YOUR EMPOWERED HUMAN RESOURCES PARTNER

SRGroup OUTSOURCED HR SERVICES

OUR PEOPLE MAKE THE DIFFERENCE

ABOUT THE EXPERTISE OFFERED:

OUTSOURCING YOUR HR REQUIREMENTS- HUMAN RESOURCES SHARED SERVICES (TES)

THE MAIN PURPOSE OF OUR OFFERING IS THAT WE ARE A SHARED HR DEPARTMENT TO BUSINESSES WHICH DO NOT WARRANT THEIR OWN FULLY-FLEDGED HUMAN RESOURCES DEPARTMENT. (This is much like businesses outsourcing, say, their guarding and cleaning requirements- or Independent Newspapers Limited and Edgars who outsource their entire billing / Debtors function). Outsourcing allows businesses to focus on their core business.

We differentiate ourselves from the Contracting Services offered by the large companies in the industry, in that we operate primarily as a TES. We have also pioneered a different Employment Contract.

INTRODUCTION

Employing people in South Africa has become a minefield- from the payroll perspective through Human Relations to South African Revenue Service (SARS) requirements. Employees- contracting, Permanent and Temporary- know their rights (sometimes better than their employees)! Businesses often find themselves in trouble due to their lack of sufficient knowledge of Legislation, Contracts of Employment and / or an unsophisticated Payroll System.

THE TEAM

ROLAND BRITTAN B COM C.A. (S.A.) MBA has founded various Contracting, Temporary and Permanent Placement companies- the best known being Accountants-On-Call which was listed through Educor Limited in 1997. Has been in this industry in excess of 30 years.

BRADLEY S BRITTAN B COM. (Law) Has completed the most advanced courses in Labour Law.
We are backed up by experienced and highly competent specialists.

Clients will typically employ from 20 to around 150 employees. Businesses with larger numbers of employees are catered for in a somewhat different process.

BACKGROUND

We have recently recognised an urgent need for professional administration of employees. A service to businesses employing more than a handful of employees; but not having the resources and / or desire and / or economies of scale to warrant their own HR Department. It is these services which we are offering to a select few clients. Clients who prefer personal service, rather than those traditionally offered by large organisations. We do not intend taking on more clients than we can offer a PERSONALISED EMPLOYMENT SERVICE.

SERVICES OFFERED

Services offered are from purely payroll services through outsourced HR to a full tailor-made solution; depending on our clients' requirements.

PAYROLL SERVICES

Having found over many years in the TES (Temporary Employment Services) arena that one's control over payroll is only as good as one's payroll system. If one has a small number of staff (say under 10 employees) one may possibly obtain sufficient control by using solutions designed for small employers. These are not solutions which provide sufficient sophistication, information and adherence to laws and to SARS ever-changing, ever stricter requirements.

The payroll system we use is in many ways the most robust system I have come across in over 30 years of searching for the "perfect" system (but is certainly nowhere near the cheapest):

- It is online, internet based. Wherever in the world one is- as long as one has internet access.
- All reconciliations are done on a monthly basis, available whenever SARS requires it.
- Detailed information required by SARS (eg. UIF detail) is automatically transmitted to SARS and confirmed by SARS.
- Different levels of authority assist in ensuring that there are no irregularities. As a Chatered Accountant I am able to offer surprise or regular employees payout checks.
- Payslips are easily sent via internet, email or printed directly by accessing the system.
- Information and documentation is stored within the system and is easily retrievable. For example, timesheets- if an employee takes an additional hour for lunch, comes to us a few years later saying we underpaid… the copy timesheet and explanation are instantly retrievable via the system; no more hunting through files!
- Should an employee leave during the year, possible emigrating or returning to their home country, their IRP5 is instantly available.
- There are no hidden charges. There is a minimal once-off payment and a fee per payslip. No charges for entering a new employee, removing them if they discontinue employment for a period and then rejoining your business (in fact, our sophisticated system never requires an employee to ever be removed- which is a nuisance but is a requirement in virtually every other system… otherwise the tax calculation is affected).
- No additional charges for payslips, reconciliations or issuing Irp5 certificates.
- We are able to include the actual transfer of pay to our clients' employees bank accounts; irrespective of their bank (eg. The smaller banks usually take up to three days to reflect the credit). Using our system, every employee will see their pay after midnight of the day in which our client transfers funds to us by latest 2.00pm! And the cost is included in our charges (bank charges would typically be R17.50 each).
- We gladly electronically transfer monthly SARS documentation and payments. This avoids documents and funds "going astray" and non-issueance of Tax Clearance Certificates by SARS.

Clients ONLY requiring this service alone are not typically our target market- but we will assist them.

PERSONALISED OUTSOURCING HR / SARS ETC FUNCTIONS

This service requires that employees CONTINUE to be EMPLOYED by YOURSELVES (ie. OUR CLIENT).

In addition to the payroll service, OUR CLIENTS DESIRE TO OUTSOURCE THEIR ENTIRE HR FUNCTION; whilst retaining their employees as THEIR employees. This may include recruitment, outsourced training etc and will include Disciplinary, Letters etc. These will be done on site or remotely; whatever is required.

Defence and advice in CCMA and Department of Labour issues is also offered (but no liability is assumed in this connection). In more serious instances, professionals are called upon.

A monthly fee is charged for this service, depending on the number of employees, depth of service required etc. but will save substantial money and offer peace of mind.

PERSONALISED FULLY OUTSOURCED EMPLOYEE SERVICES

Same as the above, with the added convenience of the EMPLOYEES being EMPLOYED BY OURSELVES ON YOUR INSTRUCTIONS AND REQUIREMENTS

We are an employment business (TES). We are able to employ your employees (or some of your employees) and manage your entire employee and HR function. YOU HAVE FULL UNRESTRICTED USE OF THE SERVICES OF EMPLOYEES; WE TAKE OVER RESPONSIBILITIES AND " HEADACHES" OF EMPLOYING STAFF.

All employees are fully entitled to benefits prescribed by law including annual leave, public holidays etc as well as notice periods and

Should you already have problems in this regard, we will most likely sort them out at reasonable cost.

All this work is done PERSONALLY and we have low overheads; thus able to offer an outstanding service at a reasonable cost. To our knowledge, this is the only COMPREHENSIVE PERSONALISED service of its kind offered by a Chartered Accountant.

If you are interested in our PERSONALISED AND TAILOR-MADE solution to your employee headaches, our TES services are designed specifically for your business. Services are currently available in Gauteng (and surrounding areas) and Kwazulu Natal (and surrounding areas). Reference available upon request.

CALL ROLAND BRITTAN ON 083 675 1056 OR E MAIL rb@srgroup.co.za OR DALEEN MEYER 071 555 8818 OR EMAIL dm@srgroup.co.za FOR A NO OBLIGATION CONFIDENTIAL VISIT.

Sincerely,

ROLAND BRITTAN

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