

ADP TotalSource®

Work is changing. Adapt with HR technology,
decision-quality data, and guidance from ADP.



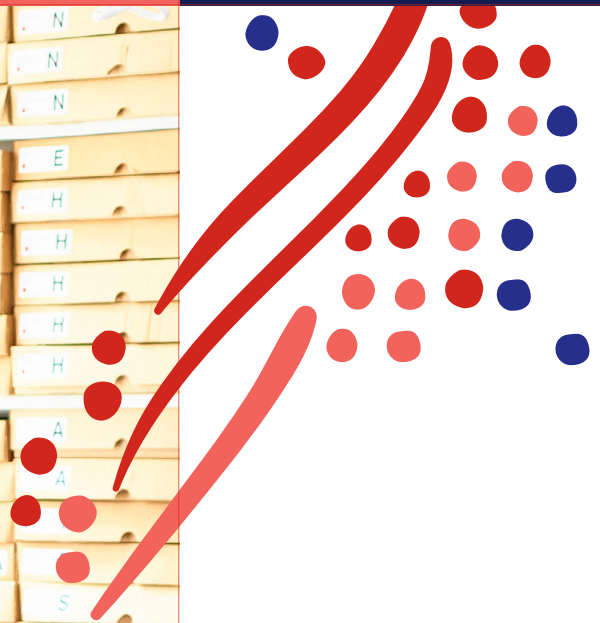
IRS Certified PEO

Best PEO for Customer Service

— Business.com

Best PEO Service:
Comprehensive PEO

— Tech Radar



Always Designing
for People™

ADP TotalSource helps us accomplish our goals by freeing up our team to do what's best for our customers and our company, and by providing the confidence that our HR needs are being met every day.

Melissa Gentry
Sound Productions, LLC



Running a business is complex and time-consuming. Add employees to the mix and it's instantly trickier. What if you could have support exactly when you need it, how you need it and where you need it to manage the complexities of employing people? Modern businesses seek experts and solutions that adapt with their business. For human resources, business leaders are discovering new ways to get ahead of talent demands, employer regulations, and more with ADP TotalSource, a Professional Employer Organization (PEO).

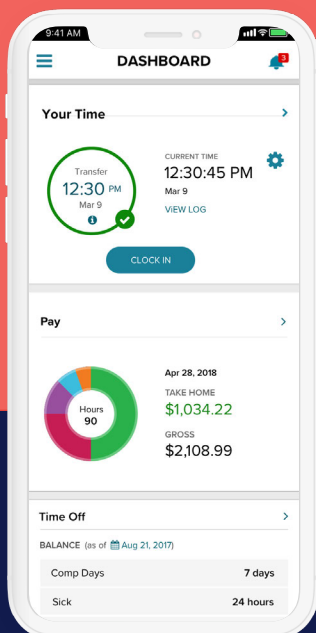
Respond to change without skipping a beat

Partnering with us means one thing — you're not in it alone. With ADP® as a partner, businesses can rely on a single provider to support their human resources, benefits, compliance, and payroll needs. Think of ADP as your local business partner. Your primary focus remains on your business's final destination, while we remain alert to help you navigate human resources responsibilities along the way. Partnering with ADP TotalSource is like gaining your very own highest-grade HR department to adapt to and support your business's growth.

A team of experienced professionals in your corner

There's a lot that goes into HR, and you can't be an expert at all of it. We become a local extension of your team to strategically guide you and help you handle the heavy lifting of your HR. The result? You can focus on what you do best, and know that you're taking care of your people, protecting your business, and leveraging HR as a strategic advantage.

ADP's professionals are highly experienced in their field and will help you comply with state and federal employment regulations, as well as provide guidance on everything from workplace safety to handling challenging employee issues. They help manage your needs to ensure all your i's are dotted and t's crossed.





ADP TotalSource supports your business across human resources, benefits, compliance, and payroll. Through the hands-on support of experienced professionals, plus technology that's built to manage every aspect of human resources, your local ADP team will help you make sure your HR bases are covered.

Visit **adptotalsource.com/demo** to see more of our tech.



People want quick,
they want efficient,
they want simple.
ADP has provided
that. Things are
digital. Things are
simple and incredibly
user friendly.

Tracey Attis
Marc Fisher Footwear

Game-changing access to data to make confident decisions

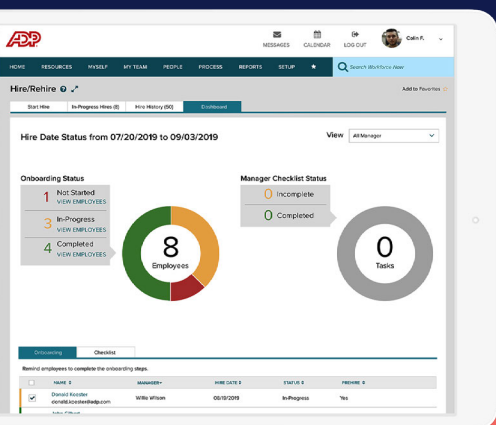
Administrative relief and compliance is only the beginning of the expert support you gain from ADP. What truly sets us apart is the decision-quality data we bring to help you accelerate your growth. Our technology comes pre-loaded with workforce data from thousands of companies and millions of employees.

That means you can see how your compensation, benefits, turnover, overtime, and many other metrics compare. We bring the same data-driven discipline you use in other parts of your business to help you make better workplace decisions, and act on them faster. Of course, with a dedicated team of experts in your corner, you won't have to monitor these things alone. We'll go through your data with you to help identify trends, make recommendations, and take action to keep your business on track.

ADP TotalSource is the only human resources technology you need

Technology has made almost every aspect of our lives easier. And it shouldn't stop at the workplace door. With ADP, you provide your employees with online and mobile access that keeps them connected to work, no matter where they are.

Employees use the technology to complete tasks like benefit enrollment, time off requests, clock in and out of work, set up direct deposit, take training courses, download their W-2 and review pay statements. Managers use the technology for the human resources transactions that are needed for their business.



Human Resources

Analytics

Information from payroll, human resources, benefits, time, and talent are collected and built directly into your daily work flow. As such, you can identify trends over time and make evidence-based decisions. There are no reports to run, no calculations to make, no charts to create — just get concise, accurate data visualization without the headaches of manual data collection and manipulation.

Benchmarks

Compare your workforce compensation, diversity, turnover, and retention with market averages from 30 million U.S. employees.

Online employee records

ADP provides a secure system for employee records. In addition to capturing employee demographic information, you can store supporting documentation online. Employee records can be accessed from a visual organizational chart or search. And only authorized individuals can access your employee records. Your employees can also upload and store documents, such as a certification or resume.

Career development and training

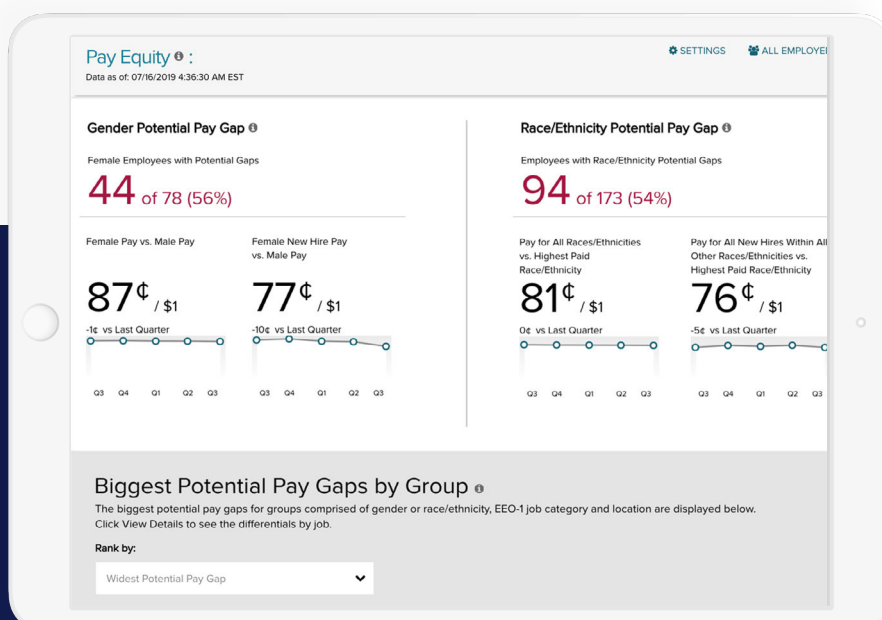
Thousands of training courses are available for managers and employees to build their skills and competencies. Select on-site training is also available.

Recruitment and applicant tracking

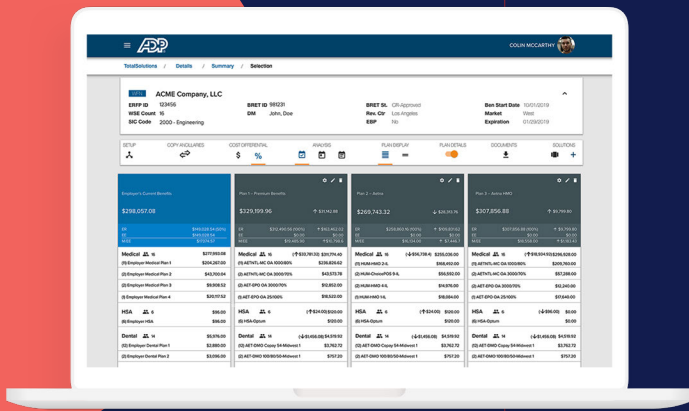
Finding the best and the brightest talent can be a full-time job. ADP helps streamline your efforts. Post open jobs to multiple sites with one click, track applicants, rate top candidates, and schedule interviews. In addition, we provide compensation benchmarking, so when you make an offer, you can be confident it's competitive. Best of all, you can complete each task yourself, or hand it over to ADP's certified recruiters.¹

Performance management

Setting goals and aligning rewards to performance is critical for employee development and engagement. Performance reviews allow you to set employee goals, assign competency requirements, collect performance feedback, and calculate ratings and bonuses. Managers can keep track of an employee's progress on a single dashboard. In addition to an annual review, you can set up new hire, disciplinary and improvement plans.



By tapping into TotalSource's HR expertise and rich data, you can move forward knowing, not guessing.



We help you create the perfect benefit offerings; then we handle the rest — from employee questions and enrollment to payroll deductions and new hires.



Benefits and employee perks

Great benefits for your employees

Gain access to affordable group insurance that provides you and your employees with medical insurance, plus dental, vision, life, disability and employee assistance benefits.

Employee perks and discounts

With ADP, your employees get discounted pricing on items such as movie and theater tickets, laptops, cars, restaurants and more.

401(k) retirement savings plan

Help your employees save for a secure future with the 401(k) retirement savings plan. Employees can choose from a wide range of investment products and can view their balance and manage their account right from the Voya mobile app.

For you, ADP TotalSource becomes your plan co-fiduciary to take on the majority of responsibilities.

Student loan repayment

Make your business stand out by offering one of the hottest new benefits — student loan repayment. Through ADP's integrated partner, Peanut ButterSM, employees can pay down their student loan with payroll deductions, and you can add an employer contribution or match. Peanut Butter is one of many great fully integrated partners available to ADP TotalSource clients. Visit ADP Marketplace to learn more.

Benefit enrollment

Employees learn about their benefits and how to enroll through personalized, engaging smart videos, followed by a simple step-by-step online enrollment. Employees and their family members can easily access their chosen plans and coverage information on the ADP mobile app.



I would highly recommend ADP TotalSource. Most business owners become an expert in their field, but they didn't become an expert in HR. HR is a minefield and you need competent advice.

Tod Aronson
E.R. Munro and Company

Wellness that pays cash

Companies that focus on wellness can improve employee engagement while helping their employees make healthy lifestyle choices. ADP's integrated partner, KROWDFIT®, is a mobile-first wellness partner that rewards employees for sleep, diet, and exercise with weekly, monthly and quarterly cash drawings. While you can create wellness challenges for your employees, you don't have to. KROWDFIT always has active challenges to encourage healthy behavior. KROWDFIT is another great fully integrated partner available to ADP TotalSource clients. Visit ADP Marketplace to learn more.

Benefit administration

We handle the administration of all employee benefits on your behalf, including carrier relations, payroll deductions, compliance, open enrollment, life events, new hire enrollment, and more. Your employees can call ADP specialists year-round to get answers to their questions.

Annual benefit selection

Each year, we will review your benefit plans and contribution amounts to help take the guesswork out of employee benefits. Working together, we compare your options and help you make an educated decision about which plans are the best fit for your workforce and budget.

Affordable Care Act (ACA)

In addition to individual consultation to help you understand which ACA provisions affect you, our technology is equipped with built-in ACA monitoring. As such, you're alerted to non-compliant situations that could result in fines. ADP TotalSource also handles exchange notices and annual IRS reporting and filing.

Premium support for your employees

MyLife Advisors offer a premium experience with a personal touch to provide your employees with helpful answers. Whether an employee is setting up elderly care, planning for retirement, deciding between benefit options, changing her name, adding a child to benefits, or has questions about his paycheck, a MyLife Advisor is ready to help. This great service is another benefit you get for being part of TotalSource.

Compliance

Regulatory compliance

ADP monitors employment laws and regulations and helps you tackle changes that affect your business in order to help you keep it compliant and protected. We also update our technology and the services we provide to reflect these new laws.

TotalSource Compass

The moment you log in you can see pending compliance actions, such as I-9 approvals, wage updates, or missing documentation. The Compass sorts the urgent and important actions to help you address your most critical tasks first.

EPL insurance and legal defense benefit

Despite your best efforts, you may run up against an employment claim. Fortunately, ADP has your back. You'll have employment practices liability insurance (EPLI) to help protect your bottom line. In addition, ADP TotalSource clients receive a legal defense benefit.

Should an incident occur — from harassment to discrimination, workplace injury to employee lawsuit, we'll help you investigate the situation and advise you on the appropriate action to take. We'll also work with you to review your current policies and training to look for opportunities to make adjustments. Follow our advice and still get sued? The legal defense benefit activates and we'll help defend you, including picking up legal costs.²



Workplace safety

Risk and safety consultants will help you evaluate your worksite, OSHA risk areas, and the overall strength of your safety program and employee engagement. Based on their evaluation, they make recommendations and help you implement a safety program that's tailored for your business. This includes the steps you need to take to improve safety and to help managers and employees understand their role. It also includes proactive support when a worker is injured.

With ADP TotalSource, managers and injured workers have access to call a nurse triage service to navigate the proper treatment for the injury, as well as guidance to complete the necessary steps to activate Workers' Compensation coverage. Workplace injuries happen. When they do it is very stressful for the worker. We help you make the experience less stressful to help move from injury to treatment as quickly as possible.

Payroll

Process payroll

ADP is the world leader in payroll. Your dedicated payroll advisor helps quickly and accurately process payroll, taxes, and wage garnishments — regardless how complex your employee setup. Once you complete your payroll submission, you gain access to a real-time payroll preview so you know exactly what you're paying. ADP handles the rest to make sure your employees are paid on time.

Early access to earned wages

You can now offer employees early access to earned but unpaid wages through our integrated partner, PayActiv. The service costs you, the employer, nothing and only costs the employee a \$5 usage fee. It eliminates the need for high-interest payday loans. PayActiv is an exciting integrated partner available to ADP TotalSource clients. Visit ADP Marketplace to learn more.

Employment tax

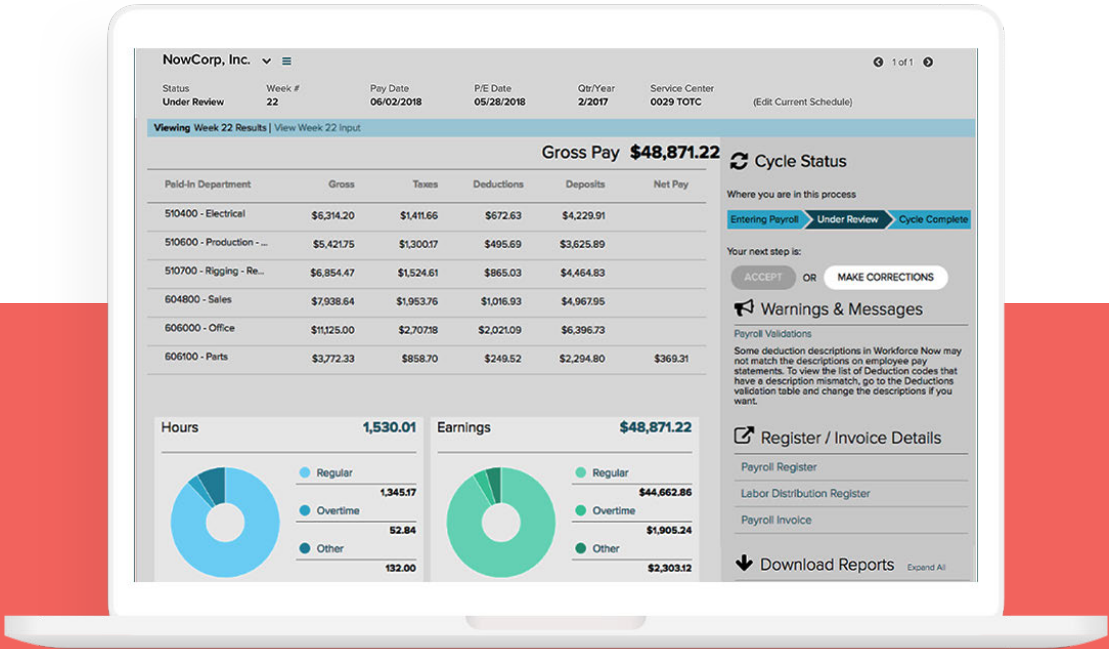
ADP calculates and withholds federal, state, and local payroll taxes and automatically sends these to the government on your behalf. We also prepare and file your payroll tax documents and W-2s, along with managing unemployment taxes and processing claims.

Time and labor management

Fast and convenient online and mobile access helps you automate scheduling, timekeeping, and attendance tracking. It also helps you expedite approvals, improve timecard and payroll accuracy, and more easily manage coverage.¹

Request time off

Keep track of employee vacations and time-off requests with a single calendar that incorporates your business's rules. Employees request time off for manager approval and, when approved, the time off is automatically added to the employee's timecard and calendar.

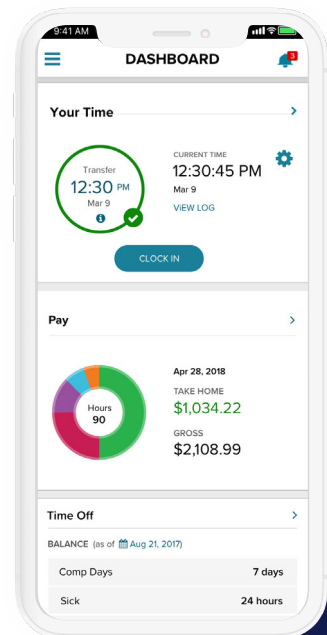




Transform your business with ADP TotalSource

What could your business accomplish if you didn't have to spend so much time on human resources? What if you could have support exactly when, how, and where you need it? That's what it means to partner with ADP TotalSource. By learning about your unique business and where you're headed, we're well equipped to help you manage risk, take care of your people, handle administration, and field questions.

Employees use the mobile app for requesting time off, clocking in and out, to see their pay, and more!



SOURCES:

1. Services available for a fee
2. Covered legal costs vary by state. To be eligible, the client must comply with all legal defense benefit terms and conditions



ADP TotalSource is a PEO

What is a PEO? Businesses partner with PEOs to provide comprehensive HR outsourcing to help manage a company's human resources, employee benefits, payroll, and employment regulatory compliance. A PEO works through a co-employment arrangement, which means the PEO contractually shares certain employer responsibilities with the company.

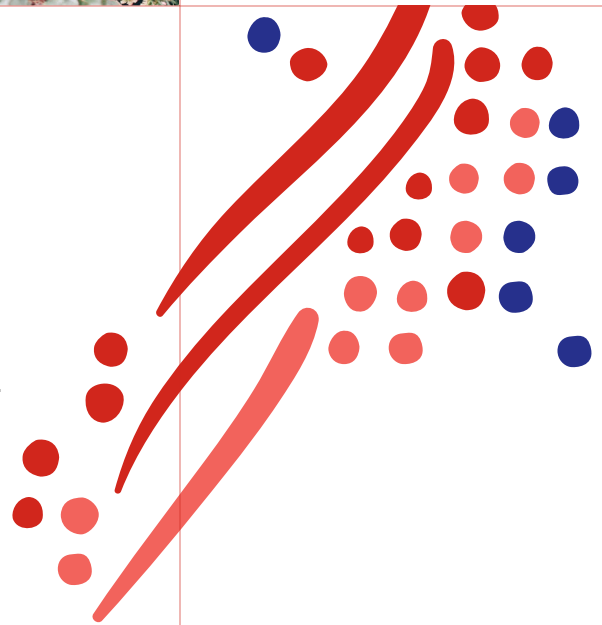
By partnering with a PEO, businesses are able to:

- Gain HR support without increasing headcount.
- Provide employees access to comprehensive benefits.
- Minimize risk and stay on top of employment regulations.
- Minimize administrative HR tasks

ADP TotalSource is a Certified PEO

By choosing to work with an IRS Certified PEO, a company shifts the liability for the payment of federal employment taxes if certain conditions are met; a company that utilizes a non-certified PEO could be held liable for any unpaid federal employment taxes. You also gain the confidence that your PEO is in sound financial standing. This means business owners gain more freedom to run their businesses and make decisions based on needs, not on the time of year.

To become certified, a PEO must have a proven record of tax compliance, provide extensive financial information, and meet other requirements in order to satisfy the high standards set by the U.S. government for certification. More information is available from the National Association of Professional Employer Organizations (NAPEO).



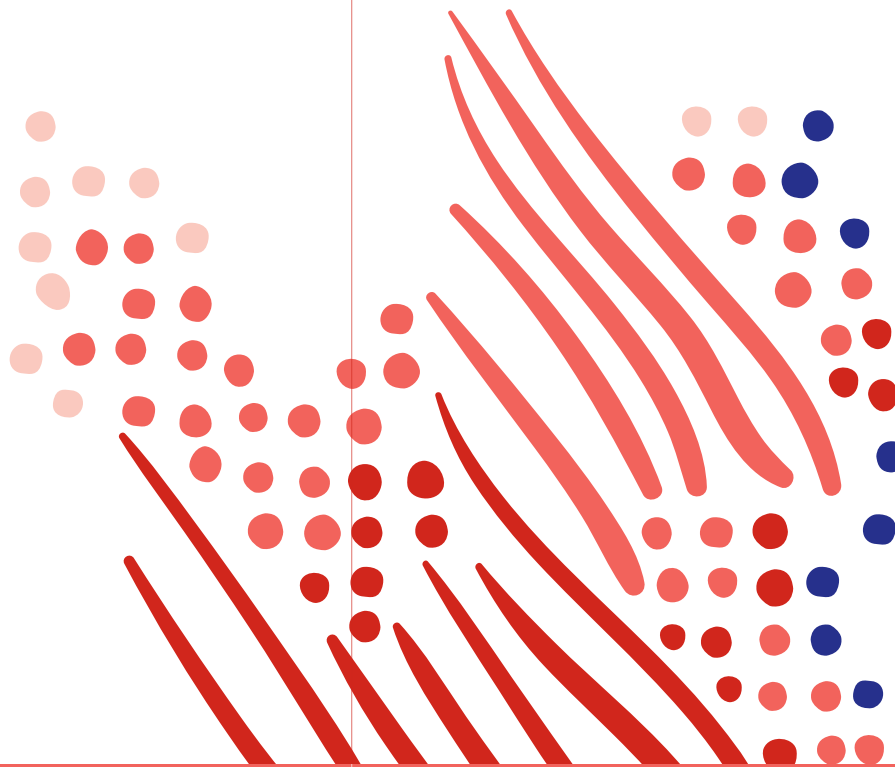
Join ADP TotalSource today

Get in touch with us at:

adptotalsource.com

Want to see our tech?

adptotalsource.com/demo



About ADP

Designing better ways to work through cutting-edge products, premium services and exceptional experiences that enable people to reach their full potential. HR, Talent, Benefits, Payroll, Time and Compliance informed by data and designed for people. Learn more at ADP.com.

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