



Human resources

A complete guide
to our services

pbs

**Payroll &
Business
Solutions**



**Whatever you need
we're just a phone
call away.**

**Or pop into our
offices for a coffee
and talk through
your requirements.**

About PBS (UK) Limited

PBS (UK) Limited are a recognised provider of Payroll, HR and other Business Solutions across all sectors. Our knowledge and experience spans both public and private sectors.

Our forward thinking and pro-active approach ensures that our clients receive the best possible service for their needs. At PBS we believe that customer service is an attitude rather than a department, and as such we strive to deliver the very best for our clients.

Our in-house team of fully qualified HR and Payroll professionals provide your business with the support you need, whenever you need it. Services available from PBS (UK) Limited include the following;

- HR Consultancy
- Online HR Document Shop
- UK Payroll
- International Payroll
- BACS Payment Services
- Direct Debit Collection.

For more information about our services, visit our website www.pbs.uk.com, or call **+44 (0)115 9853199** for an informal discussion regarding your requirements.

Why Choose PBS?

At PBS we appreciate that our success has been due to making the customer central to everything we do. We also realise that further success will be built upon excellent customer service. Our solutions are as flexible as possible in order to meet customer needs and we continuously strive to improve upon an already high quality service.

You can choose to outsource as much or as little as you wish, either as a complement to your existing team, or as a replacement to enable you to focus on your core business.

Outsourcing to PBS brings the following benefits;

- Guaranteed compliance with all aspects of relevant legislation
- Reduced costs, WITH no need to have an HR department
- Full confidentiality, instructions are only accepted from named contacts within your organisation
- Frees up time for you to focus on your core business activities.

From ad-hoc projects to a comprehensive retainer service, PBS have always been flexible to my changing business needs.



HR Consultancy and Retainer Service

Whatever your needs, PBS have an HR solution that works for you. From ad-hoc projects to a comprehensive retainer service, you can remain assured that your requirements are being dealt with by CIPD qualified HR professionals.

The HR consultancy strategy supplied by PBS encompasses the following;

- HR Management Strategy
- Advice on Employment Law
- Production of HR documentation that adheres to UK Legislation
- Advice on Redundancy Procedure & Redundancy Counselling
- Appraisal Schemes
- Performance-Management Review Schemes
- Training Services

For more in-depth information regarding our HR consultancy service, visit our website at www.pbs.uk.com, or phone **0115 9853199** to speak to one of our CIPD-qualified consultants.

Outplacement Services

All companies face change at some point, whether on a large scale or just involving a limited number of staff. The way that change is handled is of paramount importance, as it can have a huge effect on your corporate image and your employer brand.

Change such as redundancy can mean uncertain times for your employees, whether directly affected or not. PBS (UK) Limited's outplacement service can help to smooth the process for all concerned.

There are three critical reasons to use outplacement;

- It makes the process simpler
- It assists those who have to move on
- It also helps those who stay

Our practical support, provided by CIPD-qualified consultants, means that your employees have the ability to cope with any job changes, and gives them the practical help to move forward. Practical help includes; writing a CV and covering letter, guidance on how to find vacancies and apply for jobs, advice on networking and interview skills.

To make the process of change simpler for you and your employees, call **0115 9853199** for an informal discussion, or e-mail info@pbs.uk.com for more information.

Looking for a specific HR Document or wondering as an employer what documentation you need to be compliant with UK employment law?

HR Document Shop

Our HR document shop contains a range of employment documents covering pre, during, and post employment, suitable for use by businesses based in the United Kingdom. These documents have been prepared primarily for SME's with due regard to UK Employment Law:

- Standard and Executive Contracts of Employment
- Policies and Procedures
- HR Audit Pack (To check that you are compliant with UK Employment Law).
- Staff Handbook
- Offer Letter with Terms and Conditions of Employment

For more information on our HR Document Shop, visit our website at www.pbs.uk.com/human-resources/.

We continually update our policies and procedures, and add new documents to ensure permanent compliance with current UK Employment Law. We are always looking at ways to improve the service we offer, so if there are any documents that you would like to see included, please contact us at info@pbs.uk.com, or call **0115 9853199**.

Other services

UK Payroll
International Payroll
BACS Processing
Direct Debit Collection





**Human
resources**



**UK
payroll**



**International
payroll**



**BACS payment
services**

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**Or email us at
info@pbs.uk.com**

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