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Human Resources Management

Human Capital is commonly considered to be the most valuable asset for a business.

We can offer you Human Resources solutions that will help your business with every aspect of quality human resource management.

Our clients can benefit from a wide range of service options, including:

Benefits Administration Services

- * Reduce costs of administration and legal/regulatory compliance.

- * We can administer daily tasks of Benefits Services – develop, distribute, and process enrollment forms and employee changes

- * Coordinate benefits provider meetings and employee communiqués

- * Ongoing audit of payroll deductions

- * Respond to employee inquiries

* Assist with benefits training and claim resolution

* Review health insurance contracts and perform competitive research

* Assist with rate negotiation, vendor selection, and preparation of proposals

Training Solutions

- Increase productivity through clear focus
- Develop "ownership" responsibility
- Retain key employees
- Develop role models

Temporary Staffing

We can help you find temporary personnel for various positions, including administrative/clerical, office management, bookkeeping, data entry, and IT support.

Employee Relations

We can help you with drafts for following documents:

Internet Usage

Unlawful Harassment

HR Audits

Employee Handbook

Background Checks

Background checks are an essential tool to protect business from reducing turnover and mitigating risks of legal actions. Our partners in employment screening can help you select only the most qualified personnel.

NOTE: This service is provided by an affiliate of Excel Strategies, LLC.

