

Outsourcing from plusHR

Managing the Employee Life Cycle

With plus HR Outsourcing, you can choose to outsource part or all of your HR and payroll functions.

Our services cover the whole employee life cycle from recruitment, right through to leaving the organisation. At the core of our offering are robust processes which ensure that you are legally compliant and that your employees' contracts and data are managed accurately and efficiently.

Experience You Can Rely On

Our outsourcing team are all highly skilled, expert HR and payroll practitioners. And because plusHR is also one of the UK's leading HR consultancies, you can be assured that we apply best practice people processes which add genuine value to your business.

Our outsourcing clients can also take advantage of plus HR's consulting and training services at specially discounted rates.



Utilising the Latest eHR Technology

Our outsourcing services are supported by the latest generation of web-enabled HR software. Our **people** online system allows your employees and managers to securely access the HR data that they need, 24 hours a day.

The built-in workflow tools enable tasks such as booking holidays and completing appraisals to be carried out and approved online, cutting down on errors and minimising the time spent by your staff on administrative tasks.

A Truly Flexible Solution

We recognise that every company is different and that one size doesn't fit all. We have structured our HR outsourcing offering to be truly flexible, enabling you to build a service package and pricing mechanism that suits the specific needs of your organisation.

Our full range of services is shown overleaf. You can build your own package by selecting the services that you want from this list, choose one of our suggested packages, or mix and match between the packages and add-ons.

	Package C	Package B	Package A	Add-ons
Contract & Data Management				
PeopleOnline HR system with self-service and workflow	●	●	●	
Maintenance of PeopleOnline data and records	●	●	●	
Contract amendments / letters (promotions, transfers etc)	●	●	●	
Provision of HR information reports and charts	●	●	●	
Approvals administration (vacancies, pay changes etc)	●	●	●	
Maintenance of organisation charts		●	●	
Maintenance of employee asset register		●	●	
Contractor administration				●
Legal Compliance				
Maintenance of HR policies and procedures	●	●	●	
Equal opportunities monitoring	●	●	●	
Health & Safety administration	●	●	●	
Health & Safety risk assessments		●	●	
Fire, First Aid and Health & Safety training				●
Annual Health & Safety risk assessment				●
Facilitation of Information & Consultation forum				●
Recruitment & Selection				
Agency liaison, interview booking, response handling		●	●	
Role specification and selection interviewing			●	
Personality profiling / ability assessments				●
Candidate generation and shortlisting				●
Graduate recruitment				●
Maintenance of 'talent bank'				●
Joining the Organisation				
Issuing contracts and offer letters	●	●	●	
Reference and right to work checking	●	●	●	
New starter administration and notifications	●	●	●	
Pre-employment health questionnaire		●	●	
Induction		●	●	
Probationary period administration		●	●	
Pre-employment medicals				●
Work permit applications				●
Pay & Benefits				
Payroll administration and liaison	●	●	●	
Benefits & pension administration	●	●	●	
Facilitation of annual salary review			●	
Full payroll service				●
Flexible benefits				●
Company car fleet management				●
Participation in salary surveys				●
Leave & Absence				
Holiday administration	●	●	●	
Absence and sickness recording and monitoring	●	●	●	
Paternity, maternity & adoption leave administration	●	●	●	
Managing Employee Issues				
Handling of absence, performance and disciplinary issues		●	●	
Dealing with employee issues and requests		●	●	
Telephone / email support to managers and employees		●	●	
On-site support for managers and employees			●	
Facilitation of restructures / reorganisations			●	
Employee Assistance Programme				●
Employee Development & Performance				
Training booking and administration		●	●	
Administration of appraisal process		●	●	
Annual training needs analysis and training plan			●	
Annual talent / succession planning review			●	
Annual employee survey			●	
360 degree appraisals for management				●
Delivery of training programmes				●
Management / Executive coaching				●
Leaving the Organisation				
Leaver administration	●	●	●	
Exit questionnaires		●	●	
Termination / redundancy handling			●	
Drafting of compromise agreements				●
Outplacement				●