



A more human resource.™

Solution Overview

Judicial Council of California

Ryan James
District Sales Manager
Ryan.james@adp.com
714.262.4662 office
714.585.6523 mobile





TABLE OF CONTENTS

SOLUTION OVERVIEW

WORKFORCE NOW HUMAN RESOURCE MANAGEMENT SYSTEM.....	4
WORKFORCE NOW BENEFITS	6
WORKFORCE NOW [®] ESSENTIAL ACA	8
WORKFORCE NOW RECRUITMENT.....	9
WORKFORCE NOW PERFORMANCE MANAGEMENT	10
WORKFORCE NOW COMPENSATION MANAGEMENT.....	12
WORKFORCE NOW ANALYTICS.....	14
ADP DOCUMENT CLOUD SM	16
WORKFORCE NOW PAYROLL.....	18
WORKFORCE NOW ESSENTIAL TIME.....	20
ADP MOBILE APPLICATION.....	23
WORKFORCE NOW MOBILE SOLUTIONS IPAD TABLET APP.....	25
ADDITIONAL SERVICES	27

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SOLUTION OVERVIEW



Workforce Now Human Resource Management System

Integrated, robust Human Resource Management Solution combined with Benefits Administration helps companies comply with applicable government regulations; reduce benefits costs by helping to eliminate premium overpayments and minimize the cost of benefit administration by increasing efficiencies around open enrollments WFN HR helps you improve employee satisfaction by providing employees convenient, web- based, self-service access and the ability to manage their own benefits.

Focus on Your Business

ADP Workforce Now's suite of leading edge HR tools strengthens how important HR functions are managed and delivered:

- Allow employees to make online inquiries and receive immediate responses concerning company policies and other employment- related information.
- Customize to fit the way you work and your existing hiring process
- Receive on-demand access to HR compliance reports

The HR module in ADP Workforce Now helps you gain back valuable time while reining in compensation and labor costs.

Effectively manage the employee life cycle

New laws, changing regulations, and the need to provide timely information to your employees – and to the government – can place tremendous demands on your staff time and resources.

ADP Workforce Now HR helps you stay compliant across the employee life cycle, putting you in control from HR to payroll to employer-related compliance administration. You can:

- Access, manage and analyze sensitive or complex HR information, like salaries and pay grades for performance reviews
- Improve employee recordkeeping
- Gain convenient access to standard reports that help you maintain compliance with government regulations concerning COBRA and EEO administration as well as OSHA events

Employee Relations & Communications

One of the best ways to increase employee retention and satisfaction is to provide your employees with convenient, web-based, self-service access and the ability to manage their own benefits, 24/7. Your employee portal is the tool for communicating accurate, timely information to your employees and managers while reinforcing your corporate brand. Add your company logo and color palette, and then use the content management tool to post important documents:

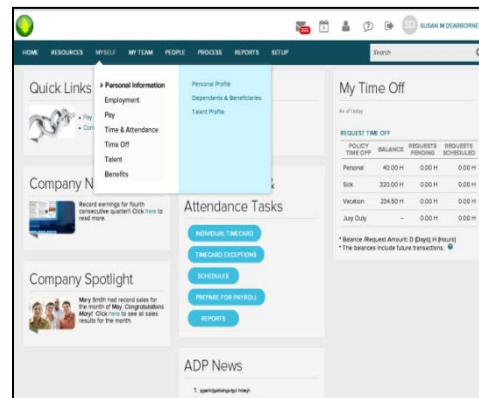
- Company mission statement
- News and announcements
- Company policies and handbook, with track able acknowledgement feature

The system's Security Access feature allows you to create groups and post targeted content for secure viewing by designated groups. Customized manager and employee workflows can be designed to meet the unique demands of your business.

Employee Self-Service

Research by Gallup has shown a direct correlation between increased employee engagement and key business metrics. For example, companies with engaged employees have two and a half times the earnings per share growth rate than their peers. *ADP Workforce Now* onboards employees with ease and empowers them to:

- Enroll and/or make coverage changes to benefit plans
- View pay statements and W-2 information
- Change W-4 tax information
- Set up direct deposit
- Manage their 401(k) account
- View the company directory
- Use online tools such as retirement planners or payroll calculators
- View approvals and notifications

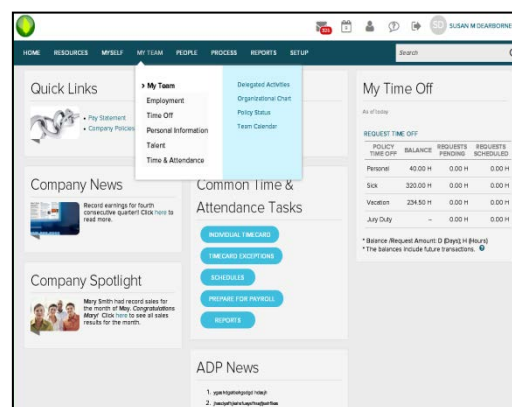


These automated self-service tools do more than increase employee engagement and satisfaction. They also free up HR staff to focus on strategic initiatives rather than administrative tasks. When employees need help with self-service functions, detailed online support and task assistance are always available.

Manager Self-Service

Similar to employee self-service tools, *ADP Workforce Now* automates routine processes for managers so they can spend more time helping you build your business. For example, *ADP Workforce Now* Manager

- Updating career profiles with information (i.e., license and certification updates, skills, and education) for direct reports and indirect reports.
- Completing performance reviews
- Managing performance goals.
- Initiating and managing work events (i.e., new hires, status changes, etc.).
- Completing compensation changes.
- Approving timesheets.
- Approving time off requests.



Running reports that reflect HR information for direct and indirect reports

Workforce Now Benefits

ADP Workforce Now® Benefits Solution helps you increase your control over benefits processes and meet the demands of the Affordable Care Act (ACA) with a comprehensive and flexible system tailored to meet the needs of your mid-sized business.

"The great benefit of ADP Workforce Now is that it extends our capabilities in some very dramatic ways, letting us handle many transactions in an automated way that used to be done manually."

– Donna Cooke, Piramal Critical Care

You get simplicity, flexibility and access to an all-in-one solution that:

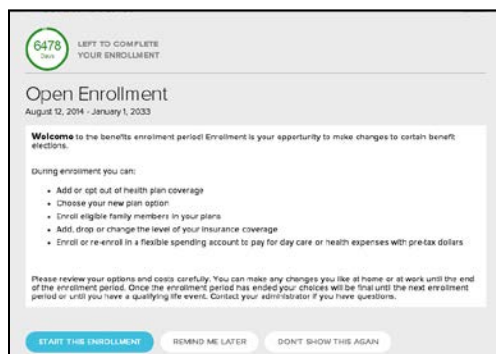
- Accommodates different plan types and features
- Includes billing, reporting, and reconciliation tools
- Feeds data to your carriers automatically
- Enables your employees to easily report open enrollment and life-event changes that affect their benefits coverage



Other key features of the solution include flexible rate structures, eligibility drivers, dependent age-limit rules, Medicaid & Medicare entitlement, and access to informative audit trails.

Establish Notifications & Workflows

Use the solution's Custom Workflow tool to establish notifications and approval rules to help you stay well informed on enrollment changes and help ensure your organization is meeting all eligibility requirements.



Apply Eligibility & Enrollment Tools

Rely on the strength of ADP's eligibility and enrollment systems to help support your employee benefits strategy and enable it to succeed. Helping your employees understand and manage their benefits can have cascading effects throughout your benefits programs and, eventually, your entire business.

The solution provides:

- Flexibility – fast, nimble set-up of the annual enrollment process
- Scale – helps you create multiple groups, tiers, and rates across your entire workforce, regardless of the complexity of your plan design
- Consistency – provides easy-to-enforce eligibility rules during initial enrollment and throughout an employee's service
- Communications – offers a broad array of employee communications services not only during enrollment but also throughout the year
- Insights – furnishes tools to examine benefits usage and fine-tune benefits offerings, based on employee demand
- Year-Round Enrollments – accepts qualifying life events and changes such as birth, adoption marriage, and more
- Engagement – presents opportunities to use configurable enrollment content to help educate your employees on the value and features of their benefits



Gain Efficiencies from Benefits Data Reporting

In addition to notifications and flexible workflow approvals, stay current on employee enrollments by generating status and confirmation reports – like the Enrollment Report, Benefits Deduction Comparison Report, and Confirmation Statements. These reports provide you and your employees with detailed information on their enrollments, coverage levels, covered dependents, beneficiaries, deductions and premiums; and most importantly – confirmation of their benefits selections.

Automate Carrier Invoicing & Billing

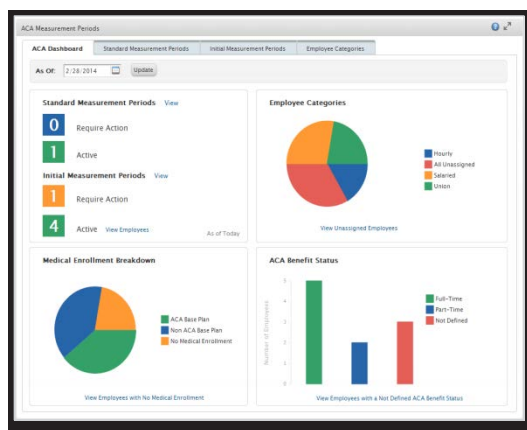
ADP's Workforce Now Carrier Invoicing and Billing makes the manual tracking of enrollments with spreadsheets a thing of the past. It provides a clear, in-depth view of your benefits population – with a detailed carrier list that helps identify billing discrepancies and helps stop premium overages, resulting in a positive impact for your bottom line.

Meet the Challenges of the Affordable Care Act (ACA)

When it comes to Health Care Reform, what you don't know can hurt you. ADP Workforce Now Benefits Solution can help you navigate evolving ACA requirements, as you make critical decisions around the Shared Responsibility and Employee Eligibility provisions of this complex law.

As your benefits administration partner, ADP has the tools to help you manage an effective and compliant ACA strategy:

- Address 23 ACA provisions including the Employer Mandate, Employer Mandate reporting, and ACA affordability testing
- Utilize cutting-edge functionality to help you track employees rehired within 13 weeks – the threshold under which an employee is not counted as having left the company per ACA legislation
- Enjoy the peace of mind of engaging simplified ACA audit reporting



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Workforce Now® Essential ACA

The Affordable Care Act affects far more than just your benefits program.



How confident are you that you're ACA compliant?

The Affordable Care Act (ACA) affects every employer in the United States – administratively, financially, and otherwise – more than many realize. In particular, it influences how you aggregate disparate data for reporting and management.

It's important that you understand the implications; especially the financial risks involved. After all, failure to comply with the ACA could result in heavy penalties reaching into the millions of dollars, unless you start properly planning right now.

A recent ADP Research Institute study indicated that more than half of just like you are either extremely concerned or very concerned about the impacts of the ACA and government regulations. More serious still, many are unprepared to document and report data with sufficient accuracy to avoid or minimize the penalties that can be incurred. Make no mistake: this threat is real.

We want to help ensure that you know all of the options available to you – not only how to do right by your employees and save money, but also achieve compliance with the Shared Responsibility provisions of the law. In short, it's important you understand what the law says, what it means to you, and – most importantly – what actions you need to take.

With ADP Workforce Now® Essential ACA services, you have access to reporting, additional dashboards and ADP will complete and submit your annual 1094-C and 1095-C filings on your behalf.

To be ACA compliant, you need:

- The ability to quickly collect the data (often stored in disparate systems residing in HR, time, payroll and benefits)
- The ability to quickly respond to inquiries from government agencies, and
- A secure place to store this data in case of audit.

When you use ADP Workforce Now Essential ACA, you're armed with the information you need to determine – and, most importantly, have accurate reporting for – applicability, affordability and eligibility of all of your employees right at your fingertips.

ADP makes ACA easy. The good news is that we can offer you a solution that will help solve the complexity of ACA and we are committed to helping you with your compliance needs. With ADP Workforce Now and Essential ACA, we provide you the integrated systems you need to track your data, easy to read dashboards and we take care of your annual 1094-C and 1095-C annual filings for you.

Additionally, our depth and breadth of services, combined with our experience and expertise, and our resources and thought leadership can have a positive impact on your company's bottom line and help reduce the risk of incurring hefty fines. We are here to help you build your blueprint for ACA compliance. Let us help you understand how the right combination of people, process and technology can benefit your business when it comes to ACA compliance.

WORKFORCE NOW RECRUITMENT

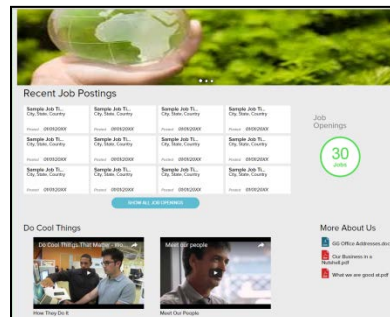
Every job candidate, every employee brings to your organization the knowledge, skills and experience to propel your business forward. Your company depends on you to hire and develop the best talent to give your organization a competitive edge. The strategy starts with you. Executing your plan? We can help with that.

The solution helps you identify the right candidates, find gaps in your employees' knowledge and skills, and keep talent on track. You can grow and keep your best people and develop a plan and a process for dealing with organizational change. Here are some of the many ways ADP Workforce Now Talent Management can help you improve the way you manage your human capital..

Ace your first impression with unique job postings.

Hiring is a lot like dating — first impressions matter. Let ADP Workforce Now help you put your best foot forward so you can attract the kind of candidates that become your best employees.

- Create customized postings that get you noticed...first.
- Build your talent pipeline by letting candidates create a unique secure profile on your recruiting website.
- Track your time to hire and find top talent.



Find your employees on the sites they frequent.

According to a recent study, 85% of workers are searching online for new jobs.² With ADP's intuitive requisition wizard, you can:

- Place your posting on Career Builder™, LinkedIn™, Monster™ and Facebook™.
- Pre-populate your job information with data that's already in your ADP system.
- Customize the approval process to fit your company's unique workflow.

Make screening a snap.

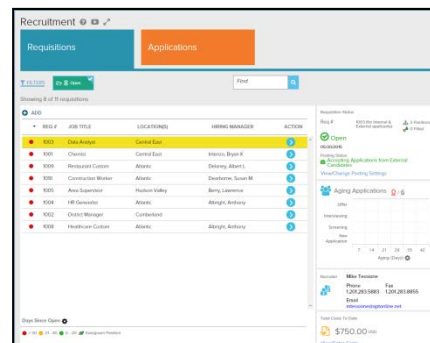
Add ADP's integrated Screening and Selection Services to your ADP Workforce Now system, and you've got a powerful one-stop interface for applicant management.

- Avoid re-keying into multiple systems
- Choose from an array of background checks, including identity validation, past employment, government and criminal records, and drug testing
- Help ensure compliance throughout your screening and hiring process

Align your strategic & financial goals.

Hiring can be a time-consuming undertaking — and an expensive one if not executed wisely. Leverage the power of ADP Workforce Now to help control your costs, improve your process, and create the fastest route to success.

- Know your cost and time to hire.
- Uncover obstacles that are making your hiring process less than effective.
- Use performance reviews to establish and execute on personal, team & company goals.



Onboarding & Engagement

There's no doubt that the onboarding process represents significant investments in time and money, especially for companies that still handle each task manually. Now, you have a system that pulls it all together for you.

WORKFORCE NOW PERFORMANCE MANAGEMENT

ADP Workforce Now™ Talent Management Solution is a complete approach to managing your talent, from newly hired to retirement. You get one system to help make the most of your biggest asset- your people.

Empower & engage employees to drive growth.

Engage managers and employees alike with a proactive, consistent approach that makes performance reviews and goal management a pleasure. Use our completely configurable tools and at-a-glance dashboard to:

- Rate and weight key performance information
- Speed up the review and approval process
- Take a competency-based approach that can help drive continuous growth

GOAL NAME	GOAL CATEGORY	GOAL LEVEL	PROGRESS	OBSTACLES	TARGET DATE	ACTION
Improve Employee Engagement	T-Talent	🏠	0%	None	4/28/2014	➤
Training	S Skills	👤	10%	Minor	5/4/2015	➤
Reduce Budget by 15%	S Skills	👤	45%	Minor	8/12/2015	➤
Roll Out Diversity Awareness Pr...	D-Development	👤	53%	Minor	12/31/2015	➤
Increase market share by 5%	S Skills	🏠	30%	None		➤
Increase Customer Retention b...	S Skills	👤	55%	None		➤
100% Twitter Engagement	T-Talent	🏠	0%	None		➤

Key: Personal Goal 🏠 Team Goal 👤 Organizational Goal 🏢

Performance and Goals Management

Connect employees, managers and HR professionals, with no IT involvement. ADP Performance Management enables HR departments to operate in a more proactive, timely and responsive manner throughout the performance management process. Additionally, it helps HR professionals to better service managers by putting performance information at their fingertips to identify professional growth opportunities and employee retention and satisfaction strategies. Employees can access current and historical review information as well as receive notification of upcoming reviews.

Custom performance review templates can be assigned to the group or individual level. At a group level, they can be mass assigned based on common review or anniversary date. These templates can include questions, rating scales and acknowledgment collection. Automated reminders are included in the workflow based on review due dates. This eliminates the manual administration often associated with tracking and reminding users.

Performance Goals ? 📺 📄

Current Goals | Historical Goals

Filter by: Team Member Name [] FILTER RESET

ADD

EMPLOYEE N...	GOAL NAME	GOAL CATEGORY	GOAL LEVEL	PROGRESS	OBSTACLES	TARGET DATE	ACTION
Berry, Lawren...	Increase market share by 5%	S-Skills	🏠	0%	None		➤
Berry, Lawren...	Improve Employee Engagement	T-Talent	🏠	40%	None		➤
Bonner, Edwa...	Create and Distribute Employe...	S-Skills	👤	75%	None	11/30/2015	➤
Bonner, Edwa...	100% Twitter Engagement	T-Talent	🏠	25%	Minor		➤
Albright, Anth...	Reduce Budget by 15%	S-Skills	👤	45% Team Progress	Minor	8/12/2015	➤
Albright, Anth...	Roll Out Diversity Awareness Pr...	D-Development	👤	53% Team Progress	Minor	12/31/2015	➤
Albright, Anth...	Training	S-Skills	👤	10% Team Progress	Minor	5/4/2015	➤

Key: Personal Goal 🏠 Team Goal 👤 Organizational Goal 🏢

With Workforce Now™ Performance Management Tools, Employers can ensure alignment of Organizational Goals, Team Goals and Personal (individual) Goals. These can allow for employee contribution to update progression and completion. Managers can add and assess an employee's goals on the performance review form.

Performance Goals

Current Goals | Historical Goals

Filter by: Team Member Name

ADD

EMPLOYEE N...	GOAL NAME	GOAL CATEGORY	GOAL LEVEL	PROGRESS	OBSTACLES	TARGET DATE	ACTION
Berry, Lawren...	Increase market share by 5%	S-Skills		<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	None		
Berry, Lawren...	Improve Employee Engagement	T-Talent		<div style="width: 40%;"><div style="width: 40%;"></div></div> 40%	None		
Bonner, Edwa...	Create and Distribute Emplo...	S-Skills		<div style="width: 75%;"><div style="width: 75%;"></div></div> 75%	None	11/30/2015	
Bonner, Edwa...	100% Twitter Engagement	T-Talent		<div style="width: 25%;"><div style="width: 25%;"></div></div> 25%	Minor		
Albright, Anth...	Reduce Budget by 15%	S-Skills		<div style="width: 45%;"><div style="width: 45%;"></div></div> 45%	Minor	8/12/2015	
Albright, Anth...	Roll Out Diversity Awareness Pr...	D-Development		<div style="width: 53%;"><div style="width: 53%;"></div></div> 53%	Minor	12/31/2015	
Albright, Anth...	Training	S-Skills		<div style="width: 10%;"><div style="width: 10%;"></div></div> 10%	Minor	5/4/2015	

Key: Personal Goal Team Goal Organizational Goal

Gain a 360° view of employee performance.

Once you've made a great hire, ADP Workforce Now can help turn a stellar candidate into a performance star. We'll bring together the data you need to spot performance trends, identify candidates for career growth, and address issues before they become problems.

- Leverage the power of a complete historical performance record for every employee.
- Track progress toward individual and organizational goals.
- Strengthen your compensation and succession planning.

Performance Reviews

Current Reviews | Historical Reviews

Filter by: Employee Name

EMPLOYEE NAME	REVIEW NAME	REVIEW DATE	DUE DATE	FEEDBACK RECEIVED	STATUS	ACTION
<input type="checkbox"/> EsCaicega, Jody	Introductory R...	07/09/2014	06/17/2015		Pending Rel...	
<input type="checkbox"/> James, Mark	Disciplinary R...	06/16/2015	06/16/2015		In Progress	
<input type="checkbox"/> Garland, Carlo E.	Annual Review	08/21/2015	08/07/2015		Not Started	
<input type="checkbox"/> Berry, Lawrence	Annual Review	05/13/2015	04/29/2015	0 OUT OF 1	In Progress	
<input type="checkbox"/> Bonner, Edward J.	Annual Review	05/23/2015	05/09/2015	10 OUT OF 4	In Progress	

Highly effective talent management strategies mean greater employee productivity where the average revenue per employee is 26% higher; reduced voluntary turnover with high performers having 41% lower turnover; and improved ability to adapt to today's economy with 28% less likely to have experienced a major layoff (>10%). Another Bersin & Associates study titled, High Impact Talent Management: Trends, Best Practices, and Industry Solutions, showed organizations that have implemented fully integrated talent management suites have achieved a 60% higher return when compared to organizations that are utilizing non-integrated solutions. — Bersin & Associates, 2009.

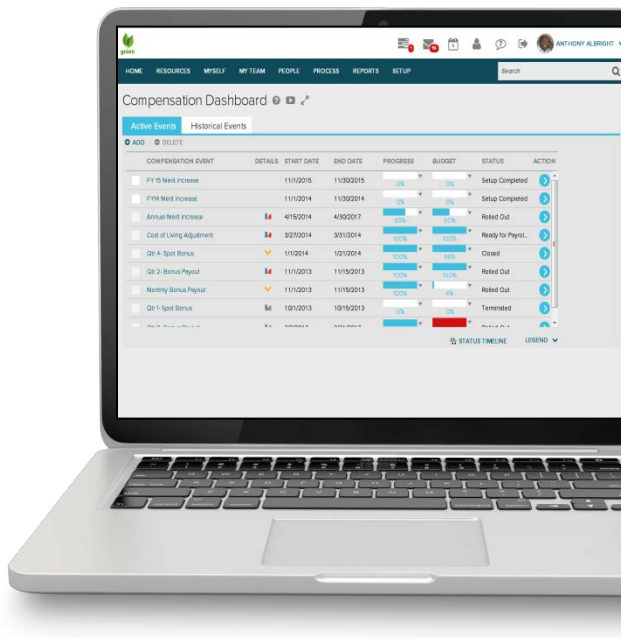
Workforce Now Compensation Management

Paying employees in a fair and equitable way helps companies stay competitive. Why? Because a company's strategic approach to compensation planning can have a big impact on its ability to attract and retain top talent.

Compensation is a lever that organizations can use to not only reward past performance, but to incent high-potential employees who have the skills and desire to become the organization's future leaders.”¹

Relying on spreadsheets and manual compensation planning can present enormous issues for those charged with compensation planning. Data analysis is often incomplete. Inequities arise. Errors abound. Conversely, ADP Workforce Now Compensation Management helps streamline the planning process and can help reduce the risks caused by your existing compensation management practices.

Midsized companies can retain top talent by enabling a pay-for-performance culture, supported by the automated, integrated capabilities of ADP Workforce Compensation Management.



Pay for Performance

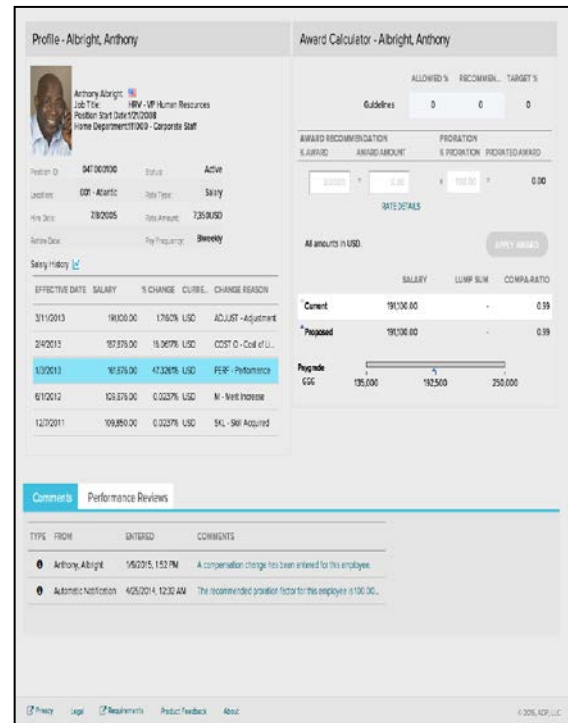
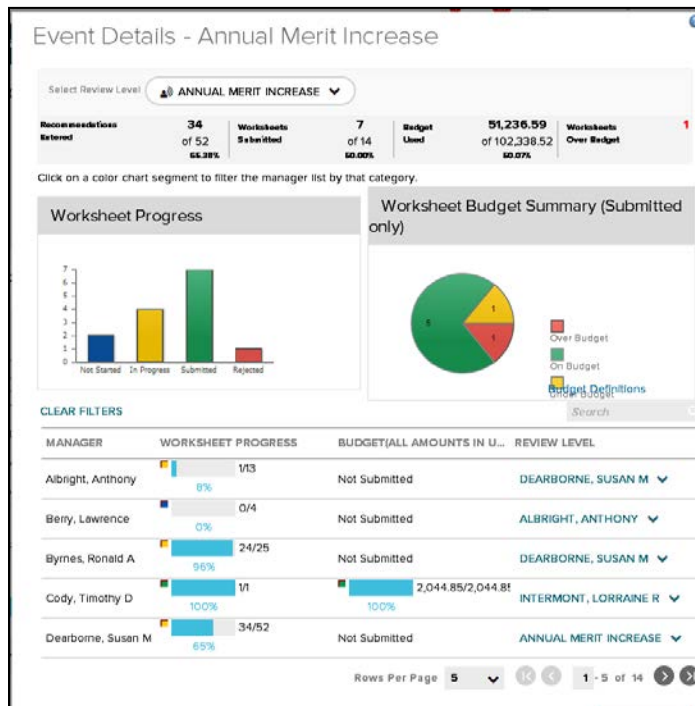
- Define award guidelines that reflect your organization's compensation philosophy
- Drive a pay-for-performance culture by linking employee performance with their awards
- Reward top performers with accuracy and ease by using the Compensation Management tool
- Process awards through ADP Workforce Now Payroll to gain a seamless end-to-end experience with the appropriate checks and balances in place

Budget & Guidelines

- Simplify the merit and bonus event cycle by providing managers with a powerful and intuitive tool
- Set a compensation budget using either a "bottom up" or "top down" approach to easily manage pay increase thresholds
- Control your bottom line by budgeting for increases and rewarding top performers with either percentage increases or lump sums

Approval Workflow & Communication

- Employ an intuitive dashboard enabling managers and administrators to view real-time progress and budget updates as they occur across your organization
- Leverage the power of a unified solution to provide managers a view of their entire organization's compensation progress for both direct and indirect reports
- Communicate increases through mass print-and-deliver functionality with self-service,
- so employees can quickly and easily view their compensation notices
- Leverage the power of sophisticated business logic to help ensure that compensation changes outside the event are recognized, while avoiding unnecessary awards
- Access crucial decision support information in one location including award guidelines, employee profile, and salary and performance history



1 Pay for Talent: The Next Generation of Talent Management Strategy, ADP, 2012.

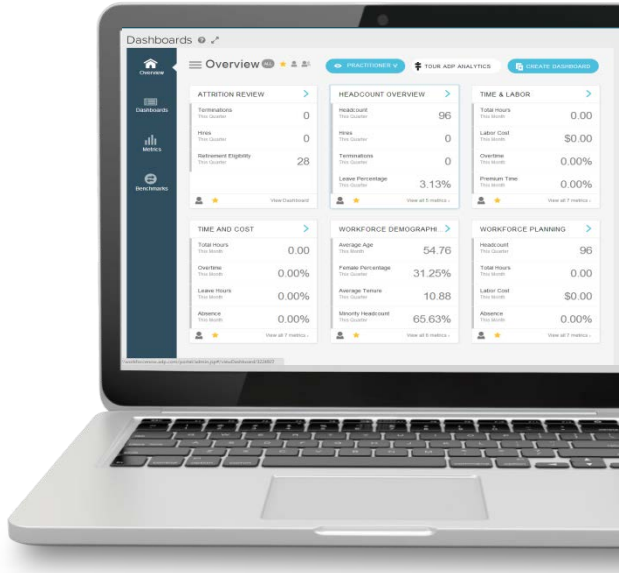
Workforce Now Analytics

Actionable Insights with ADP Workforce Now® Analytics

Sound decision-making in any organization begins with rapid access to key data and quickly and accurately identifying trends and changes in your business so that you can make informed, data-driven decisions.

As Human Capital Management (HCM) continues to grow as a strategic driver, decision-makers are increasingly in need of standardized metrics — tools to measure effectiveness, support organizational strategy and guide informed decision-making.¹

ADP Workforce Now Analytics helps eliminate time-consuming manual processes with its easy-to-use automated business intelligence tools that help you manage information more effectively, spot opportunities, and gain insights that you can apply across your business.



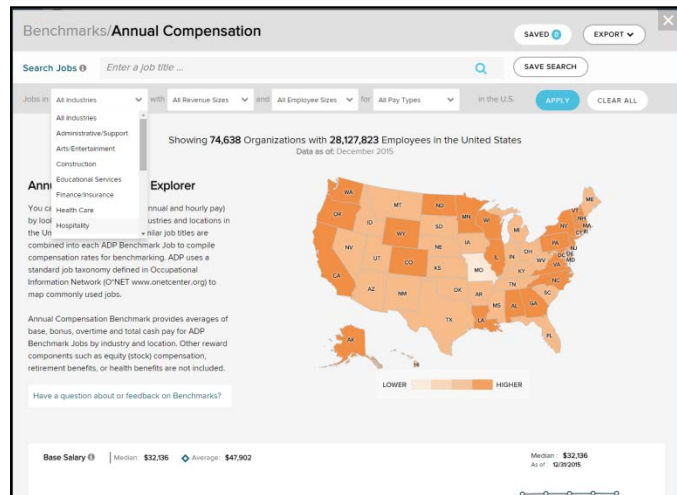
Improve the Speed and Quality of Your Decision-Making

Increase Your Visibility

Tap into a visual interface that provides wide-ranging visibility across all aspects of workforce management. With ADP Workforce Now Analytics you can pull together disparate bits and pieces of information to help you discover trends and patterns; identify areas that might cause risk; diagnose root causes; make informed decisions; and align your workforce management strategies with broader organizational goals.

Use Support Data from Multiple Domains

ADP Workforce Now Analytics supports multiple HR domains within your ADP Workforce Now solution, including time, talent, payroll and benefits. Mix and match data to uncover trends and show powerful analytics.

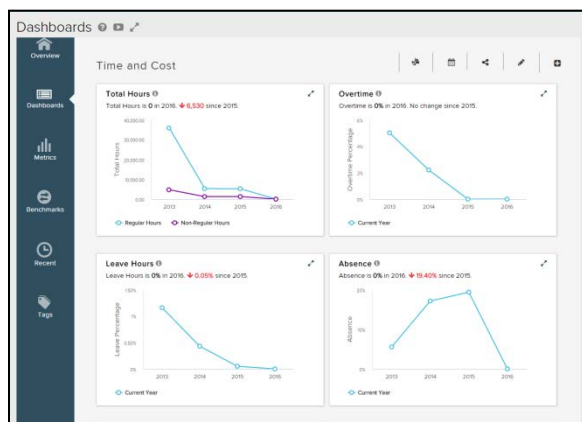


Attain Maximum Usability and Accessibility

Access an array of key metrics — from absences to turnover rates — that are aligned with the most current SHRM® and ANSI® standards. Customizable filters and viewing options provide you with nearly unlimited analysis options.

Benchmarking and Mash-ups

By anonymizing and aggregating thousands of data records you can evaluate your company's performance against similar industries using standard metrics. Benchmark your company against industry or geographic averages for key data points.



1 ADP Research Institute, 2013.

Apply Insight-Driving Tools and Capabilities

Customizable Dashboards

Display your key business analytics and metrics in one place, to help you decide what needs your attention and what is running smoothly. No reports to prepare, no data to import or export — just at-a-glance visibility into relevant performance information for your business.

Color-Coded Threshold Indicators

Spot immediate issues by setting thresholds and warnings with easy-to-read indicators that help you prioritize problem areas, illustrate changes over time, and make comparisons to standards you have set for your organization.

Side-By-Side Comparisons and Expanded Snapshots

Drill down into multiple metrics, viewing them on a single screen to identify and diagnose problems quickly. Expanded snapshots provide a deeper visualization of data, through fully customizable viewing and filtering, plus variable timeframes — all the views you need, readily accessible at the click of a mouse or the tap of a finger.

Access to Human Capital Management (HCM) Measurement Metrics

Provide your managers with detailed HCM measurement metrics to help them assess their team's efficiency and performance. Not only gauge statistics like time and attendance, but also enable your management team to delve into more strategic talent management and employee engagement opportunities.

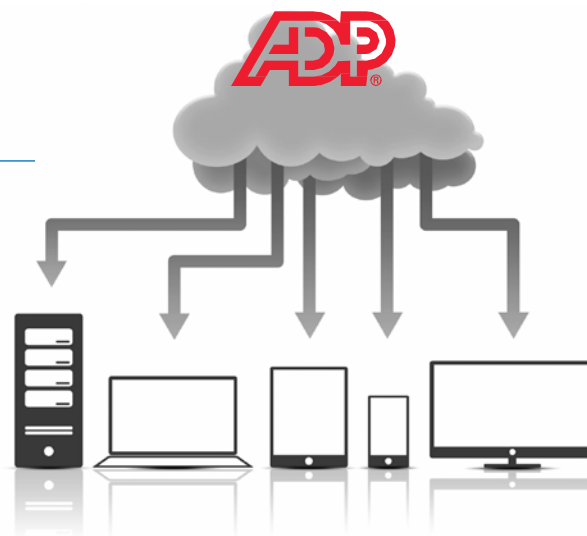
ADP DOCUMENT CLOUDSM

Simple, Secure Access to your Employee Digital Documents

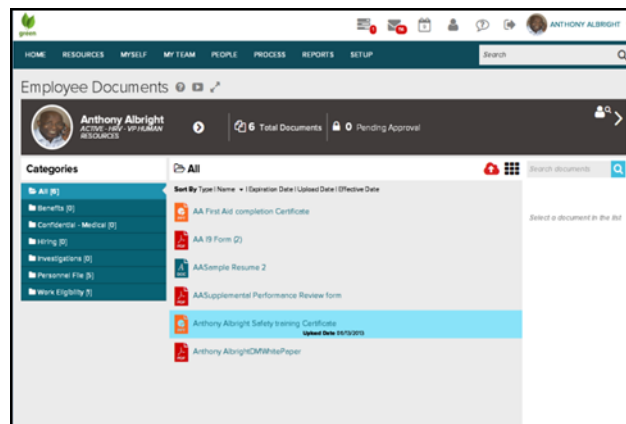
Now you can safely and securely store your employee digital documents electronically using this new service from ADP[®].

Here's why you should consider ADP Document Cloud:

- Anytime, anywhere access from multiple locations
- More secure than paper with encryption, role-based security, auditing and full back-up and disaster recovery
- Helps to maintain compliance with HIPAA and DOL regulations
- All of your employee data can be stored in one place
- Supports green initiatives and reduces physical storage costs



ADP Document CloudSM is a new and innovative way to store, manage and retrieve your employee digital documents. ADP Document Cloud creates greater efficiency for HR practitioners, employees and managers in multiple company locations; including encrypted, role-based security, traceability and auditing, and simplified ways to remain in compliance with important government regulations.





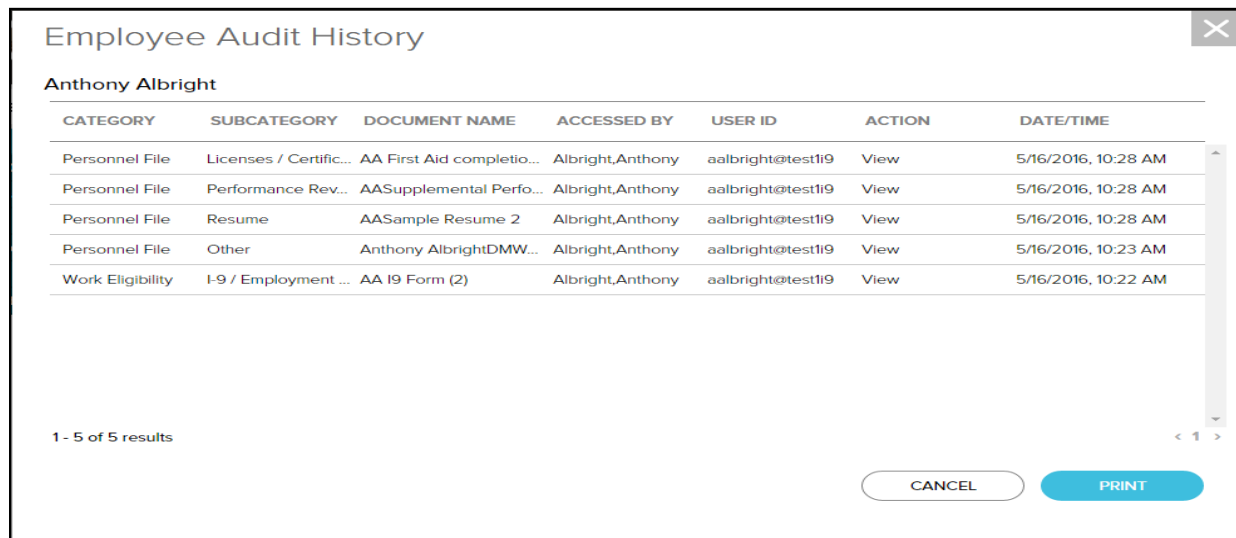
Importantly, ADP Document Cloud – which is hosted within ADP’s secure environment – was created to fully embrace industry best-practices around digitally organizing, storing and managing employee records.

It is available to customers at an economical, per- employee unit cost and supports unlimited storage per employee and per client. Specifically, ADP Document Cloud has been designed from the ground up to help enable Human Resources departments to:

- Reduce paper, stay compliant, and gain control over the huge amount of online files
- Attach any type of online document to an employee’s digital document to support certifications, job history, performance documentation and more
- Gain secure access wherever and whenever needed, using mobile devices or traditional personal computers
- Support viewing, printing, and annotating documents – on demand
- Gain secure document access using the same access rights as the HR system of record

Organizations (on average) are spending \$20 to file a document,\$120 to find a misfiled document, and \$220 to reproduce a lost document* – don’t spend another dollar on paper files!

*Source: PriceWaterhouseCooper



The screenshot shows a window titled "Employee Audit History" for "Anthony Albright". It contains a table with columns: CATEGORY, SUBCATEGORY, DOCUMENT NAME, ACCESSED BY, USER ID, ACTION, and DATE/TIME. The table lists five records, all accessed by "Albright,Anthony" on 5/16/2016. At the bottom, there are "CANCEL" and "PRINT" buttons, and a pagination indicator "1 - 5 of 5 results".

CATEGORY	SUBCATEGORY	DOCUMENT NAME	ACCESSED BY	USER ID	ACTION	DATE/TIME
Personnel File	Licenses / Certific...	AA First Aid completio...	Albright,Anthony	aalbright@test119	View	5/16/2016, 10:28 AM
Personnel File	Performance Rev...	AASupplemental Perfo...	Albright,Anthony	aalbright@test119	View	5/16/2016, 10:28 AM
Personnel File	Resume	AASample Resume 2	Albright,Anthony	aalbright@test119	View	5/16/2016, 10:28 AM
Personnel File	Other	Anthony AlbrightDMW...	Albright,Anthony	aalbright@test119	View	5/16/2016, 10:23 AM
Work Eligibility	I-9 / Employment ...	AA I9 Form (2)	Albright,Anthony	aalbright@test119	View	5/16/2016, 10:22 AM



Workforce Now Payroll

With more than 60 years in the payroll processing business, ADP knows that details make the difference.

From keeping you up to speed on tax rate and filing changes to answering specific payroll questions, the ADP Workforce Now® Payroll solution enables you to:

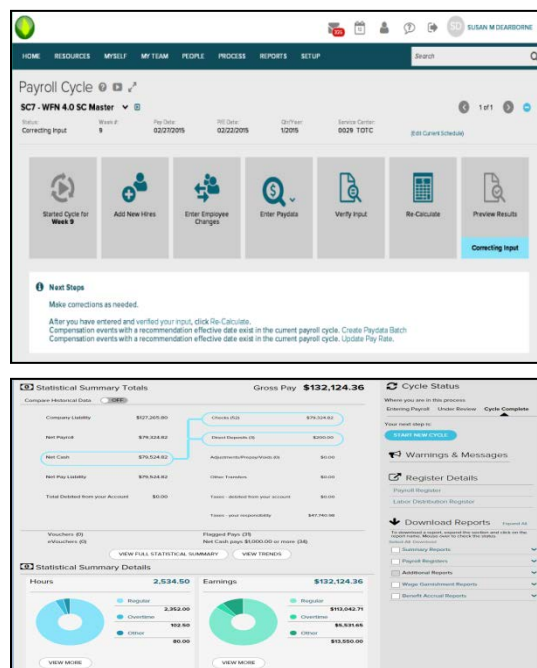
- Manage the entire payroll process, from customizing pay grids and reports to accessing key payroll functions, with a flexible system that is easy to learn and accessible from anywhere.
- Improve payroll speed and accuracy with ADP's integrated time & attendance solution.
- Feel confident with strong encryption and state-of-the-art security that delivers multi-level protection for your data.

The best-in-class affordable solution that is available anytime, anywhere, will help you quickly and accurately process your payroll. ADP Workforce Now is also engineered to help support your compliance obligations and is ready to scale with you as you grow.

- Includes worry-free maintenance, upgrades and security.
- Supports your growth through dynamic scaling.
- Features easy installation as well as data availability – ADP Workforce Now functionality is always there – accessible via any PC or mobile device.
- Verify entries at a glance before calculating the payroll.
- Easy new hire templates make sure you quickly get new hires paid

Included Features

- Payroll Processing
- Real-Time Payroll Preview
- New Hire & Termination Wizards
- New Hire Reporting
- Effective-Dating
- Paid Time Off Accruals
- Checkview
- Labor Distribution
- Wage Garnishment Processing Service
- TotalPay Banking Services
- Check Signing and Stuffing
- Tax Service
- Unemployment Claim Assistance
- Reports Library and Custom Reporting Tool
- General Ledger Interface
- Online Payroll Reports and Electronic Pay Statements
- External Pay Data Interface / Data Exchange
- ADP Portal with Content Management
- Employee & Manager Self Service
- ADP Mobile Solutions



Tax Service & Year-End Processing

ADP prepares, files, and deposits federal, state, and local taxes, while also issuing the required monthly reporting to relevant tax authorities. ADP also responds to associated inquiries from any tax agency. ADP will also handle your company's year-end requirements, including direct reporting to the proper taxing authorities and statements of deposits and filings made on your behalf.

Banking Service

Employees' paychecks are delivered to your workplace ready for distribution — signed and inserted into individual envelopes — according to your specified schedule. Alternatively, you can choose time-saving direct deposit, an electronic payment option that deposits employees' pay directly into their bank accounts.

- Employee payroll information sent to the employee bank
- One-stop service for reversals, deletions and inquiries
- Online pay statements for total electronic solution

The Aline Card is also available as another payment feature for employees who may not be able or willing to setup direct deposit into traditional bank account.



Product features:

- Compliant in 50 states
- Doesn't require employee to have a bank account
- Funds accessed by ATM, money transfer, point of sale transactions or via Aline Check
- Access to over 60,000 surcharge free ATMs nationwide
- Fully Reg E compliant
- Funds are FDIC insured
- 100% pay to the penny

Wage Garnishment Processing Service

Let ADP address the complex calculations of court-ordered garnishments, levies and child support payments and make the necessary payments to appropriate agencies.

Reports Library

ADP Workforce Now includes an extensive library of standard reports that are preconfigured and easy to run —simply enter your selection criteria, and you'll be able to:

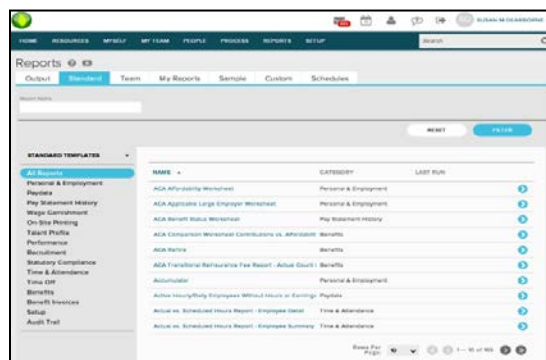
- Preview reports right on your screen
- Print reports
- Export to a file or a software application
- Email your reports

Standard reporting in ADP Workforce Now makes it easy to access the data you need, and to share it with others across your organization.

Custom Report Writer

ADP Workforce Now also features a robust report writer that enables you to create user-defined reports and gain valuable insights across multiple workforce management functions.

This online reporting tool makes it easy to create a wide range of reports using current and cumulative data from your payroll, HR, or time & attendance modules. Use it when you want answers that go beyond the extensive reporting capabilities standard to ADP Workforce Now.



Creating a custom report is fast easy and flexible — simply log on to access a report setup wizard that guides you step by step. Select from a wide array of data fields, sorting criteria, totaling and formatting options, plus the ability to create robust calculations. Then, choose to view your finished report online, save it, print it and/or distribute it via email just like our standard reports.



WORKFORCE NOW ESSENTIAL TIME

WFN Essential Time is an automated employee time and labor management solution that can help you tighten control over your labor costs by proactively reducing overtime through real-time labor tracking and scheduling forecasts, in addition to improved wage and hour compliance and payroll accuracy. Enable supervisors to complete routine tasks and simplify employee scheduling in a fraction of the time so your managers can spend more time analyzing labor data and addressing issues that impact productivity and profits.

Integrating time & attendance with payroll—this leads to a cost efficiency of 14% over a manual approach or an approach that is not integrated. — PriceWaterhouseCoopers LLP, 2011.

Focus on Your Business – Leave the Time & Labor Management to ADP

With continued pressure to reduce costs, employers need to take a more proactive approach to managing employee time and maximizing productivity. Automating time and labor management can be one of the fastest ways for you to improve your bottom line.

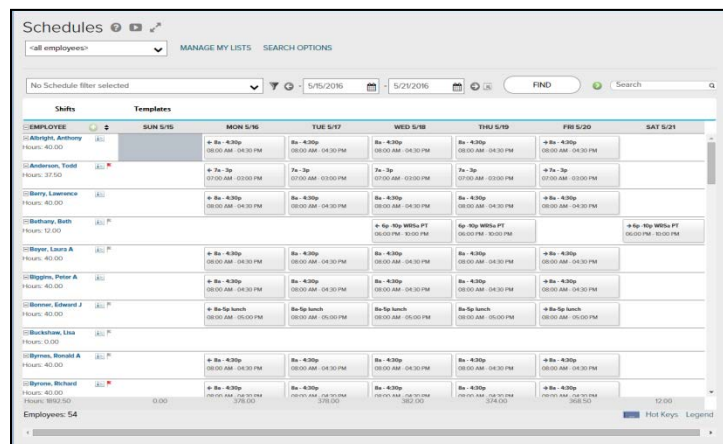
ADP’s WFN Essential Time Module is an ideal time and labor management solution. It provides a complete set of tools to schedule, track, and measure workforce performance. Through seamless integration of time and attendance, scheduling, and absence management, you’ll have access to accurate, up-to-the-minute information, eliminating the need for duplicate data entry and enabling you to make informed workforce management decisions.

Compatible and Flexible Solution – No Installation or Maintenance of Hardware or Software

With WFN Essential Time, your time and labor management solution is hosted at our secure data center – eliminating the need for you to install or maintain any software or hardware. You enjoy complete peace of mind knowing that ADP takes care of everything – data backups, software updates, and network security measures that include 24/7 monitoring of unauthorized access attempts, plus industry leading 128-bit encryption Transport Layer Security (TLS) and firewall protection.

Collection and Calculation

WFN Essential Time automates the error-prone process of collecting and tracking employee time manually. Its parameter-driven, rules-based engine accommodates complex pay policies, such as multiple pay codes, rounding rules, overtime calculations, and multiple wage rates. Accurate time calculation with WFN Essential Time begins with flexible, intelligent data collection via PC, biometric, telephone, wireless, and ID badge card devices. You enjoy accurate data collection wherever your workforce is located.



Your employees will welcome access to data, such as hours worked, accrual balances, schedules, and ability to request time off. Your managers will have all the real-time data they need to make better decisions and keep a tight control over labor costs. Also reduced is the time employees spend on payroll-related matters, and administrative time that managers spend grappling with time and labor management questions and issues.



Automate the Scheduling Process

Workforce Now Essential Time helps companies to streamline their scheduling process and schedule adequate staffing coverage. By automating the scheduling process you:

- Prevent unauthorized work
- Highlight attendance issues before they impact morale and profitability
- Manage groups that work rotating or variable shifts more easily
- Identify potential over and understaffing issues

Make Better Decisions with Better Information

WFN Essential Time does more than supply you with accurate, real-time data. It makes data available in a variety of ways, providing you with actionable insights to make better decisions concerning your most important – and most expensive – resource...your people.

ADP's automated time and labor management solution:

- Uses one centralized collection, calculation, and tracking tool, so the information you need to access is always up-to-date
- Provides you with daily visibility to costs and budget impacts
- Enables you to share information with your managers, empowering them to help you lower your organization's labor costs
- Provides information to help you comply with government labor reporting requirements

Improve Productivity with Self Service

Self service enables you to provide better service to your employees, while freeing your managers and administrators to focus on core business matters. Employees and supervisors can get the answers themselves. Authorized users will be able to view hours worked, schedules and paid time off balances online 24 hours a day prior to initiating time off requests. Supervisors and managers can readily access their own information, as well as that of employees who report to them so critical requests such as time off can be acted upon in a timely manner. In addition, with online help at your fingertips, you and your employees can get answers to questions in minutes and quickly take advantage of new features as they become available.

Employees:

- Can access hours, schedules, and accrual balances without manager or HR interface
- Use tools such as built-in templates to request time off or shift coverage

Managers:

- Gain easy access to scheduling, accrual balances, and total hours worked to make better and faster decisions in response to employee requests
- Can spend more time focusing on core responsibilities

Self service can also significantly enhance communication and productivity within your organization by reducing the cost of HR transactions, improving employee satisfaction, and contributing to reduced employee turnover.

DATE	IN	OUT	IN	OUT	TOTAL
Mon 05/07	7:00am	11:00am	11:30am	3:30pm	8:00
Tue 05/08	6:53am	11:00am	11:27am	4:30pm	9:00
Wed 05/09	7:06am	11:00am	11:30am	3:30pm	8:00
Thur 05/10	7:00am	11:00am	11:29am	3:30pm	8:00



WFN Essential Time is the Labor Management Solution for Your Company

When you select WFN Essential Time from ADP, you benefit from the stability and resources of a recognized industry leader. From implementing your system to delivering ongoing support, ADP is constantly there for you. You'll benefit from a totally integrated system with these added advantages:

- Start using WFN Essential Time without a major capital investment.
- Because there is no long term contract, ADP has a powerful incentive to continually provide upgrades and Service Excellence.
- Unlike other time & attendance vendors, ADP doesn't require you to purchase equipment. Simply add hardware as your needs change.
- Data can be electronically transferred to and from your payroll service without having to re-key it — whether you have an ADP payroll product or not.
- With ADP payroll, employees can view their in-and-out punches directly on their ADP pay stubs.
- Upgrades and changes are always compatible with ADP payroll services.

By automating your time and attendance, WFN Essential Time gives your company a tremendous efficiency boost. You can save money through improved accuracy and reduced labor expenses, while accelerating your payroll process in the bargain.

WFN Essential Time summarizes year-to-date attendance information such as total hours worked, vacation and sick time, plus exception information. This makes it a tremendous help for performance evaluations! WFN Essential Time also compiles easy-to-retrieve records of employees' actual in-and-out punches. This helps you comply with government regulations, including the provisions of the FLSA, while eliminating the need to store most paper files.

Employee	Week	Day	In	Out	Pay Code	Hours	Location	Department	Daily Totals
Albright, Anthony	WEEK 1	Mon	04:16	04:30 PM		8.00	001	19000	8.00
		Tue	04:19	04:30 PM		8.00	001	19000	8.00
		Wed	04:20	04:30 PM		8.00	001	19000	8.00
		Thu	04:21	04:30 PM		8.00	001	19000	8.00
		Fri	04:22	04:30 PM		8.00	001	19000	8.00
		Sat	04:23			8.00	001	19000	0.00
		Sun	04:24			8.00	001	19000	0.00
WEEK 1 TOTALS									40.00
	WEEK 2	Mon	04:25	04:30 PM		8.00	001	19000	8.00
		Tue	04:26	04:30 PM		8.00	001	19000	8.00
		Wed	04:27	04:30 PM		8.00	001	19000	8.00
		Thu	04:28	04:30 PM		8.00	001	19000	8.00
		Fri	04:29	04:30 PM		8.00	001	19000	8.00
		Sat	04:30			8.00	001	19000	0.00
		Sun				8.00	001	19000	0.00
WEEK 2 TOTALS									40.00

Reporting – Manage Labor more effectively

WFN Essential Time provides valuable management reports so you can easily analyze labor costs and make better decisions. Standard reports can be scheduled in advance and include:

Timecard Reports: Review in and out times, as well as daily totals for each employee (supervisors and payroll administrators)

Payroll Reports: Verify payroll totals by reviewing each employee's hours for the pay period

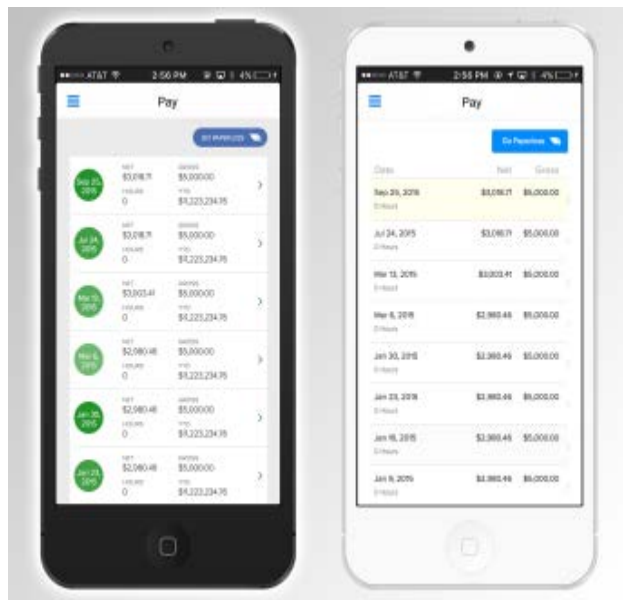
Attendance Reports: Analyze absences and late punches for evaluations and performance reviews

Schedule Reports: Helps ensure that you have appropriate coverage for each shift

ADP MOBILE APPLICATION

ADP® created an innovative mobile application for your employees to access HR and payroll-related data anytime, anywhere. This self-service mobile application gives employees immediate access to real-time data – employees can view their pay statements, access the corporate directory, track their time, and check 401(k) balances as well as view their benefits and FSA accounts. What's best is there are tens of thousands of clients and millions of users taking advantage of the convenience of this mobile application!

We invite your organization to provide your employees with this cutting edge mobile application. Due to its intuitive design, we expect that your employees will be able to fully utilize the application with no additional training. However, please be assured that we have a specially trained service team to answer all of your questions and assist you with rolling this out to your employees.



MOBILE APPLICATION INCLUDES:

Pay Statements

The pay statements portion of the application displays pay statements from up to 26 previous pay periods, toggling between Net Pay and Gross Pay year-to-date. Employees can view the number of hours and their pay rate for each earnings code and also access their W-2 information directly from the pay statement application. Both pay statements and tax statements are available in PDF format to view, email or print directly from the Smartphone.

Pay Card Transactions

The Pay Card portion of the application allows employees to enroll in the ALINE Card by ADP®. Once enrolled, they can view card balances, recent transactions, and locate surcharge-free ATMs within a close proximity.

Time Off

The Time Off portion of the application allows employees who are using one of ADP's applicable time and attendance solutions to view time off balances, view time off requests, and submit time off requests.

Time and Attendance

The time and attendance portion of the application allows employees who are currently using one of ADP's applicable time and attendance solutions to clock in, clock out, indicate a late arrival, and create and approve timesheets. Managers can approve time sheets, fix exceptions, and approve time off requests.

Benefits

The benefits portion of the application allows employees to view their existing and future benefit elections by benefit category, plan type and coverage level, as well as detailed information on effective date, per pay period deduction, employer contribution and covered individuals.

Corporate Directory

The corporate directory portion of the application provides the ability to view, search, and contact employees listed in the directory. The corporate directory works intuitively, similar to your cell phone contacts list. Each contact method is active, providing click to call, click to email, and click to locate colleagues listed in the corporate directory.

Retirement Savings

The retirement savings portion of the application allows employees who are currently using one of ADP's applicable 401(k) solutions to view their current allocations, distribution percentages, account balances and rate of return for their traditional and Roth 401(k) accounts.

Company News

The company news portion of the application allows employees to read company news and events posted by company content managers.

Mobile Inbox

The Mobile Inbox is another view of the ADP portal Message Center Inbox. The Mobile Inbox displays all types of messages, including notification, alerts, reminders and tasks. Workflow events configured to appear on the ADP Portal Workflow Task List or Message Center will be available.

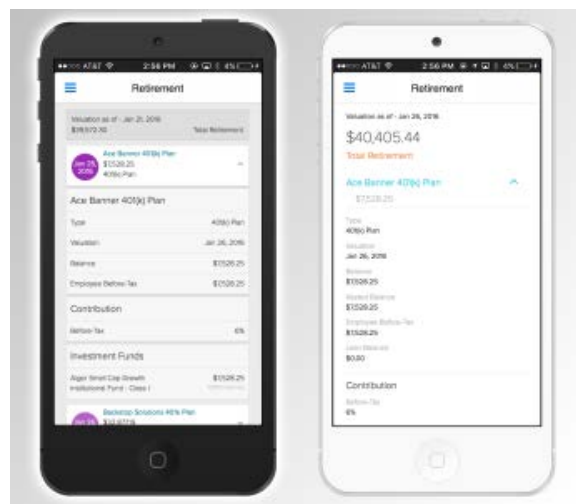
Mobile Calendar

The Mobile Calendar is designed to view work calendar events, including work schedule, paid time off dates and pay schedules. In the future, access will include views of company events, pay days, and benefit annual enrollment. Calendars are available in day, week, and month views.

Base Functionality

Base functionality includes features to login and establish secure, authenticated application sessions. Base functionality includes the Springboard, or the home screen, that presents application icons and application settings. Base features include:

- Login
- Settings
- Help
- Preferences
- Springboard (Home screen)
- FAQs
- Feedback
- Change/Forgot PIN



Security

The ADP Mobile application uses the same high level security infrastructure as web-based ADP products. All network traffic between the mobile device and the server is encrypted and logged. Additionally, the mobile application does not use any sensitive personal information (i.e., social security number or other personal identifiers) and all employee information cached on the mobile device is encrypted.

How to access

ADP Mobile Solutions is available through a native Apple app, Android app and/or mobile website URL. The employees must first be registered on the ADP Portal or iPay Statements with a User ID and password. During the mobile application's first use, the application will instruct the employee to supply the ADP Portal or iPay Statements User ID and password.

For future access to the mobile application, the employee has the option of using the same password, or the employee can create a 4 -10 digit PIN for the mobile application. The numeric PIN can be used on the mobile device to simplify data input. Employees must have one of the following mobile devices: iPhone (3G, 3Gs, 4, 4s, 5, 5c, 5s), iPad®, iPod touch® (iOS 4.x or higher); Android™ OS (v2.0 or higher); or BlackBerry® (v4.6.1 or higher).

WORKFORCE NOW MOBILE SOLUTIONS IPAD TABLET APP

ADP® built the most innovative Human Capital Management (HCM) smartphone application for employees to access HR and payroll-related data anytime, anywhere. Today, tens of thousands of clients and millions of users are taking advantage of the convenience of this mobile application. ADP knows going mobile is much more than supporting employees on smartphones, so we are introducing a new ADP Mobile Solutions tablet app:

- Built from the ground up
- Simple, informative, intuitive, and powerful
- Designed for employees, managers and business executives
- Responsive to display correctly on multiple devices



FEATURES OF THE TABLET APP:

Mobile Dashboard

The Mobile Dashboard is designed to easily navigate across tablet app functionality. Initially, users will be able to launch specific functions directly from the dashboard. In the future, the dashboard will be customizable with the ability to pin favorite activities to the dashboard, view historical transactions, view tasks or search for transactions.

Mobile Inbox

The Mobile Inbox is another view of the ADP Portal Message Center Inbox. The Mobile Inbox displays all types of messages, including notifications, alerts, reminders, and tasks. Workflow events configured to appear in the Portal Message Center will be available in the Mobile Inbox (if the Mobile Inbox is enabled).

Mobile Calendar

The Mobile Calendar is designed to view work calendar events, including work schedule, paid time off dates, and pay schedules. In the future, access will include views of company events, pay days, and benefits annual enrollment. Calendars are available in day, week, and month views.

- Employees can view calendar events for themselves
- Managers can view calendar events for themselves, as well as their team members (if the Mobile Calendar is enabled)

Search

Search is used to find information about My Company:

- Access Corporate Directory
- View Company News (if the mobile features are enabled)

“Myself”

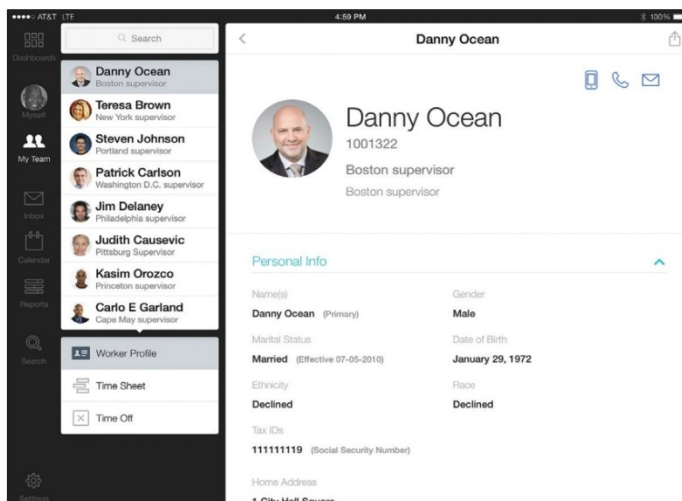
The “Myself” features are designed to provide employees with self-service functionality on the tablet. Employees can access the following features from the tablet app:

- View Pay Statements
- View and Request Time Off
- View PayCard Balances and Recent Transactions
- View Benefit Plan Information
- View Spending Account Balances and Recent Transactions
- View personal Profile
- Clock In/Out
- Update and Approve Time sheets
- Update Personal Profile (Coming Soon)
- Access to Internal Job Postings (Coming Soon)
- Access to Benefits Annual Enrollment (Coming Soon)

“My Team”

The “My Team” features provide managers with self-service functionality for their team members, including:

- View Team Calendar
- Approve Time Sheets
- Approve Time Off Requests
- View Team Members’ Personal Profiles





ADDITIONAL SERVICES

401(k) Administration

One of today's most valued employee benefits is a 401(k) plan. ADP's comprehensive defined contribution plan offers diversified investment options, professional trustee services, comprehensive record keeping, and up-to-the-minute employee communication. The ADP 401(k) plan is a comprehensive package, from initial plan design and enrollment through investment options, recordkeeping and testing.

Features of the plan and its administrative services include:

- **Payroll integration** – Participant contributions are deducted and deposited as part of ADP's payroll processing service
- **Enrollment materials and support** – ADP provides customized enrollment materials to eligible employees and on-site enrollment specialists where needed. Enrollment kits are available in English and Spanish
- **Investment options-** Choose from two distinct investment portfolios, each of which offers investment options from conservative to aggressive
- **Participant communications-** Participants have access to a toll-free interactive voice response system and secure website for account updates and a variety of retirement planning tools and resources
- **Quarterly participant statements-** Participants receive personalized quarterly statements with account balances and transaction details
- **Plan activity reports** – These monthly reports summarize a 401(k) plan activity

ADP's Screening & Selection Services (SASS)

ADP® provides U.S.-based multinational organizations with an integrated background screening solution built with on-demand technology supported by our screening and compliance expertise. Our systems examine available public records to help ensure application information is accurate and that you have all the background knowledge you need on the talent you wish to bring on board. We help streamline the onboarding process by validating candidate information against Social Security Administration records and other public information.

The technology enables companies to optimize their background check processes for U.S. and international locations under one system. We offer our clients:

- Comprehensive identification authentication
- Criminal background checks
- Employment, education, personal/professional, and credential verifications
- Additional public records and registries
- One system for both domestic and global candidate and employee screening
- Workflows integrated with other ADP solutions



ADP® I-9 and E-Verify® Services

Form I-9 and E-Verify® information. We provide a strong technology solution and service expertise to help companies of all sizes effectively and efficiently address the administration of employee information while remaining compliant with federal, state, and/or local requirements.

Service Overview

ADP I-9 and E-Verify services provide employers with an integrated technology solution that assists with every step of the employment verification process, as well as service expertise to help navigate the complex requirements for I-9 completion. The ADP product support tool meets the requirements for Electronic Signature and Storage of Form I-9, Employment Eligibility Verification, and 8 CFR Part 274a, and provides employers with the ability to view and export data.

Additionally, ADP quickly responds to regulatory changes using a proprietary document rules engine, enabling compliance even when faced with a short window for implementation. Form I-9 requirements change regularly, and keeping up with new expectations is essential for remaining compliant. ADP solutions provide timely updates to required information so that completed forms are up-to-date and accurate. ADP's hosting and security services deliver the highest levels of data protection and redundancy for your organization, keeping you and your employees safe.

Fast, Accurate Onboarding

ADP I-9 and E-Verify solutions combine both the U.S. Citizenship and Immigration Services M-274 Employer Handbook and the E-Verify Employer Handbook into a single resource. It provides a wizard driven approach with easy guidelines and business intelligence to help process I-9 and E-Verify tasks quickly and completely.

The solution covers more than onboarding, as there are other circumstances in which a Form I-9 record may be necessary. ADP also supports Form I-9 requirements for transferred, re-hired, or terminated employees, maintaining accurate and compliant information. The technology solution also proactively prompts updates to the system in case of work authorization document expiration, protecting your company and your employees from compliance violations.