

## Complete Payroll and HR



# Payroll Is About Your People...

That's why we now deliver a payroll service with comprehensive options, including easy to use HR resources.

## Professional resources that can help you manage your employees and business.

If you're like most small business owners, payroll and HR issues can really pull your focus from managing your day-to-day operations. And it's no wonder. Complex state and federal employment laws can make finding the answers to your questions — and staying compliant — seem like a full-time job.

Through our partnership with ADP®, we offer payroll with HR resources that can help improve the management of your people and your risk so you can get back to focusing on your business. With our unique solution, you'll be empowered to help meet your compliance requirements with access to best practices, powerful tools and expert resources.

### Complete Payroll and HR Resources

#### Employee Access

Employees can find answers with online access to an up-to-date payroll history, reducing the number of questions you'll receive.

#### General Ledger Interface

Export journal entries from ADP into QuickBooks®, Xero, Creative Solutions or a generic output file — without rekeying data.

#### Payroll Preview

Preview payroll results before processing to reduce errors.

#### Electronic Reports

View, access, export and print over 15 different reports online.

#### Tax Filing

We'll calculate, deposit, file and reconcile your payroll taxes — and respond to inquiries from taxing agencies regarding the returns we file for you.

#### New Hire Reporting

Helps protect your company from penalties due to mistakes or late filings.

#### Payment Options

Choose from three ways to pay your employees:

##### ADPCheck™

The most secure paycheck in the industry signed and sealed with 10 advanced fraud protection features.

##### Full Service Direct Deposit

The quickest way to pay your employees — on payday, pay is automatically deposited in each employee's account.

##### ALINE Card by ADP<sup>SM</sup>

Pay employees electronically on a reloadable Visa pre-paid debit card.

#### Garnishment Payment Service

A cost-effective, comprehensive solution that helps you manage all aspects of your wage garnishment processing.

#### State Unemployment Insurance (SUI)

Have your State Unemployment Insurance (SUI) automatically deposited and filed on your behalf.

## HR Support, Administration and Compliance

### HR HelpDesk

Receive phone and e-mail access to a dedicated support team of HR professionals to help you navigate even your most complicated HR issues.

### Employee Handbook Wizard

Create a comprehensive, professional quality employee handbook based on federal employment law in just 15 minutes.

### Job Description Wizard

Create customized job descriptions based on an extensive database.

### Advanced HR Toolkits

Step-by-step guidance to help you complete and document advanced HR tasks, including everything from OSHA to FLSA.

### HR Forms & Documents

Save time by obtaining your key HR forms from our central library of thousands of best-practice documents, checklists, forms, job descriptions and policies.

### Basic HR Toolkits

Properly complete everyday HR tasks such as hiring and termination with step-by-step best-practice guidelines, essential forms and documents and related policies.

### State and Federal Compliance Database

Get information about ever-changing state and federal employment laws without the legal jargon, with plain English summaries of major regulations to help you stay on top of HR best-practices and compliance requirements.

### HR Compliance Updates

Receive proactive e-mail alerts when laws change that may affect your company's policies, procedures or compliance requirements.

### Audit & Compliance Wizard

Use an intuitive wizard to assess your company's HR practices in seven key HR areas, and gain access to resources to help shore up your weaknesses.

### Quick HR Answers

Search a comprehensive database of commonly asked HR questions and get on-demand best-practice answers.

## HR Information and Education

### HR Fundamentals Training

Self-paced online learning course covering various HR practices.

### State and Federal Resources

Help meet your core state and federal documentation requirements with convenient access to key government forms and documents.

### HR Checkups

Compare your current HR practices against standard HR best-practices to see how you measure up.

### Tip of the Week

Receive practical how-to articles that provide best-practice information to complete your everyday employee management tasks.

### Quarterly Newsletter

Timely, comprehensive articles focused on compliance requirements and getting the most out of your workforce.

### HR Dictionary

Hundreds of must-know HR terms, definitions and abbreviations to clarify your HR tasks.

### For more information contact:

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Payroll is about your people... and people are your most valuable asset.

So call us today to learn how you can enhance your employee relations and focus more on achieving all of your business goals.

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