

Personnel Administration

PAYEX offers personnel systems tailored to the size and requirements of your company including the following services;

- Contracts of Employment
- Employment Handbooks
- Disciplinary & Grievance Procedures
- General personnel procedures - help with recruitment, sickness & absence management
- Health & Safety policies
- Fire, Health and Safety risk assessments

All advice is supported by professionals, with twelve month one-to-one backup, for any of your personnel issues.

Contracts of Employment & Employee Handbooks

Each member of staff, regardless of the size of company, **must by law be issued with a contract of employment within their first two months of service.**

Many small companies do not have the resources or expertise to administer and process employment contracts and they consequently fail in their statutory obligation.

PAYEX provides contracts of employment and employment handbooks which are specifically written to incorporate statutory policies and your individual company policies and procedures.

Disciplinary & Grievance Procedures

The Employment Act 2002 (as amended 2004) set out minimum requirements for the operation of Disciplinary and Grievance procedures and requires that each company has a written Disciplinary and Grievance Policy which is communicated to all staff.

Effective disciplinary procedures ensure orderly employment relations and the fair and consistent treatment of individuals. **PAYEX** works with companies to ensure that their procedures meet statutory requirements and that the Managers charged with implementing these procedures are fully aware of their obligations.

- Disciplinary & Grievance Procedures
- Conducting Appraisals/ Performance Review

Training Support

PAYEX can offer advice and practical assistance in the training of your staff and managers in areas including the following;

- Induction
- Health & Safety
- Interview Techniques and Procedures
- Managing Sickness and Absence

Health and Safety

All companies regardless of size should conduct a risk assessment of their premises. Where companies employ 5 or more staff these risk assessments must be documented. **In addition on 1st October 2006** the laws relating to fire safety changed requiring all employers to conduct fire risk assessments of their premises. Enforcing authorities will be inspecting premises to ensure compliance.

All companies, regardless of size, have a statutory obligation to provide staff with a written Health and Safety Policy.

PAYEX can assist your company in establishing these procedures and will conduct both Health & Safety and Fire Risk assessments at your premises, working with you to ensure compliance with all relevant legislation.

Advisory Service

In conjunction with other Human Resource services, **PAYEX** is pleased to offer an ongoing advisory service to our clients. This includes assistance with staff related issues and advice on changes to both Employment and Health & Safety legislation.

Take a Look at the Benefits of our Human Resources & Personnel Support Package

One of the most important issues for small and medium sized companies is the performance of your staff.

“They are critical to your success”

Looking after your staff is not just a legal requirement: it is essential to the success of any business large or small

PAYEX can offer an affordably priced support package for all your Human Resource and Personnel issues, whatever the size of your business and number of staff.

You may only need support in one or two areas and you can choose which of our services you require.

All support material is produced and approved for use to cover all your legal requirements as employers looking after the interests of your employees.

The PAYEX service is equivalent to having your own company Human Resources & Personnel Department without the cost of an actual Human Resources/Personnel Manager.

About Us

You benefit from professional HR support. **PAYEX** (formerly O.B.S.) has been supporting small and medium sized companies with accountancy, bookkeeping and payroll services for more than 15 years.

Following demand from many customers for more help on Human Resources and Personnel issues, a specialised division has been set up to provide professional HR support.

Initial free consultation - We will be pleased to visit your premises and assess your needs.

PAYEX is a competitively priced alternative for all your business requirements.

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PAYEX LTD

Employment Advice and Support for All Your Human Resources & Personnel Issues

Small Business Support

*Employment Contracts
Employee Handbooks*

*Disciplinary & Grievance
Procedures*

Health & Safety

PAYEX

A complete package for all types of small business. Accountancy, Bookkeeping, Taxation, Employment Contracts, Payroll, Personnel & Human Resources.