Who does what?

Collecting, inputting and validating data for payroll	ADP	YOU
Input data e.g. bonuses, commissions, salary changes	✓	
Make adjustments e.g. editing bonus code that attracts superannuation, including information such as Super USI (Unique Superannuation Identifier), making deductions	✓	

Payroll calculations and reports	ADP	YOU
Process the pay run including adjustments, leavers, timesheets	✓	
Produce standard payroll reports	✓	
Reconcile each payroll	✓	
Calculate leavers' payments e.g. redundancies, long-service leave rates		✓

Customer support	ADP	YOU
Provide technical support	✓	
Guidance on tax/superannuation	✓	
Training sessions on Payline if you need them	✓	

General payroll set-up, updates and reports	ADP	YOU
Set up payroll & related activities, including reports	✓	
Update system with ATO-legislated tax requirement	✓	
Update other statutory requirements	✓	

General Ledger	ADP	YOU
Set-up and maintenance	✓	

Single Touch Payroll (STP)	ADP	YOU
Electronic transmission of employee files and 'pay event' files	✓	

Post-payroll services*	ADP	YOU
Access to the ADP workplace advice line*	✓	
Electronic funds transfer (EFT) of net wages to your staff's bank accounts**	✓	
Publish payslips and any other pay information on the employee portal	✓	
ADP Electronic Payment Services (EPS)* covering third-party payments, including superannuation and union fees	✓	

End-of-year service*	ADP	YOU
Provide STP 'finalisation' file	✓	

* Additional fees may apply
**This service is where ADP pays out your employees' wages and manages the EFT process with a clearing house

ADP®
Always Designing
for People™