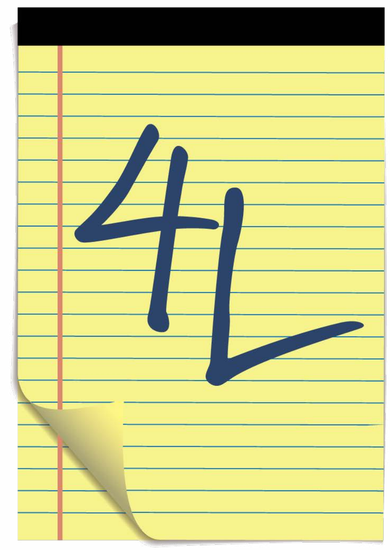
Payroll Matters



Payroll is one of the most complex, nuanced and unsung aspects of a law firm's business, where nothing short of perfection is acceptable and anything less affects the morale of staff and partners alike. Yet while law firms continually strive to improve efficiency and streamline processes, payroll and HR Operations seldom receive much attention. Not so at 4L, where we believe midsize law firms benefit from technology-enabled HR and payroll solutions that help reduce administrative burden, improve efficiency, lower costs and enhance the employee experience.

Not all approaches to payroll and HR are the same. 4L routinely designs special protocols to meet the unique requirements of staff, associate, counsel and partner payrolls – whether based on hourly, salary, formula or piecemeal compensation arrangements – all against the framework of multi-state employment laws and tax protocols.

4L's payroll and HR experience and efficiency enable law firm managers to focus on the many other challenges that typically dominate their time.

4L's primary partner for HR and payroll platforms is ADP with ADP Workforce Now (WFN) and ADP TotalSource® as a Professional Employer Organization (PEO). ADP Workforce Now® is ADP's flagship HCM platform, designed to help organizations manage payroll, HR, benefits, time, talent and HR compliance through a unified solution.

Workforce Now Features

▸ An employee self-service portal supporting

- Employee onboarding
- Submission of W-4 and related tax information, bank account changes, 401k and other deduction elections
- Retrieval of earnings statements and W-2 tax forms

▸ Integrated time/attendance recording system

- Overtime approval workflow
- Time-off request-approval workflow
- PTO tracking

▸ Worker compensation insurance coverage

- Pay-as-you-go workers' compensation integration helps improve cash flow by aligning premiums with actual payroll data.

▸ Payroll taxes

- Payroll tax processing
- Payroll tax reporting

4L by the numbers
2025

PAYROLLS PROCESSED
747

NUMBER OF EMPLOYEES
19,273

GROSS SALARIES
$144,492,394

STATE & LOCAL TAX JURISDICTIONS
110

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▸ User-friendly technology

- AI-enabled workforce insights and reporting tools designed to support data-informed decision making
- Employee self-service tools that give employees convenient access to pay, benefits, tax documents and HR support
- Mobile-first experience that keeps employees connected anytime, anywhere

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ADP TotalSource® Features

As a complement to its payroll and workforce technology solutions, 4L offers access to ADP TotalSource®, one of the nation's largest IRS-certified and ESAC-accredited Professional Employer Organizations (PEOs).

For law firms, ADP TotalSource helps simplify HR administration, strengthen compliance, enhance the employee experience, mitigate risk and provide access to competitive benefits that can support the recruitment and retention of top legal and administrative talent. ADP TotalSource allows firms to spend less time managing employment-related complexities and more time serving clients.

▸ Dedicated HR Expertise & Support

- Access to experienced HR professionals for day-to-day guidance
- Support with employee relations, compliance questions, and workforce challenges
- Strategic HR planning aligned to your firm's goals and growth objectives
- Guidance on navigating multi-state employment requirements and changing regulations

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▸ Comprehensive HR & Compliance Support

- Payroll administration
- Benefits administration
- HR compliance support
- Risk management and workplace safety resources
- Employee onboarding and HR best practices

▸ Competitive Benefits to Help Attract and Retain Talent

- Access to a broad portfolio of benefits typically associated with larger employers through the ADP TotalSource PEO model.
- Medical, dental, vision, retirement, and additional voluntary benefit options
- Benefits programs that can help law firms compete for top talent

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▸ Scalable Workforce Technology

In addition to the features available through ADP Workforce Now®:

- Integrated employee and manager self-service tools
- Workforce insights and reporting
- Technology designed to scale as your firm grows
- Mobile access for employees and managers

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▸ Why Choose an IRS-Certified PEO?

- IRS-certified PEOs meet rigorous financial, reporting and operational requirements
- Added confidence that federal employment tax obligations are managed appropriately
- Enhanced transparency and accountability through federal certification standards
- Backed by the experience and scale of ADP

To learn more about how ADP and 4L help law firms streamline payroll, HR and workforce management, visit https://info.adp.com/partner-4L or connect with your dedicated representative.

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