

## GUIDEBOOK

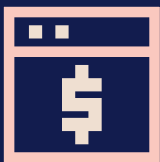


Optimize your Microsoft investment  
with ADP Workforce Now® Solutions

ADP is excited to partner with Microsoft to provide clients of all sizes with the flexibility to manage, control and connect their critical financial, compliance and people data. We offer affordable options with the right technology, tools and dedicated, experienced support teams to help you be successful.

Whether you're looking for a full HCM offering, or standalone outsourced services to support your compliance, ADP has you covered with two seamless integrations:

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**Microsoft Dynamics and ADP Workforce Now® platform** – seamlessly pass payroll journal entries and employee data from ADP Workforce Now to your business management system and increase efficiency by incorporating people data and leveraging real time information that can help you manage finance issues.

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With this guidebook, we will show you the services that integrate with your Microsoft system and give you some insights into the basics of our products. We will also provide you with contact information and address some of the questions you might have.

Read on for more!

# Table of Contents

<b>ADP Workforce Now®</b> The game-changing platform to manage all your HR functions	<b>4</b>
<b>DataCloud</b> Discover insights hidden in your people data	<b>6</b>
<b>Microsoft® Teams</b> The collaboration tool that makes employee productivity a priority	<b>8</b>
<b>Integrations</b>	<b>10</b>



# ADP Workforce Now<sup>®</sup>

## All in one, not one size fits all



ADP provides solutions that simplify lives and change the world of work.

Over 70+ years, ADP has a strong history of providing solutions for human resource challenges, and we strive to drive broader impact: We challenge ourselves to anticipate, think forward and take action in a way that empowers us to shape the changing world of work.

Similarly, Microsoft enables digital transformation for the era of an intelligent cloud and an intelligent edge. Its mission is to empower every person and every organization on the planet to achieve more.

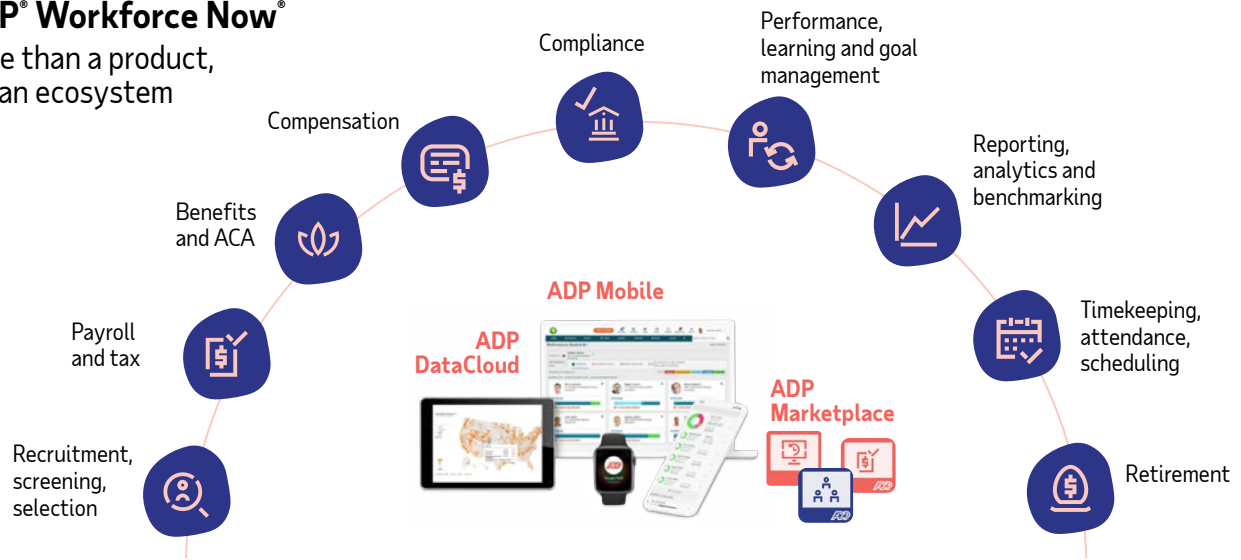
Together, Microsoft and ADP partner as technology and service leaders, partnering to help customers solve critical business challenges, fueling their ability to:

- ▶ **Innovate and align modern best practices standards** across Finance (ERP), HR, and Payroll
- ▶ **Modernize business solutions** through deployment of innovative, cloud native technology solutions, to make possible your most important business outcomes.
- ▶ **Access an expanded ecosystem of Microsoft partners**, software and service providers through ADP Marketplace to offer additional value and benefits for customers with ADP and Microsoft.
- ▶ **Reimagine experiences for employees and teams** enabling your team leaders to drive engagement, accelerate each individual's performance, and see employees' strengths and the work being done, in real time inside of enterprise collaboration and engagement platforms like Microsoft Teams and Microsoft Viva
- ▶ **Empower through creating a data culture** delivering actionable, timely people analytics and enhanced workforce insights across HR and non-HR data, powered by ADP Datacloud and Microsoft PowerBI

- ✓ Integrated HR and financial systems make strategic decisions easy
- ✓ Streamline data sharing between your HCM and Dynamics
- ✓ Eliminate manual dual entries
- ✓ Enhance reporting with ADP's GL interface

# ADP® Workforce Now®

More than a product,  
it's an ecosystem



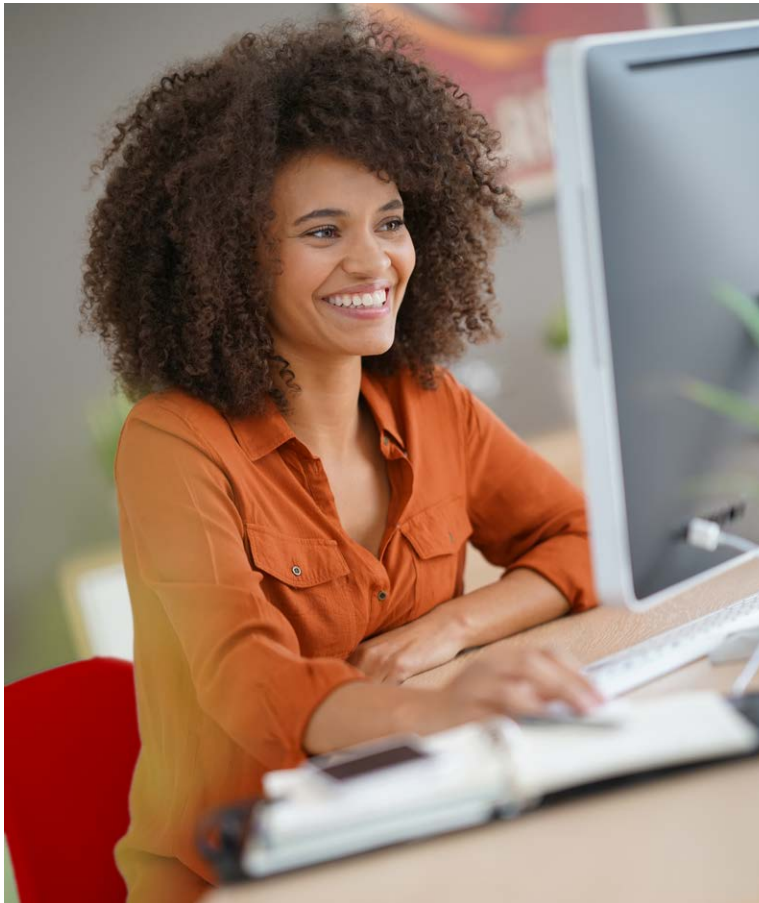
Workers Compensation

ADP Wage Garnishments

ADP Unemployment Claims

ADP Tax Credits

Wisely by ADP



ADP Workforce Now is engineered to help support your compliance obligations and is ready to scale as you grow.

- Includes worry-free maintenance, upgrades and security
- Supports your growth through dynamic scaling
- Features easy installation as well as secure data accessibility
- Verify entries at a glance before calculating payroll, and more

# ADP® DataCloud

## Enhanced insights for PowerBI



ADP and Microsoft work together to help customers gain access to actionable insights to power their data culture. This means ability to aggregate, layer and visualize both ADP data and non-ADP data (financial, budget, operations, sales, and more) all inside Microsoft PowerBI to help inform timely and actionable strategic decision-making.

### Discover the valuable insights hidden in your people data

It's vital to understand your workforce and how your metrics compare to similar companies. But too often, people data is trapped in siloed systems. It's difficult to see the true picture and next to impossible to gauge how you stack up to your peer companies. Typical analytics tools bring costly, long implementations and labor-intensive consulting projects.

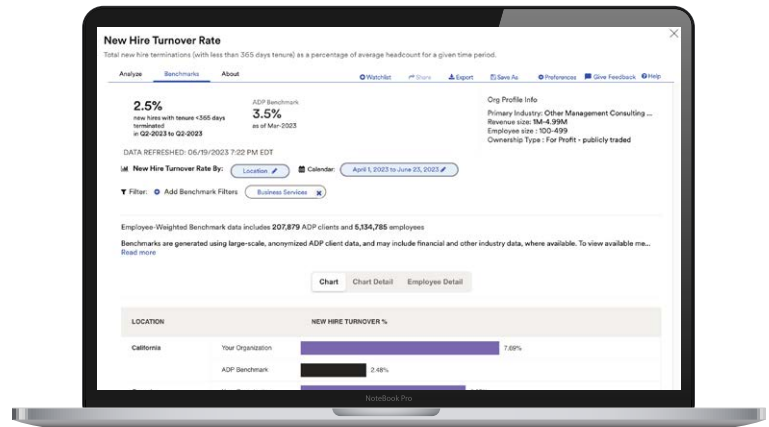
Only **ADP DataCloud** equips you with convenient access to your people data in one place with:

- Easily export data from ADP DataCloud to Tableau or Microsoft PowerBI
- Easy-to-use data visualization
- Interactive reports and dashboards
- The industry's largest workforce dataset for benchmarking

### Enhanced insights

Compare your company to your peers with accuracy and confidence you never thought was possible. Tap into model-driven insights to take proactive, direct action to keep your business moving forward.

**Benchmarks:** See how you measure up to others with the industry's largest workforce dataset — real, up-to-date, aggregated and anonymized HR and pay data from ADP's U.S. client base of over 40 million employees.



Benchmarking — turnover rate

Access a range of benchmarks based on 30+ metrics, including:

- Compensation
- Time and attendance
- Workforce demographics
- ADP system usage

### Easily answer questions such as:

- Are you compensating your employees competitively?
- Are new hires leaving your company faster than others?
- Are your absence rates too high?
- Are your overtime rates too high?
- Are you getting the most out of your HCM investment?

## Data explorers:

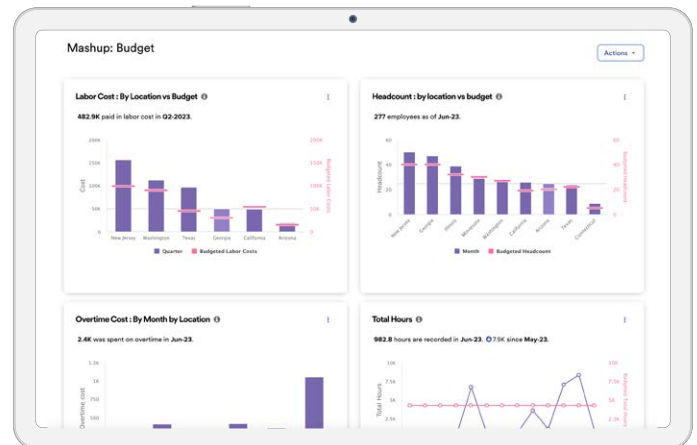
Analyze critical areas of your business through curated experiences designed to enable a deeper understanding of what impacts your employees and your organization.

- ▶ **Annual compensation:** Explore compensation trends by total cash, base salary, bonus and overtime across locations and industries based on real and observed data.
- ▶ **Turnover probability:** See where turnover is likely to occur across your organization and uncover the drivers of turnover so you can take proactive steps.
- ▶ **Organizational benchmarks:** Compare headcount, labor costs and turnover against peer organizations. Assess departments using metrics such as headcount, costs and turnover compared to benchmarks.
- ▶ **Workforce compensation analysis:** Evaluate the competitiveness of your compensation strategy across all jobs in your organization. Easily identify areas where you might be over or underpaying employees and calibrate against the market.
- ▶ **Talent market insights:** Widen labor pools by finding adjacent jobs and identify sources where they are hired. Simply search insights by jobs or skills, discover the talent hidden in a specific industry or location, and view your results by compensation and demographics.

## Data mashups:

Mashup two or more data sources in a single graph for a prime example of data at work.

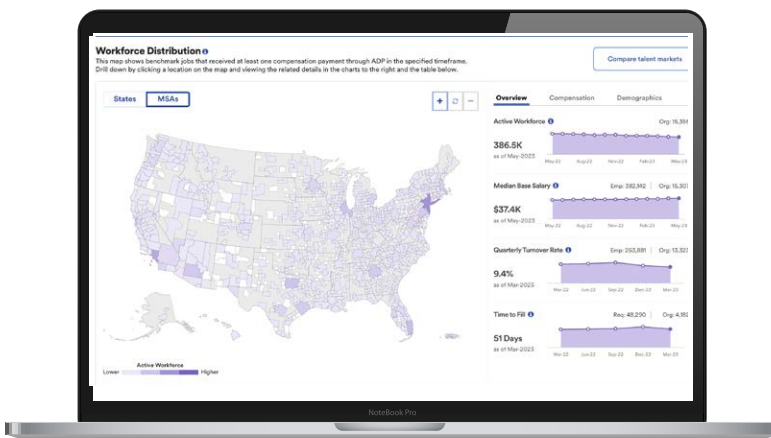
- Combine your business and workforce data, then visualize the information to provide an at-a-glance view of your workforce and business performance to gain more powerful insights than tracking data points separately.
- Overlay business data against your people data to budget for headcount, labor and overtime costs.
- View your sales data alongside your workforce data for a better understanding of what was forecasted vs your business' actual revenue.
- Export data from ADP DataCloud to Tableau or Microsoft PowerBI to drive informed decision making



Data mashups

## Answer critical business questions such as:

- How are your expenses trending relative to your budget?
- What is your revenue per employee?



Annual compensation explorer

# Increase Employee Productivity and Engagement using ADP® with Microsoft® Teams



ADP and Microsoft Teams have collaborated to make employee productivity a priority. As part of the Office 365 product suite, many of your employees already use Microsoft Teams to collaborate daily. ADP integrated with Microsoft Teams provides them with easy access to the information they want — when they want it — within the collaboration tool they use every day.

## ▶ Instant access

Enable your workforce to quickly access details about their personal employee data within the Microsoft Teams collaboration platform.

## ▶ View pay information

Employees' access to their information is easily obtained by asking questions like "How much did I get paid?" or type a keyword like "pay" or "deductions" and the ADP Virtual Assistant will respond.

## ▶ Find work-life balance

Simply ask a question like "how much time off do I have?" or type keywords like "vacation" or "request time off" and the ADP Virtual Assistant will send the answer or help employees with their requests.

## ▶ Keep tabs on retirement

View retirement balance and contribution rate, understand how a portfolio is performing and more. When employees ask questions like "what's my retirement balance?" or "current contributions," the ADP Virtual Assistant provides the answer.

## ▶ Quickly find co-workers

Easily find contact details about someone within the organization by searching for co-workers in the company directory. View their contact details and reporting structure.

## ▶ Stay abreast of company news

Direct access to the latest company news, displayed right within Microsoft Teams.

ADP Virtual Assistant respects employee privacy by requiring a user to login with his/her personal ADP credentials and asking for explicit consent before ever displaying any personal information from ADP within Microsoft Teams. Users may grant, review and revoke consent to any widget at any time. The features like pay information and time-off information of the ADP Virtual Assistant are referred to as widgets within the ADP for Microsoft Teams integration app.



By subscribing to the ADP for Microsoft Teams integration app, HR practitioners can:

- Enable or disable specific widgets (features) for his/her employees so a custom set of features is available to users.
- Assign admin privileges to others in the company to enable/disable widgets.



# ADP® and Microsoft

Enabling organizations to seamlessly connect financial and people data.



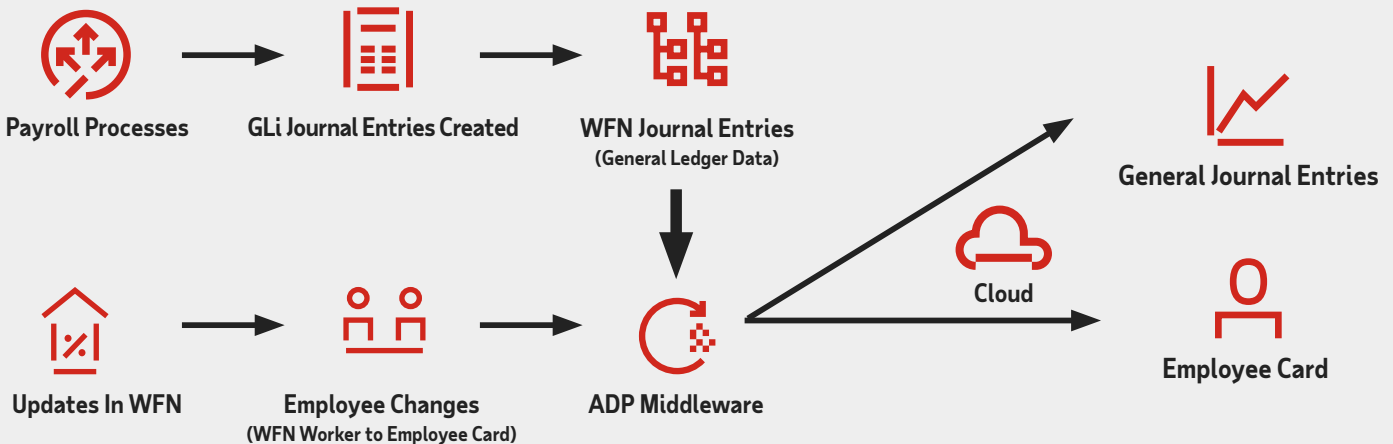
## Integrate HCM and ERP systems to incorporate people data with your business management processes.

Make updating financial data easy by seamlessly passing payroll journal entries and employee data from ADP Workforce Now® to your business management system, Microsoft Dynamics 365 Business Central. You can increase efficiency by incorporating people data and leveraging real time information that can help you manage finance issues. With this integration, you can eliminate tedious administrative tasks and inefficiencies.

This new integration offers mutual clients a cloud-based solution for payroll, HR, time and attendance, tax services, benefits and talent management, which helps organizations achieve:

- **Greater insights:** Real-time visibility of financial and HR transactions for faster and informed decision-making.
- **Efficiency:** Once users input employee information, it is dynamically updated in both systems.
- **Peace of mind:** Proprietary integration technology provides secure, encrypted, two-way data access between applications.

## Streamline the flow of information between your HCM and ERP applications:



## Features and Benefits

- Integrate HR data into your financial systems:** Take employee information and add it to your business management processes: employee ID, name, address, email, title, phone number, and more.
- Reduce admin tasks and manual dual entries:** Increase staff productivity by spending less time re-keying data in multiple systems. Streamline the flow of data between your HCM and ERP systems.
- Benefit from real-time connectivity:** Changes recorded in HCM can be easily applied to 365. View vital data – New Hires to Terminations – as events occur. Real-time integration allows timely events to be effortlessly synced on the spot.
- Enhance the quality of your reporting needs:** Payroll journal entries are passed from ADP's General Ledger Interface system following a payroll cycle. It allows up to 20 custom dimensions which enhances the quality of reporting.
- Put vital HR and finance information at your fingertips:** With crucial HCM and ERP information integrated and close at hand, it can help you make strategic business decisions today and create plans and strategies for the future.

ADP

Name \*  
Stephen Robert Smith

Payroll Name \*  
Smith Stephen Robert

Gender \*  
Male

Pay Frequency \*  
Biweekly

Rate Type  
Hourly

Regular Pay Rate  
15.0000

Standard Hours  
80.00

Tax

Federal Marital Status  
S - Single

Worked In State \*  
NY - New York

SUI/SDI Tax Code \*  
NY-19-New York (Taxing)

Dynamics 365 Business Central Financials Employee List E0090 Stephen Robert Smith

EDIT - EMPLOYEE CARD E0090 Stephen Robert Smith

General

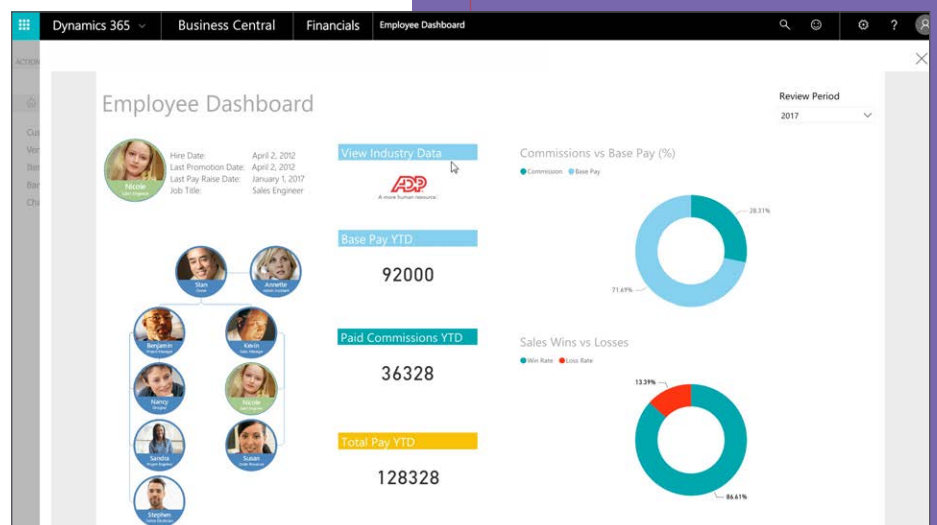
First Name: Stephen Job Title: Senior Electrician  
 Middle Name: Robert Company Phone No.:  
 Last Name: Smith Company Email: stephen.smith@alphaconstruction.com

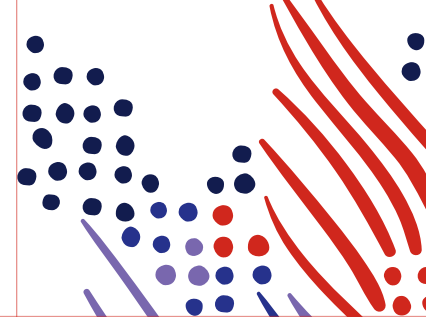
Address & Contact

Address: 123 Main Street Private Phone No.:  
 Address 2: Extension:  
 City: New York Private Email:  
 ZIP Code: 10018  
 Country/Region Code: US

Administration

Employment Date: 9/15/2017 Termination Date:  
 Status: Active Resource No.:





## ADP Corporate Overview

For more than 70 years, ADP has served as a trusted human resources, payroll and benefits partner to employers around the world. Our mission is to provide insightful solutions that drive value and success for our clients by allowing them to focus on their business. Today, we serve approximately 740,000 companies, ranging from small start-up businesses with a handful of employees, to large, multinational companies with thousands of employees spanning the globe. From our humble beginnings as a local New Jersey business in 1949, we have expanded internationally to become one of the world's largest business-to-business outsourcers with 58,000 associates worldwide.

For more information, visit

<https://apps.adp.com/en-US/apps/204718>

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