

# HR Solutions

...providing flexible outsourced support

## Your Guide to HR Outsourcing

### What is HR Outsourcing?

*HR Outsourcing is the process of sub-contracting human resource functions to an external supplier.*

HR Outsourcing is a process made popular amongst organisations who are seeking to relieve themselves of the administrative burden that is quite often related in having an in house HR function, as well as to reduce operating costs.

Organisations effectively conduct a review to determine what areas of an internal HR function no longer add value to the organisation and what can be outsourced to a consultancy. This may result in all of the business process being outsourced or some non-core activities.

### What can I outsource?

There are many options when considering outsourcing your HR requirements, and depending on the size of your organisation, and whether you have any internal HR resource you are likely to end up cherry-picking what you feel you want to keep internal to your organisation.

Typically organisations outsource the following:

- HR Administration
- HR Documentation and Procedures
- Recruitment Campaign Management
- Payroll
- Advice and Guidance
- Redundancy Process Management
- Training and Development

### Advantages/ Disadvantages

#### Advantages

- Cost Savings
- Increased Efficiency
- Access to improved HR Information Systems
- Improved HR Metrics
- Access to HR expertise
- Increased flexibility and response
- Reduced Risks
- To free up internal resources to work more strategically

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## Disadvantages

- Data Migration can take time if data is not currently in a manageable format
- Ensure that a robust Service Level Agreement is in place
- Some providers tie you in for 5-10 year contracts
- Standardisation to the service providers documents instead of reflecting organisational identify.
- Some providers only advise you as to process to follow and not pragmatic advice to assist you achieve your objectives.

## Selecting a HR Service Partner

A number of actions and decisions should be made when selecting a suitable HR outsource partner, the simple checklist below should assist you through this process:

- Ensure that outsourcing is compatible with your objectives
- Agree areas that you want to outsource
- Prepare a brief as to the services you require
- Contact 5-6 HR Service Providers and ask them to prepare proposals and arrange presentation
- Review Proposals against service levels, support provided, reputation and investment costs
- Choose provider and agree service levels.