# **ADP Workforce Now®** package comparison

Flexible options, powerful technology and expert support, so you can stay strategic no matter what.

### Learn more —>

### Select

Simplify payroll and HR with an all-in-one suite.

### Plus

Everything included in our "Select" package and streamline benefits administration with time-saving technology.

# Premium

Most Popular

Everything included in our "Plus" package and automated time-tracking with Time and Attendance.

Payroll and Tax		
Enhanced HR tools		
ADP Assist		
Voice of the Employee		
New Hire Onboarding		
Digital Record Keeping		
Benefits Administration		
Workforce Management		
	Add-Ons	
Talent Acquisition/Recruitment		
Performance Management		
Compensation Management		
HR Assist		
Enhanced Analytics		
Learning Management		

### Payroll and Tax 🕠 🕠









- Real-time processing - Payroll dashboard with error detection alerts
- Prorated and retroactive pay adjustments
- Expert tax filing and payment services - Unmatched library of built-in reports
- Custom report builder
- General ledger interface
- DIY hours, earnings and deductions
- Batch import capability
- Payroll preview before submitting

### Enhanced HR Tools 🕠 🕠





- Compliance reporting
- Guided new hire and termination workflows
- Secure and reportable HR recordkeeping - Policy acknowledgements
- Employee development tracking
- Custom report builder
- Employee self-service tools
- Global HR system of record
- Customizable employee portal
- Employee engagement resources and custom surveys

### **ADP** Assist





- Proactively resolve HR, payroll, and benefits issues, eliminating low-value tasks
- Intelligent, proactive notifications alert employees of tasks, saving you time
- Action cards and a virtual assistant help employees by addressing most HR issues

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- Deploy research-reviewed and scientifically validated survey
- templates - Build customizable and confidential employee surveys
- Visualize and analyze survey results data by team, location, and department
- Launch surveys seamlessly with event-based triggers - Send surveys to employee groups
- Broadcast communications to employees, like weather alerts and reminders

### New Hire Onboarding 😽 😽









- Fully integrated onboarding experience - Digital I-9 processing
- Fillable forms and electronic signature capabilities
- Configurable experiences for all employee types
- Actionable dashboard for practitioners - Streamlined administrative tasks
- Meet the team experience prior to first day
- Identify employee payment preferences
- Onboarding completion reminders
- Office neighborhood map

### Digital Record Keeping 😽 😽









- Secure cloud-based document storage - Search and auditing functionality
- Digital employee record
- Roles-based security
- Unlimited storage
- Single or batch upload

### Benefits Administration ( ) ( )





# - Flexible plan configuration and management

- Mobile enrollment for employee benefits and life events
- Library of benefits reports (i.e. enrollment activity, plan summary, etc.)
- Open enrollment management dashboard
- Flexible rate structures
- Invoice auditing and carrier connections - Dependent and beneficiary tracking
- ACA services including administrative dashboard
- Personalized decision support
- Direct connections to carriers (optional)

# Workforce Management

- Flexible and mobile time collection
- Time-off requests and processing Robust employee scheduling capabilities
- Seamless payroll integration
- Comprehensive analytics and reporting, including overtime - PTO / Time-off accruals

### Add-Ons

### Talent Acquisition ( )

- Access to 25,000+ job boards - Easy, flexible job posting and smart-matching technology powered by ZipRecruiter®
- Key metrics: sourcing efficiency, cost and time to hire
- Seamless onboarding integration
- Talent communication and nurturing (including mobile and text)
- Requisition process and reporting - Mobile career site for candidates
- Candidate talent communities
- Industry and geographic compensation benchmarks
- Interview scheduling and offer letter management

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- Flexible goal assignment and tracking
- Dashboards to easily view trends
- Employee self-evaluation support
- Supports additional raters for review - Notifications for upcoming deadlines
- Customizable review templates

# Compensation Management ( )



- Performance and compensation tracking - Configurable merit and budget guidelines
- Payroll integration for award allocation
- Progress and budgetary dashboards
- Flexibility to support various compensation events

### HR Assist 🕠 🕠



- Regulatory expertise and guidance - Job description support
- Employer helpdesk staffed by HR professionals
- Employee handbook wizard
- Job description templates and wizard - HR doc library, alerts and tools
- Federal and state compliance reporting
- HR toolkits: guides, forms, documents and policies

# Analytics and Enhanced Insights ( )

- Easy access to key metrics and trends - Mobile view of valuable C-suite insights
- Quick team, department and timeline comparisons
- Actionable insights on turnover, overtime, and more - Simply customize and share reports
- Apply thresholds to align and monitor performance
- Benchmark metrics against largest HCM data-set (optional)

# Learning Management 🗸 🗸



- Over 70K pre-packaged compliance and development courses - Custom training build or upload - Employee self-enrollment in courses
- Publish and track instructor-led trainings - Custom reporting capabilities
- Access to thousands of modern courses
- Curated topical and industry playlists
- Supports all content formats
- Course tracking dashboards