



OneStopHR

Payroll | HR | Compliance

**If it's not your core business,
it's probably ours**

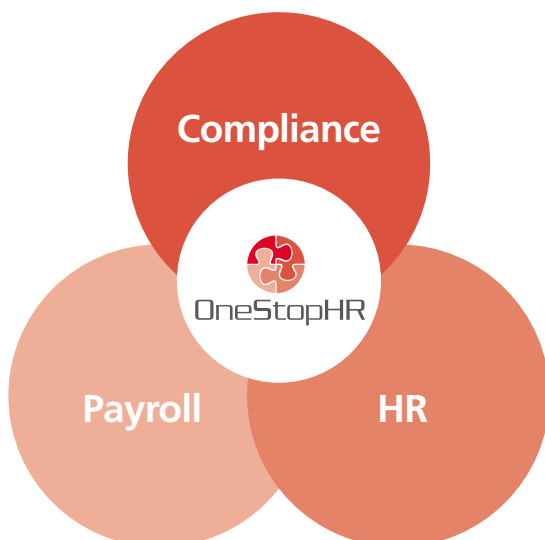
Is something keeping you awake at night? Are you tired of being distracted by constantly changing employment regulations, administrative headaches and escalating costs?

Why not share the load?

Partnering with OneStopHR allows you to devote your finite resources to your core business and outsource the rest. You finally have a trusted partner to help contain HR costs, minimise employer related risks and relieve administrative burden. By partnering with OneStopHR you can outsource part or all of your HR functions and enjoy a comprehensive set of services that are typically only available to much larger organisations.

OneStopHR's HR Services

**"Big Company" Support for Employers
& Employees**



Visit www.theigroup.com.au/onestophr or call **1300 731 931** today



“ Having support from a complete HR team gives me peace of mind and the time to focus on growing the business. ”

Brad Hopper, CEO, Hopper Group



OneStopHR



Payroll

Improve your business focus by removing the burden of employer related administration.

- Fully outsourced payroll
- Time & attendance system
- Advanced roster management
- Employee self service
- Online employee dashboard with online payslips
- Comprehensive payroll/wages reporting
- Superannuation administration

HR

Achieve business goals by developing employee potential to increase job satisfaction, skills and productivity.

- Recruitment & selection
- Performance management & appraisals
- Training needs analysis and delivery of training (OSHR Training is a registered RTO)
- Job descriptions
- Pay structures & reward and recognition programs
- Employee surveys
- Salary structures
- Employee benefits

Compliance

Manage employer obligations and risks by keeping up to date on regulations and other liability issues.

- Award interpretation & job classification review
- Management of workers compensation claims & injury management
- Personnel records management
- Workplace health & safety services
- Workplace investigations
- Employee handbooks, policies and checklists
- Termination assistance
- Liability management training for managers and supervisors

We can build a flexible solution to meet your needs...

Why are you waiting? With OneStopHR as your trusted business partner you will soon be feeling in control of your business again, because you will have the freedom and time to focus on the issues that are most important to you.

To learn more about how OneStopHR can support your organisation:

Contact us directly and speak with a OneStopHR representative on 1300 731 931 or visit us online for more information on OneStopHR's capabilities.

What are you waiting for?

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OneStopHR

Payroll

Simplify your payroll with OneStopHR

Our services make it easier to gather and submit employee information, process payroll, minimise risk and gain more time to do what you do best - grow your business.

Flexible Management Options

Because no two businesses are exactly alike, we offer a variety of payroll service options to match your business needs and management style.

Packages include:

- Payroll
- Time & Attendance
- HR Information System
- Superannuation
- Award Interpretation

Payroll: Saving you Time and Money

Our efficient payroll service will improve your time management and, most importantly, minimise your financial outlay. It is easy to set up (requires no IT), ensures compliance and is accurate and on time, every time!

Our complete payroll service includes:

- End-to-end processing of employee wages (weekly, fortnightly or monthly)
- Managing and calculating superannuation contributions, termination and redundancy payouts
- Providing pay slips and group certificates
- Submitting employee TFN declarations to the ATO
- Managing accrual of annual leave, personal leave and long service leave
- Managing end-of-financial year processes
- Comprehensive reporting
- A dedicated payroll manager to ensure all your requirements are met

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“OneStopHR integrated their functionality and capability seamlessly into our business, providing an entire Human Resources platform for the business.”

Darren Robertson, Financial Controller,
Cash Converters





OneStopHR



Time & Attendance: Combining Flexibility and Control

OneStopHR's cutting edge, online time & attendance technology allows you to harness maximum control over rostering and total labour costs without having to physically be on location.

Our online platform allows you to:

- Set roster budgets for each department to help manage your labour costs
- Automatically assign rosters based on staff skills and availability
- Send employee rosters via SMS and automatically update the roster once an employee replies
- Approve leave requests online
- Access reports showing employee details, wages breakdowns, rosters, timesheets and more

Your employees are equipped to:

- Update personal information
- View rosters (including the option to accept or decline shifts)
- Change work unavailability
- Submit leave requests and view leave accruals
- Enter their timesheets
- View news items and reminders

Enhance Your Payroll Solution

Because your responsibilities don't end on pay day, we offer comprehensive services to help manage your payroll, human resource, and compliance obligations.

How we fit into your business

Your Business

OneStopHR

HR

Employee Sourcing

- Job ad drafting
- Shortlisting candidates
- Reference checks
- Employment contracts
- Job descriptions

Training & Development

- Training needs analysis
- Government funded traineeships
- Nationally recognised qualifications
- Management training
- Tailored training programs

Compliance

Employee Benefits

- Flexible work arrangements
- Employee discounts on a wide range of products and services
- Employee self service
- Employee contact centre
- Employee surveys
- Reward & recognition program

Compliance & Liability Management

- State & federal law compliance
- Workplace health & safety
- Employee handbooks & policies
- Unfair dismissal disputes
- Workplace safety audits
- Employee remuneration compliance
- Performance management

Payroll

Time & Attendance

- Online system managed from any location
- Employee self service
- Create rosters to budget
- Submit & manage leave requests online
- Eliminate paperwork
- Comprehensive reporting

Payroll Administration

- Payroll & superannuation processing
- Online time & attendance system
- Comprehensive payroll reporting
- Workers' compensation claims
- Management & reporting of leave accruals

HRIS

OneStopHR can select, customise and implement a HR Information System to suit your business

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OneStopHR

HR Services

HR may not be your core competency but it is essential to help grow a high quality workforce and improve business performance

OneStopHR offers a comprehensive set of HR solutions designed to give businesses the HR support they need without the need to employ an expensive HR department.

Flexible HR Support

Our flexible HR solutions give you the HR tools and advice you need when you need it.

OneStopHR Subscription

An annual OneStopHR subscription gives you access to a toll free HR hotline for immediate support along with access to a library filled with comprehensive coverage of HR, compliance and workplace safety plus hundreds of other downloadable HR documents.

HR Consultancy & Support

OneStopHR can provide you with a qualified HR professional at your business to work with your management team on HR projects and strategic HR planning.

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“Working with OneStopHR has given me a better overview of all procedures and processes within my business and I have had to deal with less administrative burden.”

Daniel Krigl, Director Training, Bavarian Hospitality Group





OneStopHR



Fully Outsourced HR Solution

OneStopHR also provides a comprehensive HR solution that relieves you of your administrative burden and much of your employer liabilities. You get increased efficiencies and a renewed ability to focus on the core business.

The advantage? You manage a single relationship and gain HR expertise, HRIS technology, and a qualified team to manage your HR function. We employ your staff and therefore take on the legal compliance associated with employment in Australia. We fulfil all administrative responsibilities (payroll, contracts, inductions, OH&S etc), conduct training and provide systems for time & attendance.

Our services include:

- Recruitment, Selection & Retention
- Performance Management
- Training and Development
- Scheduled Strategic Planning Meetings & Strategic HR consulting
- Traineeships (OSHR Training is a Registered Training Organisation (RTO))
- Employee Surveys
- Salary Structures
- Reward & Recognition Programs
- HR Information System

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You didn't go into business because you wanted to keep up with employment law reform... so why not leave it up to the people who did?

As your workplace compliance partner, **OneStopHR** draws upon decades of experience and knowledge of Federal and State regulations, to help keep you in control and compliant. Endorsed by El Legal, an employment law firm, our flexible compliance solutions give you the tools and advice you need when you need it.

Subscription Packages

OneStopHR's subscription packages give you access to over 325 HR tools and documents with telephone advice to help answer your unique workplace issues. From just \$695 a year (excl. gst) the annual membership gives you:

- Telephone support giving first-level workplace relations and HR advice
- HR forms and fact sheets
- HR templates (e.g. letters of appointment, formal warning letters, termination letters & job descriptions)
- Best practice checklists for all areas of HR
- Up-to-date HR and employment law news and tips



El Legal

Endorsed by El Legal

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“ OneStopHR has saved us time and money in employment administration and HR support. ”

Daniel Riley, Managing Director,
CareersMultiList





OneStopHR



Compliance Projects

From time to time every business needs expert assistance with its compliance.

OneStopHR can provide on or off site support to help untangle even the most confusing compliance issues. Our team of employment lawyers, workplace safety consultants and workplace relations advisers will be there to support you and your business whenever you need them.

Our services include:

- Time & Wages compliance audits
- Interpretation of Awards & Agreements
- Drafting of policies and procedures
- OH&S audits and development of OH&S systems
- Training for EEO and workplace bullying & harassment
- Compliance training for managers & supervisors
- Legal advice from EI Legal
- Industrial relations

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