

ADP Payroll Services

Product Description Table

Feature	Description	Core	Core & Compliance	Core, Compliance & Banking
Payroll Processing	Processing of gross to net wages via PC, Fax, Teledata or Internet, printing of checks, reports & check stub messages	✓	✓	✓
Tax Filing	Electronic debit of tax liabilities per pay cycle with remittance to agencies & form filing (941, 940, State, Local and W-3)	✓	✓	✓
Direct Deposit	ADP sends transactions to client's bank for depositing	✓	✓	
New Hire Reporting	Mandatory reporting of all new hired employees to proper state agency		✓	✓
EBTS	Service for remitting business taxes electronically		✓	✓
HR Help Desk	Certified HR specialists who supply forms, policies, procedures and address questions via phone pertaining to labor & employment law and benefit policies		✓	✓
State Unemployment Insurance Management	Provide guidance for proper termination policy, complete SUI claim notices, monitor payments against claims		✓	✓
ADP Check	Payroll drawn off of ADP authorized account. Assists with the un-banked employee			✓
Check Reconciliation	ADP handles check reconciliation for all ADP Check paid employees			✓
Digital Check Signing	Checks issued under the ADP Check option come signed by an authorized agent of ADP			✓
Check Stuffing	Checks and Direct Deposit vouchers inserted into a window envelope ready for distribution			✓
Total Pay	Under the Banking option, ADP acts as the full service vendor for all charges related to direct deposit			✓