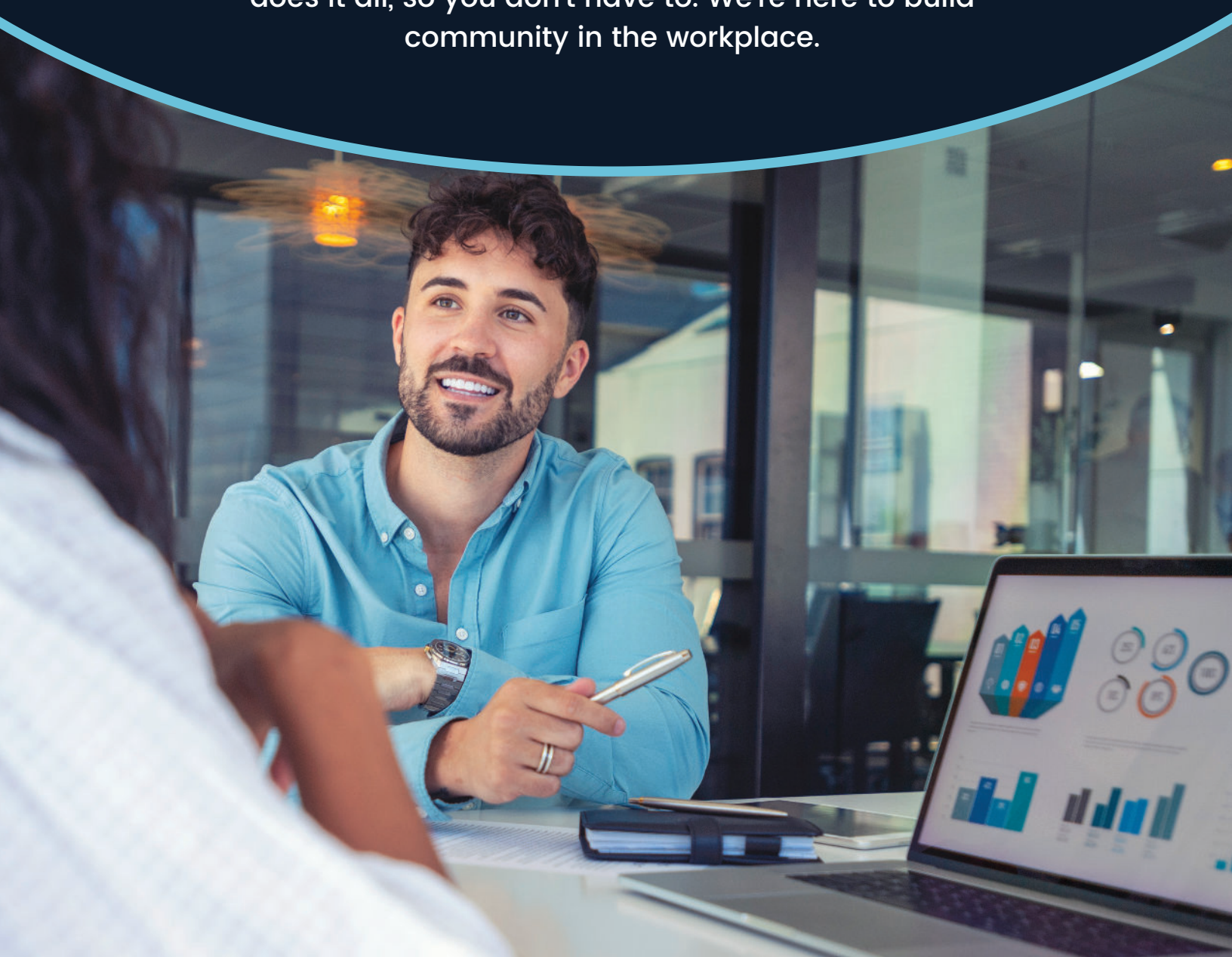# ADDA

Business Solutions Tailored to Your Needs

From Managed Services, to a la carte Consulting Services, to HCM Implementation Services, ADDA does it all, so you don't have to. We're here to build community in the workplace.

About Us

ADDA is a consulting firm that offers HR, Payroll, Benefits, and Talent solutions. Our Consulting Services help HR departments complete complex, specialized projects like implementing pay transparency or overseeing HCM software implementations. Meanwhile, our Managed Services provide the administrative and strategic support of a full HR, Payroll, Talent, or Benefits department.

These approaches were tailor-made to address a problem that ADDA's founder and CEO, Adam Daines, saw for years. Over his decades-long career in both large consulting firms and in-house HR departments, he noticed that only large businesses could afford the kind of strategic resources that maximizes their most important asset: their employees.

Most businesses are big on energy but short on time, people, resources, and technology. Without expertise, they are exposed to lawsuits, high turnover, and penalties. That led Adam to mold ADDA into a solution that any business can benefit from. With our help, companies of all sizes enjoy the security, strategic knowledge, and peace of mind they need to succeed.

Simply put, we make HR, Payroll, Benefits, and Talent Management, and HCM software implementation easy, and that makes your job even easier.

Introduction to Our Services

Managed Services

When you choose ADDA, our consultants step in to manage your HR, Payroll, Benefits and Talent functions. That means you get any, or all, of payroll, compliance, benefits administration, and talent services built specifically for your business, not someone else's.

Consulting Services

ADDA's consulting services provide support and guidance on complex projects. That includes things like mergers and acquisitions, executive coaching, pay transparency, and HR audits. If your business needs an expert touch, we're here to help.

HCM Implementation Services

Technology is a critical investment for your business, and we're here to make it pay off. Our consultants handle your implementation, migration, or ongoing management.

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Managed Services

HR ADMINISTRATION

ADDA's team reduces your vulnerability to lawsuits, penalties, employee turnover, and more by implementing compliant policies and processes. *Employee lawsuits rose by 400% over the last 20 years*,[1] and turnover remains high and costly. With our help, you can avoid distractions and maintain momentum.

PAYROLL ADMINISTRATION

We ensure the kind of timely, reliable, and accurate payroll process that maintains employee trust and avoids penalties. *Businesses make, on average, 15 payroll mistakes per cycle*[2] costing them thousands annually. With our detailed approach, you'll save time, money, and trust in your business.

OUR HR TEAM MANAGES:

✅ **HR Administration**
Manage on-boarding, off-boarding, unemployment claims support, personnel files, leave tracking, policy updates, FMLA, COBRA, workers' compensation, and more.

✅ **HR Compliance**
Ensure compliance with ACA, OSHA, EEO-1, and other federal regulations, prevent wrongful terminations, maintain handbooks, comply with state and federal required training, review and assist with filing discrepancies with the applicable federal and state agencies.

✅ **Employee Relations and Development**
Improve engagement with surveys, technical support, learning management, performance management, and more.

OUR PAYROLL TEAM MANAGES:

✅ **Pre-Processing**
Manage employee data, maintain payroll records, process garnishments and tax levies, track attendance, and administer supplemental earnings.

✅ **Payroll**
Process payroll, issue checks or vouchers, resolve discrepancies, verify reports, provide previews of earnings, taxes deductions, leave, disability, and record all transactions.

✅ **Post-Processing**
Provide reporting as required to various departments as needed as well as reconcile and/or manually update benefit deductions taken to credit participant accounts (401k, S125, etc).

1. Trusted Choice: Employment Practices Liability Insurance
2. HR Dive: Employers make 15 corrections per pay period on average

Building Community In The Workplace   **4**

Managed Services

TALENT SERVICES

Our talent management team brings in top-tier talent and boosts your employer brand. Then, we combat turnover by focusing on development and productivity. Studies have shown that *75% of businesses struggle to recruit effectively*.[1] With ADDA handling talent, you'll recruit smarter and retain employees longer.

OUR TALENT TEAM MANAGES:

✅ **Recruitment and ATS Management**
Implement, manage, and optimize your applicant tracking system (ATS), review and maintain job descriptions, offer letters, prevent discrimination in the hiring process, and assist in the screening process.

✅ **Performance Management and Compensation**
Manage performance and review processes while also assessing compensation for competitiveness and equity among various work groups.

✅ **Learning Management and Employee Engagement**
Administer your Learning Management System (LMS), conduct pulse surveys, engagement surveys, exit interviews, and share feedback with management.

BENEFITS ADMINISTRATION

ADDA, along with our partners, administer benefits packages that make sense for your business while attracting and retaining top talent. When it comes to benefit offerings, *50% of employees don't understand their options*.[2] That's why our team focuses on educating your employees about their benefit offerings.

OUR BENEFITS TEAM MANAGES:

✅ **Benefits Administration**
Implement, manage, and optimize your benefit administration system including deduction code setup, enrollment profiles, benefit class structures, plan customization, and establish EDI feeds with third-party administrators and carriers.

✅ **Benefits Compliance**
Build ACA module in HCM platform and provide necessary data and review of forms 1094 and 1095.

✅ **Back-Office HRIS/HCM Support**
Build out your enrollment system with deduction code setup, enrollment profiles, benefit class structures, plan customization, and establish EDI feeds with third-party administrators and carriers.

HCM Implementation Services

Human Capital Management (HCM) software is a critical investment for any business, and we are here to help make it pay off. We offer 3 implementation packages to best meet your current needs. Whether it's providing guidance to keep the project on target or handling the heavy lifting such as dual maintenance, auditing data integrity, and system build-out, you decide which one best aligns with your needs. Our white-glove service and constant communication keeps the project on target and provides peace of mind during what can be an overwhelming, high-risk, and labor-intensive undertaking.

BRONZE

20 Service Hours

- Serve as project manager
- Create a project plan with responsibilities, milestones, and a checklist
- Track timelines and deliverables
- Coordinate and attend all meetings
- Provide recommendations for best practices

*And more

SILVER

50 Service Hours

- Serve as project manager and co-contributor
- Assist with duties as requested by client
- Scrub data in legacy system prior to data extraction
- Dual maintenance
- Perform audit and make necessary adjustments

*Includes all items from Bronze and more

GOLD

80 Service Hours

- Serve as project manager and sole contributor
- Move employee personnel files and attachments
- Work with third party vendors on file feeds
- Update carrier site(s)
- Build out additional modules

*Includes all items from Bronze, Silver and more

All of the items within each package can be tailored to your needs.

39% *of organizations struggle with data analysis and* **36%** *with modernizing their HCM systems.*

1. PwC: PwC HR Tech Survey 2022

Consulting Services

Our team assists with your unique projects that require a specialized approach. After collaborating to understand your needs, we build a detailed plan to guide your project toward success. However, each project is different, which is why our consultants tailor and apply their expertise to meet your specific goals.

How our team works with yours:
- We adapt to your company culture and structure to fully ingrain ourselves into your team
- We act as an internal liaison and work alongside your existing employees when necessary
- We layout the project timeline so that your expectations and planning are clearly met

Our most common services:

Mergers & Acquisitions
Facilitate a smooth M&A process by analyzing potential financial and cultural pitfalls and determining viability of existing organizational systems/process and workforce, and make recommendations to optimize as needed for overall M&A success.

HR Audits
Examine how your compliance, policies, performance management, compensation, benefits, payroll process, and more stack up in your industry.

Pay Transparency
To help your business comply with pay transparency laws, we perform a compensation analysis. This ensures that your pay bands are competitive enough to attract and retain talent in your local market and industry.

Performance Management
By collaborating with management and employees, we create a performance management process that gets the best out of everybody.

Executive Coaching
Executive coaching develops and refines the skills of your leadership team, equipping them with best practices for long term success.

Total Rewards Strategy
Develop industry leading benefits and compensation structures to boost employee retention and engagement.

We offer a variety of services, reach out to learn more if you don't see what you're looking for here!

Why Choose ADDA?

Our expertise across compliance, payroll, benefits administration, and talent management gives your business a budget-friendly leg up against your competition. However, it's not just about the services we provide. It's about how we deliver our services and what our approach does for your business.

✅ **Always-on**	✅ **Peace of Mind**	✅ **Cost & Time Saving**
Our consultants are available when you need them, no matter what. We tackle your needs as they arise via phone, email, video, or on-site.	Working with ADDA ensures proper compliance and effective processes that keep your business running smoothly and securely.	Our full-service solutions keep costs down and avoid noncompliance penalties which allow you to spend time and resources elsewhere.

Working with ADDA

Our team of consultants make your job easy. Here's a look at what they bring to the table and how they'll collaborate with you.

Who you'll work with
Work with dedicated HR, Payroll, Benefits and Talent experts with experience across multiple industries and company sizes. They stay up to date on ever-changing regulations and are available when you need them.

Our expertise
ADDA consultants hold a variety of certifications including SHRM, Masters of HR, Juris Doctorate, and industry certifications. They're experts in payroll, compliance, benefits, L&D, HCM technology, and so much more.

How we work with you
During on-boarding, we learn your specific needs and tailor our services to meet them. Then, we fully integrate into your business, acting as your internal department that's easily accessible and always accountable.

> **The value ADDA provides us with is a greater focus on our core organizational mission and a superior level of service that redounds to the benefit of our external partners, staff and board members."**

Tom Light, *Executive Director at Arctic Ice Project*

Let's Get Started

A lack of HR, Payroll, Benefits, HCM implementation resources, and expertise often results in fines, fewer qualified candidates, lower employee engagement, and higher turnover. As a result, you may have lower employee productivity, higher operating costs, and lower profits. With our help, companies receive the resources, strategic knowledge, and peace of mind they need to succeed.

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ADDA