Added Value Services

March 2017

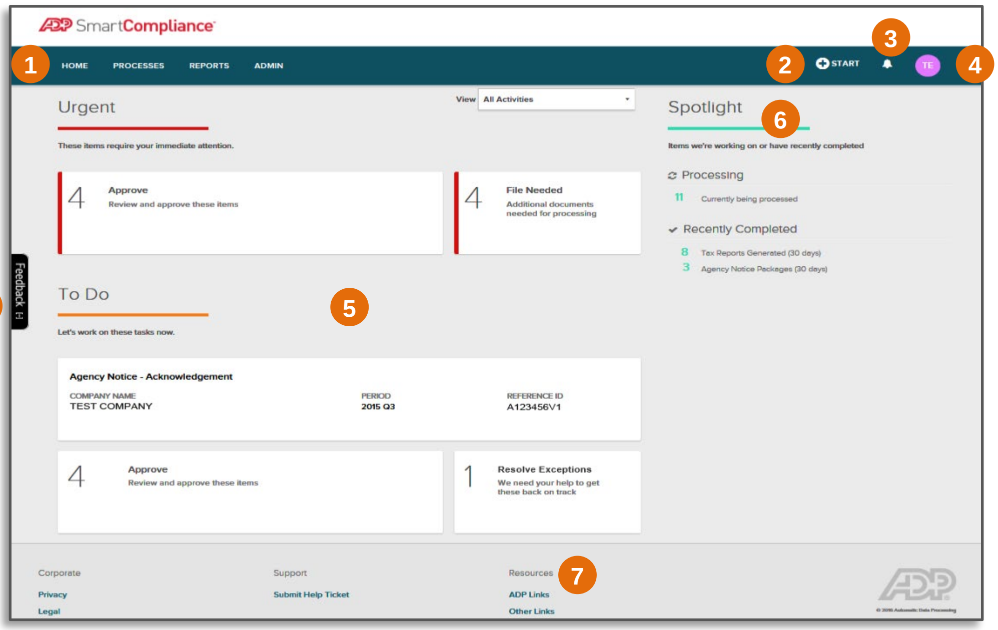
ADP SmartCompliance®

Navigation Support Guide

Contents

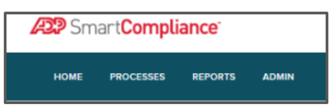
Home

We've optimized the home page! Tasks are clearer and easier to act on. Items that need your attention are right there for you to see and address. Please note that not all users will have the same experience as these examples. Views and options may vary by product and services. Here's a quick view of what you'll find!



1. Main Menu

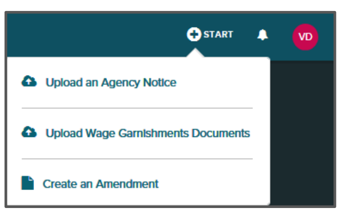
- Home
- Processes
- Reports
- Admin



2. Start (+)

Quick Start Access

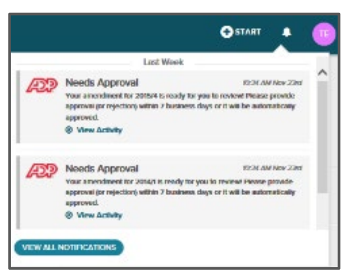
- Upload an Agency Notice
- Upload Wage Garnishment Documents
- Create an Amendment



3. Bell Icon

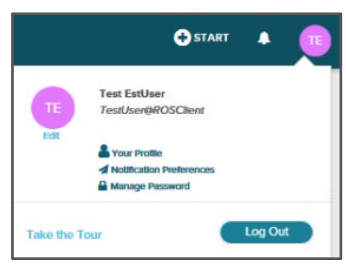
Activity/Notification Stream

- Quick view of last ten Activities/Notifications
- Click View All Notifications to see all informational messages, including report availability, status updates, industry news, and regulatory changes
- Notification Preferences – Customize your preferences for various notifications



4. User ID Icon

- Click Edit to upload profile picture
- Your Profile – Edit profile information and view permissions
- Notification Preferences – Customize your preferences for various notifications
- Manage Password
- Take the Tours
- Log Out



5. Action Tiles

Quickly Access Action Items

- Urgent
- To Do

6. Spotlight

View items we're working on or completed

- Processing
- Recently Completed
- Upcoming Fundings

7. Resources

Quickly Access Useful Links

- ADP Links
- Other Links

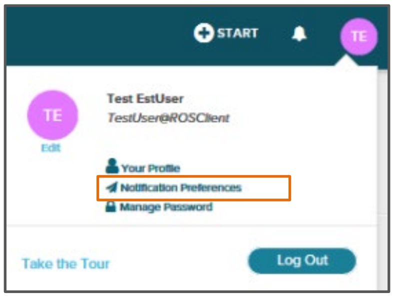
8. Feedback

- Available on every page. Click to give us your feedback!

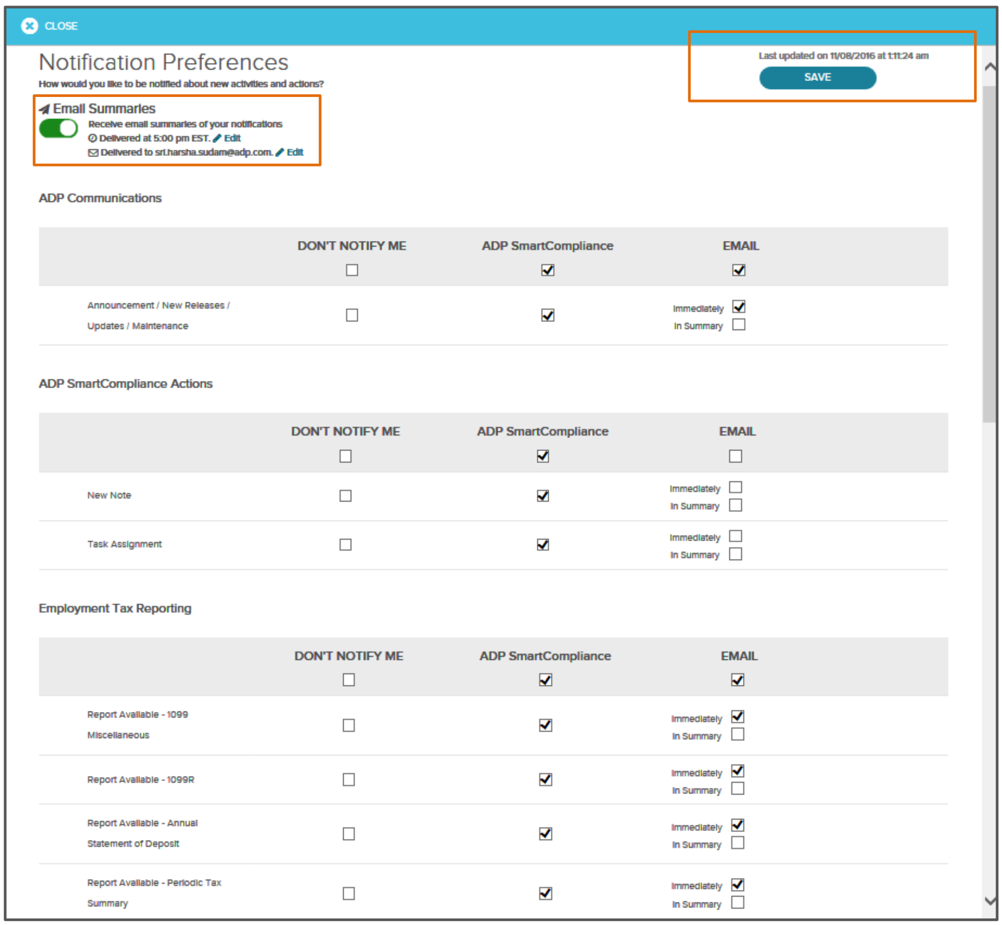
Notification Preferences

We're giving you more control over the emails you receive! An important feature to set is your notification preferences. It's a quick and easy way to turn on and off notifications you receive through ADP SmartCompliance.

1. Click your **User ID icon**.
2. Click **Notification Preferences**.

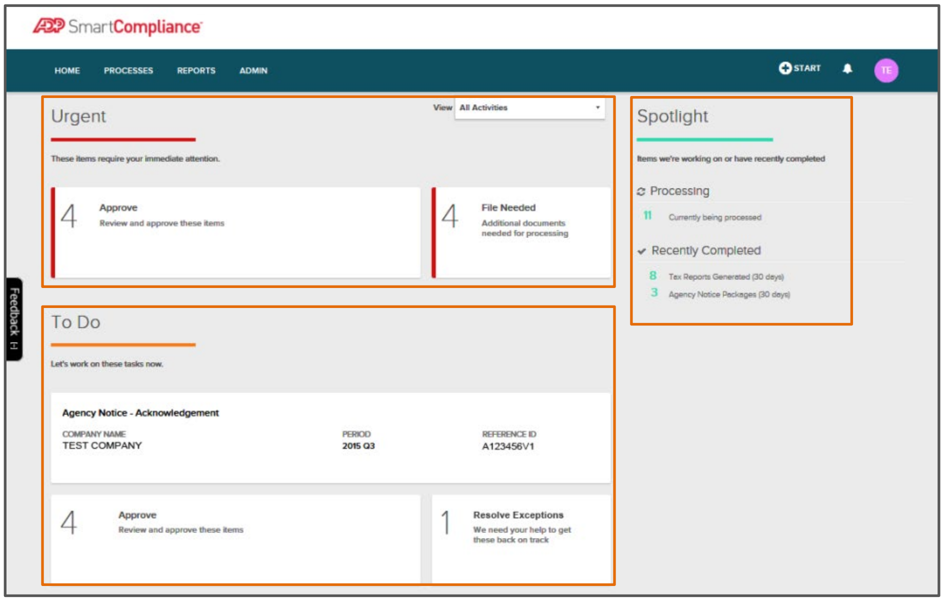


3. To receive your daily summary of assigned activities, slide the **Email Summaries button** until it's green.
4. Click **Edit** to customize your notifications in the Summary Delivery Schedule.
5. Scroll down to view all options and make your selections.
6. Click **Save**.



Action Item Tiles & Spotlight

Click on a tile to display details. Tiles under Urgent and To Do will only display if an action is required and will reflect the actual number of actions that are required. The Home page displays the following sections based on your services.



Urgent

Tasks that need your immediate action. Tiles that may display here include:

Provide Information – Provide additional information for a court order.

Approve – Displays when an amendment approval is needed.

Set Wire Dates – Set the date when funds will be wired (for Comprehensive Wage Garnishment clients only).

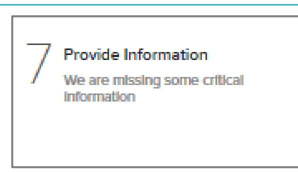
File Needed – Displays when a file has been received with errors.

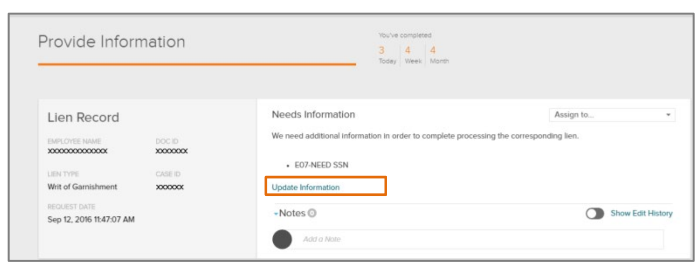
Provide Information

The Provide Information tile displays when additional information is needed such as for Wage Garnishments.

The left side of each item displays the general information for the item including the employee name and lien type.

The right side of each item explains the information needed and an **Update Information** link to update the information for the lien. Click the link to open the existing Resolve Exceptions screens.





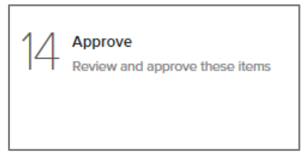
Approve Amendment

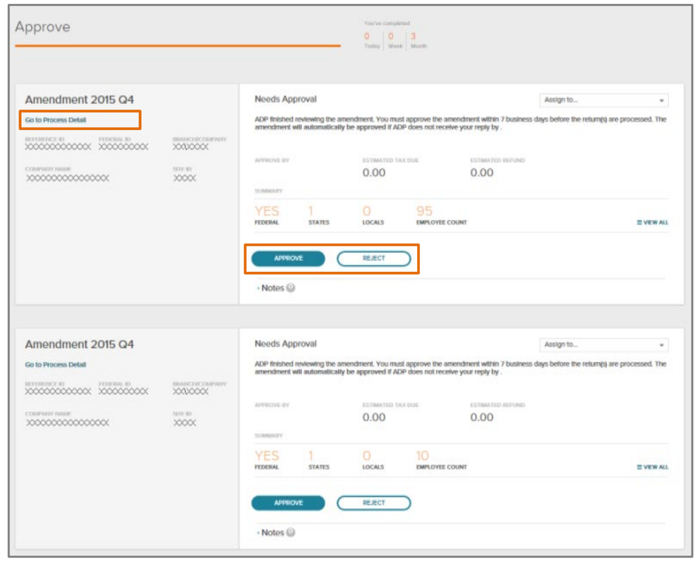
Employment Tax users have the ability to approve or reject amendments, or view process details for amendments.

Items that need approval will display when the Approve tile is selected from Urgent or To Do on the ADP SmartCompliance Home page.

The left side lists high-level details for the amendment. Click Go To Process Details for more information. This is discussed in more detail in the next panel below.

The right side lists the amount of the tax due and/or refund along with information on affected jurisdictions and employee count. From this screen you can click the **Approve** or **Reject** buttons.

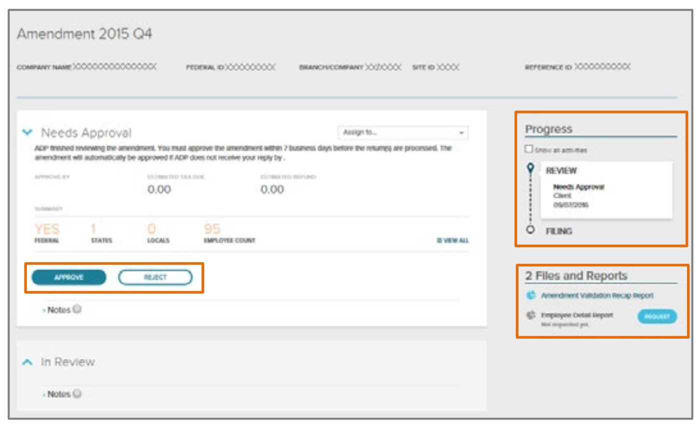




Go To Process Details Link

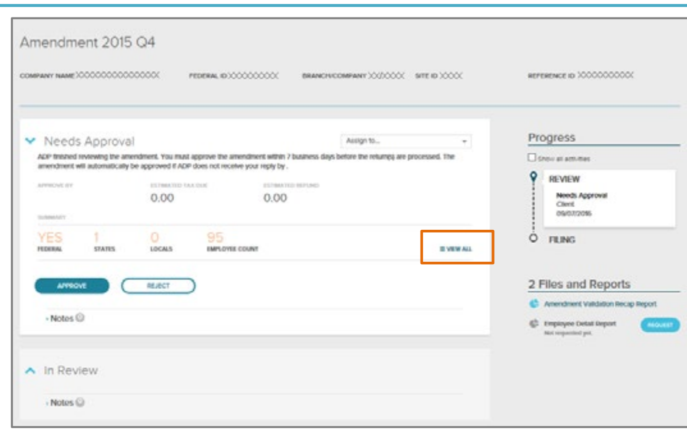
When selected, high-level details for the amendment are displayed.

- The Progress bar at the right of the screen displays the current activity for the amendment. Click the box **next to Show all activities** to see all progress details.
- Click a link under **Files and Reports** to view the Amendment Validation Recap Report or to request the Employee Detail Report**.**
- **Approve** or **Reject** can be selected here or in the previous view.

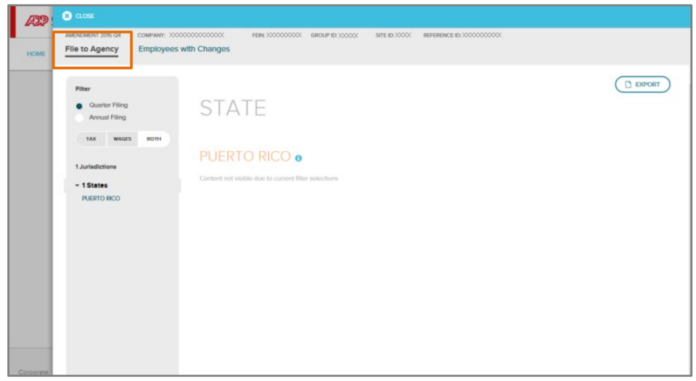


Additional Details

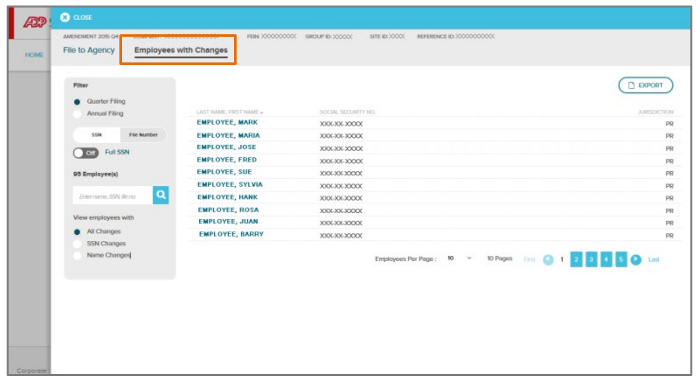
You can click **VIEW ALL** on the Needs Approval tile to access **File to Agency** and/or **Employees with Changes** details.



Click the **File to Agency** link to view jurisdictions with changes that require an amendment to the agencies. If there are no agencies requiring an amendment, this option will not display.



Click the **Employee with Changes** link to view all employees with changes. Click the **Name** links to display additional employee details. If there are no employee level changes to report, this option will not display.



Set Wire Date

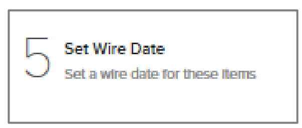
This tile is available for Comprehensive Wage Garnishments clients using the Direct Wire funding method. It displays future action items.

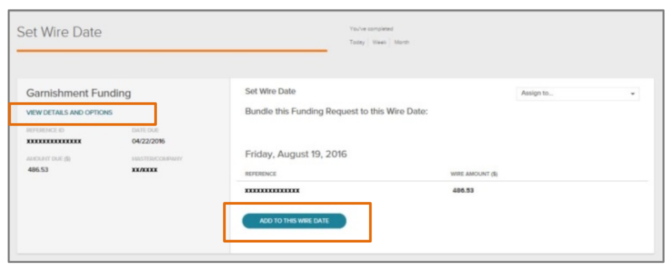
The left side of each item displays information such as the due date and amount.

The right side of each item provides a current wire date suggested for addition of this item.

Click **Add To This Wire Date** to schedule the item or click **View Details and Options** to see additional details and select another date.

NOTE: If the item is considered late, the provided date must be selected.





File Needed

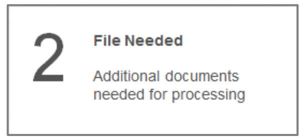
This tile displays when any of the following file conditions exist.

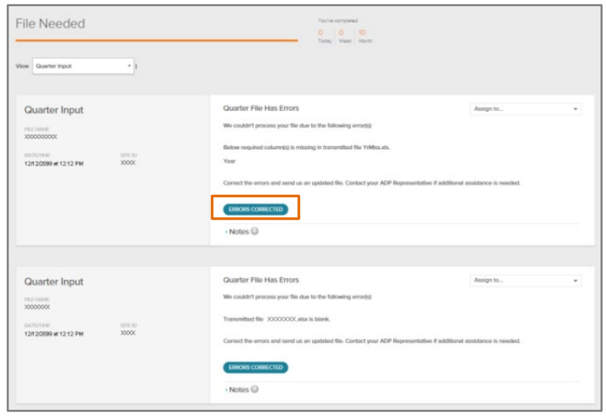
Tax Credits

- **Form 8850 due**
- **Documents are due**

Transporter

- **Empty file**
- **Unknown file**
- **Periodic file has errors**
- **Periodic file partially processed**
- **Quarter file has errors**
- **Quarter file partially processed**
- **Monthly file has errors**
- **Monthly file partially processed**
- **Disbursement file has errors**
- **Missing expected periodic file**
- **Amendment file has errors**





Please note that files must be corrected within your system, just as they are today. This has not changed.

Once errors have been corrected, click **Errors Corrected** to remove the item from the list.

To Do

Includes tiles that provide information on reports, agency notices, or amendments, and acknowledgements or actions needed by you. Tiles in this section may include:

Acknowledgement – Lists documents that need to be Acknowledged such as agency notices that require action.

Resolve Exceptions – Displays when exceptions need to be addressed.

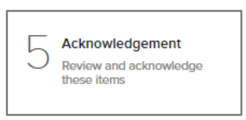
Approve – Provides a listing of items that need your review and/or approval. These items include amendments and agency notice payment approvals.

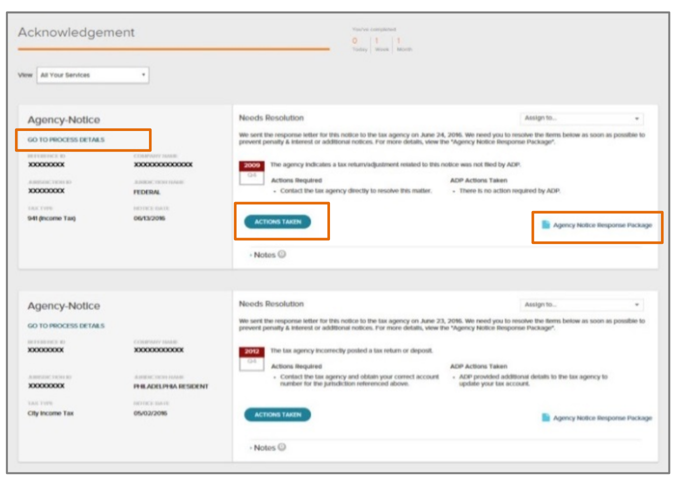
Acknowledgement

The Acknowledgement tile (in the To Do section of the home page) is used to review any needed follow-up actions for agency notices.

On the left side, each item will list high-level information. Click **Go To Process Details** to view additional details.

On the right side, each item will list additional information and any actions you need to take. Buttons will be available based on those actions. If a notice has been responded to, a link will be available to view the response package.





Go To Process Details

When selected for an agency notice, the following details can display. Click **Show More** to display additional information for the notice.

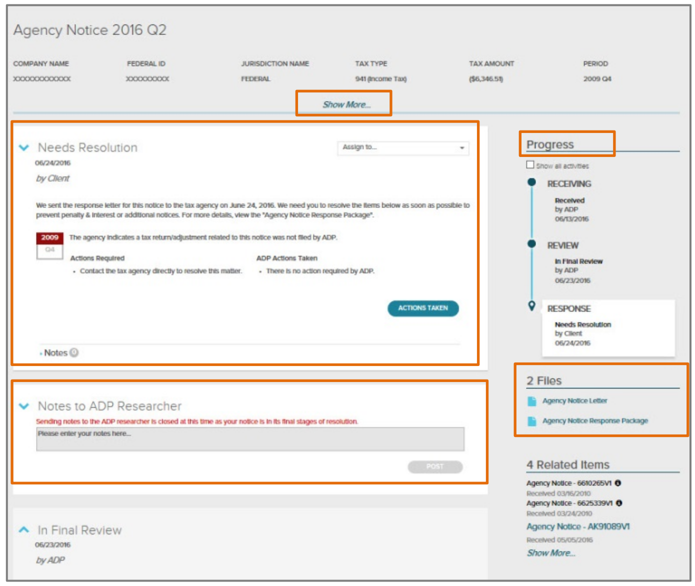
The top of the screen includes general client and jurisdiction information.

Needs Resolution will display any actions that need to be taken by you.

Notes can be added in the **Notes to ADP Researcher** section. When the notice is in a Review status, the Notes to ADP Researcher can be used to send information that might be helpful for researching the notice

Progress displays the current progress for the notice. Click the **Show All Activities** box to display all progress activities.

Links to available files will also display below the Progress area. In the sample on the right, the Agency Notice Letter or the Agency Notice Response Package can be viewed.



Resolve Exceptions

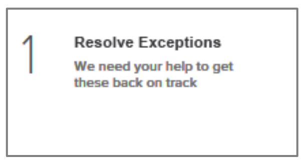
When quarter or periodic exceptions are used, the Resolve Exceptions tile will display (in the To Do section of the home page).

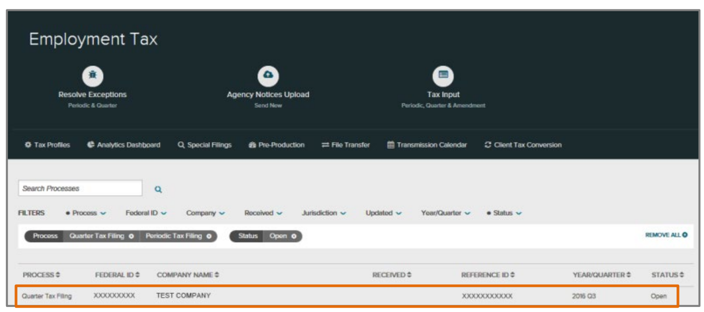
The link directs you to **Processes > Employment Tax > Resolve Exceptions** and populates the filtered information for a quick view.

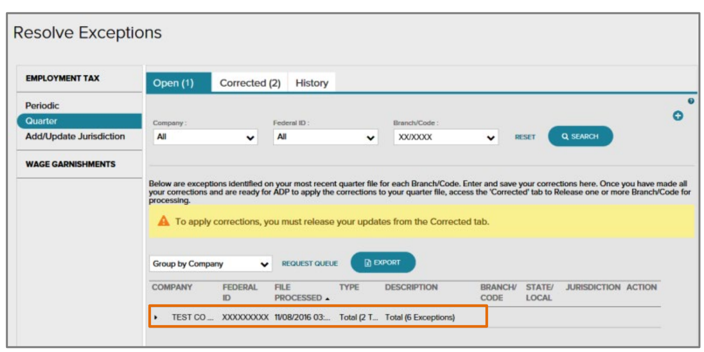
Clicking on an individual item will take you directly to the details for the item.

From this detail page, click the line item link to open the Resolve Exceptions page(s) to make corrections.

To maximize the filter options and to locate resolved items, use the Status filter to select **Resolved** and any additional criteria to narrow down your search.







Approve Tax Payment

Employment Tax users have the ability to approve or disapprove an Agency Notice tax payment. A notice of request for payment approval is created when a payment to the agency is required that is above the defined business threshold.

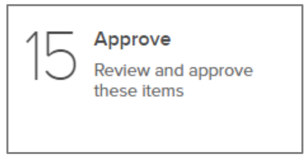
When the **Approve** tile is selected from **To Do** on the ADP SmartCompliance Home page, the amount of the payment due, the reason, and the Approve By date displays. For more information, click **Go To Process Details**.

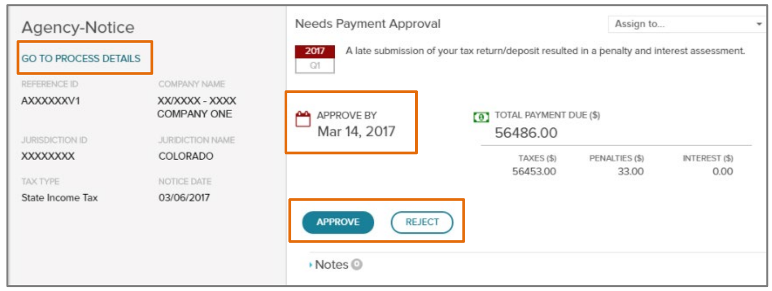
The "Approve By" date is based on the priority or due date of the notice with additional time added for ADP to take action.

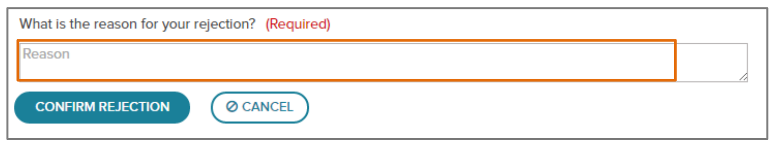
From this screen you can click the **Approve** or **Reject** buttons. If **Approve** is selected, a confirmation approval is required. If **Reject** is selected, a reason is required.

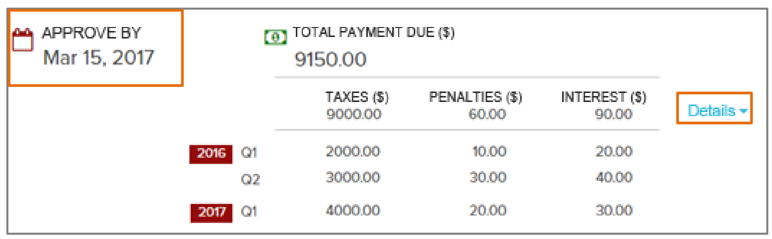
NOTE: The payment will **NOT** be approved by ADP automatically if action is not taken. The action remains open until it is approved or rejected. To prevent a payment delay, it's important to respond by the "Approve By" date.

For multiple quarters, click **Details** to see the payment amount breakdown.









Spotlight

The Spotlight section of the home page provides information we're working on or recently completed.

Processing

Currently being processed.

Recently Completed

Provides a link with number of *Agency Notice Packages* that have been resolved in the past 30 days, and Tax Reports generated.

Upcoming Fundings

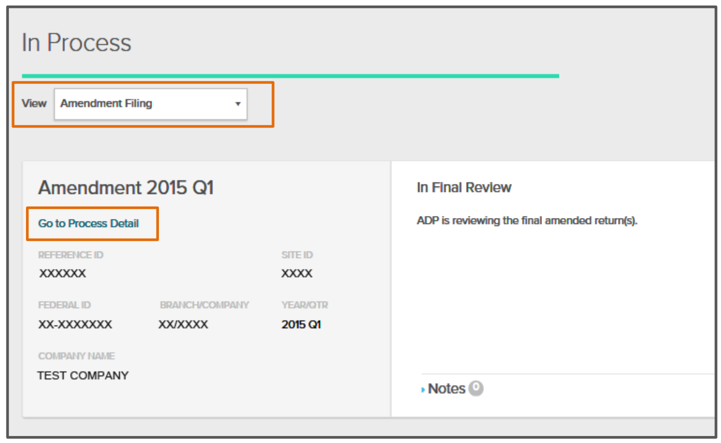
If you have Wage Garnishments, this section will also display Upcoming Fundings and/or Recently Funded information.

Amendment Details

From Spotlight, click **Processing** to locate an amendment, an In Process page displays.

From the **View** field, select **Amendment Filing**.

You can click **Go to Process Detail** for more information.

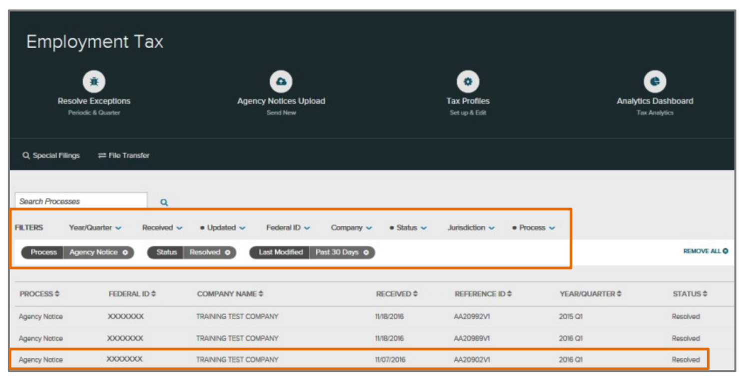


Recently Completed Agency Notice Packages

The Spotlight section of the home page will quickly provide you with access to the **Recently Completed – Agency Notice Packages**.

The link directs you to **Processes > Employment Tax** with the filtered information. For additional Agency Notice Packages, use the filters to select **Process > Agency Notice**, and any additional criteria to narrow down your search.

Clicking on an individual item will take you directly to the details for the item.

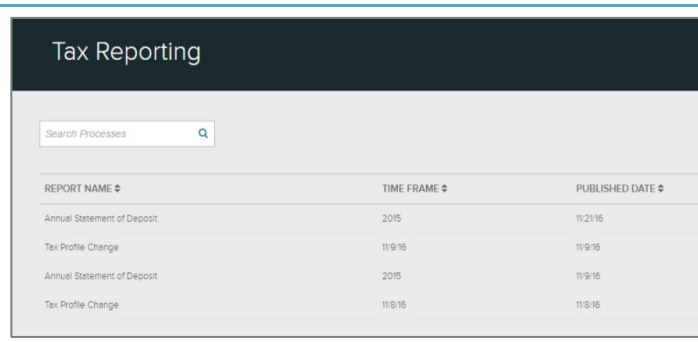


Recently Completed Tax Reports

From Spotlight, you can also quickly access critical Tax Reports generated within the last 30 days. These include:

- **Quarterly Statement of Deposit**
- **Annual Statement of Deposit**
- **Tax Profile Changes**

Additional reports or reports generated after 30 days, can be located through **Reports > Employment Tax**.



Processes

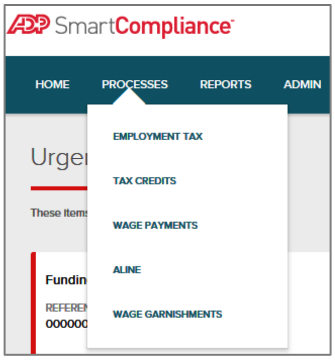
The Processes workspace is dynamic and displays options based on business unit and product services for the company/user. The product services are divided into easy to navigate sections and provide more detailed selections to make the experience clearer and easier to access. Each workspace is where you will access service process/applications and when applicable, your company detail records.

The extensive filtering capabilities will provide you with what you need, when you need it. As displayed in the Action Item tiles, use the available links on each page to continue to see more details.

Products that may display based on your services include:

- **Employment Tax**
- **Tax Credits**
- **Wage Payments***
- **ALINE***
- **Wage Garnishments**

***Filtering currently not available**

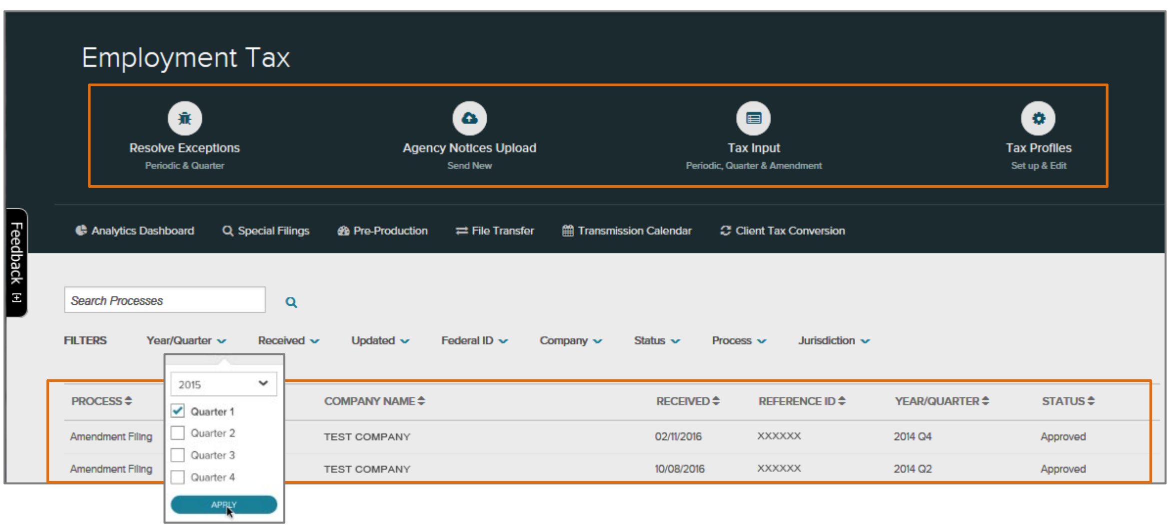


Here's what you will find in each of these workspaces.

Employment Tax

1. Click **Processes** > **Employment Tax**.

2. Click to select an Employment Tax process or use filters to narrow your search. Information located through the Search Processes field or filters will appear in the line items below.



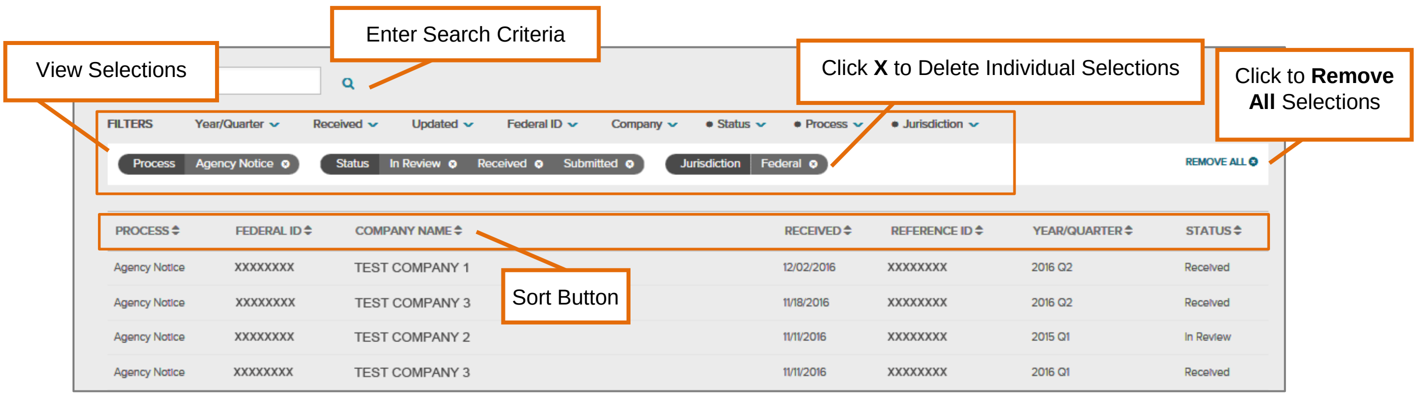
Applications available may include:

- **Agency Notices Upload**
- **Analytics Dashboard**
- **Client Tax Conversion**
- **File Transfer**
- **Pre-Production**
- **Resolve Exceptions**
- **Special Filings**
- **Tax Input**
- **Tax Profiles *(Formerly Manage Tax Profiles)***
- **Transmission Calendar**

Robust Filtering Capabilities

Use our robust filtering capabilities to find what you need, when you need it. Select a **Process** and choose from a multitude of **Status** options. Continue to select criteria to narrow down your search.

- Enter specific search criteria in the Search field.
- Displayed criteria can also be sorted in ascending or descending order with the click of a button.



Use the drop-down menus to select criteria to narrow down your search. Click **Apply** for each. Options available may include:

Process
- Agency Notice
- Amendment Filing
- Periodic Tax
- Quarter Tax Filing

Year/Quarter
- Select Year
- Select Quarter(s)

Received
- Past 10 Days
- Past 30 Days
- Past 90 Days

Updated
- Past 10 Days
- Past 30 Days
- Past 90 Days
- Custom Date Range

Federal ID
- Enter Number
- Select Number

Company
- Enter Name
- Select Name

Jurisdiction
- Federal
- Jurisdiction Type

Process Status

Here are a few of the most commonly used status selections for process options.

Agency Notice

- Received
- In Review
- Resolved
- Needs Resolution

Amendment Filing

- In Review
- In Final Review
- Filed
- Needs Approval
- Approved
- Auto-Approved
- Rejected

Resolve Exceptions Process Status

It's easy to use the filters below to locate the open and resolved items.

Periodic Tax

- Open
- Resolved

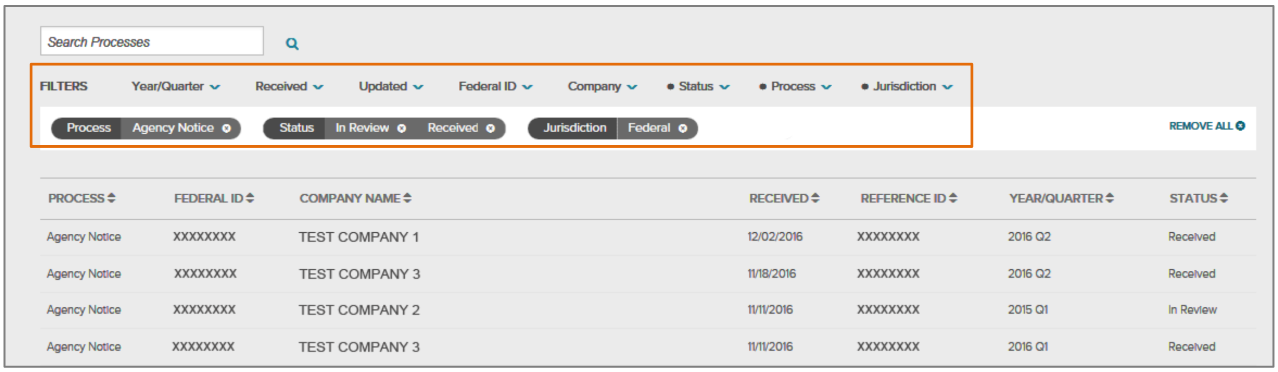
Quarter Tax Filing

- Open
- Resolved

A great feature of this dynamic filtering process is that you can search across processes, FEINs, etc. To give you a better idea, here are a couple of examples.

Use the following selections to locate **Agency Notices being processed for a specific jurisdiction**. In this case, use the drop-down options to select:

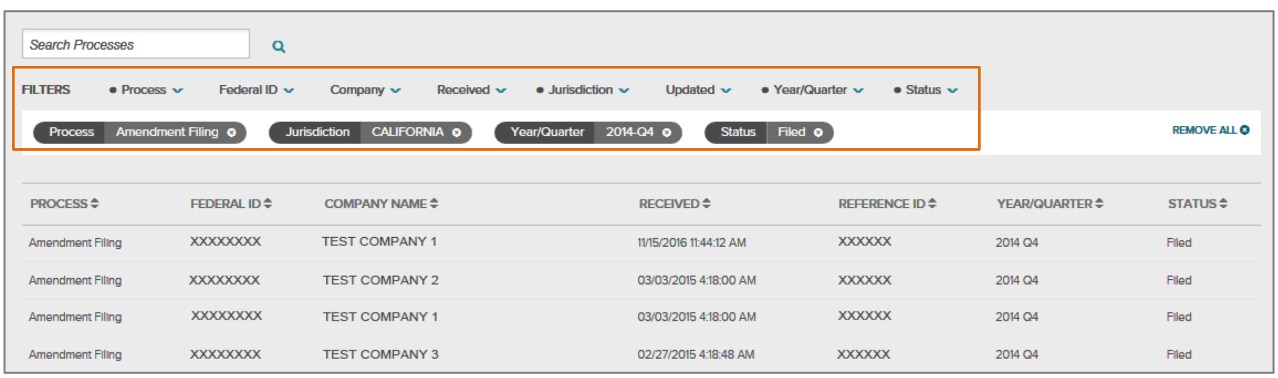
Process: **Agency Notice** **Status: In Review, Received** **Jurisdiction: Federal**



PROCESS	FEDERAL ID	COMPANY NAME	RECEIVED	REFERENCE ID	YEAR/QUARTER	STATUS
Agency Notice	XXXXXXXX	TEST COMPANY 1	12/02/2016	XXXXXXXX	2016 Q2	Received
Agency Notice	XXXXXXXX	TEST COMPANY 3	11/18/2016	XXXXXXXX	2016 Q2	Received
Agency Notice	XXXXXXXX	TEST COMPANY 2	11/11/2016	XXXXXXXX	2015 Q1	In Review
Agency Notice	XXXXXXXX	TEST COMPANY 3	11/11/2016	XXXXXXXX	2016 Q1	Received

Use the following selections to locate a completed **Amendment for a specific jurisdiction and year/quarter**. In this case, use the drop-down options to select:

Process: **Amendment Filing** **Jurisdiction: California** **Year/Quarter: 2014 – Quarter 4** **Status: Filed**



PROCESS	FEDERAL ID	COMPANY NAME	RECEIVED	REFERENCE ID	YEAR/QUARTER	STATUS
Amendment Filing	XXXXXXXX	TEST COMPANY 1	11/15/2016 11:44:12 AM	XXXXXX	2014 Q4	Filed
Amendment Filing	XXXXXXXX	TEST COMPANY 2	03/03/2015 4:18:00 AM	XXXXXX	2014 Q4	Filed
Amendment Filing	XXXXXXXX	TEST COMPANY 1	03/03/2015 4:18:00 AM	XXXXXX	2014 Q4	Filed
Amendment Filing	XXXXXXXX	TEST COMPANY 3	02/27/2015 4:18:48 AM	XXXXXX	2014 Q4	Filed

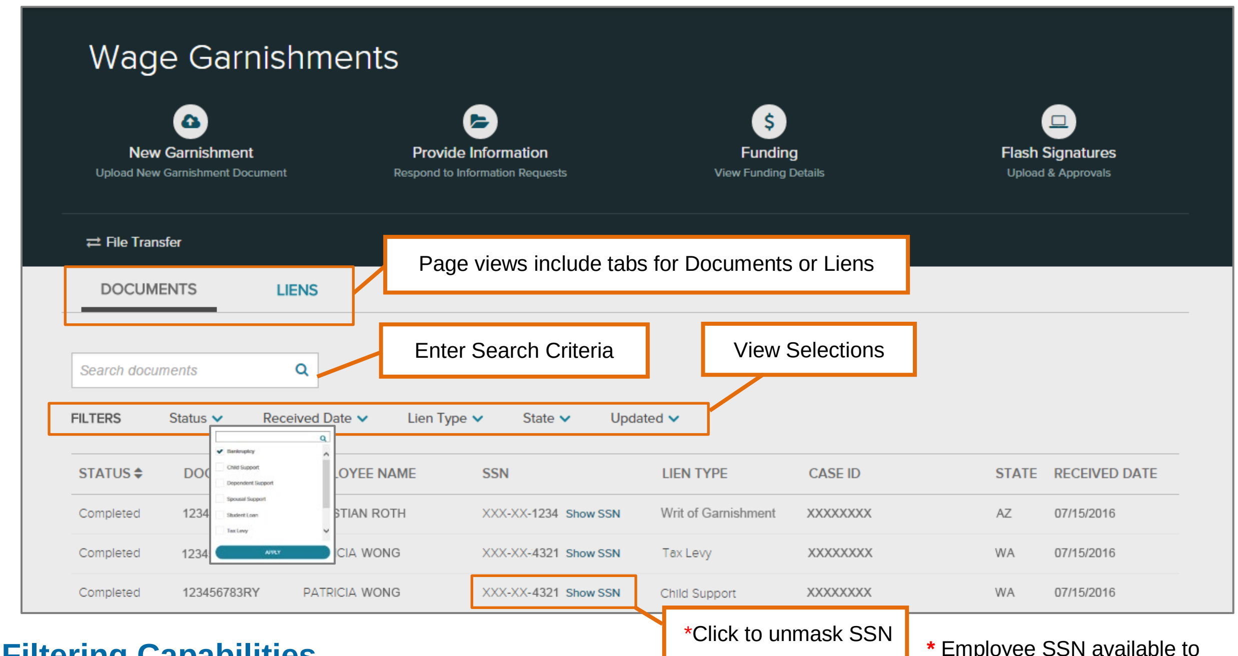
Wage Garnishments *

1. Click **Processes** > **Wage Garnishments**.

*Applicable to Comprehensive Wage Garnishment clients only

2. Click to select Wage Garnishments options. Workspace options available may include:

- **New Garnishment**
  Upload new garnishment documents
- **Provide Information**
  Respond to interpretation requests
- **Funding**
  View funding details
- **Flash Signatures**
  Upload and approve of letter samples
- **File Transfer**
  Upload of files



* Employee SSN available to unmask based on entitlement.

Robust Filtering Capabilities

Use our robust filtering capabilities to find what you need, when you need it.

- Enter specific search criteria in the Search field
- Choose from a multitude of **Filters**
- Click **Show SSN** to display full number to assist with your search

Use the drop-down menus to select criteria to narrow down your search. Click **Apply** for each.

Status
- File Received
- In Review
- Needs Information
- Open
- Completed
- Linked

Received Date
- Past 10 days
- Past 30 days
- Past 90 Days
- Custom Date Range

Lien Type
- Bankruptcy
- Child Support
- Dependent Support
- Spousal Support
- Student Loan
- Tax Levy
- Writ of Garnishment

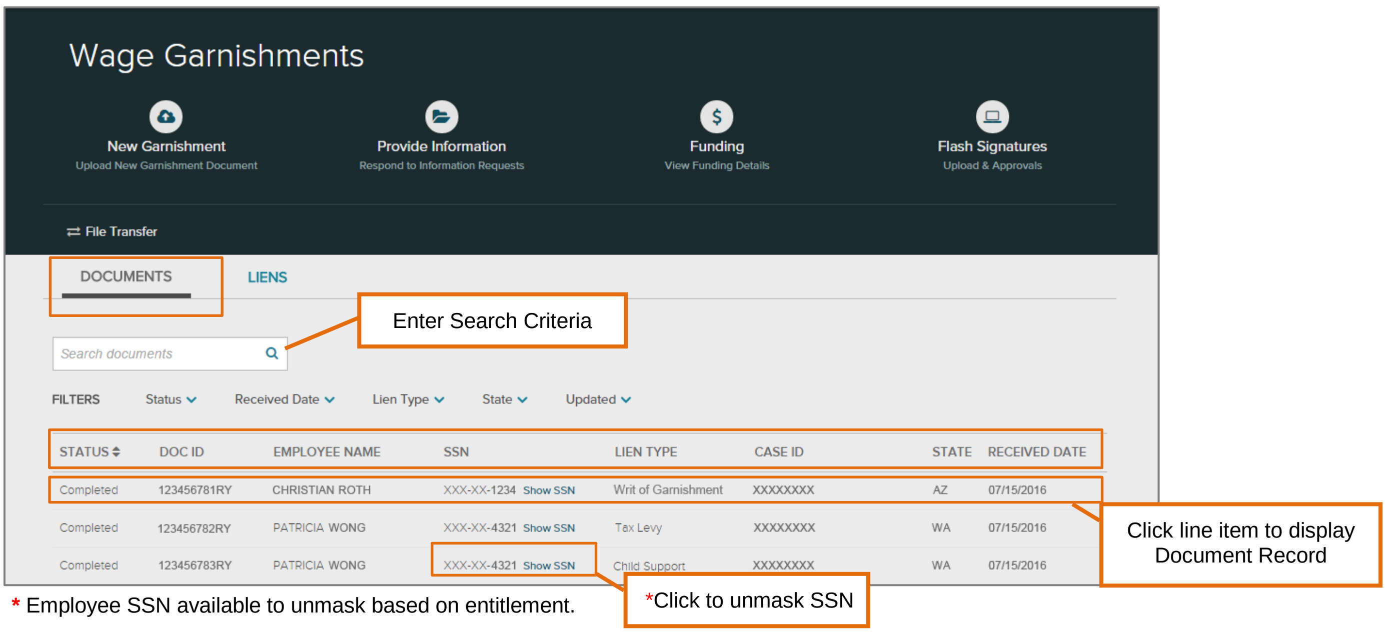
State
- State
- Federal
- Territory

Updated
- Past 10 days
- Past 30 days
- Past 90 Days
- Custom Date Range

Documents

The Documents tab provides you with the status and work progression of all garnishment documents submitted to ADP for processing. You can easily search for information using the Filters, or by Status, Document ID, Employee Name, Social Security Number, Lien Type, Case ID, State, or Received Date.

1. Locate the document record information.
2. Click the line item link to display the Document Record.

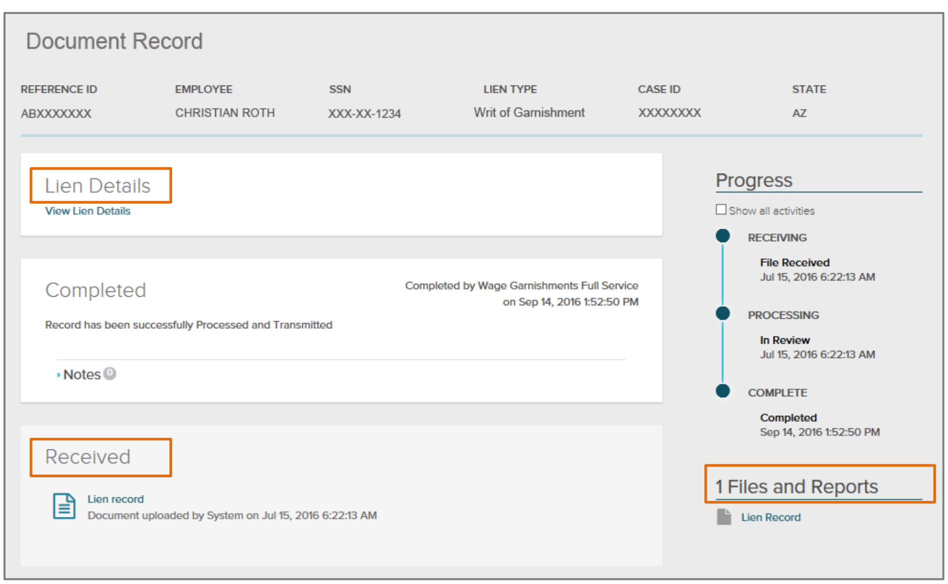


* Employee SSN available to unmask based on entitlement.

Document Record

The Document Record provides a full view of work progress details. Click the applicable links to view additional related data. These options include:

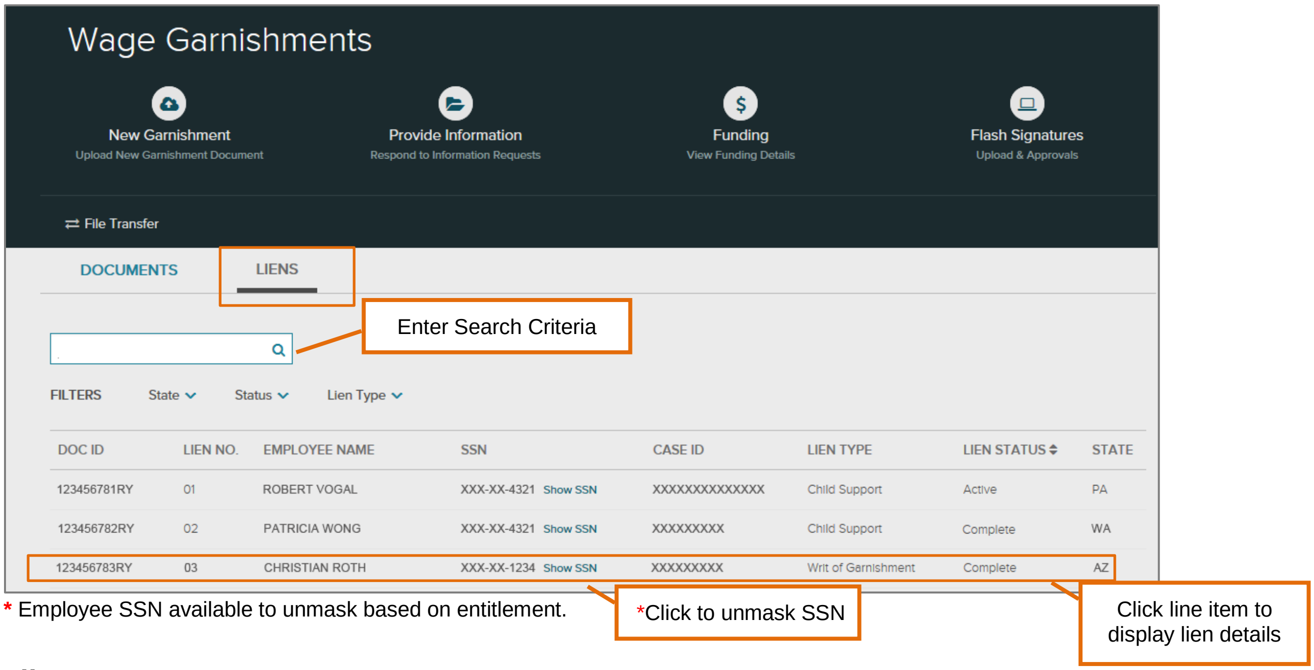
- **Lien Details**
- **Received**
- **Files and Reports**



Liens

The Liens tab provides a one stop view to find all employee lien details including images, payments, and notification letters. Use the Filters to narrow down your search, or you can search using the Document ID, Lien No., Employee Name, Social Security Number, Case ID, Lien Type, Lien Status, or State.

1. Locate the applicable employee lien information.
2. Click the employee line item link to display the Details.



* Employee SSN available to unmask based on entitlement.

Details

Details display with tabs for the following:

- Overview
- Documents
- Deductions & Disbursements
- Notification Letters

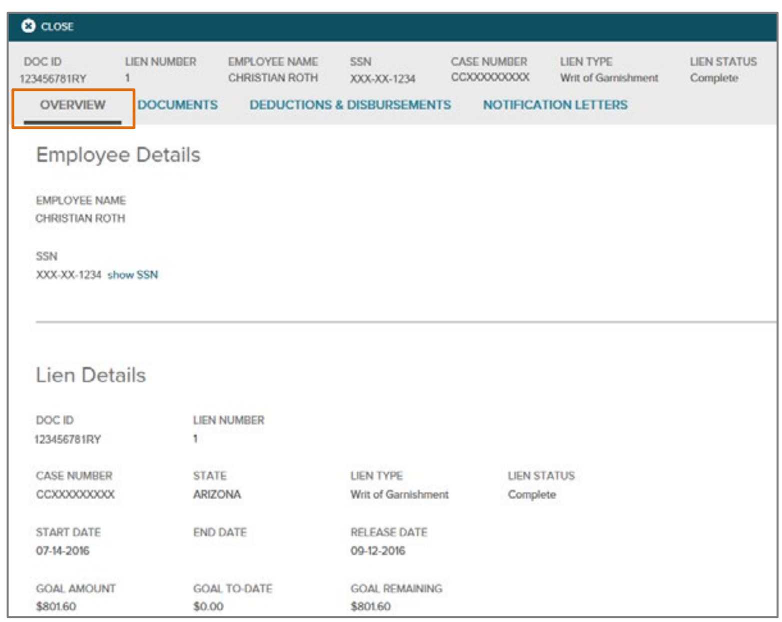
Overview

This tab provides a high-level overview with details of the specific lien, including:

- Employee Details
- Lien Details

Additional options include:

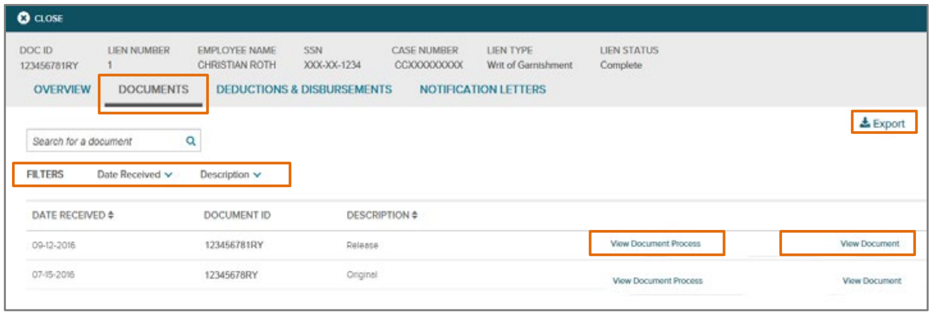
- Show SSN link
- Export to CSV or PDF format



Documents

This tab provides details for all documents that correspond to the lien.

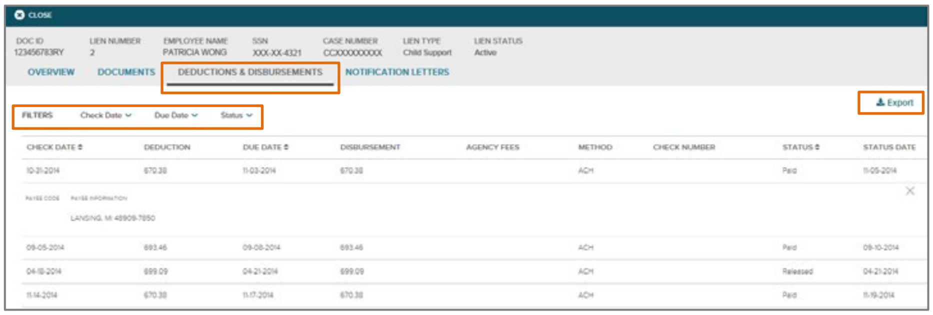
- Use **Filters** to locate specific data
- Click **View Document Process** to link to the Document Record
- Click **View Document** to view the document image
- Click **Export** to export the data to CSV or PDF format



Deductions & Disbursements

This tab provides details for all deductions and disbursements that correspond to the lien.

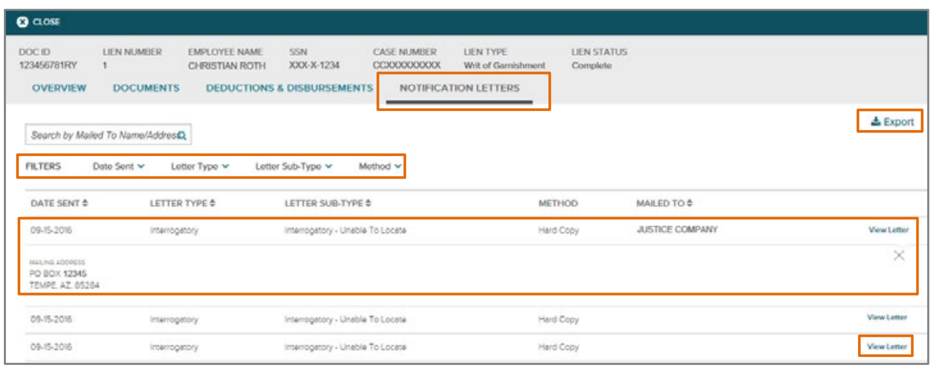
- Use **Filters** to locate specific data
- View payment amounts, agency fees, who is receiving the payment, and the payment status
- Click **Export** to export the data to CSV or PDF format



Notification Letters

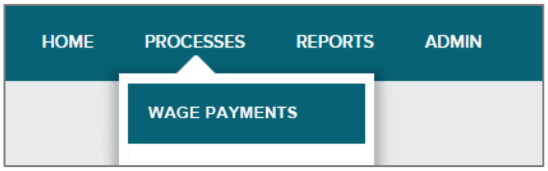
This tab provides details on all notification letters that correspond to the lien.

- Click the letter record to see the full mailing address for each letter
- Click **View Letter** to display the image
- Click **Export** to export the data to CSV or PDF format

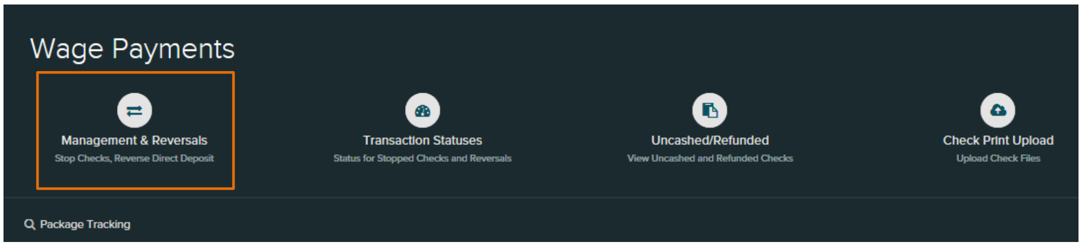


Wage Payments – Check Management

1. Click **Processes** > **Wage Payments**.



2. Click to select Check Management options.

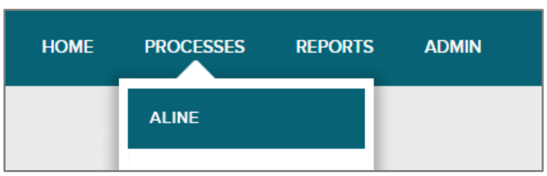


Options available may include:

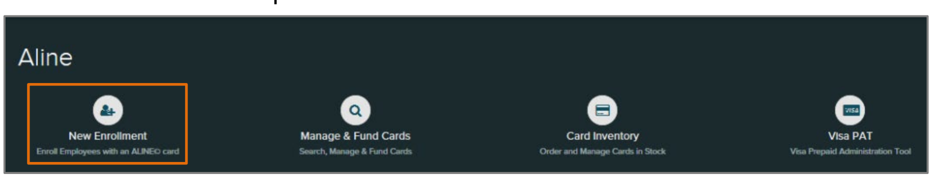
- **Management & Reversals**
- **Transaction Statuses**
- **Uncashed/Refunded Reports**
- **Check Print Upload**
- **Package Tracking Search**

ALINE

1. Click **Processes** > **ALINE**.



2. Click to select ALINE options.

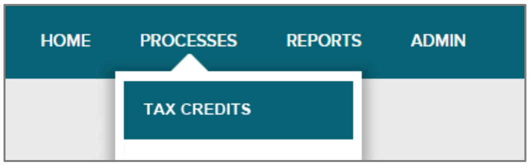


Options available may include:

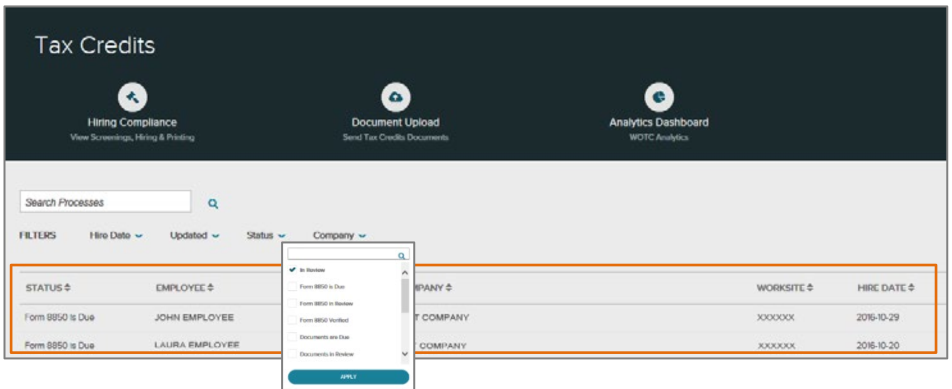
- **New Enrollment**
- **Manage & Fund Cards**
- **Card Inventory**
- **Visa PAT**

Tax Credits

1. Click **Processes** > **Tax Credits**.



2. Click to select Tax Credits options or use filters to narrow your search. Information located through the Search Processes field or filters will appear in the line items below.



Options available may include:

- **Hiring Compliance**
- **Document Upload**
- **Analytics Dashboard**

Filters

Hire Date

- Past 10 Days
- Past 30 Days
- Past 90 Days
- Custom Date Range

Updated

- Past 10 Days
- Past 30 Days
- Past 90 Days
- Custom Date Range

Status

- In Review
- Form 8850 is Due
- Form 8850 in Review
- Form 8850 Verified
- Documents are Due
- Documents in Review
- Documents Verified
- Updates Needed
- Updates Verified
- Form 8850 Completed
- Resolved
- Completed

Company

- Select Name

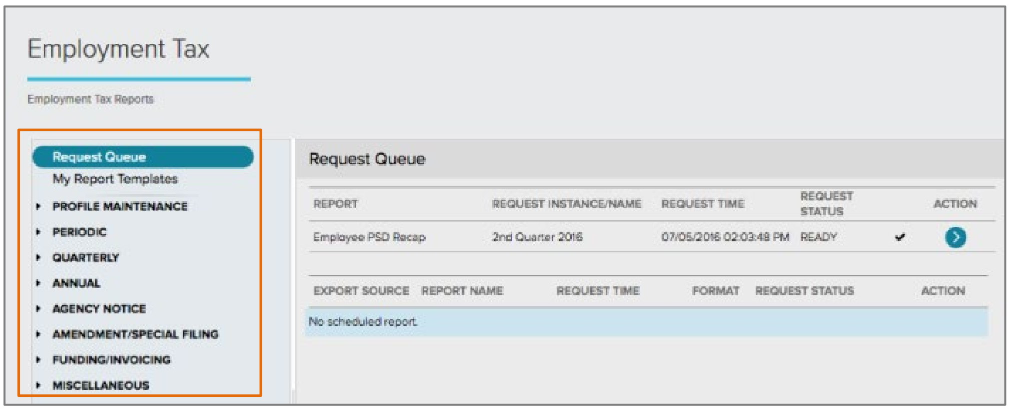
Reports

Report availability is based on the business type and product services for the company/user.

Employment Tax

1. Click **Reports** > **Employment Tax**.

2. Click to select Report options.



Employment Tax Reports

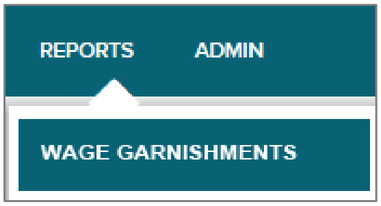
Category	*Report Names and Descriptions*				
Profile Maintenance	**State Unemployment Verification** • Includes the SUI rates provided by your company and/or any rates provided by the agencies to ADP each quarter through direct data exchanges.	**Tax Filing Profile Change** • Displays details of the changes as reported on the applicable Company ID Profile, Company Profile, or State Unemployment Verification reports.	**Applied For IDs** • Lists jurisdictions pending agency-assigned identification (ID) numbers.	**Company ID Profile** • Lists the ID numbers ADP currently has on file. Provides details by tax type and indicates whether ADP or your company is responsible for filing the jurisdiction.	**Company Profile** • Shows identification (ID) numbers, deposit frequencies, and deposit methods that ADP uses to make your tax deposits.
Periodic	**Tax Ledger** • Contains a high-level view of liabilities and deposits while the detail displays each individual item.	**Tax Summary** • Created each time a periodic file is transmitted to ADP and is available after ADP has processed a transmission.	**Transmission Error** • Runs daily, lists cumulative unresolved errors for the quarter.		

Category	*Report Names and Descriptions*				
Quarterly	**941 and 941-SS** • Displays FIT, SS, and Medi wages along with adjustments to Tips, Third Party Sick Pay (3PSP), and Group Term Life (GTL).	**Employee Wage Detail-Local** • Provides the social security number, full name, and total wages for each employee working in a specific locality by year/quarter.	**Employee Wage Detail-State** • Provides the social security number, name, and total wages by year/quarter for each employee to support the tax amounts filed.	**Statement of Deposits and Filings (SOD)** • Quarterly summary of company information, liabilities, and deposit activity for the period reported to the taxing agencies.	*** Employee Quarter Error** • Lists a consolidation of employee-level errors.
Quarterly	**Quarter Balancing** • This report compares your periodic/daily figures to the quarter figures transmitted by the latest quarter file.	**Quarter Balancing Versions** • Displays each file that was balanced individually by date and time, in addition to any quarter files that have rebalanced. An asterisk next to the time and date notes rebalanced files.	**Quarter Balancing Results** • This report reflects errors identified in your quarter file. Displays each file that was balanced individually by date and time.	**Wage Detail Totals** • Compares your quarter figures for all four quarters to your year-to-date (YTD) figures, as well as, provides additional detailed information received on the quarter file.	**Employee PSD Recap** • Displays employee-level lived-in and worked-in local Political Subdivision (PSD) Codes sent on the quarter file.
Annual	**940 Filing – Federal Unemployment Tax Act (FUTA) tax return** • Reflects the total federal unemployment tax due for the completed calendar year and reconciles the tax due against the quarterly deposits made for the year.	**Statement of Deposits and Filings (SOD)** • Summary of company information, liabilities, and deposit activity for the period reported to the taxing agencies.	*** Annual Balancing** • Compares an accumulation of all quarter-to-date (QTD) values from the quarter transmissions to the year-to-date (YTD) values on the latest quarter file transmission and calculates the differences.	*** Backup Listings** • Provides a list of employee-specific data after the close of fourth quarter for W-2, 1099-M, and 1099-R.	**Box Total** • W-2, 1099-R, and W-2 Misc. Box Total reports identify exclusions, dropped, and negative conditions, if they exist.
Agency Notice	**Agency Notice** • Provides a listing of agency notices that have been submitted to ADP. This report is broken down at a company level and shows the date ADP received the notice, the date it was resolved, an agency notice number, tax type, and tax period.	**Agency Notice Package** • Provides a listing of agency notices responded to on your behalf and includes a link to a copy of the original notice and any response packages sent to you and the agency.			
Funding and Invoicing	**Invoice** • Lists pertinent funding information including dollar amounts, impound dates, status, and more.	**Impound Reconciliation** • Displays information by company, and includes details on tax type, the dollar amount, and settlement date.	**Invoice Image** • Provides copies of invoices. **NOTE:** To view images, user must have access to all available Branch/ Company Codes.		

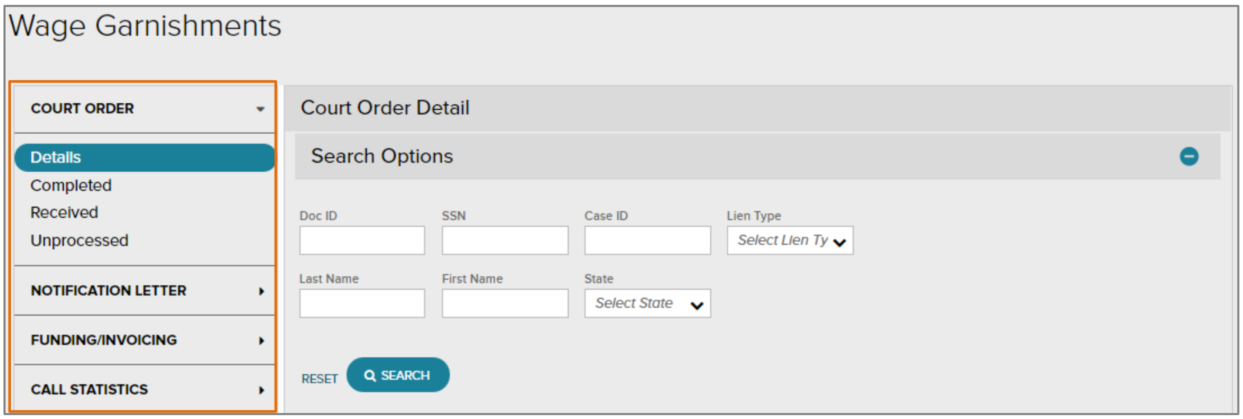
Category	*Report Names and Descriptions*				
Amendments and Special Filings	**Amendment/Special Filing Package** • Provides a listing of amendments and exceptions that were filed by ADP on your behalf and the View Report option provides a copy of the original package sent to you and the agency.	**Amendment/Special Filing** • Amendments or exceptions that ADP has processed, broken down by ID level. Includes the dates the amendment or exception was received and completed, reference number, tax period, and tax type.			
Miscellaneous	**Statement of Reporting (SOR)** • A monthly summary of the company information and month-to-date SUI subject wage liabilities reported to the taxing agency on your company's behalf. A statement is produced for agency accepted reports for the specified month. This report is applicable to Illinois only.	**Employee Detail** • Available 24 business hours after the requested date and time. Provides you with a listing of employee-specific details from either an original quarter close file or from open and/or closed amendment files.	**Multi Worksite Errors** • Provides errors encountered while processing your Multi Worksite Reporting file such as Worksite Identification Code Missing or Incomplete Worksite Identification Code.	**Multi Worksite Profile** • Quarter or date ranges can be filtered by a specific company providing Worksite header details such as State, Reporting Unit Number or Worksite Identification Code. Reviewing this report regularly to identify potential changes will help to ensure correct BLS filings.	**Multi Worksite Recap** • Available on a quarterly basis and provides you with the totals reported to the Bureau of Labor Statistics (BLS), including employee counts and wages.

Wage Garnishments

1. Click **Reports** > **Wage Garnishments**.



2. Click to select Report options.



***Report options displayed vary based on type of service**

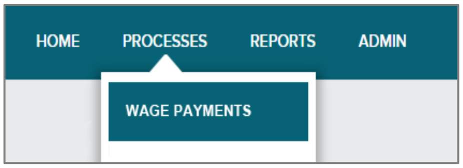
Wage Garnishments Reports

Category	*Report Names and Descriptions*				
Court Order	**Details** • Search for a copy of a court order and the details.	**Completed** • Locate information about the records completed during a specific timeframe. Includes the option to view a copy of the order and/or lien information.	**Received** • Contains confirmation of the court orders received by ADP and includes the option to view a copy of the order.	**Unprocessed** • Lists information about orders that were not processed. View a copy of the order and details. Also view by the following Record Types: - Provide Information - Document Review - Informational Only	
Notification Letter	**Details** • Locate a copy of the letter and details.				
Funding/Invoicing	**Disbursement Detail** • Search for disbursement details by lien. The report can be exported.	**Uncashed Checks** • Lists all uncashed checks two months after they have been issued.	**Invoice Image** • View the image of the invoice.	**Unfunded** • Displays information about the unfunded items.	**Disbursement Monthly Billing** • Provides details about all billed disbursements.

Category	*Report Names and Descriptions*			
	Statement of Payment • Displays a statement of the previous month's invoice activity. This report is available the second business day of each month.	**Invoice** • Lists invoices issued when a disbursement file was received or when an adjustment (refund/credit) was processed.	**Impound Reconciliation** • Displays details on adjustments and invoice information when you query a year/quarter or a date range.	**Client Refund** • Provides details about refunds due to the employees. This report is equivalent to the Refund Spreadsheet. The SSN is masked on this report.
■ **Call Statistics**	**Details** • Provides information from the IVR system to indicate call volume, transfer, and caller survey results.			

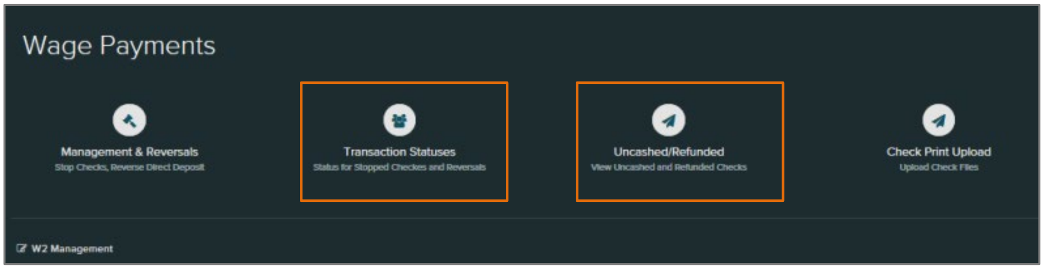
Wage Payments – Check Management

1. Click **Processes*** > **Wage Payments**.



***Reports currently located under Processes**

2. Click **Uncashed/Refunded** or **Transaction Statuses**.

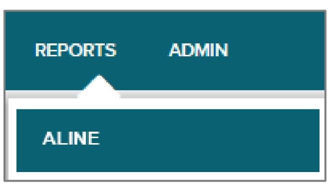


Check Management Reports

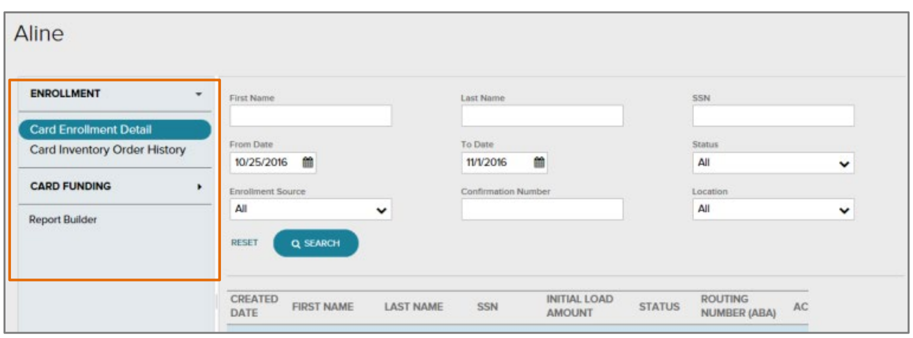
- **Transaction Statuses**
  Status reports for stopped checks and requests for reversals.
- **Uncashed/Refunded**
  View report uncashed and refunded checks.

ALINE

1. Click **Reports** > **ALINE**.



2. Click to select Report options.

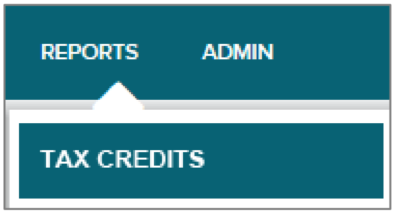


ALINE Reports

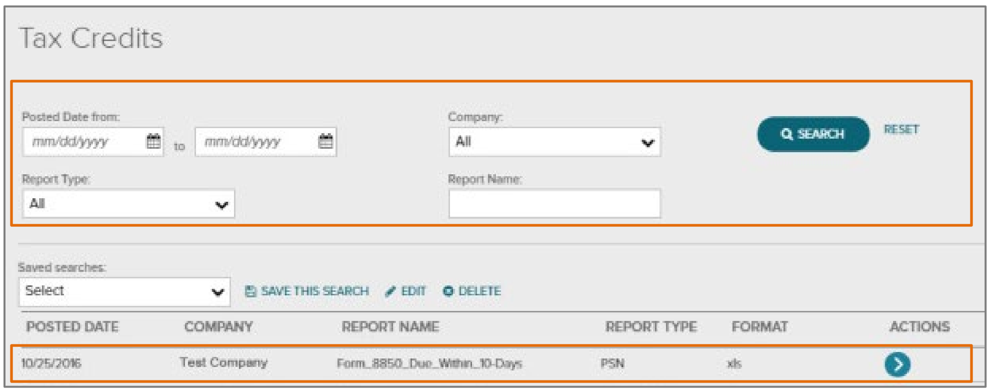
- **Enrollment Detail Report**
- **Funding File Record Status**
- **Inventory Order History**
- **Funding Card Transaction History**
- **Funding File Status**
- **Automated Funding to Paycard Transaction History**

Tax Credits

1. Click **Reports** > **Tax Credits**.



2. Use the Search feature to locate your report. Select Report Type and any additional criteria to narrow your search.
3. Click **Search**.



4. For listed items, use the **Actions** button to process.

Admin

Accounts & Permissions

Only Client Administrators will have visibility of Accounts & Permissions. Set up and manage user permissions effortlessly.

1. Click **Admin**. Accounts & Permissions displays.

2. Click the **Users** or **Groups** tab to set your view preference. Criteria displays below. Select and click the line item for the name desired to display all security details.

3. To set your view preference to only Administrators, slide the **View All Admins button** until it's green. Criteria displays below. Select and click the line item for the name desired to display all security details.

Details

Options available may include:

- Reset Password
- Remove SmartCompliance Access
- View/Edit Profile
- View/Edit Security & Permissions Details
- View/Edit Company Access Details
- Last Modified Date/User