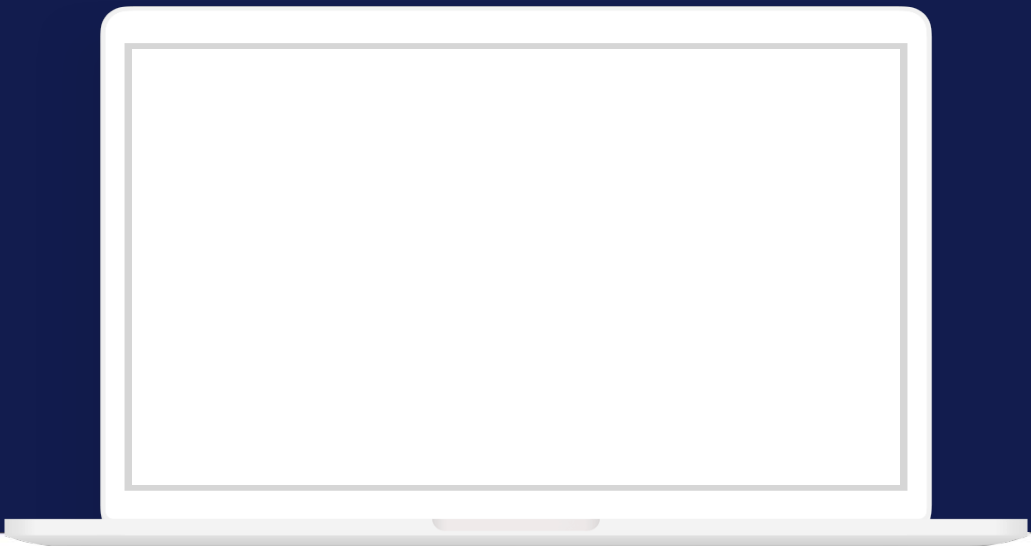# ADP

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 and interest
- An industry leader (22 percent of U.S. tax filings)*

- Assist in employment tax compliance
- Employer W-2 filing
- Strong agency relations
- MasterTax: a self-service software option

* ADP internal research

WAGE PAYMENTS

Help reduce cost and complexity with electronic pay

- Comprehensive electronic payroll
- Single vendor
- Paycard
- Electronic statements

- ACH origination
- Check reconciliation
- Optional check printing
- W-2 printing/posting

UNEMPLOYMENT CLAIMS

Help control cost and mitigate unemployment claims risk

- Claims and appeal handling
- Proven hearing representation
- Benefits processing
- SUI rate audits

- Single contact
- Custom training
- Help with cost control
- Online access to reports

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
- Audit support

- Integrates with applicant tracking and talent systems
- Integrates with ERP and payroll systems
- E-signature technology

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

W-2 MANAGEMENT

Help reduce cost and complexity with electronic pay

- Single feed W-2, W-2c filing
- Timely, accurate year-end statement processing
- ADP-hosted secure website, optional feature
- W-2c generation, distribution and posting

- Employment tax enables single-feed year-end processing without separate interface
- Upload capability to major tax preparers

EMPLOYMENT VERIFICATION

Help improve efficiency and security of employment and income verifications

- Automated services available 24 hours a day, seven 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

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

Tasks that may place unnecessary strain on your people and processes

257

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 and 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 and 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 and 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 and 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

* Based on typical processes analyzed by ADP

COMMUNICATE AND 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 and SUI taxes
- File local taxes including OPT/EMST/LST
- File multiple worksite reporting
- Initiate e-file tax filings
- Print and mail hardcopy tax filings
- Tax filing — create and mail magnetic media filings
- W-2 filing for employer
- Track tax type, # of notices, year or quarter amount
- Create and submit electronic W-3

- Create and submit electronic state W-2s
- Create and submit electronic local W-2s
- Initiate e-file annual tax filings
- Print and mail hardcopy tax filings
- Year end — create and mail magnetic media filings
- Print and mail EE W-2s
- Post W-2s online
- Prepare letter and respond to agency correct and/or pay
- File Form 941C: federal income tax, FICA, Medicare
- File amended FUTA Form 940
- File amended SIT and SUI forms
- File amended local forms
- Issue W-2c 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

+39 more

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 W-2 options
- Open/sort/prioritize mail
- Image document
- Research year/quarter amount
- Research out-of-balance transactions
- Decide on action correct and/or pay
- Update and 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 and flash signature notification responses
- Prioritize lien by state rules
- Calculate disposable income by state/federal rules
- Apply appropriate state rules if not enough earnings

+113 more

How ADP helps you close the HCM-related compliance GAP

257 → 53
Potential task reduction

Help improve **HCM-related compliance** and reduce your **risk of non-compliance**

Help remove most **process burden** from your organization

Institute **ROI-driven practices** to help **drive growth**

↓94%
35 tasks move money

↓86%
74 tasks communicate and report

↓72%
148 tasks manage data

Potential task reduction:
- Move money: 35→2
- Communicate and report: 74→10
- Manage data: 148→41

Jim Bonenberger
(770) 238-5801
jim.bonenberger@adp.com

www.adp.com/smartcompliance
855.237.6563

ADP