

Amber Peebles
Owner
Athena Remodelers
Triangle, Virginia



ADP® Complete Payroll and HR411®

Having a rewarding job makes it possible for Amber Peebles to enjoy her favorite pastimes. Amber is one of more than 33 million employees who count on ADP to process their paycheck accurately and on time. Talk to us and discover how ADP can help your business — and your employees — succeed.



Amber Peebles. Paid by ADP.





Helping you manage payroll and your most valuable asset — your people.

The strength of any business is its employees. Hiring, developing and managing employees is critical to your success — and mistakes can be costly. That's why our Complete Payroll and HR411 package is designed to give you everything you need to manage your employees and your payroll. Accessible at any time from any computer via the Web, this program requires no installation or training and offers a wide range of features to help your business save time and money.

Industry-leading payroll processing...

We'll help ensure your payroll is accurate, on time and in compliance. And, you can print your checks locally, or let ADP print and deliver them.

- **Flexible Input Options** — Whether you prefer to call in your payroll to our specialists, enter the data online with an Internet-based solution, or use our mobile payroll app, you can be confident that your data is safe and secure.
- **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® or a generic output file — without re-keying data.
- **Payment and Delivery Options** — Choose to pay your employees with any combination of:

<p>ADPCheck™ The most secure paycheck in the industry, signed and sealed with 10 advanced fraud protection features.</p>	<p>Full Service Direct Deposit The quickest way to pay your employees — on payday, pay is automatically deposited in each employee's account.</p>	<p>Debit Card Pay employees electronically on a reloadable TotalPay® Visa debit card.</p>
---	--	--

- **Payroll Preview** — Preview payroll results before processing to reduce errors.
- **Electronic Reports** — View, access, export and print over 15 different reports online.

...leading compliance services you can trust...

- **Tax Filing** — ADP calculates, files, deposits and reconciles your payroll taxes.
- **New Hire Reporting** — Helps protect your company from penalties due to mistakes or late filings.
- **Poster Compliance** — Stay compliant and receive automatically updated federal and state labor law posters.
- **Garnishment Payment Service** — A cost-effective, comprehensive solution that helps you manage all aspects of your wage garnishment processing.
- **State Unemployment Insurance (SUI) Management** — Complete management of your state unemployment insurance, including reviewing your account for erroneous charges and auditing your SUI experience rate(s) to make sure it is appropriate. We'll also handle correspondence from each state in which you pay unemployment insurance.

For more information, contact your ADP Representative

...and new HR features designed for your business.

Our integrated best-practice HR guidance will help you save time on administrative tasks and help you better manage your employees.

HR SUPPORT, ADMINISTRATION AND COMPLIANCE

SAFEGUARD YOUR BUSINESS

Instant Pre-Screens — Quickly pre-screen applicants to identify potential risks and strategically determine where to run additional in-depth background checks.

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.

MANAGE DAY-TO-DAY

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

Basic HR Toolkits — Effectively manage 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.

Compliance Updates — Receive proactive e-mail alerts when employment 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, 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

KEEP INFORMED

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 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.



 *Small Business Services*

71 Hanover Road, Florham Park, NJ 07932
smallbusiness.adp.com