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 TrainingSkillls Development AssessmenttWork 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 ResourcesIn-House HR supportSet-Up all HR Systems/DepartmentJob Descriptions for all staffCompany Handbook for all staff
Includes:Vision StatementMission StatementLeaveSalary DeductionsLoansAdvancesCompany ValuesDisciplinary ProceduresWorking HoursLunch/Tea BreaksPromotionsEmployee BenefitsCompany PropertyIncreases/Bonuses/IncentivesH.R. Policies and Procedures according to S.A. Labour ActB-BBEE Codes and Scorecard - Plan and ImplementationEmployment ContractsPermanent staffTemporaryFixed Term contractConsultants ContractRetrenchmentsCOID/WCA = Workman’s compensationExit Interviews ConfidentialSettlement agreementsChair Disciplinary HearingsCCMA CasesArbitrations and Bargaining CouncilLabour LawBasic Conditions Of Employment ActExplaining Employment Act to employees and displaying them in correct areas within the CompanyIndustrial RelationsStrikesDismissalUnfair/Fair Labour PracticeMediatorUnionsUnion AgreementsDisputesWage NegotiationsCompany LeaveAnnualMaternityPaternitySick LeaveFamily ResponsibilitySpecial LeaveUnauthorised AbsenceRecruitment - Specialing in Freight/ Logistics/ Shipping & ITHR 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 to

establish their specific requirements concerning personnelMarket research: Providing our clients with suitable candidates by means of the advertising media and our extensive databaseInterviews: Only once we have screened and interviewed the shortlisted candidates do we present their CV's and documentation to our clientsPlacement: We facilitate the offer and acceptance of offer as well as the negotiating processPost placement support - Contacting and following up on placements at regular intervals to assess the successful candidate's progress.Training AvailableEmployment Equity Committee TrainingEmployment Equity TrainingThe Application and Purpose of the ActCriteria of SubmissionThe Role of the Committee MembersAn overview of the Employment Equity ProcessIntergration of EE into HR Policies and PracticesEmployment Equity Amendment Bill 2018 and RegulationsCompany Policy & ProcedureSkills Development: Work Place Skills PlanPreparation and submission (Annual Report)SETA – Annual Training ReportLearnerships/Traineeship within the companyImplement ProgrammeRegister with SETAHandle all documentation for SETA fundingThis includes payment to Accredited Training Providers and the Learnership Grant AllowanceRecruitment of studentsMentoring and monitoring of students upto and including final examsTraining Workshops Basic Conditions of Employment ActHow to conduct a Disciplinary Hearing and the legal requirementsHow to prepare for a CCMA case and the legal requirementsWhat constitutes Sexual Harassment in the work placeDiscrimination in the work place/Age Discrimination in the work place.How to structure salary packages: Creating Competitive and Equitable Pay LevelsSalary Surveys and market related increasesAll our courses are available in Cape Town, Johannesburg and Durban.Please contact us for an updated list of our training courses and dates.PayrollCompanies Monthly PayrollInstallation & setup of your payroll and structured packagesSalary 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 – MonthlyFull payroll process in accordance with SARS and Labour LawTime and AttendanceOvertimeLeaveStatutory 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 employeesOther deductions i.e. Loans, AdvancesUniformsFringe BenefitsPrint secure salary/wage slipsSubmission to SARS Monthly (PAYE, UIF, SDL)Generate and submit IRP5, IRP 30(Exception Certificate) and where necessary IRP3 documentsMonthly printouts of payroll for Finance and Human ResourcesCertified Payroll Consultants – VIPCertified Payroll Consultants – Pastel

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