

Help close your HCM-related compliance gap with ADP SmartCompliance®



ADP SmartCompliance® is a cloud-based platform of outsourced services that integrates with your systems to help you maintain HCM-related compliance, reduce costs and drive growth.

Employment Tax



Help simplify employment tax filing and remittance

- > Fully outsourced solutions
- > Increased process control
- > Help reduce risk of penalties & interest
- > An industry leader (22% of U.S. tax filings)*
- > Assist in employment tax compliance
- > Employer W2 filing
- > Strong agency relations
- > MasterTax: A self-service software option

* ADP internal research

Wage Garnishments



Help improve efficiency of garnishment processing and administration

- > Automated, systemic services to help mitigate risk of judgments and penalties
- > Lien review
- > Answer worksheets tailored to lien type and jurisdiction, auto-populated with your data
- > eIWO, EFT and EDI processes for child support
- > Disbursement management
- > Electronic data storage and access
- > Call support center for employees, custodial parents, courts, creditors and agencies

Wage Payments



Help reduce cost & complexity with electronic pay

- > Comprehensive electronic payroll
- > Single vendor
- > Paycard
- > Electronic statements
- > ACH origination
- > Check reconciliation
- > Optional check printing
- > W2 printing / posting

W2 Management



Help improve efficiency of the year-end income reporting processes

- > Single feed W2, W2c filing
- > Timely, accurate year-end statement processing
- > ADP-hosted secure website, optional feature
- > W2c generation, distribution, and posting
- > Employment tax enables single-feed year-end processing without separate interface
- > Upload capability to major tax preparers

Unemployment Claims



Help control cost & mitigate unemployment claims risk

- > Claims & appeal handling
- > Proven hearing representation
- > Benefits processing
- > SUI rate audits
- > Single contact
- > Custom training
- > Help with cost control
- > Online access to reports

Employment Verification



Help improve efficiency and security of employment & income verifications

- > Automated services available 24 hours a day, 7 days a week
- > Data accessible by internet
- > Secure release of employee information only to credentialed verifiers
- > Data taken directly from payroll records to help ensure information accuracy
- > Help relieve employers of many administrative burdens and costs
- > Simplified implementation

Tax Credits



Integrated tax credit screening

- > Help lower effective tax rate
- > Help create budget justification
- > Full suite of credits: WOTC, Points of Hire, Geographic Training, Negotiated, Saleable, and more
- > Integrates with applicant tracking and talent systems
- > Integrates with ERP and payroll systems
- > E-signature technology
- > Audit support

Health Compliance



Help stabilize your approach to health care compliance

- > Notices of Coverage Options for new hires
- > State and Federal Marketplaces Notice Management
- > Annual Health Care Reporting
- > Payment of penalties calculation, reconciliation, and remittance

Move Money

35

- Set up EFT payment with bank
- Create EFT payment transmission as required for federal and state
- Initiate EFT payments
- Log on to agency website for deposit payment
- Print & mail checks and coupons
- Agency Notice - Disburse payment by check or EFT
- Amendment Filing - Disburse payment by check or EFT
- Coordinate payment with Accounts Payable department
- Process, print, stamp, & mail check payments
- Make payments via EFT as required by state
- Handle stop payments and check reissues
- Offer direct deposit capabilities for private child support orders
- Send reminders for un-cashed checks
- Print checks, vouchers to secured check stock/printers
- Secured Signatures
- Burst, Fold, Stuff, Seal
- Sort for Distribution
- Stamp & Mail Check Payments
- Packaging of shipments
- Delivery - Overnight
- Check File Production for transmission
- Direct Deposit to Employee Accounts
- Positive Pay
- File Transmission
- Check Clearing
- Imaging
- Reprints of lost/damaged checks
- Process Payroll Check Reversals
- Initiate transaction funding for accounts
- Equipment Purchase & Maintenance
- Maintain Secure Check Stock, Envelopes, MICR Ink/Toner
- Secure Storage of Check Stock
- Receive charge statements and input in system
- Employer makes timely payment to state
- Remit payment on behalf of each employee to the IRS

Communicate & Report

74

- Research jurisdiction tax liability
- Apply for new EINs
- Apply for EFT debit/credit
- Apply for e-file registration
- Update EFT setup for any federal or state guideline changes
- Call agencies for questions
- Track frequency and compliance changes
- Research SUI rates
- File form 941: Federal Income Tax, FICA, Medicare
- File FUTA Form 940
- File SIT & SUI taxes
- File local taxes Including OPT/EMST/LST
- File Multiple Worksite Reporting
- Initiate e-file tax filings
- Print & mail hardcopy tax filings
- Tax filing - Create & mail magnetic media filings
- W2 filing for employer
- Track tax type, # of notices, year or quarter amount
- Create & submit electronic W3
- Create & submit electronic state W2s
- Create & submit electronic local W2s
- Initiate E-file annual tax filings
- Print & mail hardcopy tax filings
- Year end - Create & mail magnetic media filings
- Print & mail EE W2s
- Post W2s online
- Prepare letter & respond to agency correct and/or pay
- File Form 941C: Federal Income Tax, FICA, Medicare
- File amended FUTA Form 940
- File amended SIT & SUI forms
- File amended local forms
- Issue W2c for employer copy
- Contact agencies or courts when orders are vague or partly illegible
- Produce notifications, acknowledgments and/or responses
- Utilize state specific notification formats for specific answers and standard interrogatory responses

Manage Data

148

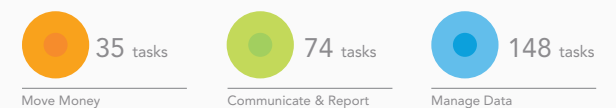
- Confirm report totals match P/R system report
- Send Payroll tax files to ADP
- Manage frequency thresholds for each agency
- Manage zero Deposit/coupon rule
- Create NACHA formatted EFT credit file
- Confirm liabilities match P/R system report
- Review/balance variances
- Post GL tax ledger accounts
- Relieve GL tax ledger accounts
- Review/balance YTD variances
- Confirm employee W2 options
- Open/sort/prioritize mail
- Image document
- Research year/quarter amount
- Research out-of-balance transactions
- Decide on action correct and/or pay
- Update & prepare corrections
- Confirm/approve amendment
- Receive, Open and Sort Garnishment Orders
- Image/store all documents
- Scan withholding orders for record retention
- File withholding orders in folders
- Retrieve orders from OCSE electronically via e-IWO
- Read withholding orders
- Identify lien type
- Identify if order is new modified, or released
- Identify if employee is active or inactive
- Identify federal and state regulations
- Legal department interaction pertaining to withholding order instructions, or negotiate judgments or defaults
- Data entry to pay systems
- Notify employees that a withholding order has been received
- Notarize & Flash Signature notification responses
- Prioritize lien by state rules
- Calculate disposable income by state/federal rules
- Apply appropriate state rules if not enough earnings

+39 more

+113 more

* Based on typical processes analyzed by ADP

HOW ADP HELPS YOU CLOSE THE HCM-RELATED COMPLIANCE GAP

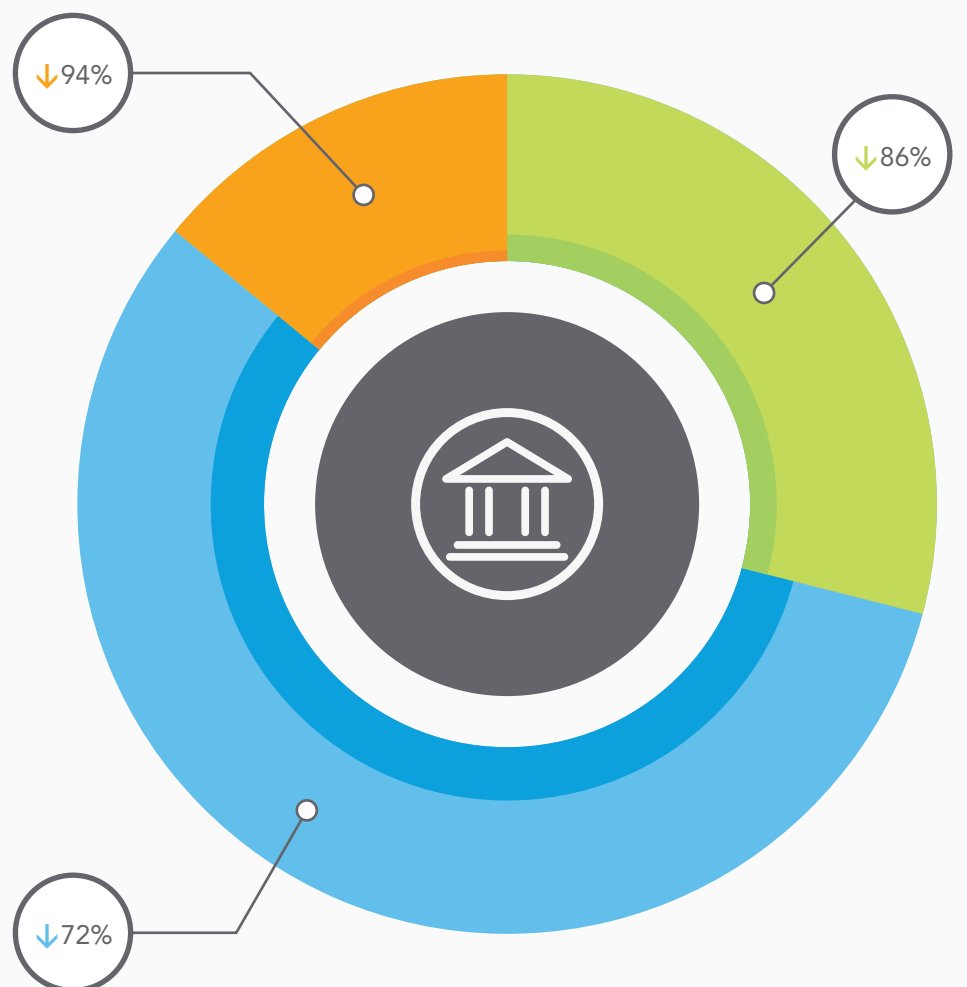


257 → 53
POTENTIAL TASK REDUCTION

HELP IMPROVE HCM-RELATED COMPLIANCE & REDUCE YOUR RISK OF NON-COMPLIANCE

HELP REMOVE MOST PROCESS BURDEN FROM YOUR ORGANIZATION

INSTITUTE ROI-DRIVEN PRACTICES TO HELP DRIVE GROWTH



Potential Task Reduction:

• Move Money: 35 → 2 | • Communicate & Report: 74 → 10 | • Manage Data: 148 → 41

For more direction on ADP SmartCompliance, visit adp.com/smartcompliance or call 855-237-4236