



Start-up

# HR TOOLKIT FOR **STARTUP**

HR Toolkit is a combination of several HR activities which is required to establish HR function across the organization. For a start up it is necessary to follow HR process & procedure to establish and run the business smoothly. Under HR Toolkit there are several HR activities involve. We at Career Creed HR Services Private Limited provide following services:

1. POLICIES & FRAMEWORK
2. RECRUITMENT SERVICES
3. HR ADMINISTRATION
4. PAYROLL SERVICE
5. HR COMPLIANCE
6. HRMS TECHNOLOGY

# Policies & Framework

For a Startup, HR Policies and standard framework is a foundation element to strengthen HR Processes and good practices within the organization. It is a written manual align with various Labour Laws, which provides guidance to establish a standard to manage their employees and related issues. So, every organization must have their policies and procedure to run the business.

## Scope of Work:

- Understand the nature of business and advice required HR Policies.
- Draft the policy considering various Labour laws and best Industry practices.
- Consult with stakeholders, incorporate their inputs that are more appropriate with their business process.
- We review and finalize policies that follow best industry practices in the same industry.

# Policies & Framework

## List of HR Policies which is required at initial level:

- Formulation of Offer & Appointment Letter
- Organization Structure (Designation & Grade)
- Recruitment & Induction Policy
- Attendance & Leave Policy
- Payroll Policy – CTC Structure & Employee Benefits
- Work from Home Policy
- Transfer, Promotion and Relocation Policies.
- Code of Conduct
- Prevention On Sexual Harassment at Work Place
- Standing Order (If applicable)
- Exit & Termination Policy etc.

# Recruitment **Services**

Hiring a talent is a very tough task for startup. Our expertise recruitment team firstly understand the business process, design the JD (Job Description) and line up the best suited candidates to close the position.

## Scope of Work:

- Understand the business process & identify the hiring needs.
- Design the position JD and searching the candidates.
- Screening out the candidature for respective positions.
- Shortlist and Line up right fit candidate for the interview.
- Close open positions within TAT.
- Dedicated resource to take care of each & every hiring needs.

# HR Administration

HR Administration is a basic and crucial part of HR Management. Which involves proper documentation and record keeping of employees. Generally, it is overlooked part of HR management but to maintain the compliances & smooth running of business it plays a vital role. We focus on that from the beginning of the business

## Scope of Work:

- Proper record keeping of all ongoing policies & procedure.
- Maintenance of employee's personal files as per the prescribed checklist.
- Maintenance of several registers & records under various labour laws.
- Proper arrangement of statutory compliances documents for inspections.

# PAYROLL Services

(Payroll, Full & Final Settlement and Reimbursement Process)

Career Creed's payroll services can bring about new business insights and help you focus on what you do best for running your business. We understand how important it is for your organization to ensure error-free payroll management activities.

Our operational specialists are also industry experts who understand all the intricacies involved in the Payroll and F & F settlement process. Our experts' team, features such as salary structure templates, pre-set statutory rules, up-to-date tax slabs, simplified workflow, integration with attendance and leaves management and much more, will make payroll management easy.

## Scope of Work:

- Leave & Attendance management
- CTC Master and Salary Structure
- Investment Declaration & Proof validation for tax saving
- Payroll & Tax Process
- Statutory Deductions (PF, ESIC, LWF, PT & TDS)
- Incentive & Overtime payment
- Loan & Advance Deduction
- Salary registers, Bank Transfer, CTC Master, Variance and other reports
- Full and Final settlement and relevant statement & reports
- TDS return Preparation & submission
- NON-CTC Reimbursement Management

# HR Compliance

In order to run any business successfully, it is absolutely necessary to follow all the legal and statutory norms and comply with them. CareerCreed offers complete labour laws compliance services that perfectly meet organization's requirements.

## Scope of Work:

### **Registrations & Renewals under various statutory Acts at PAN India:**

- Shops & Establishment/Factory License
- The Contract Labour (Regulation & Abolition) Act, 1970
- Employees Provident Fund and Miscellaneous Act, 1952
- Employees State Insurance Act, 1948
- Professional Tax
- Labour Welfare Fund



# HR Compliance

## PF Management:

- Employee Enrolment under PF act.
- KYC completion of existing employees and employee master data completion in PF record.
- Monthly ECR file submission, Challan Generation & return submission under PF act.
- Educate employees about e-nomination.
- Support on filling PF Forms i.e PF Transfer, PF withdrawal & PF Loan form.
- Administrations of registers and records.
- Response on Notices and Inspections from department.

## ESIC Management:

- Employee enrolment under ESIC act.
- Employee details updation under ESIC act.
- E-Pehchan issuance of existing employee as well as new joiners.
- Monthly ESIC contribution submission, challan generation & return submission under ESIC act.
- UAN linking of employees under ESIC.
- Administrations of registers and records.
- Co-ordination on Notices and Inspections from department

# HR Compliance

## LWF Management:

- Employee enrolment under LWF act
- LWF remittance advice.
- Monthly/Half yearly/Annually LWF contribution submission and challan generation
- LWF contribution history and challan.
- Employee details updation under LWF act.
- Co-ordination for Notices and Inspections from department.

## Professional Tax Management:

- Company Enrollment & Registration under Professional Tax
- Profession tax remittance advice.
- Preparation and Submission of monthly/half yearly/annual returns to department under Enrollment & Registration both.
- Administrations of registers and records.
- Response on Notices and Inspections from department.

# HR Compliance

We also take care of the entire administration of Labour Law compliances under the following acts:

- The Shops and Commercial Establishment Act, 1958
- The Contract Labour (Regulation and Abolition) Act, 1970
- The Sexual Harassment of women at workplace (Prevention Prohibition & Redressal) Rules 2013
- The Employment Exchanges (Compulsory Notification of Vacancies) Rules 1960
- The Child Labour (Prohibition and Regulation) Act 1986
- The Maternity Benefits Act, 1961
- The Minimum Wages Act, 1948
- The Payment of Wages Act, 1936
- The Employee Compensation Act, 1923
- The Equal Remuneration Rules 1976
- The Payment of Gratuity Act, 1972
- The Payment of Bonus Act 1965

In the current competitive edge of business world, technology plays a crucial role to manage business process and procedure which reduces cost, time and manpower eventually accelerate the business growth. We provide complete HRMS solutions with the name of “betterkeep” in a customized manner required by client to manage HR functions.

## **Our HRMS helps organization to better keep of the followings:**

- Control over workforce.
- Development of Business by effective administration of HR
- Data Management of employees & organization
- Recruitment Process and on boarding of Employees
- Attendance and Leave management
- Payroll & Benefits Management
- Performance Management
- Grievance Management
- Employee Self Service
- Customised MIS & Report Management`

*We are keen to take our relationship with the Organisation on a much broader scale and committed to support as per client requirement as well as outsourcing and consulting needs.*

*We are looking forward to the acceptance of this proposal for the corporate tie up for the above or customised services as per client need.*

# Thank you

**Career Creed HR Services Pvt. Ltd.**

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