

The HR Pillar CC



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***The Human Resources Partner
to Small & Medium Businesses***

Nonnie Brauckmann

Business owners/managers, already stretched to the ultimate, are required to remain focused on the core business, the technical excellence ... clients ... finances ... marketing ... competition ... etc. These challenges may result in people issues being left until later, or never, resulting eventually into a risk or a burden to the business.

As a result of our country's ever-changing and complex labour / tax legislation, the interpretation, implementation and/or application thereof, are extremely cumbersome and time consuming. Small and medium businesses are thus exposed to non-compliance and may become defocused in terms of their core business demands.

Unlike large organizations, small/medium businesses do not require a full time HR specialist or generalist for payrolls, recruitment, benefit administration, tax compliance, labour relations, etc.

The HR Pillar cc provides an outsourced, all-inclusive operational HR service that meets the needs of small and medium business enterprises. The HR function is not a single or standalone affair, nor can it be isolated from everyday business activities.

An outsourced HR generalist is available to assist your Company!!

The HR Pillar's services and support is highly efficient and cost effective, and will be provided in accordance with the client's in-house procedures and service requirements. The type of services could range from a particular task or an all covering HR support. The initial visit to establish client's needs and requirements, is absolutely FREE.

THE HR PILLAR'S CREDO:



Passion for Business Success, through its People
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***Values include Quality, Honesty, Integrity, Reliability & Flexibility***  
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THE HR PILLAR'S SERVICES:

Payroll and Personnel Administration

..... such as

A qualitative and competitive customized service is provided that will free up your time to focus on achieving your business goals. An authentic payroll system, authorized by SARS, is used to accurately calculate income, contributions and deductions (benefits, tax, UIF, etc.).

- Weekly / Monthly salary processing
- Standard and customized reports
- Salary, benefit & legal payment information
- Relevant personnel administration
- Financial / Tax year-end processing
- Reconciliations

Leave Administration

..... such as

A customized leave recording system for administering employees' leave records on a monthly basis, according to the company's in-house policy.

- Accurate calculation & capturing of leave days
- Leave administration and reports
- Calculates monetary values for leave days
- Calculates annual leave provisions

Recruitment

..... such as

The HR Pillar provides full or part assistance during the company's recruitment process and advises on compliance to relevant legislation.

- Drafting & arrange placements of advertisements
- Response handling / selection / short listing
- Correspondence with applicants
- Employment contracts & documentation
- Basic induction & administration

Job Evaluation and Grading

..... such as

Utilizing job evaluation techniques, positions are evaluated, re-evaluated and graded within an existing hierarchy. This management tool provides the means to observe the characteristics of occupations, job profiles, equity in salary levels, career development, etc.

- Evaluate, grade and benchmark job levels
- Identify possible career paths for growth
- Job level auditing to ensure organizational fit
- Establishes remuneration levels and equity

Remuneration Management

..... such as

Restructuring of employees' remuneration packages for tax efficiency (complying with legal requirements), provision of actual monthly and/or annual remuneration cost, annual HR budgets, etc.

- Coordinates participation in salary surveys
- Establishes a company's salary trends
- Advise and restructure remuneration packages
- Benefit administration and/or coordination
- Human Resources budget and cost-to-company

Performance Administration

..... such as

Guidance is provided to Performance Management processes and procedures, documentation, legal advice.

- Facilitates performance process
- Provides performance systems and pro forma
- Administer performance agreements
- Advise on legal processes and requirements

HR Systems and Processes

..... such as

Assessments of and/or implementation of relevant human resource systems and processes.

- Provision of customized pro forma documentation
- Archiving and retention of documents
- Electronic systems and spreadsheets

Policies and Procedures

..... such as

Companies can be assisted with the establishment and implementation of legal and customized documentation, policies, procedures and processes. Assistance can also be provided to the company to ensure compliance to legal procedures and processes.

- Employment contracts and documentation
- Conditions of Service and a variety of policies
- HR related procedures and processes
- Legal compliance, documentation and procedures

BRIEF OVERVIEW

COMPETENCIES

The HR Consultant - Nonnie Brauckmann

HR CONSULTANT: 1 Mar '04 – current

The Innovation Hub Management Company (Pty) Ltd

Providing full spectrum HR Consultancy service

- ◆ Recruitment
- ◆ Payroll outsourcing
- ◆ Job Evaluation & Grading
- ◆ Remuneration Management
- ◆ Performance Management
- ◆ Personnel and Leave Administration
- ◆ Advising on Legislation (labour and tax)
- ◆ Policies and Procedures, pro forma documentation

Reference:

Dr Neville Comins

CEO

Tel. No. (012) 844 0024

HR ASSISTANT MANAGER: 1 Apr '00 – 31 May '05

NAMAC now called SEDA (Small Enterprise Development Agency)

[Permanently employed @ CSIR but seconded to NAMAC]

Providing full spectrum HR Management services to

- ◆ NAMAC (National Centre)
- ◆ MAC (Provincial Offices)
 - CAPEMAC
 - ECMAC
 - GAUMAC
 - KZNMAC
 - LIMAC
 - MPUMAC
 - NCMAC
 - WESTMAC
- ◆ LEDA (Local Economic Development Agencies)

HR PRACTITIONER: 1 Jan '94 – 31 Mar '00

CSIR (as HR Practitioner)

Providing full spectrum HR services

- ◆ Recruitment
- ◆ Job Evaluation & Grading
- ◆ Remuneration Management
- ◆ Labour and Tax Legislation
- ◆ Policies and Procedures

1 Jan '89 – 31 Dec '93

CSIR (as HR Officer)

Providing full spectrum HR services

- ◆ Recruitment
- ◆ Job Evaluation & Grading
- ◆ Remuneration Management
- ◆ Payroll and Personnel Administration