

# Rich HR Service Simplified



If you've struggled to deliver rich HR services to your clients, there's a good chance you've considered many options. The ExcellonHR portfolio of services allows firms like Certified Public Accountants, Insurance Brokers, Outsourced CFOs, Payroll Providers and Staffing Agencies to provide an unprecedented depth of HR services without the need to employ costly full time HR consultants.

For many clients, ExcellonHR services center around our HR Help Desk. Help Desk calls are answered by a live operator 24 hours a day, 7 days a week. Questions can also be submitted through a customized portal featuring your company's name and logo. All calls are tracked and satisfaction questionnaires are generated for every interaction. Our average response time is less than two hours, and our satisfaction rating is over 98%.

Our industry leading Help Desk is supplemented with online tools, webinars, update emails and on site training programs that allow your employees to take an active role in delivering HR services. One particularly valuable tool is our 100 point HR Risk Assessment that allows you to help discover the areas of greatest need within an organization.



If you discover a need for a greater depth of service, you don't have to search for another provider. Our team can review and update handbooks, job descriptions, policies and more.

Firms which wish to become even more involved in HR outsourcing can utilize our customizable

A word cloud graphic with a white background and a thin grey border. The central text reads "Broad Support on a full range of HR, Benefits and Safety Topics" in a large, blue, serif font. Surrounding this central text are various HR-related terms in smaller, grey, sans-serif fonts, including: "OSHA", "Workers' Compensation", "LEAVE MANAGEMENT", "ADA", "Employee Handbooks", "Section 125 Plans", "Disability Accommodations", "Employee Classification", "EEO", "COBRA", "Record Retention", "Anti-Discrimination", "USERRA", "FMLA", "Emergency Preparedness", "Talent Management", "Personnel Policies", "Compensation Strategies", and "FLSA".

Human Capital Management programs which allow you to develop robust "single source" solutions that meet the needs of your diverse clientele. In addition to your in-house services, we can integrate with the nation's top payroll provider to offer seamless service to companies that don't have the resources or desire to handle common HR functions internally.

# Online Resources

ExcellonHR combines the benefits of an expertly staffed help desk, consulting and outsource services, with the convenience of online resources. Subscriptions includes access to our web platform that provides valuable forms, documents and guidance on various state and federal laws. HR Update emails help keep your clients up-to-date on the latest HR developments while encouraging use of the Help Desk.

Finally, we include monthly webinars for your clients. These informative webinars provide practical guidance on a range of HR and management issues. Whether it's a technical concept like reasonable accommodations under the ADA or managerial like improving employee engagement and job satisfaction, our webinars are designed to make complex HR and management topics approachable. As an added bonus, courses are submitted to the HR Certification Institute (HRCI) for continuing education credit towards PHR, SPHR or GPHR certification.

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**hrPros** HOME SERVICES ABOUT US

**EXCELLONHR ALLOWS FIRMS TO OFFER RICH HR SERVICES TO THEIR CLIENTS AT REMARKABLY LOW COSTS**

**Excellon** More Than a Job

WELCOME TO HR PROS  
a leader in innovative outsourced HR services and Human Capital Management.

## Fair Labor Standards Act (FLSA)

### Federal Exemptions from Overtime Requirements

Presented by:  
Christopher Brown, SPHR, MBA  
February 14, 2017

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**HR Training in Minutes**

**Denying a Time Off Request**  
Today we'll be discussing time off—more specifically, we're talking about how to handle situations in which a manager must deny an employee's request for vacation or personal time off.

**Health Care Reform Updates**

**What Employees Need to Do With Form 1095-C**  
3 Questions Employers May Be Asked As part of the new information...

**Updated IRS Publication 560 Now Available**  
Publication Discusses Retirement Plans The Internal Revenue Service (IRS)...

**California Rules for Workplace Violence Prevention in Health Care Create New Obligations**  
Rules Affect Many Health Care Facilities California has passed new rules...

**Reminder: Employers Must Use New Form I-9**  
New Form Dated 11/14/2016 on the Lower Left-Hand Corner As a reminder, em...

**Los Angeles Issues Posters and Forms for Compliance with Fair Chance Initiative for Hiring Ordinance**  
Ordinance Now in Effect The City of Los Angeles has released posters and f...

**NYDOL Releases Proposed Model Templates for Written Notice and Consent under New Wage Regulations**  
Agency Seeks Feedback from Employers in connection with the adoption of f...

**IRS Renews Warning about Form W-2 Scan**  
Transition Period and Human Resources...

# More Than A Help Desk

## Onsite Training

Our HR Boot Camp is designed to help individuals with limited HR experience gain the knowledge necessary to provide basic support and assistance on HR issues. This intensive three-day program follows the employment life cycle, exposing trainees to the key functional areas of HR. While we can't create an expert in three days, we can provide a high-level overview so that your employees have a firm foundation to build upon. Training can be provided on-site if minimum participation requirements are met.

In addition to training your staff we can provide on-site seminars and workshops for your clients. These can be intense single day programs like HR Essentials or Payroll Essentials; or focused sessions on specific topics like FMLA or Employee Handbooks. Annual seminars are included in some subscription packages.



## Human Capital Management

In addition to our standard portfolio of services, ExcellonHR partners also gain access to our fee-based turnkey private label Human Capital Management programs. Available in multiple levels, these programs allow companies to focus on running their business while improving compliance and organizational performance. These programs can be combined with other services such as outsourced payroll processing and online benefits administration to create a custom single source service to meet your clients needs.

ExcellonHCM Access provides the basic outsourced HR functions companies have come to expect from organizations such as PEOs, including payroll and benefits administration, but without the hassles and risks of co-employment.



ExcellonHCM Strategic includes all the services that make up ExcellonHCM Access and goes far beyond other outsourced solutions by not only providing high level HR guidance and administrative services, but also utilizing innovative analytic tools to help employers improve HR decision-making and improve operational performance.

# Pricing

## Subscriptions Include:

- HR Help Desk
- Monthly Webinars
- Online HR Resources
- HR Update Emails
- Access to Boot Camp Training
- Access to Human Capital Management Programs
- Access to HR consultants for projects such as handbook reviews, job descriptions, etc.

ExcellonHR pricing is based on the total number of clients to whom you wish to offer services. The tier you select will limit the number of registered clients who may contact the Help Desk and participate in webinars.

| Number of Clients | Included Handbook Review(s) | Onsite Seminar | Monthly Price | Annual Price |
|-------------------|-----------------------------|----------------|---------------|--------------|
| 1-25              | 1                           | N/A            | \$379         | \$3,600.00   |
| 26-50             | 2                           | N/A            | \$579         | \$5,900.00   |
| 51-100            | 3                           | Included*      | \$779         | \$7,950.00   |
| 101-150           | 4                           | Included*      | \$979         | \$10,000.00  |
| 151-200           | 5                           | Included*      | \$1179        | \$12,000.00  |

Each tier includes the indicated number of complementary handbook review(s) per year.

\*A single one day complimentary onsite seminar is included per year for the indicated levels of service. Client is responsible for travel expenses.

Human Capital Management pricing is based upon the number of employees at the client/firm and the level of service. Pricing is generally determined on a PEPM (Per Employee Per Month) basis taking into account the level of engagement with prices ranging from \$8 to \$30 PEPM for common service packages.

HR Boot Camp: \$1,200 per person per class for classes hosted by HR Pros (subject to availability). Discounts are available for on-site courses with three or more participants.