

Automatic Data Processing, Inc.

ADP Freedom

Employee Benefit Reports

Content

Content

Content	i
Chapter 1 – Employee Benefit reports	1
Analysis of Benefit Take-up report	1
Company Car/Van Allocation report	3
Employee Benefit Changes within Period	5
Employee Benefit Statement report	7
Employees by Benefit Plan report	9

This guide provides a brief description of each of the ADP Freedom standard reports that fall under the **Employee Benefits** category, as well as the parameters that you can select when you run the reports.

The Benefits module must be enabled for these reports to be available.

Note: Your reports may display differently depending on the parameters that have been selected when they are run.

Note: For more information on the standard reports available in ADP Freedom, see the Introduction to ADP Freedom Standard Reports or refer to the documents detailing reports available under the other reports categories, namely, Absence, Employee management, HR Compliance, Manpower Planning, Operational, Organisation, Payments, Payroll Analysis, Payrun Review, Statutory Records and Tax Year End.

Analysis of Benefit Take-up report

The purpose of this report is to provide a comprehensive list of benefits that have been taken up by employees in the selected Business Unit(s). The date that the report defaults to, is take-up as at the current date but the user is free to enter any date from which to report on.

- Benefit Category or All
- Benefit or All
- Group By Business Unit or Location.
- Business Unit or All
- Child BUs
- Location or All
- Report Data As At:

Example of Benefit Take-up report

	DE DA O.	Terra a vee	1.5051.05.00050.105	FILE LOVE F	F11010 VED	FILE LOVE
EMPLOYEE NAME	PERSON	EMPLOYEE	LEVEL OF COVERAGE	EMPLOYEE	EMPLO YER	EMPLOYEE
	l ID	CODE		CONTRIBUTION	CONTRIBUTION	PAYMENT
Child Care Vouohers						
BUSINESS UNIT : Head Of						
Aotive - Child oare, basio	oover					
V Ista, M B e	111	110	Child care, basic cover	2 · J · Monthly	2 · J · Monthly	
Active - First Level Cover:	ige					
V Ista, M k e	111	111	FirstLevel Coverage			
Aotive - Generio Coverage	for Annual leav	e plans				
V ista, M k e	111	110	Generic Coverage for Annual leave plans			
Count of Employees by 8t	atus with Child	Care Vouohers in B	USINESS U NIT : Head Office			
Child Care Vou ohers						
BUSINESS UNIT : Payroll						
Aotive - 8 AYE B asio Cove	rage					
Brayfeld , Raymond	E E # 3 5	EE # 3 5	SA YE Basic Coverage	35 A Monthly		
Active - 8 AYE second Lev	el					
Brayleid , Raymond	E E # 3 5	E E # 3 5	SAYE second Level			21.71
Count of Employees by 8t	atus with Child	Care Vouohers in B	U S III E S S U II IT : Payroli			
Child Care Vouohers						
BU SINESS UNIT: Warehou						
Active - Single man cover	age					
Bark, Kevin S	EE 16;	E E 16 ;	Single man coverage	2 · J · Monthly		
Count of Employees by 8t	atus with Child	Care Vouohers in B	V SINESS V II IT : Warehouse Admin			
Count of Employees by 8t	atus with Child	Care Vouohers				

Figure 1 - 1 – Benefit Take-up report

Company Car/Van Allocation report

This report identifies the details of each company car that has been allocated to the employees in a selected tax year. It includes many of the company car details.

- Year
- Sort by Employee Code or Employee Name
- Sort Asc or Desc

Example of Company Car/Van Allocation report

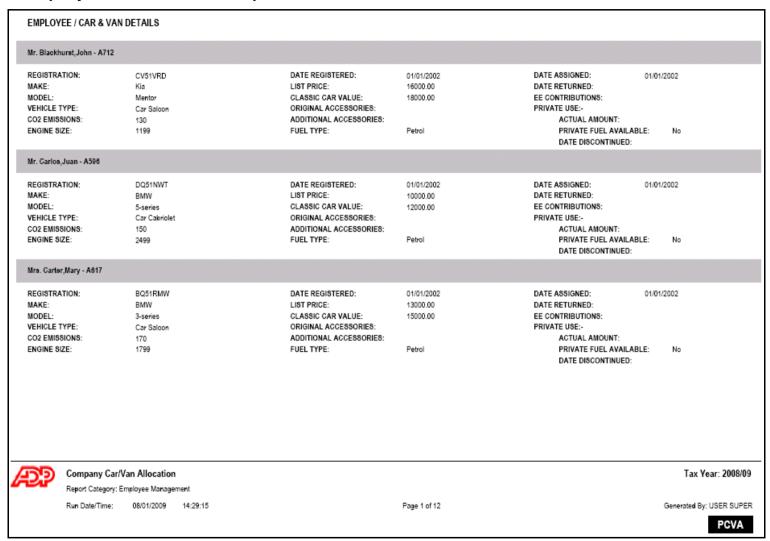


Figure 1 - 2 - Company Car/Van Allocation report

ADP freedom Reports
Page 4

Employee Benefit Changes within Period

This report allows employers to view the details of any benefits that have changed within the period specified in the **Report From** and **Report To** parameters.

- Group by Business Unit or Location
- Business Unit or All
- Child BUs
- Location or All
- Report From
- Report to

Example of Employee Benefit Changes within Period report

EMPLOYEE NAME	PERSON	EMPLOYEE	BENEFIT	BENEFIT COVERAGE DETAIL	EFFECTIVE	EMPLOYEE	EMPLOYER
	ID	CODE			DATE	CONTRIBUTION	CONTRIBUTION
New Benefit Start	ing						
in suran oe							
BUSINESS UNIT : Head Of			Balanda Haralli	Florida and Florida			
V Ista, M k e	111	111	Private Health Insurance	FirstLevel Coverage	13.83.8116		
Employees in BUSINESS (HIT: Head Offic	0 e 1					
Employees with Insuranoe	:	1					
Leave							
BU SINESS UNIT : Assembl	y Line 1						
Crew, Norma &	EE 19 6	EE 196	Beneffts , Employee Leave Plans	Generic Coverage for Annual leave plans	********		
Employees in BUSINESS (III IT : Assembly	L 1					
BUSINESS UNIT:Bond HQ							
G arner, Jam es	10.6	10.6	Benefits ,Employee Leave Plans	Generic Coverage for Annual leave plans	12/12/2016		
Tem plar, Simone	101	1#1	Beneffts ,Employee Leave Plans	Generic Coverage for Annual leave plans	12.05.2111		
Employees in BUSINESS (I II IT : Bond HQ :	. 2					
BUSINESS UNIT : Head Of							
V lsta, M B e	111	110	Benefits,Employee Leave Plans	Generic Coverage for Annual leave plans	12/12/2016		
Employees in BUSINESS (HIT: Head Office	0e 1					
Employees with Leave:		4					
Pension							
BU 81HE88 UNIT : Assembl							
Crew, Norma #	EE 196	EE 196	Benefft Generic pension	Standard Pension Coverage	12.82.2116	51131 %	1,1111 %
Employees in BUSINESS (III IT : Assembly	L 1					
BUSINESS UNIT : Bond HQ							
Garner, James	18.6	18.6	Benefft Generic pension	Standard Pension Coverage	11.01.0111	51131 %	1,111.11 %
Employees in BUSINESS (III IT : Bond HQ :	. 1					
BUSINESS UNIT : Head Of	loe						
V ista, M B e	111	111	Benefft Generic pension	Standard Pension Coverage	11/15/2111	51131 %	1,111.11 %
Employees in BUSINESS (III IT : Head O file	oe 1					

Figure 1 - 3 - Employee Benefit Changes within Period report

Employee Benefit Statement report

The **Employee Benefit Statement** report provides a benefit statement for all relevant employees within the selected business units. Benefit statements will not be produced for employees who are not in receipt of any benefits.

- Group by Business Unit or Location
- Business Unit or All
- Child Bus
- Location or All

Example of Employee Benefit Statement report

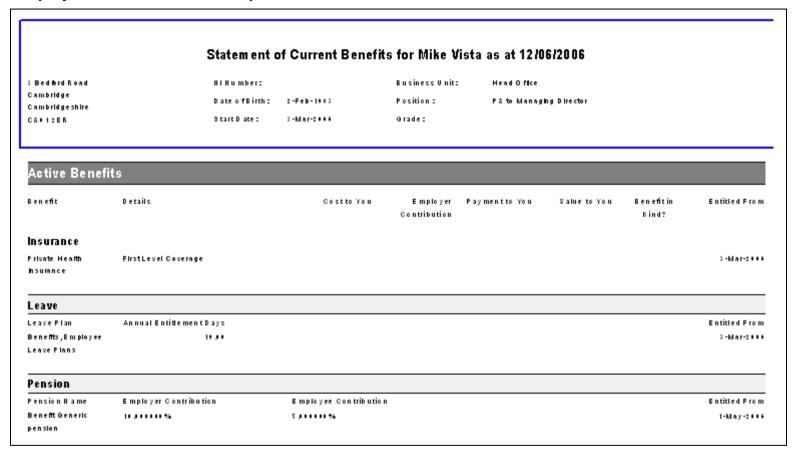


Figure 1 - 4 - Employee Benefit Statement report

Employees by Benefit Plan report

The **Employees by Benefit Plan** report allows employers to view how well their benefit plans are subscribed.

- Group by Business Unit or Location
- Business Unit or All
- Child Bus
- Location or All
- Report Date

Example of Employees by Benefit plan

EMPLOYEE NAME	PERSON ID	EMPLOYEE CODE	POSITION TITLE	BUSINESS UNIT	LOCATION	GRADE	
BENEFIT PLAN : Generio plan for new starters							
BUSINESS UNIT: A ssembly . Ine 1							
Crew, Norma &	E E 19 6	EE 19 6	A 55 embler	A ssembly Line 1	Endless Adventures Ltd	Manual Grade 1	
Count of Employees in BU	SINESS UNIT:	1					
Assembly Line 1							
BUS NESS UNIT: Bond HO							
Garner, James	18.6	18.6	Foreign investigator	Bond HC	B o n dH O		
Templar, Simone	11.1	10.1	in v e stig a to r	Bond HQ	BondH Q		
Count of Employees in BU Bond HQ	SINESSUNIT:	2					
BUSINESS UNIT: Head Of	Ice						
V Ista, M R e	110	110	Personal & ssistant	Head O fice	Endless Adventures Ltd		
Count of Employees in BU Head Offloe	SINESSUNIT:	1					
Count of Employees in BE Generio plan for new start:		4					
BENEFIT PLAN : Danager	Health Plan						
BUS NESS UNIT: Bond HO							
Burgess, Mclean	10.5	10.5	in v e stig a to r	Bond HO	BondH C	Junior Management Grade	
Count of Employees in BU	SINESS UNIT:	1					
Bond HQ							
Count of Employees in BE	HEFIT PLAN:	1					
■ an agers Health Plan							

Figure 1 - 5 – Employees by Benefit Plan report`