

## Pragya HRO Services



Pragya HRO Services promise to take the pain out of HR Management. Pragya HRO Services have been designed with a view to integrate all HR related functions right from recruitment, creating positions to disbursing pensions.

Pragya HRO Services offer enterprise-wide information collection and logical grouping to provide in depth trend analysis for ever growing organizations that aim at capitalizing on any given opportunity for optimum Human Resource Management in the existing infrastructural and manpower boundaries.

### Work Smart

The older school of thought that equated HR with inventory tracking has given way to the new one which equates H R with Asset Management.

Research says that 80% of HR is taken up by administration, leaving a mere 20% for planning, analysis and improvement. Pragya HRO Services all set to better balance this ratio. With Pragya HRO Services, you are now equipped to work smart.

## Pragya HRO Services

### Key Deliverables

Human Relations

Recruitment & HR Planning

Organization Development & Training

Payroll Processing & Statutory Compliance

### HR Asset Management

Of all the domains in an organization, HR plays the most vital role of bringing new people in the organization while taking care of the existing employees as well. It is also one of the most over looked departments as well. As a consequence, it becomes very difficult for HR Managers to maintain operational efficiency at optimum levels.

Pragya HRO Services view your human force as your assets. Therefore it tracks recruitment, skill pools, knowledge banks, employee histories, personal records, appraisals and attrition like Asset Management tool tracks your assets. These are the kind of tools that sets Pragya HRO Services in a league of its own in Human Resource Outsourcing Services and helps your organization achieve

the lean and mean structure that every organization aspires for.

### Advantage

- Cost Effectiveness due to Shared Costs
- High end HR Professional Support made optimal & affordable
- Best domain practices & benchmarking inputs,
- Moving you from Sunk / Fixed Overhead Costs to Payment for Results
- Enhanced day to day management and delivery of HR
- Build a superior people culture
- Talent Acquisition & Retention Processes as Business Strategy
- Improve your internal communications
- Freeing you to pursue your core areas
- Excellent HR Strategy Execution with HR Score Card
- Independent Perspective that help raise business performance



# Pragya HRO Services

## Human Relations

To ensure that the organization's human relations are conducive to optimizing the contributions of its human resources.

- **Rules, Policies & Procedures**

Employee-related policy documentation, communications & management of the terms and conditions of their contracts with the Organization, Travel Policies, Personnel & Administration Framework that help in containing employee dissatisfaction.

- **Benefits Administration**

Administration of non-standard non-salary benefits, including leave, allowances, overtime, gratuity and pensions. The actual payment of cash benefits is enacted by Payroll on approval.

- **Human Relations Advisory**

Handling of grievances, discipline and employee disputes. capturing any employee-related negotiations and their status. Employee Satisfaction Surveys, Enhancing Sense of Belonging, Events that foster bonding & team working etc.

- **Occupational Health & Safety**

Investigation and tracking of Workplace Safety and Health issues and claims management.



## Recruitment & HR Planning

We manage your staffing needs ensuring that the organization is appropriately staffed to deliver products or services and to meet objectives and commitments to the stake holders.

- **Recruitment Processing**

Managing and monitoring Recruitment Processes. Designing Job Descriptions Interview assessments, tabulations and appointment recommendations, Generation of Offer Letters, Reference Check – Previous employment, Background & Document verification.

- **Salary Compensation & Employee Cost Control**

Advising on Salary / Compensation Levels, Benchmarking the company levels against industry, Salary structure design, Increment Recommendations, Employee Cost Budgeting, Monitoring & Control.

- **Determination of Manpower & Staffing Needs**

This functional area supports in determining the staffing needs of the Organization's operational areas, including areas where succession planning is necessary and the appropriate placing of staff within the organization.

# Pragya HRO Services

## Organization Development

Organizational Development is the development of the organization's resources so that organizational performance is maximized. We use 7 S Framework & other tools for Organizational Design & Development.



- **Performance Management & Appraisals**

Management of individual performance processes synthesized to the Organization Performance Management System, Skill Budgeting & Performance Gap Analysis leading to Unit Level Balanced Scorecard reporting.

- **Induction, Orientation, Training & Development**

Creating Induction & Orientation Kits to monitoring, we do it all. Later on, Identification of Training Needs to meet organizational goals. Administration of the training programs and interventions that have been approved for staff. This includes course bookings, payments, transportation and accommodation where relevant.

- **Attrition Management**

Diagnosing issues that contain attrition at an optimal level. Strategies that balance infusion of fresh blood & retention of existing talent in

the back ground of changing paradigm. Exit Interviews that go to the root of the causes of attrition.

- **Change Management**

This function includes the development of programs and projects to ensure that staff are aligned to the Organization's strategic goals, for example, rewards and recognition strategies, education and training interventions, performance management, and the communication of the business imperatives and organizational programs.

## Payroll & Time Office Management

Payroll is an integral part of our HRO services and authorized attendance data entered automatically effects payroll on approval.

- **Payroll Processing**

Administration of the payment of wages, salaries and pensions in accordance with organizational policies and government regulations.

- **Time & Attendance Management**

Recording the input of employee time records into the payroll system, Processing completed attendance time sheets, Verifying attendance & leave data, Maintaining time and attendance files.

Pragya HRO Services help you achieve optimum levels of Human Capital, giving you complete control of all HR aspects by integrating all organizational and employee data to provide information on every facet of the operations right from employee policies to payroll processing.

## Pragya HRO Services

### HR Scorecard

As senior managers turn spotlight onto HR's contribution to the success of the organization, HR functions need to build and implement balanced performance management frameworks that align the day-to-day activities of the function with the strategies of the organizations they serve. HR managers are often unable to describe, manage, or measure human capital as a strategic asset.

Pragya HRO Services Scorecard creation is a part of the latest developments and best-practice thinking in the fields of human resource management and business performance monitoring and measurement. Pragya HRO Services Scorecard provides the organization with a proven set of tools that will help link and align HR priorities with enterprise strategy.



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