



ADP Advisor™

Summer 2008 | Vol. 18 No. 3

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New ADP service adds clarity to results of pre-employment screening

What if a job applicant was once found guilty of threatening a firefighter during an emergency? If that applicant was from Dallas, the conviction might appear on his screening report as "making terrorist threats." But if the applicant was from Chicago, the same conviction could be labeled "aggravated assault." How can you sort through the many labels and know which applicants meet your hiring criteria?

Recently, ADP launched Pre-Employment Screening with patent-pending Decision Matrix technology to help address this problem. "ADP has been processing screening requests for more than 20 years, so we have millions of records covering all county- and state-level court jurisdictions," explains Kathryn Carlson, a Senior Director of Product Management at ADP. "We've spent three years

standardizing that data, giving us the unique ability to apply a consistent standard across all jurisdictions."

When it receives a pre-employment screening request, ADP reviews this standardized data against a rules engine that contains your individual hiring policies or ADP's default policy. "The result is a faster, more consistent hiring process for our clients," says Ms. Carlson. ■

For more information about ADP Pre-Employment Services, check item #2 on your Reader Service Form, or visit www.adphire.com.



ADP finds 10% of completed background checks contain a record

Of the 5.8 million background checks completed by ADP's Screening and Selection Services in 2007, one out of ten contained a record of some kind:

- Of the 1,777,076 completed searches for criminal records, 6% of job candidates had a criminal record in the past seven years.
- Of the 243,063 searches of credit records, 44% of applicants had credit records showing a judgment, lien or bankruptcy, or had been reported to a collection agency.
- Of the 58,712 checks into workers' compensation claims, 8% had a previous workers' compensation claim.
- Of 498,167 checks of driving records, 36% had one or more violations or convictions on their driving record. 10% had one or more suspensions, revocations, or withdrawal of their driver's license within the last seven years. ■

For a more detailed summary of ADP's Screening Index, visit www.adphire.com/ScreeningIndex.html.

Free Offer

Avoid the legal risks of reference checking!

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“The result is a faster, more consistent hiring process for our clients.”

ADP introduces fully automated sales tax solution

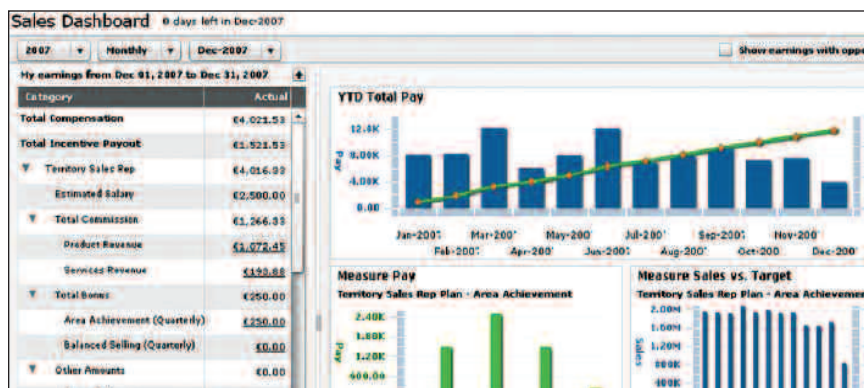
Managing sales and use taxes can be a serious challenge. Businesses must track thousands of ever-changing tax rates and calculate the taxes correctly based on product categories and where the products are bought and sold. They must complete tax forms and pay the taxes on time.

Now there's a better way. This past January, ADP announced its new Outsourced Sales Tax Service. This service automates the entire sales tax function, from calculation of sales and use taxes, and completion of forms, to the transfer of funds to state and local governments. With this new offering, clients can have end-to-end automation of their sales tax compliance process, reducing compliance costs and exposure to tax liability.

- Tax calculation is performed through one of ADP's widely-used and proven tax systems: the Sales and Use Tax System or Taxware Enterprise
- Data from the calculation system is automatically transferred to government-approved tax forms
- Custody of tax funds is transmitted to ADP for secure remittance to over 11,500 state and local governments nationwide

The ADP Outsourced Sales Tax Service includes a defensible audit trail, up-to-date monitoring of tax rule changes, automatic tax filing, and automated clearinghouse payments. ■

For more information, check item #42 on your Reader Service Form. Or visit www.adptaxware.com and click on "Products."



ADP Incentive Compensation Management creates a Sales Dashboard that lets you view individual and group performance at a glance.

ADP now offering best-in-class sales incentive compensation management

Sales reps are better motivated when they can see themselves approaching an incentive target. Financial managers like having a real-time picture of incentive costs. That's why ADP has partnered with Centive to offer a best-in-class automated sales incentive compensation management solution.

ADP Incentive Compensation Management lets you track, manage, and report on sales compensation. Representatives can go online to access their sales performance data, forecast commission-based pay, and drill-down to transaction-level detail for all commissionable events. Finance professionals can project your company's compensation costs and get a full audit trail for financial reporting and Sarbanes-Oxley compliance.

This solution accepts data from upstream systems such as order entry, enterprise resource planning, and customer relationship management. It exports data to downstream systems such as ADP payroll and accounts payable. Because it is delivered as a subscription service, there is no software to buy, install, or maintain. ■

For more information, check item #21 on your Reader Service Form.

ADP named to *Training* magazine's "Top 125" for excellence in training and development

How does ADP make sure its associates deliver world-class service? One way is through ongoing training and development. This past February, *Training* magazine ranked ADP 20th on its prestigious "Training Top 125" for 2008. This is an annual ranking of organizations with outstanding employee training and development programs.

"ADP's outstanding training programs offer our associates tremendous opportunities to gain new product knowledge and skill sets, ensuring that our clients receive excellent service," says Benito Cachinero, Corporate Vice President of Human Resources at ADP.

The ranking is distilled from a myriad of benchmarking statistics, including total training budget, the number of training hours per employee, turnover/retention, best practices, leadership development, new training initiatives, program goals, evaluation, and measurement. ■

For more information, visit www.trainingmag.com.

ADP and large clients share views and news at 2008 *Meeting of the Minds*

"Having more than 1,000 of our clients in one place at one time is nothing short of amazing," said Regina Lee, President of ADP National Account Services. Speaking at *Meeting of the Minds*, an ADP

event for clients with 1,000 employees or more, she explained how client feedback has led to enhancements in a wide range of ADP services.

The three-day event took place this past March in Las Vegas and included more than 160 training and information sessions across all areas of HR, benefits, and payroll. A business expo allowed attendees to explore solutions from ADP, its partners, and other vendors. ■

Mark your calendar for the next *Meeting of the Minds*, March 15 – 18, 2009 in Atlanta.



Reporting now at managers' fingertips with ADP's HR/Benefits Solution

Have my employees accumulated too much unused time off? Is my team on track for getting the training and certification we'll need? Managers can now generate such reports — *without going through HR* — as **ADP's HR/Benefits Solution** adds reporting to manager self-service:

- **Personal Information** — for example, a list of emergency contacts for a team.
- **Work** — includes status and job, plus time off information such as how many vacation and sick days have been taken and how many remain, according to company policy.
- **Earnings** — managers with authorized access can generate reports on bonus and commissions, as well as base salary and compa ratio.
- **Talent/Performance** — report on employees' performance review data and on completely customizable talent categories such as licenses, certifications, and training.

Last Name	First Name	Leave Policy Name	Leave Amount
Ceaser	Elizabeth	Bereavement PTO	24.00 5.00
Devack	Matthew	Bereavement Vacation (Salaried)	24.00 30.77
Fulton	Jen	Bereavement PTO	24.00 5.00
Klien	Ilana	Bereavement Vacation (Salaried)	24.00 18.46
Leizou	Michael	Bereavement Vacation (Salaried)	24.00 24.62
McCobb	Jacob	Bereavement Vacation (Salaried)	24.00 18.46
Owsley	John	Bereavement PTO	24.00 5.00

Who's on leave? The new reporting feature in ADP's HR/Benefits Solution lets managers see in an instant.

"ADP's HR/Benefits Solution tracks an astounding range of employee data," says Kay Lucas, VP of Product Strategy and Quality Assurance at ADP. "The new capability lets managers conduct better analysis and make better decisions because they can compare data for all their team members in a single view." ■

For more information, check item #3 on your Reader Service Form.

ADP helps keep you in compliance

The IRS changes an employer's employment tax deposit frequency as often as once per year. When clients use ADP's Tax Filing Services, ADP maintains direct contact with the IRS and other tax agencies to stay up to date and help keep you in compliance with these requirements.

Survey shows time and attendance as foundation for effective workforce management

A recent benchmark report published by Aberdeen Group, "Evolving Time and Attendance: Foundation for Workforce Management Improvements," analyzes responses from 333 American organizations of various sizes, industries, and geographies. David Weldon, the report's author, used four Key Performance Indicators to distinguish Best-in-Class companies from average and laggard companies.

"What clearly distinguishes Best-in-Class organizations," he writes, "is an aggressive approach to automating time and attendance data collection, and integrating that effort with other workforce management systems." The report found that 88% of organizations that achieved Best-in-Class status have partially or fully automated their time and attendance data collection. In doing so, 65% have improved the accuracy of their time data, 60% have increased their revenue per employee, 59% have decreased their overtime as a percentage of total labor costs, and 47% have decreased their labor costs. The study also found that Best-in-Class organizations are more likely to integrate time and attendance data with employee scheduling and workforce planning. ■

For a free copy of the full report, go to www.ADP.com/workforce-management.

ASSOCIATION SPOTLIGHT

13,000 HR professionals to meet at 60th Annual SHRM Conference in June

The Society for Human Resource Management (SHRM) is the world's largest association devoted to human resource management. SHRM's 60th Annual Conference and Exposition will take place June 21 – 25, 2008, in Chicago, IL and is expected to attract more than 13,000 human resource professionals from around the world. More than 150 concurrent sessions on human resource issues will be offered.

A large exposition will feature information, products, and services from more than 800 companies.

Special discount for ADP clients

As an ADP client, you qualify to attend this conference at the specially discounted rate of \$925. (This rate is normally reserved for groups of 10 or more SHRM members.)

To qualify for this discount, download the registration form at www.ADP.com in the Industry Events & Seminars section and return it no later than 5/30/08. ■

HELPFUL HINTS FOR 401(K) PLAN ADMINISTRATORS

Stay on the right side of the rules with free training on your fiduciary responsibilities

As a plan sponsor, you are responsible for protecting the interests of workers and retirees in your plan. The Department of Labor has archived an online webcast to educate employers about these responsibilities.

Entitled, "Know Your Fiduciary Responsibilities," this webcast begins with a brief overview of the Pension Protection Act and recent changes. A DOL expert explains some new statutory exemptions, including one involving investment advice to participants in a defined contribution plan. Other topics include:

- The role of the plan sponsor in selecting and monitoring a fiduciary adviser
- Corrected transactions
- The Default Investment Regulation
- New pension benefit statement provisions

To access this presentation, visit www.dol.gov/ebsa and click on "PPA Webcast" in the Compliance Assistance Workshops section. Hint: a transcript of the entire webcast appears in a text window beneath the slides. You can copy and paste that into a blank document and download the slides to view while reading it.

For more on ADP Retirement Services offerings, check item #15 on the Reader Service Form; call 1-800-432-401k, Promo Code 454; or visit www.adp401k.com.

When does a “working supervisor” qualify for overtime?

Q: When things get busy, our manager pitches in to help our hourly employees. If he does this often enough, must we start paying him overtime, as we do our hourly workers?

A: In general, you must pay employees at least 1.5 times their regular rate of pay for all hours worked in excess of 40 per week. The Fair Labor Standards Act (FLSA) exempts certain types of employees from this requirement. In your manager’s case, his status as an “executive employee” likely exempts him from the overtime requirement. To maintain that status, your manager’s *primary duty* must be the management of either “the enterprise” or “a customarily recognized department or subdivision of the enterprise.”

“Primary duty” refers to your employees’ *most important* function. Although it is not a hard and fast requirement, there is a strong presumption that if employees spend more than half their time in exempt work, that type of work is their most important duty.

The Wage and Hour Division does not specifically define “management,” but states that the following come within its scope: interviewing, selecting, and training employees; setting hours of work; handling complaints; disciplining employees; planning work; determining work techniques; controlling the flow and distribution of materials and supplies; and providing for the safety of workers and property. ■

To download ADP’s free *Guide to FLSA Rules Regarding Exempt/Nonexempt Employees*, visit www.resourcecenter.ADP.com and click on “Reference Guides.”

To submit questions for possible inclusion in future columns, visit www.ADP.com/advisor. Click on “Feedback to the Editor.”

See ADP solutions in action!

The best way to learn about ADP’s comprehensive solutions is to see and hear about them in person from ADP experts. ■

For the most current trade show information, see the “Industry Events” section at www.resourcecenter.ADP.com.

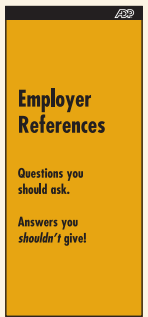
FREE TO READERS OF THE ADP ADVISOR

Avoid the legal risks of reference checking!

To protect themselves from negligent hiring lawsuits, companies should learn as much as possible about prospective employees. But to protect themselves from defamation lawsuits, they should say as little as possible when responding to requests for employee references.

What questions should you ask to get the information you need? And what must you be careful *not* to say when someone calls *you* about a former employee? To help you strike the right legal balance, ADP is offering a free guide entitled, *Employer References: Questions you should ask. Answers you shouldn’t give*.

This valuable reference tells your managers what to ask and how to “listen between the lines” when a former employer responds. It also warns them what *not* to say when potential employers call.



This important reference is available FREE to readers of the ADP Advisor. Simply check item #1 on your Reader Service Form.

ADP garners two prestigious national honors

ADP has received two prestigious honors that carry national recognition: selection to the 2008 *Companies That Care Honor Roll* and FORTUNE magazine’s 2008 list of *America’s Most Admired Companies*.



- The annual *Honor Roll* — sponsored by The Center for Companies That Care, a national not-for-profit organization — is selected by an independent panel of veteran professionals from a variety of industries. The list recognizes companies for their ability to enhance the quality of life for their associates and surrounding communities. Other companies on the list include Deloitte & Touche, Ace Hardware, and Carmax.
- FORTUNE magazine refers to its annual list of *America’s Most Admired Companies* as “the definitive report card on corporate reputations.” To compile this list, FORTUNE selects the ten largest companies within 64 industry groupings. It then asks executives, directors, and analysts to rate companies in their own industry on eight criteria, from investment value to social responsibility. This year, ADP ranked second in the Financial Data Services category (up from fourth last year). ■

For more information, including a list of the 10 *Characteristics of Companies That Care*, visit www.companies-that-care.org. To view the entire list of FORTUNE’s *America’s Most Admired Companies*, search online for “FORTUNE Most Admired.”

ADP Advisor™

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YOUR SUGGESTED TOPICS FOR THE ADP ADVISOR ARE WELCOME

Please address your correspondence to:
 ADP Employer Services, MS #460 • One ADP Boulevard • Roseland, New Jersey 07068
 Margit Rademacher, Managing Editor

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FREE from ADP!

1 *Employer References: Questions you should ask. Answers you shouldn't give.* — What to ask former employers. What *not* to answer to protect your company from defamation lawsuits.

To receive more information, simply check your area(s) of interest below:

Human Resources

- 2 ADP's Pre-Employment Services — quick, cost-effective background checks
- 3 ADP's HR/Benefits Solution — hosted, full-featured, Web-based HR and benefits administration solution for corporations with 50–999 employees
- 4 HR/Profile® — a cost-effective solution for basic HR recordkeeping
- 5 HR Perspective® — full-featured HR information system that integrates with ADP PC/Payroll
- 6 Enterprise HR™ — combines HR and payroll data with powerful Web-based functionality to enable employee and manager self-service in large corporations
- 7 ADP's Portal With Content Management — a turnkey corporate communications Web site, fully hosted and supported by ADP, where employees can access self-service offerings and your company's news and policies
- 8 ADP Connection® — integrates ERP HR management systems with ADP solutions

Benefits Administration Services

- 9 Benefits Services — a full range of outsourced benefits administration solutions
- 10 Benefits eXpert® — benefits administration system with Web-based employee self-service
- 11 COBRA Services — ADP provides administrative services in connection with continued health coverage for terminated employees
- 12 ADP's Flexible Spending Account (FSA) Services — employees use pretax dollars to pay for certain health and daycare expenses
- 13 Premium Only Plan — fights rising group insurance costs by letting employees pay their share of premiums on a pretax basis
- 14 Section 125 Compliance — ADP handles the reporting for your pretax plan
- 15 ADP Payroll®-integrated 401(k) Plans — we make it easy to offer this popular benefit
- 16 Executive Deferred Compensation Services — ADP administers your non-qualified executive retirement program

Payroll Management

- 17 Pay eXpert® — ADP's Internet payroll service lets you access payroll processing from anywhere, anytime, for companies with 50–999 employees
- 18 ADP's PayForce® — a flexible, Internet-based payroll software solution for corporations with 1,000 or more employees
- 19 ADP PC/Payroll — prepare payroll data on your own PC
- 20 iPayStatements — employees can update their own W-4 information, view and print their own copies of pay statements and W-2 forms
- 21 ADP Incentive Compensation Management — lets sales reps and finance professionals view sales performance data, forecast commission-based pay, and view details of commissionable events
- 22 Automatic check insertion into window envelopes
- 23 Automatic laser check signing
- 24 Customized management reports — ADP generates reports based on your payroll data

Business Process Outsourcing

- 25 TotalSource® — outsource employment administration to a Professional Employer Organization (PEO)
- 26 ADP Resource® — outsource HR administration without the co-employment relationship of a PEO
- 27 Comprehensive Outsourcing Services — our BPO solution for larger employers

- 28 GlobalView® — provides payroll, HR management, and self-service solutions for multinational organizations

Payroll Payment Solutions

- 29 Full Service Direct Deposit (FSDD) — salary payments go directly to your employees' bank accounts
- 30 TotalPay® Card — employee pay is electronically transferred to a *stored value card*, good at most ATM machines and merchants displaying the Visa® logo
- 31 ADPCheck™ — ADP signs and stuffs your payroll checks; you reconcile just one debit for net payroll each processing
- 32 Direct debit of fees — eliminates the need for manual payment of ADP's fees

Reporting Options

- 33 iReports — secure online access and searching of your payroll and tax reports
- 34 CheckView — review individual checks or entire pay histories online
- 35 DocuMax® — payroll reports, W-2s, earnings records, and wage and tax register delivered on CD-ROM
- 36 ReportSmith™ for ADP PC/Payroll — custom design reports based on your payroll information
- 37 Data Access — custom reports from Masterfile, year-to-date, and payroll data

Print Services

- 38 Forms W-2 and 1099 — let ADP print these payroll statements for you
- 39 Laser Print Back — ADP processes your payroll, you print checks and statements at your convenience

Tax and Compliance Services

- 40 Payroll Tax Filing — helps ensure accurate payroll tax filing and deposits for all state, local, and federal jurisdictions
- 41 Unemployment Compensation Management Services — manages your claims process and helps lower State Unemployment Insurance (SUI) costs
- 42 Taxware® Services — businesses in the United States and around the globe can simplify their tax calculation and compliance with ADP solutions for sales, use, value-added and other consumption taxes
- 43 Pay-by-Pay® Program for Workers' Compensation — improves your cash flow by using actual (not estimated) payroll data to calculate Workers' Compensation insurance premiums
- 44 ADP's Tax Credit Services — helps reduce corporate tax liability through tax credits based on employee demographics, geographic location, investment practices, and other incentives
- 45 Wage Garnishment Service — ADP calculates, deducts, and disburses court-ordered garnishments and tracks changing legislation that can affect compliance
- 46 New Hire Reporting Service — ensures prompt, accurate filing of all new hire reporting information

Accounts Payable

- 47 Automated Accounts Payable Solution — reduces the cost of invoice and check processing, helps increase working capital and improve SOX compliance

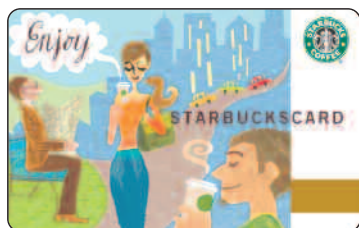
Time and Labor Management

- 48 eTIME® — automated time and labor management system, integrated with ADP Payroll
- 49 ezLaborManager® — Web-hosted time and labor management solution, integrated with ADP Payroll
- 50 Enterprise eTIME® — scalable, Web-based time and labor management solution for large companies, integrated with ADP Payroll
- 51 TimeSaver® — time and labor management solution for the hospitality industry, integrated with ADP Payroll

Expense Management

- 52 Expense eXpert® — automates your travel and expense reimbursement process

NOTE: The products and services described in this publication may not be available to all ADP clients in all geographic areas.



Enjoy a Starbucks Card, loaded with \$5, as our gift! Do you know other companies that could benefit from the time savings and accuracy of ADP's services? Refer them to us and we'll send you a Starbucks Card loaded with \$5! Enjoy a refreshing break with our compliments at any participating Starbucks retail location in the United States or Canada.

Yes, I know some people who could benefit from ADP services. Please mail my Starbucks Card to the address I have listed above.

Please help us keep your accountant up-to-date on payroll tax regulations. With more than 500 payroll statutory changes each year, we like to keep our clients' accountants well informed. Please help us make sure your accountant is on our mailing list:

Name	Title
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Address	
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Area Code/Phone	No. of Employees

Your Accountant's Name	
Your Accountant's Firm	
Address	
City/State/Zip	Area Code/Phone

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