



essentialhr

Payroll and HR Outsourcing Services

Why Essential HR

We are not your typical outsourcing provider.

We don't just focus on where you've been, we're more interested in where you want to go, and how we're going to get you there!

- ✓ **We use cloud technology** – you log in, we log in!
- ✓ **We partner with you** – all year round.
- ✓ **End to End** - A complete HR & Payroll management solution.
- ✓ **We care** – Our goal is to improve your processes, ensure compliancy and deliver exceptional customer service.
- ✓ **We are Experts** – for a fraction of the cost you will pay to recruit HR and Payroll experts internally, you will have access to the right Expert for a particular task, situation or event.



Payroll & Compliance Outsourced Services

Have your own dedicated and experienced Payroll Specialist to Process and manage you weekly, fortnightly or monthly payroll. We will set you up on a Payroll Platform that offers employee self service so that timesheets and leave requests are completed online – we love automation!

Activity

Description

Payroll & Compliance

- System Implementation
- Employee Self Service logins and instructions
- Payroll Processing (weekly, fortnightly or monthly pay runs)
- Online Rostering and Timesheets with workflow approval processes
- Apply for Leave online with workflow approval processes.
- New employee setups/employee terminations and calculations.
- Generation of ABA (Bank file).
- All the components of gross, tax and net pay calculations.
- End of Financial Year Processing.
- Superannuation Calculations.
- Additions and deductions management.
- Range of reports.
- Payroll Compliance
- Dedicated Payroll Professional who will deliver exceptional customer service

HR Advisory Outsourced Services

Have your own dedicated, experienced and qualified HR professional to give you the right advice for all your HR needs over the phone or email.

Activity

Description

HR Advisory services via email and phone

- Award & IR Legislation interpretation
- Advice on pay rates terms and conditions of employment as per the relevant Awards.
- Advice around any workplace or employee situation or issues, including poor performance, misconduct, grievances
- Advice around termination of employment and redundancy, including calculating any payout figures.

Access a wide range of pre-written HR Proforma's you can edit.

- Recruitment request Form
- Seek Job Advert template
- Job Application Form
- Position Description Proforma
- Interview Guide Proforma
- Reference check Proforma
- Job Applicant Unsuccessful Letter Proforma
- Employment Contract Questionnaire (to draft an employment contract)
- New Employee Kit: TFN Declaration, Personal Details Form, Fair Work Information Statement.
- Salary Sacrifice Agreement Proforma
- Induction Checklist
- Probation Assessment Template
- Grievance and Complaint form
- Formal Performance Meeting Proforma
- Termination and Redundancy Letters
- General Workplace Inspection Checklist
- Exit Checklist

HR Manager Outsourced Services

Access a qualified and experienced HR Manager who will stand by your side as your true HR Partner. Providing you with critical support and advice across all facets of people and performance management in your business.

We will help you manage your workforce to meet legislation requirements and best practice.

We use a cloud HR system that will streamline and automate your HR, keeping on top of all your compliance needs.

Activity	Description
HR Advice	<ul style="list-style-type: none">• Award & IR Legislation interpretation• Advice on pay rates terms and conditions of employment as per the relevant Awards.• Advice around any workplace or employee situation or issues, including poor performance, misconduct, grievances• Advice around termination of employment and redundancy, including calculating any payout figures.
HRIS	<ul style="list-style-type: none">• Set up and maintain your HR Cloud Based System• Alert and Action events during an Employees Life Cycle• Keep online Personal Files updated
HR Admin & Compliance	<ul style="list-style-type: none">• Administer all Employment Contracts including letters of offer for casual employees• Coordinate new employees and exiting employees.• Administer a wide range of letters throughout the life cycle of Employees:<ul style="list-style-type: none">○ Termination and Redundancy Letters○ Successful Probation letters○ Performance Review Letters○ Salary Review Letters○ Formal Warning Letters• Provide various Templates and Proforma's to managers to assist them in managing their team members.
WHS	<ul style="list-style-type: none">• Coordinate injuries and accidents reported• Manage any claims, rehabilitation and return to work activities
HR Management	<ul style="list-style-type: none">• Assist managers and supervisors with formal counselling meetings with staff• Report any discrepancies or anomalies eg excessive sick leave taken• Correspond with Unions and Fair Work Australia - Manage all IR issues• Assist with Restructures & Redundancies• Manage 1 unfair dismissal claim per annum

HR Development Services

Tap into our experienced and qualified HR Consultants who will develop a range of HR Policies, Procedures, Systems, Programs and Strategies for your business, all focussed around bringing the best out in your people and striving for excellence.

Activity	Description
Develop your Company HR Policies & Procedures	<ul style="list-style-type: none">• Developing HR Policies & Procedures that will ensure your team are fully informed and aware of their rights and obligations within your business and that you are covered in the event of a breach.
Set up customised HR Templates, Forms, Letters and Proforma's	<ul style="list-style-type: none">• Customised with your company logo and specific details relating to the operations of your business.
Write Position Descriptions across the business	<ul style="list-style-type: none">• Rewrite new and improved position descriptions which includes duties and responsibilities, person specifications and competencies and key reporting relations.
Develop Performance Management Policy and System - Set up online	<ul style="list-style-type: none">• Develop and implement a performance appraisal system that motivates your team towards your organisational goals and monitors and tracks their progress throughout their life cycle with your organisation,
Develop Reward and Remuneration Policy	<ul style="list-style-type: none">• Developing your Reward and Remuneration Strategy and Policies that clearly defines your companies reward and remuneration philosophies and procedures.

Other Services

With over 25 years experience in HR across all industries, Essential HR can assist your organisation on a as needs basis. Below are some additional services we offer:

Service

Description

HR Consulting

You may need a HR expert on an hourly basis to assist you with a workplace issue, unfair dismissal claim, provide coaching to your HR Team or to facilitate the creation of your HR Strategy Plan

Recruitment

Essential HR take a holistic approach to recruiting ensuring we introduce you to people who have not only the knowledge, skills, experience and qualification to perform a role but also have the right personal attributes and cultural fit.

Hogan Profiling

Hogan uses the powerful science of personality assessment to help you hire the right people, develop talented employees, build great leaders, and impact the bottom line,

CONTACT US

We can tailor our services to suit your needs.

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