



ADP® OneHR

People-centric payroll management



PAYROLL MANAGEMENT IS INHERENTLY COMPLEX. AT ADP, WE SIMPLIFY THIS FOR YOU.

PAYROLL PRACTITIONERS ARE FACING MULTIPLE CHALLENGES IN THE NEW NORMAL; RAPID BUSINESS CHANGES, NEW NORMS TO COMPLY WITH WHEN DEALING WITH THESE CHANGES, AND A CHALLENGING ECONOMIC ENVIRONMENT, FORCING COMPANIES TO HANDLE MORE PAYROLL ISSUES AND IMPROVE EFFICIENCY.



"If we don't pay our employees correctly, their morale and the company's reputation can be adversely affected."

—An HR manager



"Non-compliance is a very serious issue! Organisations may face audits by government bodies, be subject to fines, or even face dissolution!"

—A business owner



"Without an online self-service platform, it'll be extremely time-consuming and labour-intensive to handle employee issues related to payroll, time off, benefits and taxes."

—An HR payroll specialist



"Without employee data and analytical reports, it'll be very difficult to understand business objectives and operations, such as annual forecasts for wages and time off, future strategies and recruitment."

—An HR director



"It's very difficult to deal with different payroll rules when operating in different regions, which increase the complexity of payroll and the risk of errors."

—A payroll manager



PEOPLE-CENTRIC PAYROLL MANAGEMENT

ADP IS COMMITTED TO A PEOPLE-CENTRIC AND TECHNOLOGY-DRIVEN APPROACH. WE ALWAYS PUT PEOPLE FIRST WHEN DESIGNING PROCESSES, AND PROVIDE A VERY INTUITIVE EXPERIENCE WITH THOUGHTFUL FEATURES TO MAKE PAYROLL MANAGEMENT SIMPLE AND SMOOTH.

HERE'S WHY COMPANIES OF ALL SIZES TRUST US AS THEIR PAYROLL EXPERTS:

Expertise and support

- Professional, user-friendly payroll and HR solutions, backed by deep* expertise, local market presence, and global support

*Over 70 years

Best practices

- Sharing updates on laws, regulations and best practices to help you deliver accurate, timely and compliant payroll

People-centric

- Understanding the needs of your people and your business to improve efficiency and achieve business goals
- Providing a highly intuitive payroll experience through an all-in-one user interface

Security and scalability

- Providing a robust underlying architecture with advanced data privacy and security through maintenance and upgrades
- Providing scalable, integrated solutions to meet current and future payroll and HR needs

HERE'S OUR CUSTOMER FEEDBACK¹...

**90% of
customers**

think we've helped them to comply with payroll tax laws and regulations

**90% of
customers**

are less concerned about HR issues

**Nearly three-quarters of
customers**

say ADP Payroll is easier to use than their previous provider



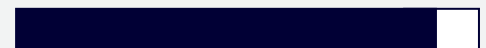
WE'RE ALSO HIGHLY RATED IN THE FOLLOWING AREAS²...



90% Ease of doing business



94% Payroll data entry



94% Compliance



93% Performance and reliability



90% Quality improvement



92% Ease of use

¹ ADP 2020 customer survey.

² G2 user review data as of 23 March 2022.



ADP OneHR — PEOPLE-CENTRIC PAYROLL MANAGEMENT

ADP OneHR is a highly integrated, cloud-based end-to-end payroll solution that combines payroll, Mandatory Provident Fund and salaries tax management. It can centrally manage payroll services for companies of all sizes in mainland China, Hong Kong, Taiwan and Macau.

ADP OneHR provides an intuitive self-service experience that allows employees and managers to access time off and payroll information anytime, anywhere, streamlining the process to deliver accurate, timely and compliant payroll services. You can trust ADP OneHR to be reliable, efficient and secure, using cutting-edge technology and backed by our trusted payroll experts to deliver the next level of data security, privacy and compliance.



Secure and efficient payroll management

ADP OneHR simplifies and streamlines complex payroll processes to meet the needs of various companies. You can choose to manage data input and output while we host the platform, or fully outsource your payroll process to us. Our payroll team is thoroughly familiar with local information security and data privacy regulations, as well as ADP policies, ensuring that your employee data remains secure.



Hassle-free payroll setup

ADP OneHR offers a smooth implementation process to ensure business continuity. From data migration and initial configuration to execution plans, timelines, deliverables, and service level agreements (SLAs), it covers the full scope of deployment.



Empowered employees

ADP OneHR provides employees with an intuitive online self-service experience, allowing them to access pay statements, personal information, and manage time off anytime, anywhere.



Cost savings on payroll

ADP OneHR helps organisations accurately calculate payroll and stay compliant with local regulations, reducing the risk of fines, high remedial costs, and damage to your corporate reputation.



Payroll insights

ADP OneHR includes payroll reporting that helps companies manage workforce spending, cost control, and profit margins through the analysis of salaries, compensation, and total cost of payments, including overtime and paid time off. It also provides key insights into local tax obligations, tax monitoring, and each employee's gross pay and take-home pay.





ADP OneHR — A HIGHLY SECURE AND RELIABLE END- TO-END PAYROLL SOLUTION

AS A LEADER IN PAYROLL
OUTSOURCING SERVICES AND
COMPLIANCE, WE'VE USED
OUR UNIQUE EXPERIENCE,
DEEP INSIGHTS AND
LEADING TECHNOLOGY
TO CREATE ADP OneHR —
PEOPLE-CENTRIC PAYROLL
MANAGEMENT.

ADP OneHR IS A HIGHLY
SECURE AND RELIABLE END-
TO-END SOLUTION THAT HELPS
ORGANISATIONS PROVIDE
COMPREHENSIVE, ACCURATE
AND COMPLIANT PAYROLL
SOLUTIONS.

Services to meet various company needs

- Outsourcing**
Choose ADP to outsource your payroll management and processing — saving time while ensuring accurate, timely, and compliant payroll services.
- System hosting**
You're responsible for payroll data entry and verification, and use the system platform hosted by ADP to calculate payroll, ensuring that you comply with the latest local laws, regulations and compliance requirements.

Secure end-to-end payroll process

ADP OneHR helps you deliver accurate, timely, and secure end-to-end payroll solutions, covering everything from setting up payroll calendars, employee management, Mandatory Provident Fund processing, and salaries tax calculation and filing, to paying employees and publishing payslips online. All communication, including monthly data and approvals, is carried out in our highly secure bilingual (English and Simplified Chinese) online system.

Legal compliance

ADP OneHR supports all employees' salaries tax returns and Mandatory Provident Fund (MPF) in accordance with statutory requirements, ensuring compliance with payroll-related laws and regulations.

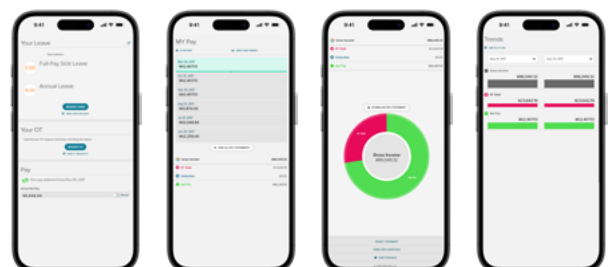
Provide employees, managers, HR, and payroll experts with an intuitive self-service mobile-responsive experience

- Employees**
Employees can view pay statement, TRS*, and employment certificates; apply for time off and overtime anytime, anywhere on computers and mobile devices.

*The Total Remuneration Statement (TRS) provides employees with a complete and up-to-date view of their total compensation and incentives, such as Mandatory Provident Fund Schemes, annual time off, and other non-cash benefits



Self-service experience on mobile devices

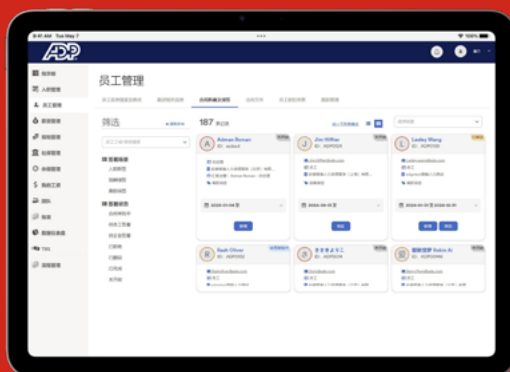
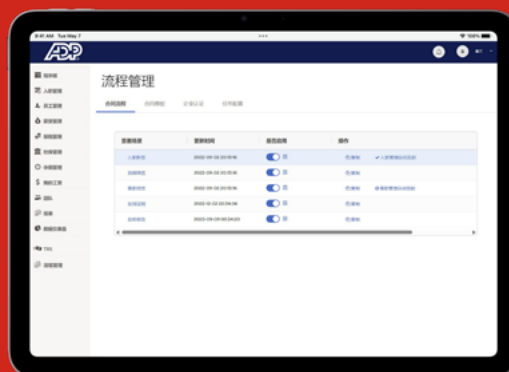


b. Managers

Managers can easily approve employees' time off and overtime requests anytime, anywhere on computers or mobile devices.

c. HR and payroll experts

HR experts can easily manage employee onboarding and contract management with the help of electronic signatures. Payroll experts can refer to the charts and payroll reports provided during the approval process. The salary approval process and permissions can be flexibly configured according to company policy needs.



People management

ADP OneHR People Management enables the HR department to recruit and onboard employees more efficiently while reducing risk and providing compliant contract management and employment certification documents.

Informative reports

ADP OneHR provides a variety of payroll-related reports to help managers make faster business decisions, which include, but are not limited to:

- Monthly payroll detail reports
- Bank documents/pay statement
- Payroll general ledger
- MPF reports
- Employee information reports
- Annual payroll reports

Regional payroll

ADP OneHR provides highly secure and reliable end-to-end solutions to help local business development in Hong Kong, Macau, Taiwan and Mainland China deliver comprehensive, accurate and compliant payroll services.

Additional services to boost your business

ADP salaries tax services

- Salaries tax filing
- Salaries tax payment
- Annual return of salaries tax
- Foreign employees' salaries tax handling of IR56 EFGB
- Collect the information of employee salaries tax special additional deductions and synchronise it to monthly salary calculation

ADP MPF services

- Create MPF accounts
- Manage account transfers for incoming and outgoing employees
- Process employee MPF contributions and pay them to relevant government departments

ADP money movement services

- Automatically synchronise employee onboarding and departure data to ensure payment information is accurate and compliant
- Complete payments in a timely manner without city and bank restrictions
- Create virtual accounts for customers to efficiently manage and monitor customers' funds

ADP foreign employee services

- Payroll calculations and electronic transfers
- Assistance with local salaries tax deductions and filing
- Assistance with work visas and related procedures

ADP call centre services

- Payroll experts are readily available to respond to any payroll-related enquiries from employees



ABOUT ADP®

Designing better ways to work through cutting-edge products, premium services and exceptional experiences that enable people to reach their full potential. HR, Talent, Time and Payroll, informed by data and designed for people.

For more information, please visit
hk.adp.com or call +852 3953 7800



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Always Designing
for People®