

Our premium team that ensures your employees get all the answers they need to their HR questions – quickly, directly, and effortlessly

Available Monday – Friday
8:00 a.m. – 11:30 p.m. EST

(855)-547-8508

Getting you started

Comp HR, Comp Pay, Comp Benefits,
Comp Essentials

Support during ADP portal registration

- Codeless registration
- Navigation
- Permission access
- Basic technical support

Navigation for new hire setup

- Personal information
- Onboarding / Electronic I-9
- Direct Deposit
- Tax withholding – Federal & State
- Policy acknowledgement
- Handbook review
- Access welcome kit

Help with ADP Mobile setup

Your time is important

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Comp Essentials

We can help with:

- Understanding your timecard
- Understanding your time off
- Basic technical support

Navigate

- Retrieve timecard
- Clocking assist
- Timecard updates
- Approval process

Note: Only if Time & Attendance is housed in ADP Workforce Now (WFN), Enterprise eTime or ADP Workforce Manager

Keeping you healthy

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Physical health

Explain and navigate

- Benefit plan offerings
- Enrollment
- Premiums /deductions
- Necessary forms completion
- Connecting to carrier for claims assistance

Employee Savings

- Retail discounts program via LifeMart

Employee Wellness

- Employee Assistance Program (counseling, work-life balance, health & wellness, online resources)

Note: Only available for Comp HR

Voluntary benefits options (if offered by company)

- Pet insurance
- Legal aid
- Short term life insurance

Recognizing life's milestones

Comp Benefits only

Review, inform, and set-up changes for:

- Marriages & domestic partnerships
- Divorces
- Births
- Adoptions
- Gain or loss of coverage
- Changes in employment status (full-time to part-time)

Tools to help yourself

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Online & mobile portal

- Clock In/out
- View your pay statement
- Update your personal information, W4, Direct Deposit and more
- Single sign-on to our partners
- Self-service password reset

Understanding your pay

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Guide you on how to access and download:

- Your Paychecks
- Your W2
- Your 1095-C

Note: Only if Payroll is WFN

Work transition support

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Explain benefits for these types of leave:

- FMLA vs. non-FMLA state leave vs. federal leave
- Military leave
- Workmen's Compensation
- Disability