



"Do we have to pay an employee for **overtime hours that were not authorized?**"

"Employee A told me that Employee B was stealing company property. **Can I fire Employee B immediately?**"

"My employee is not showing up to work on time and I want to fire him. **What do I need to do?**"

As a business owner, you know your products and your customers. But perhaps the most challenging aspect of running your business can be your employees. Not that they themselves are an issue, but the nuances and laws surrounding them can be quite confusing and time-consuming. As difficult as it is to manage, ignoring this area of your business can have serious consequences.

At Excelforce, our mission is to provide you with all the tools you need to manage a viable and thriving business. We are, therefore, thrilled to introduce our new, full-service HR Support Center, designed to take that burden off your shoulders.

## Our HR Support Center offers the following 3 packages:

### 1. HR Basic:

**HR Basic** provides access to our HR Support Center website, with exclusive, industry-leading HR tools and resources. Includes: employee handbook tools, job descriptions and other commonly used HR documents, letters and checklists, easy-to-understand state and federal law libraries, HR Articles, and unique training videos.

**Pricing:** \$15.00 per user/month (user is defined by the number of admins that need access to the site, not your total employee count).

### 2. HR On Demand (Recommended):

**HR On-Demand includes all HR Basic features, plus:**

- ▶ **Unlimited Ask the Pro Consulting:** With access to our live support hotline, ask our team of certified HR Pros as many questions as you want, either online or over the phone.
- ▶ **Up-to-the-Minute Ticket Tracker:** Track the status of the questions you submit to our HR Pros, by using the Ticket Tracker. It displays detailed ticket information, including which HR Pro has been assigned, when an answer will be ready, and a summary of the question.
- ▶ **Custom Employee Handbooks:** Our HR Pros will create a comprehensive employee handbook tailored for your organization. They'll also update and review any existing handbooks. Includes one-on-one consultations with an HR Pro to ensure that your business is compliant and protected.
- ▶ **Custom Job Descriptions and HR Documents:** With HR On-Demand, you can turn to us for all of your HR document needs. We'll work with you to develop HR documents tailored to your organization. From job descriptions to forms to letters, we've got you covered.
- ▶ **Free Quarterly Harassment Prevention Training:** Designed specifically for supervisors, you can sign up for this interactive webinar focusing on an employer's legal obligations and best practices for preventing sexual harassment. It also addresses unlawful harassment in the protected categories of race and disability.

**Pricing:** \$79.00 per user/month, ("user" is defined by the number of admins that need access to the site, not your total employee count). **For a limited time only, we offer the first 2 months free of charge.**

### 3. HR Complete:

**HR Complete is the complete solution for all your HR needs, from A to Z. It includes all features from HR On-Demand, with the following additions:**

- ▶ HR audit performed by a dedicated HR Professional or a Certified HR Auditor
- ▶ Custom Action Plan detailing compliance and strategic goals
- ▶ Ongoing monthly consultations with a dedicated HR Pro to execute the Action Plan
- ▶ Unlimited Ask The Pro and document customization services

**Pricing:** Starting at \$399/month, please contact us for more details.