

# HR Support for Small Businesses

Professional expertise at the touch of a button

HR Essentials is an online, self-service HR platform, offering both compliance and convenience in managing day to day HR matters. It is a perfect solution for small or start up businesses looking for a cost effective, quick and streamlined solution to HR.

You will have access to our comprehensive suite of documents such as contracts, policies, letters and guidance tools to enable you to manage personnel matters in-house throughout the employment relationship.

HR Essentials also provides you with background support from our qualified HR professionals to guide you in the right direction in successfully managing this area of your business.



## What does HR Essentials include?

-  Secure online portal personal to your business
-  Library of key, up-to-date HR documents and tools
-  Online management of employee personnel files
-  One hour of telephone HR advice per month
-  Regular HR updates

Price from £99+VAT  
per month

## Optional Employment Services

-  On site HR consultancy
-  Employee Health & Wellbeing
-  Health & Safety
-  Payroll & Accountancy



## Why HR Essentials?

- ✓ Competitive monthly payments
- ✓ Short term contract – 1 year only
- ✓ Quality advice from an experienced HR professional
- ✓ Easy to use and accessible 24/7 on tablet and mobile devices
- ✓ Assurance that your documents are always up to date and compliant

## An example of HR Essentials in practice:



**1.**

Flexible working request received



**2.**

You download guidance from HR Essentials



**3.**

Use template letter(s) to undertake process



**4.**

Phone HR Essentials team for advice if required



**5.**

Issue outcome letter using HR Essentials template

## Testimonials

“As a small office knowing that all our HR requirements are met at the click of a mouse is perfect. The system offers peace of mind and streamlined processes that help navigate through the day to day HR requirements. Knowing that the information is updated regularly with any legal updates is brilliant and one less thing to worry about. All offered by very friendly, efficient and knowledgeable staff.”

**Natalie – Operations Manager**

We find HR Essentials very easy to use and the support is second to none. It has really helped our HR department to become even more efficient.

**Lynn - HR Manager**

## What can our HR team do for you?

- ✓ We ensure that you have access to the most up-to-date HR documents
- ✓ Provide you with easy to follow flowcharts for a wide number of HR processes
- ✓ We're on hand to give you HR advice you can trust
- ✓ We will give you key HR updates that your business needs to know

## Got a question? Contact our team

To learn more about HR Essentials contact:



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