



# Welcome and Congratulations On Your New Business



ADP® is proud to partner with *FHA Software* to provide you the employee solutions you need—every day, every step of the way—including HR, payroll, taxes and benefit solutions. When you've got ADP on your team, you can spend more time growing your new business. More than 1,000 of the leading franchise organizations and over 500,000 small businesses already benefit from ADP's experience, solutions, and expertise.



## Find, Attract, and Hire Top Talent

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.

- Define your hiring requirements, such as full-time, part-time or seasonal
- Create a detailed job description then post your opening on multiple top job sites with just a few clicks
- Improve hiring processes with proven prescreening questions and other tools that help you find the best people
- Conduct background checks once you've made a conditional offer
- Our HR Business Advisors are on board—just a click or a call away—to offer advice should you have any questions along the way.



## Employee Benefits

Did you know that offering benefits can differentiate you from your competitors and other employers? Even if your workforce is mostly part-time, ADP can help you with a hire-to-retain strategy that can make you a more attractive employer, including:

- Health care and retirement benefits
- Paid time off, such as:
  - Vacation and company paid holidays
  - Time off for volunteer work or summer hours or flexible work arrangements



## Onboarding New Employees

When you bring great, new hires on board effectively, you can help to quickly boost productivity while strengthening relationships with your customers. ADP can help you with:

- New hire forms and documents
- Storage of employee records
- Understanding how to properly classify workers
- Flexible options for paying employees, including direct deposit
- Mobile solutions for accessing payroll information and tracking hours worked
- Your regulatory compliance requirements, including understanding how the Affordable Care Act (ACA), and the Fair Labor Standards Act applies to your business



## Managing Employees and Employee Handbooks

An up-to-date and clearly written employee handbook can help communicate policies so that you and your team are on the same page. ADP can help you with:

- Creating an employee handbook that includes policies that comply with federal and state requirements and communicates expectations
- Keeping your handbook current with notifications and updates
- Managing acknowledgements from employees for receiving your handbook



## Maintaining Regulatory Compliance

Whether it's the ACA, or the proposed overtime rule changes to the FLSA, let the ADP professionals help you navigate these important compliance requirements with:

- ADP's HR HelpDesk staffed by our team of HR Business Advisors
- Federal and state compliance databases
- Toolkits for new hires, performance management, terminations, and more
- Labor law poster compliance



## Business Consulting

Take the guesswork out of growing your business with customized advice from Upnetic's® business advisors plus web optimization services and marketing tools and more:

- Small Business Advisory Services
- Google My Business Optimization
- Website & Digital Marketing Optimization
- Business Plan Software
- CRM with Email Marketing
- Digital Media Dashboard
- Learning Lab of Business tutorials



## With ADP, You're Never Alone

You run 24/7. So do we. With RUN Powered by ADP®, you have secure, any-time online access to your important information. Have a question about your payroll? No worries; our payroll service associates are available all day, every day – 24/7/365. What's more, our clients also can take advantage of these helpful resources:

- **HR Tip of the Week** and the Franchise Newsletter – practical how-to articles that provide best-practice information to help you complete your everyday employee management tasks.
- **Thrive Powered by ADP<sup>SM</sup>** – ADP's resource with insights to address business challenges, promote growth, and power small businesses to their full potential.
- **ADP National Franchise Report®** – a monthly measure of the changes in franchise employment.

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**Speak to your dedicated associate for ADP's  
special program just for *FHA Software*:**

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