How to Get More For Less: Unlock the Power of ADP for Your Franchise

Exclusive Benefits for Fastest Labs

Scan to schedule a meeting
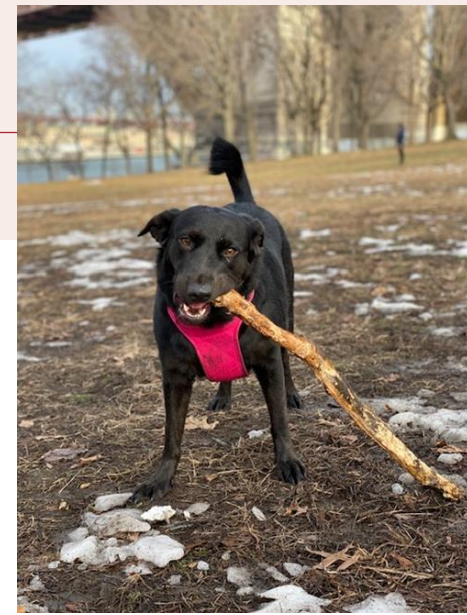
FASTEST LABS
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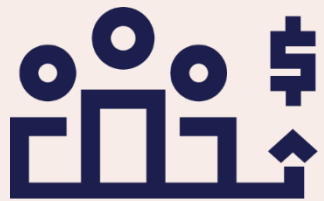
75 ADP

Meet Your Partner

ABOUT ME

- **Born & Raised in Scottsdale, AZ**

- **Graduated from PLNU**

- **LOVE my family**

- **Girl Mom / Boy Mom**

- **Active Military Spouse**

- **Sports + Food**

What We'll Cover

- The common HR & payroll challenges for franchise owners
- How ADP simplifies payroll, compliance, and workforce management
- Special "More for Less" promotion

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Why Fastest Labs Chose ADP

WHY ADP

75+ Year
Track Record

820+
Brand Partnerships

30,000+
Franchisees

FORTUNE
WORLD'S MOST ADMIRED COMPANIES 2024

G2
Top 50
Products for Small Businesses
BEST SOFTWARE AWARDS
2024

TrustRadius
Best Value for Price
— WINTER 2023 —

FRANCHISE PARTNERS

GYMBOREE PLAY & MUSIC

AVIS®

Massage Envy SPA

DrivenBrands

CHOICE HOTELS

Retro Fitness WE GET YOU

"Starting a new business can be so incredibly overwhelming and knowing that the ADP platform we've created for our franchisees also includes the HR support is huge for them."

Laura Scavone
Chief People Officer, Smoothie King

ADP®

Your company's culture...

- It is what attracts people to your company
- It is why people stay
- It is why people leave
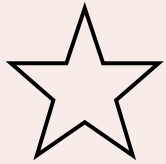
☆ **Companies with strong workplace culture see a 4x increase in revenue growth and a 50% reduction in employee turnover.**

What is an Employee Handbook?

A comprehensive guide for employees and employers outlining:

- Workplace expectations
- Policies and procedures
- Legal compliance

What Should Be in a Handbook?

- Company Mission and Values
- Employment Policies
- Code of Conduct
- Safety Procedures
- Compensation & Benefits
- Leave Policies
- Termination Procedures
- Acknowledgment Form

Real Life Consequences

Scenario #1

A franchise employee sues over unclear policies -> Cost: $25,000+ in legal fees.

Scenario #2

Miscommunication about time-off policies leads to turnover -> Loss of $10,000 in rehiring and training.

Scenario #3

A workplace harassment claim mishandled -> Damaged reputation and loss of customer trust.

ADP®

RUN Handbook Wizard

Employee Handbook is the #1 subpoena item in an employment lawsuit!

Handbook Draft

Table of Contents
- Introduction
- General Employment
- Employment Status & Recordkeeping
- Working Conditions & Hours
- Employee Conduct
- Employee Benefits
- Timekeeping & Payroll
- Demo Section

Need help? Call Us! 888-544-4237

2 of 8 "Employment Classifications" needs your attention

Employment Status & Recordkeeping

Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, HRPlus 230309 0231 classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with HRPlus 230309 0231 or if your job responsibilities change, you informed by the Owner of any change in your exempt status.

In addition to your designation of either exempt or non-exempt also belong to one of the following employment categories:

✓ **Easy to create**

✓ **Policies at your fingertips**

✓ **Proactive alerts**

✓ **Easy to update**

✓ **Acknowledgement tracking**

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Business Owner Statistics

It can cost up to $5,000 to have an attorney create an employee handbook. – Fit Small Business

Stat #1

Business owners spend 68% of their time on administrative tasks. 70% of small businesses are out of compliance.

Stat #2

Handbooks reduce legal risks by up to 50%, thanks to preventative maintenance. 70% of small businesses with a handbook report fewer workplace disputes.

Stat #3

ADP clients save 30% more time on HR tasks compared to DIY efforts.

Common HR & Payroll Challenges for Franchisees

Are you Struggling With:

× Spending too much time on payroll and HR tasks?

× Keeping up with changing labor laws and compliance regulations?

× Paying too much for limited payroll services?

× Wasting hours on manual administrative processes?

Employee Life Cycle

- Attract Me
- Get Me Started
- Development
- Manage Performance
- Engage & Motivate Me
- Recognition
- Wish Me Farewell

- **Flexible Payroll Input Options** — Enter your data online, by phone, or even on-the-go with our mobile payroll app. Either way, you can be confident that your data is safe and secure

    - **RUN & Done®** — Automate your payroll, for salaried staff and hourly employees with standard hours, using RUN & Done. Set it up once and we'll run your payroll until you tell us to make a change

- **Employee Access®** — Employees can manage their personal information and federal tax withholding, access payroll and tax history, as well as view available integrated products like time tracking, health benefits, retirement plans or company policies

- **General Ledger Interface** — Export journal entries from ADP into QuickBooks®, Xero, Creative Solutions or a generic output file — without re-keying data

- **Payroll Preview** — Preview payroll results before processing to help reduce errors

- **Electronic Reports** — View, access, export and print over 15 different reports online

    - **Global Health Event** — Access a series of reports to help you navigate the PPP loan forgiveness process. Also use dedicated payroll earnings and memo codes to streamline FFCRA and CARES Act compliance

    - **Custom Reporting** — Choose the fields to include and their order, sort the data within columns, set filters and selection criteria, preview, print, export to multiple file formats and save custom reports for future use

- **New Hire Onboarding** — Add new employees with just a few basic pieces of information and employees can enter their personal info, direct deposit, emergency contacts and federal tax withholding

- **Payment Options** — Choose from three ways to pay your employees:

    - **ADPCheck™** — The most secure paycheck in the industry, signed and sealed with 10 advanced fraud protection features

    - **Direct Deposit** — On payday, pay is automatically deposited in each employee's account. (Employees can also choose to have funds directly deposited to a Wisely® Direct debit card†)

- **Tax Filing** — We'll calculate, deposit, file and reconcile your payroll taxes — and respond to inquiries from taxing agencies regarding the returns we file for you

- **New Hire Reporting** — Helps protect your company from penalties due to mistakes or late filings

- **New Hire Paperwork** — Quickly download state and federal new hire forms all in one convenient place

- **Labor Law Poster Compliance Update Service** — We'll also enroll you in our Labor Law Poster Compliance Update Service to help you comply with these regulations

- **Garnishment Payment Service** — A cost-effective, comprehensive solution that helps you manage your wage garnishment processing

- **State Unemployment Insurance (SUI) Management** — ADP offers management of your state unemployment insurance claims, including providing claim responses to state agencies, reviewing benefit payments charged to your SUI account, protesting erroneous charges, and consulting on HR best practices

- **Multi-Company Management** — Streamline payroll and HR with multi-company reports, tax forms, workforce analytics, and more

- **Job Costing** — Track, calculate and report on labor costs for specific jobs/projects

HR support, administration and compliance

- **HR HelpDesk** — Receive phone and e-mail access to a dedicated support team of HR professionals to help you navigate even your most complicated HR issues

- **Employee Handbook Wizard** — Create a comprehensive, professional quality employee handbook based on state and federal employment law in just a few simple steps

- **Discount Program** — You and your employees get discounts on brand-name products and daily essentials

- **Background Checks** — Includes SSN Validation*, 1 Criminal History Search** for the current county of residence, and ADP's CrimRadar™** only. 25 free background check bundles included annually

- **ADP® Employment Verification** — Helps you respond to employment and income verification requests when your employees apply for loans, lines of credit, or government benefits, freeing up time for you

- **ZipRecruiter®** — Post jobs to 100+ job boards and social media sites in one click. Reach millions of job seekers with one post. Easily manage, screen and quickly identify top candidates — all in one place

- **Salary Benchmarks** — Exclusive data-driven salary benchmarking insights to stay competitive in the hiring market

- **Job Description Wizard** — Create customized job descriptions based on an extensive database

- **HR Toolkits** — Properly complete everyday HR and compliance responsibilities with step-by-step best practice guidelines, essential forms and documents, and related policies

- **State and Federal Compliance Database and Compliance Updates** — Get information about ever-changing state and federal employment laws with plain English summaries of major regulations. Also receive proactive email alerts to help you stay on top of HR best practices and compliance requirements

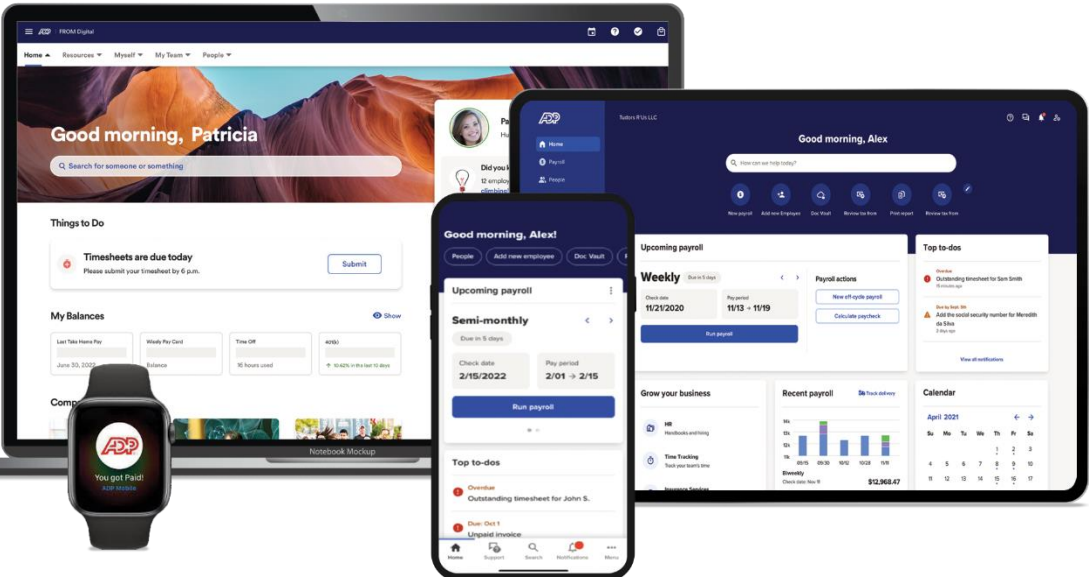## HR information and education

- **State and Federal Resources** — Help meet your core state and federal documentation requirements with convenient access to key government forms and documents

- **Tip of the Week** — Receive practical how-to articles that provide best practice information to complete your everyday employee management tasks

HR technology

- **Document Vault** — Eliminate paper and get centralized, searchable access to stored employee and company documents, as well as a library of HR best practice templates

- **Alerts and Notifications** — Track important dates like employee anniversary dates, date of next performance reviews, and license and certification expiration dates. Use Company Notes to post reminders in one convenient location

- **HR Tracking** — Get 24/7 access to HR pages that help you track employee information, such as assigned property and performance, and advanced reporting

ADP's All-in-One Solution

Franchisees can manage their HR operations with confidence