



*Your Path to Business Freedom!*



# Service Overview

May 20, 2025

*PREPARED EXCLUSIVELY FOR*

**City of Mangum**

*This proposal is intended to provide information about the general terms and conditions under which Exodus HR will enter into an agreement to provide employer services. Information contained in this proposal does not constitute advice on legal, tax, or insurance matters. For advice on these matters, you should consult with the appropriate licensed professional.*

# Focus on growth. We focus on YOU.

*Your Path to Business Freedom!*



- Streamlined Administrative Tasks
- Predictable Operating Expenses / Premiums
- Reduced Business Risks and Liabilities
- Increased Employee Engagement
- Increased Productivity and Profitability
- Freedom to Focus on Growth

*"I would highly recommend Exodus HR for any business! We have been very pleased with all the services they provide. The partnership that we have forged with them has been very valuable for the growth of our company."*

- Suburban Cabinet Shop

*"Our team at Exodus HR Group has simplified our employee administration. From the start the ease of transition to the simplicity of payroll has been great. The people at Exodus HR Group do care about me and our business."*

- Liberty Bottom Farms



# Unified Software Platform

## From Pre-hire to Retire

**Exodus HR Group is revolutionizing how people experience work – from pre-hire to retire – through an intuitive, responsive Human Capital Management platform. Here are some of the ways our integrated software platform helps to streamline employee processes!**



- ✓ Payroll Processing
- ✓ Access all your data with one single login
- ✓ Electronic employee onboarding
- ✓ Fully integrated timekeeping
- ✓ Manage your data from multiple devices

Payroll Core	HR Core	TLM
<ul style="list-style-type: none"><li>• Automated Payroll Processing</li><li>• Tax filing &amp; Year End Processing</li><li>• Direct Deposit &amp; Payment Options</li><li>• Instant access to real-time reports</li><li>• Garnishment processing</li><li>• Multi State Payroll Support</li><li>• Compliance Updates</li></ul>	<ul style="list-style-type: none"><li>• Electronic Onboarding &amp; Offboarding</li><li>• Benefit enrollment platform</li><li>• Employee Records &amp; Compliance Management</li><li>• Employee Self Service Portal</li><li>• Performance Management</li><li>• Recruiting &amp; Applicant Tracking</li></ul>	<ul style="list-style-type: none"><li>• Time Tracking with clock options across multiple devices</li><li>• Overtime management &amp; Compliance Support</li><li>• Accruals &amp; absence tracking</li><li>• Scheduling</li><li>• Reporting &amp; Analytics</li><li>• Seamless integration with payroll</li></ul>

*Each pay period, business owners spend **4 hours and 52 minutes** calculating, filing and paying payroll taxes.*

–Intuit

*Companies that use traditional timecards experience **payroll error rates between 1-8%**.*

–The American Payroll Association

# Payroll & Tax Administration



## Automated Payroll Processing

**Spend less time on payroll and more time growing your business with our reliable, automated payroll platform and Exodus HR support.**



- ✓ Access payroll reports and cost-center data
- ✓ Mobile-friendly platform features
- ✓ Utilize a secure cloud-based system
- ✓ Call your dedicated payroll team directly

### Payroll Core

- Automated Payroll Processing: Calculates wages, taxes, deductions and benefits automatically
- Payment options including direct deposit, live checks, and pay cards.
- Customizable Reporting for real time payroll review and detailed reports for audits, budgeting and decision making
- Multi State processing and support
- Tax filing & Year End Reporting
- Software support

## Pass the Paperwork with Payroll Plus

**Payroll processing and tax administration are non-productive tasks for company leaders. Pass the employee paperwork to us and focus on growing your business.**

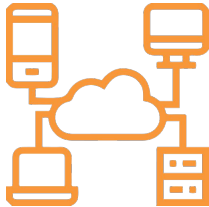
### Payroll Plus

- All of the Comprehensive suite of services included in the core payroll model
- Addition of a dedicated payroll team to handle end-to-end processing of your payroll and administer your payroll related tasks.

# Time & Labor Management



## Track Time Effortlessly



- ✓ Time Tracking across multiple devices
- ✓ Mobile-friendly platform
- ✓ Empowers your employees and managers
- ✓ Ensures more accurate payroll processing

### Time & Labor Management (TLM)

- Time Tracking that accurately records clock-ins, clock-outs and hours worked
- Timekeeping options such as mobile, kiosks, web clock for tablets and physical time clocks\*
- Overtime management to assist with identifying and controlling overtime to reduce unnecessary costs
- Enables real-time visibility into shift schedules and coverage gaps.
- Automate time off tracking, requests and approvals, that includes visibility into company wide time off calendars to help you manage day to day business.
- Ensures adherence to labor regulations like overtime rules and FLSA requirements based on federal and state guidelines.
- Delivers actionable insights with customizable reports on attendance patterns and workforce trends.
- Seamless integration with the payroll platform to ensure accurate payroll processing.
- Advanced Scheduling options available\*



*Automating time and attendance systems can reduce payroll errors by 50% or more, leading to significant cost savings.*

– National Association of Payroll Specialists



\*Additional fees apply

# Human Resources Solutions



## Fully Integrated HRIS

**Transform your Human Resource operations with automation, accuracy and compliance.**



- ✓ Comprehensive solution for data management
- ✓ Customizable workflows
- ✓ Utilize a secure cloud-based system
- ✓ Foster transparency with your employees

### HR Core

- Centralize storage and management of employee data
- Ensure adherence to legal and regulatory requirements, including document retention and reporting
- Streamline processes for new hires and exiting employees with automated workflows for onboarding and offboarding
- Facilitate goal setting, performance reviews and tracking employee progress
- Track employee training, certifications and professional development
- Provide insights into workforce metrics like turnover and retention
- Customized reporting for audits, budgeting, and company structure
- Manage job postings, candidate applications and interview workflows through Applicant Tracking\*
- Employee self service portal that empowers employees to update personal information, access pay data and tax forms, benefit enrollment information and so much more.
- Seamless integration with the payroll platform to ensure accurate payroll processing
- Manage employee benefit enrollments, eligibility and tracking, including an intuitive benefit enrollment platform
- Customizable dashboards and announcements to enhance employee engagement, reinforce company culture, and ensure timely communication

\*Additional fees apply

# HR Plus - An HR Professional for you



## People Not Just Software

**Our HR Plus service model is designed to seamlessly integrate with our HRIS platform, delivering streamlined processes and efficiency while providing your organization with an experienced HR professional. This partnership helps mitigate risks, ensure compliance, and foster a healthy, competitive culture for your growing business.**



- ✓ Work with SHRM certified, PHR accredited HR Specialists
- ✓ Reduce exposure to employer risks and liabilities
- ✓ Build and maintain a healthy workplace culture
- ✓ Maintain legal and regulatory compliance

### Liability Management

- Review/expand/develop current employment policies/practices/forms
- Prepare a customized employee handbook
- Advise supervisors concerning human resource issues
- Prepare ADA compliant employee job descriptions
- Provide guidance and assistance with unemployment claims administration
- Assist with development and maintenance of regulatory compliant employee files
- Implement a drug free workplace policy\*

### Compliance Management

- Provide updated labor law information (E-updates throughout year, initial labor law & anniversary posters)
- Act as your resource for state and federal compliance issues
- Assistance with responses to employment-related inquiries from governmental agencies
- Recruiting services supervised by SHRM & HRCI certified HR specialists
- Provide initial orientation and enrollment for employees and supervisors

\*Additional fees apply

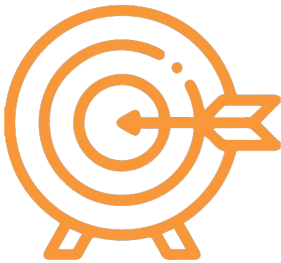




# Team Training with HR Plus

## Hit The Mark With Employee Training

**73% of employers believe a great workplace culture gives their organization a critical competitive edge. Investing in employee training isn't just about compliance—it's about building a smarter, stronger workforce that drives business success.**



- ✓ Reduce Legal Risk & Minimize Costly Violations
- ✓ Boost Workplace Productivity
- ✓ Enhance Company Culture
- ✓ Improve Employee Retention
- ✓ Strengthen Leadership

### Team Trainings

- Conflict Resolution
- Communication Skills for Customer Service
- Sensitivity Training
- Sexual Harassment
- Employee Cleanliness
- Time Management

### Safety Trainings

- Bloodborne Pathogen Training
- First Aid
- CPR
- Violence in the Workplace

### Manager & Compliance Trainings

- Discipline and Documentation Training
- Interviewing Techniques
- ADA (Disability) Training
- Conflict Resolution
- Communication Skills for Customer Service
- Federal Discrimination and FMLA Training
- FLSA Training
- Handling Corrective Action
- Termination Decisions and Processes

**We offer customized training solutions tailored to your organization's unique needs.** Partner with your dedicated HR coordinator to develop training programs that align with your goals and drive meaningful results.

# Benefits Administration



## Become an Employer of Choice

**Streamline benefits administration and attract top talent with Exodus HR—our benefits software is included at no extra cost for all HR service clients.**



- ✓ Electronic Benefit Enrollment for new hires & life change events
- ✓ Electronic open enrollment processing
- ✓ Reporting for census data and election information
- ✓ Retirement plan tracking & reporting
- ✓ HIPAA Compliance

At Exodus HR, we understand that benefits administration is not a one-size-fits-all solution. For organizations seeking additional support, we offer **Benefits Plus**, a more hands-on service complemented by a range of additional benefit options to meet your unique needs.

### Benefits Plus

- Administration of add's, delete's and changes for employee elections. (requires broker services)\*
- Annual open enrollment support, both virtual and on site (requires broker services)\*
- Creation of census data and enrollment reporting for open enrollment
- Notification and administration of COBRA\*
- Insurance Documentation including Section 125 POP documents, Wrap Documents, & compliance testing\*
- ACA tracking and reporting\*
- Section 125 "Cafeteria Plan" with Flex spending account option\*

### ACA - COBRA - RTO

- ACA compliance with expert data review and timely submission
- COBRA compliance is made easy through our 360 COBRA integration with Everything Benefits.
- Simplify your benefits compliance with easy, reliable documentation through our RTO service.

\*Additional fees apply

# Additional Services



## Elevate Your Organization

Beyond our core solutions, we offer additional services designed to enhance your business operations and support your employees. These services not only strengthen your company culture but also position you as an employer of choice. Let's explore how these can elevate your organization—our team is ready to customize a solution that fits your needs!

### 401(k) Retirement Plan

- Exodus HR customized retirement plan through Slavic401K
- Flexible plan design options including Safe Harbor
- Complete compliance and administration services
- IRA (traditional and Roth) and 529 plan options
- 24-hr online access to accounts
- Broad array of investment options

### Exodus HR EasyPay Marketplace

- Exclusive benefit available to all Exodus HR Group clients
- Allows your employees to shop for 40,000+ products and pay for them over time via payroll deduction
- There's no cost, no risk and no administrative hassle for the employer

### Trekka LMS

- Trainings built by our team of experts
- Integrated directly with UKG Ready Software
- Digital on-demand training platform fully accessible.
- Ability to train and communicate in over 140+ languages.
- A Custom Digital Platform that can grow with you.

\*Additional fees apply



# Financial Considerations

## Service Fee Components

- Benefit Plan Setup
- Benefits Core
- General Ledger
- HR Plus
- Payroll Plus
- PTO Policy
- Tax Administration
- TLM
- W2/1099 Processing

*Please note that should the language/fee schedule set forth on this document conflict with that detailed in the Exodus HR Group Client Service Agreement, the actual language contained in such Client Service Agreement and any related exhibits shall control.*



# Financial Considerations

Per Pay Period Payroll Base Fee	+	Per Employee Paycheck Fee
<b>\$19.24</b> <b>Per Bi-Weekly Pay Period</b>		<b>\$29.39</b> <b>Per Bi-Weekly Check</b>

## Setup & Annual Reporting Fees

Item	Fee Type	Amount
Benefit-Plan-Setup	Annual	\$250.00 per plan per year - Waived with Benefits Plus
General-Ledger	Setup	\$175.00 per hour (2 hr min) - Waived for first GL
HR-Plus	Setup	\$15.00 per employee (one time fee)
PTO-Policy	Setup	\$150.00 per policy (one time fee) - Waived for first (2) policies
Payroll-Plus	Setup	\$30.00 per employee (one time fee)
TLM	Setup	\$10.00 per employee (one time fee)
W21099-Processing	Each	\$8.00 per W2/1099

*All shipping and/or postage fees will be billed to the client at actual cost of service.*

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# Other Pricing Information

The following may be purchased in addition to the considerations outlined above:

## **ACA Manager**

- \$8 per 1095 form (billed annually)
- \$500 one time setup fee

## **Cobra Manager (Through Everything Benefits)**

- \$80 per month
- \$700 one time setup fee

## **RTO Benefit Compliance Documents**

- Pricing bundles available for multiple documents with billing processed on an annual basis
- Stand alone document pricing (billed annually)
  - Section 125 POP Document - \$100
  - WRAP Document - \$100
  - FSA Health or FSA Dependent Care - \$150
  - Non Discrimination Testing - Tiered pricing based on employee count

## **E-Verify (Connectivity with UKG):**

- \$3.50 per verification
- \$100 one time setup fee

## **Leave of Absence:**

- \$2.50 per employee per month
- \$125 per hour setup fee with a 3 hours minimum (\$375 minimum)

## **Social Security Number Verification Service (Connectivity from UKG to SSA):**

- \$0.25 per verification
- \$100 one time setup fee

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# The Process



## **Next Steps:**

- Review and Sign Formal Services Agreement
- Your Exodus HR implementation team will reach out to you to begin the transition process once all formal documents are signed and received by your Exodus HR Team!