Year End Client **ONLINE** Training Module Now Available

- Not able to attend a live Year End webinar session?
- Still want to help ensure your company and employee information is properly closed out for the year?
- Curious how to prepare to start 2015 properly?
- Wondering what's changed since last year?
- The online training module will cover the tools you will need to close out payroll for 2014 and help to ensure a hassle-free transition to 2015.

CLIENT TRAINING WILL COVER:

- Year End Processing tools and resources
- Verifying employee and company information for accurate Forms W-2
- Processing 2014 adjustments, bonus payrolls, and recording taxable fringe benefits
- Preparing for 2015

IS THIS RIGHT FOR ME?

The online training module is essential for new clients and new administrative contacts for more tenured clients who weren't able to attend one of the live webinar sessions. There will be legislative updates that will be valuable for everyone.

ONLINE TRAINING MODULE DATES AND TIMES:

The module is conveniently available 24/7 to help accommodate your busy schedule.

HOW TO GET MORE INFORMATION

Follow the registration instructions on the next page
or
Contact your ADP Resource Payroll Service Representative or HR Business Partner who can tell you more about the training or help you to register.
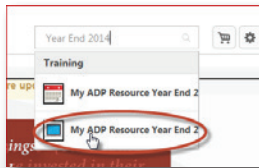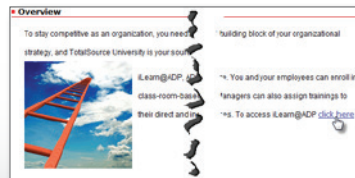
To find and launch the My ADP Resource Year End 2014 Online Course:,
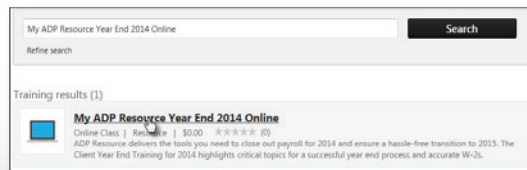**go to www.myadpresource.com and complete the following steps:**

From the HR tab, scroll down the navigation menu to Resource University and click the plus icon.

Click on "Overview", then from the main screen, locate the iLearn@ADP login link.

Type "Year End 2014" in the search field in iLearn (top right corner of screen) – Course offerings will appear. Select the online version with the blue monitor icon.
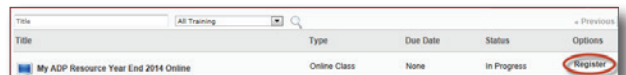
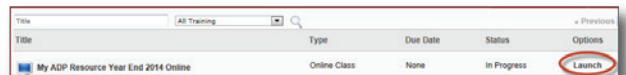Click on the title "My ADP Resource Year End 2014 Online"

Click on "Request"

This takes you to your transcript – click Register

Then click Launch to start the course

If you need further assistance with iLearn@ADP, please contact your ADP Resource Payroll Service Representative, HR Business Partner or email ADP Learning Support at **learningsupport@adp.com**.

HR. Payroll. Benefits.