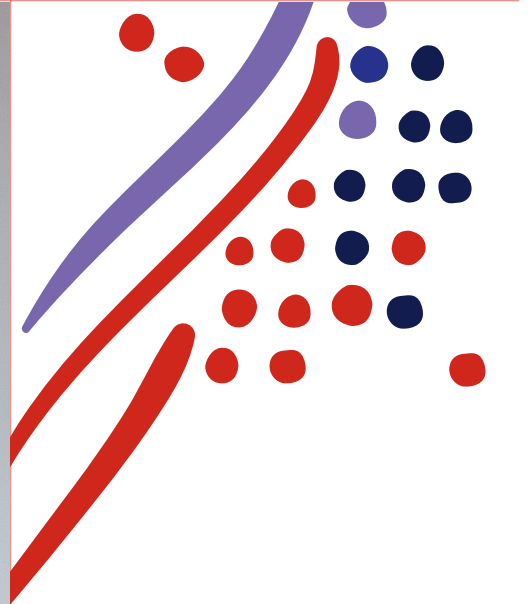


# We recommend ADP TotalSource®

All the advantages of a full-service HR department,  
plus access to Fortune 100®-caliber benefits

A PEO solution





## The weight of it all, lifted with ADP TotalSource®

Feel like you have to do it all? You're not alone. **Forty-three percent of small business owners say they're burdened by having to cover too many different roles.**<sup>1</sup> That's why there's ADP TotalSource®, the nation's largest certified professional employer organization (PEO).<sup>2</sup>

A PEO helps you manage your human resources, employee benefits, regulatory compliance and payroll through a co-employment relationship. The PEO contractually shares certain employer responsibilities with your company. Which means you and your employees benefit from more advantages than you could ever get alone, all while maintaining work site control.

With a dedicated team at the ready to support you and your business, you're freed up to make the most of every business day. You can benefit from:



### Expert Guidance

We'll provide guidance backed by data, experience and ideas that really work



### Strategic Support

We'll help you predict and prepare for what's ahead



### Dedicated Team

We make knowing your business our business

## Talent

### Recruitment & Selection\*

- Recruitment Services
  - Online Job Posting
  - Resume Searching
  - Full-Service Recruitment
  - Full-Service Executive Recruitment
- Skill Set & Behavioral Assessments
- Compensation Analysis & Benchmark Insights
- Background Checks
- Drug Screenings

### Employee Onboarding

- Paperless New Hire/Onboarding Process Management
- Employee Online Self-Service
  - Mobile Solutions
- Workforce Planning
  - Succession Planning
  - Mentorship Programs
- Human Resource Management System
- MyLife Advisors

### Training & Development

- Employee Development
- Proactive HR Guidance
- Employee Feedback Tools
  - Engagement Surveys
  - 360 Surveys
  - Exit Surveys
- Skills and License Tracking
- TotalSource University (mylearning@ADP)
- Human Capital Management Dashboard

### Enhanced Talent Suite\*

- Performance Dashboard
- Compensation Dashboard
- Applicant Tracking (ATS)
- DataCloud Benchmarking and Data Explorers (Pay Equity, etc.)
- StandOut® Engagement





## Compensation & Benefits

### Fortune 500 Benefits Package

- Comprehensive Medical, Dental & Vision Plans
- Section 125
- Health Savings Accounts (HSAs)
- Flexible Spending Accounts (FSAs)
- Online Commuter Benefits (OCB)
- Voluntary Benefits
- Health Advocate
- Employee Assistance Program
- Employee Discount Program
- Total Compensation Statement
- COBRA Administration
- Retirement Savings Plan

### Complete Administration & Consultation

- DataCloud Analytics and Consultation
- Strategic Benefits Consultation
- Benefits Administration
- Open Enrollment Tools
- Online Benefits Tracking & Administration
- ACA Compliance Support
- Compliance Center of Excellence
- ACA Dashboard
- ACA Reporting 1094C & 1095C
- Employee Leaves Administration\*

### Open Ecosystem

With ADP TotalSource, you can securely connect to other platforms or vendors with a custom API or through our preferred partners on ADP Marketplace.

\* Note: Additional Fees Apply.

## Risk Mitigation/Management

### Policy & Documentation

- Handbooks & Policies
- Job Descriptions
- FormsSource Document Library
- Document Cloud

### Workplace Safety

- Risk & Safety Management
- Support with Audits & Investigations
- Safety Awareness & OSHA Training\*
- OSHA Compliance Assistance
- Safety Program Review & Safety Manual
- Illness & Injury Prevention Program
- Accident Investigation
- Worker's Compensation Insurance
- Loss Analysis Guidance
- Drug Free Workplace Program

### HR Compliance

- Employment Practices Liability Insurance
- Legal Defense Benefit
- Industry Focused Guidance
- ComplianceHR Suite Tools
- Time and Labor Management\*
- Payroll & Tax Administration
- Wage Garnishment Management
- Unemployment Claims Administration





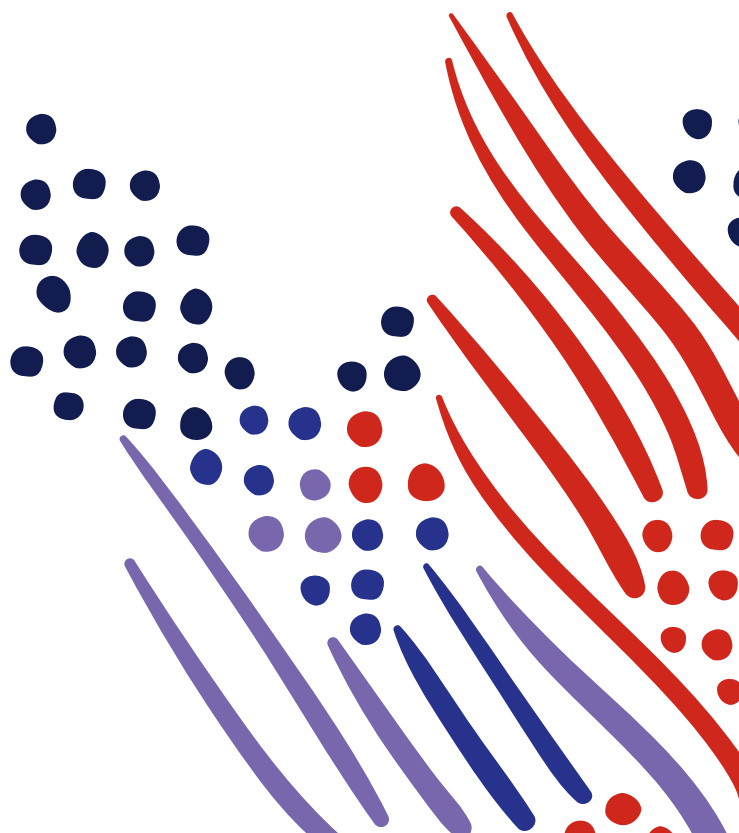
## HR expertise. Data-driven strategies. Dedicated support.

### Get exactly the help you need for everything HR:

- Provide employees access to high-quality, comprehensive benefits
- Stay on top of employment regulations and compliance
- Use data insights to help you manage key business implications, such as turnover
- Provide career development and performance feedback
- Minimize administrative HR tasks
- Get HR support without increasing headcount

## For more information,

view or request a demo, and to see what ADP TotalSource can do for you, visit: [adptotalsource.com](https://adptotalsource.com).



1. Constant Contact, 2015

2. The IRS does not endorse any particular certified professional employer organization. For more information about certified professional employer organizations, visit [www.irs.gov](https://www.irs.gov).

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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