

Providing high volume HR admin support

Remote administrative support for people change processes



Do you have a short-term requirement that must be delivered at pace and don't have the resource available to support the change?

Our team of professionals can support your in-house HR team and line managers with people change processes such as restructure, redundancy or changes to contractual T&Cs for your employees. Support can be provided remotely (telephony based) and could include: Note taking at formal meetings; issuing, tracking and receiving of HR documents relating to people change, and compliance checking of HR documents

"We simply could not have undertaken an exercise of that scale in-house."

Financial Services business – T&Cs changes for 3500 employees

Feature and Benefits

- 1. Access to a professional team available to support your requirements**
A professional team who can confidently undertake varying HR administration tasks to support people change processes
- 2. Quick mobilisation – usually within 2 weeks**
Our experienced team will understand your requirements and map the process required to deliver the activity quickly and efficiently
- 3. Remote support**
Activity can be provided remotely through a telephony-based service enabling support across multiple locations
- 4. HR technology solution to support the process**
Our HR technology enables activity to be evidenced, tracked and can provide MI reporting on progress to your HR team
- 5. Secure and efficient document management using HR technology solution**
Documents can be delivered securely and efficiently to relevant recipients

AdviserPlus supplied a note taker for approximately 2,700 redundancy consultation meetings for each of the 900 employees of a national high street fashion store. Following the meetings, each employee was supplied with accurate, GDPR compliant meeting notes.

Redundancy consultation process – New Look

Many organisations go through a period of people change processes which requires significant HR administration support. Whether it's restructure, redundancy or changes to contractual T&Cs for your employees – they all put pressure on an HR team to provide strategic, people and administrative support.

Instead of recruiting or repurposing valuable resource to meet your needs, AdviserPlus' team of qualified HR administrators can provide support to your in-house HR team and line managers. Support can be provided remotely (telephony based) and may include, note taking at formal meetings, issuing, tracking and receiving of HR documents relating to people change, and compliance checking of HR documents.

Note taking at formal consultation meetings

Challenge

There is a redundancy situation impacting a significant number of employees and the consultation meetings will be taking place at the same time at various locations across the business. Each meeting will be held by a regional manager but will require a note taker to accurately and efficiently take notes to keep on record and be provided to the employee.

The HR team will be involved with the strategic planning of the situation and will not be able to track when meetings have taken place or ensure there is a note taker available to attend.

Solution

Would your HR team's focus be distracted from the strategic planning of a redundancy situation if they were required to coordinate and supply note taking support at each consultation meeting?

We have a pool of professional administrators who can provide note taking support at consultation meetings through a telephony-based solution. With the support of our HR technology solution, notes can be recorded and issued to the employee once the meeting has taken place, as well as tracked and reported on.

Process management for contractual changes to T&Cs

Challenge

You have 2500 employees who are employed on over 40 different contracts with varying terms and conditions. You need to consolidate the contracts to only four different versions.

HR have identified that a significant number of employees are contracted to work on differing days and hours meaning the work force is operating across numerous working patterns. The HR team is not resourced to administer this volume of change in the business, and line managers are required to deliver the contract changes to impacted employees.

Solution

Would your operation be easier to resource if your employees were all contracted to work across similar days and hours?

Our professional HR team can coordinate the process ensuring the all impacted employees are issued with a new contract by their line manager. Using our HR technology, we can track and report on progress throughout the process and ensure signed contracts are returned.

Compliance checking of HR documentation

Challenge

You need to change the employment status of over 100 employees across various locations in the business from self-employed to employed.

Your HR team don't have the resource to oversee the due diligence exercise which requires line managers at each location to gather relevant recruitment documentation such as evidence of right to work, qualification certificates and H&S certificates.

Solution

Would your employees be legally employed without the correct documentation to evidence they can work in your business?

Our team of experienced HR administrators can coordinate the process ensuring relevant recruitment documentation is received from the employees. We can complete compliance checks and ensure line managers are supported with collecting the correct right to work evidence. Using our HR technology to support the process, we can track and report on progress.

For more information or if you would like to get in touch please use the contact details to **Speak to one of our experts today and see how we can help.**

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GET IN TOUCH

