



Automatic Data Processing, Inc.

ADP Freedom

Employee Benefit Reports

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Chapter 1 – Employee Benefit reports

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.

Report parameters

- **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:**

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Example of Benefit Take-up report

EMPLOYEE NAME	PERSON ID	EMPLOYEE CODE	LEVEL OF COVERAGE	EMPLOYEE CONTRIBUTION	EMPLOYER CONTRIBUTION	EMPLOYEE PAYMENT
Child Care Vouchers						
BUSINESS UNIT :Head Office						
Active - Child care, basic cover						
Vista, Mike	11*	11*	Child care, basic cover	20.00 Monthly	20.00 Monthly	
Active - First Level Coverage						
Vista, Mike	11*	11*	First Level Coverage			
Active - Generic Coverage for Annual leave plans						
Vista, Mike	11*	11*	Generic Coverage for Annual leave plans			
Count of Employees by Status with Child Care Vouchers in BUSINESS UNIT :Head Office						
Child Care Vouchers						
BUSINESS UNIT :Payroll						
Active - S AYE Basic Coverage						
Brayfield, Raymond	EE*35	EE*35	S AYE Basic Coverage	35.00 Monthly		
Active - S AYE second Level						
Brayfield, Raymond	EE*35	EE*35	S AYE second Level			20.00
Count of Employees by Status with Child Care Vouchers in BUSINESS UNIT :Payroll						
Child Care Vouchers						
BUSINESS UNIT :Warehouse Admin						
Active - Single man coverage						
Bark, Kevin S	EE 163	EE 163	Single man coverage	20.00 Monthly		
Count of Employees by Status with Child Care Vouchers in BUSINESS UNIT :Warehouse Admin						
Count of Employees by Status with Child Care Vouchers						

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.

Report parameters

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

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Example of Company Car/Van Allocation report

EMPLOYEE / CAR & VAN DETAILS					
Mr. Blackhurst, John - A712					
REGISTRATION:	CV51VRD	DATE REGISTERED:	01/01/2002	DATE ASSIGNED:	01/01/2002
MAKE:	Kia	LIST PRICE:	16000.00	DATE RETURNED:	
MODEL:	Mentor	CLASSIC CAR VALUE:	18000.00	EE CONTRIBUTIONS:	
VEHICLE TYPE:	Car Saloon	ORIGINAL ACCESSORIES:		PRIVATE USE:-	
CO2 EMISSIONS:	130	ADDITIONAL ACCESSORIES:		ACTUAL AMOUNT:	
ENGINE SIZE:	1199	FUEL TYPE:	Petrol	PRIVATE FUEL AVAILABLE:	No
				DATE DISCONTINUED:	
Mr. Carlos, Juan - A596					
REGISTRATION:	DQ51NWT	DATE REGISTERED:	01/01/2002	DATE ASSIGNED:	01/01/2002
MAKE:	BMW	LIST PRICE:	10000.00	DATE RETURNED:	
MODEL:	5-series	CLASSIC CAR VALUE:	12000.00	EE CONTRIBUTIONS:	
VEHICLE TYPE:	Car Cabriolet	ORIGINAL ACCESSORIES:		PRIVATE USE:-	
CO2 EMISSIONS:	150	ADDITIONAL ACCESSORIES:		ACTUAL AMOUNT:	
ENGINE SIZE:	2499	FUEL TYPE:	Petrol	PRIVATE FUEL AVAILABLE:	No
				DATE DISCONTINUED:	
Mrs. Carter, Mary - A817					
REGISTRATION:	BQ51RMW	DATE REGISTERED:	01/01/2002	DATE ASSIGNED:	01/01/2002
MAKE:	BMW	LIST PRICE:	13000.00	DATE RETURNED:	
MODEL:	3-series	CLASSIC CAR VALUE:	15000.00	EE CONTRIBUTIONS:	
VEHICLE TYPE:	Car Saloon	ORIGINAL ACCESSORIES:		PRIVATE USE:-	
CO2 EMISSIONS:	170	ADDITIONAL ACCESSORIES:		ACTUAL AMOUNT:	
ENGINE SIZE:	1799	FUEL TYPE:	Petrol	PRIVATE FUEL AVAILABLE:	No
				DATE DISCONTINUED:	



Company Car/Van Allocation

Report Category: Employee Management

Run Date/Time: 08/01/2009 14:29:15

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Tax Year: 2008/09

Generated By: USER SUPER

PCVA

Figure 1 - 2 – Company Car/Van Allocation report

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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.

Report parameters

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

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Example of Employee Benefit Changes within Period report

EMPLOYEE NAME	PERSON ID	EMPLOYEE CODE	BENEFIT	BENEFIT COVERAGE DETAIL	EFFECTIVE DATE	EMPLOYEE CONTRIBUTION	EMPLOYER CONTRIBUTION
New Benefit Starting							
Insurance							
BUSINESS UNIT:Head Office							
Vista, Mike	11*	11*	Private Health Insurance	FirstLevel Coverage	12/01/2014		
Employees in BUSINESS UNIT:Head Office			1				
Employees with Insurance:			1				
Leave							
BUSINESS UNIT:Assembly Line 1							
Crew, Norma A	EE 19*	EE 19*	Benefits,Employee Leave Plans	Generic Coverage for Annual leave plans	12/01/2014		
Employees in BUSINESS UNIT:Assembly L			1				
BUSINESS UNIT:Bond HQ							
Garner, James	19*	19*	Benefits,Employee Leave Plans	Generic Coverage for Annual leave plans	12/01/2014		
Templar, Simone	191	191	Benefits,Employee Leave Plans	Generic Coverage for Annual leave plans	12/01/2014		
Employees in BUSINESS UNIT:Bond HQ:			2				
BUSINESS UNIT:Head Office							
Vista, Mike	11*	11*	Benefits,Employee Leave Plans	Generic Coverage for Annual leave plans	12/01/2014		
Employees in BUSINESS UNIT:Head Office			1				
Employees with Leave:			4				
Pension							
BUSINESS UNIT:Assembly Line 1							
Crew, Norma A	EE 19*	EE 19*	Benefit Generic pension	Standard Pension Coverage	12/01/2014	5.0000 %	1,000.00 %
Employees in BUSINESS UNIT:Assembly L			1				
BUSINESS UNIT:Bond HQ							
Garner, James	19*	19*	Benefit Generic pension	Standard Pension Coverage	12/01/2014	5.0000 %	1,000.00 %
Employees in BUSINESS UNIT:Bond HQ:			1				
BUSINESS UNIT:Head Office							
Vista, Mike	11*	11*	Benefit Generic pension	Standard Pension Coverage	12/01/2014	5.0000 %	1,000.00 %
Employees in BUSINESS UNIT:Head Office			1				

Figure 1 - 3 – Employee Benefit Changes within Period report

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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.

Report parameters

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

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Example of Employee Benefit Statement report

Statement of Current Benefits for Mike Vista as at 12/06/2006							
> Bedford Road Cambridge Cambridgeshire CA1 1ER		ID Number:	Business Unit:	Head Office			
		Date of Birth:	Position:	PA to Managing Director			
		Start Date:	Grade:				
Active Benefits							
Benefit	Details	Cost to You	Employer Contribution	Payment to You	Value to You	Benefit Kind?	Entitled From
Insurance							
Private Health Insurance	First Level Coverage						1-Mar-2006
Leave							
Leave Plan	Annual Entitlement Days						Entitled From
Benefits, Employee	19.33						1-Mar-2006
Leave Plans							
Pension							
Pension Name	Employer Contribution	Employee Contribution					Entitled From
Benefit Generic pension	10.000000%	5.000000%					1-May-2006

Figure 1 - 4 – Employee Benefit Statement report

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Employees by Benefit Plan report

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

Report parameters

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

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Example of Employees by Benefit plan

EMPLOYEE NAME	PERSON ID	EMPLOYEE CODE	POSITION TITLE	BUSINESS UNIT	LOCATION	GRADE
BENEFIT PLAN : Generic plan for new starters						
BUSINESS UNIT: Assembly Line 1						
Crew, Norma A	EE 196	EE 196	Assembler	Assembly Line 1	Endless Adventures Ltd	Manual Grade 1
Count of Employees in BUSINESS UNIT :			1			
BUSINESS UNIT: Bond HQ						
Garner, James	196	196	Foreign Investigator	Bond HQ	BondHQ	
Templar, Simone	191	191	Investigator	Bond HQ	BondHQ	
Count of Employees in BUSINESS UNIT :			2			
BUSINESS UNIT: Head Office						
Vista, Mike	118	118	Personal Assistant	Head Office	Endless Adventures Ltd	
Count of Employees in BUSINESS UNIT :			1			
BENEFIT PLAN : Managers Health Plan						
BUSINESS UNIT: Bond HQ						
Burgess, Mclean	195	195	Investigator	Bond HQ	BondHQ	Junior Management Grade
Count of Employees in BUSINESS UNIT :			1			
BUSINESS UNIT: Bond HQ						
Count of Employees in BENEFIT PLAN :			1			
Managers Health Plan						

Figure 1 - 5 – Employees by Benefit Plan report`