



BECAUSE PEOPLE MATTER.



## Empower your employees, boost efficiency, and reduce costs and risk.

Xtensia HR™ delivers big company automation and an exceptional portfolio of critical services, custom-designed for your business – including a single-source payroll, HR and benefits services solution. Xtensia HR™ is designed to provide a cost effective service platform by acting as HR innovators, proactive customer advocates and strategic business partners. We serve as your trusted advisor and a responsive, caring, local alternative to large, one-size fits all service providers.

### Web-Based Technology: Automate

Xtensia HR™ built its Web-based platform from the ground up with the mission of making the whole employee life cycle paper-free.

- **Recruitment Applicant Tracking System:** Consolidate recruiting information and get a smoother, more organized hiring process.
- **Human Resources Information System:** Quickly collect, manage and access key human resources data.
- **Benefits Management:** Administer benefits in less time and with better information than ever before.
- **Self Service:** Provide the ultimate in employee and manager self-Service solutions.
- **Payroll:** Processing that makes the complex simple, reducing processing time and costs.
- **Reporting:** Standard and ad-hoc reporting delivers the exact data you need when you need it.
- **Technology and Security:** Best-of-breed technology and security measures ensure that your sensitive HR and Payroll data is safe and secure.

### Employee Risk Management: Mitigate

Keeping up with ever-changing labor laws can be overwhelming. We will ensure that you are compliant with all federal, state and local labor laws.

- **Dedicated Certified HR Professional:** Get help handling “sticky” employment issues before they become legal issues.
- **HR Audit Gap Analysis:** Get a complete review of employee lifecycle to ensure compliance.
- **Strategic Law Partnership:** Get the comfort of legal answers from practicing employment attorneys without the hourly rate.
- **Compliance Training:** Allow Xtensia HR™ to help you be proactive in preventing potential hiring, workplace and termination complications.
- **Client Resource Center and HR Library:** Work more efficiently, stay in compliance and leverage online tools and services like news, law alerts and training videos and Webinars.
- **Compliance Dashboard:** Access a Web-based tool that helps employers understand their compliance obligations by giving them the information they need, when they need it.

### Outsourcing Services: Manage

There are times when you need to outsource capabilities due to insufficient capacity, knowledge or simply a desire for advice from experts. Xtensia HR™ can be your outsourced resource for fully managing payroll, benefits or HR.

- Unemployment Claims Management
- Background Checks
- COBRA Administration
- Managed Payroll
- Managed Benefits Administration
- Managed HR
- Managed Training

### Why Xtensia HR™?

As your business grows, we help you keep boosting efficiency and automation while reducing costs and risk. As Xtensia HR™, we are an extension of your team as a true partner.

#### We assist your organization’s payroll and human resources department by

- Automating the entire employee life cycle
- Mitigating labor law risk and ensuring compliance with federal, state and local laws
- Managing key processes with supplemental resources

#### We allow your business to focus on its core competency, thereby

- Increasing revenues
- Improved employee relations
- Higher level of customer service

#### We can dramatically reduce

- Likelihood of lawsuit or compliance fines
- Poor hiring decisions & employee turnover
- Time spent on non-core business issues

#### We help your company increase

- Employee productivity
- Business innovation
- Return on investment

Please contact us for more information

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