

Your HR Department! Without the Cost of Building One.

Career Creed acts as your extended HR department, managing:

PLAN → HIRE → JOIN → OPERATE → PAY → COMPLY → SUPPORT → EXIT

COMPLETE HR OUTSOURCING SOLUTIONS FOR STARTUPS

HR Foundation | Recruitment | HR Operations | Payroll | Compliance | HRMS | HR Advisory

Build a structured, compliant and technology-enabled HR function without the cost and complexity of building a complete in-house HR team.

7 CORE STARTUP HR SOLUTIONS

1. HR FOUNDATION SETUP
2. RECRUITMENT & TALENT ACQUISITION
3. HR CONTROL DESK™ **(One Integrated HR Team)**
4. PAYROLL & BENEFITS MANAGEMENT
5. HR COMPLIANCE MANAGEMENT
6. HRMS TECHNOLOGY WITH MOBILE APP
7. HR CONSULTING & LABOUR LAW ADVISORY

**One Partner for
Your Complete
HR Lifecycle**

**Mission
Start-ups**

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GROWING YOUR BUSINESS?

DON'T LET HR BECOME YOUR NEXT CHALLENGE

As your startup grows, HR becomes more than hiring. It becomes a system of people, process, payroll, compliance and employee experience.

ARE YOU FACING THESE CHALLENGES?

- ! No dedicated HR team
- ! Recruitment is inconsistent or taking too much management time
- ! Appointment letters and employee documentation are not standardized
- ! Attendance and leave are managed manually
- ! Payroll takes too much time every month
- ! PF, ESIC, PT, LWF and TDS compliance is difficult to track
- ! HR policies are missing or outdated
- ! Employee records are scattered across Excel, email and WhatsApp
- ! Employees don't have a proper HR self-service system
- ! Founders / management are handling routine HR matters

CAREER CREED = YOUR EXTENDED HR DEPARTMENT

Instead of hiring separate people for HR, payroll, compliance and recruitment, get an integrated HR team and technology platform.



Build Your HR Foundation



Hire The Right People



Onboard Employees Smoothly



Manage Employees Professionally



Pay Employees Accurately



Support Employee Experience



Stay Compliant



Digitize HR Through HRMS



Scale HR With Confidence

One HR Partner. One Integrated HR Team. One HR System.

**Mission
Start-ups**

***You focus on building the business!
We take care of the HR function.***

ONE HR PARTNER. COMPLETE HR SOLUTIONS

OUR COMPLETE STARTUP HR SOLUTIONS

Career Creed provides an integrated HR model covering the complete employee lifecycle.

01 HR FOUNDATION SETUP

Build the right HR foundation from Day 1.

- HR Audit & Gap Analysis
- HR Policies & Employee Handbook
- Appointment & Employment Documentation
- HR Processes & SOPs
- Employee Records & KYC
- HR Structure & Job Descriptions
- Labour Code Readiness
- HRMS & Payroll Setup

Outcome: A structured HR foundation ready for growth.

04 PAYROLL & BENEFITS

Accurate payroll. Every month.

- Salary Structure
- Monthly Payroll Processing
- Attendance & Leave Inputs
- Salary Deductions
- PF / ESIC / PT / LWF / TDS
- Payslips & Payroll MIS
- Investment Declaration & Proof
- Full & Final Settlement
- Form 16 / TDS Support

Outcome: Reliable and controlled payroll administration.

02 RECRUITMENT & TALENT ACQUISITION

From manpower requirement to joining.

- Manpower Requirement Understanding
- JD Preparation / Refinement
- Candidate Sourcing
- Screening & Shortlisting
- Interview Coordination
- Candidate Follow-up
- Offer Coordination
- Pre-Joining Engagement
- Joining Follow-up
- Replacement Support

Outcome: A consistent and managed recruitment pipeline.

05 HR COMPLIANCE

Stay compliant. Stay audit-ready.

PF | ESIC | PT | LWF | TDS | Labour Compliance

- Statutory Registration & Enrolment
- Monthly Compliance
- Challans & Returns
- Compliance Calendar
- Statutory Records
- KYC & Data Updates
- Notice / Query Coordination
- Compliance Advisory

Outcome: Reduced compliance risk & better statutory discipline.

03 HR CONTROL DESK

Your Remote HR Department.

- Employee HR Queries
- Attendance & Leave
- Joining & Onboarding
- HR Letters & Documentation
- Employee Records
- HR Policies
- Employee Grievances
- Exit & F&F Coordination
- HR MIS

Outcome: Employees have a defined HR support system.

06 HRMS TECHNOLOGY

Your HR. Digitized.

- Employee Self-Service
- Mobile App
- Geo Tagging & Geo Fencing
- Attendance & Leave Management
- Payroll
- Document Management
- Manager Self-Service
- HR Dashboard
- HR MIS

Outcome: Less paperwork, greater visibility and better employee experience.

07 HR CONSULTING & ADVISORY

HR expertise when you need it.

- HR Audit & Health Check
- Labour Law Advisory
- Labour Code Readiness
- HR Policy Review
- Compliance Risk Advisory
- Employment Documentation Review
- Employee Relations Advisory
- Statutory Notice Support

Outcome: Professional HR guidance without maintaining a full-time senior HR team.

FROM PLAN TO EXIT

WE MANAGE THE COMPLETE EMPLOYEE LIFECYCLE

Your startup doesn't need different vendors for different HR activities. Career Creed manages the process while management retains decision-making authority.

01

PLAN

Manpower Planning

Manpower • Position • JD • Budget
• Hiring Plan

02

HIRE

Recruitment

Sourcing • Screening • Interviews •
Selection • Offer

03

JOIN

Onboarding

Documentation • KYC • Appointment
Letter • HRMS • Induction

04

OPERATE

Employee Administration

Attendance • Leave • HR Queries
• Employee Records • HR Letters



05

PAY

Payroll & Benefits

Payroll • Payslips • PF / ESIC • TDS
• Benefits

06

COMPLY

HR Compliance

Statutory Compliance • Labour
Requirements • Records • Returns •
Audit Readiness

07

SUPPORT

Workforce Scalability

Probation • Confirmation • Employee
Support • Engagement • Grievances •
Employee Relations

08

EXIT

Separation & F&F

Resignation • Notice • Clearance •
Exit Interview • F&F • Exit
Documentation

HRMS + HR CONTROL DESKTM

HRMS gives you the platform. HR Control Desk makes it work.

Career Creed combines HRMS Technology with HR Control Desk so your HR system is not just implemented — it is continuously managed and used.

HRMS TECHNOLOGY THE DIGITAL ENGINE

The technology that captures, connects and automates HR information.

Employee Self-Service

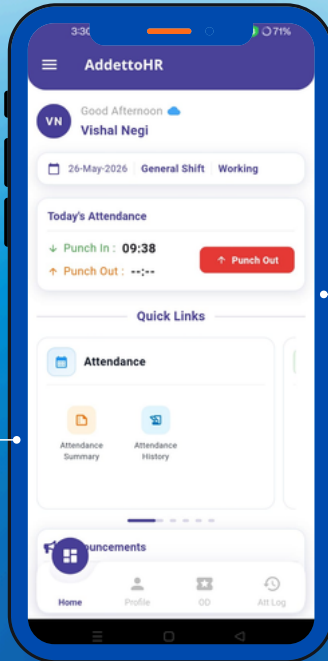
- Attendance & Punching
- Leave Application & Balance
- Salary Slips
- HR Documents
- HR Requests

Manager Self-Service

- Attendance Monitoring
- Leave Approval
- Employee Information
- Team Dashboard
- Approval Workflows

HR Management

- Employee Master
- Attendance & Leave
- Payroll
- Documents
- Employee Lifecycle
- HR Reports & MIS



HR CONTROL DESK THE HR EXECUTION LAYER

Our HR team manages the processes, people and activities behind the system.

Implementation & Setup

- HRMS Configuration
- Employee Data Setup
- Workflow Configuration
- Policy & Process Alignment
- User & Role Setup

Daily HR Operations

- Attendance & Leave Management
- Employee Requests
- HR Documentation
- Joining & Exit Processes
- Employee Record Updates

Continuous Management

- Data & Process Monitoring
- HRMS Support
- Issue Resolution
- Follow-ups & Approvals
- HR MIS & Management Reporting

1 IMPLEMENT

HR Control Desk configures the HRMS around your HR processes.

2 OPERATE

Employees and managers use the system for everyday HR activities.

3 MANAGE

Our HR Control Desk monitors, processes and follows up on HR activities.

4 REPORT

Management gets structured HR data and real-time visibility.

The HRMS stores the information. The HR Control Desk keeps HR moving.

WHY HRMS ALONE IS NOT ENOUGH

HRMS Software Alone

- ✓ Software is provided
- ✓ Implementation depends on you
- ✓ Data needs manual monitoring
- ✓ Employees may raise requests without follow-up
- ✓ Reports are available
- ✓ System usage can become inconsistent
- ✓ Technology supports HR

Career Creed Integrated Model

- ✓ Software + HR team
- ✓ HR Control Desk manages implementation
- ✓ HR team monitors HR activities
- ✓ HR Control Desk manages requests
- ✓ Reports are reviewed and acted upon
- ✓ Continuous HRMS management
- ✓ Technology + people operate HR

01. FOUNDATION SETUP		02. Foundation + Ongoing HR Management		
Team Size	Commercials	Team Size	One-Time Setup Fee	Monthly HR Outsourcing
1–5	₹20,000	1–5	₹15,000	₹10,000
6–9	₹25,000	6–9	₹20,000	₹15,000
10–19	₹30,000	10–19	₹25,000	₹22,000
20–50	₹30k+ ₹1.2k/emp	20–50	₹25,000 + ₹1,000 / emp	₹22,000 + ₹1,000 / Emp
51+	Custom	51+	Custom	Custom

Recruitment Commercial = 8.33%–12% of Annual CTC per successful placement

TRUSTED BY 250+ BUSINESSES ACROSS INDIA



WHY STARTUP FOUNDERS CHOOSE CAREER CREED

- One HR Partner
- Complete HR Coverage
- HR + Technology
- Startup Focused
- Scalable Support
- Professional & Structured

YOU BUILD THE BUSINESS! WE BUILD THE HR FUNCTION.

Ready to build a professional HR function?

BOOK AN HR DISCUSSION

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