



## HR + PAYROLL

### Top Services Include:

- Dedicated Payroll Specialist & HR Business Partner
- Payroll & Tax Services
- HR Hotline & Go-To Support
- HR Project Implementation/Support Options
- Unemployment Claims Management
- Supervisory & Manager Training
- Onsite HR Representation

*(See back for full list)*

Sometimes you have payroll processing on your mind, other times HR projects or compliance concerns have your attention. Imagine what would happen if you could manage both at the same time.

Customized to support the administrative functions of Payroll & Tax Administration, our HR + Payroll program has the added benefit of integrated HR Support scoped specifically for your business.

Discover the advantages of combining two employer systems – Payroll & Human Resources.

While Payroll & HR can seem very different on the surface, they often inform each other on an administrative level. Employers look to Xenium's HR + Payroll program to align the right expertise at the right time for efficient, turn-key support.

## Design your customized HR + Payroll program.

### Base Program Includes:

- Dedicated Payroll Specialist
- Payroll & Tax Services
  - Multi-State Capabilities
  - Direct Deposit
  - Web-Based Employee & Employer Access
  - Reporting
  - Garnishment Processing
  - Local, State & Federal Tax Withholding
  - W-2 Prep & Processing
- Dedicated HR Business Partner
- HR Hotline & Go-To Support
- Federal & State Leave Tracking
- Unemployment Claims Management
- Supervisory & Manager Training

### Menu Driven Optional Programs:

- Paycard Options
- Timekeeping Options
- HR Project Implementation/Support Options
- Onsite HR Representation (full or part-time)
- Benefit Administration Options
- S125 Plan & Administration
- 401(k) Plan & Administration