

Get The Right Knowledge On-Demand and Run Your HR Operations With Confidence

ADP Workforce Now® HR Assist



A more human resource.™



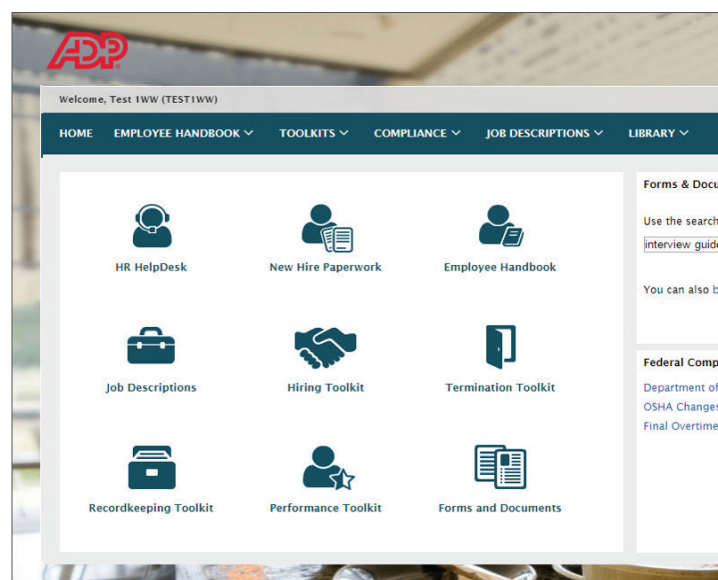
ADP Workforce Now® HR Assist

Managing the HR needs of an organization isn't easy or simple. From compliance and reporting requirements to engaging and hiring talent, you need help to stay on top of HR challenges. Technology-based solutions are vital tools for human capital management (HCM). But where can you get the human touch and knowledge to help navigate the complexity?

You may not have all the answers or the expertise –without increasing your staff or hiring costly consultants. So we have a solution for you.

ADP Workforce Now HR Assist* is a subscription-based service that provides you with access to expertise and best practice guidance to help you tackle your most complicated HR issues. By tapping into ADP's experienced HR professionals and curated resources for assistance with your HCM needs, you can focus on your business and HR strategy.

You'll feel more confident about the HR decisions you and your team make, and be able to make them faster with access to all the resources you need!



Get Started with a Quick HR Assessment:



- Can you answer all of the HR questions you are faced with today?

On a daily basis, you're expected to have the answers to staffing, compliance and best practices. Let us give you the access to resources in order to answer them.

- How do you gather the right information to make decisions on these issues?

Research and education take time—and your time is valuable. Optimize your time with access to the right information and best practices.

- Do you have the right documentation on hand for your business?

There are many resources you need on hand for your HR needs. Use our templates, toolkits and guides to develop your customized policies and procedures.

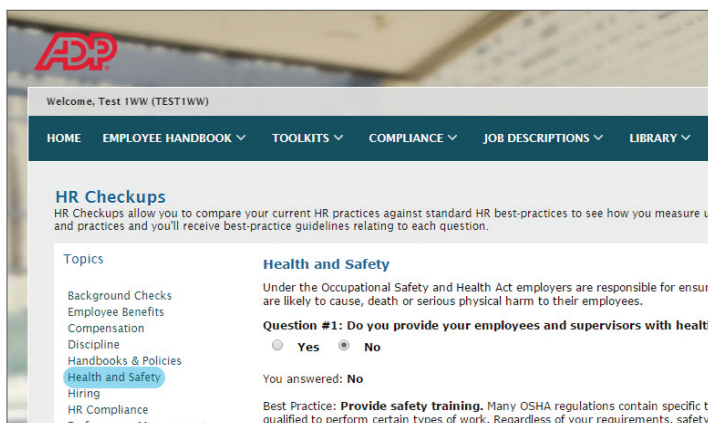
- How well do you keep up with frequent HR compliance changes?

From the Affordable Care Act (ACA) to the Fair Labor Standards Act (FLSA), regulatory requirements can be a lot to handle. Don't risk substantial penalties from not complying. Get updates, alerts and the forms you need just a click away.



Manage HR Operations with Confidence

- **HR HelpDesk** – Receive phone and e-mail access to a dedicated support team of knowledgeable, experienced HR professionals to help you navigate even your most complicated HR issues.
- **Quick HR Answers** – Search a comprehensive database of commonly asked HR questions for best-practice answers. Look up hundreds of must-know HR terms, definitions and abbreviations in the HR dictionary to clarify your tasks.
- **HR Forms and Documents**– Save time by obtaining your key HR forms from our central library of thousands of best-practice documents, checklists, forms, job descriptions, policies and labor law posters.
- **Employee Handbook Wizard** – Develop a comprehensive, professional quality employee handbook based on federal and state employment law easily and efficiently.
- **Job Description Wizard** – Create customized job descriptions based on an extensive database of pre-defined templates.
- **HR Checkups**– Compare your current HR practices against standard best practices to see how you measure up.



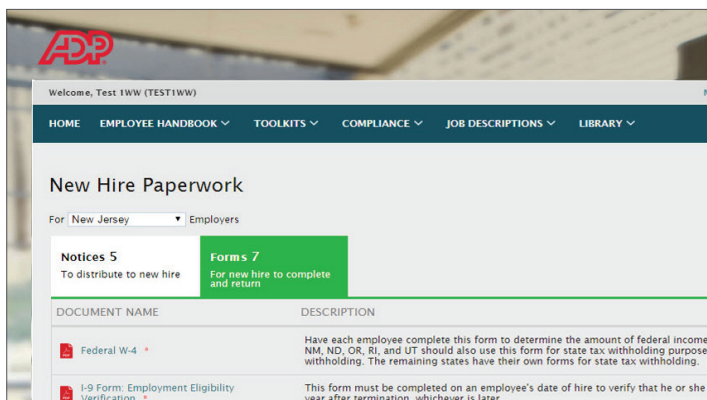
Stay in Front of Compliance Requirements

- **HR Toolkits** – Step-by-step guidance to help you navigate day-to-day, complex HR tasks and issues, including everything from OSHA to FLSA to ACA.
- **State and Federal Compliance Resources** – Get information about ever-changing state and federal employment laws with plain English summaries of major regulations to help you stay on top of HR best-practices and compliance requirements. Help meet your core state and federal documentation requirements with access to key government forms and documents.
- **Compliance & Knowledge Updates** – Review online alerts when laws change that may affect your company's policies, procedures or compliance requirements. Timely, comprehensive newsletters provide best practice information to complete your everyday employee management tasks and get the most out of your workforce.

Workforce Now HR Assist: The Smartest Next Hire for Your Team

With the right information at your fingertips, you can tackle complex HR and talent management goals and tasks. Plus, with Workforce Now HR Assist, you can:

- Increase HR operational efficiency
- Make more informed and faster decisions about workforce management issues
- Help minimize risk and address HR compliance needs



For more information contact: