

Employer Toolkit

Effective people management



Good employers know that well planned and effective people management strategies are the key to maximising workforce performance and productivity.

Changing employment legislation and the risks in getting people management processes wrong causes unnecessary pressure for managers. Today's employees are more informed of their rights than ever before, and not only that, are quick to take action when they feel aggrieved.

Common people management challenges that employers face::



Concerns over employment legislation compliance



Time pressure or other business priorities taking precedence



Using multiple external sources for HR information without confirmation of validity



No access internally to qualified HR resource

The RSM HR Toolkit is a comprehensive resource covering the key elements of the employee lifecycle:

Statutory rate tables	Disciplinary and Dismissal Issues	Unauthorised absence
Recruitment and selection	Managing Performance Issues	Family leave
New starters	Grievance	Flexible working
Agency workers	Bullying and Harassment	Learning and development
General data protection regulations (GDPR)	Sickness Absence	Performance appraisals
Working time regulations	Annual Leave	Ending employment

It gives employers the assurance that the documents they are using are compliant with current employment legislation and follow best practice. It provides employers with instant access to up to date information to allow them to take informed action and create a complete paper trail.

Features of RSM's HR Toolkit

-  Accessible from any location via our cloud based client portal
-  More than 100 easy to use forms and template letters, instantly accessible through the portal
-  An overview of the common employment processes from selection through to ending employment
-  Guidance on managing the common employment challenges such as grievances, disciplinaries and performance management
-  Continuously updated information on statutory entitlements such as maternity leave/pay, sick leave/pay etc
-  Ideas and insights on current employment strategies and trends from our HR experts
-  Links to additional advice on complex issues or bespoke support from our HR consulting team

Why choose RSM's HR Toolkit?

1. Peace of mind

An overview of the processes that you need to undertake together with an explanation of the relevant HR requirements will help you feel prepared and informed for the task ahead.

2. A compliant paper trail

Easy access to template forms and letters ensures that you create a robust paper trail for each employment process, and effectively supports your HR administration requirements.

3. Saves you time

With no need to trawl the internet for the most up to date information or entitlements, and no concerns as to whether the information you have found is relevant to your circumstances, you can immediately put your fingers on what you need, when you need it.

4. Saves you money

There's no need to pay expensive fees for initial advice or documents - these are all instantly accessible.

5. Keeps you on track

Whether specific guidance is required to your situation or you want a second opinion on your strategic direction or documentation, the toolkit will direct you to the right expert when you need them.

The RSM HR Toolkit is a rich resource and provides an excellent foundation for any company's HR administration, regardless of size. Connecting seamlessly with RSM's wider employer services such as HR consultancy services, payroll, employment legal or employment tax advice, you will be fully supported by the right expert for your particular organisational need.

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