

ADP's HR/Benefits Administration Service.

Hosted HR/Benefits Administration Service

Introducing ADP's HR/Benefits Administration Service. Utilizing industry-recognized Employease® technology, ADP combines a full-featured Human Resource Management system and Benefits Administration services into an integrated, robust solution that complies with applicable government regulations, reduces benefits costs and adds to employee satisfaction. It also interfaces seamlessly to your payroll application.

Control Benefits Costs

One of the biggest challenges faced by employers is the cost of benefits administration. ADP's HR/Benefits Administration Service helps many employers to reduce their costs of providing benefits:

- No more premium overpayments – ADP's service team reconciles and audits your insurance carrier invoices.
- Elimination of costly paper-based transactions and related errors.
- Streamlined and pain-free open enrollments all year long that no longer divert your HR staff from more profitable initiatives.
- Reduced dependency on costly IT resources.
- Synchronization of benefits administration with payroll.

With the ongoing expense of IT support, maintenance and upgrades built into the cost of ADP's HR/Benefits Administration Service, employers typically realize rapid ROI – both hard and soft-dollar savings – almost immediately!

Improve Employee Retention and Communications

Employee turnover comes with costs – recruiting costs, training costs and the loss in employee productivity. Building employee satisfaction helps you to minimize these costs.

One of the best ways to enhance employee longevity is to provide your employees with convenient, Web-based, self service access, personalized support and visibility to benefits information along with the ability to manage their own benefits, 24/7.

ADP's proven solutions
can help you:

Control Benefits Costs

Improve Employee Retention

Reduce Labor Costs

Improve Tax & Regulatory
Compliance



ADP's HR/Benefits Administration Service

ADP
The business
behind business®



Flexible, Hosted HRMS and Benefits Administration Services

Full-featured HRMS including:

- Core HR Capabilities
- Performance and Leave Management
- Recruitment
- Manager and Employee Self Service

Robust Benefits Administration including:

- Dedicated Service Team and Personalized Support
- Open Enrollment Online and Over the Phone
- Insurance Carrier Connectivity
- Dynamic Rules Engine
- Vendor Invoice Reconciliation Services

Seamless Connection to Payroll:

- Web and XML Services

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ADP's HR/Benefits Administration Service enables your employees to:

- Make online inquiries and receive instant responses concerning their benefits, company policies and other employment-related information
- Select and change benefit elections whether they're at work or at home online or over the phone
- Access benefit plan comparisons
- Initiate life event changes and update other personal information
- Generate a comprehensive benefits enrollment summary that reflects their current benefit elections – and their value
- Participate with greater convenience in benefit program open enrollments
- Access a benefits answer line for questions about benefits

When employees are more informed about their benefits and other company information, the more satisfied they are with the value of those benefits and their role within the organization. Consequently, as employee satisfaction goes up, turnover rates go down.

Manager Access

Managers who use automated processes to manage tasks and increase productivity spend more time helping you build your business.

ADP's HR/Benefits Administration Service empowers your managers to:

- Conduct performance reviews, approve employee vacation requests and disseminate other vital information with more speed and less paper

- Offload repetitive tasks – such as data re-keying – freeing time to perform more vital tasks that support your core business mission

Help to Ensure Compliance

Complying with regulatory guidelines is a challenge for every business. Utilizing compliant business solutions is the best way to reduce risk and exposure.

ADP's HR/Benefits Administration Service helps employers respond with:

- Fair and consistent application of employment rules – from performance reviews and FMLA leave management...to EEO and HIPAA regulations
- Real-time access to accurate data to shape well-focused management reports
- Secure storage of HR records – employees' personal information is protected by a high level of system-wide security

Flexibility and Seamless Integration

ADP's HR/Benefits Administration Service adapts to the changes in your organization with a dedicated service team model supported by a robust, single-point functionality driven by a dynamic rules engine – allowing you to control the data you share within your organization, or manage all or some HR functions at a centralized office or remote locations.

You retain control through real-time, hosted, Internet access – and a seamless interface with payroll ensures timely and accurate deductions.

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