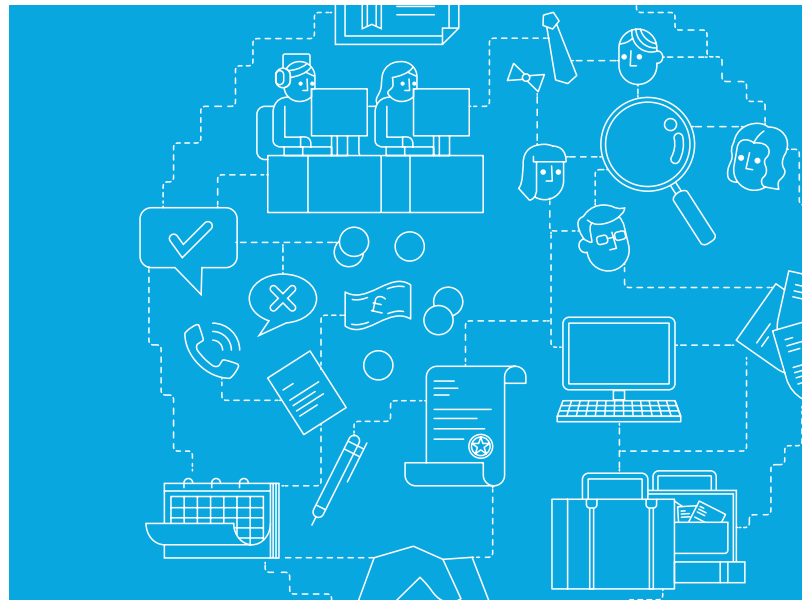


HR admin services – removing the burden, improving efficiency



Employment legislation in the UK is complex and the penalties for non-compliance can be very damaging. RSM's HR Admin services provides timely and compliant HR admin support. Whether you need to fully outsource your HR function, or your HR is managed by an in house HR resource or by one of your senior management team, our services can help to ensure compliance, mitigate your risks and improve the cost efficiency of your people management.

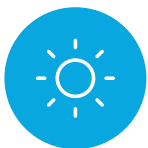
RSM's HR Admin services are flexible and can include any of the following services, depending on your resourcing needs and company objectives:



New starters:

Management of end to end process, including:

- production of offer letters, contracts and supporting documentation;
- references and administration for DBS checks; and
- management of probationary period.



Holidays and absence:

- comprehensive administration for reporting and monitoring of holidays and other absences



HR System:

- Provision of proprietary HR management software from which our HR admin team can produce data reports and insight to help with strategic resourcing decisions and offering valuable management information to map against employee KPIs.



HR correspondence:

- salary review letters, family leave letters, invitations to disciplinary and grievance hearings



Leavers:

- management of leavers' process including exit interview, payroll interface etc

Why choose RSM?

Flexible and scalable

The services that you need, when you need them – no more, no less

Manages your costs

Flexible billing arrangements to allow you to control your HR costs – bill on a time basis, or on a monthly or annual retainer fee

Responsive and personal

Services delivered by accessible, consistent teams, familiar with your company and your ways of working

Manages your compliance

Keeps you compliant with UK employment and data privacy laws, proactively ensuring that you are aware of any changes to legislation

Experts in HR compliance

Services delivered by fully qualified HR professionals

Gateway to wider specialisms

Gives you access to integrated, specialist advisers as soon as you need it – eg employment legal advice, corporate finance advice or other professional services advice

Our services flex with you and are available on a pay as you go or fixed monthly fee basis. We can deliver remotely or on site, depending on your needs and company approach.

Our HR admin team are an integral part of our broader HR consultancy practice who can offer specialist skills for complex projects such as merger or acquisition, organisational change or recruitment. And our HR team as a whole works closely with RSM's payroll, employment tax and employment legal advisers to provide a rounded, integrated employer service.

For further information about our HR Admin services, please contact:

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