



A more human resource.®

neighborly™

a community of home service experts



# Build a Stronger Business with Better Payroll, Compliance and HR Solutions

[adp.com/Neighborly](http://adp.com/Neighborly)

# ADP® - Payroll and a whole lot more.

Small businesses are working harder just to stay competitive these days. How you choose to manage your back-office, administrative burdens can pull your focus away from reaching your goals – or closer to achieving them. ADP's innovative solutions are designed to help you meet your most challenging cash flow, talent and compliance needs and help you focus more on what you're good at – growing your business. That's why Neighborly® recommends ADP.

With more than 65 years as a payroll, compliance and HR leader, ADP has partnered with hundreds of thousands of small and mid-size businesses, like yours, to help them better manage their cash, their people, their risk, and their time.

## Relax, ADP can help.

ADP's trusted turnkey solutions for payroll, compliance and HR needs can help you break free from managing time-intensive administrative tasks and focus more on growing your business. ADP offers:

### Unparalleled HR Compliance Expertise

To help you stay a step ahead of must-know regulations and instill confidence that you're meeting applicable requirements



### An Unrivaled Breadth of Solutions

Products and features to meet the needs of companies of all sizes, all in the cloud



### Dedicated Client Support

An HR HelpDesk with experienced, knowledgeable staff and 24/7 support access on RUN  
Powered by ADP®



### Seamless Integration With Other Products

Including General Ledger and hundreds of apps available through ADP Marketplace partners



### Mobile Access/Solutions

Provide easy, self-service access to payroll, benefits and PTO data for you and your employees



### Data Security

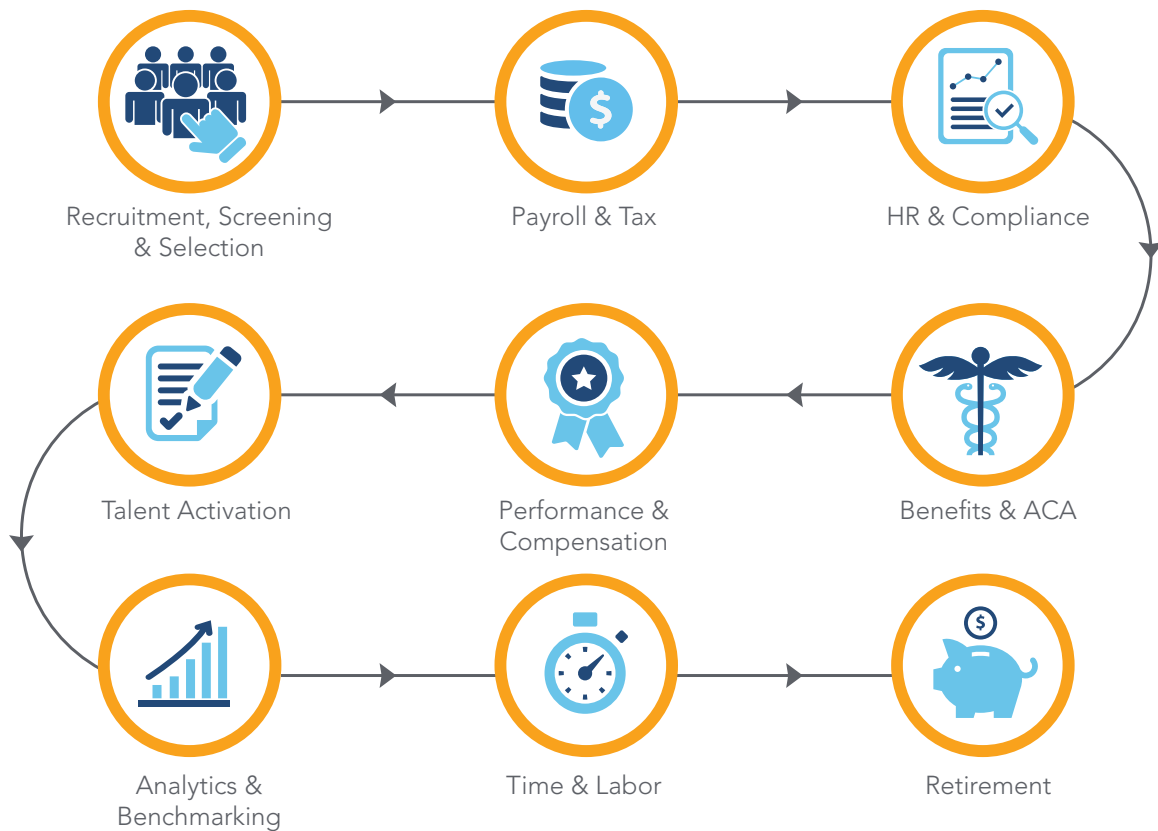
ADP's industry-recognized security safeguards help protect your data and information from loss, misuse, unauthorized access and alteration





# From hire to retire

Powerful solutions that scale to provide the right mix of technology and service based on your unique needs.



*“The savings from switching to ADP has allowed me to set up a health plan.”*

Brett Bidwell,  
Mr. Rooter Plumbing®  
of Greater Austin



# Award-winning mobile app facilitates employee self-service.



The ADP Mobile Solutions App makes it easy for your employees and managers to access their own information, including pay data, PTO, retirement and benefits information, helping to reduce the number of questions you'll receive.



## Using the ADP Mobile Solutions App, employees can:

- Check pay statements and view W-2s
- View time-off balances and submit/approve requests
- Clock in/out and submit time sheets
- Enroll in benefits and make elections

To download the app, go to: [adp.com/gomobile](https://adp.com/gomobile)

“ADP allows us to grow seamlessly and we consider them a partner in our growth.”

Stuart Kauder,  
Mr. Appliance®  
of New York  
Franchisee of the Year Recipient



# Tools to help you attract, manage and retain top talent.



Win the war for talent and then keep top performers in your workforce with tools and benefits that simplify your day and help keep your people happy, engaged and productive.

**ZipRecruiter®** – Hiring is important. Every business needs great people and a better way to find them. Post your job once and ZipRecruiter, accessible with single sign-on through RUN Powered by ADP®, distributes it to over 100 of the web's leading job boards. Then ZipRecruiter's smart matching technology finds the right candidates and alerts them to apply.

**New Hire Onboarding** – New Hire Onboarding in RUN Powered by ADP helps you and your new employee power through all that paperwork before the first day, so your new hire can walk through the door and hit the ground running! Easily set up everything from employee contact info and tax withholding on federal and state forms to direct deposit and acknowledgment of your company policies.

**Retirement Services** – Help employees on the road to retirement readiness with retirement programs, such as a 401(k), SIMPLE IRA or SEP IRA. A valuable retirement plan also helps you recruit and keep your top talent.\*

**Group Health** – Identify and implement a health benefits plan that is both affordable and appealing with the help of Automatic Data Processing Insurance Agency, Inc. (ADPIA), an ADP, LLC-affiliated company. Health benefits offerings go a long way to help retain great talent and make you more attractive to potential hires.\*\*

**HR Outsourcing** – ADP's HR Outsourcing solutions provide dedicated guidance, compliance support, risk mitigation and tools to help every company manage its most valuable asset — their people. From HR software to a fully-outsourced PEO solution that manages it all, ADP will help position your business for success.

**Compass<sup>SM</sup> Powered by ADP** – Grow your leaders, improve collaboration, empower your teams and benchmark your talent with leadership development, assessment tools and a coaching solution.

**Benchmark Data** – See the bigger picture on employee compensation to help make smarter, data-driven decisions and compare your own data to the market by drawing upon aggregated and anonymous data from millions of U.S. workers in ADP's client base.



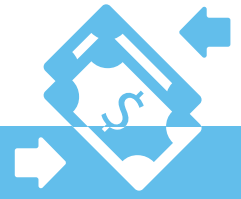
*70% of employees report a 401(k) or other retirement plan is a "must have" benefit.<sup>1</sup>*



*56% of employees say health coverage remains a key factor in their choice to stay at their current job.<sup>2</sup>*



# Tools to help manage your cash flow.



For small and mid-size businesses, proper cash flow management is key to support your company's ability to thrive. ADP can help you optimize cash flow and avoid payroll tax penalties by automatically calculating, filing and depositing your payroll taxes and other payments on time and verifying your cash needs prior to processing payroll with services that include:

**Payroll and Tax Filing** – Experience payroll and taxes made easy with the best-in-class, affordable solution that quickly and accurately processes payroll and provides anytime, anywhere access to payroll information for your employees. Minimize mistakes with automated federal, state and local tax calculations, and rest easy – your compliance challenges are being handled.

**Flexible Pay Options** – Choose how you want to pay your employees – paper check, direct deposit or pay card – it's entirely up to you.

**Mobile Access** – Easily process payroll from your smartphone or tablet, anywhere and at any time.

**RUN & Done®** – Automate your payroll for salaried employees and hourly employees with standard hours. Just set it up once and ADP will run your payroll automatically until you need to make a change.

**Pay-By-Pay® Premium Payment Program for Workers' Compensation\*\*\*** – Eliminate up-front premium deposits and establish a premium payment schedule based on your payroll cycle and actual (not estimated) payroll data with this premium payment program.



# Tools to help reduce your compliance risk.



Compliance – it's enough to keep every small business owner awake at night.

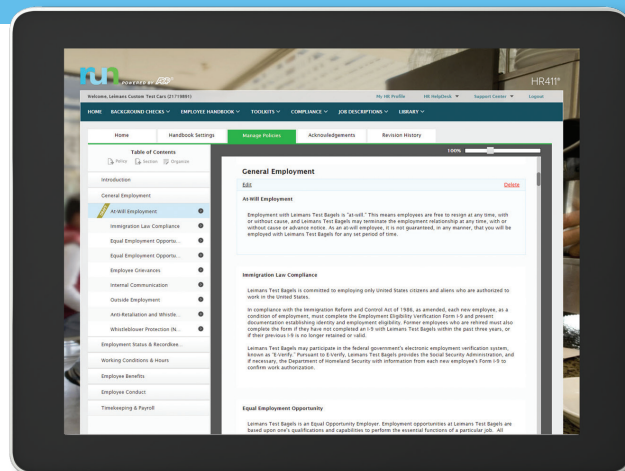
With constantly changing regulations, it's a full-time job just to stay ahead of what's coming down the pike – then you need to know how to address those changes. ADP's compliance management solutions help you stay on top of changing payroll tax and labor regulations, no matter where you do business, and can help protect you from costly penalties.

**Employee Handbook Wizard** – Think you're too small to need one? Think again. With RUN's Employee Handbook Wizard, you can create a customized, comprehensive and professional quality employee handbook based on federal and state employment law in just a few simple steps.

**HR HelpDesk** – Have an HR question about an employee or a situation in your business? Give ADP's HR professionals a call – the HR HelpDesk is a one-stop-shop to receive HR best-practice information.

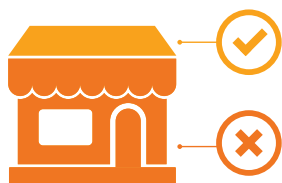
**Job Description Wizard** - Easily create a detailed job description for your open position from a library of more than 300 job titles and descriptions. The step-by-step process identifies must-have criteria to include in your opening, such as FLSA classifications, skills and qualifications the job requires.

**Background Checks** - After a conditional job offer is made, go one step further with ADP's screening and selection services and perform a background check to help you make a better-informed hiring decision.



**Time and Attendance** - Choose from several timekeeping options that can integrate directly with ADP's payroll solutions to make payroll processing faster and easier, as well as seamless integration with many popular POS systems.

**Ongoing Compliance Education** – Stay up to date and informed about payroll tax and labor regulations with access to frequent ADP webcasts, blogs, email alerts, HR tips and newsletters, designed to keep you apprised of changes in laws that apply to your business.



**81%** of small businesses lack confidence in handling HR tasks without mistakes.<sup>1</sup>



**78%** are concerned they can't keep up with changing HR regulations.<sup>1</sup>



HR tasks take up nearly **20%**, or an entire day, of a small business owner's time in an average workweek.<sup>1</sup>



## Featured Awards and Industry Recognition



#1 Leader in Payroll five years in a row  
(Gartner, Magic Quadrant report)

World's Most Admired Companies,  
#1 in Financial Data Services  
(Fortune Magazine, 2012-2017)

#1 in Business Services Security  
(Security Magazine, 500 rankings, 2014-15, 2017)

Leader Payroll Services  
(Nelson Hall, 2013-2017)

Voted by Accountants as  
Best Payroll & Best HR Technology  
(Accountex USA, 2016-2017)

Awesome New Technologies  
(Human Resource Executive, 2015-2017)

Top HR Products  
(Human Resource Executive, 2015-2017)

“ADP has been a trusted ProTradeNet® vendor for well over a decade, and it's been instrumental in the success of so many of our member's businesses. ADP's solutions help to meet our members' most challenging payroll, tax and HR needs every day. Plus Greg's white-glove, concierge service truly aligns with Neighborly®'s Code of Values.”



Luke Stanton,  
President ProTradeNet LLC

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\*\*\*ADP's Pay-by-Pay is a payroll enhancement feature of ADP's payroll processing services. Clients must be using ADP's tax filing service to take advantage of the Pay-by-Pay Premium Payment Program. Pay-by-Pay Premium Payment Program may not be available with all carrier partners of ADPIA.

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