



ADP® Professional Services Optimization

You've invested in ADP Workforce Now® to help your HR team be more efficient and create an employer-of-choice environment – but are you maximizing your investment?

With the ADP Professional Services Optimization package, we'll help you find ways to accelerate employee engagement through enhanced portal build-out and a better understanding of how to use your ADP Workforce Now tools to improve your HCM operations. Our subject matter experts will review your set up and processes so that the technology is leveraged to help you save time, reduce manual effort and consistently apply your company's policies throughout the organization. We will also:



Evaluate payroll and core HR administration processes, such as:

- Holistic overview of ADP Workforce Now set-up
- New hire entry, terminations and employee maintenance
- Deductions, taxes and other data collection
- Time and attendance tracking
- Pay data input and other data collection
- 401(k) administration
- Accounting / general ledger practices
- Validation tables and time-off processes
- Performance management and recruiting/onboarding
- Time-off policies and processes



Provide benefits administration support, such as:

- Deploy and automate benefits open enrollment
- Modify benefits plans and assist with communication
- Set up and support recruiting and performance management



Review time processes including pay class review, shift calculations, overtime, double-time, special pay rules, timecard entries and processing, and audit reports



Help to create an employer-of choice environment by allowing employees direct access to their information and improving their interactions through ADP Workforce Now



Evaluate additional business processes for security, benefits programs, compliance tracking and additional reporting



Provide customized training and best practice recommendations in your ADP Workforce Now account

So whether your organization has experienced a recent staffing change or you just want to better understand the tools you have and how to leverage them, ADP's Professional Services consultants are here to help you optimize your system, increasing your likelihood of receiving a better return on investment.



Always Designing
for People™



Learn more today!
