



## *Why Use FosterThomas HR & Payroll Consultants?*

### **Implementation Project Management**

We understand that resources may be limited and that you have core responsibilities that cannot be neglected. Choose FosterThomas and we will assign a dedicated Project Manager who will take on the majority of your responsibilities, work in conjunction with ADP, and keep your project moving to ensure your systems are implemented quickly, efficiently and on-time. In turn this will help you to:

- Leverage our consultants' expertise to gain proactive guidance
- Avoid implementation pitfalls
- Reach your live payroll date on-time
- Benefit from our best practices approach to payroll management; and
- Reduce the time required by your in-house staff

### **Customized Training, Reports, Policies & Consulting**

Our consultants will examine your systems and business processes to maximize your ROI. We will evaluate your reporting requirements and create standard and customized reports, set up work flows, develop training manuals and provide hands-on training for employees and managers.

### **Outsourced Payroll Processing**

Do you need help with payroll? We are ready to assist! We have flexible, affordable solutions that can be deployed on short notice and can be structured based on short or long term needs. We can:

- Process your payroll via ADP solutions remotely, or on-site
- Ensure you are in compliance with federal and state laws
- Create payroll and benefits reports for your management and providers
- Create payroll policies and procedures per your request
- System inputs: key in new hire entries, employee changes, garnishments, and tax withholdings as well as benefits and 401(k) set up

### **HR & Payroll Staffing and Outsourcing**

As a niche HR and payroll consulting firm, our recruiting staff specializes in finding HR and payroll professionals at a moment's notice. Our HR and payroll professionals are available to provide both on-site and off-site support. We staff professionals on a full-time, part-time or interim basis. To help each of our payroll and HR professionals shine in their position, we also provide continual project management support from our corporate office. FosterThomas has the knowledge, experience and infrastructure to provide your organization with qualified and reliable professionals.

**FOSTERTHOMAS**

ADP Implementation and Payroll Management Consultants