, Employee Enrollment Activity, Benefit Plan Summary and much more.

ADP's comparison reporting tool will enable you to compare benefits report data from different points-in-time to identify any changes, additions and/or deletions. For more customized reporting, use the system's user-friendly point-in-time reports to assist with compliance, decision-making and forecasting.

## Carrier Invoicing Tools

Identify billing discrepancies on the carrier list bill, potentially saving you time and money. Additionally, you can efficiently reconcile carrier invoices and ensure that you are paying the correct amount for your employee enrollments.

**Reports** ? ▶

Output **Standard** My Team My Reports Sample Custom Scheduled

Report Name

RESET FILTER

**STANDARD REPORTS** ▼

- All Reports
- Personal & Employment
- Paydata
- Pay Statement History
- Wage Garnishment
- On-Site Printing
- Talent Profile
- Recruitment
- Statutory Compliance
- Time & Attendance
- Time Off
- Benefits**
- Benefit Invoices
- Setup
- Audit Trail
- ACA

NAME ▲	LAST RUN
Benefit Plan Summary	▶
Benefits Statement	▶
Confirmation Statement	▶
Deduction Compare	▶
Eligibility	▶
Employee and Dependent Enrollments	▶
Employee Enrollments	▶
Enrollment Profile Activity	▶

**Reports** ? ▶

Output **Standard** My Team My Reports Sample Custom Scheduled

Report Name

RESET FILTER

**STANDARD REPORTS** ▼

- All Reports
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- ACA

NAME ▲	LAST RUN
Invoice Adjustments	▶
Invoice Changes	▶
Invoice List Bill	▶
Invoice Summary	▶

Rows Per Page: 10 ▼ 1 – 4 of 4

## Regulatory Compliance

Staying current with constantly changing laws and regulations, meeting strict government deadlines, and avoiding costly fines and penalties can be an administrative burden for any company. Let ADP Workforce Now lighten the load by providing access to systems that helps you to establish and consistently administer compliance in your organization.

ADP can also help you meet the demands of the Affordable Care Act (ACA), also known as Health Care Reform (HCR) legislation. These can include:

- Integrate systems and information to help reduce exposure to compliance-related penalties
- Put a solid auditing process in place to help support ACA requirements
- Help you determine if you need additional resources in place to keep pace with regulatory requirements
- Create an open enrollment strategy that helps to minimize your risk as an employer
- Help keep your benefits costs in line with ACA thresholds
- Help lower the cost of educating your workforce about their benefits

## Additional Benefits Services

### Flexible Spending Accounts (FSA) Administration

Flexible Spending Accounts enable eligible employees to pay for certain medical and dependent care expenses with pre-tax dollars.

Contributions are deducted from participants' paychecks each pay period before calculation of federal income and Social Security taxes. As a result, employees' income taxes are reduced; they benefit from increased take-home pay, and pay no taxes on FSA reimbursements. ADP Workforce Now offers complete FSA administrative services:

- **Payroll integration** – Participant contributions are deducted and deposited as part of ADP's payroll processing service.
- **Enrollment support** – ADP provides standard enrollment and claims forms, plus enrollment brochures and welcome materials for new participants.
- **Daily claims processing** – Once a claim has been approved, the request for payment is processed the same day.
- **Flexible payment options** – Reimbursements may be paid by check, direct deposit, or stored value card.
- **Quarterly participant statements** – ADP provides quarterly participant account summary statements with customizable messages.
- **Plan activity reports** – You'll receive comprehensive summary account statements and annual forfeiture reports.
- **Self-service website** – Both you and your participating employees can access pertinent account information online.

**Talk to your ADP Representative to learn more about how we can help with ACA compliance.**

## Commuter Benefits Administration

ADP helps you implement, administer and support a qualified pre-tax commuter benefits plan, including:

- Your choice of manual processing or an online commuter benefits service
- Automated payroll deductions
- Web access to ADP service and support
- Secure access to plan participant information

## 401(k) Administration

One of today's most valued employee benefits is a 401(k) plan. ADP's comprehensive defined contribution plan offers diversified investment options, professional trustee services, comprehensive record keeping, and up-to-the-minute employee communication. The ADP 401(k) plan is a comprehensive package, from initial plan design and enrollment through investment options, recordkeeping and testing. Features of the plan and its administrative services include:

- **Payroll integration** – Participant contributions are deducted and deposited as part of ADP's payroll processing service.
- **Enrollment materials and support** – ADP provides customized enrollment materials to eligible employees and on-site enrollment specialists where needed. Enrollment kits are available in English and Spanish.
- **Investment options** – Choose from two distinct investment portfolios, each of which offers investment options from conservative to aggressive.
- **Participant communications** – Participants have access to a toll-free interactive voice response system and secure website for account updates and a variety of retirement planning tools and resources.
- **Quarterly participant statements** – Participants receive personalized quarterly statements with account balances and transaction details.
- **Plan activity reports** – These monthly reports summarize all 401(k) plan activity.

## COBRA Administration

ADP's COBRA administration potentially helps lessen your risk of COBRA noncompliance.

You can reduce the time, personnel and other valuable resources to maintain COBRA paperwork and understand its complex, challenging — and changing — administrative procedures. COBRA notification services are provided to the employees and qualified beneficiaries identified by you, who meet qualifying event requirements under COBRA.

ADP COBRA manages notice requirements, participant elections, premium payments, and associated grace periods. In addition, ADP also provides HIPAA certificates of creditable coverage administration for COBRA participants.



A more human resource.™

## ADP Workforce Now — All-In-One HCM

Your single provider for payroll, talent management, human resource management, benefits administration, and time and attendance. For more information, contact your Sales Representative or call 800.CALL.ADP (800-225-5237)