



YOUR BUSINESS IS UNIQUE....

SO IS OUR SOLUTION.

Focus on what you do best.

We'll take care of the rest. Managing day-to-day administration can distract you from what you want to be doing... growing your business. XcelHR can free you from managing your back office so you can take care of your front office. Whether it's payroll processing, human resource management, or finding the right person to fit your needs, XcelHR has the right solution.

LET US CUSTOMIZE A SOLUTION FOR YOU.

Give us a call at **1-800-776-0076** or visit us at **www.XcelHR.com**

A Customized HR Solution *THAT FITS YOUR BUSINESS*

- Increase productivity and save time
- Identify and control employee and HR delivery costs
- Reduce employer liability risk
- Manage risk
- Attract, retain and develop top talent
- Expand the depth and capacity of HR resources

HR VALUE CHAIN

RECRUITMENT & SELECTION*

- Full-service recruiting solution
- Online job posting and candidate sourcing
- Resume searching and screening
- Candidate assessment
- Interview management and coordination
- Background and drug screening

EMPLOYEE ONBOARDING

- Automated employee onboarding solution
- New hire processing
- Employee training
- Employee socialization

PAYROLL & TAX ADMINISTRATION

- Web-based payroll processing
- Standard and customized reporting
- Tax remittance and management
- Garnishments
- Manual checks

BENEFITS ADMINISTRATION

- Licensed Insurance advisor services
- Benefit plan design
- Online benefits enrollment
- Section 125 and FSA administration
- Employee assistance programs
- Eligibility tracking
- FMLA administration
- 401(k) plan
- COBRA administration

EMPLOYEE RELATIONS

- Performance and Talent management
- Employee service center
- Employee leave administration
- Online employee self-service
- Dispute and conflict resolution
- Wage negotiation

TRAINING & DEVELOPMENT

- Drug free workplace programs
- Responsible workplace
- Executive/leadership
- ADA
- Customized training programs

RISK MANAGEMENT

- Workers' Compensation program selection
- Proactive safety services and programs
- Claim management and resolution
- Unemployment claim administration
- Training

REGULATORY COMPLIANCE

- HR guidance and support
- Labor management reporting
- FMLA
- Affirmative action
- Fair Labor Standards Act
- Minimum wage
- Legal defense benefit and support

EMPLOYEE OFF BOARDING

- HR guidance and support
- Automated off boarding solution*
- Outplacement services available*

CONNECT

- Cloud-based HRIS system
- Paperless documentation management
- Simplified onboarding and benefits enrollment
- Control over day-to-day HR management
- Service experts who assist with each department

*Optional service for additional fee