



**ADP LYRIC**

**EXTENDED PROFILE**



## OVERVIEW

Designed to adapt to unique business structures, Lyric HCM uses generative AI to automate tasks and personalize employee interactions.

ADP's next-gen HCM also offers global payroll support, cloud-native design, and responsive web and mobile accessibility. It unifies core HR, payroll, talent, workforce management, benefits, and analytics in one intuitive interface.

## CORE FUNCTIONALITY

- **Human capital management:** Automate hiring, onboarding, transfers, leaves, and offboarding. Configure complex org charts, manage openings, and track policy acknowledgements.
- **Payroll:** Process pay runs with adaptable workflows, catch errors before they hit employees' accounts, and meet global tax and labor rules. Give teams self-service access to pay statements and preferences via web or mobile.
- **Recruitment and talent management:** Simplify recruitment with tailored candidate experiences. Track performance, deliver learning at scale, manage compensation, and plan succession.
- **Workforce management:** Capture hours via desktop, mobile, or badge. Build schedules, approve time off, and feed hours directly into payroll. Handle absence cases and verify qualifications in one workflow.
- **Analytics & benchmarking:** Unlock over 100 standard HCM metrics and AI-driven storyboards. Compare your data against peers, set alerts, and share dashboards to guide strategic decisions.
- **Benefits:** Configure open enrollment, guide employees through choices, integrate with carriers, and track program effectiveness.






## SOFTWARE SPECIFICATION


OVERVIEW	
PRODUCT NAME	ADP Lyric
SOFTWARE FEATURES	
ABSENCE MANAGEMENT	✓
BENEFITS ENROLLMENT	✓
COBRA	✓
COMPENSATION	✓
COMPLIANCE	✓
DISCIPLINARY ACTION	✗
EMPLOYEE SELF SERVICE	✓
FMLA	✓
HEALTH & SAFETY	✓
MANAGER SELF SERVICE	✓
ON & OFF BOARDING	✓
PAYROLL	✓
PERFORMANCE MANAGEMENT	✓
RECRUITMENT	✓
REVIEWS	✓

SOCIAL NETWORKING	✗
SUCCESSION MANAGEMENT	✓
TIME & ATTENDANCE	✓
TRAINING & SKILLS	✓
VACATION & SICK LEAVE	✓
WORKFLOW	✓
WORKFORCE ANALYTICS	✓
TRAVEL & EXPENSES	✓
<b>ORGANIZATION SIZE</b>	
ENTERPRISE (1000+ EMPLOYEES)	✓
MEDIUM (251-1000 EMPLOYEES)	✗
SMALL (1-250 EMPLOYEES)	✗
<b>PLATFORM</b>	
CLOUD	✓
INSTALLED	✗
<b>PRODUCT INFO</b>	
MODULAR	✓
MULTI LANGUAGE	✓
MULTI CURRENCY	✓
CUSTOMIZABLE	✓
<b>FURTHER INFORMATION</b>	



## SOFTWARE SCREENSHOTS





 Corporate, Inc. ✓  







### Good morning, Elina!


Have a great day!


#### Recent Actions [View all](#)

-  Edit Direct Deposit
-  Request Time Off
-  View my Schedule
-  Go to Company Learning

#### Quick Links

-  View my Pay
-  Retirement Plan
-  Clock in/out
-  View my Benefits



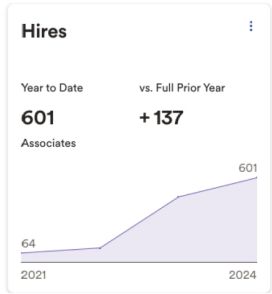
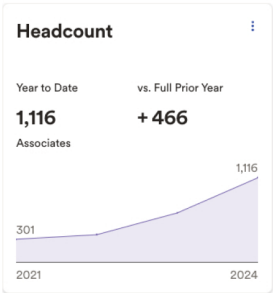
 Corporate, Inc.  
Monday, Sept 30, 2024

#### What would you like to do today?

#### Things To Do

- Company Policy Acknowledgment**  
4 Pending; 1 Overdue
- Benefits Open Enrollment**  
Requires Review
- Pay Statement Available**

# My Workforce



### Your First Day

Due Date: Monday, April 2

**50% Completed**

- Complete Your I-9** Completed  
Fill out your I-9 form to verify your employment eligibility.
- Attend our Team Welcome Meeting**  
Confirm you will attend our team meeting to meet your new colleagues.

### Your First Week

Due Date: Monday, April 2

- Review Your Benefits**  
Explore the benefits available to you and make your selections.
- Set up Direct Deposit** Required  
Ensure your paychecks are deposited directly into your bank account.
- Have Lunch with the Team**  
Join your team for lunch to build connections and get acquainted.
- Complete Onboarding Training** Required  
Go through the required onboarding training, company policies and procedures.