

ADP TotalSource® is an all-in-one HR solution that helps SMBs succeed.

TotalSource is a full-service solution for HR, payroll, employee benefits, benefits administration, hiring, and workplace safety. You get technology plus dedicated experts assigned to your business to advise you and provide hands-on assistance with day-to-day tasks. ADP TotalSource simplifies HR for small and mid-sized businesses.

Here's a sampling of the **tech and services you get with ADP TotalSource.**

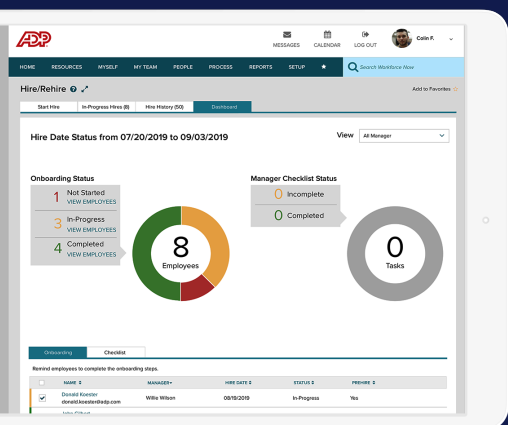


Support from experts

Strategic HR expert assigned to client	✓
ADP MyLife advisors (premium support for your employees)	✓
Payroll advisor	✓
Benefits specialist	✓
Investigation team for harassment and discrimination claims	✓
Workplace safety consultants	✓
Workers' compensation claims specialist	✓
Technology specialists	✓
Full-service implementation	✓

Technology

User-friendly, intuitive tech	✓
ADP Workforce Now Technology suite (HR, Payroll, Benefits, Compliance, etc.)	✓
Employee self-service	✓
ADP mobile app	✓
ADP DataCloud Analytics, mobile insights	✓
Reporting	✓
Service portal	✓
Annual benefit strategy for employers: Plan selection and contribution strategy tool	✓
Safety program builder, safety recommendations, and certificate of workers' comp insurance	✓
myLearning@ADP: A comprehensive learning management system	✓
Communications: Alert messages and a monthly email newsletter	✓

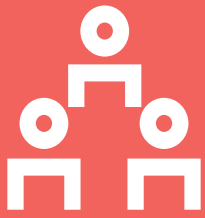


"I LOVE working with ADP TotalSource. Their site is easy to manage and their service is impeccable."

— Therese M., office administrator, legal services company

HR

Proactive guidance and annual success plan	✓
Employee system of record	✓
New hire onboarding, electronic I-9, employment verification	✓
HR best practices, forms library, job descriptions, and employee handbook	✓
Online document management	✓
Core learning courses	✓
HR, skills, and license tracking	✓
Onsite and virtual training	✓
Unlimited online safety awareness training courses	✓
Workplace compliance (ACA, FLSA, FMLA, ADA, harassment, etc.)	✓
Compliance compass tracking of urgent and important items	✓
Employee state leave of absence administration	✓
Employee unemployment claims administration	✓
Employee scheduling, filtering, and auditing	✓
Compensation analysis self-service tool	✓
Workers' compensation	✓
Workplace safety evaluations, training, and 24/7 access to nurse triage for injured workers	✓
Employee practice liability insurance and legal defense benefit	✓
Background checks	✓
Candidate skill and behavior assessments	✓
Merger and acquisition support and consultation	✓
Company mission, vision and value consultation and alignment	✓
Performance management consultation	✓
Leadership development	✓
Workforce optimization consultation	✓
Employee reward and recognition program consultation	✓



"TotalSource is the way to go."

— Carol M., HR, health, wellness and fitness company

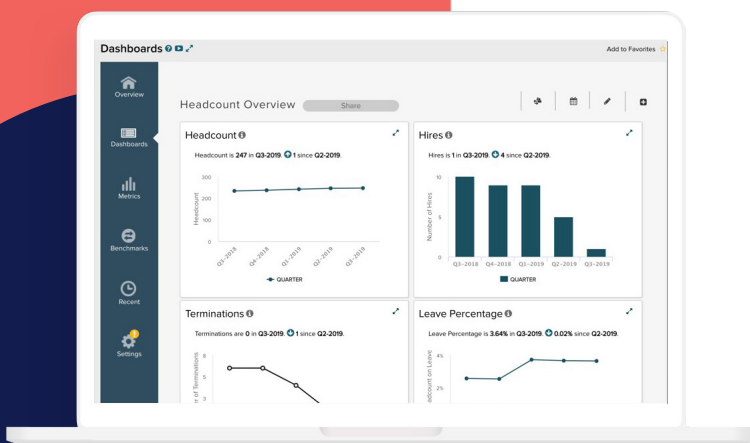


"One stop shop for payroll, benefits and HR."

— Linda H., CFO, computer games company

HR (continued)

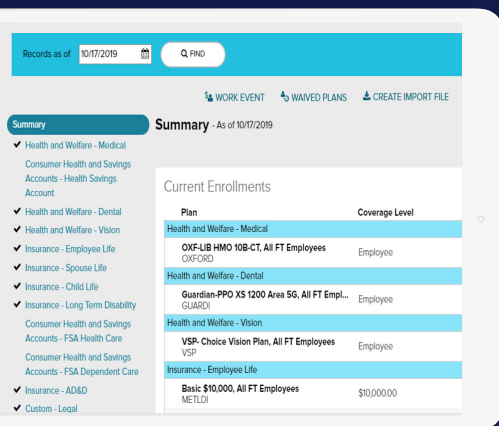
Engagement surveys	✓
Exit survey and results consultation	✓
360 surveys and results consultation	✓
New leader assimilation training	✓
Workforce strategies consultation	✓
Compliance consultation	✓
Consultation on employment laws	✓
Health care reform compliance consultation	✓
Drug free workplace program	✓
Workforce strategy consultation	✓
Performance dashboard analysis	✓
Succession planning consultation	✓
Verification of employment	✓





"Very user friendly, easy to navigate. Reports are great. Current on laws and mandates involving HR."

— Joilyn O., HR retailer



"We love support team! We like our representatives. They are always helping us!"

— Paige A., assistant HR manager

Benefits

Fortune 500 level benefits with multiple plan types	✓
Medical, dental, vision insurance	✓
Section 125	✓
TelaDoc and Telehealth services	✓
401(k) retirement savings plan through Voya	✓
Commuter benefits	✓
Health advocacy services	✓
Health savings account (HSA)	✓
Flexible spending account (FSA) and dependent care FSA	✓
Short- and long-term disability	✓
Life insurance	✓
Group term life insurance	✓
Accident insurance	✓
AD&D insurance	✓
Personal loss insurance	✓
Critical illness insurance	✓
Hospital indemnity insurance	✓
Work-life employee assistance program	✓
Retail, restaurant, travel, and entertainment discounts for employees	✓
Group legal plan	✓
Funeral planning services	✓



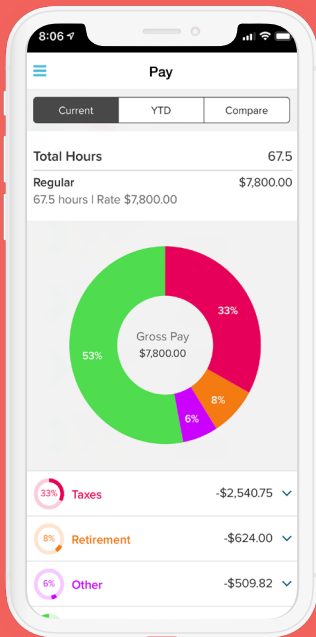
"ADP has been excellent to work with from implementation to daily HR and Payroll."

— Michael K., director of administration, telecommunications company



Benefits (continued)

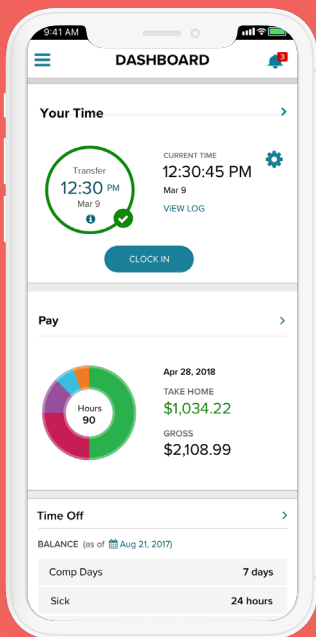
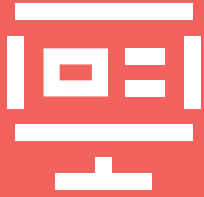
Benefit plan setup and carrier connections	✓
Notifications and approvals	✓
Flexible rate structures	✓
Carrier relations and negotiations	✓
Benefit administration	✓
Online annual enrollment including life events and new hires	✓
Dependent and beneficiary tracking	✓
Open enrollment employee communication	✓
ACA measurement/eligibility dashboard	✓
ACA compliance dashboard, reporting, filing and support	✓
COBRA event triggers	✓
COBRA administration	✓
Company benefits summary for prospective new hires	✓
Employee MyLife website for articles and benefit information	✓



Payroll

Payroll and tax administration and processing, including audit and reconciliation	✓
Payment services	✓
Payroll dashboard with real-time information	✓
Configurable setup to incorporate policies	✓
PTO accrual	✓
Payroll compliance validations	✓
Benefit and retirement payroll deductions	✓
Payroll preview before submission	✓
Quarterly and year-end processing and reporting requirements	✓
Full service garnishments	✓
Pay options: direct deposit, pay card, or check	✓
Check signing and stuffing	✓
Payroll delivery	✓
W-2s	✓
State Unemployment Insurance (SUI)	✓
Tax filing and reporting	✓
Online pay statement and total compensation statement	✓
Federal and state regulatory changes	✓
Business expansion tax registration services	✓
ADP Time and Attendance, including best practice recommendations	✓





Popular add-ons

Custom API integration with third parties	✓
ADP Marketplace third-party integrations with partners	✓
PayActiv: Early access to earned pay ¹	✓
KROWDFIT: Wellness that pays cash ¹	✓
PeanutButter: Student loan repayment program ¹	✓
Custom general ledger	✓
Tsheets: Time tracking ¹	✓
Time tracking and scheduling	✓
Talent: Recruitment, performance, compensation, plus help from a Talent Specialist	✓
StandOut Engagement	✓
ADP DataCloud Enhanced Data Insights and Benchmarking	✓
Full-service recruitment and resume search service by ADP Certified Recruiters	✓
Organizational development consultation	✓
Medical benefits abroad	✓

Learn more today!

[See demo >](#)

[Give us a call 866-360-2454](#)



¹. Secure, integrated partner via ADP Marketplace

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