

Human Resources Outsourcing by Kea HR



What could you be doing if 99% of your day-to-day HR tasks were removed from your workload?

- More time and money for you to efficiently grow your business
- Removal of headaches such as hiring and firing, benefits administration and managing complex processes
- Ability to get started on new projects quickly and efficiently
- Reduced risk associated with doing business
- Ability to compete with larger players in the same field

We can do it all, or just what you need

	What you're doing now	After hiring Kea
Answering employee enquiries	✓	
Benefits administration such as maternity leave and pay	✓	
Contract change confirmations	✓	
Developing effective policies and procedures	✓	
Employee database maintenance	✓	
Employee Handbook development and updates	✓	
Exit interviews	✓	
Forms management	✓	
Induction of new employees	✓	
Job description development	✓	
Leave approvals	✓	✓
Managing discipline and grievance processes	✓	
Offer letters and contracts for new employees	✓	
Probationary periods	✓	
Managing short and long term sickness absences cases	✓	
Payroll processing and administration	✓	
Performance management and appraisals	✓	
Personnel file maintenance	✓	
Pre-employment checks	✓	
Processing terminations & resignations	✓	
Recruiting new employees	✓	
References for ex-employees	✓	
Return to work meetings	✓	
Severance packages and agreements	✓	
Supervision of staff	✓	✓
Training – legal updates and best practice	✓	

We will work with you to arrange a contract that ensures we are at your business for enough hours per month to make a positive impact.

Contact Us Today

Write to Us	Call Us	Email Us	Visit our Website
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