

# HR ADMINISTRATION SERVICE - 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 Administration services provides timely and compliant HR admin support in line with UK legislation. Whether you need to fully outsource your HR function or your HR is managed internally, our services can help to ensure compliance, mitigate your people risks and improve the cost efficiency of your people management.

Our approach provides the flexibility and scalability to adjust your HR administration function as your business needs change, providing you with the level of service you require through the lifetime of our partnership.

We focus on providing bespoke innovative solutions to a broad range of clients across all sectors. Having an integrated HR administration team within our broader HR consultancy practice gives you access to specialist skills across areas such as employee engagement, diversity and inclusion, pay gap reporting, and workforce changes etc. We also work closely with RSM's payroll, employment tax and employment legal advisors to provide a fully incorporated people service.

Provides access to experts as and when you need this eg legal, tax or other professional services advice



Access to RSM's bespoke HRIT system which links seamlessly to RSM's payroll system



Giving time back to internal staff for core operational and strategic activities



Flexible and scalable services that you need when you need them



Why outsource your HR administration function?



Manage your costs through flexible billing arrangements to allow you to control your HR costs



Maintain compliance with UK employment and data privacy laws, proactively ensuring that you are aware of any changes in legislation

## RSM HR Administration services

- **New starter 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.
- **Comprehensive holiday and absence** monitoring and reporting enabling trend analysis.
- **HR correspondence & documentation** including, salary review letters, family leave letters, invitations to disciplinary and grievance hearings.
- **HR metrics** RSM can provide proprietary HR management software or work with your existing software solution to maintain core employee data, produce data reports and insight to help with strategic resourcing decisions and offering valuable management information to map against employee KPIs.
- **Leavers process management** including, exit interview and payroll interface.
- **HR project based support** to provide you with resource to progress an important piece of work that internal resource are not available to complete such as data cleanses or file audits.

## How can RSM help?

- We will provide you with a fully integrated HR administration service with people who will understand your business needs.
- Our support is based on best practice HR.
- We offer RSM branded templated documents, which can be amended to include terminology that is consistent with your culture and practices.
- Our HR admin team works closely with RSM's payroll, employment tax and employment legal advisors to provide an integrated people service.
- You will receive regular employment news from subject matter experts.
- Access to employment law updates, invites to technical seminars and webinars.



### People Advisory Services

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