



Business Solutions Tailored to Your Needs

Building Community In The Workplace.

addainfusion.com



About us

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

These approaches are 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 identified 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 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 Administration, 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.



HCM Implementation Services

Technology is a critical investment for your business, and we are here to make it pay off. We offer 3 unique packages to assist with an on-time and on-budget HCM implementation.



Consulting Services

ADDA's consulting services provide support and guidance on complex projects. This can include things like mergers and acquisitions, executive coaching, pay transparency, and HR audits.



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 years¹* and turnover remains high and costly. With our help, you can avoid distractions and maintain momentum.

✓ Administration

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

✓ Compliance

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

✓ Employee Relations and Development

Improve employee engagement, recognition, and productivity; review performance management and disciplinary action processes; conduct employee surveys; answer employee questions and address any grievances; and implement, manage, and optimize your Learning Management System (LMS).

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, costing them thousands annually.²* With our detailed approach, you'll save time, money, and trust in your business.

✓ Pre-Processing

Enter new hires, re-hires, and terminations; manage employee data such as exemptions, direct deposit, deductions, and rates; process garnishments; and administer supplemental earnings such as bonus and commission.

✓ Payroll

Process payroll and issue checks or vouchers; resolve payroll discrepancies; verify payroll reports and provide previews of earnings, taxes, deductions, leave, and disability; process off-cycle payrolls; and calculate and issue manual checks.

✓ Post-Processing

Prepare third-party reports by compiling summaries of hours, earnings, taxes, deductions; forward tax reports to the appropriate department(s) as needed; generate reports and/or files for General Ledger; and assist with any other payroll matters.



Managed Services

TALENT

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.

- ✓ **Recruitment and Applicant Tracking System (ATS)**
Implement, manage, and optimize your ATS; review and maintain job descriptions and offer letters; create, launch, and monitor job posts; direct recruitment of candidates and assist in the screening process; and train hiring managers on the legal aspects of the entire recruitment process.
- ✓ **Performance Management and Compensation**
Manage performance management process such as new hire evaluations, mid-year, and annual reviews; create or review reward and recognition programs; and identify gaps in compensation.
- ✓ **Learning Management and Employee Engagement**
Administer your Learning Management System (LMS), including assignment to employees as needed, updates to LMS, and any required reporting; conduct pulse surveys, engagement surveys, and exit interviews; consolidate feedback and share it with management; and review diversity and inclusion initiatives.

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.

- ✓ **Benefits Administration**
Manage all activities around new hires, terminations, life event changes, and open enrollment; provide employee demographic data and elections to carriers; manage on-going eligibility changes; conduct benefits and post-open enrollment audits; and reconcile monthly invoices from carriers.
- ✓ **Compliance**
Build out ACA module; provide necessary data and review of forms 1094 and 1095; comply with federal and state specific benefits regulations; and educate employees on benefit offerings and answer questions.
- ✓ **Platform Support**
Implement, manage, and optimize your Benefit Administration System; coordinate with third party administrators and carriers to establish EDI file feeds; and provide reporting to the appropriate department(s) as needed.

1. The Josh Bersin Company: The Definitive Guide to Recruiting: Human-Centered Talent Acquisition
2. Forbes: Only Half Of Employees Understand Their Benefits. Here's What HR Leaders Can Do About It

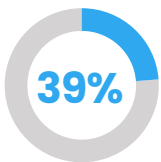


HCM Implementation Services

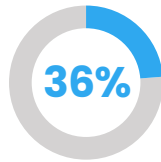
Human Capital Management (HCM) software is a critical investment for any business, and we are here to help make it pay off. We offer 3 implementation packages to best meet your current needs. Whether it's providing guidance to keep the project on target or handling the heavy lifting such as dual maintenance, 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	SILVER	GOLD
<p>20 Service Hours</p> <ul style="list-style-type: none"> • 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 <p><i>*And more</i></p>	<p>50 Service Hours</p> <ul style="list-style-type: none"> • Serve as project manager and co-contributor • Assist with duties as requested by client • Scrub data in legacy system prior to data extraction <ul style="list-style-type: none"> • Dual maintenance • Perform audit and make necessary adjustments <p><i>*Includes all items from Bronze and more</i></p>	<p>80 Service Hours</p> <ul style="list-style-type: none"> • 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 <p><i>*Includes all items from Bronze, Silver and more</i></p>

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



of organizations struggle with data analysis



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 lay out the project timeline so that your expectations and planning goals 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.

■ Performance Management

By collaborating with management and employees, we create a performance management process that gets the best out of every employee.

■ HR Audits

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

■ Executive Coaching

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

■ 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.

■ 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

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.



Peace of Mind

Working with ADDA ensures proper compliance and effective processes that keep your business running smoothly and securely.



Cost & Time Saving

Our full-service solutions keep costs down and avoid non-compliance 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 will 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 are 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.



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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 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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