

# HR & Payroll Service



## Need to stay compliant in the complex aspects of employee management?

Our CIPD qualified experts can provide advice and guidance, audits and reporting, contract management, or simply support your in-house team when you need extra capacity.

Support options include fully managed remote service, combined, stand-alone or short term projects.

### HR Service

Our HR Service and Support can cover:

#### Admin

- Templates
  - Contracts of employment
  - Continuous service requests
  - Maternity letters
- DBS checks
- MIS data entry
  - Leave requests
  - Additional hours claims
  - Adhoc updates
  - Staff detail changes
- Occupational health referrals
- Recruitment admin
- Liaison with payroll provider
- Absence reporting
- Lateness reporting

#### Consultancy

- HR policy advice
- Casework
  - Disciplinary
  - Sickness
  - Grievance
  - Maternity
- Appeals
- Performance management
- Wellbeing and EAP review
- Change management and TUPE
- Liaison with Trade Unions
- Training

### Payroll Service

In partnership with

**FS4S**  
Payroll Services  
For Schools

Outsourcing will enable you to focus on the business management of your school or academy.

- Secure electronic data transfer facility
- Compliant with HMRC RTI Regulations
- CIPP Accredited and BACS Approved Bureau
- Pension Administration Service for both LGPS and TPS
- Auto Enrolment Assessment
- Dedicated education payroll team
- e-payslips and e-P60s
- Pre-payroll and full payroll reporting
- Reporting matches accounting system