

SMALL BUSINESS BANKING

PAYROLL SERVICES

WITH ADP®



GET FAST AND EASY-TO-USE PAYROLL SERVICES WITH ADP®

At Ridgewood, we know there are a lot of moving parts to running a business. That's why we offer payroll services through ADP. They can help you set up a direct deposit system on-site, and grant you access to valuable human resources information through their 24/7 HR help desk.

RUN POWERED BY ADP® PAYROLL SOLUTION

Payroll Administration

- **Payroll Processing:** ADP's powerful web-based payroll application makes it simple to run payroll from any Internet connection. There's no software or installation required. In addition, our dedicated payroll specialists are available to help answer your questions.
- **Process Payroll Anytime, Anywhere:** With RUN Powered by ADP mobile payroll applications, for iPad®, iPhone®, iPod touch®, Android™ and BlackBerry® devices.
- **Input Method:** Flexible options include Internet, phone, and mobile device.
- **Payroll Preview:** Review payroll online before submitting to confirm funds to be withdrawn; perform "what-if" scenarios.
- **Payment Options:** Full service direct deposit, ADPcheck, paper check or reloadable Visa prepaid debit card.
- **Check Signing and Stuffing:** Your ADP® payroll checks can come pre-signed and in sealed envelopes to help ensure confidentiality.
- **Delivery:** ADP delivers your payroll checks, vouchers, and reports via UPS next day.
- **Employee Access:** Allows employees to access their pay history via the internet or on a mobile device.

- **Data Access:** Online payroll reports are accessible immediately after payroll is run.
- **General Ledger Interface:** Easily import journal entries from ADP payroll platform into QuickBooks® software – eliminating the need to re-key payroll figures. All payroll data can also be downloaded into an Excel format.

Tax & Compliance

- **Tax Filing:** ADP calculates, deposits and files payroll taxes with federal, state and local government agencies – helping you avoid tax agency penalties.
- **Year End:** ADP produces W2's and 1099's at year end.
- **New Hire Reporting:** ADP reports all new hires to the appropriate federal and state agencies within the mandated timeframe.
- **Labor Law Poster Compliance Service:** ADP delivers federal and state mandated labor law posters to clients and updates them on an ongoing basis whenever significant reporting requirement changes occur.
- **Garnishment Payment Services:** Garnishment payments are disbursed accurately and on-time to appropriate payees.

- **SUI Management:** (State Unemployment Insurance) ADP processes state unemployment claims and helps monitor a company's unemployment experience rate. ADP responds to State inquiries, reviews unwarranted claims, files SUI protests, and completes and files claims and appeals. HR Solutions
- **Background Checks:** Receive a single county-level criminal history check and recommendations for county court searches to help you order a more thorough background screen and provide you with actionable screening information to make more informed hiring decisions.
- **Employee Handbook Wizard:** Create comprehensive, professional quality employee handbooks based on federal employment law and leverage tools to keep your policies up to date as laws change.
- **Job Description Wizard:** Create customized job descriptions based on an extensive database of job titles.
- **HR Forms & Documents:** Save time by obtaining your key HR forms from ADP's library of thousands of commonly-used documents, checklists, job descriptions and policies.
- **HR Toolkits:** Effectively manage everyday HR tasks such as hiring and termination as well as advanced tasks including OSHA and FLSA, with step-by-step best-practice guidelines, essential forms and documents, and related policies.
- **State and Federal Compliance Database:** Get information about ever-changing state and federal employment laws with plain English summaries of major regulations to help you stay on top of HR best-practices and compliance requirements.
- **Compliance Updates:** Receive proactive e-mail alerts when labor laws change that may affect your company's policies, procedures or compliance requirements.
- **Audit & Compliance Wizard:** Use an intuitive wizard to assess your company's HR practices, and gain access to resources to help shore up your weaknesses.
- **HR HelpDesk:** Live support from a dedicated team of certified HR professionals to help you navigate even your most complicated HR issues.
- **Time and Attendance Management:** Electronically or biometrically track employees hours worked – fully integrated with ADP's payroll system.

For more details about Small Business Banking services, call or visit your local branch, or go to www.Ridgewoodbank.com.



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