

Time to get out of the
Human Resources business,
and back into your own.

Once you start outsourcing HR, you'll
kick yourself for not doing it earlier.



Today, organizations are looking at every possible avenue to reduce costs and increase efficiency. The human resource (HR) department is not immune to this trend. High rates of attrition, employee disengagement and cost reduction pressures are driving the need to implement a Centralized Shared Services Model.

Chief HR Officers of leading organizations are aiming to leverage Human Resource Outsourcing (HRO) as a sustainable and competitive method to manage costs and allow the company's core resources to focus on strategic initiatives rather than managing transactional activities in HR operations.

Inqserve supports organizations in meeting their HR objectives by 'extending the enterprise' through comprehensive service offerings for HR functions. Our solutions enable clients to outperform challenges like:

- Manage high cost of HR operations
- Adhere to quality parameters
- Handle routine HR activities which require high amount of manual intervention
- Manage disparate legacy HR systems

With optimal quality management methodology and expertise, Inqserve HRO services help our customers enhance their operational efficiency and productivity.

Service Portfolio

- ❖ Consulting: Consulting services for an enterprise's total HR solution;
- ❖ Employee Development: Employee training, development (career path planning) and evaluation
- ❖ Recruitment: HR pool establishment, resume review and verification interview and induction and hiring.
- ❖ Payroll Management: Salary and bonus, insurance and welfare, attendance tracking, exit administration and payroll reporting
- ❖ Contract Management: Labour contract signing, contract renewal and relevant documentation such as (Non-Disclosure Agreement)
- ❖ Workforce Administration: Office asset management, travel and accommodation, expense management and communication



Compensation and Benefits

- Rewards and Recognition
- Benefits Enrolment
- Benefits Calculation
- Compliance Reporting
- Industry Benchmarking
- Salary Structure and Administration
- Pensions Administration

Payroll

- Pre-Payroll Processing
- Employee Earnings
- Commissions / Draws
- Bonus / Incentive Award
- Reimbursements
- Employee Deductions
- Accruals / Arrears
- Garnishments
- Time and Attendance

Employee Data Management (Workforce Management)

- Personal Data Management
- Organizational Management
- Employee Events Management

HR Analytics

- Hiring and Retention
- Performance Management
- Compensation and Benefits (C&B)
- Information Management
- Workforce Development
- Training and Development
- Vendor Management

Recruitment Process

- Manpower Planning
- External and Job Portal Advertisements
- Internal Job Posting
- Campus Recruitment Program
- CV Management
- Application Tracking Management
- End-to-end Sourcing (Including Interview Management)
- Offer Management
- Background and Reference Checks
- Orientation Management
- Pre-On-boarding Support / Management