



Employee Management Services

Services & products in blue are only available as a PEO

Human Resources

Employee application updating/compliance	E-Verify
Job description writing (first time)	Handbook receipt documentation
Job description updating & for new hires	Wage/salary administration & research
Employment verifications	Disciplinary/probation policies/procedure development
PTO (vacation/leave) policy development	Disciplinary/probation action-documentation/implementation asst.
PTO (vacation/leave) policy administration	Grievance/complaint procedure policy development
Employment rights posters cost/updating (1)	Employee handbook development/distribution
Employment law compliance guidance & administration assistance:	Employee handbook changes/compliance updating
PRWORA (1+)	ADA (15+)
IRCA I-9 (1+)	PDA (15+)
FLSA (1+)	GINA (15+)
USERRA (1+)	Title VII (15+)
HIPPA (1+)	ADEA (20+)
EPA (2+)	FMLA (50+)
EEO (50+ & Fed Confs or 100+)	WARN (100+)
EEO-1 Filing (50+ & Fed Confs or 100+)	
Employee anniversary date tracking	BLS response
Tracking of skills, licenses & certifications	Human resources compliance forms resource
Connect HRIS System	Employee files management-HIPPA compliance (1+)
HRIS-manager access & training	Employee files management-retention tracking
HRIS employee self-service access & training	Employees files management-timely destruction
HR management reports via HRIS report writer	Tracking of company issued property
Arbitration agreements (required of all co-employers)	State(s) unemployment claims administration (1+)

Employee Benefits

PPACA (or "ACA") compliance/guidance (50+) ****	Voluntary Dental
COBRA administration & liability (20+)	Voluntary Vision
State Benefits Continuation laws (vary)	Voluntary Life
Employee benefits communication/education	Voluntary Disability
Insurance coverage acceptance/waivers	Retirement Plans enrollment/waiver (MEP Plan only)
Annual shopping/comparing benefit options	Retirement plan fiduciary/trustee risk management (MEP Plan only)
Annual rate negotiation	Retirement plan-Form 550 filing (XcelHR MEP plan only)
Research/answer employee benefit questions	Retirement plan-annual discrimination testing (MEP plan only)
Benefit plans premium reconciliation/payment	Premium Only Plan (125) administration
Open enrollment meetings/administration	Dependent Care (125) administration
Employee eligibility/change tracking & processing	Healthcare Savings Account (HSA) administration
Voluntary benefits plans hopping	Healthcare Reimbursement Account (HRA) setup assistance
Voluntary benefits enrollment/administration	

*All insurance related services above assume that XcelHR is broker-of-record for the products. ****Available but fee-extra if under ASO; only for 1st full calendar year w/XcelHR, unless a new business.*

Payroll & Tax Administration

W-4 administration (1+)	State(s) unemployment insurance account & rate (1+) ***
State withholding forms administration (1+)	SUI experience rate(s) verification/negotiation
Payroll processing:	Job costing (wages in depts or jobs)
Service or internal incl. software, checks, materials, etc.	IRS compliance/correspondence (employment related)
Direct deposit	CCPA compliance/guidance (1+)
Pay card (debit card) processing **	Garnishment liability/paperwork processing (1+)
Quarterly form 941 filings (1+)	Child support paperwork processing **
State(s) quarterly withholding tax filings & deposits (1+)	Lost checks - stop payments/re-issue **
State(s) unemployment insurance (SUI) quarterly tax filings (1+)	Responding to employment & wage verification request
W-2 & W-3 preparation & distribution (1+)	Federal unemployment administration 940-filing (1+)

Workplace Safety & Workers Compensation

Workers Comp-upfront deposit management	OSHA compliance assistance (1+)
Pay-as-you-owe WC premium schedules	OSHA 300 log maintenance (11+)
Annual wage & premium audit administration	Safety manual template (generic)
WC claims administration/first report of injury	Safety training library *
Return-to-work programs-facilitate & track	Certificates of insurance administration
Safety audits & inspections facilitation *	* if covered under XcelHR's master Workers Comp policy

Government Contractors

Government Contractor compliance assistance:

Service Contract Act benefits guidance	Davis Bacon Act guidance
Executive Order 11246 guidance	Copeland Act guidance
Vocational Rehabilitation Act guidance	Walsh-Healy Act guidance
Vietnam-Era Veterans Readjustment Act guidance	VETS - annual reporting

Optional and/or Fee-Extra Services

Recruiting	Performance Management
Recruiting strategy assistance	Flexible Reviews
Job posting ad design	Template Library
Job posting ad/job board placements	Employee Development
Recruiting/staffing assistance	Employee Feedback
Coordination of interview process	Tracking & Documentation
Applicant resume reviews	Reporting
Employment phone interviews	Notification System
	Training and Implementation

Optional and/or Fee-Extra Services (Continued)

Human Resources

Motor vehicle record checks
 Criminal background checks
 Post-offer drug testing
 Pre-employment testing
 Drug testing (reasonable cause, random, periodic)
[EPLI-Employment Practice Liability Insurance](#)
[Employee litigation response](#)
 Affirmative action plans (federal contractors)
 On-site HR assistance

Off-site HR project assistance outside scope of above list

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

** Nominal fee to Employee applies.

Workplace Safety & Workers Compensation

[Workers Compensation \(WC\) coverage \(1+\)](#)
[Post accident drug testing](#)

Employee Benefits

PPACA compliance/guidance (50+) **** (fee-inclusive under PEO)
 Group health/prescription insurance coverage
 Group dental coverage
 Group vision coverage
 Group Life coverage
 Group short-term disability coverage
 Group long-term disability coverage
 Health/wellness programs
[401k Retirement plan \(XcelHR Multiple Employer Plan only\)](#)

FSA 9125) administration

Client Profit Sharing program administration

Employee Assistance Plan (EAP)

Payroll & Tax Administration

Timeclock systems
 Time & attendance GL interface capabilities
 Certified payroll
 Custom, non standard reports (those requiring programming)

