

HR Support Corporation Pty (Ltd)



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Welcome to HR SupportHR Support plays a critical role in servicing and assisting all businesses in a most progressive and effective way, keeping businesses up to date with ever changing legislation taking place at a pace that is often difficult to keep track of.Our Head Office is based in our Mother City, Cape Town and we have offices nationwide.Our Primary Services includes: Setting up the Human Resources Department on behalf of the Company, Labour Law compliance, Industrial Relations, Chairing of Disciplinary Hearings, Drafting Company Policies and Procedures, Creating a company Handbook for staff, Fair Retrenchment Procedures, CCMA cases, Confidential Exit Interviews, Monthly Payroll, Employment Equity (EE) Submission, B-BBEE Codes and Scorecards – Plan and Implementation.HR Support Services include Training:Employment Equity Committee TrainingSkills Development AssessmentttWork Place Skills PlanLearnershipsOur expertise and high achievements lie in working for multi-national corporate companies such as Plascon, Barloworld and International Freight Companies, successfully implementing and handling their HR, Labour Law and training on all levels.Furthermore, we offer our services to small and medium companies servicing them according to their requirementsOur Primary Services includes: Setting up the Human Resources

Department on behalf of the Company, Labour Law compliance, Industrial Relations, Chairing of Disciplinary Hearings, Drafting Company Policies and Procedures, Creating a company Handbook for staff, Fair Retrenchment Procedures, CCMA cases, Confidential Exit Interviews, Monthly Payroll, Employment Equity (EE) Submission, B-BBEE Codes and Scorecards – Plan and Implementation. Human Resources In-House HR support Set-Up all HR Systems/Department Job Descriptions for all staff Company Handbook for all staff

Includes: Vision Statement Mission Statement Leave Salary

Deductions Loans Advances Company Values Disciplinary Procedures Working Hours Lunch/Tea Breaks Promotions Employee Benefits Company Property Increases/Bonuses/Incentives H.R. Policies and Procedures according to S.A. Labour Act B-BBEE Codes and Scorecard - Plan and Implementation Employment Contracts Permanent staff Temporary Fixed Term contract Consultants Contract Retrenchments COID/WCA = Workman's compensation Exit Interviews Confidential Settlement agreements Chair Disciplinary Hearings CCMA Cases Arbitrations and Bargaining Council Labour Law Basic Conditions Of Employment Act Explaining Employment Act to employees and displaying them in correct areas within the Company Industrial Relations Strikes Dismissal Unfair/Fair Labour Practice Mediator Unions Union Agreements Disputes Wage Negotiations Company Leave Annual Maternity Paternity Sick Leave Family

Responsibility Special Leave Unauthorised Absence Recruitment - Specialising in Freight/ Logistics/ Shipping & IT HR Support Corporation (Pty) Ltd is a Professional Recruitment Company offering a professional talent sourcing service to selected employers within the Freight/Logistics industry. We have over 30 years' experience in Recruitment for the Freight Industry. Together with our excellent track record, industry knowledge and experience, we are able to provide our clients with quality skilled applicants that meet their specified requirements and with the relevant skill sets. We provide high service levels, quality candidates and are willing to go the extra mile while creating a positive and successful experience. We understand the value of good employment practice and therefore do credit, criminal and qualification checks as well as industry related competency checks where

possible. Our service includes: Client briefing: Develop a comprehensive brief 1 of 4

establish their specific requirements concerning personnel
 Market research:
 Providing our clients with suitable candidates by means of the advertising media
 and our extensive database
 Interviews: Only once we have screened and
 interviewed the shortlisted candidates do we present their CV's and documentation
 to our clients
 Placement: We facilitate the offer and acceptance of offer as well as
 the negotiating process
 Post placement support - Contacting and following up on
 placements at regular intervals to assess the successful candidate's
 progress.
 Training Available
 Employment Equity Committee Training
 Employment Equity Training
 The Application and Purpose of the Act
 Criteria of Submission
 The Role of the Committee Members
 An overview of the Employment Equity
 Process
 Intergration of EE into HR Policies and Practices
 Employment Equity Amendment Bill 2018 and Regulations
 Company Policy & Procedure
 Skills Development: Work Place Skills Plan
 Preparation and submission (Annual Report)
 SETA - Annual Training Report
 Learnerships/Traineeship within the company
 Implement Programme
 Register with SETA
 Handle all documentation for SETA funding
 This includes payment to Accredited Training Providers and the
 Learnership Grant Allowance
 Recruitment of students
 Mentoring and monitoring of students upto and including final exams
 Training Workshops
 Basic Conditions of Employment Act
 How to conduct a Disciplinary Hearing and the legal requirements
 How to prepare for a CCMA case and the legal requirements
 What constitutes Sexual Harassment in the work place
 Discrimination in the work place/
 Age Discrimination in the work place.
 How to structure salary packages:
 Creating Competitive and Equitable Pay Levels
 Salary Surveys and market related increases
 All our courses are available in Cape Town, Johannesburg and Durban.
 Please contact us for an updated list of our training courses and dates.
 Payroll
 Companies Monthly Payroll
 Installation & setup of your payroll and structured packages
 Salary structuring is necessary and important; however it is essential that salary structuring is done correctly and in accordance with the provisions of the law.
 Outsourced payroll - Monthly
 Full payroll process in accordance with SARS and Labour Law
 Time and Attendance
 Overtime
 Leave
 Statutory deductions, i.e. PAYE, UIF, SDL, Medical Aid, Pension/Provident Fund etc..
 Company

Contributions on Medical Aid, Provident Fund, Petrol Cards and any other company contributions toward employees
Other deductions i.e. Loans, Advances
Uniforms
Fringe Benefits
Print secure salary/wage slips
Submission to SARS Monthly (PAYE, UIF, SDL)
Generate and submit IRP5, IRP 30 (Exception Certificate) and where necessary IRP3 documents
Monthly printouts of payroll for Finance and Human Resources
Certified Payroll Consultants – VIP
Certified Payroll Consultants – Pastel

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