# XcelHR

Clients of XcelHR are able to maximize their return on the wage dollars they invest in their employees through access to the 146* employment related services and products in our PEO offering.

*113 fee-inclusive services and 33 optional and/or fee-extra services.*

## Human Resources

| | |
|---|---|
| 1) | Employment application updating / compliance |
| 2) | Job Description writing (first time) |
| 3) | Job Description updating and for new hires |
| 4) | Employment verifications |
| 5) | Arbitration agreements (required for all co-employees) |
| 6) | PTO (vacation / leave) policy development |
| 7) | PTO (vacation / leave) policy administration |
| 8) | Employment rights posters cost / updating (1+) |
| | Employment law compliance guidance and administration assistance: |
| 9) | PRWORA (1+) |
| 10) | IRCA - I-9 (1+) |
| 11) | FLSA (1+) |
| 12) | USERRA (1+) |
| 13) | HIPAA (1+) |
| 14) | EPA (2+) |
| 15) | ADA (15+) |
| 16) | PDA (15+) |
| 17) | GINA (15+) |
| 18) | Title VII (15+) |
| 19) | ADEA (20+) |
| 20) | FMLA (50+) |
| 21) | WARN (100+) |
| 22) | EEO (50+ & Fed Cntrts, or 100+) |
| 23) | EEO-1 Filing (50+ & Fed Cntrts, or 100+) |
| 24) | E-Verify |
| 25 | Handbook receipt documentation |
| 26 | Wage / salary administration & research |
| 27) | Disciplinary/probation policies / procedure development |
| 28) | Disciplinary/probation action - documentation / implementation assistance |
| 29) | Grievance / complaint procedure policy development |
| 30) | Employee handbook development / distribution |
| 31) | Employee handbook changes / compliance updating |
| 32) | Supervisor Training - Interviewing |
| 33) | Employee / Supervisor Training - Sexual Harassment |
| 34) | Supervisor Training - Discrimination |
| 35) | Supervisor Training - Termination Procedures |
| 36) | Wage and hour claims response |
| 37) | DOL communication assistance |
| 38 | BLS response |
| 39 | Human Resources compliant forms resource |
| 40) | Employee files management - HIPAA compliance (1+) |
| 41) | Employee files management - retention tracking |
| 42) | Employee files management - timely destruction |
| 43) | Employee anniversary date tracking |
| 44) | Tracking of skills, licenses, and certifications |
| 45) | MyXcel HRIS (Human Resource Information System) |
| 46) | HRIS - manager access & training |
| 47) | HRIS - employee self service access & training |
| 48) | HR management reports via HRIS (web or on-site) |
| 49) | Tracking of company issued property |
| 50) | State(s) unemployment claims administration (1+) |
| | Government Contractor compliance assistance: |
| 51) | Service Contract Act benefits guidance |
| 52) | Executive Order 11246 guidance |
| 53) | Vocational Rehabilitation Act guidance |
| 54) | Vietnam-Era Veterans Readjustment Act guidance |
| 55) | Davis Bacon Act guidance |
| 56) | Copeland Act guidance |
| 57) | Walsh-Healy Act guidance |
| 58) | VETS - annual reporting |

## Employee Benefits

| | |
|---|---|
| 59) | PPACA (aka ACA) compliance / guidance (50+) |
| 60) | ERISA reporting / disclosure (Form 5500, SARs, etc) (1+) |
| 61) | COBRA administration and liability (20+) |
| 62) | State Benefits Continuation laws (vary) |
| 63) | Employee benefits communication / education |
| 64) | Insurance coverage acceptance / waivers |
| 65) | Annual shopping / comparing benefit options |
| 66) | Annual rate negotiation |
| 67) | Research / answer employee questions on benefits |
| 68) | Benefit plans premium reconciliation / payment |
| 69) | Open-enrollment meetings / administration |
| 70) | Employee eligibility / change tracking and processing |
| 71) | Voluntary benefits plans shopping |
| 72) | Voluntary benefits enrollments / administration |
| 73) | Voluntary Dental |
| 74) | Voluntary Vision |
| 75) | Voluntary Life |
| 76) | Voluntary Disability |
| 77) | Retirement plan enrollment / waiver (XcelHR M.E.P. only) |
| 78) | Retirement plan fiduciary risk management (XcelHR M.E.P. only) |
| 79) | Retirement Plan - Form 5500 filing (XcelHR M.E.P. only) |
| 80) | Retirement Plan - annual discrimination testing (XcelHR M.E.P. only) |
| 81) | Premium Only Plan (125) administration |
| 82) | Dependent Care (125) administration |
| 83) | HSA / HRA group plans |

## Workplace Safety / Workers Comp

| | |
|---|---|
| 84) | WC - upfront deposit management/negotiation |
| 85) | Pay-as-you-owe WC premium schedules |
| 86) | Annual wage & premium audit administration |
| 87) | WC claims administration / first report of injury |
| 88) | Return to work programs - facilitate and track |
| 89) | Safety audits & inspections facilitation (if covered under XcelHR's master WC policy) |
| 90) | OSHA compliance assistance (1+) |
| 91) | OSHA 300 log maintenance (11+) |
| 92) | Safety manual template (generic) |
| 93) | Safety training library |
| 94) | Certificates of insurance administration |

## Payroll / Tax Administration

| | |
|---|---|
| 95) | W-4 administration (1+) |
| 96) | State withholding forms administration (1+) |
| 97) | Payroll processing: either service or internal, plus software, checks, materials, etc |
| 98) | Direct deposit |
| 99) | Pay card (debit card) processing ** |
| 100) | Quarterly form 941 filings (1+) |
| 101) | State(s) quarterly withholding tax filings and deposits (1+) |
| 102) | State(s) Unemployment Insurance (SUI) quarterly tax filings (1+) |
| 103) | W-2 and W-3 preparation and distribution (1+) |
| 104) | Federal unemployment administration - 940 filing (1+) |
| 105) | State(s) Unemployment Insurance account & rate (1+) *** |
| 106) | SUI experience rate(s) verification / negotiation |
| 107) | Job costing (wages in depts or jobs) |
| 108) | IRS compliance / correspondence (employment related) |
| 109) | CCPA compliance / guidance (1+) |
| 110) | Garnishment liability / paperwork processing (1+) ** |
| 111) | Child support paperwork processing ** |
| 112) | Lost checks - stop payments / re-issue ** |
| 113) | Responding to employment and wage verification request |

*** fee will apply to Client Reporting States where Client does not have an account

** nominal Employee fee applies

# Optional and/or Fee-Extra Services

## Recruiting

| | |
|---|---|
| 1) | Recruiting strategy assistance |
| 2) | Job posting ad design |
| 3) | Job posting ad / job board placements |
| 4) | Recruiter / Staffing assistance |
| 5) | Coordination of the interview process |
| 6) | Applicant resume reviews |
| 7) | Employment phone interviews |

## Human Resources

| | |
|---|---|
| 8) | Motor vehicle record checks |
| 9) | Criminal background checks |
| 10) | Post-offer drug testing |
| 11) | Pre-employment testing |
| 12) | Drug testing (reasonable cause, random, periodic) |
| 13) | EPLI - Employment Practices Liability Insurance (required $0.93/employee/week) |
| 14) | Employee litigation response |
| 15) | Affirmative action plans (Fed cntrtr's) |
| 16) | On-site HR assistance (hourly or project based; case by case basis) |

## Employee Benefits

| | |
|---|---|
| 17) | Group Health / Prescription insurance coverage |
| 18) | Group Dental coverage |
| 19) | Group Vision coverage |
| 20) | Group Life coverage |
| 21) | Group Short Term Disability coverage |
| 22) | Group Long Term Disability coverage |
| 23) | Health / wellness programs (Call-A-Doc) |
| 24) | 401k Retirement Plan (XcelHR M.E.P. only) |
| 25) | FSA (125) administration |
| 26) | Client Profit Sharing program administration |
| 27) | Employee Assistance Plan (EAP) |

## Workplace Safety / Workers Comp

| | |
|---|---|
| 28) | Workers Compensation (WC) coverage (1+) |
| 29) | Post accident drug testing |
| 30) | Waivers of Subrogation |

## Payroll / Tax Administration

| | |
|---|---|
| 31) | Timeclock system |
| 32) | Time and attendance GL interface capabilities |
| 33) | Certified payroll |

*Updated 4-28-17*