

A close-up, artistic photograph of a watch movement. The watch face is partially visible on the left, with the word 'OUTSOURCING' printed in large, bold, blue letters. A red needle is positioned over the text. The background shows the intricate mechanical parts of the watch, including gears and a balance wheel, illuminated with a blue and yellow light.

OUTSOURCING

OUTSOURCED
HR SERVICES



Take the stress out of managing your workforce

Why do small businesses to large multinationals turn to HR Solutions for help in solving their HR issues? Quite simply, they do so to get all of the HR support and guidance they need to help take the stress out of managing a workforce. Businesses that outsource their HR support typically do so because they benefit from: access to skills and expert knowledge; better quality HR support than is available in-house; and cost savings.

Stay legally compliant and minimise risks

Employment legislation changes regularly, and by outsourcing your HR you will work with experts that will ensure you are kept up-to-date with laws that affect the workplace. You can also have access to documents, policies and other HR resources that are written by highly trained professionals, ensuring you protect your business.

Reduce costs

Outsourcing your HR means you can save money on the office space and skilled personnel you would need to run an in-house HR department. In addition, you can have a flexible Outsourced HR package that suits your requirements; you only pay for what you need.

Save time and improve efficiency

You will spend less time doing paperwork and have more time to focus on the success of your business.

Flexible & tailored HR services

HR Solutions have been established since 2001, offering practical and affordable HR expertise and business support. You can choose from our range of HR consultancy packages, business support functions and ad-hoc services that allow you to focus on growing your business, whilst we help manage your workforce.

- HR Retained Services
- HR Administration
- HR Advice Line
- Payroll Services
- HR Database
- Fixed Fee Recruitment
- E-Learning and HR Compliance
- HR Risk and Compliance Audit

Employment protection & cyber security

Clients know that we are on their side, that we will act discreetly, and that we are there to help them run a more efficient business. The employment protection insurance cover that comes with our HR Retained Services package, means that our clients have complete peace of mind. HR Solutions' commitment to information security, and protecting our clients' data, is demonstrated by our achievement of Cyber Essentials and ISO 27001 Information Security accreditations.



HR SERVICES

HR RETAINED SERVICES

- Dedicated HR Consultant
- Unlimited expert, practical employment advice
- Employment protection cover
- Case management
- Bespoke case related documentation
- Bespoke employee handbook
- Terms and conditions of employment
- Offer documentation
- HR health check/audit
- News bulletins
- Webinars
- Legal updates

HR ADMINISTRATION

- Bespoke offer letters
- Bespoke terms and conditions of employment
- Reference checking
- Exit interview paperwork
- Resignation acknowledgements

HR RETAINED SERVICES PRICING

| Monthly retainer | | Optional additions to retainer | |
|------------------|-------------------|--------------------------------|---------------------|
| | | HR Admin* | Payroll Processing* |
| £138.00 | 1-10 employees | £41.40 | £55.20 |
| £227.00 | 11-30 employees | £68.10 | £90.80 |
| £287.00 | 31-50 employees | £86.10 | £114.80 |
| £364.00 | 51-70 employees | £109.20 | £145.60 |
| £408.00 | 71-90 employees | £122.40 | £163.20 |
| £480.00 | 91-110 employees | £144.00 | £192.00 |
| £519.00 | 111-150 employees | £155.70 | £207.60 |
| £563.00 | 151-200 employees | £168.90 | £225.20 |
| POA | 200+ employees | POA | POA |

* Only in conjunction with a HR Retainer

ADDITIONAL COSTS

On-site time: £109.50 per hour

PAYROLL SERVICES

PAYROLL PROCESSING

- Dedicated Payroll contact
- Complete and file returns and advise of PAYE sums
- Calculating statutory sick, maternity and paternity pay
- Implementing PAYE tax code changes
- Employee pay queries
- P60s, P45s
- HMRC registered agent
- Fully RTI Compliant

| Admin fee | Cost per employee |
|---------------|-------------------|
| £30 per month | £3.25 per month |

BACS

- Simplify salary process
- Automate HMRC & employee payments
- P11ds are available at £15 per person

PRICING

| | |
|-------------------|-----------|
| Set up fee | £450 |
| | per month |
| Admin fee | £20 |
| Cost per employee | £0.45 |

PENSION ADMIN

- Work in conjunction with pension provider
- Automated assessment of employees
- Automated data & payments to pension provider
- Automate communication to employees

PRICING

| | per month |
|-------------------|-----------|
| Admin fee | £20 |
| Cost per employee | £0.45 |

PAYSLIPS

- Online payslips
- Printed payslips
- Security sealed payslips

PRICING

| | per payslip/P60 |
|-----------------|-----------------|
| Online | £0.10 |
| A4 printed | £0.55 |
| Security sealed | £0.65 |

All prices exclude VAT

HR DATABASE

OUR APPROACH

HR Solutions offers a cloud-based HR Database system that assists employers and their staff to manage employee information, holidays and absences. Staff data, HR information and documents are all held securely in one centralised location with a full audit trail.

As the HR Database is cloud-based, you can access it anywhere, anytime - from a browser or via the mobile app.

THE SERVICE

- Centralise and store employee information
- Store shared and private documents
- Powerful absence, sickness and holiday management tool
- Easy timesheet tracking
- Connect and communicate with employees
- Measure and improve staff performance
- Named line managers can view profiles of assigned team members, view absence reports and approve holiday requests
- Employees can view and amend their details, book holidays and communicate directly their manager(s)
- Dynamic reporting
- Integrate with tools and software including calendars, Slack, Outlook and more

PRICING

| | Per employee, per month |
|-----------------------|-------------------------|
| Self-managed service* | £3.00 |
| Managed service** | £5.00 |

* This service does not include setup or management of the system.

** HR Solutions will set up and manage the system. All information used in the system will be provided by the client prior to set up.



All prices exclude VAT

T: 0844 324 5840 W: www.hrsolutions-uk.com E: enquiries@hrsolutions-uk.com

FIXED FEE RECRUITMENT

OUR APPROACH

At HR Solutions we know how important it is to get the right employee for the role and we know how much time that process can take. HR Solutions offer a dedicated recruitment service that has been designed to reduce the time you spend on recruitment, from the start of the employment process all the way through to the interview stage.

We ensure that you only have to deal with the most suitable applicants for your role.

THE SERVICE

- **Fixed Fee:** We charge a flat rate regardless of the role that you recruit for, meaning that we do not take extensive percentages of salary like a recruitment agency.
- **Vacancy Listing:** We target our advertising across all of the major recruitment sites and job boards.
- **CV Screening:** We make sure that only the most suitable applicants make it through to the interview stage.
- **Sending Regrets:** We will inform unsuccessful applicants if they are not right for the role.
- **Multiple Candidates:** Because we charge by the listing, you can recruit as many candidates as you need for the same flat rate.
- **Advertisement Writing:** If you are unsure how to best prepare your job description we will assist you with identifying your business need, and putting it into words.
- **Arranging Interviews:** We contact candidates on your behalf, and ensure that they have all the details they need prior to meeting with you.

PRICING

| | Per campaign |
|-----------------------|--------------|
| Fixed Fee Recruitment | £699.99 |

This covers the cost of posting on employment websites, and there are no hidden charges or placement fees for the provision of this service. We also offer discounted prices for multiple recruitment campaigns.

All prices exclude VAT



HR RISK AND COMPLIANCE AUDIT

OUR APPROACH

As part of our service offering to you we have created an online HR Risk and Compliance Audit as well as a General Data Protection Regulation (GDPR) Risk and Compliance Audit.

These free online risk audits will take about 15 minutes to complete and then one of our team will review your answers and provide you with a bespoke report for your organisation.

BESPOKE RISK AND COMPLIANCE REPORT

The report will include signposting you to what additional action you might need to consider taking to be confident of meeting your legal requirements as an employer in relation to the:

- HR Risk and Compliance Audit
- GDPR Risk and Compliance Audit

REQUEST FREE RISK AUDITS

The online audits are designed to ask you questions about your business to enable us to identify any risks to you as a business and more importantly to be able to provide you with guidance and support as to how to de-risk these. Sections of the HR Risk and Compliance Audit include questions about:

- Type of Business, Number of Employees and Business Locations
- Employment Terms and Conditions
- Holiday and Hours of Work
- Pay
- Pensions and Auto-enrolment
- Recruitment, References, Probation
- Disciplinary and Grievance
- Dismissals and Redundancy
- Equal Opportunities
- Family Rights
- Bullying and Harassment
- IT Usage
- Personnel Files

Request your free risk and compliance audits at www.hrsolutions-uk.com/risk-audit



Testimonials

“Since engaging HR Solutions our experience with them has been uniformly excellent. With our HR consultant being incredibly diligent, swift and helpful in supporting our needs.”

Alexander Kann, Community Channel

“An excellent value for money approach for companies with a relatively small number of employees to gain access to professional and competent HR advice and guidance.”

David Wilkes, Boortmalt

“Having worked with HR Solutions for the last three years I can say that the advice and support that I have received from the team has been invaluable. HR Solutions offer a professional service and I would recommend them to anyone needing that additional help.”

Deborah Jacob, Pioneer Foods

“I have found HR Solutions to be very professional, easy and quick to obtain advice from and always very accessible.”

Brian Rice, Dial-a-Cab

“We have used HR Solutions for many years and have a fantastic working relationship. No matter how big or small the issue is, they provide great advice and have always steered us in the right direction. Due to the nature of our business, we are a strong believer in ‘outsourcing’, especially when you get a great service for a great price. I would highly recommend HR Solutions to any business.”

Lee North, Purchase Direct Ltd

“The service that HR Solutions has offered has been brilliant, their support is excellent. Their HR Advisors have supported us and have made it as stress free as possible. Their knowledge has been excellent and I would thoroughly recommend their services, especially for people who have minimal HR experience.”

Bridget Hayward, Always Take Care



Connect with us

Talk to us and connect with us; we're here to help.

HR Seminars & Webinars

www.hrsolutions-uk.com/events

HR News

www.hrsolutions-uk.com/newsletter-sign-up

Social Media

www.hrsolutions-uk.com/social-media



T: 0844 324 5840
E: enquiries@hrsolutions-uk.com
W: www.hrsolutions-uk.com

Head Office:
HR Solutions
6 Brooklands Court
Kettering Venture Park
Kettering
Northamptonshire
NN15 6FD

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Registered Office, 6 Brooklands Court, Kettering Venture Park, Kettering, Northamptonshire, NN15 6FD

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