

ADP® Comprehensive Outsourcing Services

Adapt your organization for a better tomorrow



Always Designing
for People®



ADP has been partnering with us to help us figure out the best way to provide daily pay to Food & Beverage employees. Working with ADP to get this accomplished has been a huge relief. Our core business isn't payroll. Our core business is hospitality — golf, tennis, dining and events, so it's nice to be able to rely on the experts who have such vast knowledge.

Stephanie Hogan,
VP of Treasury Operations,
Invited

Avoid the hassle of payroll while we manage some or all the process for you

The daily workload of administering payroll and ensuring your company is compliant can seem like the most time-consuming and costly activities your organization faces. On top of handling payroll, there are HR, benefits administration, time and attendance, and talent management responsibilities to complete. Administrative support takes away your team's time from being strategic and focused on supporting business objectives and delivering ROI.

Instead of operating a process-intensive cost center, why not transform your payroll department and HR operations into a strategic, proactive function? With Comprehensive Outsourcing Services, our people become an extension of your team and provide dedicated expertise and deep industry insights into all things human capital management.

In addition to that, some or all day-to-day payroll processes become the responsibility of ADP, allowing you to focus on more critical activities like reducing employee turnover, and increasing employee engagement and retention. Our processes incorporate standards, guidelines and automation focused on efficiency, agility and best practices to assist in the timely and accurate execution of payroll.

With more than 25 years of experience providing outsourcing solutions to organizations, we've built a playbook of standard operating procedures that has set the bar for successful companies experiencing growth. Its detailed roadmap guides you through your plan and execution, helping you to leverage economies of scale, eliminate inefficiencies through standardization and maximize synergies.

Our people, processes and knowledge can help you:



Offload time-consuming administration



Contain costs



Reduce compliance risk



Focus on strategy, we'll help you manage payroll

Payroll for large businesses can be complex, costly and ever changing — especially during periods of rapid growth. The pressure to impact the bottom line is high, even though resources are tight. Becoming strategic means focusing HR less on where you are now and more on where you want to be in the future.

Imagine your organization with:

- Streamlined payroll administration and greater efficiencies
- Peace of mind and less risk with compliance guidance and best practices to assist you
- Strategic insights and support on a range of HCM topics at no additional cost
- Multiple available employee service touchpoints, including call center, web, chat and mobile

Transform from tactical and task-oriented to strategic and results-oriented

Whether you want to completely outsource payroll or just a portion, ADP Comprehensive Outsourcing Services, a strategic large business outsourcing partner, provides you with a hands-on service approach through a designated team of specialists.

Need to justify your decision? Our team can help you make the case for how this solution can help you contain costs and streamline operations, while serving your employees with current technology user experience and support options.

Because we've been processing payroll for more than 70 years, we know how complex it can be and are ready to help you navigate the process regardless of the size of your business. Time is a precious commodity — focus on what matters.



Using ADP technology every day has made my job so much more efficient ... All around, it's sped up our process in the best way possible.

Lauren Dunwne,
HR Generalist, ProAmpac



ADP removed all the heavy lifting, allowing us to focus on what truly matters and to think more strategically about how we want to pay employees, provide the tools that they need to be successful and happy, and trust in the system that's paying them.

Stephanie Hogan,
VP of Treasury Operations, Invited

Offload payroll administration

Avoid the hassle of payroll while we manage most or all payroll processes for you. Our designated team of large business outsourcing specialists assist your organization with tax and compliance expertise, as well as payroll responsibilities, including:

- Interface management
- Payroll data entry and processing
- Solving day-to-day payroll issues

We also provide a layer of HR administration that includes product navigation support, set up of HR type activities during implementation (e.g., licenses, skills, job, etc.) and workflows.

Whether you are using our all-in-one software solution or integrating your ERP and other vendors, we can support the complexity of integrations with our market-leading solutions. Our integration capabilities can efficiently deliver end-to-end management of data between ADP, your company and its vendors.

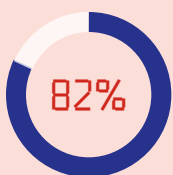
Managed services for talent, time, absence management, and benefits administration

On top of managed payroll, you can add value by also choosing to outsource benefits administration, talent, time, and attendance management.

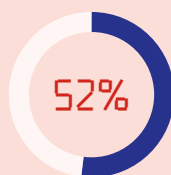
We can help take these functions off your plate:

- **Talent** — find, hire, and onboard employees
- **Time and Attendance** — time-saving automation for tracking employee time and attendance
- **Total Absence Management** — llave of absence compliance for state and federal leaves
- **Benefits Administration** — open enrollment, benefit qualifying life events, compliance assistance, including ACA and FMLA support

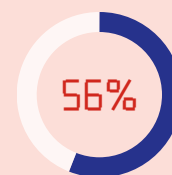
Important outcomes for clients when outsourcing payroll



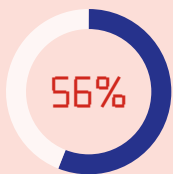
Reduce regulatory, legal and compliance risk



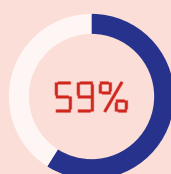
Reduce overall cost



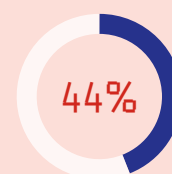
Improve payroll technology



Reduce payroll-related errors



Improve employee experience



Reduce payroll processing time



Client Success Executive: Your strategic partner, focused on delivering value and client success

Work with a designated Client Success Executive who partners with you to help you achieve business outcomes, anticipate your ongoing business needs, and bring together an unrivaled combination of innovative technology and experience.

This strategic account partner is assigned to your company and stands ready to assist you with:

- **Developing capabilities** based on ever-changing workplace demographics, trends, and compliance requirements with an eye toward the future
- **Delivering meaningful data** through innovative technology and our unmatched expertise to accelerate your success
- **Advancing the client** experience by combining intuitive technology with a team dedicated to delivering an exceptional experience
- **Understanding and developing long-term goals** and working with the team focused on delivering results
- **Measuring and reviewing performance** through recurring meetings, executive business reviews, client surveys and success plan reviews to determine and track progress against desired outcomes

Let us help you with resolving day-to-day issues and providing employee support

When you have thousands of employees in multiple offices, handling their questions and dealing with complex situations is a time-sensitive activity that can drain your staff's time and focus. Our business outsourcing solution can reduce the costs of supporting daily employee interactions while improving the experience.

Your employees can get their questions answered through easy-to-use self-service technology or a call center staffed by ADP associates available five days a week, supporting over 240 languages. Calls in English and Spanish are handled by native speakers, and all other languages are supported via a translation service.

We provide multiple touchpoints for employee support — including phone, email, chat, self-service for web, mobile, and tablet. Our service center helps to provide a seamless and efficient employee experience with a follow-the-sun strategy that allows us to service employees via email 24/7/365.

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Our ADP client success executive is an extension of our team, helping to support our HR strategy. They know the direction we're going in and point us to ADP products that are going to help us achieve our goals and that has had a tremendous impact on the team.

Austin Rosenberger,
HRS Manager and PMO,
ProAmpac



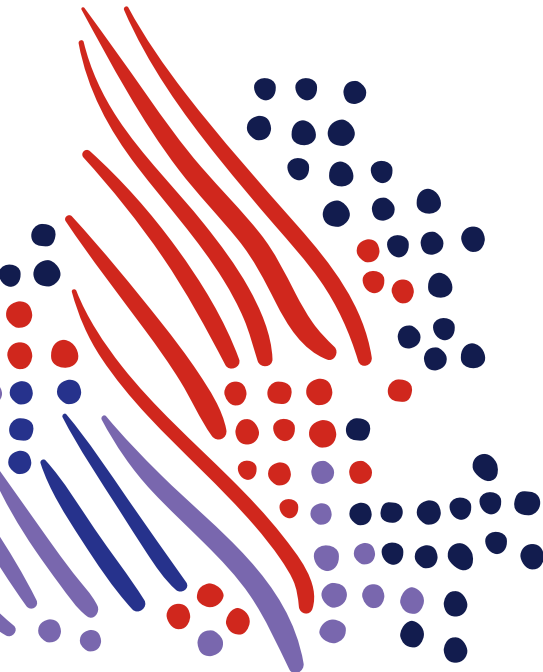
We needed a partner like ADP to help us with business resiliency and business continuity to ensure payroll would get processed.

JR Miller,
CFO, Leukemia and Lymphoma Society

Expertise and insights to execute and accelerate results

We can complement your outsourcing solution with top-level expertise, insights, best practices and guidance, including these services:

- **ADP Strategic Advisory Services** is a team of industry experts and thought leaders that provide data-driven insights, actionable recommendations and support on a wide range of issues from implementation to change management and strategy development — at no additional cost
- **ADP Professional Services** helps you get the most out of your ADP partnership with ongoing access to advanced tools, industry expertise, resources to meet your biggest challenges to improve process, reduce regulatory risk, and more
- **ADP DataCloud**, a powerful and intelligent set of data analysis tools designed to help you measure, compare, predict, and apply insights uncovered from ADP workforce data



To learn more about how ADP can help your organization,

contact your ADP Managed Services representative, or visit adp.com/COS.

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, visit ADP.com.

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