

XCELNET Your portal to your employee payroll, benefits, timesheets and more!

XcelNet is a web-based self-service application providing payroll information and more to your administrators and employees. XcelNet can increase the productivity of your operations, as well as the overall ease-of-use by your administrators and employees. XcelNet's robust functionality and flexibility lets you determine how much information your employees can accomplish on their own.

Integration

XcelNet provides seamless integration back and forth between XcelHR and your business. This eliminates the need for any re-keying of information. Data entered by your employees and administrators in XcelNet is transferred directly to XcelHR requiring only a quick approval process. Likewise, data produced by XcelHR can be automatically published in XcelNet, requiring no additional effort or re-keying of data.

Corporate Forms

XcelNet allows you to create forms that can be completed by your administrators and employees. You can create PDF forms that auto-fill with information concerning your business or employees and feature tab capabilities that easily guides users to the next field to be completed.

Employer Functionality

Employers - Time Sheet Entry

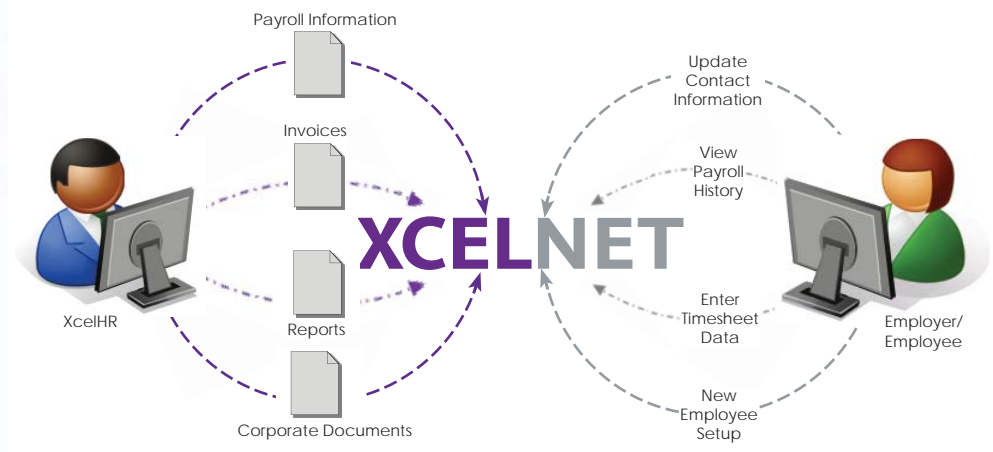
With XcelNet, you have the ability to enter your own payroll hours, as well as other pay type information and submit the time sheet for processing. The same profiles used within XcelHR's database are available to you, thus extending the time entry flexibility within XcelNet. You can enter times on a single time sheet or on multiple time sheets.

Employers - Enter New Employees

As new employees are hired, you can set them up and enter all of the necessary new hire information in XcelNet, such as demographic information, pay information, tax information, etc. This can then be transferred to XcelHR's database and automatically uploaded eliminating the need for duplicate data entry.

Employers - Update Employee Info

Gain full access and control over your employees via XcelNet with the ability to view and update all payroll and HR related information for your employees. The updates are then transferred to XcelHR and automatically uploaded.



Technology

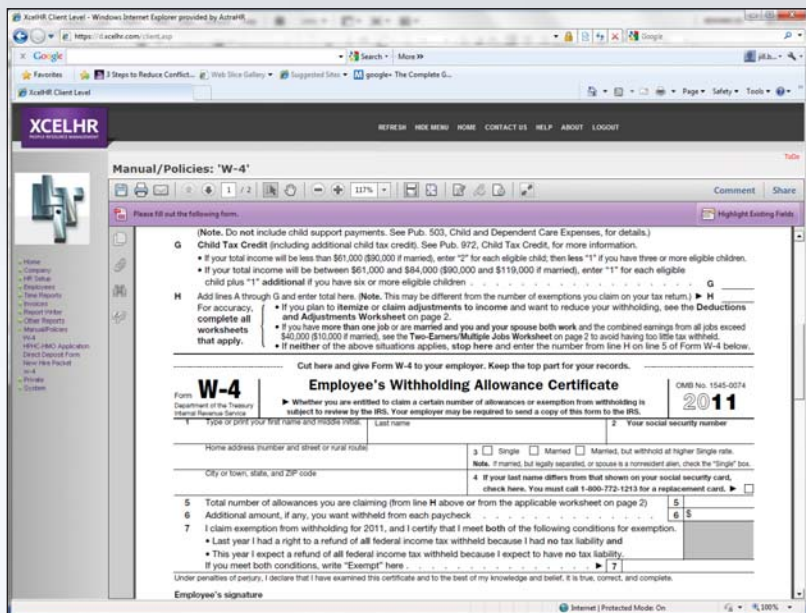
XcelNet is built upon the latest proven technologies available, including Microsoft SQL Server, Active Server Pages, and Internet Information Server from Microsoft. XcelHR continually incorporates new technologies that will benefit XcelNet users as they become available.

Data Security

XcelNet is developed using technology that incorporates Secured Socket Layer (SSL) for data encryption ensuring that any data transferred via the web is secure.

Data Availability

XcelNet uniquely displays data in forms that allow searching and sorting capabilities. This lets users customize the views for their needs. Additionally, information forms can be downloaded for additional manipulation into Excel or delimited files.



XcelNet provides the ability to automatically prompt clients and employees to complete necessary government forms like the W-4. These can be "smart" PDF forms which are automatically filled out with information in XcelNet, making it quick and easy for the employee to print, sign, and return.

Employee Functionality

Employees - Review Checks

Employees within XcelNet have the ability to review all current and past paycheck information. They can view the information on a form that lists all of the information for each check and they can download this information to Excel if desired. Additionally, they can print each paycheck stub as necessary.

Employees - Review Benefit Information

Employees can view and edit their existing payroll deductions and benefit information. They can review the setup and all of the history for each.

Employees - Update Information

If granted, employees have the ability to update certain demographic information themselves. This information includes address changes, tax status changes, direct deposit setup changes, and dependents. For items that may require a new W-4, the employee is prompted to have the form created at that time.

Employees - W-2's

Employees have the ability to view and reprint their W-2 from within XcelNet.

Employees - Corporate Documents

Employees can access documents posted within XcelNet. These documents may be corporate documents from XcelHR or they can be documents created and posted by you, the client. Any type of file or document can be posted and used by the employees.

Employees Open Enrollment

XcelNet provides an Open Enrollment period for Benefits. The specific information from each client in XcelHR's database is uploaded to XcelNet so that only those plans available to the employee are displayed.

Employees have access to their complete check history online. They can review and reprint any check stub, as well as view and report on all payroll items. Clients can also access all employee pay check stubs and history.

Date	Gross Wages	Fed Tax	FICA Med	FICA SS	State Tax	Local Tax	Deductions	Benefits	NetPay
01/18/2011	\$900.00	\$107.70	\$12.54	\$53.62	\$26.87	\$0.00	\$212.07	\$61.82	\$477.20
01/18/2011	\$900.00	\$107.70	\$12.54	\$53.63	\$26.87	\$0.00	\$212.07	\$61.82	\$477.19
01/12/2011	\$927.50	\$124.87	\$13.72	\$77.81	\$49.45	\$0.00	\$212.07	\$61.82	\$519.88
Total	\$2,767.50	\$339.87	\$38.60	\$185.06	\$114.19	\$0.00	\$636.21	\$185.46	\$1,473.47

Employers - Review Invoices & Reports

When XcelHR processes payrolls, the corresponding Invoices and Reports can be uploaded to XcelNet allowing you to view all current and historical invoices and reports. You also have the ability to search and sort on the information and download this information into Excel.

Employers - Report Writer

In addition to the standard reports concerning payroll and invoicing, as well as the ability to download information to Excel, you can also use XcelNet's Report Writer to create your own reports. Easily create reports based on either HR information or Payroll/Invoicing information.